

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 08 January 2018

<b>Portfolio:</b>	Policy and Resources
<b>Subject:</b>	<b>Finance Strategy, Capital Programme, Revenue Budget and Council Tax</b>
<b>Report of:</b>	Director of Finance and Resources
<b>Strategy/Policy:</b>	Finance Strategy 2018/19
<b>Corporate Objective:</b>	A dynamic, prudent and progressive Council

#### **Purpose:**

This report updates the Council's finance strategy and makes recommendations regarding the capital programme, the revised revenue budget for 2017/18, the fees and charges and the revenue budget for 2018/19.

#### **Executive summary:**

This report gives the Executive the opportunity to consider the Council's Medium Term Finance Strategy, capital programme, revised service budget for 2017/18, fees and charges for 2018/19 and proposed service budgets for 2018/19.

#### Capital Programme and Resources 2017/18 to 2021/22

The revised capital programme amounts to £52,776,000, and there are capital resources totalling £54,533,000 over the programme period. Whilst a surplus of capital resources exists, there are likely to be emerging spending requirements that require new resources to be accumulated now so that the Council can meet its future commitments.

#### Revised General Fund Revenue Budget 2017/18

The revised general fund revenue budget for 2017/18 amounts to £12,026,500 for service budgets with other budgets totalling -£3,409,800 giving an overall position of £8,616,700 which shows no change from the base budget for 2017/18.

#### General Fund Revenue Budget 2018/19

The proposed general fund budget for 2018/19 totals £10,701,200 for service budgets along with -£2,226,700 for other budgets giving an overall position of £8,440,500 which is a reduction of £176,200 against the original budget for 2017/18.

**Recommendation/Recommended Option:**

It is recommended that the Executive:

- (a) approves the Medium Term Finance Strategy for the period 2017/18 to 2021/22 as set out at Appendix A to the report;
- (b) agrees to submit the updated Pay Policy, annexed to the Medium Term Finance Strategy at Annex C, to Council for approval;
- (c) approves the capital programme for the period 2017/18 to 2021/22, amounting to £52,776,000 as set out at Appendix B to the report;
- (d) approves the proposed fees and charges for 2018/19, as set out in Appendix C to the report;
- (e) approves the revised 2017/18 general fund budget, amounting to £8,616,700; and
- (f) approves the base 2018/19 general fund revenue budget amounting to £8,440,500.

**Reason:**

The Council has a co-ordinated strategic, service and financial planning process and this report brings together the spending plans for the Council's services for 2018/19 and will allow the Council to approve the capital programme, general fund revised revenue budget for 2017/18, fees and charges for 2018/19 and draft revenue budget for 2018/19.

**Cost of proposals:**

As detailed in the briefing paper contained in the report.

**Appendices:**

- A: Finance Strategy
- B: Capital Programme 2017/18 to 2021/22
- C: Fees and Charges for 2018/19
- D: Revenue Budget Summary for 2018/19
- E: Revenue Budget 2018/19

**Background papers:** None

**Reference papers:** None

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## BOROUGH COUNCIL

### Executive Briefing Paper

<b>Date:</b>	08 January 2018
<b>Subject:</b>	Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2018/19
<b>Briefing by:</b>	Director of Finance and Resources
<b>Portfolio:</b>	Policy and Resources

#### INTRODUCTION

1. This report brings together the revenue and capital spending plans for the Council's local service agreements, as part of the Council's co-ordinated strategic, service and financial planning process.
2. The finance strategy is to be considered and is shown at Appendix A to this report. The Finance Strategy reviewed the Council's overall financial position, taking into the following fundamental principles:
  - Resources
  - Capital Expenditure
  - Revenue Expenditure
  - Transparency and Openness
  - Partnership Working
3. It is against this background that the budget setting principles for the forthcoming financial year were agreed.
4. This report provides a further update to the Council's overall financial position in the light of the updated capital programme and the approved service budgets and allows the ability to accommodate new revenue and capital spending plans to be considered.

#### MEDIUM TERM FINANCE STRATEGY

5. The strategy document, attached to this report as Appendix A, sets out the broad principles on which the management of the Council's finances are based and provides background information regarding the level of resources, the revenue budget and capital programme.
6. The document also focuses on the various issues that will impact on the Council's financial position, now and in the future. In the light of these issues, the current financial position has been reviewed and the projected position in future years, up to 2021/22, examined.

7. Based on existing spending plans and taking account of the known variations and revenue budget pressures in future years, the projected revenue budget for the life of the strategy through to 2021/22 would indicate a significant increase in the amount payable by the council tax payers, if mitigating action was not taken.
8. Members are reminded that the inclusion of any growth items would lead to a more significant increase with extra revenue expenditure of, say, £60,000 increasing the council tax by a further 1%. The projections of expenditure and funding for 2018/19 and later years indicate that the budgetary pressures will continue.
9. The Council's main priorities are to produce sustainable spending plans, maintain adequate reserves and to continue to minimise increases in the net revenue budget, such that increases in Fareham's proportion of the council tax does not exceed the prevailing inflation rate. Consequently, strict budget guidelines must be maintained.
10. The document also focuses on the various issues that will impact on the Council's financial position, now and in the future.

## GENERAL FUND CAPITAL PROGRAMME

11. The General Fund capital programme for the period 2017/18 to 2021/22 has been revised to take account of new schemes and re-phased schemes.
12. The programme now totals £52,776,000 and is summarised in the following table with the details set out in Appendix B:

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Health & Public Protection	0	0	0	0	329	329
Streetscene	130	570	0	0	224	924
Leisure & Community	1,115	316	0	0	527	1,958
Housing	904	840	3,330	480	501	6,055
Planning & Development	938	30	0	0	0	968
Policy & Resources	19,015	10,787	8,550	3,700	490	42,542
<b>TOTAL</b>	<b>22,102</b>	<b>12,543</b>	<b>11,880</b>	<b>4,180</b>	<b>2,071</b>	<b>52,776</b>

13. The budget for the Hill Head Coastal Protection Phase 2 scheme has increased by £100,000 to £750,000. This is to reflect higher than anticipated costs relating to the project being realised. The increase will be met from last year's underspend on Phase 1 of the scheme and funded from the Community Infrastructure Levy.
14. The rolling programme schemes for CCTV Refurbishment, Car Parks Surface Improvements, Vehicle and Plant Replacement and ICT Development have been reviewed and updated to reflect actual spending plans.
15. The Vehicles and Plant Replacement Programme budget has increased to £1 million for 2018/19. The increase includes the purchase of a refuse vehicle a year earlier than planned, together with new and replacement vehicles/plant (e.g. for grounds maintenance) to improve service delivery. Beyond 2018/19, it is anticipated that expenditure will revert to more typical levels.

16. Assuming that the Council is able to continue making a revenue contribution of £1,125,000 p.a. to fund the capital programme for the next 5 years, there would be unallocated funds available for future asset replacement schemes amounting to £490,000.
17. Resources available, including borrowing, to fund the capital programme amount to £54,533,000 over the programme period, and therefore by 2021/22 there should be a small surplus of £1,757,000.
18. However, while the condition of the Council's assets is generally good, there is a growing need to make a significant investment over the coming years in order to maintain the assets and meet future service needs. Despite the current surplus of capital resources (compared to the approved programme), the asset reviews suggest that there are insufficient resources in the future.
19. Consequently, there is a need to continue accumulating additional resources to meet the future capital demands. The Executive has previously agreed to set aside £500,000 from the revenue budget each year for this purpose. Capital resources will also be supplemented with any non-specific windfall income received during the year.

## **FEES AND CHARGES**

20. Each year, the Council reviews the fees and charges for the services it provides. The fees and charges for each Committee and Executive portfolio and the proposed charges for 2018/19 are set out in Appendix C.
21. The fees and charges for the Licensing and Regulatory Committee will be submitted to be agreed by the committee on 23 January before being approved by Full Council.
22. Some fees and charges will be showing no increase as they are set by statute and therefore are not under the Council's control.
23. The discretionary charges are proposed at a level to achieve an increase in income that is deemed to be realistic, with the reasons for major variations from this policy set out below.
24. There are a number of charges where there are no increases that are at the discretion of the Council. Many of these, such as market pitch fees have not been increased as it is believed that higher charges would be detrimental to the service or its users.
25. Car parking has been budgeted for in line with the Fareham Town Centre Parking Strategy and the proposed charges have not been increased for 2018/19. The charges have been at the current level since they were set in October 2010.
26. There have been no new areas of fees that have been added for 2018/19.

## **THE REVENUE BUDGET**

### **The Base Revenue Budget 2017/18**

27. The net revenue budget for 2017/18 was £8,616,700, a reduction of £286,600 on the previous year, and as a result the council tax increased by £5 which was within Government set referendum limits.

### **The Revised Budget 2017/18**

28. The overall revised budget remains the same as the base at £8,616,700.
29. The budget reflects known changes that have occurred during the current financial year and as a result the service budgets have increase by £225,800.
30. Other budgets, such as investment income, contributions to capital, movement in reserves, etc. have been reduced by an equivalent amount, and the revised budget remains as £8,616,700. Further information of how this is spread across portfolios is in Appendix D.

## **THE SERVICE BUDGETS 2018/19**

### **Cost of Services**

31. The cost of services is shown at Appendix E and has been prepared in line with the Medium Term Finance Strategy that is attached to this report.
32. The budget implications of that decision have been built into the service budgets for 2018/19 along with the savings anticipated through the implementation of the Vanguard Method and also those efficiencies that were approved by the Executive in October 2016.
33. The budget also takes into account other decisions made by the Executive during the year. This includes the Welborne delivery programme and the purchase of investment properties in Southampton Road, Park Gate.
34. The Welborne Delivery programme was approved by the Executive in July 2016 and highlighted the need to spend an additional £500,000 per year for the next 3 financial years through to 2018/19. It was also agreed that the surplus on the working balances reserve would be used to fund the additional work.
35. A further report came to the Executive in March of this year updating the position on the delivery strategy and funding. Another report is due to be considered by the Executive in February 2018.
36. A new service budget has been included for the Holly Hill Leisure Centre. The centre was opened in October 2016 and the budget reflects a full year of the management arrangements with the operator.
37. The capital works that have been undertaken at Daedalus will see increase income coming through that service during 2018/19 and in future years.
38. The cost of refuse collection continues to rise, particularly the disposal of waste to Hampshire County Council with this also affecting the trade waste service. The trade waste service continues to grow with additional income

being received as the customer base grows.

39. There are a number of areas where income has an impact on services. Planning applications have seen an increase in income during the year where Land Charges has seen income levels drop due to fewer enquiries. Both of these changes have been reflected in the budget.

### **Other Budgets**

40. In addition to the expenditure and income required to provide Council services, there are other costs and income which need to be taken into account when establishing the overall budget requirement. These include capital financing costs, interest earned on the Council's investments, accounting adjustments, etc.
41. Capital Financing Costs: The proposed budget provides for a revenue contribution to capital of £1.1m, which includes a contribution of £500,000 towards future capital commitments.
42. Interest on Balances: The Council has taken numerous steps to protect its investment portfolio, by spreading risks, using highly rated commercial institutions or Government bodies and investing for short periods. Consequently, however, the rates of return are limited.
43. The reduction in the figures for the base budget for 2018/19 reflects the continuing low interest rates but also takes into account the fact that balances available for investment will fall as spending on major capital project continues throughout 2017/18 and 2018/19.
44. Portchester Crematorium Contribution: The Joint Committee has agreed that in 2017/18 the contribution will be £145,000, and will increase further to £150,000 in 2018/19, which is an increase of £15,000 over the current year.
45. Minimum Revenue Provision: Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP). This new budget reflects the capital costs relating to property purchases that have been made during the last year. The purchases include commercial properties in Southampton Road, Park Gate and the cottages purchased in line with the Welborne delivery programme.
46. New Homes Bonus: This represents income from central government as an incentive to increase the number of homes in the borough. The non-ring fenced grant has been received since 2011 where the authority would receive money for 6 years from first year of receipt. In the autumn statement for 2016 the number of years that each authority would receive the grant has changed from 6 to 4 years with a transitional arrangement of 5 years being used in 2017/18. This has seen a reduction on the grant received by Fareham.
47. Contribution to/from Reserves: This represents one-off items in the budget that are funded from reserve accounts that the Council holds or areas where there are excess funds and a transfer is made into reserves.

48. Taking account of all revenue budget items, the overall budget for 2018/19 will be £8,616,700, which represents an overall decrease of £176,200 or 2.0%.

## **BUDGET PRESSURES AND SERVICE EFFICIENCIES**

49. The Finance Strategy shows that there continues to be a number of spending pressures facing the Council over the coming years. These pressures represent increasing costs that cannot be avoided, reducing income from services and investments, and additional funding that is required in order to progress high corporate priority actions.
50. Efficiencies of £986,300 have been identified and these have been built into the budget for the 2018/19. The efficiencies followed those made in previous years and covered the following areas:



## **SPENDING RESERVE**

51. The Spending Reserve provides for unforeseen fluctuations in revenue expenditure and income such that one-off variations can be funded without having an adverse impact on the council tax. In accordance with the Finance Strategy, the minimum balance for the reserve is 5% of the planned gross expenditure. Taking account of the proposed gross expenditure in 2017/18, this equates to £2,305,000 and the current balance in the reserve is £3,463,000, a surplus over the minimum balance of £1,158,000.
52. Paragraphs 11-17 review the capital programme and whilst there is a surplus available at the end of the programme there will be a need for other capital projects to commence in order to keep council assets maintained to a suitable standard.

## **GOVERNMENT SUPPORT FOR 2018/19 THROUGH TO 2019/20**

53. Currently, local councils receive their funding from 4 main sources: grants from



central government; local business rates; council tax; and other locally generated income such as fees and charges for services.

54. From April 2013, business rates have been retained locally by the billing authority. The Council retains 40% of the money collected and pays the remainder to Hampshire County Council (9%), Hampshire Fire and Rescue Authority (1%) and the Government (50%).
55. The autumn statement in November 2016 confirmed that while the economy continues to improve there remains the need reduce funding to many Government departments, with local government being one that will see funding reduced by at least a third by the end of this parliament.
56. As part of the Statement councils were offered a 4-year settlement deal in order to give some certainty around the levels of funding through to 2019/20. Fareham chose to accept the deal on offer and this has been confirmed by Central Government.
57. The budget for 2018/19 takes into account the funding due from year 3 of this 4 year deal.

## **RISK ASSESSMENT**

58. In considering the budget, there are a number of issues that need to be borne in mind, as set out below:-
59. The economic climate continues to change particularly with the uncertainty surrounding the Brexit process.
60. Demand for Council services remains volatile in some services, and this may heightened due to economic changes.
61. The Council Tax in 2017/18 was increased for the second time since April 2009. The Government's expectation is that with the economy becoming more stable then increases to council tax are now deemed acceptable.
62. For 2017/18 the limit of council tax increases before a referendum is called was increased from 2% to a fixed increase of £5 for those that had kept council tax levels low in the preceding years. Fareham took advantage of this and the council tax for a Band D property was increased from £145.22 to £150.22. The Government's expectation and associated funding levels indicate that they believe that Fareham will raise council tax by £5 in all the years covering the 4 year settlement deal.
63. The Executive has previously agreed that the balance on the spending reserve should equate to at least 5% of gross revenue expenditure which, for 2017/18, is £2,305,000. A detailed assessment of need has been carried out, following guidance from the Chartered Institute of Public Finance and Accountancy (LAAP77), which indicates that this is an appropriate level to retain and should not be reduced.
64. While the Council's capital resources are expected to exceed planned capital

expenditure at the end of the programme period, future spending requirements could give rise to a very significant shortfall. It is therefore imperative that capital reserves are replenished whenever possible in order to meet the future spending needs.

## **CONCLUSION**

65. The Council's finances remain under pressure in the current year, and there is every indication that this situation will persist in the future not only from Central Government funding constraints but also from other economic pressures.
66. Consequently, the budget setting process for 2018/19 has presented very similar challenges that were experienced during the 2017/18 budget, but there have been new challenges. With careful forward planning and appropriate mitigating action being taken at the earliest opportunity, the proposed budget has been produced which is believed to be robust and sustainable.
67. Taking new priority spending into account, the proposed revenue budget for 2018/19 will provide sufficient resources to deliver the Council's services and its priorities, and enable the council tax for 2018/19 to be set below capping limits.

### **Enquiries:**

For further information on this report please contact Neil Wood. (Ext 4506)



# Medium Term Finance Strategy 2017/18 to 2021/22

## BACKGROUND

The main focus of prudent financial management is the Council's medium term finance strategy, the overall objective of which is to structure and manage the Council's financial resources, revenue and capital, to ensure that they match and support the direction of the Council's objectives.

Fareham has a long history of prudent financial management which has been the subject of favourable comments from the Council's external auditors over many years.

At the same time the strategy must ensure that the requirement to set a balanced budget is fully met and that the Council is able to respond to year-on-year changes and short-term service delivery issues.

To overcome these difficulties the finance strategy is supported by a strategic and long term approach to corporate planning that is delivered through an integrated and co-ordinated service and financial planning process.

Most importantly though, there are a number of fundamental principles that are followed by the Council and which form the basis of the finance strategy and which are key to the Council's approach to financial management.

## THE FUNDAMENTAL PRINCIPLES

The principles of the strategy cover five main areas – resources, capital expenditure, revenue expenditure, transparency and openness, and partnership working. More details on the principles can be found at Annex 2.

### Resources

It is essential that the Council has sufficient resources in place to meet its financial requirements. However, situations may arise, either long or short term that may put pressure on these resources.

In order to mitigate any potential situation the following reserves will be held:

- Major Repairs and Renewals Fund to cover emergency capital expenditure in relation to the Council's assets
- A spending reserve to cover unforeseen changes in revenue expenditure or income.

These reserves should not be used to meet on-going, unsustainable levels of revenue expenditure but any surpluses on the reserves can be used for one-off projects.

### Capital Expenditure

All new potential capital schemes will only be considered if they make a clear contribution to the Council's objectives and priority actions and support the Council's Asset Management Plan.

Where new capital schemes are included in the capital programme there will be a need to ensure that the necessary resources are in place to meet the full capital costs (including where appropriate external funding) and also that the on-going revenue costs will be fully met.

## **Revenue Expenditure**

New revenue spending plans will only be considered if they make a clear contribution to the Council's objectives and priority actions or to meet new statutory responsibilities.

Strict budget guidelines are maintained and are approved by the Executive each year.

All significant new revenue spending plans are considered together for inclusion at the time of council tax setting and are subject to a prioritisation process.

## **Transparency and Openness**

It is Council policy to be transparent in the decision making process and provision of information about the Council's activities is available through the website. To this end, budgetary plans and historical spending information (including payments to third party suppliers) is published in a variety of formats on the Council's transparency portal, accessible through its website.

As part of the Localism Act 2011 the Council is required to prepare and publish a pay policy statement. The policy for 2017/18 was approved by the Executive as part of the Medium Term Financial Strategy in October 2016. The Pay Policy Statement for 2018/19 is attached at Annex 3.

## **Partnership Working**

The Council has adopted as a corporate priority the need to save money, raise income and work in partnership with others to achieve more for less while continuing to minimise council tax increases.

In order to achieve this, the Council has worked with partners to provide a better service to our customers while still recognising the need to make efficiencies and ensure that costs are controlled and income targets are achieved.

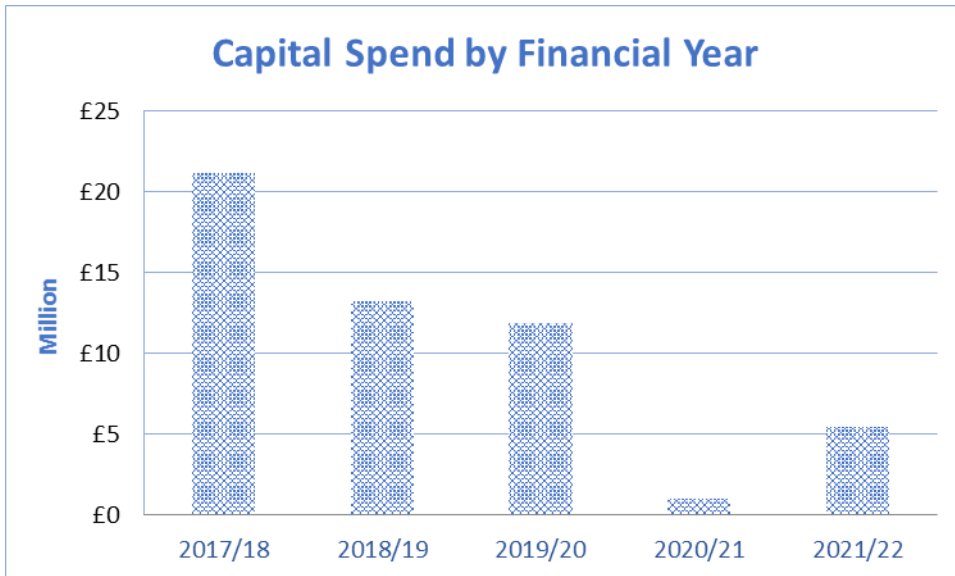
## **THE GENERAL FUND CAPITAL PROGRAMME**

The Council has adopted as a corporate priority the need to maximise the value gained from assets that are owned by the Council. The finance strategy demonstrates how the Council's capital programme supports its corporate priorities and sets the framework for developing the capital investment programme to deliver these priorities.

The Council agrees a rolling five-year programme each year consistent with the finance strategy and the resources available along with any impact on the revenue budgets.

Each review of the Council's finance strategy includes a review of the capital programme for non-housing services, the latest being by the Executive on 6 February 2017 when the programme for the years 2016/17 to 2020/21 was approved.

The capital programme for the duration of the strategy has been amended to take into account carry forwards from 2016/17 and now totals £52.8 million. The phasing of the programme is:

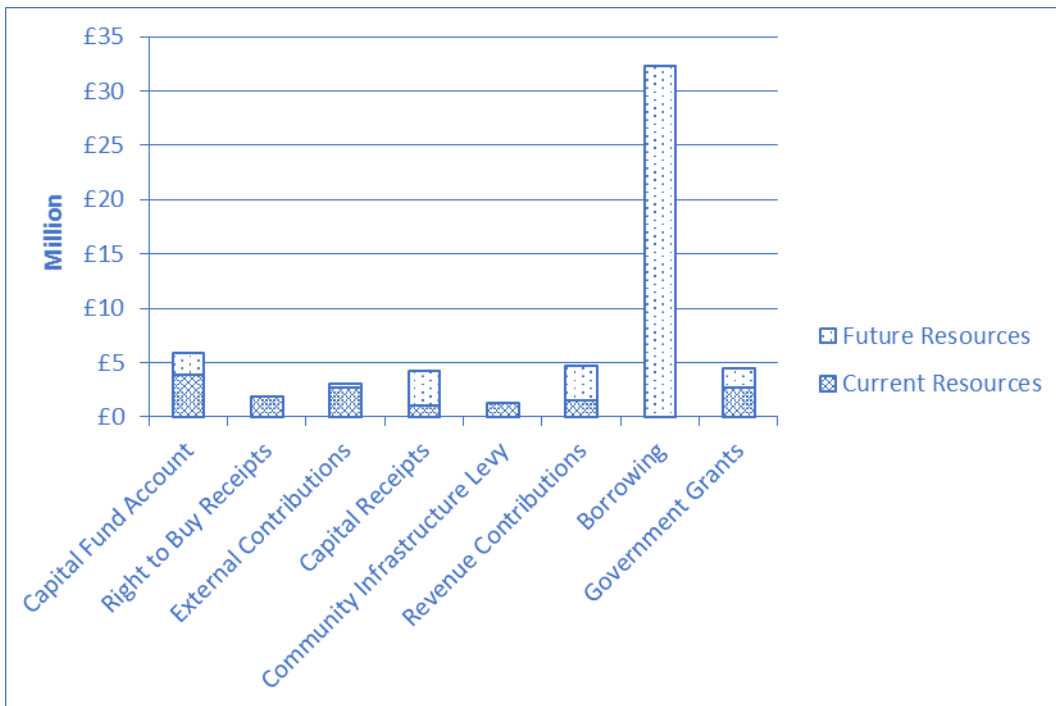


The major schemes in the capital programme are:

Schemes	£000s
Daedalus	28,864
Town Centre Hotel	8,090
Asset Replacement Programme (ICT, Vehicles etc.)	3,715
Development at Highlands Road/Fareham Park Road	2,850
Disabled Facilities Grants	2,413

### CAPITAL RESOURCES

The Council's current and future financial resources that are available to finance the capital programme are:



## **THE OVERALL CAPITAL POSITION**

Resources of £54.5 million are estimated to be available over the life of the capital programme and therefore there should be a surplus of resources of approximately £1.7 million in 2021/22.

The forecast surplus of resources is limited and relies partly on resources that have not yet been secured (such as future capital receipts as well as continued revenue contributions towards capital investment), totalling £6.9 million.

In the event that these resources do not materialise, other funding options will need to be investigated including borrowing, reliance on external funding or the programme scaled back.

It must also be borne in mind that the implications of some of the Council's priority actions and emerging capital spending pressures have not yet been quantified. Costs associated with approved schemes also remain provisional until tenders have been received.

Spending pressures in this respect include repair and refurbishment or replacement works to Council assets (for example, community and leisure facilities, car parks, etc.) that have yet to be added to the capital programme.

## **MINIMUM REVENUE PROVISION**

Where the Council finances capital expenditure from borrowing, it must put aside resources to repay the borrowing in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP).

Borrowing costs (MRP and interest charges) for schemes funded by debt will be covered by revenue generating assets.

## **REVENUE BUDGET AND COUNCIL TAX FOR 2017/18**

The revenue budget for providing services in 2017/18 were agreed by the Executive on 6 February 2017. The net budget of £8,616,700 was recommended to Full Council, with funding of £2,251,548 which left a demand on the council tax payers of £6,365,152. This meant that the council tax for 2017/18 was set at £150.22 which was in line with government recommendations and this was approved by the Full Council on 17 February 2017.

## **FUTURE BUDGET PRESSURES**

The risk profile of the Council's finances has increased in recent years, and is set to increase further in the future as the demand for increased expenditure presents itself, the fundamental change in the way local government services are funded and the general reduction in the quantum of funding available.

To manage the financial risks effectively, the Council maintains a profile of the spending pressures it faces and the impact the cost of these pressures will have on the Council Tax.

Central Government Funding - In December 2015 the Chancellor issued a 4 year settlement programme for all local authorities and for Fareham this showed that the amount of funding would reduce by £1million during the 4 year period including no longer receiving Revenue Support Grant in years 3 and 4.

This means that authorities like Fareham will be totally reliant on business rates and income from tax payers to fund the net General Fund Budget

Interest on Balances – The budget for 2017/18 is £499,900 and covers the General Fund share of interest on investments together with the notional interest payable by the Housing Revenue Account to the General Fund.

In November 2017 the base rate was increased by to 0.25% to 0.5% which took the rate back to the level set in March 2009. This will have little effect on the interest that will be received as the majority of surplus money resources has been used in the capital programme resulting in a dramatic reduction in the amount of interest that will be received.

FBC Elections - The elections of Council members takes place every 2 years with elected members serving a 4 year term of office. The next elections will take place in May 2018.

Movements in the cost of employment - The rising cost of employment in future years reflects the cost of an assumed 2 % pay award and other pay movements.

Increased Pension Costs – During 2016, the triennial pension fund valuations took place and concluded that the contributions needed to increase, so that the fund liabilities could be met.

Land Charges – As part of the Queen’s speech in June 2014 it was announced that the land charges function would be centralised and run by the Land Registry in order to support the delivery of digital services. The timetable for this is not clear but would result in a significant loss of income for the Council. The latest information has suggested that there will be a gradual move over to the Land Registry commencing in the autumn of 2018.

## **THE SPENDING RESERVE**

It is Council policy to maintain the spending reserve at 5% of gross expenditure and the current balance of £3,463,000 exceeds the minimum threshold for 2017/18 which, based on the estimated gross expenditure of £46.1 million, should be £2,305,000. Proposals on the use of the surplus will be developed for consideration in February, alongside the consolidated draft budget for 2018/19.

## **PROJECTED COUNCIL TAX FOR 2018/18 to 2021/22**

In the budget setting process for 2017/18 the government allowed councils to increase council tax whereas during the previous few years it had been encouraging councils to freeze council tax in order to help tax payers during the recession.

The previous referendum limit of 2% was changed to allow those with historically low council tax figures, such as Fareham, to increase their tax by a maximum of £5.

Throughout the duration of this strategy period the government is expecting Fareham to increase their council tax by this £5 limit in order to bring the tax up towards the level that it would have been at had the tax not been frozen during the previous 6 years.

## **THE NEED FOR EFFICIENCY INITIATIVES**

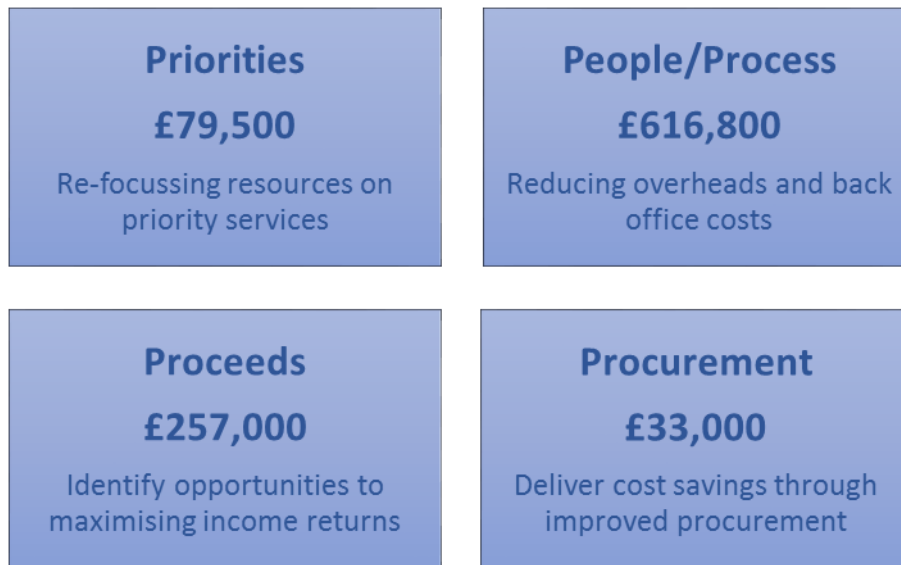
In October 2016 The Executive received a report from the Chief Executive Officer detailing how savings of almost £1million would ensure that the council is in a position to set balanced budgets through to 2019/20 and give itself a good base for the years after that.

The Council develops its efficiency plans well in advance to ensure that they are sufficiently reliable before being included in budgets, and to allow the full consequences of such changes to be considered and consulted upon where appropriate.

Such opportunities in the October report have been developed on the following basis with



the following values identified



In preparing the Finance Strategy, these efficiencies totalling £986,300 have been incorporated in the forecasts.

#### THE OVERALL REVENUE POSITION

The Council has been committed to minimising increases in the overall net budget and council tax increases. This has proven successful in restricting the proportion of gross expenditure on general fund services that has to be met by council tax payers, currently 13%.

Because the proportion is so low, the Fareham element of the council tax (around 10%) is very sensitive to even minor increases in expenditure. An increase in gross expenditure of 1% (approximately £½m) would result in an increase in the amount to be met by council taxpayers of 7.8%.

There are a number of budget pressures that will have an impact on the Council's overall position in the current and future years but with other budget changes these can be accommodated and ensure a sustainable budget is set each financial year.

The following table shows the projected position for the years 2018/19 to 2021/22:

Projections for	2018/19 £000s	2019/20 £000s	2020/21 £000s	2021/22 £000s
Spend on Services	11,800	11,800	11,800	11,800
Other budgets	-1,712	-1,712	-1,712	-1,712
Budget Pressures	525	971	1,426	1,706
Less Efficiencies	-552	-552	-552	-552
<b>Total Budget Requirement</b>	<b>10,061</b>	<b>10,507</b>	<b>10,962</b>	<b>11,242</b>
Funded by:				
New Homes Bonus	-1,000	-1,000	-1,000	-1,000
Revenue Support Grant	0	0	0	0
Business Rates	-1,853	-1,769	-1,769	-1,769

Interest On Balances	-450	-450	-450	-450
Portchester Crematorium Contribution	-150	-150	-150	-150
Council Tax Payers	-6,608	-6,853	-7,100	-7,349
<b>Total Funding Projection</b>	<b>-10,061</b>	<b>-10,222</b>	<b>-10,469</b>	<b>-10,718</b>
<b>Surplus(-)/Shortfall(+)</b>	<b>0</b>	<b>+285</b>	<b>+493</b>	<b>+524</b>

Although significant savings have already been identified over the next four years, it is clear that further reductions will be necessary to produce a balanced budget for the period in 2020/21. This will be reviewed over the strategy period and steps taken as necessary, to deliver a balanced budget.

### SENSITIVITY ANALYSIS

For each of the financial pressures, an assessment has been made about the possible variation above and below the "most likely" position. This allows the sensitivity of the projected totals to changes on each financial pressure to be assessed. As more information becomes available about the individual pressures, the projections can be updated and made more certain.

The following table highlights the gearing effect that additional expenditure has on the council tax.

	£M	% Increase
Spending = £46.1 million	46.1	
- An extra £500,000	0.5	1.1
Council Tax Payers	6.4	
- An extra £500,000	0.5	7.8

### RISK ASSESSMENT

The budget projections indicate the susceptibility of the Council's revenue budget to changes in the level of expenditure and income caused by factors outside the control of the Council. It is clear that even a small variation in expenditure or income would have a significant impact on the Council's revenue budget position.

There are a number of services where the costs and/or income directly correlate with service activity, some of which would have a notable impact on the Council's overall financial position if a significant variation in activity arose. These are classified as "volatile" services and account for £11.9m of gross expenditure and £10.0m of gross income. Special arrangements are in place to track financial performance of these services and the other major services, and take action where there is a significant deviation from plans.

Given the uncertain funding position and external pressures facing the Council, it is

important to maintain a minimum spending reserve equivalent to 5% of gross revenue expenditure.

### **BUDGET SETTING PRINCIPLES FOR 2018/19**

In addition to the fundamental principles on which the Council's medium term finance strategy is based, the Council adopts for each financial year a set of budget setting principles that form the framework for budget preparation.

It is proposed therefore that the following budget guidelines be adopted for 2018/19:

- No provision for the effects of inflation to be provided in revenue budgets except to cover price increases that are unavoidable or the Council is legally obliged to accept,
- Revenue budgets to be cash-limited to the current level and to be reviewed to ensure that all on-going savings that have accrued in previous years and the current year are reflected in future budgets,
- Fees and charges to be increased to achieve a realistic increase in income wherever possible and every effort to be made to identify new sources of income. The proposed charges should be considered alongside those for similar services in neighbouring authorities and, where appropriate, the charges levied by private sector providers,
- New revenue commitments and capital schemes will only be considered for inclusion in the budget where the expenditure is essential to protect the Council's assets or meet the Council's corporate priorities.
- Full weight to be given to the Council's overall position and future council tax levels when services are reviewed and revenue budgets, capital programmes and fees and charges are considered.

### **CONCLUSION**

The Council has a long history of prudent financial management, of achieving efficiency savings while providing a wide range of excellent services.

The projections set out in this report give a broad indication of the anticipated level of expenditure, based on the latest information available about the Government's funding intentions.

There also remains a number of budget pressures linked to corporate priorities, both revenue and capital, which either need to be mitigated or resourced through reallocating funds from within the total budget envelope.

By having an effective efficiency plan the Council is able to meet its budget position for the four years of the spending settlement period. The position from 2020/21 onwards will become clearer when future government spending plans are released.

In the meantime there will be a continued need to focus on the need to identify where capacity can be created through the delivery of more efficient services to meet demand, while protecting, as far as possible, services to the public, using the four-part model highlighted in the strategy.

## BUDGET RESPONSIBILITIES

Responsibility for budgets rests formally with the Full Council but there are arrangements in place as part of the Constitution that delegates certain responsibilities to the Executive, the committees and to officers.

The timetable for the financial planning and budget process is:

Stage	Detail	
1	Consultation with residents and business representatives (incl. Chambers of Commerce, Federation of Small Businesses, the Institute of Directors, Business Solent and Solent Local Enterprise Partnership)	Continual
2	Member approval review of corporate objectives and priority action plan	December 2017
3	Member review of Medium Term Finance Strategy	January
4	Member consideration of revenue budgets, the capital programme and fees and charges	January
5	Member consideration of new capital schemes and revenue growth items Member review of Finance Strategy Member confirmation of capital programme Member confirmation of overall revenue budget	February
6	Member setting of the council tax	February

### Full Council

The Full Council has the general responsibility for setting the Council's policy and budget framework. The Full Council must ensure the following:

- Corporate strategies are approved in accordance with the projected resources of the Council;
- Approved revenue budgets, capital programmes and council tax levels are in accordance with the Council's finance strategy;
- Supplementary estimates are only approved after consideration of the Council's overall financial position.

### The Executive

The Executive has general responsibility for making decisions on Council services within the policy and budget framework. The Executive must ensure the following:

- Detailed estimates of expenditure and income for all services and committees, and the proposed council tax levels are prepared within the context of the council's finance strategy for approval by Full Council;

- Expenditure is only incurred if it forms part of the approved service revenue budget or capital programme;
- Any decision to reallocate revenue or capital budgets from one service to another does not exceed the virement rules;
- The overall revenue budget and capital programme are not exceeded.

### **The Committees**

The Committees have general responsibility for carrying out non-Executive functions within the powers delegated to them by Full Council. The Committees must ensure the following:

- Detailed fees and charges along with estimates of expenditure and income for committee services are submitted to the Executive for approval by Full Council;
- The committee revenue budgets are not exceeded.

### **Employees**

All budgets are allocated to a named manager who has the authority to spend the approved budget. Financial regulations also form part of the Constitution and these set out the scheme for the authorisation of expenditure.

Expenditure can only be incurred within the revenue and capital budgets approved by the Council.

Officers can delegate their power to incur expenditure but only within the limits of their own delegated powers.

The limits given to any individual employee are in accordance with the schedule of limits set out in the financial regulations. All employee powers to incur expenditure should be officially documented and authorised in a form approved by the Statutory Chief Finance Officer.

The Council's financial regulations are available to all employees on the corporate filing system giving detailed guidance on:

- The responsibilities of employees
- Financial reporting
- Revenue and capital budgets
- Budgetary control and virements.

## THE FUNDAMENTAL PRINCIPLES

The principles of the strategy cover five main areas – resources, capital expenditure, revenue expenditure, transparency and openness, and partnership working.

### Resources

A minimum balance on the following reserves will be kept

Name of Reserve	Minimum Balance
Major Repairs and Renewal Fund	£1 million
Spending Reserve	5% of gross expenditure (currently £2.305 million)
The Major Repairs and Renewals Fund is used to cover emergency capital expenditure in relation to the Council's assets.	
The spending reserve is retained to cover unforeseen changes in revenue expenditure or income.	

Any deficits arising from services provided on behalf of other agencies (such as the on-street parking service), may be held on the Council's balance sheet but should be fully offset by an equivalent contribution to the spending reserve, to protect the Council's long term finances.

The need to increase the minimum balance on the Major Repairs and Renewals Fund, the working balance and the spending reserve is considered by the Executive at the end of each financial year and as part of the annual finance strategy review.

Reserves are not used to meet on-going, unsustainable levels of revenue expenditure.

“Windfall” or one-off revenue resources will only be used to increase capital resources or to meet one-off revenue expenditure.

Capital receipts from the sale of assets will be used to meet future corporate priorities rather than be retained for use on the service that has relinquished the asset.

Resources allocated to particular capital projects but subsequently not required are returned to meet future corporate priorities rather than be retained for use by that service.

All decisions regarding the use of significant reserves take account of the effect on the revenue budget from a reduction in investment interest.

### Capital Expenditure

All new potential capital schemes are subject to the process for the prioritisation of new capital schemes, as set out in the Council's Financial Regulations.

New schemes will only be considered if they make a clear contribution to the Council's objectives and priority actions and support the Council's Asset Management Plan.

When new potential capital schemes are considered for inclusion in the capital programme during the year, this is only agreed in principle with the final decision being made at the time of council tax setting except in exceptional circumstances where a delay could jeopardize the achievement of an important priority.

No new capital schemes are included in the capital programme without the necessary resources to meet the full capital costs and the on-going revenue costs being in place.

When decisions are made concerning the inclusion of new schemes in the capital programme, these factors need to be considered:

- The on-going operational costs associated with the scheme
- The whole life costing implications of the scheme
- The cost of servicing the debt if the scheme is financed by borrowing
- The loss of investment interest if internal resources are used and therefore no longer available for investment.

In the light of these factors, it is inappropriate to consider the inclusion of non-priority schemes in the capital programme.

Every effort will be made to secure external (non-borrowing) sources of funding capital schemes. Internal capital resources will only be released to fund schemes once external sources of funding (such as developers contributions, lottery grants, etc) have been explored and rejected.

Capital schemes will normally be financed by internal resources or external contributions. Borrowing will only be considered where government support is available to meet, at least in part, the capital financing costs, or where there is a sound economic business case (e.g. for spend to save schemes) whereby borrowing costs are wholly offset by long term revenue income or savings.

### **Revenue Expenditure**

The Council has adopted as a corporate priority the need to save money, raise income and work in partnership with others to achieve more for less while continuing to minimise council tax increases.

Strict budget guidelines are maintained and are approved by the Executive each year.

New revenue spending plans will only be considered if they make a clear contribution to the Council's objectives and priority actions or to meet new statutory responsibilities.

When any significant new revenue spending plans are considered for inclusion in the revenue budget during the year, this is only agreed in principle with the final decision being made at the time of council tax setting.

All significant new revenue spending plans are considered together for inclusion at the time of council tax setting and are subject to a prioritisation process.

No new revenue spending plans are included in the revenue budget without the necessary resources to meet the full capital costs and the on-going revenue costs being in place. This is particularly important because of the implications for the council tax of even modest increases in expenditure.

Part of the revenue budget is supported by use of the New Homes Bonus while the balance is used to support the capital programme.

New Homes Bonus funding is used in the following way:

- Firstly, if necessary, the award is top-sliced to meet reduced central government funding, and to support service delivery (particularly where demand has grown in line with the growth in housing);
- The balance is earmarked for investment in capital schemes or other projects, which are driven by corporate priorities;
- In determining the use of funds for capital investment, there should be a bias towards
  - investing in land & property that will generate a long term source of income;
  - Projects that support economic or employment growth;
  - Projects that support or secure further housing delivery.

### **Transparency and Openness**

It is Council policy to be transparent in the decision making process and provision of information about the Council's activities through the website. To this end, budgetary plans and historical spending information (including payments to third party suppliers) is published in a variety of formats on the Council's transparency portal, accessible through its website.

### **Partnership Working**

The Council will seek to work with partners to achieve more for less and actively pursue the achievement of the Council's priorities. The following key partnerships have been identified:

- Portchester Crematorium Joint Committee (with Gosport BC, Havant BC and Portsmouth CC)
- Building Control Partnership (with Gosport BC and Portsmouth CC)
- Fareham Community Safety Partnership (with Police and Crime Commissioner for Hampshire, Probation Service and Hampshire CC)
- Project Integra (with other Hampshire authorities)
- Fareham and Gosport CCTV Partnership
- Partnership for Urban South Hampshire (PUSH)
- Solent Local Enterprise Partnership
- Environmental Health Partnership (with Gosport BC)
- Legal Services Partnership (with Southampton CC)
- Eastern Solent Coastal Partnership (with Gosport BC, Havant BC and Portsmouth CC)



## FAREHAM BOROUGH COUNCIL PAY POLICY STATEMENT FINANCIAL YEAR 2018 - 19

### 1. Purpose

The purpose of this Pay Policy Statement (“Pay Statement”) is provided in accordance with the Localism Act 2011 (“Localism Act”) and this will be updated in each subsequent financial year.

This Pay Statement sets out Fareham Borough Council’s pay policies relating to its workforce for the financial year 2018-19, including the remuneration of its Chief Officers, lowest paid employees and the relationship between its Chief Officers and that of its employees who are not Chief Officers.

### 2. Definitions

For the purpose of this Pay Statement the following definitions apply:

**2.1 “Pay”** in addition to base salary includes charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements and termination payments.

**2.2 “Chief Officers”** refers to the following roles within the Council:

Statutory Chief Officers are:

- a) Chief Executive Officer, as Head of Paid Service
- b) Managing Director of Fareham Housing, as Monitoring Officer
- c) Director of Finance & Resources, as Section 151 Officer

Non Statutory Chief Officers are:

- d) Director of Planning & Regulation

Deputy Chief Officers are:

e) Heads of Service who report directly to/or accountable to a statutory or non-statutory Chief Officer in respect of all or most of their duties.

**2.3 “Lowest paid employees”** refers to those employees employed within Grade1 of the Council’s mainstream pay structure. This definition has been adopted because Grade1 is the lowest grade on the Council’s mainstream pay structure.

**2.4 “Employee who is not a Chief Officer”** refers to all employees who are not covered under the “Chief Officer” group above. This includes the “lowest paid employees”. i.e. employees on Grade1.

### 3. Pay Framework and remuneration levels

#### 3.1 General approach

The pay structure and pay scales have been designed to enable the Council to recruit and retain suitably qualified employees at all levels who are dedicated to fulfilling its corporate objectives and delivering services to the public whilst operating within an acceptable financial framework.

With a diverse workforce the Council recognises that its Pay Policy needs to retain sufficient flexibility to cope with a variety of circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. The decision to apply a market premium will be approved by the Head of HR and ICT and endorsed by the Chief Executive Officer.

The Chief Executive Officer, as Head of Paid Service, has delegated power to update the pay policy in line with establishment changes.

### **3.2 Responsibility for decisions on pay structures.**

The outcome of reviews into the local pay and grading structures covering all jobs are submitted to a meeting of Full Council for approval.

The Council's locally determined pay structures are based on the outcome of a job evaluated process and were implemented for the Chief Officers, Heads of Service and all other employees in April 2008. This followed a national requirement for all Local Authorities to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer to comply with employment legislation.

The pay structure for the Chief Executive Officer was established in 2008 having regard to the need to be fully competitive in the market and to be confident of attracting and retaining the highest calibre of employee to reflect the high level of organisational and corporate performance which the Council requires its Chief Executive Officer to deliver. Relevant labour market and comparative remuneration data was considered. This was reviewed in 2013.

### **3.3 Pay scales and grading framework**

With effect from 1 April 2016 the National Living Wage (NLW) came into force which guaranteed those aged 25 and over a minimum hourly rate of £7.20, furthermore it is anticipated that the minimum will rise to around £9 per hour by 2020. As at 1 April 2018 the rate will increase to £7.83 per hour.

The impact of these changes on Fareham's pay scales will be kept under review with scale points 1 and 2 already being deleted. Further changes to the pay scales are anticipated but these are not likely to take place until 1 April 2018 and will be reported to members accordingly.

The National Minimum Wage still applies to those under 25 but Fareham's pay scales are not aged biased.

The mainstream pay structure for all employees below the level of Heads of Service was determined through a local process based on the outcome of a job evaluation scheme. The pay structure from 1 April 2017 consists of a pay spine of 44 points, comprising 11 grades containing 5 spinal column points with the exception of grade 1. Grade 1 is the lowest grade and 11 the highest. Each employee will be on one of the 11 grades based on their job evaluated role.

The Chief Executive's pay grade reflects the same principles as for all of the Council's pay structures consisting of 5 spinal column points.

The pay structure for Chief Officers and Heads of Service was determined through a local process that took into account market alignment with District Councils in Hampshire and the outcome of a job evaluated process. It followed the same principles as applied for the mainstream pay structure and consists of one pay grade for Chief Officers and three pay grades for Heads of Service with all grades containing 5 points.

Details of the Council's pay structures are published on the Council's website and a copy as at 1st April 2017 is appended to this Statement (at annex 1).

### **3.4 Pay Awards and National Pay Awards**

Pay awards are considered annually for all employees. The outcome of national consultations by the Local Government Employers in negotiation with the Trade Unions in relation to the settlement of the annual pay award is normally applied. With effect from April 2016 a 2 year pay deal was agreed taking the pay award through to 31 March 2018.

If there is an occasion where the Council believes that the National Pay Settlement would distort the local pay structures alternative proposals will be developed, discussed with the trade unions and brought to Elected Members for formal approval.

In 2017 there will be a review of the national pay grades to take into account the effect of how the Living Wage is impacting the pay differential between grades, with the gap between the lowest paid and lower grades gradually disappearing. This could lead to jobs graded differently as a result of Job Evaluation being paid the same.

The employers pay offer was submitted to the unions on 5 December 2017 and was offering a 2 year deal totalling an increase of 5.6% over the 2 years. Year 1 commencing April 2018 will bottom load the first 14 scale points with the rest receiving 2%. The second year will see a restructure of the lower grades with the lower 12 grades becoming 6 new scale points which will give some headroom from the statutory minimum NLW. These changes will be applied to Fareham's pay scales once agreement has been reached.

## **4. Remuneration – level and element**

### **4.1 Salaries**

**4.1.1 “Chief Officers”** are identified at 2.2 above and constitute the Council's Corporate Management Team. They are all paid within the Council's pay structures as follows:

- a) Chief Executive Officer, as Head of Paid Service will be paid a salary within the grade range £110,171 to £127,513.
- b) Statutory and Non-Statutory Chief Officers will be paid a salary within the grade range £78,172 to £89,784.

**4.1.2 “Deputy Chief Officers” who are Heads of Service** are all paid within the Council's pay structures as follows:

- c) Heads of Service will be paid a salary within grades ranges £51,771 to £78,172. Typically these Chief Officers and Heads of Service have received the same percentage pay award as for all other employees.

Details of Chief Officer and Heads of Service remuneration have been published since 2010 on the Council's website.

### **4.2 “Lowest paid employees”**

Each lowest paid employee will be paid a salary within the pay scales for Grade1 mindful of the need to meet the National Living Wage requirements.

A very detailed review of pay and grading was undertaken on this topic along with other parts of the grading structure and the review and recommendations were reported to Full Council in December 2014.

### **4.3 Bonuses and Performance related pay**

There is no provision for bonus payments or performance related pay awards to any level of employee.

There is, however, an honorarium provision which may be awarded where an employee performs duties outside the scope of their post over an extended period or where the additional duties and responsibilities involved are exceptionally onerous. All such payments are subject to approval by a Chief Officer (Director) and the Head of HR and ICT.

### **4.4 Other pay elements**

The pay structure for Chief Officers does not take account of the clearly defined additional responsibilities in respect of the Section 151 and Monitoring Officer roles. Officers

undertaking these roles receive payment equivalent to two spinal column points based on the incremental pay progression from the penultimate to maximum point of the pay grade for Chief Officers.

Provision for the recognition of the role of acting Head of Paid Service exists within the Chief Officers pay structure for up to two spinal column points on the same payment principle as for the Section 151 and Monitoring Officers.

These pay arrangements allow for flexibility in the allocation of the additional roles to Chief Officers and for the responsibilities to be rotated.

#### **4.5 Charges, fees or allowances**

Allowances or other payments, for example shift working, standby, etc. may be made to employees, below the level of Chief Officer, in connection with their role or the pattern of hours they work in accordance with National or Local collective agreements.

The Council recognises that some employees incur necessary expenditure in carrying out their responsibilities, for example travel costs. Reimbursement for reasonable expenses incurred on Council business are paid in accordance with the Council's collective agreement and subsequent amendments to it.

The Chief Executive Officer has been appointed as the Council's Returning Officer for elections and he has appointed the Head of Democratic Services, the Head of Leisure and Corporate Services and the Director of Finance and Resources as his Deputy Returning Officers. For performing elections duties the Returning Officer and Deputies receive a fee payable according to a scale of costs, charges and expenses set by the Hampshire and Isle of Wight Election Fees Working Party and allowed under the Local Government Act 1972.

The Chief Executive Officer and Chief Officers are entitled to receive payment for one subscription to a relevant professional body.

#### **4.6 Benefits in kind**

Benefits in kind are benefits which employees receive from their employer during their employment which are not included as part of their salary. Fareham has a computing scheme and car leasing scheme that employees have a choice to sign up for in lieu of salary. These benefits are reportable to HMRC and taxed accordingly. Since the introduction of these schemes there has been a Government review of all salary sacrifice schemes and as a result of this a review of Fareham's scheme is under way pending the outcome of the consultation by the government.

#### **4.7 Pension**

All employees as a result of their employment are eligible to join the Local Government Pension Scheme(LGPS).

#### **4.8 Severance payments**

The Council already publishes its policy on discretionary payments on early termination of employment and flexible retirement as well as publishing its policy on increasing an employee's total pension. These policies are applied in support of efficient organisational change and transformation linked to the need for efficiencies and expenditure reduction.

Details of the Council's policies are published on the Council's website.

No employee who has left the Council in receipt of a redundancy or severance package will be re-employed by the Council, in any capacity, unless there are exceptional business circumstances in which case approval is required from the Chief Executive Officer.

The government has commenced the process to enforce a cap on exit payments of £95,000 with the likely implementation date to be early 2018 following consultation that has taken place during 2016 and 2017.

#### **4.9 New starters joining the Council**

Employees new to the Council will normally be appointed to the first point of the salary scale for their grade. Where the candidate's current employment package would make the first point of the salary scale unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different starting salary point within the grade may be considered by the recruiting manager in consultation with HR Services. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary scale within the grade.

#### **5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers".**

This relates to the ratio of the Council's highest paid employee (falling within the definition of "Chief Officers") and the median earnings across the whole workforce as a pay multiple. By definition, the Council's highest paid employee is the Chief Executive Officer. The mean average pay has been calculated on all taxable earnings for the financial year 2016-17, including base salary, allowances, etc.

Highest paid employee	£127,513
Median earnings for remainder of workforce	£23,256
Ratio	5.48

ANNEX 1

**Fareham Borough Council  
Pay Scales as at 01/04/2017**

Chief Executive Grade & Salary		Directors Grade & Salary	
Spinal Column Point	Annual Salary	Spinal Column Point	Annual Salary
1	£110,171	1	£78,172
2	£114,507	2	£80,682
3	£118,842	3	£83,609
4	£123,178	4	£86,641
5	£127,513	5	£89,784

Senior Management Grades & Salary scales								
Grade	Spinal Column Point	Annual Salary	Grade	Spinal Column Point	Annual Salary	Grade	Spinal Column Point	Annual Salary
	1	£68,846		1	£59,702		1	£51,771
	2	£71,256		2	£61,867		2	£53,650
1	3	£73,749	2	3	£64,111	3	3	£55,595
	4	£75,955		4	£66,436		4	£57,612
	5	£78,172		5	£68,846		5	£59,702

**Fareham Borough Council  
Local Pay Scales as at 01/04/2017**

Mainstream (Grades and Salary)							
Grade	Spinal Column Point	Annual Salary	JE Points Range	Grade	Spinal Column Point	Annual Salary	JE Points Range
1	3	£15,026	LG1 245 or less	7	26	£30,633	LG7 497 - 542
	4	£15,265			27	£31,554	
	5	£15,569			28	£32,507	
					29	£33,485	
2	5	£15,569	LG2 246 - 279	8	30	£34,483	LG8 543 - 585
	6	£16,094			31	£35,521	
	7	£16,587			32	£36,580	
	8	£17,139			33	£37,681	
3	9	£17,719	LG3 280 - 337	9	34	£38,718	LG9 586 - 621
	10	£18,278			35	£39,787	
	11	£18,922			36	£40,874	
	12	£19,582			37	£41,999	
4	13	£20,262	LG4 338 - 385	10	38	£43,033	LG10 622 - 699
	14	£20,978			39	£44,126	
	15	£21,708			40	£45,230	
	16	£22,467			41	£46,356	
5	17	£23,256	LG5 386 - 429	11	42	£46,928	LG11 700+
	18	£24,012			43	£47,991	
	19	£24,790			44	£49,068	
	20	£25,598			45	£50,171	
6	21	£26,434	LG6 430 - 496		46	£51,302	
	22	£27,224					
	23	£28,042					
	24	£28,883					
	25	£29,750					
	26	£30,633					

**APPENDIX B**

**CAPITAL PROGRAMME 2017/18 to 2021/22**

	2017/18 £000s	2018/19 £000s	2019/20 £000s	2020/21 £000s	2021/22 £000s	Total £000s
<b>HEALTH AND PUBLIC PROTECTION</b>						
CCTV Refurbishment Programme					328.7	328.7
<b>HEALTH AND PUBLIC PROTECTION TOTAL</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>328.7</b>	<b>328.7</b>
<b>STREETSCENE</b>						
Bus Shelters	49.1	290.0				339.1
Holly Hill Cemetery Extension	30.0	270.0				300.0
Play Area Equipment and Surface Replacement	35.0				224.0	259.0
Health and Safety in Cemeteries	12.4					12.4
Hook Rec Changing Room Change of Use	2.1	6.3				8.4
Street Lighting Maintenance	1.1	3.4				4.5
<b>STREETSCENE TOTAL</b>	<b>129.7</b>	<b>569.7</b>	<b>0.0</b>	<b>0.0</b>	<b>224.0</b>	<b>923.4</b>
<b>LEISURE AND COMMUNITY</b>						
<b>Buildings</b>						
Ferneham Hall Major Repairs Programme					527.0	527.0
Westbury Manor Museum Remodelling	362.6	50.0				412.6
Community Buildings Review	162.0	94.0				256.0
Holly Hill Leisure Centre	165.0					165.0
Whiteley Community Centre Refurbishment		50.0				50.0
Holly Hill Leisure Centre Fixtures and Fittings	33.5					33.5
	723.1	194.0	0.0	0.0	527.0	1,444.1
<b>Play Schemes</b>						
Holly Hill Play Area	150.0					150.0
Funtley Recreation Ground Play Area		60.0				60.0
Newtown Play Area	25.0					25.0
Warsash Recreation Ground Play Area		25.0				25.0
Sarisbury Green Play Area	25.0					25.0
Howerts Close Play Area	18.5					18.5
	218.5	85.0	0.0	0.0	0.0	303.5
<b>Outdoor Recreation Schemes</b>						
Holly Hill MUGA and Outdoor Gym	130.0					130.0
Leigh Road Tennis Courts - Convert to Parking	3.6					3.6
	133.6	0.0	0.0	0.0	0.0	133.6
<b>Grants to Community Groups</b>						
1st Sarisbury Scout Group	25.0					25.0
	25.0	0.0	0.0	0.0	0.0	25.0
<b>Other Community Schemes</b>						
Footpath Improvements	10.0	25.8				35.8
Allotment Improvements	5.0	11.3				16.3
	15.0	37.1	0.0	0.0	0.0	52.1
<b>LEISURE AND COMMUNITY TOTAL</b>	<b>1,115.2</b>	<b>316.1</b>	<b>0.0</b>	<b>0.0</b>	<b>527.0</b>	<b>1,958.3</b>



## HOUSING

### Private Sector Housing

Disabled Facilities Grants	732.5	420.0	420.0	420.0	420.0	2,412.5
Home Improvement Loans	96.1	60.0	60.0	60.0	60.0	336.1
Empty Homes Strategy	75.1				21.5	96.6
	903.7	480.0	480.0	480.0	501.5	2,845.2

### Enabling

Development at Highlands Rd/Fareham Park Rd			2,850.0			2,850.0
Land/House Purchases		360.0				360.0
	0.0	360.0	2,850.0	0.0	0.0	3,210.0

### HOUSING TOTAL

<b>903.7</b>	<b>840.0</b>	<b>3,330.0</b>	<b>480.0</b>	<b>501.5</b>	<b>6,055.2</b>
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## PLANNING AND DEVELOPMENT

Hill Head Coastal Protection Phase 2	750.0					750.0
River Wallington Gabion Replacement Works	78.0					78.0
Car Parks Surface Improvements	110.0	30.0				140.0

### PLANNING AND DEVELOPMENT TOTAL

<b>938.0</b>	<b>30.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>968.0</b>
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## POLICY AND RESOURCES

### Replacement Programmes

Vehicles and Plant Replacement Programme	800.0	1,000.0	520.0	500.0		2,820.0
ICT Development Programme	280.0	296.4				576.4
Asset Replacement Programme (Unallocated)					489.9	489.9
	1,080.0	1,296.4	520.0	500.0	489.9	3,886.3

### Operational Buildings

Civic Offices Improvement Programme	76.3	780.0				856.3
Depot Refurbishment Works	15.0					15.0
	91.3	780.0	0.0	0.0	0.0	871.3

### Property Developments

Daedalus Schemes	5,914.6	8,711.1		3,200.0		17,825.7
Daedalus Innovation Centre Phase 2	6,861.6					6,861.6
Daedalus Plot 15/16 Acquisition	4,177.0					4,177.0
Town Centre Hotel	60.0		8,030.0			8,090.0
Acquisition of Welborne Properties	830.3					830.3
	17,843.5	8,711.1	8,030.0	3,200.0	0.0	37,784.6

### POLICY AND RESOURCES TOTAL

<b>19,014.8</b>	<b>10,787.5</b>	<b>8,550.0</b>	<b>3,700.0</b>	<b>489.9</b>	<b>42,542.2</b>
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## GENERAL FUND TOTAL

<b>22,101.4</b>	<b>12,543.3</b>	<b>11,880.0</b>	<b>4,180.0</b>	<b>2,071.1</b>	<b>52,775.8</b>
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## Fees and Charges 2018/19

**FAREHAM**  
BOROUGH COUNCIL

## General Notes

1. Fees and Charges are normally reviewed by the Council on an annual basis to apply for the whole of the Financial Year (1 April to 31 March), but it sometimes proves necessary to amend charges at other times during the year.
2. The charges shown in this book are those which apply from 1 April 2018.
3. VAT where charged will be at the prevailing rate, which is currently 20%.
4. **VALUE ADDED TAX – LETTING OF SPORTS FACILITIES - EXEMPTION**

VAT exemption is available for the provision of a series of lets to Schools, Clubs, Associations or Organisations representing affiliated clubs or constituent associations (such as local league) subject to the following guidelines:

- a. The series consists of 10 or more sessions.
- b. Each session is for the same sport or activity.
- c. Each session is at the same place.
- d. The interval between each session is at least a day and not more than 14 days. Letting for every other Saturday afternoon fulfils this condition but there is no exception for intervals longer than 14 days which arise through closure e.g. for public holidays.
- e. The series must be paid for as a whole, and there is written evidence to that effect.
- f. The person to whom the facilities are let has exclusive use of them during the sessions.
- g. The hirer has no right to amend or cancel a booking

<b>Fees and Charges for Services</b>	<b>Page</b>
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## BEACH HUTS

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
Residents	Inclusive of VAT	477.00	496.00	3.98
Non-Residents	Inclusive of VAT	954.00	992.00	3.98



## BUILDING CONTROL PARTNERSHIP

Building Control Partnership fees are available on application to the Head of Building Control. Fees will not be published due to commercial sensitivity.



# CEMETERIES AND BURIAL GROUNDS

The charges below are either currently exempt, or not subject to VAT.

## Resident Fees

Resident fees are charged when the person to be interred lived in the Borough of Fareham prior to their death.

Persons residing in Care and Nursing homes outside the Borough are also classed as residents if they lived in the Borough of Fareham prior to moving to Care and Nursing Homes.

## Non-Resident Fees

Non-resident fees are charged when the person to be interred did not live in the Borough prior to their death. Fees in relation to the purchase of the 30 year lease will also apply.

Non-residents fees are charged when a person wishes to reserve a grave and lives outside the Borough at the time of their application to purchase the 30 year lease.

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>ASHES (CREMATED REMAINS) AREA</b>				
<b>Interment</b>				
a) Burial of ashes into a cremation plot	Resident Non-resident	180.00 360.00	190.00 380.00	5.56
b) Purchase of 30 year lease (area selected by Council)	Resident Non-resident	195.00 390.00	205.00 410.00	5.13
c) Purchase of 30 year lease (area chosen by customer where possible)	Resident Non-resident	290.00 580.00	305.00 610.00	5.17
<b>Memorials</b>				
d) Application to place a flat memorial tablet	Resident Non-resident	46.00 46.00	48.00 48.00	4.35
e) Application to add a further inscription onto an existing tablet	Resident Non-resident	32.00 32.00	33.00 33.00	3.13

<b>BURIAL AREA</b>				
<b>Interment</b>				
f) Burial of a body into a new grave	Resident Non-resident	745.00 1,490.00	785.00 1570.00	5.37
g) Re-open an existing grave for second burial	Resident Non-resident	565.00 1,130.00	595.00 1190.00	5.31
h) Application to scatter ashes	Resident Non-resident	58.00 116.00	61.00 122.00	5.17
i) Burial of ashes into grave at cremation depth	Resident Non-resident	180.00 360.00	190.00 380.00	5.56
j) Burial of ashes into grave at burial depth	Resident Non-resident	330.00 660.00		
k) Burial of a body into a child's grave (Children under 16 years)	Resident Non-resident	No Charge	No Charge	No Charge
<b>Exclusive right of burial (30 year lease)</b>				
l) Purchase of 30 year lease (area selected by Council)	Resident Non-resident	570.00 1,140.00	600.00 1200.00	5.26
m) Purchase of 30 year lease (area chosen by customer where possible)	Resident Non-resident	795.00 1,590.00	835.00 1670.00	5.03
n) Purchase of 30 year lease (Child's grave)	Resident Non-resident	265.00 265.00	278.00 278.00	4.91
<b>Memorials</b>				
o) Application to place a headstone for ten years	Resident Non-resident	160.00 160.00	168.00 168.00	5.00
p) Renewal of the application to place a headstone	Resident Non-resident	25.00 25.00	25.00 25.00	0.00
q) Application for additional inscription on headstone and re-erection	Resident Non-resident	120.00 120.00	126.00 126.00	5.00
r) Application to place a fixed memorial vase	Resident Non-resident	46.00 46.00	48.00 48.00	4.35
s) Application to add a further inscription onto an existing fixed memorial vase	Resident Non-resident	32.00 32.00	34.00 34.00	6.25

MISCELLANEOUS				
t) Hire of Chapel at Wickham Road Cemetery	Resident Non-resident	110.00 110.00	115.00 115.00	4.55
u) Transferring of the ownership of the lease known as the Exclusive Right of Burial	Resident Non-resident	55.00 55.00	58.00 58.00	5.45
v) Administration fee for making arrangements directly with Council (ashes only)	Resident Non-resident	60.00 60.00	63.00 63.00	5.00
w) To undertake the arrangements for funerals under the Public Health Act	Resident Non-resident	400.00 400.00	420.00 420.00	5.00
x) Burial out of hours	Resident Non-resident	At Cost	At Cost	
y) Exhumation	Resident Non-resident	At Cost	At Cost	
z) Purchase of commemorative bench and plaque	Resident Non-resident	1,350.00 1,350.00	1415.00 1415.00	4.81





# CLEAN AND TIDY BOROUGH

The charges shown are currently not subject to VAT.

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>Litter and Fouling</b>				
Dropped litter – Fixed Penalty Notice	Enforcement Policy	80.00	80.00	NIL
Public Space Protection Order – Fixed Penalty Notice	Enforcement Policy	100.00	100.00	NIL
<b>Highways – Damage to Street Furniture</b>				
Offender charged at cost plus a 10% administration charge				
<b>Shopping Trolley Collection</b>				
Shopping Trolley Collection		88.00	92.00	4.55



# ELECTIONS

The charges shown are currently not subject to VAT.

Returning Officer's fees and disbursements: as determined by Hampshire Election Fees Working Party; available on request to Head of Democratic Services.

## Registration of Electors (Statutory)

Item	Data	Printed
Sale of Edited Register	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of Full Register*	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of monthly update notices*	£20 plus £1.50 per thousand entries (or part)	£10 plus £5.00 per thousand entries (or part)
Sale of list of Overseas Electors	£20 plus £1.50 per hundred entries (or part)	£10 plus £5.00 per hundred entries (or part)
Sale of Marked Register*	Where available £10 plus £1.00 per thousand entries (or part)	£10 plus £2.00 per thousand entries (or part)
<b>*Notes</b> <ol style="list-style-type: none"><li>1. Supply of the Full Register, monthly update notices and the marked register is restricted by the Representation of the People Regulations.</li><li>2. Packing and carriage costs will also apply where relevant.</li><li>3. A request for the same part of the register in both printed and data form will be treated as two separate requests.</li></ol>		



# HOUSING

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>Sales of Council Houses</b>				
Maximum legal and administration fees in connection with granting a service charge loan	Statutory Charge	100.00	100.00	NIL
Recharge of Officer time in agreeing any consent to freeholders	Fee per occurrence	100.00	100.00	NIL
<b>Repairs to Council Houses</b>				
Abortive visit by Officer, Surveyor or Tradesman	Charge per visit	50.00	50.00	NIL
Rechargeable works	These will be assessed individually at the time the work is carried out.			
<b>Sheltered Accommodation for the Elderly – Guest Room Charges</b>				
Single occupancy per night	Inclusive of VAT	8.70	9.00	3.4
Per couple per night	Inclusive of VAT	12.50	13.00	4.0
Collingwood Court per room	Inclusive of VAT	22.60	23.00	1.8
Sylvan Court per room	Inclusive of VAT	22.60	23.00	1.8
<b>Homelessness</b>				
Bed & Breakfast charges	100% cost recovery from the homeless of Hotel/Bed & Breakfast charges ineligible for Housing Benefit made straight to the Council.			
Storage of furniture	Homeless households qualifying for financial assistance towards the cost of removal and storage of their possessions must agree to pay a contribution towards these costs based on all their sources of income.			
<b>Other</b>				
Second mortgage enquiry forms	Inclusive of VAT	66.00	68.00	3.03
Care Line Service - Telephone link for assistance (private sector)	Tariff available on application to Sheltered Housing Manager			



# LAND CHARGES

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>Local Land Charges 1 Search Fees</b> (not subject to VAT) Official Certificate of Search in the whole or any part of the register				
First parcel of land – paper search	Fee per occurrence	32.00	32.00	0.00
First parcel of land – electronic search	Fee per occurrence	32.00	32.00	0.00
Each additional parcel	Fee per occurrence	10.50	10.50	0.00
<b>Other Local Land Charges Fees</b> (not subject to VAT)				
Registration of a light obstruction notice	Fee per occurrence	70.00	70.00	0.00
Filing Lands Tribunal certificate	Fee per occurrence	2.50	2.50	0.00
Filing light obstruction judgement etc.	Fee per occurrence	7.00	7.00	0.00
Inspection of rule 10 documents	Fee per occurrence	2.50	2.50	0.00
Office copy register entry	Fee per occurrence	1.50	1.50	0.00
Office copy plan or document	Discretionary			
<b>CON29R Official Enquiries – Part I</b>				
First parcel of land	Fee per occurrence Inclusive of VAT	158.40	158.40	0.00
Each additional parcel	Fee per occurrence Inclusive of VAT	36.60	36.60	0.00
<b>CON29O Official Enquiries – Part II</b>				
First parcel of land	Fee per occurrence Inclusive of VAT	27.60	27.60	0.00
Each additional parcel	Fee per occurrence CON29O element inclusive of VAT £36.60 LLC1 element not subject to VAT £10.50	47.10	47.10	0.00
Common Registration Searches	Fee per occurrence	27.60	27.60	0.00



# LICENSING AND FEES

The charges shown are currently not subject to VAT, except where indicated.

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>Lotteries</b>				
Registration	Statutory Charge	40.00	40.00	0.00
Renewal	Statutory Charge	20.00	20.00	0.00

## Gambling Act 2005

Charges available on application to Director of Planning and Regulation.

## Licensing Act 2003

The service is provided to ensure public safety through the licensing of regulated activities and to ensure that they are undertaken in accordance with the relevant licence conditions.

In addition the Council are the Licensing Authority under the Licensing Act 2003. The Act replaced existing licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late night refreshment with a unified system of regulation. From February 2005 the Council has dealt with applications for premises and personal licences which took effect in November 2005. From this date the Council took over all the licensing functions some of which such as liquor licensing were previously undertaken by the Magistrates Court.

The Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:-

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

The Fees have been set by the Government and are detailed below:

## Premises/Club Applications/Conversions

The Fees are based on rateable values of properties:

Rateable Value	Band	Initial License Fee £	Annual Fee £
£0 - £4,300	A	100.00	70.00
£4,301 - £33,000	B	190.00	180.00
£33,001 - £87,000	C	315.00	295.00
£87,001 - £125,000	D	450.00	320.00
£125,001 and over	E	635.00	350.00

A multiplier applied to premises in Bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly large town and city centre pubs) as follows:

Rateable Value	Band	City/Town Centre Pub Application Fee £	City/Town Centre Pub Annual Charge £
£87,001 - £125,000	D	900.00	640.00
£125,001 and over	E	1,905.00	1,050.00

If in addition to the conversion application the conditions in respect of alcohol are to be varied then an additional fee to those set out above becomes payable as follows:

Rateable Value	Band	Variation Fee £
£0 - £4,300	A	20.00
£4,301 - £33,000	B	60.00
£33,001 - £87,000	C	80.00
£87,001 - £125,000	D	100.00
£125,001 and over	E	120.00

## Exceptionally Large Events

A fee structure also exists for exceptionally large events starting at a capacity of 5,000 people. Please contact the Licensing Authority for details of these.

## Personal Licences, Temporary Events and Other Fees

	Fee 2018/19 £
<b>Statutory – Additional Fees are as follows :</b>	
<b>Occasion on which Fee payable</b>	
Personal Licence	37.00
Minor Variations	89.00
Temporary Event Notice	21.00
Application for copy of Licence or summary on theft, loss etc. of Premises Licence or summary	10.50
Notification of change of name or address	10.50
Applications to vary – to specify Individuals as premises supervisor	23.00
Application to transfer Premises Licence	23.00
The removal of conditions for community premises	23.00
Interim Authority Notice	23.00
Application for making a Provisional Statement	195.00
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	10.50
Notification of change of name or alteration of club rules	10.50
Change of relevant registered address of club	10.50
Application for copy of licence on theft, loss etc. of temporary event notices	10.50
Application for copy of licence on theft, loss etc. of personal licence	10.50
Right of freeholder etc. to be notified of licensing matters	21.00

### Exemptions

Applications for premises licences or club certificates which relate to the provision of regulated entertainment only and the application is from the following then NO FEES are payable, but applications must still be made:

An educational institution which is a school or college and the entertainment is carried on by the educational institution for and on behalf of the purposes of the educational institution.

### OR

That the application is in respect of premises that are or form part of a church hall, chapel hall, or similar building or village hall, parish hall or community hall or other similar building.

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>Discretionary – Other Licences and Fees</b>				
Skin Piercers	Premises	79.00	80.00	1.3
Skin Piercers	Persons	68.00	70.00	2.9
Street Trading Consent	12 months	1,760.00	1,800.00	2.2
Street Trading Consent	6 months	990.00	1000.00	1.0
Street Trading Consent	3 months	550.00	550.00	0.0
Street Trading - Tables and Chairs	New	290.00	300.00	3.4
Street Trading - Tables and Chairs	Renewal	180.00	185.00	2.7
Dangerous Wild Animal Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	128.00	130.00	1.6
Riding Establishment Licences Initial registration/ renewal/variation –per horse	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	38.00	40.00	5.3
Animal Boarding Establishment Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	165.00	170.00	3.0
Home (Domestic) Animal Boarding Establishment Licences		115.00	120.00	4.3
Pet Shop Licences	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	115.50	120.00	3.9
Dog Breeders Licence	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	173.25	180.00	3.9
Zoo: Initial Application (valid for 4 years)	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	1,800.00	1,850.00	2.7
Zoo: Renewal (valid for 6 years)	All initial applications and subsequent renewals where appropriate will also include vets' fees in addition to the charges listed	1,800.00	1,850.00	2.7
Sex Shops/Establishments	Initial Fee	1,800.00	1,850.00	2.7
Sex Shop/Establishment	Renewal Fee	1,800.00	1,850.00	2.7
Scrap Metal Dealer	New Application	250.00	260.00	4.0
Scrap Metal Dealer	Application Renewal	140.00	145.00	3.6
Mobile Collector	New Application	140.00	145.00	3.6
Mobile Collector	Application Renewal	100.00	105.00	5.0
Variation of Licence		131.50	138.00	4.9
Replacement Licence		22.00	23.00	4.5
Advice to commercial premises	Charge per hour or part thereof	45.00	47.00	4.4



	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>Discretionary – Hackney Carriage and Private Hire Licences</b>				
<b>Vehicle Licence</b>				
Hackney Carriage		185.00	185.00	0.00
Private Hire		185.00	185.00	0.00
Transfer of Licence	(Note 1)	185.00	185.00	0.00
Temporary Transfer	(Note 2,3)	185.00	185.00	0.00
<b>Operator's Licence</b>				
Private Hire Operators Licence	1 year	185.00	185.00	0.00
Private Hire Operators Licence	3 years	455.00	455.00	0.00
Private Hire Operators Licence	5 years	825.00	825.00	0.00
<b>Driver's Licence</b>				
Hackney Carriage Drivers Licence	1 Year	60.00	60.00	0.00
Hackney Carriage Drivers Licence	3 Years	155.00	155.00	0.00
Private Hire Drivers Licence	1 Year	60.00	60.00	0.00
Private Hire Drivers Licence	3 Years	155.00	155.00	0.00
Dual Drivers Licence	1 Year	85.00	85.00	0.00
Dual Drivers Licence	3 Years	200.00	200.00	0.00
DVLA Drivers' Licence check	Free on-line			
Failure to attend appointment		34.00	34.00	0.00
Replacement Licence		10.50	10.50	0.00
Transfer of Ownership	(Note 1)	25.00	25.00	0.00
<b>Knowledge Test</b>				
Per Test		23.00	23.00	0.00
<b>Driver's Badge</b>				
Issue and Replacement	Inclusive of VAT	18.00	18.00	0.00
<b>Vehicles</b>				
Replacement plates and fixings	Inclusive of VAT	22.00	22.00	0.00
Replacement brackets		15.00	15.00	0.00
Interior windscreen plate		23.00	23.00	0.00

Other	
Disclosure and Barring Service Fee	Actual Cost
Medical Consultation	Actual Cost
<b>Notes</b> <ol style="list-style-type: none"><li>1. This charge has been set at a level to cover the cost of administering transfers. Transfers will only be permitted in March and April in exceptional circumstances. Transfers, in months other than March and April, will be charged at 50%.</li><li>2. This charge covers the cost of temporary transfers due to the use of loan cars for insurance purposes.</li><li>3. This charge has been set at a level to cover the cost of administering transfers.</li></ol>	



# MARKETS AND TOWN CENTRE

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>Fareham Market</b> Inclusive of VAT				
Signed on pitch fee	Per foot, minimum of 15ft, maximum of 50ft	2.00	2.00	0.00
Casual pitch fee	Per foot, minimum of 15ft, maximum of 50ft	2.50	2.50	0.00
Additional Markets	Per foot, minimum of 15ft, maximum of 50ft	1.00	1.00	0.00
<b>Portchester Market</b> Not currently subject to VAT				
Signed on pitch fee	Per foot, minimum of 15ft, maximum of 50ft	1.00	1.00	0.00
Casual pitch fee	Per foot, minimum of 15ft, maximum of 50ft	1.50	1.50	0.00
<b>Fareham Town Centre Charges</b> Inclusive of VAT				
Flower Basket	Per Basket, supply, install and maintenance	36.00	36.00	0.00
Farmers Market Standard Pitch	up to 10ft or 3.05 m	35.00	35.00	0.00
Farmers Market Larger Pitch	up to 20ft or 6.1m	70.00	70.00	0.00
Pitch Hire Standard Pitch	up to 10ft or 3.05 m	35.00	35.00	0.00
Pitch Hire Larger Pitch	up to 20ft or 6.1m	70.00	70.00	0.00
Commercial Exhibitions Monday and Saturdays	Up to 40ft or 12.19m	210.00	210.00	0.00
Commercial Exhibitions All other dates	Up to 40ft or 12.19m	150.00	150.00	0.00
Podium Hire	Commercial organisations	60.00	60.00	0.00
Podium Hire	Non-profit organisations	0.00	0.00	0.00



# PARKING CHARGES

The charges shown are inclusive of VAT

Shopping Centre Multi-Storey Car Parks	Current Fee
<b>Fareham Shopping Centre and Osborn Road</b>	
<b>Monday - Saturday</b> Standard hourly rates apply between 8am and 6pm	£1.00 per hour to a maximum of 10 hours
<b>Sunday &amp; Bank Holiday</b> Standard hourly rates apply between 10.30am and 4pm	£1.00 per hour to a maximum of 6 hours

Inner Shopping Centre Car Parks	Current Fee
<b>Ferneham Hall; Civic Way North &amp; South; Palmerston Avenue; Civic Offices (Sat/Sun Only)</b>	
<b>Monday - Saturday</b> Standard hourly rates apply between 8am and 6pm	£1.00 per hour to a maximum of 10 hours
<b>Sunday &amp; Bank Holiday</b> Standard hourly rates apply between 10.30am and 4pm	£1.00 per hour to a maximum of 6 hours

Market Quay	Current Fee
<b>Monday - Saturday</b> Standard hourly rates apply between 8am and 6pm	£1.50 per hour to a maximum of 10 hours
<b>Sunday &amp; Bank Holiday</b> Standard hourly rates apply between 10.30am and 4pm	£1.50 per hour to a maximum of 6 hours

Outer Shopping Centre Car Parks	Current Fee
<b>Bath Lane; Holy Trinity Church; Lysses; Malthouse Lane; Osborn Road West; Trinity Street; Youth Centre</b>	
<b>Monday - Saturday</b> Standard hourly rates apply between 8am and 6pm	£0.70 per hour with a maximum charge of £3.50 per day
<b>Sunday &amp; Bank Holiday</b>	No Charge

Flexible Season Tickets for use in any outer shopping centre car park	1 Day £	2 Days £	3 Days £	4 Days £	Weekly £
<b>Full Day</b>					
One Month	13.00	30.00	50.00	60.00	70.00
Quarterly	35.00	80.00	110.00	150.00	170.00
Half Yearly	65.00	140.00	200.00	270.00	300.00
Annual	110.00	230.00	340.00	470.00	520.00

Half Day (up to 5 hours)					
One Month	10.00	20.00	30.00	40.00	45.00
Quarterly	20.00	50.00	70.00	90.00	100.00

Half Yearly	40.00	80.00	120.00	160.00	180.00
Annual	70.00	140.00	200.00	280.00	310.00

<b>Penalty Charge Notices(not subject to VAT)</b>	<b>Current Fee</b>
<b>Higher Level Charge – (Note 1 and 3)</b>	<b>£70.00</b>
<b>Lower Level Charge – (Note 2 and 3)</b>	<b>£50.00</b>

**Notes**

1. Higher level charge relates to those contraventions which prohibit e.g. parking on double yellow lines or single lines during a prohibited period, or parked in a marked disabled bay without displaying a blue badge.
2. Lower level charges relate to those contraventions which occur, for example, short overstay of the prescribed period on street or parking in an off street location without displaying a valid pay and display ticket/permit.
3. The charges are reduced by 50% provided payment is made within 14 days of issue. A surcharge of 50% will be added if paid more than 28 days from issue of Notice to Owner.



## PLANNING FEES

Planning Fees are set by central government and are updated from time to time. The current fees apply from 31 January 2017 and can be found on [planningportal.co.uk](http://planningportal.co.uk) or the fee will calculate when you fill in your application online.

Alternatively the current fees are available on application to the Head of Development Management.



# PUBLIC PROTECTION

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>Dog Control</b>				
Collection of Strays (An additional £25 will be added to this fee where the same dog is found straying, leading to seizure, more than once in any 3 month period)	Statutory Charge Not subject to VAT	25.00	25.00	NIL
Dog Kennelling	First 24 hours or part thereof Not subject to VAT	65.00	68.00	4.6
Dog Kennelling	Subsequent 24 hours or part thereof Not subject to VAT	35.00	36.00	2.9
Micro-chipping of dogs	Charge per dog Inclusive of VAT	15.00	15.00	0.0
Private home check visit	Inclusive of VAT	30.00	31.00	3.3
<b>Housing Act Enforcement charges are not currently subject to VAT</b>				
Private Sector Housing - Housing Act 2004 Enforcement Notices	Charge to be actual cost to the Council up to and including service of Notice			
Inspection and/or sampling of private water supplies/distribution networks	Charge to be actual cost to the Council			
Out of Hours Service	Charge to be actual cost to the Council			
Immigration Service Assessment of Premises Condition	Inclusive of VAT	111.00	115.00	3.6
<b>Licensing of Houses in Multiple Occupancy</b>				
5 people	Not subject to VAT	800.00	840.00	5.0
6 – 10 people	Not subject to VAT	1,000.00	1,050.00	5.0
11 – 15 people	Not subject to VAT	1,200.00	1,260.00	5.0
16 – 20 people	Not subject to VAT	1,400.00	1,470.00	5.0
More than 20 people	Not subject to VAT	1,600.00	1,680.00	5.0

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>Food Safety</b>				
Export Health Certificates		80.00	84.00	5.0
Issue of Certificate for Unsound Food	Certificate required in support of insurance claims even though the food, due to its condition, would not be marketable or usable.	190.00	200.00	5.2
<b>Transportation of Unsound Food</b> Charges are inclusive of VAT				
First hour (min 1 hour)	Plus disposal of unsound food.	140.00	145.00	3.6
Subsequent whole hours	Plus disposal of unsound food.	70.00	72.00	2.9
Transport and disposal	Charged at cost to the Council			
<b>Charges for training courses available on application to the Head of Environmental Health</b>				
<b>Pest Control</b> Domestic Premises charges include materials and are also inclusive of VAT For Persons in Receipt of one or more of the following benefits the treatment is free of charge:- <ul style="list-style-type: none"> <li>Income-based Jobseeker's Allowance</li> <li>Income-related Employment and Support Allowance</li> <li>Income Support</li> <li>Pension Credit (Guarantee)</li> </ul> Universal Credit (maximum award)				
Fleas, Bed Bugs and unknown infestations	Visit and Quotation	30.00	30.00	0.00
All other insects (including wasps)		70.00	70.00	0.00
Rodents		60.00	60.00	0.00
<b>Pest Control</b> Commercial Premises charges are inclusive of VAT				
Rodents and insects	first 15 minutes	76.00	76.00	0.00
Rodents and insects	each additional 15 minutes or part thereof	19.00	19.00	0.00
<b>CCTV</b>				
Access to CCTV footage	Inclusive of VAT	74.00	78.00	5.4



<b>Pollution Reduction – Environmental Protection Act 1990</b>				
Charges available on application to the Head of Environmental Health				
Out of hours service charges based on actual cost to the Council				
<b>Local Authority Environmental Permit – Part B</b>				
<b>LAPPC Charges for 2014/15 onwards not subject to VAT</b>				
<b>Type of charge</b>	<b>Type of process</b>	<b>Fee</b>		
<b>Application Fee</b>	Standard process (includes solvent emission activities)	£1,579		
	Additional fee for operating without a permit	£1,137		
	PVRI, SWOBs and Dry Cleaners	£148		
	PVR I & II combined	£246		
	VRs and other Reduced Fee Activities	£346		
	Reduced fee activities: Additional fee for operating without a permit	£68		
	Mobile plant**	£1579		
	for the third to seventh applications	£943		
	for the eighth and subsequent applications	£477		
	Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts			
<b>Annual Subsistence Charge</b>	Standard process Low	£739 (+£99)*		
	Standard process Medium	£1111(+£149)*		
	Standard process High	£1672 (+£198)*		
	PVRI, SWOBs and Dry Cleaners L/M/H	£76	£151	£227
	PVR I & II combined L/M/H	£108	£216	£326
	VRs and other Reduced Fees L/M/H	£218	£349	£524
	Mobile plant, for first and second permits L/M/H**	£618	£989	£1484
	for the third to seventh permits L/M/H	£368	£590	£884
	eighth and subsequent permits L/M/H	£189	£302	£453
	Late payment Fee	£50		
	* The additional amounts in brackets must be charges where a permit is for a combined Part B and waste installation			
Where a Part B installation is subject to reporting under the E-PRTR Regulation add an extra £99 to the above amounts.				

<b>Pollution Reduction – Environmental Protection Act 1990</b>		
Charges available on application to the Head of Environmental Health		
Out of hours service charges based on actual cost to the Council		
<b>Local Authority Environmental Permit – Part B</b>		
<b>LAPPC Charges for 2014/15 onwards not subject to VAT</b>		
<b>Type of charge</b>	<b>Type of process</b>	<b>Fee</b>
<b>Transfer and Surrender</b>	Standard process transfer	£162
	Standard process partial transfer	£476
	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	£75
	Surrender: all Part B activities	£0
	Reduced fee activities: transfer	£0
	Reduced fee activities: partial transfer	£45
<b>Temporary transfer for mobiles</b>	First transfer	£51
	Repeat following enforcement or warning	£51
<b>Substantial change</b>	Standard process	£1,005
	Standard process where the substantial change results in a new PPC activity	£1579
	Reduced fee activities	£98

\*\* Not using simplified permits

<b>Local Authority Environmental Permit – Part B</b>				
<b>LAPPC mobile plant charges for 2014/15 onwards (not using simplified permits) not subject to VAT</b>				
<b>Number of permits</b>	<b>Application fee 2014/15</b>	<b>Subsistence fee 2014/15</b>		
		<b>Low</b>	<b>Med</b>	<b>High</b>
1	£1,579	£618	£989	£1,484
2	£1,579	£618	£989	£1,484
3	£943	£368	£590	£884
4	£943	£368	£590	£884
5	£943	£368	£590	£884
6	£943	£368	£590	£884
7	£943	£368	£590	£884
8 and over	£477	£189	£302	£453



# WASTE COLLECTION AND DISPOSAL

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>Abandoned Vehicles Refuse Disposal (Amenity) Act 1978</b>				
The charges shown are currently not subject to VAT				
Removal of vehicle from motorway	Statutory Charge	150.00	150.00	0.00
Removal of vehicle from elsewhere	Statutory Charge	150.00	150.00	0.00
Storage (per 24 hours or part)		25.00	26.00	4.00
Disposal		62.00	65.00	4.84
<b>Domestic Bulky Waste</b>				
The charges shown are currently not subject to VAT				
Single Item		35.00	37.00	5.71
Half Load		78.00	82.00	5.13
Full Load		137.00	145.00	5.84
Collection of fridges/freezers		18.00	19.00	5.56
<b>Trade Waste</b>				
Trade waste charges for both residual and recycling are available on application to the Trade Waste team. Charges made for waste collected outside the borough of Fareham will be subject to standard rated VAT.				
<b>Domestic Garden Waste Collection</b>				
The charges shown are currently not subject to VAT				
First Sack	Free of charge			
Roll of 25 single use sacks	Subsequent sacks	25.00	26.00	4.00
Roll of 5 single use sacks	Subsequent sacks	6.00	6.00	0.00
<b>Domestic Waste and Recycling - Developers</b>				
The charges shown are inclusive of VAT				
240 litre (standard bin for individual houses) Refuse / Recycling		36.00	36.00	0.00
340 litre (communal bin only permitted for flats) Refuse / Recycling		60.00	60.00	0.00
1100 litre (large communal bin, only permitted for flats) Refuse		379.20	379.20	0.00
<b>Domestic Waste and Recycling - Residents</b>				
The charges shown are currently not subject to VAT				
240 litre (standard bin for individual houses) Refuse		30.00	30.00	0.00

Recycling bins		FREE	FREE	0.00
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## SPORTS AND LEISURE

### Outdoor Sport and Recreation

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>Sports Pitches, Facilities, Recreation Grounds and Open Spaces</b>				
<b>Football, Rugby and Hockey, casual games per match - (Notes 1,2, and 3)</b>				
Senior	Per match	75.00	79.00	5.33
Junior	Under 18	31.00	32.00	3.23
Mini Soccer	Per match	20.00	21.00	5.00
Mini Soccer	Per half day pitch	41.00	43.00	4.88
Training Sessions – 2 hours	Juniors half charge	44.00	46.00	4.55
Use of recreation grounds by Schools	Note 1, per match	58.00	60.00	3.45
<b>Football Tournament (Note 1)</b>				
Football Tournament	Per tournament	300.00	315.00	5.00
<b>Cricket, casual games per match - (Notes 1 and 3)</b>				
Senior	Per match	80.00	84.00	5.00
Junior	Under 18	30.00	31.00	3.33
Evening games	Senior	65.00	68.00	4.62
Evening games	Junior	27.00	28.00	3.70
<b>Tennis Courts – per court, per hour – (Notes 1 and 4)</b>				
Senior		9.30	9.80	5.38
Junior	Under 18	4.20	4.40	4.76
Stubbington, Sarisbury & Locks Heath courts - Seasonal Charges		1,800.00	1,900.00	5.56
<b>Notes</b>				
1. Fees inclusive of VAT unless exemption conditions as set out in the General Notes on page 1 are met.				
2. If changing facilities are not available the above prices will be decreased by 10%				
3. Clubs not resident in Borough pay double casual rate.				
4. Tennis Clubs are required to make suitable arrangements for public use of courts outside the times required by clubs				

	Notes	Fee 2016/17 £	Fee 2017/18 £	% Increase
<b>Sports Pitches, Facilities, Recreation Grounds and Open Spaces</b>				
<b>Bowls – Seasonal Charges - (Note 1)</b>				
Fareham Bowling Club	6 rinks & clubhouse	6,100.00	6,400.00	4.92
Crofton Community Association	6 rinks & clubhouse	6,100.00	6,400.00	4.92
<b>Bowls – Fees - (Note 2)</b>				
Green Fees		4.80	5.00	4.17
Hire of Woods		1.80	1.90	5.56
Hire of shoes	Not applicable at Portchester or Priory Park	1.80	1.90	5.56
<b>Notes</b>				
1. Public to have use of at least one rink at each green				
2. Retained by clubs. Max charge per player per hour				
<b>Sports Pitches, Facilities, Recreation Grounds and Open Spaces</b>				
<b>Miscellaneous Charges</b>				
Hire of open space of land for local shows etc.	Note 3			
Hire of recreation grounds for local shows etc.	Notes 1 and 2			
Commercial hiring	Note 3			
Charitable hiring	Note 4	84.00	88.00	4.76
Use of changing facilities	Note 1	43.00	45.00	4.65
Rounders	Note 1	74.00	77.00	4.05
<b>Notes</b>				
1. Fees inclusive of VAT unless exemption conditions as set out in the General Notes on page 1 are met.				
2. No damage deposit is taken, but hirers are advised that they may be charged after the event for any damage resulting from the hiring.				
3. At a rate to be determined by the Director of Operations on an individual basis proportionate to the estimated income derived from the event.				
4. Charge can be waived at the discretion of the Director of Operations.				

## Ferneham Hall

Charges will be available on application to the Ferneham Hall General Manager.

Standard Rates	Current		Proposed		Increase	
	Mon. to Thurs.	Fri. to Sun	Mon. to Thurs.	Fri. to Sun.	Mon to Thurs.	Fri. to Sun.
	£	£	£	£	%	%
<b>Solent</b>						
Morning Hire [9am- 1pm] (4 hours)	£696	£923	£731	£969	5.0%	5.0%
Afternoon Hire [2pm– 6 pm] (4 hours)	£827	£1,027	£868	£1,078	5.0%	5.0%
Evening Hire [6pm– Midnight] (6 hours)	£1,027	£1,211	£1,078	£1,272	5.0%	5.0%
Daytime Hire [9am- 6pm] (9 hours)	£1,175	£1,463	£1,234	£1,536	5.0%	5.0%
Full Day Hire [9am- Midnight] (15 hours)	£1,472	£1,877	£1,546	£1,971	5.0%	5.0%
Three Day Hire [9am – Midnight]	£3,339	£4,212	£3,506	£4,423	5.0%	5.0%
Hourly Rate After Midnight	£384	£509	£403	£534	4.9%	4.9%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s)					
Solent + Octagon OR Solent + Meon	To be charged as room hiring + hourly rate x 50%					
Week Hire Sun 9am- Midnight Mon-Fri 5:30pm- Midnight Sat 1pm- Midnight	£8,548		£8,975		5.0%	
<b>Octagon or Meon</b>						
Half-Day Hire Flexible (4 Hours)	£229	£302	£240	£317	4.8%	5.0%
Daytime hire [9am– 5pm] (8 Hours)	£406	£546	£426	£573	4.9%	4.9%
Evening hire [6pm– Midnight] (6 Hours)	£377	£657	£396	£690	5.0%	5.0%
Hourly Rate After Midnight	£96	£125	£101	£131	5.2%	4.8%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s).					
Day Hire [9am- 6pm] (9 Hours)	£1,656	£2,069	£1,739	£2,172	5.0%	5.0%

Full Day Hire [9am- Midnight] (15 Hours)	£2,033	£2,755	£2,135	£2,893	5.0%	5.0%
Three Day Hire [9am- Midnight]	£5,098	£6,996	£5,353	£7,346	5.0%	5.0%
Hourly Rate After Midnight	£591	£736	£621	£773	5.1%	5.0%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s)					
Week Hire Sun 9am- Midnight Mon-Fri 5:30pm- Midnight Sat 1pm- Midnight	£11,554		£12,132		5.0%	

Discounted Rates	Current		Proposed		Increase	
	Mon. to Thurs.	Fri. to Sun	Mon to Thurs.	Fri. to Sun.	Mon to Thurs	Fri to Sun
	£	£	£	£	%	%
<b>Solent</b>						
Morning Hire [9am- 1pm] (4 hours)	£487	£608	£511	£638	4.9%	4.9%
Afternoon Hire [2pm– 6 pm] (4 hours)	£538	£725	£565	£761	5.0%	5.0%
Evening Hire [6pm– Midnight] (6 hours)	£673	£792	£707	£832	5.1%	5.1%
Daytime Hire [9am- 6pm] (9 hours)	£769	£952	£807	£1,000	4.9%	5.0%
Full Day Hire [9am- Midnight] (15 hours)	£968	£1,218	£1,016	£1,279	5.0%	5.0%
Three Day Hire [9am – Midnight]	£2,172	£2,733	£2,281	£2,870	5.0%	5.0%
Hourly Rate After Midnight	£251	£326	£264	£342	5.2%	4.9%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s)					
Solent + Octagon OR Solent + Meon	To be charged as room hiring + hourly rate x 50%					
Week Hire Sun 9am- Midnight Mon-Fri 5:30pm- Midnight Sat 1pm- Midnight	£5,556		£5,834		5.0%	
<b>Octagon or Meon</b>						
Half-Day Hire Flexible (4 Hours)	£148	£200	£155	£210	4.7%	5.0%
Daytime hire [9am– 5pm] (8 Hours)	£265	£355	£278	£373	4.9%	5.1%
Evening hire [6pm– Midnight] (6 Hours)	£245	£431	£257	£453	4.9%	5.1%

Hourly Rate After Midnight	£66	£88	£69	£92	4.5%	4.5%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s).					
<b>Ferneham Hall (Whole Theatre)</b>						
Day Hire [9am- 6pm] (9 Hours)	£1,078	£1,317	£1,132	£1,383	5.0%	5.0%
Full Day Hire [9am- Midnight] (15 Hours)	£1,322	£1,796	£1,388	£1,886	5.0%	5.0%
Three Day Hire [9am- Midnight]	£3,311	£4,551	£3,477	£4,779	5.0%	5.0%
Hourly Rate After Midnight	£384	£481	£403	£505	4.9%	5.0%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s)					
Week Hire Sun 9am- Midnight Mon-Fri 5:30pm- Midnight Sat 1pm- Midnight	£7,505		£7,880		5.0%	

Ferneham Hall Ancillary Charges	Current		Proposed		Increase	
	Per Day	Per Week	Per Day	Per Week	Per Day	Per Week
	£	£	£	£	%	%
<b>Expertise</b>						
Technician (Sound, Lighting, etc)- Per Hour	£18	£18	£19	£19	5.6%	5.6%
Senior Steward- Per Hour	£18	£18	£19	£19	5.6%	5.6%
Stage Manager	Included in Fee	Included In Fee	Included in Fee	Included In Fee	-	-
Office Manager (Outside Normal Hours)- Per Hour	£18	£18	£19	£19	5.6%	5.6%
<b>Technical- Lighting</b>						
Follow Spot Operator (Per 4 Hours)	£66	-	£69	-	4.5%	-
Martin MAC250's (Max 8)	£46	£105	£48	£110	4.3%	4.8%
Star Cloth	£111	£377	£117	£396	5.4%	5.0%
<b>Technical- Sound</b>						
Radio Microphone	£28	£51	£29	£54	3.6%	5.9%
<b>Technical- Stage</b>						
Hazer DF50 inc. Fluid	£59	£111	£62	£117	5.1%	5.4%
Pyro System (Up To 6 Pods)	£36	£82	£38	£86	5.6%	4.9%
Gauze (Black)	£23	£51	£24	£54	4.3%	5.9%
Stage Extension (Per Rostra)	£5	-	£5	-	0.0%	-



<b>Technical- Other</b>						
Piano Hire- Yamaha Full Grand (Available On Stage Only)	£96	-	£101	-	5.2%	-
Electric Piano	£66	-	£69	-	4.5%	-
Piano Tuning	£111	-	£117	-	5.4%	-
Portable PA	£82	-	£86	-	4.9%	-
Slide Projector	£36	-	£38	-	5.6%	-
TV	£36	-	£38	-	5.6%	-
DVD/Video	£36	-	£38	-	5.6%	-
OHP & Screen	£36	-	£38	-	5.6%	-
<b>Functions- Misc</b>						
Flip Charts/Pens	£7.9	-	£8.31	-	5.1%	-
Photocopying	£0.21	-	£0.22	-	4.8%	-
Fax Facility	£1.94	-	£2.04	-	5.2%	-
Standard Exhibition Drops	£7.91	-	£8.31	-	5.1%	-
<b>Shows- Misc</b>						
Box Office	10% Gross (£50 Min)	-	10% Gross (£50 Min)	-	-	-
Complimentary Tickets	£0.30	-	£0.30 Each	-		-
Admin Charge for Print Tickets To Take Away	£36	-	£38	-	6%	-

Advertising	Current		Proposed		Increase	
	Standard	Discounted	Standard	Discounted	Standard	Discounted
	£	£	£	£	%	%
Internet Advertising (Weekly)	£75	£46	£79	£48	5.3%	4.3%
News Adverts (Within Our Column)	£125	£111	£131	£117	4.8%	5.4%
What's On Guide- ¼ Page	£141	£96	£148	£101	5.0%	5.2%
What's On Guide- ½ Page	£282	£148	£296	£155	5.0%	4.7%
What's On Guide- Page	£666	£371	£699	£390	5.0%	5.1%

# MISCELLANEOUS CHARGES

	Notes	Fee 2017/18 £	Fee 2018/19 £	% Increase
<b>Letting of Council Chamber and Committee Rooms</b>				
Collingwood Room	Per hour	64.00	67.00	4.69
Pulheim Room	Per hour	25.00	26.00	4.00
Vannes Room	Per hour	25.00	26.00	4.00
Council Chamber	Per Hour	105.00	110.00	4.76
Conference Room A and B (Floor 8)	Per Hour	20.00	21.00	5.00
<b>Notes</b>				
<ol style="list-style-type: none"> <li>Commercial Organisations only.</li> <li>The hourly charges for room hire below apply when the building is already in use for Council business and are currently exempt from VAT.</li> <li>Additional charges may be levied to recover the cost of preparing rooms, moving furniture, the use of equipment, etc. These charges would be subject to VAT.</li> <li>The following additional charges, to be added when the building is not being used for Council business, after 6.30 pm - per hour £70.00 plus VAT.</li> </ol>				
<b>Printing and Copying</b>				
Charges are available on application to the Head of Personnel and ICT.				
<b>General Charges</b>				
Responding to solicitors/consultants enquiries	Inclusive of VAT - Per Question	71.00	75.00	5.63
Responding to other detailed enquiries	At the discretion of the Direction of Planning and Regulation			
Copies of Statutory Register		71.00	75.00	5.63
Attendance at court as a witness	Charge based on the cost to the Council			
<b>Sponsorship of Roundabouts – subject to VAT</b>				
Agreeing form of works and supervision as agreed with the sponsor, subject to no additional cost to the Council.				

**APPENDIX D**

**ACTUAL REVENUE BUDGET**

	<b>Budget 2017/18 £</b>	<b>Revised 2017/18 £</b>	<b>Variation Base to Rev £</b>
Committees			
Planning Committee	622,100	728,100	106,000
Licensing and Regulatory Affairs Committee	481,000	456,000	-25,000
Executive - Portfolio Budgets			
- Leisure and Community	2,543,800	2,707,800	164,000
- Housing	1,024,400	848,300	-176,100
- Planning and Development	121,600	420,700	299,100
- Policy and Resources	123,900	-40,450	-164,350
- Health and Public Protection	2,226,100	2,235,850	9,750
- Streetscene	4,657,800	4,670,200	12,400
<b>SERVICE BUDGETS</b>	<b>11,800,700</b>	<b>12,026,500</b>	<b>225,800</b>
Capital Charges	-2,232,900	-2,232,900	0
Capital Financing Costs			
- Use of Housing Capital Receipts	-60,000	-96,100	-36,100
- Direct Revenue Funding	1,200,000	1,200,000	0
Minimum Revenue Provision	362,900	415,300	52,400
Interest on Balances	-499,900	-474,900	25,000
Portchester Crematorium	-135,000	-145,000	-10,000
New Homes Bonus	-1,574,200	-1,574,200	0
Contribution to(+)/from(-) Reserves	-244,900	-502,000	-257,100
<b>OTHER BUDGETS</b>	<b>-3,184,000</b>	<b>-3,409,800</b>	<b>-225,800</b>
<b>NET BUDGET</b>	<b>8,616,700</b>	<b>8,616,700</b>	<b>0</b>

## ACTUAL REVENUE BUDGET

	<b>Budget 2017/18 £</b>	<b>Budget 2018/19 £</b>	<b>Variation Base to base £</b>
Committees			
Planning Committee	622,100	564,600	-57,500
Licensing and Regulatory Affairs Committee	481,000	501,000	20,000
Executive - Portfolio Budgets			
- Leisure and Community	2,543,800	2,377,000	-166,800
- Housing	1,024,400	1,082,000	57,600
- Planning and Development	121,600	111,500	-10,100
- Policy and Resources	123,900	-912,300	-1,036,200
- Health and Public Protection	2,226,100	2,207,100	-19,000
- Streetscene	4,657,800	4,770,300	112,500
<b>SERVICE BUDGETS</b>	<b>11,800,700</b>	<b>10,701,200</b>	<b>-1,099,500</b>
Capital Charges	-2,232,900	-2,232,900	0
Capital Financing Costs			
- Use of Housing Capital Receipts	-60,000	-60,000	0
- Direct Revenue Funding	1,200,000	1,125,000	-75,000
Minimum Revenue Provision	362,900	680,900	318,000
Interest on Balances	-499,900	-459,900	40,000
Portchester Crematorium	-135,000	-150,000	-15,000
New Homes Bonus	-1,574,200	-1,000,000	574,200
Contribution to(+)/from(-) Reserves	-244,900	-163,800	81,100
<b>OTHER BUDGETS</b>	<b>-3,184,000</b>	<b>-2,260,700</b>	<b>923,300</b>
<b>NET BUDGET</b>	<b>8,616,700</b>	<b>8,440,500</b>	<b>-176,200</b>

## APPENDIX E

**ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2018/19**

	<b>Base 2017/18 £</b>	<b>Revised 2017/18 £</b>	<b>Base 2018/19 £</b>
Committees			
Planning Committee	622,100	728,100	564,600
Licensing and Regulatory Affairs Committee	481,000	456,000	501,000
Executive - Portfolio Budgets			
Leisure and Community	2,543,800	2,707,800	2,377,000
Housing	1,024,400	848,300	1,082,000
Planning and Development	121,600	420,700	111,500
Policy and Resources	123,900	-40,450	-912,300
Health and Public Protection	2,226,100	2,235,850	2,207,100
Streetscene	4,657,800	4,670,200	4,770,300
<b>NET EXPENDITURE</b>	<b>11,800,700</b>	<b>12,026,500</b>	<b>10,701,200</b>

**SUBJECTIVE ANALYSIS**

	<b>Base 2017/18 £</b>	<b>Revised 2017/18 £</b>	<b>Base 2018/19 £</b>
Employees	8,645,700	8,663,800	8,813,000
Premises-Related Expenditure	3,356,200	3,622,800	3,613,300
Transport-Related Expenditure	835,600	851,600	867,900
Supplies and Services	4,597,500	5,861,400	5,596,400
Third Party Payments	1,463,800	1,439,300	1,455,000
Transfer Payments	19,834,500	19,924,200	19,924,200
Support Services	2,777,800	3,004,800	3,041,200
Capital Charges	2,580,600	2,697,300	2,788,500
<b>GROSS EXPENDITURE</b>	<b>44,091,700</b>	<b>46,065,200</b>	<b>46,099,500</b>
Government Grants	-20,351,500	-20,448,700	-20,395,400
Other Grants & Reimbursements	-1,841,800	-2,249,700	-2,314,800
Customer & Client Receipts	-5,982,600	-6,572,300	-6,625,000
Rents	-3,632,400	-4,402,200	-4,963,600
Recharges to other Accounts	0	-4,000	0
<b>GROSS INCOME</b>	<b>-31,808,300</b>	<b>-33,676,900</b>	<b>-34,298,800</b>
<b>NET EXPENDITURE</b>	<b>12,283,400</b>	<b>12,388,300</b>	<b>11,800,700</b>

## ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2018/19

### PLANNING COMMITTEE

	<b>Base Estimate 2017/18 £</b>	<b>Revised Estimate 2017/18 £</b>	<b>Base Estimate 2018/19 £</b>
Planning Advice	248,900	233,100	253,100
Enforcement of Planning Control	109,800	109,300	123,900
Appeals	51,300	202,500	52,400
Processing Applications	212,100	183,200	135,200
	<hr/>	<hr/>	<hr/>
	622,100	728,100	564,600

### LICENSING AND REGULATORY AFFAIRS COMMITTEE

	<b>Base Estimate 2017/18 £</b>	<b>Revised Estimate 2017/18 £</b>	<b>Base Estimate 2018/19 £</b>
Hackney Carriage and Private Hire Vehicles	6,800	-2,400	-2,900
Licensing	-33,600	-35,100	-35,400
Health and Safety	145,600	147,600	145,600
Election Services	362,200	345,900	393,700
	<hr/>	<hr/>	<hr/>
	481,000	456,000	501,000

## ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2018/19

### LEISURE AND COMMUNITY PORTFOLIO

	<b>Base Estimate 2017/18 £</b>	<b>Revised Estimate 2017/18 £</b>	<b>Base Estimate 2018/19 £</b>
Community Grants	318,400	418,800	317,900
Community Development	151,200	190,300	158,100
Outdoor Sport and Recreation	686,700	679,700	700,400
Countryside Management	158,200	155,800	150,800
Ferneham Hall	479,300	482,600	507,500
Fareham Leisure Centre	534,200	535,600	536,800
Holly Hill Leisure Centre	-118,000	-86,200	-260,900
Community Centres	262,500	266,800	266,400
Westbury Manor Museum	71,300	64,400	0
	<u>2,543,800</u>	<u>2,707,800</u>	<u>2,377,000</u>

### HOUSING PORTFOLIO

	<b>Base Estimate 2017/18 £</b>	<b>Revised Estimate 2017/18 £</b>	<b>Base Estimate 2018/19 £</b>
Housing Grants and Home Improvements	172,700	140,200	96,600
Housing Options	73,600	52,300	57,200
Homelessness	364,700	187,800	386,500
Housing Advice	297,300	368,200	379,700
Housing Strategy	51,600	45,100	114,000
Home Energy Conservation	19,100	12,100	4,500
Registered Providers	45,400	42,600	43,500
	<u>1,024,400</u>	<u>848,300</u>	<u>1,082,000</u>

## ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2018/19

### PLANNING AND DEVELOPMENT PORTFOLIO

	<b>Base Estimate 2017/18 £</b>	<b>Revised Estimate 2017/18 £</b>	<b>Base Estimate 2018/19 £</b>
Parking Strategy	-2,066,100	-2,056,200	-2,065,200
Flooding and Coastal Management	112,600	146,700	113,700
Public Transport	46,800	46,800	46,800
Transportation Liaison	-22,900	24,700	13,800
Building Control	226,400	217,300	216,500
Environmental Improvement Schemes	14,300	14,500	14,600
Tree Management	41,400	41,400	120,900
Sustainability	37,200	37,300	37,400
Conservation & Listed Building Policy	30,900	31,000	32,600
Local Plan	1,701,000	1,917,200	1,580,400
	<u>121,600</u>	<u>420,700</u>	<u>111,500</u>

### POLICY AND RESOURCES PORTFOLIO

	<b>Base Estimate 2017/18 £</b>	<b>Revised Estimate 2017/18 £</b>	<b>Base Estimate 2018/19 £</b>
Housing Benefit Payments	-77,600	-77,600	-77,600
Housing Benefit Administration	418,500	435,800	446,400
Democratic Representation and Management	1,072,500	1,094,600	1,088,300
Commercial Estates	-2,870,400	-480,000	-567,600
Investment Properties	-896,800	-3,361,400	-3,288,300
Solent Airfield Daedalus	228,600	150,500	-635,100
Henry Cort	44,700	44,700	45,000
Neighbourhood Working	105,800	105,700	102,200
Public Relations and Consultation	331,400	342,100	338,500
Unapportionable Central Overheads	179,600	179,600	179,600
Corporate Management	792,700	726,450	669,500
Economic Development	103,300	81,700	91,700
Local Land Charges	-120,400	-121,200	-133,900
Local Tax Collection	812,000	838,600	829,000
	<u>123,900</u>	<u>-40,450</u>	<u>-912,300</u>



## ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2018/19

### HEALTH & PUBLIC PROTECTION PORTFOLIO

	<b>Base Estimate 2017/18 £</b>	<b>Revised Estimate 2017/18 £</b>	<b>Base Estimate 2018/19 £</b>
Pest Control	52,700	44,600	44,300
Dog Control	24,200	24,300	24,300
Food Safety	138,300	139,300	138,300
Air Quality and Pollution	195,700	196,700	195,100
Community Safety	337,300	341,700	330,200
Emergency Planning	55,100	55,600	56,200
Clean Borough Enforcement	97,100	99,100	108,200
On-Street Parking	-900	300	4,100
Off-Street Parking	1,268,400	1,278,250	1,306,400
Traffic Management	58,200	56,000	0
	<u>2,226,100</u>	<u>2,235,850</u>	<u>2,207,100</u>

### STREETSCENE PORTFOLIO

	<b>Base Estimate 2017/18 £</b>	<b>Revised Estimate 2017/18 £</b>	<b>Base Estimate 2018/19 £</b>
Cemeteries & Closed Churchyards	255,500	259,000	256,300
Community Parks and Open Spaces	1,176,500	1,165,900	1,185,500
Allotments	23,000	23,000	21,500
Street Cleansing	903,200	909,700	964,000
Public Conveniences	263,300	262,400	261,200
Household Waste Collection	930,900	939,800	959,900
Trade Refuse	-74,900	-72,800	-79,300
Recycling	715,300	716,100	739,700
Garden Waste Collection	359,400	361,400	356,000
Street Furniture	105,600	105,700	105,500
	<u>4,657,800</u>	<u>4,670,200</u>	<u>4,770,300</u>
TOTAL	<u>11,800,700</u>	<u>12,026,500</u>	<u>10,701,200</u>