



AGENDA SCRUTINY BOARD

Date: Wednesday, 23 January 2013

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members: Councillor D C S Swanbrow (Chairman)
Councillor Mrs K Mandry (Vice-Chairman)
Councillors Miss S M Bell
J V Bryant
Mrs M E Ellerton
J S Forrest
N R Gregory
Miss T G Harper
P W Whittle, JP

Deputies: Mrs S M Bayford
M J Ford, JP
T J Howard
T G Knight
Mrs S Pankhurst
R H Price, JP
Mrs K K Trott
D M Whittingham

**For further information please contact:
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Tel: 01329 236100
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1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the Scrutiny Board meeting held on 22 November 2012.

3. Chairman's Announcements

4. Declarations of Interest and Disclosures of Advice or Directions

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders or Political Groups, in accordance with the Council's Constitution.

5. Deputations

To receive any deputations of which notice has been lodged.

6. Notice of Motion - Safeguarding Policy

To give consideration to the following motion, which was submitted to Council on 13 December 2012 by Councillor N Gregory and subsequently considered by the Executive on 7 January 2013. The Executive agreed to refer the motion to the Scrutiny Board, inviting its comments on the proposed new safeguarding policy before the policy was considered by the Executive:-

"I would like to request support from all Councillors to implement a review of this Local authorities current Safeguarding Policy.

After speaking to this Borough's CPO, I feel that our current Policy does not go far enough in safeguarding all the vulnerable sectors of our communities. I fully understand that the current Policy meets all current Government guidelines; however it is mostly based around Children and young adults.

I request that this Local Authority's Safeguard Policy covers all the vulnerable population of this Borough, i.e. our children, young Adults, elderly, disable and those who suffer with Mental or Health problems.

This will give assurances to all residents, especially those from the most vulnerable sectors of our commitment for safeguarding them.

This review, I feel, will not just safeguard the most vulnerable sectors of our Borough but also the members of this Authority in carrying out their duties".

The Board is requested to note that in accordance withstanding Order 47, Councillor Gregory is entitled to attend the meeting of the Scrutiny Board and the Executive to address members on the motion.

7. Preliminary Overall Review of the Work Programme for 2012/13 and Draft Programme for 2013/14 (Pages 5 - 44)

To consider a report by the Director of Finance and Resources which invites members to review the Board's work programme for 2012/13 and consider a draft programme for 2013/14.

8. Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2013/14 (Pages 45 - 150)

To consider a report by the Director of Finance and Resources concerning the Executive's proposals for the overall capital programme and revenue budget for 2013/14.

9. Housing Revenue Account Budget and Capital Plans 2013/14 (Pages 151 - 168)

To consider a report by the Director of Finance and Resources which requests the Board to consider and review the Executive's proposals for the Housing Revenue Account Budget and Capital Plans for 2013/14.

10. Executive Business

If requested by a member, to consider any item of business dealt with by the Executive, since the last meeting of the Board. The relevant Executive meetings are 3 December 2012 and 7 January 2013. (This will also include any decisions taken by individual Executive members during the same time period).

P GRIMWOOD
Chief Executive Officer

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Date Not Specified

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FAREHAM BOROUGH
COUNCIL

www.fareham.gov.uk

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

*Minutes of a meeting held on 22 November 2012
at the Civic Offices, Fareham*

PRESENT: Councillor D C S Swanbrow
(Chairman)

Councillor Mrs K Mandry
(Vice-Chairman)

Councillors: Miss S M Bell, Mrs M E Ellerton, J S Forrest, N R Gregory, Miss T G Harper and P W Whittle, JP.

1. APOLOGY FOR ABSENCE

An apology for absence at was received from Councillor J V Bryant.

2. MINUTES

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 27 September 2012 be confirmed and signed as a correct record ([sb-120927-m](#)).

Councillor Whittle referred the Board to minute 11 of 27 September 2012 and informed members that a scoping report requesting the Scrutiny Board to review education skills and employability across the Borough was no longer required due to proposals that had been announced concerning further educational provision within the Borough.

3. CHAIRMAN'S ANNOUNCEMENTS

- (i) On behalf of the Scrutiny Board, the Chairman welcomed John Haskell, Clerk to Portchester Crematorium Joint Committee, and James Clark, Manager and Registrar of Portchester Crematorium who were to make a presentation to members (see minute 6 below); and

- (ii) Members were reminded that the next meeting of the Scrutiny Board had been moved from Thursday 24 January 2013 to Wednesday 23 January 2013, to accommodate a special meeting of the Council.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PRESENTATION - PORTCHESTER CREMATORIUM JOINT COMMITTEE

The Board received a presentation, (copy available on request), from John Haskell, Clerk to Portchester Crematorium Joint Committee, and James Clark, Manager and Registrar of Portchester Crematorium. Members received information about the background to and operation of the crematorium and its management structure. The Joint Committee comprised 2 councillor representatives from Fareham, Gosport, Havant and Portsmouth councils. It was noted that the Joint Committee was responsible for:-

- determining overall policy for the crematorium and its facilities;
- capital and maintenance works programme;
- approval of accounts; and
- setting the scale of fees and charges.

Details were presented of the main aims, objectives and policies together with current developments and investments. The Board was informed specifically as to how the Joint Committee responded to Mercury Abatement legislation, which required works to be carried out by 31 December 2012 to abate mercury emissions by 50% nationwide. It was reported that a full abatement of all 6 cremators was approved in September 2008 and following an extensive programme of specialist work the project had been completed in late summer 2012.

A summary of the key achievements included:-

- success of the Joint Committee, being the longest example (since 1958) of joint collaboration between 4 local authorities;
- no financial demand on each local authority;
- large long-term capital investment funded from fees;
- completion of major projects such as grounds remodelling, mercury abatement;
- keeping fees low;
- strengthening governance arrangements.

Information was also provided about future challenges and opportunities, particularly the impact of the opening of a new Crematorium on the Havant/East Hampshire border; meeting customer expectations for funeral dates;

replacement/refurbishing of cremators and upgrading and refurbishment of chapels.

Members asked a variety of questions relating to the matters covered in the presentation and other related issues.

It was AGREED that Mr Haskell and Mr Clark be thanked for a very interesting, informative and comprehensive presentation.

7. REVIEW OF THE ENVIRONMENT AGENCY - SCOPING REPORT

The Board considered a scoping report by the Director of Regulatory and Democratic Services and Director of Planning and Environment regarding a review of the Environment Agency's activities insofar as they affect Fareham Borough (copy of report [sb-121122-r02-gwh](#) circulated in advance of the meeting).

Councillor Forrest explained the reasons why he had requested this scoping report.

It was noted that one of the areas of work undertaken by the Environment Agency included providing views/comments in response to consultation on planning development matters. The Chairman expressed the view that on occasion the guidance received from the Agency on planning issues had not always been sufficiently specific to assist the Planning Committee when dealing with certain applications. It was therefore suggested that one of the questions to be put to the Agency might be to ask "what is their approach to providing views on planning applications?"

The Director of Planning and Environment stated that in light of members' comments, he would prepare some appropriate questions to add to the scoping report before a representative of the Environment Agency is invited to address the Board.

It was AGREED that a representative of the Environment Agency be invited to attend a future meeting of the Scrutiny Board, possibly in January or March 2013, to answer members' questions and address the Board on the matters stated in the report.

8. REVIEW OF THE SCRUTINY BOARD'S WORK PROGRAMME FOR 2012/13

The Board considered a report by the Director of Finance and Resources which requested members to review the Board's work programme for 2012/13 (copy of report [sb-121122-r01-awa](#) circulated with agenda).

Councillor Forrest enquired as to whether a response had yet been received from First Bus regarding their attendance at a future Board meeting (Minute 8 of 27 September 2012 refers). It was reported that to date no response had been received; however, officers would pursue the matter further.

It was AGREED that:-

- (a) the updated programme of items set out in Appendix A to the report be confirmed; and
- (b) the progress on actions since the last Board meeting as set out in Appendix B to the report, be noted.

9. EXECUTIVE BUSINESS

Members were invited to indicate if they wished to consider any item of business dealt with by the Executive since the last meeting of the Board.

There were no items of Executive business considered.

(The meeting started at 6:00pm
and ended at 7:15pm).



Report to the Executive for Decision 3 December 2012

| | |
|-----------------------------|---|
| Portfolio: | Policy, Strategy and Finance |
| Subject: | 2013/14 Draft Spending Plans |
| Report of: | Director of Finance and Resources |
| Strategy/Policy: | Finance Strategy 2013/14 |
| Corporate Objective: | A dynamic, prudent, progressive and best practice Council |

Purpose:

This report seeks the Executive's approval for the updated capital programme, the revised budget for 2012/13 and the proposed fees and charges, and revenue budgets for 2013/14.

Executive summary:

The capital programme, which has been updated to reflect the slippage in 2011/12 and new schemes that have been added to the programme during the year, now totals £19,827,000 for the years 2012/13 to 2016/17, as set out in Appendix A to this report.

The 2012/13 base revenue budget for Executive and non-Executive services of £13,557,600, was finally approved by the Executive on 7 February 2011.

The revised revenue budget for 2012/13 is £13,329,100, a reduction of £228,500 or -1.7%. The briefing paper contained in the report provides details of the budgets for each of the portfolios, together with an explanation of all of the significant variations in each area.

The Executive reviewed the Council's finance strategy on 1 October 2012, taking account of significant budget issues and the future level of general government support.

Against this background of uncertainty, the Executive approved strict budget guidelines for 2013/14 and these are also set out in the briefing paper. The Finance Strategy also recognised the requirement for action to be taken to reduce service expenditure through a range of actions (for example efficient ways of working, savings through procurement and business transformation/value for money reviews and maximising income generating opportunities).

The base revenue budget for 2013/14 is £12,654,600, a reduction of £903,000 or -6.7%. The budgets for the individual services are set out in the briefing paper, together with an explanation of the variations.

The existing fees and charges have been reviewed and the proposed fees and charges for 2013/14 are set out in Appendix D to this report.

Recommendation:

- (a) That the updated capital programme as set out in Appendix A to the report, be approved;
- (b) That the revised revenue budget for 2012/13 and the proposed revenue budget for 2013/14, as set out in Appendix B to the report, be approved; and
- (c) That the proposed fees and charges for 2013/14, as set out in Appendix D to the report, be approved.

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 2013/14.

The overall revenue budget will be presented to the Executive for approval on 7 January 2013 and will form a major element of the council tax for 2013/14 that will be approved at a special meeting of the Council in February 2013.

Cost of proposals:

As detailed in the briefing paper contained in the report.

- Appendices A:** Capital Programme 2012/13 to 2016/17
B: [Revenue Budget - Revised 2012/13 and Proposed 2013/14](#)
C: [Service Narrative & Responsibilities](#)
D: Executive Portfolio fees and charges 2013/14

Executive Briefing Paper

Date: 3 December 2012

Subject: 2013/14 Draft Spending Plans

Briefing by: Director of Finance and Resources

Portfolio: Policy, Strategy and Finance

INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report brings together the revenue and capital spending and fees & charges for 2013/14, allowing members to consider in detail these plans for the provision of services, as set out in the Council's Local Service Agreements.
2. This report has five main sections covering:-
 - The finance strategy and budget setting principles for 2013/14 and beyond;
 - The capital programme 2012/13 to 2016/17;
 - The revised revenue budget for 2012/13;
 - The proposed budget for 2013/14; and
 - Fees and charges for 2013/14

FINANCE STRATEGY AND BUDGET SETTING PRINCIPLES FOR 2013/14

3. On 1 October 2012 the Executive considered a report on the Council's finance strategy that highlighted the various issues that will impact on the revenue budget and council tax for 2013/14 and later years.
4. A major corporate priority for the Council is to maintain council tax increases at or below the rate of inflation. Currently RPIX inflation is 3.1% (October 12) and headline RPI was slightly higher at 3.2%.
5. The Government has indicated that it expects councils to freeze council tax at the 2012/13 levels and will reward councils that achieve it with additional grant equal to a council tax increase of 1%. The budget has been prepared in a way that will deliver a frozen council tax for a third year, consistent with the outcome achieved for 2012/13.
6. Gross expenditure on services in 2012/13 is £47.8 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%. For 2013/14 the spending and funding pressures equate to an 11% increase in the amount due from council tax payers.

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xps-121203-r01-nwo

7. Against this background, the following budget setting principles have been approved by the Executive for 2013/14:
- No provision for the effects of inflation to be provided in revenue budgets except to cover price increases that are unavoidable or that 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 5% increase in income wherever possible and desirable 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; and
 - 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.

CONSULTATION WITH RESIDENTS

8. When seeking residents' opinions concerning service costs and the council tax in previous years, it has been very clear that the main preference for residents is for the Council to strike a balance between raising service charges and small increases in council tax. This has been taken into account when fees and charges are reviewed and the council tax for 2013/14 is approved next February.
9. The views of the business community will also be sought regarding the Council's Finance Strategy and any comments will be submitted to the Executive before the budget is finalised.

CAPITAL PROGRAMME

10. The capital programme of £23,426,000 approved in February 2012 has now been updated to take account of new schemes, slippage from the 2011/12 programme and the continuation of rolling programmes in 2016/17.
11. The latest programme now totals £19,827,000 and this is summarised in the following table with the details set out in Appendix A:-

| | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Un-allocated | Total |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Public Protection | 0 | 0 | 0 | 0 | 0 | 329 | 329 |
| Streetscene | 34 | 23 | 10 | 0 | 0 | 0 | 67 |
| Leisure and Community | 3,171 | 1,610 | 1,644 | 286 | 425 | 0 | 7,136 |
| Housing | 1,356 | 510 | 510 | 510 | 510 | 3,200 | 6,596 |
| Strategic Planning Environment | 429 | 160 | 72 | 20 | 21 | 498 | 1,200 |
| Policy, Strategy & Finance | 949 | 702 | 1,004 | 961 | 655 | 228 | 4,499 |
| TOTAL | 5,939 | 3,005 | 3,240 | 1,777 | 1,611 | 4,255 | 19,827 |

12. The programme has, for the first time, identified those areas where a budget has been earmarked for a specific purpose, but the details and timing of the schemes are yet to be confirmed. The most significant example of this is for enabling new affordable housing development. In these cases, the budget has been shown as “unallocated” but can be called upon within the programme period as individual schemes are developed.

REVENUE BUDGET

13. The base budget for 2012/13 was considered by the Executive at its meetings on 5 December 2011 and 9 January 2012. It was finally confirmed by the Executive on 6 February 2012 and by Full Council on 24 February 2012.
14. The base budget for services in 2012/13 amounted to £13,557,600. The breakdown between Committees and Portfolios is shown below:-

| | Base budget 2012/13 £ |
|--|--------------------------------------|
| Committees | |
| Planning Committee | 713,700 |
| Licensing and Regulatory Affairs Committee | 503,900 |
| Executive - Portfolio Budgets | |
| - Leisure & Community | 1,688,500 |
| - Housing | 2,029,200 |
| - Strategic Planning and Environment | -752,300 |
| - Policy, Strategy and Finance | 2,147,000 |
| - Public Protection | 2,757,600 |
| - Streetscene | 4,470,000 |
| SERVICE BUDGETS | 13,557,600 |
| Other budgets | -3,099,100 |
| NET BUDGET | 10,458,500 |

15. Having taken account of the other budget adjustments, such as capital financing costs, interest on investments, etc the approved net budget for 2012/13 was £10,458,500.

Revised Budget 2012/13 and Proposed budget 2013/14

16. The overall revised service budget for 2012/13 is £13,329,100; a reduction of £228,500 or 1.7% from the base budget. The proposed base budget for 2013/14 amounts to £12,654,600, a reduction of £903,000 or 6.7% when compared to the base budget in 2012/13.

| | Base 2012/13 £'000s | Revised 2012/13 £'000s | Base 2013/14 £'000s | Variation | |
|---------------------------------------|---------------------------|------------------------------|---------------------------|---------------------------------------|---|
| | | | | Base to Revised 12/13 £'000s | Base 12/13 to Base 13/14 £'000s |
| | | | | | |
| Committee | | | | | |
| Planning | 714 | 730 | 669 | 16 | -45 |
| Licensing and Regulatory Affairs | 504 | 480 | 396 | -24 | -108 |
| | | | | | |
| Executive Portfolios | | | | | |
| Leisure & Community | 1,688 | 1,791 | 1,681 | 103 | -7 |
| Housing | 2,029 | 1,558 | 1,294 | -471 | -735 |
| Strategic Planning and Environment | -752 | -326 | -234 | 426 | 518 |
| Policy, Strategy and Finance | 2,147 | 2,210 | 2,131 | 63 | -16 |
| Public Protection | 2,758 | 2,486 | 2,436 | -272 | -322 |
| Streetscene | 4,470 | 4,400 | 4,282 | -70 | -188 |
| | | | | | |
| SERVICE BUDGETS | 13,558 | 13,329 | 12,655 | -229 | -903 |

17. A summary of the budgets for the services within each Committee and Executive Portfolio is shown in Appendix B, and the reasons for the budget variations are set out below.

Cross-Service Budget Variations

18. There are some elements to the budget which are determined by accounting rules and can cause fluctuations to the reported budgets for each service. These are explained below, and it is important to note that changes do not affect the "spending power" of the service
19. Capital Financing Costs (+£748,200 revised, +£689,200 base 2013/14): Certain schemes within the capital programme must be shown as costs within the revenue budgets for the relevant services. These are, however, adjusted to ensure that they do not affect the council tax calculation. The largest variation is due to a change in the timing of the housing enabling capital programme, reducing the capital financing costs in the Housing Portfolio budget.

20. Work programmes carried forward from 2011/12 (£295,200 revised): On 25 July 2012, the Executive approved a number of work programmes to be carried forward into the 2012/13 revised budget. These programmes are fully funded from the General Fund under-spend in 2011/12 so also have no overall effect on the Council's net budget.
21. New Homes Bonus: On 1 October 2012 in approving the Finance Strategy, the Executive approved the following policy on the treatment of the New Homes Bonus income:
- *“Firstly, the award should be 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 should be 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; and*
 - *Projects that support or secure further housing delivery.*
22. *If assumptions for the reduction in Government funding are correct, then a top slice of any NHB award will be necessary to support continued service delivery. Any balance of the award for 2013/14 is likely to be required to fund expenditure relating to the New Community North of Fareham (NCNF).”*
23. In line with the policy, the sum received in 2012/13 will be used for capital investment. The sum received in 2013/14 will be used firstly to meet reduced central government funding, followed by a contribution towards funding expenditure relating to NCNF, with the balance being used for capital investment.

Planning Committee

24. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 714 | 714 |
| Expenditure variations | +56 | +1 |
| Income variations | -40 | -46 |
| NET BUDGET | 730 | 669 |

25. The detailed budget was considered by the Planning Committee on 21 November 2012, and the main reason for the reduction in net costs for 2012/13 for these services is due to an increase in planning application fees.

Licensing and Regulatory Affairs Committee

26. The variations between expenditure and income are shown below:

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 504 | 504 |
| Expenditure variations | +7 | -106 |
| Income variations | -31 | -2 |
| NET BUDGET | 480 | 396 |

27. The major change within this committee relates to Election Services, where the estimated expenditure has reduced as there are no local elections that will take place in 2013/14. The detailed Licensing and Regulatory Affairs budget was considered by the Committee on 20 November 2012.

Leisure & Community Portfolio

28. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 1,688 | 1,688 |
| Expenditure variations | +180 | +44 |
| Income variations | -77 | -51 |
| NET BUDGET | 1,791 | 1,681 |

29. The major changes for this portfolio are shown below:-

- Ferneham Hall: (+£11,500 revised, -£30,800 Base 2013/14). The main variation in this service in both the revised budget and base budget for 2013/14 relates to a reduction in capital charges offset by increase costs in the running of the hall. The running costs will be £236,500 in 2012/13 (+£55,900) and £199,900 in 2013/14 (+19,300).
- Community Centres: (+£160,900 revised, +£172,600 Base 2013/14). The main change for this service is due to increased capital charges and also new costs since the council became responsible for the running of Lockwood Community Centre (+£52,400).
- Community Schools: (-£28,500 revised, -£28,500 Base 2013/14). This budget has been removed as the service is no longer provided by the Council.

Housing Portfolio

30. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|-------------------------------|----------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 2,029 | 2,029 |
| Expenditure variations | -474 | -800 |
| Income variations | +3 | +65 |
| NET BUDGET | 1,558 | 1,294 |

31. The major changes for this portfolio are shown below:-

- Private Sector Housing Renewal: (+£274,600 revised, -£4,100 Base 2013/14). The main variation in this service in the revised budget is an increase in capital charges demand for disabled facilities grants. This is funded by capital receipts and a £100,000 revenue contribution to ensure there is a nil effect on the Council Tax. The small reduction in 2013/14 relates to a saving on internal recharges;
- Registered Social Landlords: (-£791,200 revised, -£789,200 Base 2013/14). This variation is due to the re-phased Housing Enabling capital programme (-£775,000 in both financial years), and will be fully offset by an equivalent adjustment within the non-service budget for capital charges.

Strategic Planning and Environment Portfolio

32. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|-------------------------------|----------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | -752 | -752 |
| Expenditure variations | +95 | +156 |
| Income variations | +331 | +362 |
| NET BUDGET | -326 | -234 |

33. The major changes for this portfolio are shown below:-

- Parking Services: (+£348,800 revised, +£347,700 Base 2013/14). The budget reflects the reduction in income from parking charges due to reduced usage during the current financial year. It is anticipated that the current level will remain the same during the next financial year;

- Local Development Framework: (+£111,900 revised, +£207,100 Base 2013/14). The main variation on this service relates to a restructure of staff resources in this service. The supplementary work to support the Core Strategy is funded from Housing and Planning Delivery grant, New Homes Bonus and some revenue budgets and is shown below the line within other budgets so there will be no overall impact on the Council Tax.

Policy, Strategy and Finance Portfolio

34. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|-------------------------------|----------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 2,147 | 2,147 |
| Expenditure variations | +2,201 | -2,202 |
| Income variations | -2,138 | +2,186 |
| NET BUDGET | 2,210 | 2,131 |

35. The major changes for this portfolio are shown below:-

- Housing Benefit Payments & Administration: (+£26,700 revised, £4,700 Base 2013/14). The major change for expenditure and income within this portfolio concerns the cost of some benefit payments are expected to increase for both years. However, during 2013/14 Council Tax benefit will be removed from the budget and replaced with the Council Tax Support Scheme which is locally determined and the costs shared via the Collection Fund rather than the Council's revenue budget. There has also been a small reduction in the grant to cover administration costs;
- Commercial Estates: (+£112,900 revised, +£43,600 Base 2013/14). The main variation on this service relates to a decrease in rental income at various sites due to vacant units, with liability for rates transferring to the Council (as landowner) on those units;
- Corporate Management; (+£19,600 revised, -£37,900 Base 2013/14). The main change within this heading is the reduction in external audit fees payable. As part of the Governments efficiency measures the Audit Commission has been disbanded and private firms were invited to bid for the work at a cost determined centrally. The increase in the revised budget is mainly as a result of moving training budgets into this budget; and
- Neighbourhood Working, Publicity & Promotion and Grants & Contributions; (-£18,600 revised, -£70,600 Base 2013/14). The main change for this service is due to changes in the employee costs as a result of restructuring the section responsible for these services. Also there have been efficiency savings made in advertising costs.

Public Protection Portfolio

36. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 2,758 | 2,758 |
| Expenditure variations | -330 | -375 |
| Income variations | +58 | +53 |
| NET BUDGET | 2,486 | 2,436 |

37. The main changes in this portfolio are shown below:-

- Environmental Health Services: (-£36,700 revised, -£54,900 Base 2013/14). The main change for this service is due to changes in the employee costs as a result of efficiency savings made as a result of the partnership working with Gosport BC; and
- Off-Street and On-Street Parking: (-£294,800 revised, -£285,600 Base 2013/14). The main change in this service is due to a reduction in capital charges relating to off-street parking provision. This has been offset by a reduction in the income expected to be received from penalty charge notices of £90,000 between the two services, believed to have arisen from a change in visitor parking habits.

Streetscene Portfolio

38. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 4,470 | 4,470 |
| Expenditure variations | -4 | -85 |
| Income variations | -66 | -103 |
| NET BUDGET | 4,400 | 4,282 |

39. The major changes for this portfolio are:-

- Community Parks and Open Spaces: (-£28,000 revised, -£45,000 Base 2013/14). The reduction in the budget is due primarily to lower capital charges as a result of property revaluations. This will be offset by a credit with the other budgets heading so there is no impact on the Council Tax;
- Household Waste Collection: (+£61,500 revised, +£48,300 Base 2013/14). This service has seen an increase in capital charges due to the vehicle replacement programme which will be offset by a credit within the other budgets heading so there is no impact on the Council Tax;

- Recycling: (-£159,600 revised, -£189,800 Base 2012/13). The overall position for this budget shows a reduction mainly due to increase in income from recycling credits. There have also been reductions in employee costs, internal recharges and capital costs.

FEES AND CHARGES

40. Each year, the Council reviews the fees and charges levied for the services it provides. The current fees and charges for each Committee and Executive portfolio and the proposed charges for 2013/14 are set out in Appendix D.
41. The proposed discretionary charges have been increased, wherever possible and desirable, to achieve at least a 5% increase in income with the reasons for major variations from this policy set out below.
42. Some fees and charges will be showing no increase as they are set by statute and therefore are not under the Council's control.
43. Others will have no increase where it is considered that it will not be beneficial to raise these charges mainly due to the current economic climate. One example of this is the market rents where income is currently below the level received for last financial year due to less stall holders using the facility. Other examples include sports pitch hire and land charges.
44. Car parking has been budgeted in line with the Fareham Town Centre Parking Strategy elsewhere on this agenda.
45. Other areas are showing an increase much higher than the recommended 5%. An example of this is technical advice for food safety and pest control for commercial organisations which shows an increase from £27 to £45 per hour. The proposed fee is considered to be a fairer reflection of the actual cost to provide the service.
46. The charge for subsequent dog kennelling shows an increase of 7.1% and is due to the higher costs incurred by the council in kennelling charges.
47. The Finance Strategy also states that opportunities for new sources of income should be sought where possible. Currently no new streams of income have been included within the 2013/14 budget, although opportunities continue to be investigated, and will be brought into the budget once the income has been established.

SPENDING PRESSURES

48. The Finance Strategy identified a number of spending pressures facing the Council. Where these are deemed "unavoidable" they have been built into the proposed budgets within this report. These include:-

| SPENDING PRESSURES | 2013/14 £ |
|---|----------------------|
| FBC Elections | 0 |
| Movements in the cost of employment (excl efficiency plans) | 326,000 |
| Other Contractual Inflation | 60,000 |
| Fuel & Energy Price movements | 0 |
| Residents Surveys | 0 |
| Lockwood Community Centre | 51,000 |
| Rental Income reductions | 65,000 |
| Localised Council Tax Support | 130,000 |
| TOTAL | 632,000 |

49. In addition to the spending pressures list above, other areas have been identified which could give rise to increased costs, but have yet to be costed. These include;

- Contaminated Land;
- Individual Electoral Registration;
- Revocation of personal search fees
- Impact of town centre developments on parking income including review of parking strategy;
- Coldeast Development Area – Supporting the delivery and ongoing maintenance of community facilities and public open space;
- Increase in demand for homelessness services;
- New Community North of Fareham – Planning and supporting delivery; and
- Delivery of corporate priority actions.

EMPLOYEE AND INTERNAL RECHARGE BUDGETS

50. Due to the budget gap that was projected within the Finance Strategy, the Executive in October 2010 approved a report by the Chief Executive Officer to review the way in which the Council services were delivered. A further report on Efficiency Proposals was approved by the Executive on 2 April 2012.

51. Consequently, with these and other changes reflected in the Finance Strategy, the Council's budgeted employee expenditure for 2013/14 amounts to £15,472,400. This represents an increase of 1.11% from the base budget for 2012/13 of £15,302,600.

RISK ASSESSMENT

52. The budget reflects the implications of the current economic climate. However, there remains a high degree of uncertainty surrounding the economic stability of the UK, and the available funding for public services. There are particular risks surrounding the achievement of income levels and growing costs in certain demand led services, such as housing, homelessness and benefit claims. Most importantly, however, is the anticipated continuing decline in the amount of funding available to support local services. Further details are anticipated following the Chancellor's Autumn Statement, in December.

53. The localised Council Tax Support Scheme needs to be highlighted as a major risk to council finances. The scheme will impact on a large number of residents and this will need to be monitored very closely.
54. Finally, fundamental changes to the way in which local government services are funded, effective from April 2013, also transfer risks in the collection of business rates directly to the Council.

CONCLUSION

55. The base budgets for the Council's two committees and six portfolios are detailed in this report. However, there remains uncertainty over the level of funding that will be received from central Government. This will be kept under review and will be incorporated in the reports that will be presented to the Executive in January and February 2013.
56. A number of Council services are partly funded from fees & charges and other types of income. After taking service income into account, the following sources of income reduce the overall cost of services to be met by Council Tax payers:
 - Investment Income;
 - General Government Grant; and
 - The Council's share of business rate income.
57. These sources of income are generally outside of the Council's control and do not reflect changes in the overall level of spending on local services. With these sources of income effectively "fixed", members need to be aware that unless it can be matched by increased service income, additional spending on services has to be fully funded by Council Tax payers.
58. It follows that members must give full weight to the Council's overall position and future Council Tax levels when the revenue budgets for 2013/14 are considered.
59. Gross expenditure on services in 2012/13 is £47.8 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%.

Reference Papers:

Report of the Director of Finance & Resources to the Executive on 1 October 2012 'Annual Review of the Council's Finance Strategy'

Report of the Chief Executive Officer to the Executive on 2 April 2012 'Efficiency Proposals'

APPENDIX A (A)

CAPITAL PROGRAMME 2012/13 to 2016/17

| | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Un-allocated | Total |
|---|-----------|-----------|-----------|----------|----------|--------------|------------|
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s |
| PUBLIC PROTECTION | | | | | | | |
| CCTV Refurbishment Programme | | | | | | 329 | 329 |
| PUBLIC PROTECTION TOTAL | 0 | 0 | 0 | 0 | 0 | 329 | 329 |
| STREETSCENE | | | | | | | |
| Health and Safety in Cemeteries | 7 | 10 | 10 | | | | 27 |
| Public Conveniences Improvement Programme | 18 | | | | | | 18 |
| Waste Management Glass Recycling Bins and Skips Replacement | 9 | 13 | | | | | 22 |
| STREETSCENE TOTAL | 34 | 23 | 10 | 0 | 0 | 0 | 67 |
| LEISURE AND COMMUNITY | | | | | | | |
| Buildings | | | | | | | |
| Ferneham Hall Major Repairs Programme | 107 | 85 | 80 | 90 | 250 | | 612 |
| Community Buildings Health & Safety Fund | 11 | | | | | | 11 |
| Burridge Community Facilities | 4 | | | | | | 4 |
| Community Buildings Review | | 146 | 125 | 125 | 100 | | 496 |
| Portchester Community Centre | 1,641 | | | | | | 1,641 |
| | 1,763 | 231 | 205 | 215 | 350 | 0 | 2,764 |
| Play and Parks Schemes | | | | | | | |
| Cross Fell Walk Youth Facility | 45 | | | | | | 45 |
| Hollybrook Gardens | 63 | | | | | | 63 |
| Blackbrook | 9 | | | | | | 9 |
| Locks Heath Park Youth Facility | 45 | | | | | | 45 |
| Laurel Gardens Play Area | 35 | | | | | | 35 |
| Park Lane | | 50 | | | | | 50 |
| Swanwick Lane Play Area | | 53 | | | | | 53 |
| King George V | | 75 | | | | | 75 |
| Abshot Road Youth Facility | | 80 | | | | | 80 |
| Hammond Road Youth Facility | | | 45 | | | | 45 |
| Birchen Road Youth Facility | | | 50 | | | | 50 |
| Eastern Parade | | | 56 | | | | 56 |
| Coldeast | | | 63 | | | | 63 |
| | 197 | 258 | 214 | 0 | 0 | 0 | 669 |

| | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Un-allocated | Total |
|---|--------------|--------------|--------------|------------|------------|--------------|--------------|
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s |
| Outdoor Recreation Schemes | | | | | | | |
| Portchester Community Centre Tennis Courts | 81 | | | | | | 81 |
| Western Wards Swimming Pool | 50 | 22 | | | | | 72 |
| Western Wards Sports Changing Facilities | 56 | | | | | | 56 |
| Wicor | 2 | | | | | | 2 |
| Crofton Bowls Club- Fencing & Planting | 20 | | | | | | 20 |
| Salisbury Green Cricket Protection | 30 | | | | | | 30 |
| Wicor Rec Sports Changing Facilities | 814 | | | | | | 814 |
| Burrige - Drainage Improvements | | 40 | | | | | 40 |
| Seafield Park- Building Improvements | | 50 | | | | | 50 |
| Cams Alders Multi-Use Sports Area | | 80 | | | | | 80 |
| Park Lane Multi-Use Sports Area | | 80 | | | | | 80 |
| Petangue Terrain - Cams Alders | | 10 | | | | | 10 |
| Allotment Road - Drainage Improvements | | 45 | | | | | 45 |
| Bath Lane - Replacement Cricket Square | | 40 | | | | | 40 |
| Mill Lane Tennis Court Refurbishment | | 35 | | | | | 35 |
| Locks Heath Tennis Court Refurbishment | | 20 | | | | | 20 |
| Improved Storage Provision at Bath Lane Rec Ground | | 50 | | | | | 50 |
| Bath Lane Cricket Pavilion | 5 | 391 | | | | | 396 |
| Portchester Multi-Use Games Area/Tennis Facilities | | | 60 | | | | 60 |
| Park Lane Concrete Skate Park | | | 100 | | | | 100 |
| Park Lane Outdoor Gym | | | 50 | | | | 50 |
| Coldeast Sports Pitch and Facilities | | | 1,000 | | | | 1,000 |
| Salisbury Green Pitch Upgrade | | | | 26 | | | 26 |
| Osborne Road, Warsash Pitch Improvements | | | | 45 | | | 45 |
| Seafield Park Cricket Net Facilities | | | | | 15 | | 15 |
| Seafield Park Cricket Wicket | | | | | 25 | | 25 |
| Stubbington Tennis Courts- Refurbishment | | | | | 35 | | 35 |
| | 1,058 | 863 | 1,210 | 71 | 75 | 0 | 3,277 |
| Grants to Community Groups | | | | | | | |
| Portchester Community School Sports Pitches | 50 | | | | | | 50 |
| 1350 Fareham & District Squadron Air Training Corps Minibus | 14 | | | | | | 14 |
| Titchfield Amateur Boxing Club Extension | 25 | | | | | | 25 |
| | 89 | 0 | 0 | 0 | 0 | 0 | 89 |
| Other Community Schemes | | | | | | | |
| Green Flag Awards | 6 | | | | | | 6 |
| Footpath Improvements | 10 | 26 | | | | | 36 |
| Allotment Improvements | 35 | 14 | 12 | | | | 61 |
| Improved Access for People with Disability | 13 | 5 | 3 | | | | 21 |
| Salterns Promenade | | 213 | | | | | 213 |
| | 64 | 258 | 15 | 0 | 0 | 0 | 337 |
| LEISURE AND COMMUNITY TOTAL | 3,171 | 1,610 | 1,644 | 286 | 425 | 0 | 7,136 |

| | 2012/13 £000s | 2013/14 £000s | 2014/15 £000s | 2015/16 £000s | 2016/17 £000s | Un- allocated £000s | Total £000s |
|---|------------------|------------------|------------------|------------------|------------------|---------------------------|----------------|
| HOUSING | | | | | | | |
| Private Sector Housing | | | | | | | |
| Home Improvement Loans | 103 | 60 | 60 | 60 | 60 | | 343 |
| Disabled Facilities Grants | 656 | 420 | 420 | 420 | 420 | | 2,336 |
| HECA | 40 | 10 | 10 | 10 | 10 | | 80 |
| | 799 | 490 | 490 | 490 | 490 | 0 | 2,759 |
| Enabling/Social Housing | | | | | | | |
| 101 Gosport Road | 15 | | | | | | 15 |
| Cold East Close Empty Properties | 407 | | | | | | 407 |
| Redevelopment of Broadlaw Walk | 85 | | | | | | 85 |
| Empty Homes Strategy | 20 | 20 | 20 | 20 | 20 | | 100 |
| Feasibility Studies | 30 | | | | | | 30 |
| Unspecified Schemes | | | | | | 3,200 | 3,200 |
| | 557 | 20 | 20 | 20 | 20 | 3,200 | 3,837 |
| HOUSING TOTAL | 1,356 | 510 | 510 | 510 | 510 | 3,200 | 6,596 |
| STRATEGIC PLANNING AND ENVIRONMENT | | | | | | | |
| Environmental Improvements | | | | | | | |
| West Street, Fareham | 150 | | | | | | 150 |
| West Street - North West Section | 100 | | | | | | 100 |
| Flooding in Burnt House Lane | 20 | | | | | | 20 |
| Future Programme | | | | | | 200 | 200 |
| | 270 | 0 | 0 | 0 | 0 | 200 | 470 |
| Engineering & Transportation | | | | | | | |
| Car Parks Surface Improvements | 114 | 140 | 52 | | | 298 | 604 |
| Osborn Road 5 Year Programme | 20 | 20 | 20 | 20 | 21 | | 101 |
| Bath Lane Resurfacing | 25 | | | | | | 25 |
| | 159 | 160 | 72 | 20 | 21 | 298 | 730 |
| STRATEGIC PLANNING AND ENVIRONMENT TOTAL | 429 | 160 | 72 | 20 | 21 | 498 | 1,200 |
| POLICY, STRATEGY AND FINANCE | | | | | | | |
| Fareham Town Centre | | | | | | | |
| Land Acquisition | 9 | 18 | | | | | 27 |
| Henry Cort Millennium Scheme Construction Works | 13 | | | | | | 13 |
| | 22 | 18 | 0 | 0 | 0 | 0 | 40 |
| Vehicles and Plant | | | | | | | |
| Replacement Programme | 462 | 366 | 366 | 366 | 360 | | 1,920 |

| | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Un-allocated | Total |
|--|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s |
| ICT | | | | | | | |
| Existing Programme | 274 | 180 | 180 | 180 | 180 | | 994 |
| Civic Offices and Depot | | | | | | | |
| Civic Offices 10 Year Improvement Plan | 78 | 79 | 458 | 415 | 115 | | 1,145 |
| Depot Refurbishment Works | 44 | 45 | | | | | 89 |
| | 122 | 124 | 458 | 415 | 115 | 0 | 1,234 |
| Other Schemes | | | | | | | |
| Land Off Danes Road, Portchester | 24 | | | | | | 24 |
| Bath Lane Car Park | 45 | | | | | | 45 |
| Countrywide Superfast Broadband | | 14 | | | | | 14 |
| | 69 | 14 | 0 | 0 | 0 | 0 | 83 |
| Matched Funding Balance Available for Allocation | | | | | | 228 | 228 |
| POLICY, STRATEGY AND FINANCE TOTAL | 949 | 702 | 1,004 | 961 | 655 | 228 | 4,499 |
| GENERAL FUND TOTAL | 5,939 | 3,005 | 3,240 | 1,777 | 1,611 | 4,255 | 19,827 |

APPENDIX A (D)

EXECUTIVE PORTFOLIO
HOUSING SERVICES

DISCRETIONARY CHARGES

OTHER HOUSING

Storage of furniture for the homeless

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.

Bed & Breakfast Charges for the Homeless

100% cost recovery from the homeless of Hotel/Bed & Breakfast charges made straight to the Council.

| Other Housing | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Housing Advances Second mortgage enquiry forms (Note 1) | 54.00 | 57.00 | 5.6 |
| Care Line Service Telephone link for assistance (private sector) (Note 2) | | | |
| Notes 1. Fee inclusive of VAT at the prevailing rate. 2. Tariff available on application to Sheltered Housing Manager | | | |

FERNEHAM HALL

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

| Standard Rates | Current | | Proposed | | Increase | |
|---|-------------------------------|--------------------|-------------------------------|-------------------------|------------------------------|-----------------------------|
| | Mon. to Thurs. | Fri. to Sun | Mon. to Thurs. | Fri. to Sun. | Mon to Thurs. | Fri. to Sun. |
| | £ | £ | £ | £ | % | % |
| Solent | | | | | | |
| Morning Hire [9am- 1pm] (4 hours) | £545 | £723 | £572 | £759 | 5.0% | 5.0% |
| Afternoon Hire [2pm– 6 pm] (4 hours) | £648 | £805 | £680 | £845 | 4.9% | 5.0% |
| Evening Hire [6pm– Midnight] | £805 | £949 | £845 | £996 | 5.0% | 5.0% |

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| | | | | | | |
|---|---|--------|--------|--------|------|------|
| (6 hours) | | | | | | |
| Daytime Hire [9am- 6pm] (9 hours) | £921 | £1,147 | £967 | £1,204 | 5.0% | 5.0% |
| Full Day Hire [9am- Midnight] (15 hours) | £1,152 | £1,471 | £1,210 | £1,545 | 5.0% | 5.0% |
| Three Day Hire [9am – Midnight] | £2,617 | £3,300 | £2,748 | £3,465 | 5.0% | 5.0% |
| Hourly Rate After Midnight | £301 | £399 | £316 | £419 | 5.0% | 5.0% |
| 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 | £6,697 | | £7,032 | | 5.0% | |
| | | | | | | |
| Octagon or Meon | | | | | | |
| Half-Day Hire Flexible (4 Hours) | £180 | £237 | £189 | £249 | 5.0% | 5.1% |
| Daytime hire [9am– 5pm] (8 Hours) | £318 | £428 | £334 | £449 | 5.0% | 4.9% |
| Evening hire [6pm– Midnight] (6 Hours) | £295 | £515 | £310 | £541 | 5.1% | 5.0% |
| Hourly Rate After Midnight | £75 | £98 | £79 | £103 | 5.3% | 5.1% |
| Hourly Rate Before Midnight | To be calculated as a % of the rate for that specific time slot(s). | | | | | |
| Day Hire [9am- 6pm] (9 Hours) | £1,297 | £1,621 | £1,362 | £1,702 | 5.0% | 5.0% |
| Full Day Hire [9am- Midnight] (15 Hours) | £1,592 | £2,159 | £1,672 | £2,267 | 5.0% | 5.0% |
| Three Day Hire [9am- Midnight] | £3,994 | £5,482 | £4,194 | £5,756 | 5.0% | 5.0% |
| Hourly Rate After Midnight | £463 | £579 | £486 | £608 | 5.0% | 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 | £9,053 | | £9,506 | | 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 |
| | £ | £ | £ | £ | % | % |
| Solent | | | | | | |
| Morning Hire [9am- 1pm] (4 hours) | £382 | £476 | £401 | £500 | 5.0% | 5.0% |
| Afternoon Hire [2pm– 6 pm] (4 hours) | £422 | £568 | £443 | £596 | 5.0% | 4.9% |
| Evening Hire [6pm– Midnight] (6 hours) | £527 | £620 | £553 | £651 | 4.9% | 5.0% |
| Daytime Hire [9am- 6pm] (9 hours) | £602 | £747 | £632 | £784 | 5.0% | 5.0% |
| Full Day Hire [9am- Midnight] (15 hours) | £758 | £954 | £796 | £1,002 | 5.0% | 5.0% |
| Three Day Hire [9am – Midnight] | £1,702 | £2,142 | £1,787 | £2,249 | 5.0% | 5.0% |
| Hourly Rate After Midnight | £197 | £255 | £207 | £268 | 5.1% | 5.1% |
| 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 | £4,352 | | £4,570 | | 5.0% | |
| Octagon or Meon | | | | | | |
| Half-Day Hire Flexible (4 Hours) | £116 | £156 | £122 | £164 | 5.2% | 5.1% |
| Daytime hire [9am– 5pm] (8 Hours) | £208 | £278 | £218 | £292 | 4.8% | 5.0% |
| Evening hire [6pm– Midnight] (6 Hours) | £191 | £336 | £201 | £353 | 5.2% | 5.1% |
| Hourly Rate After Midnight | £51 | £69 | £54 | £72 | 5.9% | 4.3% |
| Hourly Rate Before Midnight | To be calculated as a % of the rate for that specific time slot(s). | | | | | |
| Ferneham Hall (Whole Theatre) | | | | | | |
| Day Hire [9am- 6pm] (9 Hours) | £845 | £1,031 | £887 | £1,083 | 5.0% | 5.0% |
| Full Day Hire [9am- Midnight] (15 Hours) | £1,036 | £1,407 | £1,088 | £1,477 | 5.0% | 5.0% |
| Three Day Hire [9am- Midnight] | £2,594 | £3,566 | £2,724 | £3,744 | 5.0% | 5.0% |
| Hourly Rate After Midnight | £301 | £376 | £316 | £395 | 5.0% | 5.1% |
| Hourly Rate Before Midnight | To be calculated as a % of the rate for that specific | | | | | |

| | time slot(s) | | |
|--------------------------|--------------|--------|------|
| Week Hire | £5,881 | £6,175 | 5.0% |
| Sun 9am- Midnight | | | |
| Mon-Fri 5:30pm- Midnight | | | |
| Sat 1pm- Midnight | | | |

| Ferneham Hall Ancillary Charges | Current | | Proposed | | Increase | |
|---|-----------------|-----------------|-----------------|-----------------|----------|----------|
| | Per Day | Per Week | Per Day | Per Week | Per Day | Per Week |
| | £ | £ | £ | £ | % | % |
| Expertise | | | | | | |
| Technician (Sound, Lighting, etc)- Per Hour | £13 | £13 | £14 | £14 | 7.7% | 7.7% |
| Senior Steward- Per Hour | £13 | £13 | £14 | £14 | 7.7% | 7.7% |
| Stage Manager | Included in Fee | Included In Fee | Included in Fee | Included In Fee | - | - |
| Office Manager (Outside Normal Hours)- Per Hour | £13 | £13 | £14 | £14 | 7.7% | 7.7% |
| | | | | | | |
| Technical- Lighting | | | | | | |
| Follow Spot Operator (Per 4 Hours) | £51 | - | £54 | - | 5.9% | - |
| Martin MAC250's (Max 8) | £36 | £82 | £38 | £86 | 5.6% | 4.9% |
| Star Cloth | £87 | £295 | £91 | £310 | 4.6% | 5.1% |
| | | | | | | |
| Technical- Sound | | | | | | |
| Radio Microphone | £23 | £41 | £24 | £43 | 4.3% | 4.9% |
| | | | | | | |
| Technical- Stage | | | | | | |
| Hazer DF50 inc. Fluid | £46 | £87 | £48 | £91 | 4.3% | 4.6% |
| Pyro System (Up To 6 Pods) | £28 | £64 | £29 | £67 | 3.6% | 4.7% |
| Gauze (Black) | £18 | £41 | £19 | £43 | 5.6% | 4.9% |
| Stage Extension (Per Rostra) | £5 | - | £5 | - | 0.0% | - |
| | | | | | | |
| Technical- Other | | | | | | |
| Piano Hire- Yamaha Full Grand (Available On Stage Only) | £75 | - | £79 | - | 5.3% | - |
| Electric Piano | £51 | - | £54 | - | 5.9% | - |
| Piano Tuning | £87 | - | £91 | - | 4.6% | - |
| Portable PA | £64 | - | £67 | - | 4.7% | - |
| Slide Projector | £28 | - | £29 | - | 3.6% | - |
| TV | £28 | - | £29 | - | 3.6% | - |
| DVD/Video | £28 | - | £29 | - | 3.6% | - |
| OHP & Screen | £28 | - | £29 | - | 3.6% | - |
| | | | | | | |
| Functions- Misc | | | | | | |
| Flip Charts/Pens | £6.0 | - | £6.50 | - | 8.3% | - |
| Photocopying | £0.16 | - | £0.17 | - | 6.3% | - |
| Fax Facility | £1.50 | - | £1.60 | - | 6.7% | - |
| Standard Exhibition Drops | £6 | - | £6.50 | - | 8.3% | - |

| Shows- Misc | | | | | | |
|--|------------------------------|---|------------------------------|---|-----|---|
| Box Office | 10% Gross (£50 Min) | - | 10% Gross (£50 Min) | - | - | - |
| Complimentary Tickets | £0.20 Each | - | £0.25 Each | - | 25% | - |
| Admin Charge for Print Tickets To Take Away | £28 | - | £29 | - | 4% | - |

| Advertising | Current | | Proposed | | Increase | |
|-------------------------------------|-----------------|-------------------|-----------------|-------------------|-----------------|-------------------|
| | Standard | Discounted | Standard | Discounted | Standard | Discounted |
| | £ | £ | £ | £ | % | % |
| Internet Advertising (Weekly) | £59 | £36 | £62 | £38 | 5.1% | 5.6% |
| News Adverts (Within Our Column) | £98 | £87 | £103 | £91 | 5.1% | 4.6% |
| What's On Guide- ¼ Page | £110 | £75 | £116 | £79 | 5.5% | 5.3% |
| What's On Guide- ½ Page | £221 | £116 | £232 | £122 | 5.0% | 5.2% |
| What's On Guide- Page | £522 | £290 | £548 | £305 | 5.0% | 5.2% |

EXECUTIVE PORTFOLIO
STRATEGIC PLANNING AND ENVIRONMENT

PARKING CHARGES

| Multi-Storey Shopping Centre Car Parks This includes the following car parks: Osborn Road and Fareham Shopping Centre | Current Fee £ | Proposed Fee £ | % increase |
|--|---|---------------------------|-------------------|
| Monday - Saturday Up to 1 hour 1-2 hours 2-3 hours 3-4 hours 4-5 hours Mon-Sat £1.00 per hour up to 10 hours max Sunday & Bank Holiday £1.00 per hour up to 6 hours max | 1.00 2.00 3.00 4.00 5.00 Hourly Rate to apply | No increase proposed | |

| Inner Shopping Centre Car Parks This includes the following car parks: Ferneham Hall; Civic Way North & South; Civic Offices (Sat Only) Trinity Street; Malthouse Lane; Quay Street; Palmerston Avenue | Current Fee £ | Proposed Fee £ | % increase |
|--|---|--|-------------------|
| Monday - Saturday Up to 1 hour 1-2 hours 2-3 hours 3-4 hours 4-5 hours Over 5 hours Sunday & Bank Holiday Standard hourly rates (above) apply between 10.30am and 4pm | 1.00 2.00 3.00 4.00 5.00 Not Permitted Hourly Rate to apply | No increase proposed Over 5 hours charged at hourly of £1.00 per hour to 10 hours max | |

**It is proposed that from 1 Apr 2013 Malthouse Lane and Trinity Street will be re-designated as Outer car parks*

| Market Quay | Current Fee £ | Proposed Fee £ | % increase |
|--|--|-----------------------|-------------------|
| Monday - Saturday Up to 1 hour 1-2 hours 2-3 hours 3-4 hours 4-5 hours Mon-Sat £1.50 per hour up to 10 hours max Sunday & Bank Holiday £1.50 per hour up to 6 hours max | 1.50 3.00 4.50 6.00 7.50 Hourly Rate to apply | No increase proposed | |

| Outer Shopping Centre Car Parks (Long Stay) | Current Fee £ | Proposed Fee £ | % increase |
|---|---|--|-------------------|
| This includes the following car parks: Bath Lane, Osborn Road West; Youth Centre; The Gillies; Lysses; Holy Trinity Church Monday to Saturday Up to 1 hour Up to 5 hours Over 5 hours Sunday & Bank Holiday <u>SEASON TICKETS -</u> Quarterly Annual | 1.00 2.80 3.50 No Charge 170.00 520.00 | £0.70 per hour with a maximum charge of £3.50 per day No Charge No increase proposed | |

**It is proposed that from 1 Apr 2013 Malthouse Lane and Trinity Street will be re-designated as Outer car parks*

| Flexible Season Tickets for use in any outer shopping centre car park | 1 Day £ | 2 Days £ | 3 Days £ | 4 Days £ | Weekly £ |
|--|----------------|-----------------|-----------------|-----------------|-----------------|
| Full Day | | | | | |
| 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 |

| Flexible Season Tickets for use in any outer shopping centre car park | 1 Day £ | 2 Days £ | 3 Days £ | 4 Days £ | Weekly £ |
|--|--------------------|---------------------|---------------------|---------------------|---------------------|
| 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 |

| Penalty Charge Notices | Current Fee £ | Proposed Fee £ | % increase |
|--------------------------------------|----------------------|-----------------------|-------------------|
| Higher Level Charge - (Note 1 and 3) | 70.00 | No increase proposed | |
| Lower Level Charge - (Note 2 and 3) | 50.00 | | |

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% to 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

HIGHWAYS

Damage to Street Furniture

Offender charged at cost plus a 10% administration charge

EXECUTIVE PORTFOLIO
POLICY, STRATEGY AND FINANCE

LAND CHARGES

| | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-----------------------|
| <u>DISCRETIONARY CHARGES</u> | | | |
| Search Fees (Not subject to VAT) | | | |
| Official Certificate of Search | | | |
| In the whole or any part of the register | | | |
| First parcel of land – paper search | 32.00 | 32.00 | Nil |
| First parcel of land – electronic search | 32.00 | 32.00 | Nil |
| Each additional parcel | 10.50 | 10.50 | Nil |
| Other Local Land Charges Fees | | | |
| Registration of a light obstruction notice | 70.00 | 70.00 | Nil |
| Filing Lands Tribunal certificate | 2.50 | 2.50 | Nil |
| Filing light obstruction judgement etc | 7.00 | 7.00 | Nil |
| Inspection of rule 10 documents | 2.50 | 2.50 | Nil |
| Office copy register entry | 1.50 | 1.50 | Nil |
| Office copy plan or document | Discretionary | Discretionary | |
| Official Enquiries – Part I | | | |
| First parcel of land | 132.00 | 132.00 | Nil |
| Each additional parcel | 30.50 | 30.50 | Nil |
| Official Enquiries – Part II | | | |
| First parcel of land | 23.00 | 23.00 | Nil |
| Each additional parcel | 41.00 | 41.00 | Nil |
| Common Registration Searches | 23.00 | 23.00 | Nil |

MINUTES AND AGENDA

| Minutes and Agenda - (Notes 1 & 2) | Current Fee £ | Proposed Fee £ | Increase % |
|---|--------------------------|---------------------------|-----------------------|
| Agenda and reports – per meeting | 11.50 | 12.00 | 4.3 |
| Minutes – per meeting | 4.70 | 5.00 | 6.4 |
| Individual reports | 4.70 | 5.00 | 6.4 |
| <u>Notes</u> | | | |
| 1. Annual charge calculated according to the number of meetings scheduled to be held. | | | |
| 2. Non-Profit making organisations – 50% reduction. | | | |

FACSIMILE TRANSMISSION (FAX)

| Transmission charges - (Note 1) | Current Fee £ | Proposed Fee £ | Increase % |
|---|--------------------------|---------------------------|-----------------------|
| First Sheet | 3.90 | 4.10 | 5.1 |
| Subsequent Sheets | 1.15 | 1.20 | 4.3 |
| Notes 1. Fee inclusive of VAT at the prevailing rate. | | | |

PRINTING & COPYING

Charges are available on application to the Head of ICT.

LETTING OF COUNCIL CHAMBER & COMMITTEE ROOMS

| Lettings - (Notes 1 - 4)(Not subject to VAT) | Current Fee £ | Proposed Fee £ | Increase % |
|---|--------------------------|---------------------------|-----------------------|
| Collingwood Room – per hour | 50.00 | 52.50 | 5.0 |
| Pulheim Room – per hour | 19.00 | 20.00 | 5.3 |
| Vannes Room – per hour | 19.00 | 20.00 | 5.3 |
| Council Chamber – per hour | 82.00 | 86.00 | 4.9 |
| Notes 1. Commercial Organisations only 2. The above charges apply when the building is already in use for Council business. 3. Additional charges may be levied to recover the cost of preparing rooms, moving furniture etc. 4. 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 | | | |

MEMBERS ALLOWANCES

| Per copy of report (not subject to VAT) | Current Fee £ | Proposed Fee £ | Increase % |
|--|--------------------------|---------------------------|-----------------------|
| Record of payments made by the Council under its allowances scheme | 2.20 | 2.30 | 4.5 |
| The Scheme of Allowances | 12.00 | 13.00 | 8.3 |

MARKET PITCH RENTS

| Fareham (Vatable) | Current Fee £ | Proposed Fee £ | % increase |
|--|-----------------------------------|---------------------------|-------------------|
| Regular 10 ft 20ft 30ft 40ft | 30.00 60.00 83.00 105.00 | No increase proposed | |
| Casual 10ft 20ft | 35.00 70.00 | | |

| Portchester (Non-Vatable) | Current Fee £ | Proposed Fee £ | % increase |
|----------------------------------|--------------------------|---------------------------|-------------------|
| Regular 10 ft 20ft | 21.00 42.00 | No increase proposed | |
| Casual 10ft 20ft | 26.00 52.00 | | |

EXECUTIVE PORTFOLIO
PUBLIC PROTECTION

DOG CONTROL

| | Current Fee £ | Proposed Fee £ | Increase % |
|--|--------------------------|---------------------------|-----------------------|
| 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). | 25.00 | 25.00 | Statutory |
| Dog Kennelling - For first 24 hours or part thereof - Note 1 | 56.00 | 60.00 | 7.1 |
| Dog Kennelling - For any subsequent 24 hours or part thereof - Note 1 | 30.00 | 30.00 | Nil |
| Micro-chipping of dogs - Note 1 | 12.00 | 13.00 | 8.3 |
| Private home check visit | 27.00 | 29.00 | 7.4 |
| Notes: | | | |
| 1. Fee inclusive of VAT at the prevailing rate. | | | |

POLLUTION REDUCTION

Environmental Protection Act 1990 - Charges available on application to the Director of Regulatory and Democratic Services

| | Current Fee £ | Proposed Fee £ | Increase % |
|---|--------------------------|---------------------------|-----------------------|
| Environmental Information Requests initial charge Environmental Information Requests taking in excess of 1.5 hours to complete will be charged at an hourly rate of £40 per hour | 63.00 | 67.00 | 6.3 |
| Contaminated Land Technical Advice charge per hour | 42.00 | 45.00 | 7.1 |
| Pollution Technical Advice charge per hour | 42.00 | 45.00 | 7.1 |
| Out of hours service charges based on cost to the council. | | | |

POLLUTION & PRIVATE SECTOR HOUSING

| | Fee £ |
|---|---|
| Private Sector Housing - Immigration Visit | Charge to be actual cost to the Council |
| 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 |

ABANDONED VEHICLES REFUSE DISPOSAL (AMENITY) ACT 1978

| Abandoned Vehicles | Current Fee £ | Proposed Fee £ | Increase % |
|--|--------------------------|---------------------------|-----------------------|
| Removal of vehicle from motorway - Statutory Charge | 150.00 | 150.00 | Nil |
| Removal of vehicle from elsewhere - Statutory Charge | 150.00 | 150.00 | Nil |
| Storage (per 24 hours or part) | 21.00 | 22.00 | 4.8 |
| Disposal | 50.00 | 53.00 | 6.0 |

CLEAN BOROUGH ENFORCEMENT

| Litter and Fouling | Current Fee £ | Proposed Fee % | Increase % |
|-------------------------------------|--------------------------|---------------------------|-----------------------|
| Dropped litter – fixed penalty | 75.00 | 75.00 | Nil |
| Fouling of land act – fixed penalty | 75.00 | 75.00 | Nil |

FOOD SAFETY

Charges for training courses available on application to the Head of Environmental Health.

| | Current Fee £ | Proposed Fee £ | Increase % |
|---|--------------------------|---------------------------|-----------------------|
| Export Health Certificates | 70.00 | 74.00 | 5.7 |
| Issue of Certificate for Unsound Food - (Notes 1 & 2) | 170.00 | 179.00 | 5.3 |
| Transportation of Unsound Food: | | | |
| - First hour (min 1 hour) - (Notes 1 & 3) | 124.00 | 131.00 | 5.6 |
| - Subsequent whole hours - (Notes 1 & 3) | 63.00 | 67.00 | 6.3 |
| - Transport and disposal - (Note 4) | | | |
| Food Safety technical advice for businesses charge per hour | 27.00 | 45.00 | 66.7 |
| Notes: | | | |
| 1. Fee inclusive of VAT at the prevailing rate. | | | |
| 2. Certificate required in support of insurance claims even though the food, due to its condition, would not be marketable or usable. | | | |
| 3. Plus disposal of unsound food. | | | |
| 4. Charged at cost to Council | | | |

PEST CONTROL

| | Current Fee £ | Proposed Fee £ | Increase % |
|--|--------------------------|---------------------------|-----------------------|
| All premises: Charge per hour (min of 1 hour) plus materials - (Notes 1 & 2) | 59.00 | 64.00 | 8.5 |
| Treatment of Mice in Domestic Premises - (Notes 1 & 2) | 30.00 | 32.00 | 6.7 |
| Treatment of Rats in Domestic Premises | FREE | FREE | |
| Missed appointment | 30.00 | 32.00 | 6.7 |
| Pest Control Advice Visits to commercial premises charge per hour (Note 1) | 27.00 | 45.00 | 66.7 |
| Notes | | | |
| 1. Fee inclusive of VAT at the prevailing rate. | | | |
| 2. Persons in receipt of certain benefits - Free. | | | |

COMMUNITY SAFETY - CCTV

| | Current Fee £ | Proposed Fee £ | Increase % |
|--|--------------------------|---------------------------|-----------------------|
| Access to CCTV Footage (VAT Inclusive) | 58.00 | 61.00 | 5.2 |

GENERAL CHARGES

| Other items | Current Fee £ | Proposed Fee £ | Increase % |
|---|--------------------------|---------------------------|-----------------------|
| Responding to solicitors/consultants enquiries (per question) | 58.00 | 61.00 | 5.2 |
| Responding to other detailed enquiries - (Note 1) | | | |
| Copies of statutory register | 58.00 | 61.00 | 5.2 |
| Immigration requests – (VAT to be added) Attendance at court as a witness - (Note 2) | 84.00 | 88.00 | 4.8 |

Notes

1. At the discretion of the Director of Regulatory and Democratic Services
2. Charges based on the costs to the Council

EXECUTIVE PORTFOLIO
STREETSCENE SERVICES

DISCRETIONARY SERVICES

STREET CLEANSING

| | Current Fee £ | Proposed Fee £ | % increase |
|-----------------------------|--------------------------|---------------------------|-------------------|
| Shopping trolley collection | 68.00 | 71.00 | 4.4% |

REFUSE COLLECTION

| Domestic Bulk Waste | Current Fee £ | Proposed Fee £ | % increase |
|--------------------------------|--------------------------|---------------------------|-------------------|
| Single Item | 27.50 | 28.00 | 1.8% |
| Half Load | 62.00 | 64.00 | 3.2% |
| Full Load | 108.00 | 112.00 | 3.7% |
| Collection of fridges/freezers | 14.00 | 14.50 | 3.6% |

TRADE WASTE

Trade waste charges for both residual and recycling are available on application to the Refuse and Recycling Manager.

REFUSE AND RECYCLING SERVICES

| | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Fixed Penalty Notice - Enforcement Policy Charge discounted to £40 if paid within 14 days | 75.00 | 75.00 | 0.0 |

GARDEN WASTE COLLECTION

| Domestic Garden Waste | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| First Sack | | | |
| Subsequent sacks - Roll of 25 single use sacks | 21.00 | 21.50 | 2.4% |
| Subsequent sacks - Roll of 5 single use sacks | 5.00 | 5.25 | 5.0% |

CEMETERIES AND BURIAL GROUNDS

Charges stated exclusive of VAT unless stated

| Cremated Remains in Garden of Remembrance | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Interment in a plot (max 2 interments) depth 600mm | 121.00 | 140.00 | 15.7% |
| Administration Fee for arrangements made directly with the Council | | 55.00 | NEW |
| Grant of Exclusive Right of Burial: plot selected by Council | 147.00 | 155.00 | 5.4% |
| Grant of Exclusive Right of Burial: plot selected by Purchaser | 221.00 | 232.00 | 5.0% |
| Right to place flat memorial tablet not exceeding 35cmX45cmX2.5cm | 36.00 | 38.00 | 5.6% |
| Permit for additional inscription on tablets | 25.00 | 26.00 | 4.0% |

| Interment in Graves | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| <i>Interment of a person whose age at the time of death exceeded 16 years and interment of cremated remains</i> | | | |
| Interment in a new grave (max 2 interments) – depth 1.93m | 583.00 | 612.00 | 5.0% |
| Re-open existing grave – depth 1.50m | 441.00 | 463.00 | 5.0% |
| Re-open existing grave for cremated remains interment – depth 600mm (max 4 in grave) | 121.00 | 140.00 | 15.7% |
| Administration Fee for arrangements made directly with the Council | NEW | 55.00 | NEW |
| Grant of Exclusive Right of Burial: plot selected by Council | 441.00 | 463.00 | 5.0% |
| Grant of Exclusive Right of Burial: plot selected by Purchaser | 620.00 | 651.00 | 5.0% |
| <i>Interment of a child whose age at the time of death did not exceed 16 years</i> | | | |
| Interment in a grave – depth 1.20m | No charge | No charge | |
| Grant of Exclusive Right of Burial, grave selected by Council | 226.00 | 237.00 | 4.9% |
| <i>Fees for memorials</i> | | | |
| Right to erect and to replace headstone (including licence for 10 years) not exceeding 90cm height, 90cm width and 30cm in depth | 126.00 | 132.00 | 4.8% |
| Right to erect and to replace headstone in children section (including licence for 10 years) not exceeding 60cm in height, 60cm in width and 30cm in depth | 126.00 | 132.00 | 4.8% |
| Renewal of right to erect and place headstone (licence for a further 10 years but not exceeding | 24.00 | 25.00 | 4.2% |

Contact: Neil Wood, Management and Financial Accounting Manager

E-mail – nwood@fareham.gov.uk (Tel: 01329 815064)

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| | | | |
|--|--------|--------|------|
| period of Exclusive Right of Burial) | | | |
| Permit for additional inscription on headstone and re-erection | 100.00 | 105.00 | 5.0% |
| Permit to place vase in memorial border | 36.00 | 38.00 | 5.6% |
| Permit for additional inscription on vases | 25.00 | 26.00 | 4.0% |

| Miscellaneous Fees | Current Fee £ | Proposed Fee £ | % increase |
|--|------------------|-------------------|------------|
| Hire of chapel | 75.00 | 79.00 | 5.3% |
| Exhumation | At cost | | |
| Right to scatter cremated remains of any person | 40.00 | 42.00 | 5.0% |
| Funeral arrangements under the Public Health Act administration Fee | 200.00 | 210.00 | 5.0% |
| Fee for search of register - max 2 names | No charge | | |
| Fee for search of register – additional names (per name) | 5.00 | 5.00 | 0% |
| Transferring of Exclusive Rights of Burial Ownership | 45.00 | 47.00 | 4.4% |
| Burial out of hours - Additional Charge at cost | | | |
| Donating bench including supply of evergreen seat, commemorative plaque characters, installation and VAT | 1,100.00 | 1,155.00 | 5.0% |

Notes

- (a) The **Charge for Interment** will be doubled in all cases in which the person to be interred was not an inhabitant of the Borough of Fareham at the date of death with the exception of (1) persons residing in Old People's Homes, Nursing Homes and Hospitals outside the Borough who were, prior to their removal thereto, inhabitants of the Borough of Fareham and children under the age of 16 years.
- (b) Subject to the exception set out in (a)(1) above, the **Charge for Exclusive Right of Burial** will be doubled in all cases where:-
- (i) the person acquiring the Exclusive Right of Burial as a result of an application made prior to the death of the person to be interred, is not an inhabitant of the Borough of Fareham at the time application is made, and
 - (ii) the Exclusive Right of Burial is applied for after the date of death of the person to be interred, and the deceased person was not an inhabitant of the Borough of Fareham at the date of death.
- (c) The interment of cremated remains in grave spaces will take place at full burial depth when burial space is available in the grave.
- (d) Only memorial vases will be allowed on common grave spaces where the Exclusive Right of Burial has not been purchased.
- (e) A grave space or cremated remains plot may not be re-opened unless the Exclusive Right of Burial has been granted.

Sponsorship of Roundabouts

Agreeing form of works and supervision as agreed with the sponsor, subject to no additional cost to the Council.

RECREATION GROUNDS AND OPEN SPACES

| Football, Rugby & Hockey - (Notes 1, 2, 3, 4 & 5) | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Casual games: per match | | No increase proposed | |
| - Senior | 63.20 | | |
| - Junior (under 18) | 26.30 | | |
| - Mini Soccer per match | 16.80 | | |
| - Mini Soccer per half day per pitch | 34.20 | | |
| Training Sessions | | | |
| - 2 hours (juniors - half charge) | 36.10 | | |
| Seasonal charges (note 5) | 1,418.00 | | |
| Senior | | | |
| - Junior (under 18) | 630.00 | | |
| - Mini soccer per match | 409.50 | | |

Notes

1. Fee inclusive of VAT at the prevailing rate.
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. For VAT Exemption see General Notes on page 1.
5. Based on 30 games (3 * 10 block bookings) and discounted

| Cricket (Notes 1, 2 & 3) | Current Fee £ | Proposed Fee £ | % increase |
|-------------------------------------|--------------------------|---------------------------|-------------------|
| Casual games: per match | | No increase proposed | |
| - Senior | 66.70 | | |
| - Junior (under 18) | 25.20 | | |
| - Evening games: Senior | 54.10 | | |
| - Evening games: Junior | 23.70 | | |

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. Clubs not resident in Borough pay double casual rate.
3. For VAT Exemption see General Notes on page 1.

| Tennis (Notes 1, 2 & 3) | Current Fee £ | Proposed Fee £ | % increase |
|---|--------------------------|---------------------------|-------------------|
| Courts – per court per hour - Senior -Junior (under 18) | 7.50 3.50 | No increase proposed | |
| Seasonal charges Stubbington, Sarisbury & Locks Heath courts | 1,470.00 | | |

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. Seasonal charges at Portchester to be decided by the Director of Community in conjunction with the Executive Portfolio Holder.
3. Clubs are required to make suitable arrangements for public use of courts outside the times required by clubs.

| Bowls | Current Fee £ | Proposed Fee £ | % increase |
|---|--------------------------|---------------------------|-------------------|
| Seasonal Charges - (Note 1) Fareham Bowling Club (6 rinks & clubhouse) Crofton Community Association (6 rinks) | 5,019.00 5,019.00 | No increase proposed | |
| Fees - (Note 2) Green Fees Hire of Woods Hire of shoes (not applicable at Portchester or Priory Park) | 4.00 1.40 1.40 | | |

Notes

1. Public to have use of at least one rink at each green
2. Retained by clubs. Max charge per player per hour

| Miscellaneous | Current Fee £ | Proposed Fee £ | % increase |
|---|-----------------------------|---------------------------|-------------------|
| Releasing of pigeons - (Note 1) | 35.30 | No increase proposed | |
| Use of recreation grounds by Schools Hampshire County Council Schools – per match - (Note 1) Meoncross School – per match - (Note 1) Wykeham House – per annum - (Notes 1&2) | 49.20 49.20 10,518.00 | | |
| Hire of grounds for local shows etc - (Note 3) Commercial hiring - (Note 4) | | | |

| | | |
|---|-------|--|
| Charitable hiring : Administration charge only - (Note 5) | 69.70 | |
| Use of changing facilities - (Note 1) | 36.00 | |
| Rounders | | |
| Bath Lane Recreation Ground - (Note 1) | 61.50 | |
| Stubbington Recreation Ground - (Note 1) | 61.50 | |

Notes

1. Fee inclusive of VAT at the prevailing rate (except charitable hiring).
2. 12 x 30 min sessions per week. Additional sessions to be charged at casual rate
3. No damage deposit is taken, but hirers are advised that they may be charged after the event for any damage resulting from the hiring
4. At a rate to be determined by the Director of Community on an individual basis proportionate to the estimated income derived from the event (including VAT)
5. Charge can be waived at the discretion of the Director of Community

FORESHORE

| Beach Huts - (Note 1) | Current Fee £ | Proposed Fee £ | % increase |
|------------------------------|--------------------------|---------------------------|-------------------|
| Residents | 344.00 | 361.00 | 5% |
| Non-residents | 688.00 | 722.00 | 5% |

Notes

1. Fee inclusive of VAT at the prevailing rate.



Report to Scrutiny Board

Date: **23 January 2013**

Report of: **Director of Finance and Resources**

Subject: **FINANCE STRATEGY, CAPITAL PROGRAMME, REVENUE
BUDGET AND COUNCIL TAX 2013/14**

SUMMARY

The Scrutiny Board is asked to consider and review the Executive's proposals for the overall capital programme and revenue budget for 2013/14. The Director of Finance and Resources will refer any proposals or comments of the Board to the Executive meeting on 11 February 2013

RECOMMENDATION

That any proposals or comments of the Board be referred to the Executive at its meeting on 11 February 2013

INTRODUCTION

1. On 7 January 2013, the Executive reviewed the Council's finance strategy, and considered the scope for new capital and revenue items to be included in the revised budgets for 2012/13, the budget for 2013/14 and beyond, as well as the implications for the council tax in 2013/14. A copy of this report is attached as Appendix B, for information.
2. Members considered a number of options, which could allow a balanced budget to be achieved, and the following decisions were taken:-
 - (a) the capital programme for the period 2012/13 - 2016/17, amounting to £19,903,000, was approved;
 - (b) the revised 2012/13 general fund budget, amounting to £10,458,500 was approved;
 - (c) that the base 2013/14 general fund budget amounting to £9,675,200 be approved;
 - (d) that the Executive recommends to Council that authority to calculate the Non-domestic rate baseline for 2013/14 and subsequent years be delegated to the Director of Finance and Resources.
3. A report will be submitted to the Executive on 11 February 2013 and a copy of this report is attached as Appendix C. This report seeks final confirmation for the spending plans, together with recommendations for Full Council to consider on 22 February 2013 and officers will provide a verbal update on these to members of the Scrutiny Board on 23 January 2013.
4. Any comments or proposals that the Scrutiny Board may wish to submit will be considered by the Executive on 11 February 2013.

RISK ASSESSMENT

5. While all spending plans can be met from within existing resources, growing financial pressures increase the risk that spending plans exceed desirable levels.
6. Also, the budget reflects the implications of the changing economic situation. However, these changes will continue to affect the Council's finances. It is therefore very important to retain sufficient balances to cater for the unexpected in these uncertain times.
7. Where opportunities exist to increase income sources for the Council, and plans are well advanced, these have been incorporated into the budget.

CONCLUSION

8. The Board is asked to review the proposals and consider whether it wishes to submit comments for consideration by the Executive.

Appendix A: [Executive Report "Draft Spending Plans 2013/14" considered on 3rd Dec 2012](#)

Appendix B: [Executive Report "Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2013/14" considered on 7th Jan 2013](#)

Appendix C: [Executive Report "Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2013/14" to be considered on 11th Feb 2013](#)

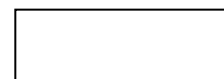
Background Papers:

Reference Papers:

Enquiries:

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

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Report to the Executive for Decision 3 December 2012

| | |
|-----------------------------|---|
| Portfolio: | Policy, Strategy and Finance |
| Subject: | 2013/14 Draft Spending Plans |
| Report of: | Director of Finance and Resources |
| Strategy/Policy: | Finance Strategy 2013/14 |
| Corporate Objective: | A dynamic, prudent, progressive and best practice Council |

Purpose:

This report seeks the Executive's approval for the updated capital programme, the revised budget for 2012/13 and the proposed fees and charges, and revenue budgets for 2013/14.

Executive summary:

The capital programme, which has been updated to reflect the slippage in 2011/12 and new schemes that have been added to the programme during the year, now totals £19,827,000 for the years 2012/13 to 2016/17, as set out in Appendix A to this report.

The 2012/13 base revenue budget for Executive and non-Executive services of £13,557,600, was finally approved by the Executive on 7 February 2011.

The revised revenue budget for 2012/13 is £13,329,100, a reduction of £228,500 or -1.7%. The briefing paper contained in the report provides details of the budgets for each of the portfolios, together with an explanation of all of the significant variations in each area.

The Executive reviewed the Council's finance strategy on 1 October 2012, taking account of significant budget issues and the future level of general government support.

Against this background of uncertainty, the Executive approved strict budget guidelines for 2013/14 and these are also set out in the briefing paper. The Finance Strategy also recognised the requirement for action to be taken to reduce service expenditure through a range of actions (for example efficient ways of working, savings through procurement and business transformation/value for money reviews and maximising income generating opportunities).

The base revenue budget for 2013/14 is £12,654,600, a reduction of £903,000 or -6.7%. The budgets for the individual services are set out in the briefing paper, together with an explanation of the variations.

The existing fees and charges have been reviewed and the proposed fees and charges for 2013/14 are set out in Appendix D to this report.

Recommendation:

- (a) That the updated capital programme as set out in Appendix A to the report, be approved;
- (b) That the revised revenue budget for 2012/13 and the proposed revenue budget for 2013/14, as set out in Appendix B to the report, be approved; and
- (c) That the proposed fees and charges for 2013/14, as set out in Appendix D to the report, be approved.

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 2013/14.

The overall revenue budget will be presented to the Executive for approval on 7 January 2013 and will form a major element of the council tax for 2013/14 that will be approved at a special meeting of the Council in February 2013.

Cost of proposals:

As detailed in the briefing paper contained in the report.

- Appendices A:** Capital Programme 2012/13 to 2016/17
B: [Revenue Budget - Revised 2012/13 and Proposed 2013/14](#)
C: [Service Narrative & Responsibilities](#)
D: Executive Portfolio fees and charges 2013/14



Executive Briefing Paper

Date: 3 December 2012

Subject: 2013/14 Draft Spending Plans

Briefing by: Director of Finance and Resources

Portfolio: Policy, Strategy and Finance

INTRODUCTION

1. The Council has a co-ordinated strategic, service and financial planning process and this report brings together the revenue and capital spending and fees & charges for 2013/14, allowing members to consider in detail these plans for the provision of services, as set out in the Council's Local Service Agreements.
2. This report has five main sections covering:-
 - The finance strategy and budget setting principles for 2013/14 and beyond;
 - The capital programme 2012/13 to 2016/17;
 - The revised revenue budget for 2012/13;
 - The proposed budget for 2013/14; and
 - Fees and charges for 2013/14

FINANCE STRATEGY AND BUDGET SETTING PRINCIPLES FOR 2013/14

3. On 1 October 2012 the Executive considered a report on the Council's finance strategy that highlighted the various issues that will impact on the revenue budget and council tax for 2013/14 and later years.
4. A major corporate priority for the Council is to maintain council tax increases at or below the rate of inflation. Currently RPIX inflation is 3.1% (October 12) and headline RPI was slightly higher at 3.2%.
5. The Government has indicated that it expects councils to freeze council tax at the 2012/13 levels and will reward councils that achieve it with additional grant equal to a council tax increase of 1%. The budget has been prepared in a way that will deliver a frozen council tax for a third year, consistent with the outcome achieved for 2012/13.
6. Gross expenditure on services in 2012/13 is £47.8 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%. For 2013/14 the spending and funding pressures equate to an 11% increase in the amount due from council tax payers.

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7. Against this background, the following budget setting principles have been approved by the Executive for 2013/14:
- No provision for the effects of inflation to be provided in revenue budgets except to cover price increases that are unavoidable or that 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 5% increase in income wherever possible and desirable 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; and
 - 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.

CONSULTATION WITH RESIDENTS

8. When seeking residents' opinions concerning service costs and the council tax in previous years, it has been very clear that the main preference for residents is for the Council to strike a balance between raising service charges and small increases in council tax. This has been taken into account when fees and charges are reviewed and the council tax for 2013/14 is approved next February.
9. The views of the business community will also be sought regarding the Council's Finance Strategy and any comments will be submitted to the Executive before the budget is finalised.

CAPITAL PROGRAMME

10. The capital programme of £23,426,000 approved in February 2012 has now been updated to take account of new schemes, slippage from the 2011/12 programme and the continuation of rolling programmes in 2016/17.
11. The latest programme now totals £19,827,000 and this is summarised in the following table with the details set out in Appendix A:-

| | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Un-allocated | Total |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Public Protection | 0 | 0 | 0 | 0 | 0 | 329 | 329 |
| Streetscene | 34 | 23 | 10 | 0 | 0 | 0 | 67 |
| Leisure and Community | 3,171 | 1,610 | 1,644 | 286 | 425 | 0 | 7,136 |
| Housing | 1,356 | 510 | 510 | 510 | 510 | 3,200 | 6,596 |
| Strategic Planning Environment | 429 | 160 | 72 | 20 | 21 | 498 | 1,200 |
| Policy, Strategy & Finance | 949 | 702 | 1,004 | 961 | 655 | 228 | 4,499 |
| TOTAL | 5,939 | 3,005 | 3,240 | 1,777 | 1,611 | 4,255 | 19,827 |

12. The programme has, for the first time, identified those areas where a budget has been earmarked for a specific purpose, but the details and timing of the schemes are yet to be confirmed. The most significant example of this is for enabling new affordable housing development. In these cases, the budget has been shown as “unallocated” but can be called upon within the programme period as individual schemes are developed.

REVENUE BUDGET

13. The base budget for 2012/13 was considered by the Executive at its meetings on 5 December 2011 and 9 January 2012. It was finally confirmed by the Executive on 6 February 2012 and by Full Council on 24 February 2012.
14. The base budget for services in 2012/13 amounted to £13,557,600. The breakdown between Committees and Portfolios is shown below:-

| | Base budget 2012/13 £ |
|--|--------------------------------------|
| Committees | |
| Planning Committee | 713,700 |
| Licensing and Regulatory Affairs Committee | 503,900 |
| Executive - Portfolio Budgets | |
| - Leisure & Community | 1,688,500 |
| - Housing | 2,029,200 |
| - Strategic Planning and Environment | -752,300 |
| - Policy, Strategy and Finance | 2,147,000 |
| - Public Protection | 2,757,600 |
| - Streetscene | 4,470,000 |
| SERVICE BUDGETS | 13,557,600 |
| Other budgets | -3,099,100 |
| NET BUDGET | 10,458,500 |

15. Having taken account of the other budget adjustments, such as capital financing costs, interest on investments, etc the approved net budget for 2012/13 was £10,458,500.

Revised Budget 2012/13 and Proposed budget 2013/14

16. The overall revised service budget for 2012/13 is £13,329,100; a reduction of £228,500 or 1.7% from the base budget. The proposed base budget for 2013/14 amounts to £12,654,600, a reduction of £903,000 or 6.7% when compared to the base budget in 2012/13.

| | Base 2012/13 £'000s | Revised 2012/13 £'000s | Base 2013/14 £'000s | Variation | |
|---------------------------------------|---------------------------|------------------------------|---------------------------|---------------------------------------|---|
| | | | | Base to Revised 12/13 £'000s | Base 12/13 to Base 13/14 £'000s |
| | | | | | |
| Committee | | | | | |
| Planning | 714 | 730 | 669 | 16 | -45 |
| Licensing and Regulatory Affairs | 504 | 480 | 396 | -24 | -108 |
| | | | | | |
| Executive Portfolios | | | | | |
| Leisure & Community | 1,688 | 1,791 | 1,681 | 103 | -7 |
| Housing | 2,029 | 1,558 | 1,294 | -471 | -735 |
| Strategic Planning and Environment | -752 | -326 | -234 | 426 | 518 |
| Policy, Strategy and Finance | 2,147 | 2,210 | 2,131 | 63 | -16 |
| Public Protection | 2,758 | 2,486 | 2,436 | -272 | -322 |
| Streetscene | 4,470 | 4,400 | 4,282 | -70 | -188 |
| | | | | | |
| SERVICE BUDGETS | 13,558 | 13,329 | 12,655 | -229 | -903 |

17. A summary of the budgets for the services within each Committee and Executive Portfolio is shown in Appendix B, and the reasons for the budget variations are set out below.

Cross-Service Budget Variations

18. There are some elements to the budget which are determined by accounting rules and can cause fluctuations to the reported budgets for each service. These are explained below, and it is important to note that changes do not affect the "spending power" of the service
19. Capital Financing Costs (+£748,200 revised, +£689,200 base 2013/14): Certain schemes within the capital programme must be shown as costs within the revenue budgets for the relevant services. These are, however, adjusted to ensure that they do not affect the council tax calculation. The largest variation is due to a change in the timing of the housing enabling capital programme,

reducing the capital financing costs in the Housing Portfolio budget.

20. Work programmes carried forward from 2011/12 (£295,200 revised): On 25 July 2012, the Executive approved a number of work programmes to be carried forward into the 2012/13 revised budget. These programmes are fully funded from the General Fund under-spend in 2011/12 so also have no overall effect on the Council's net budget.
21. New Homes Bonus: On 1 October 2012 in approving the Finance Strategy, the Executive approved the following policy on the treatment of the New Homes Bonus income:
- *“Firstly, the award should be 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 should be 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; and*
 - *Projects that support or secure further housing delivery.*
22. *If assumptions for the reduction in Government funding are correct, then a top slice of any NHB award will be necessary to support continued service delivery. Any balance of the award for 2013/14 is likely to be required to fund expenditure relating to the New Community North of Fareham (NCNF).”*
23. In line with the policy, the sum received in 2012/13 will be used for capital investment. The sum received in 2013/14 will be used firstly to meet reduced central government funding, followed by a contribution towards funding expenditure relating to NCNF, with the balance being used for capital investment.

Planning Committee

24. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 714 | 714 |
| Expenditure variations | +56 | +1 |
| Income variations | -40 | -46 |
| NET BUDGET | 730 | 669 |

25. The detailed budget was considered by the Planning Committee on 21 November 2012, and the main reason for the reduction in net costs for 2012/13 for these services is due to an increase in planning application fees.

Licensing and Regulatory Affairs Committee

26. The variations between expenditure and income are shown below:

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|-------------------------------|----------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 504 | 504 |
| Expenditure variations | +7 | -106 |
| Income variations | -31 | -2 |
| NET BUDGET | 480 | 396 |

27. The major change within this committee relates to Election Services, where the estimated expenditure has reduced as there are no local elections that will take place in 2013/14. The detailed Licensing and Regulatory Affairs budget was considered by the Committee on 20 November 2012.

Leisure & Community Portfolio

28. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|-------------------------------|----------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 1,688 | 1,688 |
| Expenditure variations | +180 | +44 |
| Income variations | -77 | -51 |
| NET BUDGET | 1,791 | 1,681 |

29. The major changes for this portfolio are shown below:-

- Ferneham Hall: (+£11,500 revised, -£30,800 Base 2013/14). The main variation in this service in both the revised budget and base budget for 2013/14 relates to a reduction in capital charges offset by increase costs in the running of the hall. The running costs will be £236,500 in 2012/13 (+£55,900) and £199,900 in 2013/14 (+19,300).
- Community Centres: (+£160,900 revised, +£172,600 Base 2013/14). The main change for this service is due to increased capital charges and also new costs since the council became responsible for the running of Lockwood Community Centre (+£52,400).
- Community Schools: (-£28,500 revised, -£28,500 Base 2013/14). This budget has been removed as the service is no longer provided by the Council.

Housing Portfolio

30. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|-------------------------------|----------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 2,029 | 2,029 |
| Expenditure variations | -474 | -800 |
| Income variations | +3 | +65 |
| NET BUDGET | 1,558 | 1,294 |

31. The major changes for this portfolio are shown below:-

- Private Sector Housing Renewal: (+£274,600 revised, -£4,100 Base 2013/14). The main variation in this service in the revised budget is an increase in capital charges demand for disabled facilities grants. This is funded by capital receipts and a £100,000 revenue contribution to ensure there is a nil effect on the Council Tax. The small reduction in 2013/14 relates to a saving on internal recharges;
- Registered Social Landlords: (-£791,200 revised, -£789,200 Base 2013/14). This variation is due to the re-phased Housing Enabling capital programme (-£775,000 in both financial years), and will be fully offset by an equivalent adjustment within the non-service budget for capital charges.

Strategic Planning and Environment Portfolio

32. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|-------------------------------|----------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | -752 | -752 |
| Expenditure variations | +95 | +156 |
| Income variations | +331 | +362 |
| NET BUDGET | -326 | -234 |

33. The major changes for this portfolio are shown below:-

- Parking Services: (+£348,800 revised, +£347,700 Base 2013/14). The budget reflects the reduction in income from parking charges due to reduced usage during the current financial year. It is anticipated that the

current level will remain the same during the next financial year;

- Local Development Framework: (+£111,900 revised, +£207,100 Base 2013/14). The main variation on this service relates to a restructure of staff resources in this service. The supplementary work to support the Core Strategy is funded from Housing and Planning Delivery grant, New Homes Bonus and some revenue budgets and is shown below the line within other budgets so there will be no overall impact on the Council Tax.

Policy, Strategy and Finance Portfolio

34. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|---------------------------------------|------------------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 2,147 | 2,147 |
| Expenditure variations | +2,201 | -2,202 |
| Income variations | -2,138 | +2,186 |
| NET BUDGET | 2,210 | 2,131 |

35. The major changes for this portfolio are shown below:-

- Housing Benefit Payments & Administration: (+£26,700 revised, £4,700 Base 2013/14). The major change for expenditure and income within this portfolio concerns the cost of some benefit payments are expected to increase for both years. However, during 2013/14 Council Tax benefit will be removed from the budget and replaced with the Council Tax Support Scheme which is locally determined and the costs shared via the Collection Fund rather than the Council's revenue budget. There has also been a small reduction in the grant to cover administration costs;
- Commercial Estates: (+£112,900 revised, +£43,600 Base 2013/14). The main variation on this service relates to a decrease in rental income at various sites due to vacant units, with liability for rates transferring to the Council (as landowner) on those units;
- Corporate Management: (+£19,600 revised, -£37,900 Base 2013/14). The main change within this heading is the reduction in external audit fees payable. As part of the Governments efficiency measures the Audit Commission has been disbanded and private firms were invited to bid for the work at a cost determined centrally. The increase in the revised budget is mainly as a result of moving training budgets into this budget; and
- Neighbourhood Working, Publicity & Promotion and Grants & Contributions: (-£18,600 revised, -£70,600 Base 2013/14). The main change for this service is due to changes in the employee costs as a result of restructuring

the section responsible for these services. Also there have been efficiency savings made in advertising costs.

Public Protection Portfolio

36. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|-------------------------------|----------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 2,758 | 2,758 |
| Expenditure variations | -330 | -375 |
| Income variations | +58 | +53 |
| NET BUDGET | 2,486 | 2,436 |

37. The main changes in this portfolio are shown below:-

- Environmental Health Services: (-£36,700 revised, -£54,900 Base 2013/14). The main change for this service is due to changes in the employee costs as a result of efficiency savings made as a result of the partnership working with Gosport BC; and
- Off-Street and On-Street Parking: (-£294,800 revised, -£285,600 Base 2013/14). The main change in this service is due to a reduction in capital charges relating to off-street parking provision. This has been offset by a reduction in the income expected to be received from penalty charge notices of £90,000 between the two services, believed to have arisen from a change in visitor parking habits.

Streetscene Portfolio

38. The variations between expenditure and income are shown below:-

| | Revised Budget 2012/13 | Base Budget 2013/14 |
|------------------------|-------------------------------|----------------------------|
| | £000s | £000s |
| Base Budget 2012/13 | 4,470 | 4,470 |
| Expenditure variations | -4 | -85 |
| Income variations | -66 | -103 |
| NET BUDGET | 4,400 | 4,282 |

39. The major changes for this portfolio are:-

- Community Parks and Open Spaces: (-£28,000 revised, -£45,000 Base 2013/14). The reduction in the budget is due primarily to lower capital charges as a result of property revaluations. This will be offset by a credit with the other budgets heading so there is no impact on the Council Tax;

- Household Waste Collection: (+£61,500 revised, +£48,300 Base 2013/14). This service has seen an increase in capital charges due to the vehicle replacement programme which will be offset by a credit within the other budgets heading so there is no impact on the Council Tax;
- Recycling: (-£159,600 revised, -£189,800 Base 2012/13). The overall position for this budget shows a reduction mainly due to increase in income from recycling credits. There have also been reductions in employee costs, internal recharges and capital costs.

FEES AND CHARGES

40. Each year, the Council reviews the fees and charges levied for the services it provides. The current fees and charges for each Committee and Executive portfolio and the proposed charges for 2013/14 are set out in Appendix D.
41. The proposed discretionary charges have been increased, wherever possible and desirable, to achieve at least a 5% increase in income with the reasons for major variations from this policy set out below.
42. Some fees and charges will be showing no increase as they are set by statute and therefore are not under the Council's control.
43. Others will have no increase where it is considered that it will not be beneficial to raise these charges mainly due to the current economic climate. One example of this is the market rents where income is currently below the level received for last financial year due to less stall holders using the facility. Other examples include sports pitch hire and land charges.
44. Car parking has been budgeted in line with the Fareham Town Centre Parking Strategy elsewhere on this agenda.
45. Other areas are showing an increase much higher than the recommended 5%. An example of this is technical advice for food safety and pest control for commercial organisations which shows an increase from £27 to £45 per hour. The proposed fee is considered to be a fairer reflection of the actual cost to provide the service.
46. The charge for subsequent dog kennelling shows an increase of 7.1% and is due to the higher costs incurred by the council in kennelling charges.
47. The Finance Strategy also states that opportunities for new sources of income should be sought where possible. Currently no new streams of income have been included within the 2013/14 budget, although opportunities continue to be investigated, and will be brought into the budget once the income has been established.

SPENDING PRESSURES

48. The Finance Strategy identified a number of spending pressures facing the

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Council. Where these are deemed "unavoidable" they have been built into the proposed budgets within this report. These include:-

| SPENDING PRESSURES | 2013/14 £ |
|---|----------------------|
| FBC Elections | 0 |
| Movements in the cost of employment (excl efficiency plans) | 326,000 |
| Other Contractual Inflation | 60,000 |
| Fuel & Energy Price movements | 0 |
| Residents Surveys | 0 |
| Lockswood Community Centre | 51,000 |
| Rental Income reductions | 65,000 |
| Localised Council Tax Support | 130,000 |
| TOTAL | 632,000 |

49. In addition to the spending pressures list above, other areas have been identified which could give rise to increased costs, but have yet to be costed. These include;

- Contaminated Land;
- Individual Electoral Registration;
- Revocation of personal search fees
- Impact of town centre developments on parking income including review of parking strategy;
- Coldeast Development Area – Supporting the delivery and ongoing maintenance of community facilities and public open space;
- Increase in demand for homelessness services;
- New Community North of Fareham – Planning and supporting delivery; and
- Delivery of corporate priority actions.

EMPLOYEE AND INTERNAL RECHARGE BUDGETS

50. Due to the budget gap that was projected within the Finance Strategy, the Executive in October 2010 approved a report by the Chief Executive Officer to review the way in which the Council services were delivered. A further report on Efficiency Proposals was approved by the Executive on 2 April 2012.

51. Consequently, with these and other changes reflected in the Finance Strategy, the Council's budgeted employee expenditure for 2013/14 amounts to £15,472,400. This represents an increase of 1.11% from the base budget for 2012/13 of £15,302,600.

RISK ASSESSMENT

52. The budget reflects the implications of the current economic climate. However,

there remains a high degree of uncertainty surrounding the economic stability of the UK, and the available funding for public services. There are particular risks surrounding the achievement of income levels and growing costs in certain demand led services, such as housing, homelessness and benefit claims. Most importantly, however, is the anticipated continuing decline in the amount of funding available to support local services. Further details are anticipated following the Chancellor's Autumn Statement, in December.

53. The localised Council Tax Support Scheme needs to be highlighted as a major risk to council finances. The scheme will impact on a large number of residents and this will need to be monitored very closely.
54. Finally, fundamental changes to the way in which local government services are funded, effective from April 2013, also transfer risks in the collection of business rates directly to the Council.

CONCLUSION

55. The base budgets for the Council's two committees and six portfolios are detailed in this report. However, there remains uncertainty over the level of funding that will be received from central Government. This will be kept under review and will be incorporated in the reports that will be presented to the Executive in January and February 2013.
56. A number of Council services are partly funded from fees & charges and other types of income. After taking service income into account, the following sources of income reduce the overall cost of services to be met by Council Tax payers:
 - Investment Income;
 - General Government Grant; and
 - The Council's share of business rate income.
57. These sources of income are generally outside of the Council's control and do not reflect changes in the overall level of spending on local services. With these sources of income effectively "fixed", members need to be aware that unless it can be matched by increased service income, additional spending on services has to be fully funded by Council Tax payers.
58. It follows that members must give full weight to the Council's overall position and future Council Tax levels when the revenue budgets for 2013/14 are considered.
59. Gross expenditure on services in 2012/13 is £47.8 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%.

Reference Papers:

Report of the Director of Finance & Resources to the Executive on 1 October 2012 'Annual Review of the Council's Finance Strategy'

Report of the Chief Executive Officer to the Executive on 2 April 2012 'Efficiency Proposals'

APPENDIX A (A)

CAPITAL PROGRAMME 2012/13 to 2016/17

| | 2012/13 £000s | 2013/14 £000s | 2014/15 £000s | 2015/16 £000s | 2016/17 £000s | Un- allocated £000s | Total £000s |
|---|------------------|------------------|------------------|------------------|------------------|---------------------------|----------------|
| PUBLIC PROTECTION | | | | | | | |
| CCTV Refurbishment Programme | | | | | | 329 | 329 |
| PUBLIC PROTECTION TOTAL | 0 | 0 | 0 | 0 | 0 | 329 | 329 |
| STREETSCENE | | | | | | | |
| Health and Safety in Cemeteries | 7 | 10 | 10 | | | | 27 |
| Public Conveniences Improvement Programme | 18 | | | | | | 18 |
| Waste Management Glass Recycling Bins and Skips Replacement | 9 | 13 | | | | | 22 |
| STREETSCENE TOTAL | 34 | 23 | 10 | 0 | 0 | 0 | 67 |
| LEISURE AND COMMUNITY | | | | | | | |
| Buildings | | | | | | | |
| Ferneham Hall Major Repairs Programme | 107 | 85 | 80 | 90 | 250 | | 612 |
| Community Buildings Health & Safety Fund | 11 | | | | | | 11 |
| Burridge Community Facilities | 4 | | | | | | 4 |
| Community Buildings Review | | 146 | 125 | 125 | 100 | | 496 |
| Portchester Community Centre | 1,641 | | | | | | 1,641 |
| | 1,763 | 231 | 205 | 215 | 350 | 0 | 2,764 |
| Play and Parks Schemes | | | | | | | |
| Cross Fell Walk Youth Facility | 45 | | | | | | 45 |
| Hollybrook Gardens | 63 | | | | | | 63 |
| Blackbrook | 9 | | | | | | 9 |
| Locks Heath Park Youth Facility | 45 | | | | | | 45 |
| Laurel Gardens Play Area | 35 | | | | | | 35 |
| Park Lane | | 50 | | | | | 50 |
| Swanwick Lane Play Area | | 53 | | | | | 53 |
| King George V | | 75 | | | | | 75 |
| Abshot Road Youth Facility | | 80 | | | | | 80 |
| Hammond Road Youth Facility | | | 45 | | | | 45 |
| Birchen Road Youth Facility | | | 50 | | | | 50 |
| Eastern Parade | | | 56 | | | | 56 |
| Coldeast | | | 63 | | | | 63 |
| | 197 | 258 | 214 | 0 | 0 | 0 | 669 |

| | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Un-allocated | Total |
|---|--------------|--------------|--------------|------------|------------|--------------|--------------|
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s |
| Outdoor Recreation Schemes | | | | | | | |
| Portchester Community Centre Tennis Courts | 81 | | | | | | 81 |
| Western Wards Swimming Pool | 50 | 22 | | | | | 72 |
| Western Wards Sports Changing Facilities | 56 | | | | | | 56 |
| Wicor | 2 | | | | | | 2 |
| Crofton Bowls Club- Fencing & Planting | 20 | | | | | | 20 |
| Salisbury Green Cricket Protection | 30 | | | | | | 30 |
| Wicor Rec Sports Changing Facilities | 814 | | | | | | 814 |
| Burrige - Drainage Improvements | | 40 | | | | | 40 |
| Seafield Park- Building Improvements | | 50 | | | | | 50 |
| Cams Alders Multi-Use Sports Area | | 80 | | | | | 80 |
| Park Lane Multi-Use Sports Area | | 80 | | | | | 80 |
| Petangue Terrain - Cams Alders | | 10 | | | | | 10 |
| Allotment Road - Drainage Improvements | | 45 | | | | | 45 |
| Bath Lane - Replacement Cricket Square | | 40 | | | | | 40 |
| Mill Lane Tennis Court Refurbishment | | 35 | | | | | 35 |
| Locks Heath Tennis Court Refurbishment | | 20 | | | | | 20 |
| Improved Storage Provision at Bath Lane Rec Ground | | 50 | | | | | 50 |
| Bath Lane Cricket Pavilion | 5 | 391 | | | | | 396 |
| Portchester Multi-Use Games Area/Tennis Facilities | | | 60 | | | | 60 |
| Park Lane Concrete Skate Park | | | 100 | | | | 100 |
| Park Lane Outdoor Gym | | | 50 | | | | 50 |
| Coldeast Sports Pitch and Facilities | | | 1,000 | | | | 1,000 |
| Salisbury Green Pitch Upgrade | | | | 26 | | | 26 |
| Osborne Road, Warsash Pitch Improvements | | | | 45 | | | 45 |
| Seafield Park Cricket Net Facilities | | | | | 15 | | 15 |
| Seafield Park Cricket Wicket | | | | | 25 | | 25 |
| Stubbington Tennis Courts- Refurbishment | | | | | 35 | | 35 |
| | 1,058 | 863 | 1,210 | 71 | 75 | 0 | 3,277 |
| Grants to Community Groups | | | | | | | |
| Portchester Community School Sports Pitches | 50 | | | | | | 50 |
| 1350 Fareham & District Squadron Air Training Corps Minibus | 14 | | | | | | 14 |
| Titchfield Amateur Boxing Club Extension | 25 | | | | | | 25 |
| | 89 | 0 | 0 | 0 | 0 | 0 | 89 |
| Other Community Schemes | | | | | | | |
| Green Flag Awards | 6 | | | | | | 6 |
| Footpath Improvements | 10 | 26 | | | | | 36 |
| Allotment Improvements | 35 | 14 | 12 | | | | 61 |
| Improved Access for People with Disability | 13 | 5 | 3 | | | | 21 |
| Salterns Promenade | | 213 | | | | | 213 |
| | 64 | 258 | 15 | 0 | 0 | 0 | 337 |
| LEISURE AND COMMUNITY TOTAL | 3,171 | 1,610 | 1,644 | 286 | 425 | 0 | 7,136 |

| HOUSING | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Un-allocated | Total |
|----------------------------------|----------------|----------------|----------------|----------------|----------------|---------------------|--------------|
| | £000s | £000s | £000s | £000s | £000s | £000s | £000s |
| Private Sector Housing | | | | | | | |
| Home Improvement Loans | 103 | 60 | 60 | 60 | 60 | | 343 |
| Disabled Facilities Grants | 656 | 420 | 420 | 420 | 420 | | 2,336 |
| HECA | 40 | 10 | 10 | 10 | 10 | | 80 |
| | 799 | 490 | 490 | 490 | 490 | 0 | 2,759 |
| Enabling/Social Housing | | | | | | | |
| 101 Gosport Road | 15 | | | | | | 15 |
| Cold East Close Empty Properties | 407 | | | | | | 407 |
| Redevelopment of Broadlaw Walk | 85 | | | | | | 85 |
| Empty Homes Strategy | 20 | 20 | 20 | 20 | 20 | | 100 |
| Feasibility Studies | 30 | | | | | | 30 |
| Unspecified Schemes | | | | | | 3,200 | 3,200 |
| | 557 | 20 | 20 | 20 | 20 | 3,200 | 3,837 |
| HOUSING TOTAL | 1,356 | 510 | 510 | 510 | 510 | 3,200 | 6,596 |

STRATEGIC PLANNING AND ENVIRONMENT

Environmental Improvements

| | | | | | | | |
|----------------------------------|------------|----------|----------|----------|----------|------------|------------|
| West Street, Fareham | 150 | | | | | | 150 |
| West Street - North West Section | 100 | | | | | | 100 |
| Flooding in Burnt House Lane | 20 | | | | | | 20 |
| Future Programme | | | | | | 200 | 200 |
| | 270 | 0 | 0 | 0 | 0 | 200 | 470 |

Engineering & Transportation

| | | | | | | | |
|--------------------------------|------------|------------|-----------|-----------|-----------|------------|------------|
| Car Parks Surface Improvements | 114 | 140 | 52 | | | 298 | 604 |
| Osborn Road 5 Year Programme | 20 | 20 | 20 | 20 | 21 | | 101 |
| Bath Lane Resurfacing | 25 | | | | | | 25 |
| | 159 | 160 | 72 | 20 | 21 | 298 | 730 |

STRATEGIC PLANNING AND ENVIRONMENT TOTAL

| | | | | | | | |
|--|------------|------------|-----------|-----------|-----------|------------|--------------|
| | 429 | 160 | 72 | 20 | 21 | 498 | 1,200 |
|--|------------|------------|-----------|-----------|-----------|------------|--------------|

POLICY, STRATEGY AND FINANCE

Fareham Town Centre

| | | | | | | | |
|---|-----------|-----------|----------|----------|----------|----------|-----------|
| Land Acquisition | 9 | 18 | | | | | 27 |
| Henry Cort Millennium Scheme Construction Works | 13 | | | | | | 13 |
| | 22 | 18 | 0 | 0 | 0 | 0 | 40 |

Vehicles and Plant

| | | | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|------------------|---------------|
| Replacement Programme | 462 | 366 | 366 | 366 | 360 | | 1,920 |
| | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Un- | Total |
| | £000s | £000s | £000s | £000s | £000s | allocated | £000s |
| | | | | | | £000s | |
| ICT | | | | | | | |
| Existing Programme | 274 | 180 | 180 | 180 | 180 | | 994 |
| Civic Offices and Depot | | | | | | | |
| Civic Offices 10 Year Improvement Plan | 78 | 79 | 458 | 415 | 115 | | 1,145 |
| Depot Refurbishment Works | 44 | 45 | | | | | 89 |
| | 122 | 124 | 458 | 415 | 115 | 0 | 1,234 |
| Other Schemes | | | | | | | |
| Land Off Danes Road, Portchester | 24 | | | | | | 24 |
| Bath Lane Car Park | 45 | | | | | | 45 |
| Countrywide Superfast Broadband | | 14 | | | | | 14 |
| | 69 | 14 | 0 | 0 | 0 | 0 | 83 |
| Matched Funding Balance Available for Allocation | | | | | | 228 | 228 |
| POLICY, STRATEGY AND FINANCE TOTAL | 949 | 702 | 1,004 | 961 | 655 | 228 | 4,499 |
| GENERAL FUND TOTAL | 5,939 | 3,005 | 3,240 | 1,777 | 1,611 | 4,255 | 19,827 |

APPENDIX A (D)

EXECUTIVE PORTFOLIO
HOUSING SERVICES

DISCRETIONARY CHARGES

OTHER HOUSING

Storage of furniture for the homeless

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.

Bed & Breakfast Charges for the Homeless

100% cost recovery from the homeless of Hotel/Bed & Breakfast charges made straight to the Council.

| Other Housing | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Housing Advances Second mortgage enquiry forms (Note 1) | 54.00 | 57.00 | 5.6 |
| Care Line Service Telephone link for assistance (private sector) (Note 2) | | | |
| Notes 1. Fee inclusive of VAT at the prevailing rate. 2. Tariff available on application to Sheltered Housing Manager | | | |

FERNEHAM HALL

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

| Standard Rates | Current | | Proposed | | Increase | |
|---|-------------------------------|--------------------|-------------------------------|-------------------------|------------------------------|-----------------------------|
| | Mon. to Thurs. | Fri. to Sun | Mon. to Thurs. | Fri. to Sun. | Mon to Thurs. | Fri. to Sun. |
| | £ | £ | £ | £ | % | % |
| Solent | | | | | | |
| Morning Hire [9am- 1pm] (4 hours) | £545 | £723 | £572 | £759 | 5.0% | 5.0% |
| Afternoon Hire [2pm– 6 pm] (4 hours) | £648 | £805 | £680 | £845 | 4.9% | 5.0% |
| Evening Hire [6pm– Midnight] | £805 | £949 | £845 | £996 | 5.0% | 5.0% |

Contact: Neil Wood, Management and Financial Accounting Manager

E-mail – nwood@fareham.gov.uk (Tel: 01329 824506)

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sb-130123-r02-nwo

| | | | | | | |
|---|---|--------|--------|--------|------|------|
| (6 hours) | | | | | | |
| Daytime Hire [9am- 6pm] (9 hours) | £921 | £1,147 | £967 | £1,204 | 5.0% | 5.0% |
| Full Day Hire [9am- Midnight] (15 hours) | £1,152 | £1,471 | £1,210 | £1,545 | 5.0% | 5.0% |
| Three Day Hire [9am – Midnight] | £2,617 | £3,300 | £2,748 | £3,465 | 5.0% | 5.0% |
| Hourly Rate After Midnight | £301 | £399 | £316 | £419 | 5.0% | 5.0% |
| 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 | £6,697 | | £7,032 | | 5.0% | |
| | | | | | | |
| Octagon or Meon | | | | | | |
| Half-Day Hire Flexible (4 Hours) | £180 | £237 | £189 | £249 | 5.0% | 5.1% |
| Daytime hire [9am– 5pm] (8 Hours) | £318 | £428 | £334 | £449 | 5.0% | 4.9% |
| Evening hire [6pm– Midnight] (6 Hours) | £295 | £515 | £310 | £541 | 5.1% | 5.0% |
| Hourly Rate After Midnight | £75 | £98 | £79 | £103 | 5.3% | 5.1% |
| Hourly Rate Before Midnight | To be calculated as a % of the rate for that specific time slot(s). | | | | | |
| Day Hire [9am- 6pm] (9 Hours) | £1,297 | £1,621 | £1,362 | £1,702 | 5.0% | 5.0% |
| Full Day Hire [9am- Midnight] (15 Hours) | £1,592 | £2,159 | £1,672 | £2,267 | 5.0% | 5.0% |
| Three Day Hire [9am- Midnight] | £3,994 | £5,482 | £4,194 | £5,756 | 5.0% | 5.0% |
| Hourly Rate After Midnight | £463 | £579 | £486 | £608 | 5.0% | 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 | £9,053 | | £9,506 | | 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 |
| | £ | £ | £ | £ | % | % |
| Solent | | | | | | |
| Morning Hire [9am- 1pm] (4 hours) | £382 | £476 | £401 | £500 | 5.0% | 5.0% |
| Afternoon Hire [2pm– 6 pm] (4 hours) | £422 | £568 | £443 | £596 | 5.0% | 4.9% |
| Evening Hire [6pm– Midnight] (6 hours) | £527 | £620 | £553 | £651 | 4.9% | 5.0% |
| Daytime Hire [9am- 6pm] (9 hours) | £602 | £747 | £632 | £784 | 5.0% | 5.0% |
| Full Day Hire [9am- Midnight] (15 hours) | £758 | £954 | £796 | £1,002 | 5.0% | 5.0% |
| Three Day Hire [9am – Midnight] | £1,702 | £2,142 | £1,787 | £2,249 | 5.0% | 5.0% |
| Hourly Rate After Midnight | £197 | £255 | £207 | £268 | 5.1% | 5.1% |
| 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 | £4,352 | | £4,570 | | 5.0% | |
| Octagon or Meon | | | | | | |
| Half-Day Hire Flexible (4 Hours) | £116 | £156 | £122 | £164 | 5.2% | 5.1% |
| Daytime hire [9am– 5pm] (8 Hours) | £208 | £278 | £218 | £292 | 4.8% | 5.0% |
| Evening hire [6pm– Midnight] (6 Hours) | £191 | £336 | £201 | £353 | 5.2% | 5.1% |
| Hourly Rate After Midnight | £51 | £69 | £54 | £72 | 5.9% | 4.3% |
| Hourly Rate Before Midnight | To be calculated as a % of the rate for that specific time slot(s). | | | | | |
| Ferneham Hall (Whole Theatre) | | | | | | |
| Day Hire [9am- 6pm] (9 Hours) | £845 | £1,031 | £887 | £1,083 | 5.0% | 5.0% |
| Full Day Hire [9am- Midnight] (15 Hours) | £1,036 | £1,407 | £1,088 | £1,477 | 5.0% | 5.0% |
| Three Day Hire [9am- Midnight] | £2,594 | £3,566 | £2,724 | £3,744 | 5.0% | 5.0% |
| Hourly Rate After Midnight | £301 | £376 | £316 | £395 | 5.0% | 5.1% |

| 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 | £5,881 | £6,175 | 5.0% |

| Fernehham Hall Ancillary Charges | Current | | Proposed | | Increase | |
|---|-----------------|-----------------|-----------------|-----------------|----------|----------|
| | Per Day | Per Week | Per Day | Per Week | Per Day | Per Week |
| | £ | £ | £ | £ | % | % |
| Expertise | | | | | | |
| Technician (Sound, Lighting, etc)- Per Hour | £13 | £13 | £14 | £14 | 7.7% | 7.7% |
| Senior Steward- Per Hour | £13 | £13 | £14 | £14 | 7.7% | 7.7% |
| Stage Manager | Included in Fee | Included In Fee | Included in Fee | Included In Fee | - | - |
| Office Manager (Outside Normal Hours)- Per Hour | £13 | £13 | £14 | £14 | 7.7% | 7.7% |
| | | | | | | |
| Technical- Lighting | | | | | | |
| Follow Spot Operator (Per 4 Hours) | £51 | - | £54 | - | 5.9% | - |
| Martin MAC250's (Max 8) | £36 | £82 | £38 | £86 | 5.6% | 4.9% |
| Star Cloth | £87 | £295 | £91 | £310 | 4.6% | 5.1% |
| | | | | | | |
| Technical- Sound | | | | | | |
| Radio Microphone | £23 | £41 | £24 | £43 | 4.3% | 4.9% |
| | | | | | | |
| Technical- Stage | | | | | | |
| Hazer DF50 inc. Fluid | £46 | £87 | £48 | £91 | 4.3% | 4.6% |
| Pyro System (Up To 6 Pods) | £28 | £64 | £29 | £67 | 3.6% | 4.7% |
| Gauze (Black) | £18 | £41 | £19 | £43 | 5.6% | 4.9% |
| Stage Extension (Per Rostra) | £5 | - | £5 | - | 0.0% | - |
| | | | | | | |
| Technical- Other | | | | | | |
| Piano Hire- Yamaha Full Grand (Available On Stage Only) | £75 | - | £79 | - | 5.3% | - |
| Electric Piano | £51 | - | £54 | - | 5.9% | - |
| Piano Tuning | £87 | - | £91 | - | 4.6% | - |
| Portable PA | £64 | - | £67 | - | 4.7% | - |
| Slide Projector | £28 | - | £29 | - | 3.6% | - |
| TV | £28 | - | £29 | - | 3.6% | - |
| DVD/Video | £28 | - | £29 | - | 3.6% | - |
| OHP & Screen | £28 | - | £29 | - | 3.6% | - |
| | | | | | | |
| Functions- Misc | | | | | | |
| Flip Charts/Pens | £6.0 | - | £6.50 | - | 8.3% | - |
| Photocopying | £0.16 | - | £0.17 | - | 6.3% | - |
| Fax Facility | £1.50 | - | £1.60 | - | 6.7% | - |

| | | | | | | |
|---------------------------|----|---|-------|---|------|---|
| Standard Exhibition Drops | £6 | - | £6.50 | - | 8.3% | - |
|---------------------------|----|---|-------|---|------|---|

| Shows- Misc | | | | | | |
|--|------------------------------|---|------------------------------|---|-----|---|
| Box Office | 10% Gross (£50 Min) | - | 10% Gross (£50 Min) | - | - | - |
| Complimentary Tickets | £0.20 Each | - | £0.25 Each | - | 25% | - |
| Admin Charge for Print Tickets To Take Away | £28 | - | £29 | - | 4% | - |

| Advertising | Current | | Proposed | | Increase | |
|-------------------------------------|-----------------|-------------------|-----------------|-------------------|-----------------|-------------------|
| | Standard | Discounted | Standard | Discounted | Standard | Discounted |
| | £ | £ | £ | £ | % | % |
| Internet Advertising (Weekly) | £59 | £36 | £62 | £38 | 5.1% | 5.6% |
| News Adverts (Within Our Column) | £98 | £87 | £103 | £91 | 5.1% | 4.6% |
| What's On Guide- ¼ Page | £110 | £75 | £116 | £79 | 5.5% | 5.3% |
| What's On Guide- ½ Page | £221 | £116 | £232 | £122 | 5.0% | 5.2% |
| What's On Guide- Page | £522 | £290 | £548 | £305 | 5.0% | 5.2% |

EXECUTIVE PORTFOLIO
STRATEGIC PLANNING AND ENVIRONMENT

PARKING CHARGES

| Multi-Storey Shopping Centre Car Parks This includes the following car parks: Osborn Road and Fareham Shopping Centre | Current Fee £ | Proposed Fee £ | % increase |
|--|--|-----------------------|-------------------|
| Monday - Saturday Up to 1 hour 1-2 hours 2-3 hours 3-4 hours 4-5 hours Mon-Sat £1.00 per hour up to 10 hours max Sunday & Bank Holiday £1.00 per hour up to 6 hours max | 1.00 2.00 3.00 4.00 5.00 Hourly Rate to apply | No increase proposed | |

| Inner Shopping Centre Car Parks This includes the following car parks: Ferneham Hall; Civic Way North & South; Civic Offices (Sat Only) Trinity Street; Malthouse Lane; Quay Street; Palmerston Avenue | Current Fee £ | Proposed Fee £ | % increase |
|---|---|--|-------------------|
| Monday - Saturday Up to 1 hour 1-2 hours 2-3 hours 3-4 hours 4-5 hours Over 5 hours Sunday & Bank Holiday Standard hourly rates (above) apply between 10.30am and 4pm | 1.00 2.00 3.00 4.00 5.00 Not Permitted Hourly Rate to apply | No increase proposed Over 5 hours charged at hourly of £1.00 per hour to 10 hours max | |

**It is proposed that from 1 Apr 2013 Malthouse Lane and Trinity Street will be re-designated as Outer car parks*

| Market Quay | Current Fee £ | Proposed Fee £ | % increase |
|--|--|-----------------------|-------------------|
| Monday - Saturday Up to 1 hour 1-2 hours 2-3 hours 3-4 hours 4-5 hours Mon-Sat £1.50 per hour up to 10 hours max Sunday & Bank Holiday £1.50 per hour up to 6 hours max | 1.50 3.00 4.50 6.00 7.50 Hourly Rate to apply | No increase proposed | |

| Outer Shopping Centre Car Parks (Long Stay) This includes the following car parks: Bath Lane, Osborn Road West; Youth Centre; The Gillies; Lysses; Holy Trinity Church | Current Fee £ | Proposed Fee £ | % increase |
|--|---------------------------------------|--|-------------------|
| Monday to Saturday Up to 1 hour Up to 5 hours Over 5 hours Sunday & Bank Holiday | 1.00 2.80 3.50 No Charge | £0.70 per hour with a maximum charge of £3.50 per day No Charge | |
| <u>SEASON TICKETS -</u> | | | |
| Quarterly Annual | 170.00 520.00 | No increase proposed | |

**It is proposed that from 1 Apr 2013 Malthouse Lane and Trinity Street will be re-designated as Outer car parks*

| Flexible Season Tickets for use in any outer shopping centre car park | 1 Day £ | 2 Days £ | 3 Days £ | 4 Days £ | Weekly £ |
|--|----------------|-----------------|-----------------|-----------------|-----------------|
| Full Day | | | | | |
| 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 |

| Flexible Season Tickets for use in any outer shopping centre car park | 1 Day £ | 2 Days £ | 3 Days £ | 4 Days £ | Weekly £ |
|--|--------------------|---------------------|---------------------|---------------------|---------------------|
| 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 |

| Penalty Charge Notices | Current Fee £ | Proposed Fee £ | % increase |
|---|--------------------------|---------------------------|-------------------|
| Higher Level Charge - (Note 1 and 3) Lower Level Charge - (Note 2 and 3) | 70.00 50.00 | No increase proposed | |

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% to 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

HIGHWAYS

Damage to Street Furniture

Offender charged at cost plus a 10% administration charge

EXECUTIVE PORTFOLIO
POLICY, STRATEGY AND FINANCE

LAND CHARGES

| | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-----------------------|
| <u>DISCRETIONARY CHARGES</u> | | | |
| Search Fees (Not subject to VAT) | | | |
| Official Certificate of Search | | | |
| In the whole or any part of the register | | | |
| First parcel of land – paper search | 32.00 | 32.00 | Nil |
| First parcel of land – electronic search | 32.00 | 32.00 | Nil |
| Each additional parcel | 10.50 | 10.50 | Nil |
| Other Local Land Charges Fees | | | |
| Registration of a light obstruction notice | 70.00 | 70.00 | Nil |
| Filing Lands Tribunal certificate | 2.50 | 2.50 | Nil |
| Filing light obstruction judgement etc | 7.00 | 7.00 | Nil |
| Inspection of rule 10 documents | 2.50 | 2.50 | Nil |
| Office copy register entry | 1.50 | 1.50 | Nil |
| Office copy plan or document | Discretionary | Discretionary | |
| Official Enquiries – Part I | | | |
| First parcel of land | 132.00 | 132.00 | Nil |
| Each additional parcel | 30.50 | 30.50 | Nil |
| Official Enquiries – Part II | | | |
| First parcel of land | 23.00 | 23.00 | Nil |
| Each additional parcel | 41.00 | 41.00 | Nil |
| Common Registration Searches | 23.00 | 23.00 | Nil |

MINUTES AND AGENDA

| Minutes and Agenda - (Notes 1 & 2) | Current Fee £ | Proposed Fee £ | Increase % |
|---|--------------------------|---------------------------|-----------------------|
| Agenda and reports – per meeting | 11.50 | 12.00 | 4.3 |
| Minutes – per meeting | 4.70 | 5.00 | 6.4 |
| Individual reports | 4.70 | 5.00 | 6.4 |
| <u>Notes</u> | | | |
| 1. Annual charge calculated according to the number of meetings scheduled to be held. | | | |
| 2. Non-Profit making organisations – 50% reduction. | | | |

FACSIMILE TRANSMISSION (FAX)

| Transmission charges - (Note 1) | Current Fee £ | Proposed Fee £ | Increase % |
|---|--------------------------|---------------------------|-----------------------|
| First Sheet | 3.90 | 4.10 | 5.1 |
| Subsequent Sheets | 1.15 | 1.20 | 4.3 |
| Notes | | | |
| 1. Fee inclusive of VAT at the prevailing rate. | | | |

PRINTING & COPYING

Charges are available on application to the Head of ICT.

LETTING OF COUNCIL CHAMBER & COMMITTEE ROOMS

| Lettings - (Notes 1 - 4)(Not subject to VAT) | Current Fee £ | Proposed Fee £ | Increase % |
|--|--------------------------|---------------------------|-----------------------|
| Collingwood Room – per hour | 50.00 | 52.50 | 5.0 |
| Pulheim Room – per hour | 19.00 | 20.00 | 5.3 |
| Vannes Room – per hour | 19.00 | 20.00 | 5.3 |
| Council Chamber – per hour | 82.00 | 86.00 | 4.9 |
| Notes | | | |
| 1. Commercial Organisations only | | | |
| 2. The above charges apply when the building is already in use for Council business. | | | |
| 3. Additional charges may be levied to recover the cost of preparing rooms, moving furniture etc. | | | |
| 4. 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 | | | |

MEMBERS ALLOWANCES

| Per copy of report (not subject to VAT) | Current Fee £ | Proposed Fee £ | Increase % |
|--|--------------------------|---------------------------|-----------------------|
| Record of payments made by the Council under its allowances scheme | 2.20 | 2.30 | 4.5 |
| The Scheme of Allowances | 12.00 | 13.00 | 8.3 |

MARKET PITCH RENTS

| Fareham (Vatable) | Current Fee £ | Proposed Fee £ | % increase |
|--|-----------------------------------|---------------------------|-------------------|
| Regular 10 ft 20ft 30ft 40ft | 30.00 60.00 83.00 105.00 | No increase proposed | |
| Casual 10ft 20ft | 35.00 70.00 | | |

| Portchester (Non-Vatable) | Current Fee £ | Proposed Fee £ | % increase |
|----------------------------------|--------------------------|---------------------------|-------------------|
| Regular 10 ft 20ft | 21.00 42.00 | No increase proposed | |
| Casual 10ft 20ft | 26.00 52.00 | | |

EXECUTIVE PORTFOLIO
PUBLIC PROTECTION

DOG CONTROL

| | Current Fee £ | Proposed Fee £ | Increase % |
|--|--------------------------|---------------------------|-----------------------|
| 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). | 25.00 | 25.00 | Statutory |
| Dog Kennelling - For first 24 hours or part thereof - Note 1 | 56.00 | 60.00 | 7.1 |
| Dog Kennelling - For any subsequent 24 hours or part thereof - Note 1 | 30.00 | 30.00 | Nil |
| Micro-chipping of dogs - Note 1 | 12.00 | 13.00 | 8.3 |
| Private home check visit | 27.00 | 29.00 | 7.4 |
| Notes: | | | |
| 1. Fee inclusive of VAT at the prevailing rate. | | | |

POLLUTION REDUCTION

Environmental Protection Act 1990 - Charges available on application to the Director of Regulatory and Democratic Services

| | Current Fee £ | Proposed Fee £ | Increase % |
|---|--------------------------|---------------------------|-----------------------|
| Environmental Information Requests initial charge Environmental Information Requests taking in excess of 1.5 hours to complete will be charged at an hourly rate of £40 per hour | 63.00 | 67.00 | 6.3 |
| Contaminated Land Technical Advice charge per hour | 42.00 | 45.00 | 7.1 |
| Pollution Technical Advice charge per hour | 42.00 | 45.00 | 7.1 |
| Out of hours service charges based on cost to the council. | | | |

POLLUTION & PRIVATE SECTOR HOUSING

| | Fee £ |
|---|---|
| Private Sector Housing - Immigration Visit | Charge to be actual cost to the Council |
| 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 |

ABANDONED VEHICLES REFUSE DISPOSAL (AMENITY) ACT 1978

| Abandoned Vehicles | Current Fee £ | Proposed Fee £ | Increase % |
|--|--------------------------|---------------------------|-----------------------|
| Removal of vehicle from motorway - Statutory Charge | 150.00 | 150.00 | Nil |
| Removal of vehicle from elsewhere - Statutory Charge | 150.00 | 150.00 | Nil |
| Storage (per 24 hours or part) | 21.00 | 22.00 | 4.8 |
| Disposal | 50.00 | 53.00 | 6.0 |

CLEAN BOROUGH ENFORCEMENT

| Litter and Fouling | Current Fee £ | Proposed Fee % | Increase % |
|-------------------------------------|--------------------------|---------------------------|-----------------------|
| Dropped litter – fixed penalty | 75.00 | 75.00 | Nil |
| Fouling of land act – fixed penalty | 75.00 | 75.00 | Nil |

FOOD SAFETY

Charges for training courses available on application to the Head of Environmental Health.

| | Current Fee £ | Proposed Fee £ | Increase % |
|---|--------------------------|---------------------------|-----------------------|
| Export Health Certificates | 70.00 | 74.00 | 5.7 |
| Issue of Certificate for Unsound Food - (Notes 1 & 2) | 170.00 | 179.00 | 5.3 |
| Transportation of Unsound Food: | | | |
| - First hour (min 1 hour) - (Notes 1 & 3) | 124.00 | 131.00 | 5.6 |
| - Subsequent whole hours - (Notes 1 & 3) | 63.00 | 67.00 | 6.3 |
| - Transport and disposal - (Note 4) | | | |
| Food Safety technical advice for businesses charge per hour | 27.00 | 45.00 | 66.7 |
| Notes: | | | |
| 1. Fee inclusive of VAT at the prevailing rate. | | | |
| 2. Certificate required in support of insurance claims even though the food, due to its condition, would not be marketable or usable. | | | |
| 3. Plus disposal of unsound food. | | | |
| 4. Charged at cost to Council | | | |

PEST CONTROL

| | Current Fee £ | Proposed Fee £ | Increase % |
|--|--------------------------|---------------------------|-----------------------|
| All premises: Charge per hour (min of 1 hour) plus materials - (Notes 1 & 2) | 59.00 | 64.00 | 8.5 |
| Treatment of Mice in Domestic Premises - (Notes 1 & 2) | 30.00 | 32.00 | 6.7 |
| Treatment of Rats in Domestic Premises | FREE | FREE | |
| Missed appointment | 30.00 | 32.00 | 6.7 |
| Pest Control Advice Visits to commercial premises charge per hour (Note 1) | 27.00 | 45.00 | 66.7 |
| Notes | | | |
| 1. Fee inclusive of VAT at the prevailing rate. | | | |
| 2. Persons in receipt of certain benefits - Free. | | | |

Contact: Neil Wood, Management and Financial Accounting Manager

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COMMUNITY SAFETY - CCTV

| | Current Fee £ | Proposed Fee £ | Increase % |
|--|--------------------------|---------------------------|-----------------------|
| Access to CCTV Footage (VAT Inclusive) | 58.00 | 61.00 | 5.2 |

GENERAL CHARGES

| Other items | Current Fee £ | Proposed Fee £ | Increase % |
|---|--------------------------|---------------------------|-----------------------|
| Responding to solicitors/consultants enquiries (per question) | 58.00 | 61.00 | 5.2 |
| Responding to other detailed enquiries - (Note 1) | | | |
| Copies of statutory register | 58.00 | 61.00 | 5.2 |
| Immigration requests – (VAT to be added) | 84.00 | 88.00 | 4.8 |
| Attendance at court as a witness - (Note 2) | | | |

Notes

1. At the discretion of the Director of Regulatory and Democratic Services
2. Charges based on the costs to the Council

EXECUTIVE PORTFOLIO
STREETSCENE SERVICES

DISCRETIONARY SERVICES

STREET CLEANSING

| | Current Fee £ | Proposed Fee £ | % increase |
|-----------------------------|--------------------------|---------------------------|-------------------|
| Shopping trolley collection | 68.00 | 71.00 | 4.4% |

REFUSE COLLECTION

| Domestic Bulk Waste | Current Fee £ | Proposed Fee £ | % increase |
|--------------------------------|--------------------------|---------------------------|-------------------|
| Single Item | 27.50 | 28.00 | 1.8% |
| Half Load | 62.00 | 64.00 | 3.2% |
| Full Load | 108.00 | 112.00 | 3.7% |
| Collection of fridges/freezers | 14.00 | 14.50 | 3.6% |

TRADE WASTE

Trade waste charges for both residual and recycling are available on application to the Refuse and Recycling Manager.

REFUSE AND RECYCLING SERVICES

| | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Fixed Penalty Notice - Enforcement Policy Charge discounted to £40 if paid within 14 days | 75.00 | 75.00 | 0.0 |

GARDEN WASTE COLLECTION

| Domestic Garden Waste | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| First Sack | | | |
| Subsequent sacks - Roll of 25 single use sacks | 21.00 | 21.50 | 2.4% |
| Subsequent sacks - Roll of 5 single use sacks | 5.00 | 5.25 | 5.0% |

CEMETERIES AND BURIAL GROUNDS

Charges stated exclusive of VAT unless stated

| Cremated Remains in Garden of Remembrance | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Interment in a plot (max 2 interments) depth 600mm | 121.00 | 140.00 | 15.7% |
| Administration Fee for arrangements made directly with the Council | | 55.00 | NEW |
| Grant of Exclusive Right of Burial: plot selected by Council | 147.00 | 155.00 | 5.4% |
| Grant of Exclusive Right of Burial: plot selected by Purchaser | 221.00 | 232.00 | 5.0% |
| Right to place flat memorial tablet not exceeding 35cmX45cmX2.5cm | 36.00 | 38.00 | 5.6% |
| Permit for additional inscription on tablets | 25.00 | 26.00 | 4.0% |

| Interment in Graves | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| <i>Interment of a person whose age at the time of death exceeded 16 years and interment of cremated remains</i> | | | |
| Interment in a new grave (max 2 interments) – depth 1.93m | 583.00 | 612.00 | 5.0% |
| Re-open existing grave – depth 1.50m | 441.00 | 463.00 | 5.0% |
| Re-open existing grave for cremated remains interment – depth 600mm (max 4 in grave) | 121.00 | 140.00 | 15.7% |
| Administration Fee for arrangements made directly with the Council | NEW | 55.00 | NEW |
| Grant of Exclusive Right of Burial: plot selected by Council | 441.00 | 463.00 | 5.0% |
| Grant of Exclusive Right of Burial: plot selected by Purchaser | 620.00 | 651.00 | 5.0% |
| <i>Interment of a child whose age at the time of death did not exceed 16 years</i> | | | |
| Interment in a grave – depth 1.20m | No charge | No charge | |
| Grant of Exclusive Right of Burial, grave selected by Council | 226.00 | 237.00 | 4.9% |
| <i>Fees for memorials</i> | | | |
| Right to erect and to replace headstone (including licence for 10 years) not exceeding 90cm height, 90cm width and 30cm in depth | 126.00 | 132.00 | 4.8% |
| Right to erect and to replace headstone in children section (including licence for 10 years) not exceeding 60cm in height, 60cm in width and 30cm in depth | 126.00 | 132.00 | 4.8% |

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| | | | |
|--|--------|--------|------|
| Renewal of right to erect and place headstone (licence for a further 10 years but not exceeding period of Exclusive Right of Burial) | 24.00 | 25.00 | 4.2% |
| Permit for additional inscription on headstone and re-erection | 100.00 | 105.00 | 5.0% |
| Permit to place vase in memorial border | 36.00 | 38.00 | 5.6% |
| Permit for additional inscription on vases | 25.00 | 26.00 | 4.0% |

| Miscellaneous Fees | Current Fee £ | Proposed Fee £ | % increase |
|--|------------------|-------------------|------------|
| Hire of chapel | 75.00 | 79.00 | 5.3% |
| Exhumation | At cost | | |
| Right to scatter cremated remains of any person | 40.00 | 42.00 | 5.0% |
| Funeral arrangements under the Public Health Act administration Fee | 200.00 | 210.00 | 5.0% |
| Fee for search of register - max 2 names | No charge | | |
| Fee for search of register – additional names (per name) | 5.00 | 5.00 | 0% |
| Transferring of Exclusive Rights of Burial Ownership | 45.00 | 47.00 | 4.4% |
| Burial out of hours - Additional Charge at cost | | | |
| Donating bench including supply of evergreen seat, commemorative plaque characters, installation and VAT | 1,100.00 | 1,155.00 | 5.0% |

Notes

- (a) The **Charge for Interment** will be doubled in all cases in which the person to be interred was not an inhabitant of the Borough of Fareham at the date of death with the exception of (1) persons residing in Old People's Homes, Nursing Homes and Hospitals outside the Borough who were, prior to their removal thereto, inhabitants of the Borough of Fareham and children under the age of 16 years.
- (b) Subject to the exception set out in (a)(1) above, the **Charge for Exclusive Right of Burial** will be doubled in all cases where:-
- (i) the person acquiring the Exclusive Right of Burial as a result of an application made prior to the death of the person to be interred, is not an inhabitant of the Borough of Fareham at the time application is made, and
 - (ii) the Exclusive Right of Burial is applied for after the date of death of the person to be interred, and the deceased person was not an inhabitant of the Borough of Fareham at the date of death.
- (c) The interment of cremated remains in grave spaces will take place at full burial depth when burial space is available in the grave.
- (d) Only memorial vases will be allowed on common grave spaces where the Exclusive Right of Burial has not been purchased.
- (e) A grave space or cremated remains plot may not be re-opened unless the Exclusive Right of Burial has been granted.

Sponsorship of Roundabouts

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Agreeing form of works and supervision as agreed with the sponsor, subject to no additional cost to the Council.

RECREATION GROUNDS AND OPEN SPACES

| Football, Rugby & Hockey - (Notes 1, 2, 3, 4 & 5) | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Casual games: per match | | No increase proposed | |
| - Senior | 63.20 | | |
| - Junior (under 18) | 26.30 | | |
| - Mini Soccer per match | 16.80 | | |
| - Mini Soccer per half day per pitch | 34.20 | | |
| Training Sessions | | | |
| - 2 hours (juniors - half charge) | 36.10 | | |
| Seasonal charges (note 5) | 1,418.00 | | |
| Senior | | | |
| - Junior (under 18) | 630.00 | | |
| - Mini soccer per match | 409.50 | | |

Notes

1. Fee inclusive of VAT at the prevailing rate.
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. For VAT Exemption see General Notes on page 1.
5. Based on 30 games (3 * 10 block bookings) and discounted

| Cricket (Notes 1, 2 & 3) | Current Fee £ | Proposed Fee £ | % increase |
|-------------------------------------|--------------------------|---------------------------|-------------------|
| Casual games: per match | | No increase proposed | |
| - Senior | 66.70 | | |
| - Junior (under 18) | 25.20 | | |
| - Evening games: Senior | 54.10 | | |
| - Evening games: Junior | 23.70 | | |

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. Clubs not resident in Borough pay double casual rate.
3. For VAT Exemption see General Notes on page 1.

| Tennis (Notes 1, 2 & 3) | Current Fee £ | Proposed Fee £ | % increase |
|---|--------------------------|---------------------------|-------------------|
| Courts – per court per hour - Senior -Junior (under 18) | 7.50 3.50 | No increase proposed | |
| Seasonal charges Stubbington, Sarisbury & Locks Heath courts | 1,470.00 | | |

Notes

1. Fee inclusive of VAT at the prevailing rate.
2. Seasonal charges at Portchester to be decided by the Director of Community in conjunction with the Executive Portfolio Holder.
3. Clubs are required to make suitable arrangements for public use of courts outside the times required by clubs.

| Bowls | Current Fee £ | Proposed Fee £ | % increase |
|---|--------------------------|---------------------------|-------------------|
| Seasonal Charges - (Note 1) Fareham Bowling Club (6 rinks & clubhouse) Crofton Community Association (6 rinks) | 5,019.00 5,019.00 | No increase proposed | |
| Fees - (Note 2) Green Fees Hire of Woods Hire of shoes (not applicable at Portchester or Priory Park) | 4.00 1.40 1.40 | | |

Notes

1. Public to have use of at least one rink at each green
2. Retained by clubs. Max charge per player per hour

| Miscellaneous | Current Fee £ | Proposed Fee £ | % increase |
|--|--------------------------|---------------------------|-------------------|
| Releasing of pigeons - (Note 1) | 35.30 | No increase proposed | |
| Use of recreation grounds by Schools Hampshire County Council Schools – per match - (Note 1) | 49.20 | | |
| Meoncross School – per match - (Note 1) | 49.20 | | |
| Wykeham House – per annum - (Notes 1&2) | 10,518.00 | | |
| Hire of grounds for local shows etc - (Note 3) | | | |

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| | | |
|--|-------|--|
| Commercial hiring - (Note 4) Charitable hiring : Administration charge only - (Note 5) | 69.70 | |
| Use of changing facilities - (Note 1) | 36.00 | |
| Rounders | | |
| Bath Lane Recreation Ground - (Note 1) | 61.50 | |
| Stubbington Recreation Ground - (Note 1) | 61.50 | |

Notes

1. Fee inclusive of VAT at the prevailing rate (except charitable hiring).
2. 12 x 30 min sessions per week. Additional sessions to be charged at casual rate
3. No damage deposit is taken, but hirers are advised that they may be charged after the event for any damage resulting from the hiring
4. At a rate to be determined by the Director of Community on an individual basis proportionate to the estimated income derived from the event (including VAT)
5. Charge can be waived at the discretion of the Director of Community

FORESHORE

| Beach Huts - (Note 1) | Current Fee £ | Proposed Fee £ | % increase |
|------------------------------|--------------------------|---------------------------|-------------------|
| Residents | 344.00 | 361.00 | 5% |
| Non-residents | 688.00 | 722.00 | 5% |

Notes

1. Fee inclusive of VAT at the prevailing rate.

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2013/14

| | Actual 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|--------------------------------|---------------------------------|--|---|--|
| LICENSING & REGULATORY AFFAIRS | 300,419 | 503,900 | 479,600 | 395,800 |
| LEISURE AND COMMUNITY | 1,672,189 | 1,688,500 | 1,791,500 | 1,681,800 |
| HOUSING | 1,215,612 | 2,029,200 | 1,557,800 | 1,293,800 |
| PUBLIC PROTECTION | 2,505,495 | 2,757,600 | 2,485,600 | 2,435,700 |
| POLICY STRATEGY & FINANCE | 3,067,873 | 2,147,000 | 2,210,500 | 2,131,000 |
| STREETSCENE | 3,644,844 | 4,470,000 | 4,400,000 | 4,281,600 |
| STRATEGIC PLANNING & ENV | -801,641 | -752,300 | -326,300 | -234,100 |
| PLANNING COMMITTEE | 576,780 | 713,700 | 730,400 | 669,000 |
| NET EXPENDITURE | 12,181,571 | 13,557,600 | 13,329,100 | 12,654,600 |

SUBJECTIVE ANALYSIS

| | Actual 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|--------------------------------|---------------------------------|--|---|--|
| EMPLOYEES RELATED EXPENDITURE | 8,855,419 | 9,417,300 | 9,449,300 | 9,451,900 |
| PREMISES RELATED EXPENDITURE | 2,934,456 | 2,527,800 | 2,581,300 | 2,473,200 |
| TRANSPORT RELATED EXPENDITURE | 781,320 | 787,800 | 820,200 | 808,200 |
| SUPPLIES & SERVICES | 3,595,090 | 3,591,400 | 3,808,000 | 3,339,200 |
| CONTRACT PAYMENTS | 411,834 | 355,200 | 387,700 | 380,200 |
| TRANSFER PAYMENTS | 21,809,508 | 22,292,600 | 24,350,800 | 20,165,800 |
| INTERNAL SUPPORT | 3,966,801 | 3,878,500 | 3,823,500 | 3,811,000 |
| CAPITAL CHARGES | 3,254,521 | 3,018,800 | 2,380,600 | 2,071,700 |
| CAPITAL FINANCING | 43,175 | 0 | 0 | 0 |
| GROSS EXPENDITURE | 45,652,126 | 45,869,400 | 47,601,400 | 42,501,200 |
| GOVERNMENT GRANTS | -22,887,066 | -22,779,000 | -24,994,900 | -20,583,300 |
| OTHER GRANTS & REIMBURSEMENTS | -2,267,819 | -1,181,400 | -1,331,800 | -1,267,700 |
| DSO SURPLUS | -3,530 | 0 | 0 | 0 |
| SALES | -53,470 | -54,100 | -56,600 | -55,600 |
| FEES & CHARGES | -5,133,476 | -5,122,900 | -4,770,400 | -4,763,500 |
| RENTS | -3,120,808 | -3,171,400 | -3,115,600 | -3,173,500 |
| INTEREST | -3 | -3,000 | -3,000 | -3,000 |
| RECHARGES TO OTHER ACCOUNTS | -4,303 | 0 | 0 | 0 |
| REVENUE APPROPRIATION ADJUSTMT | -80 | 0 | 0 | 0 |
| GROSS INCOME | -33,470,555 | -32,311,800 | -34,272,300 | -29,846,600 |
| NET EXPENDITURE | 12,181,571 | 13,557,600 | 13,329,100 | 12,654,600 |

LICENSING AND REGULATORY AFFAIRS

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2013/14

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|---------------------------|-------------------------|----------------------------------|-------------------------------------|----------------------------------|
| HACKNEY CARRIAGE LICENCES | -26,149 | -16,800 | -12,600 | -3,800 |
| LICENSING | -13,025 | 300 | -10,600 | -9,000 |
| HEALTH & SAFETY INCL CORP | 148,684 | 190,400 | 163,100 | 157,900 |
| ELECTION SERVICES | 190,909 | 330,000 | 339,700 | 250,700 |
| NET EXPENDITURE | 300,419 | 503,900 | 479,600 | 395,800 |

SUBJECTIVE ANALYSIS

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|-------------------------------|-------------------------|----------------------------------|-------------------------------------|----------------------------------|
| EMPLOYEES RELATED EXPENDITURE | 325,232 | 355,700 | 340,600 | 393,000 |
| PREMISES RELATED EXPENDITURE | 9,333 | 15,600 | 15,000 | 15,000 |
| TRANSPORT RELATED EXPENDITURE | 1,467 | 800 | 1,500 | 1,400 |
| SUPPLIES & SERVICES | 142,254 | 291,300 | 314,000 | 151,400 |
| CONTRACT PAYMENTS | 3,223 | 6,200 | 3,100 | 3,100 |
| INTERNAL SUPPORT | 116,662 | 119,200 | 121,800 | 118,300 |
| GROSS EXPENDITURE | 598,171 | 788,800 | 796,000 | 682,200 |
| OTHER GRANTS & REIMBURSEMENTS | -105,645 | -112,000 | -140,000 | -110,000 |
| SALES | -2,715 | -300 | -1,800 | -1,800 |
| FEES & CHARGES | -189,392 | -172,600 | -174,600 | -174,600 |
| GROSS INCOME | -297,752 | -284,900 | -316,400 | -286,400 |
| NET EXPENDITURE | 300,419 | 503,900 | 479,600 | 395,800 |

LEISURE AND COMMUNITY

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2013/14

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|-------------------------------|-------------------------|----------------------------------|-------------------------------------|----------------------------------|
| MEALS ON WHEELS & LUNCH CLUBS | 15,454 | 9,100 | 8,400 | 4,400 |
| TOURISM | 59,236 | 60,200 | 55,100 | 51,000 |
| LEISURE PARTNERSHIP | 67,143 | 68,800 | 58,000 | 100 |
| OUTDOOR SPORT & RECREATION | 308,312 | 385,800 | 361,300 | 367,400 |
| FERNEHAM HALL | 684,344 | 421,600 | 433,100 | 390,800 |
| ALLOTMENTS | 29,759 | 29,900 | 25,000 | 27,800 |
| FAREHAM LEISURE CENTRE | 288,138 | 290,000 | 281,000 | 286,200 |
| COMMUNITY DEVELOPMENT | -142,524 | 121,300 | 135,900 | 107,900 |
| COMMUNITY SCHOOLS | 107,649 | 28,500 | 0 | 0 |
| COMMUNITY CENTRES | 426,602 | 169,600 | 330,500 | 342,200 |
| WESTBURY MANOR MUSEUM | -171,923 | 103,700 | 103,200 | 104,000 |
| NET EXPENDITURE | 1,672,189 | 1,688,500 | 1,791,500 | 1,681,800 |

SUBJECTIVE ANALYSIS

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|-------------------------------|-------------------------|----------------------------------|-------------------------------------|----------------------------------|
| EMPLOYEES RELATED EXPENDITURE | 320,410 | 333,900 | 385,000 | 363,400 |
| PREMISES RELATED EXPENDITURE | 653,029 | 453,800 | 433,300 | 417,100 |
| TRANSPORT RELATED EXPENDITURE | 140 | 2,300 | 3,900 | 3,900 |
| SUPPLIES & SERVICES | 166,758 | 92,800 | 78,900 | 32,900 |
| CONTRACT PAYMENTS | 167,488 | 141,900 | 158,700 | 151,200 |
| INTERNAL SUPPORT | 445,986 | 378,500 | 440,900 | 396,500 |
| CAPITAL CHARGES | 468,224 | 515,300 | 597,000 | 597,000 |
| GROSS EXPENDITURE | 2,222,034 | 1,918,500 | 2,097,700 | 1,962,000 |
| OTHER GRANTS & REIMBURSEMENTS | -433,370 | -110,200 | -136,200 | -110,200 |
| DSO SURPLUS | -1,030 | 0 | 0 | 0 |
| SALES | 908 | 0 | 0 | 0 |
| FEES & CHARGES | -62,737 | -60,900 | -111,100 | -111,100 |
| RENTS | -53,616 | -58,900 | -58,900 | -58,900 |
| GROSS INCOME | -549,845 | -230,000 | -306,200 | -280,200 |
| NET EXPENDITURE | 1,672,189 | 1,688,500 | 1,791,500 | 1,681,800 |

HOUSING

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2013/14

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|-------------------------------|-------------------------|----------------------------------|-------------------------------------|----------------------------------|
| PRIVATE SECTOR HSG RENEWAL | 363,629 | 465,000 | 739,600 | 460,900 |
| HOMELESSNESS | 311,686 | 179,000 | 192,600 | 231,000 |
| OTHER COUNCIL PROPERTY | -23,737 | -11,700 | -25,200 | -20,200 |
| WELFARE SERVS-PRIV SECT ALARM | -17,140 | -16,500 | -15,800 | -15,800 |
| HOUSING ADVICE | 327,074 | 304,400 | 319,900 | 319,100 |
| HOUSING STRATEGY | 115,153 | 109,100 | 108,400 | 109,200 |
| HOME ENERGY CONSERVATION | 60,156 | 45,600 | 75,200 | 44,500 |
| REGISTERED SOCIAL LANDLORDS | 78,791 | 954,300 | 163,100 | 165,100 |
| NET EXPENDITURE | 1,215,612 | 2,029,200 | 1,557,800 | 1,293,800 |

SUBJECTIVE ANALYSIS

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|-------------------------------|-------------------------|----------------------------------|-------------------------------------|----------------------------------|
| EMPLOYEES RELATED EXPENDITURE | 675,080 | 671,000 | 668,900 | 667,200 |
| PREMISES RELATED EXPENDITURE | 143,542 | 124,800 | 138,700 | 119,500 |
| TRANSPORT RELATED EXPENDITURE | 1,117 | 1,000 | 2,900 | 2,900 |
| SUPPLIES & SERVICES | 171,031 | 198,900 | 181,900 | 176,900 |
| CONTRACT PAYMENTS | 17,263 | 2,100 | 15,000 | 15,000 |
| TRANSFER PAYMENTS | 244,452 | 168,100 | 168,100 | 168,100 |
| INTERNAL SUPPORT | 223,966 | 214,800 | 198,900 | 207,200 |
| CAPITAL CHARGES | 614,524 | 1,370,500 | 903,000 | 594,100 |
| CAPITAL FINANCING | 43,175 | 0 | 0 | 0 |
| GROSS EXPENDITURE | 2,134,150 | 2,751,200 | 2,277,400 | 1,950,900 |
| GOVERNMENT GRANTS | -561,490 | -457,500 | -457,500 | -400,000 |
| OTHER GRANTS & REIMBURSEMENTS | -104,372 | 0 | 0 | 0 |
| DSO SURPLUS | -408 | 0 | 0 | 0 |
| SALES | -8 | 0 | 0 | 0 |
| FEES & CHARGES | -75,852 | -135,000 | -125,000 | -120,000 |
| RENTS | -176,408 | -129,500 | -137,100 | -137,100 |
| GROSS INCOME | -918,539 | -722,000 | -719,600 | -657,100 |
| NET EXPENDITURE | 1,215,612 | 2,029,200 | 1,557,800 | 1,293,800 |

PUBLIC PROTECTION

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2013/14

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|-------------------------------|-------------------------|----------------------------------|-------------------------------------|----------------------------------|
| PEST CONTROL | 22,914 | 32,900 | 56,250 | 38,550 |
| DOG CONTROL | 46,253 | 57,900 | 33,650 | 35,750 |
| FOOD SAFETY | 172,665 | 169,800 | 142,800 | 142,000 |
| POLLUTION REDUCTION | 253,552 | 244,500 | 235,700 | 233,900 |
| COMMUNITY SAFETY | 386,548 | 445,000 | 512,200 | 483,300 |
| EMERGENCY PLANNING | 59,281 | 59,900 | 56,900 | 58,600 |
| CLEAN & TIDY BOROUGH | 101,594 | 106,100 | 101,200 | 99,600 |
| ON STREET PARKING | 36,725 | 0 | 54,300 | 56,300 |
| PARKING SERVICES | 1,103,156 | 1,321,100 | 972,000 | 979,200 |
| TRAFFIC MANAGEMENT | 68,908 | 98,000 | 107,900 | 97,400 |
| BUILDING REGULATIONS SERVICES | 107,216 | 93,600 | 94,800 | 89,600 |
| REGULATION ENFORCEMENT & PROC | 60,160 | 46,200 | 51,600 | 50,900 |
| OTHER BUILDING CONTROL WORK | 86,524 | 82,600 | 66,300 | 70,600 |
| NET EXPENDITURE | 2,505,495 | 2,757,600 | 2,485,600 | 2,435,700 |

SUBJECTIVE ANALYSIS

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|-------------------------------|-------------------------|----------------------------------|-------------------------------------|----------------------------------|
| EMPLOYEES RELATED EXPENDITURE | 1,168,689 | 1,248,100 | 1,202,100 | 1,186,000 |
| PREMISES RELATED EXPENDITURE | 509,243 | 498,800 | 496,300 | 502,100 |
| TRANSPORT RELATED EXPENDITURE | 23,839 | 20,800 | 27,200 | 28,200 |
| SUPPLIES & SERVICES | 467,735 | 422,600 | 526,300 | 480,600 |
| CONTRACT PAYMENTS | 45,930 | 30,800 | 44,000 | 44,000 |
| TRANSFER PAYMENTS | 155,000 | 155,000 | 0 | 0 |
| INTERNAL SUPPORT | 644,352 | 639,400 | 602,400 | 612,600 |
| CAPITAL CHARGES | 11,262 | 276,100 | 63,000 | 63,000 |
| GROSS EXPENDITURE | 3,026,050 | 3,291,600 | 2,961,300 | 2,916,500 |
| OTHER GRANTS & REIMBURSEMENTS | -124,037 | -66,300 | -87,700 | -79,600 |
| DSO SURPLUS | -1,154 | 0 | 0 | 0 |
| SALES | -7 | -4,300 | -4,300 | -4,300 |
| FEES & CHARGES | -389,088 | -444,500 | -364,800 | -378,000 |
| RENTS | -2,290 | -18,900 | -18,900 | -18,900 |
| RECHARGES TO OTHER ACCOUNTS | -3,980 | 0 | 0 | 0 |
| GROSS INCOME | -520,556 | -534,000 | -475,700 | -480,800 |
| NET EXPENDITURE | 2,505,495 | 2,757,600 | 2,485,600 | 2,435,700 |

POLICY, STRATEGY & FINANCE

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2013/14

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|-------------------------------|----------------------------------|--|---|--|
| HOUSING BENEFIT PAYMENTS | -299,770 | 0 | 0 | 0 |
| HOUSING BENEFIT ADMIN | 442,152 | 437,700 | 464,390 | 442,400 |
| DEMOCRATIC REP & MANAGEMENT | 1,173,545 | 1,232,800 | 1,171,200 | 1,133,300 |
| COMMERCIAL ESTATES | -1,019,390 | -2,368,900 | -2,256,000 | -2,325,300 |
| HENRY CORT | 187,549 | 141,200 | 142,700 | 139,000 |
| NEIGHBOURHOOD WORKING | 130,815 | 144,200 | 135,800 | 134,400 |
| PUBLICITY & PROMOTION | 272,257 | 272,100 | 260,700 | 229,200 |
| GRANTS & CONTRIBUTIONS | 304,910 | 286,200 | 287,400 | 318,300 |
| UNAPPORTIONABLE CENTRAL O/HDS | 147,632 | 183,500 | 183,500 | 183,500 |
| CORPORATE MANAGEMENT | 967,844 | 823,400 | 843,000 | 785,500 |
| ECONOMIC DEVELOPMENT | 132,791 | 140,300 | 141,000 | 135,300 |
| LOCAL LAND CHARGES | -172,738 | -129,000 | -153,600 | -144,000 |
| LOCAL TAX COLLECTION | 800,277 | 983,500 | 990,410 | 1,099,400 |
| NET EXPENDITURE | 3,067,873 | 2,147,000 | 2,210,500 | 2,131,000 |

SUBJECTIVE ANALYSIS

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|-------------------------------|----------------------------------|--|---|--|
| EMPLOYEES RELATED EXPENDITURE | 2,663,120 | 2,832,200 | 2,856,300 | 2,734,700 |
| PREMISES RELATED EXPENDITURE | 502,406 | 265,900 | 303,300 | 270,400 |
| TRANSPORT RELATED EXPENDITURE | 20,278 | 21,900 | 19,800 | 19,800 |
| SUPPLIES & SERVICES | 1,516,540 | 1,519,100 | 1,541,800 | 1,472,900 |
| CONTRACT PAYMENTS | 63,223 | 108,800 | 61,700 | 61,700 |
| TRANSFER PAYMENTS | 21,410,056 | 21,969,500 | 24,182,700 | 19,997,700 |
| INTERNAL SUPPORT | 1,406,294 | 1,398,200 | 1,352,000 | 1,356,800 |
| CAPITAL CHARGES | 1,475,947 | 69,900 | 69,900 | 69,900 |
| GROSS EXPENDITURE | 29,057,864 | 28,185,500 | 30,387,500 | 25,983,900 |
| GOVERNMENT GRANTS | -22,225,576 | -22,321,500 | -24,537,400 | -20,183,300 |
| OTHER GRANTS & REIMBURSEMENTS | -393,479 | -386,500 | -386,500 | -386,500 |
| DSO SURPLUS | -103 | 0 | 0 | 0 |
| FEES & CHARGES | -572,680 | -458,900 | -444,900 | -444,900 |
| RENTS | -2,798,151 | -2,868,600 | -2,805,200 | -2,835,200 |
| INTEREST | -3 | -3,000 | -3,000 | -3,000 |
| GROSS INCOME | -25,989,991 | -26,038,500 | -28,177,000 | -23,852,900 |
| NET EXPENDITURE | 3,067,873 | 2,147,000 | 2,210,500 | 2,131,000 |

STREETSCENE

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2013/14

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|--------------------------------|-------------------------|----------------------------------|-------------------------------------|----------------------------------|
| CEMETERIES & CLOSED CHURCHYRDS | 154,409 | 220,300 | 251,200 | 221,000 |
| PUBLIC CLOCKS & WAR MEMORIALS | 4,559 | 4,900 | 22,700 | 2,700 |
| COMMUNITY PARKS & OPEN SPACES | 855,330 | 958,500 | 930,500 | 913,500 |
| FORESHORE | 9,131 | 24,100 | 19,100 | 19,600 |
| BEACH HUT SITE | -151,744 | -56,100 | -55,500 | -58,500 |
| STREET CLEANSING SERVICES | 839,667 | 981,100 | 978,600 | 979,600 |
| PUBLIC CONVENIENCES | 232,810 | 214,600 | 215,700 | 214,900 |
| HOUSEHOLD WASTE COLLECTION | 939,440 | 924,200 | 985,700 | 972,500 |
| TRADE REFUSE | -64,217 | -58,900 | -55,200 | -60,400 |
| RECYCLING | 355,258 | 797,600 | 638,000 | 607,800 |
| GARDEN WASTE COLLECTION | 316,531 | 309,400 | 317,800 | 318,400 |
| FBC STREET FURNITURE | 153,669 | 150,300 | 151,400 | 150,500 |
| NET EXPENDITURE | 3,644,844 | 4,470,000 | 4,400,000 | 4,281,600 |

SUBJECTIVE ANALYSIS

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|--------------------------------|-------------------------|----------------------------------|-------------------------------------|----------------------------------|
| EMPLOYEES RELATED EXPENDITURE | 2,218,032 | 2,332,500 | 2,312,600 | 2,308,200 |
| PREMISES RELATED EXPENDITURE | 1,075,554 | 1,135,400 | 1,180,000 | 1,134,100 |
| TRANSPORT RELATED EXPENDITURE | 719,268 | 729,900 | 745,800 | 733,500 |
| SUPPLIES & SERVICES | 463,226 | 456,100 | 434,200 | 429,400 |
| CONTRACT PAYMENTS | 28,679 | 28,300 | 31,600 | 31,600 |
| INTERNAL SUPPORT | 616,858 | 626,700 | 632,600 | 618,500 |
| CAPITAL CHARGES | 362,920 | 465,500 | 433,600 | 433,600 |
| GROSS EXPENDITURE | 5,484,537 | 5,774,400 | 5,770,400 | 5,688,900 |
| OTHER GRANTS & REIMBURSEMENTS | -920,847 | -394,800 | -469,800 | -469,800 |
| DSO SURPLUS | -836 | 0 | 0 | 0 |
| SALES | -48,125 | -46,400 | -47,400 | -46,400 |
| FEES & CHARGES | -779,140 | -767,700 | -757,700 | -767,700 |
| RENTS | -90,342 | -95,500 | -95,500 | -123,400 |
| RECHARGES TO OTHER ACCOUNTS | -323 | 0 | 0 | 0 |
| REVENUE APPROPRIATION ADJUSTMT | -80 | 0 | 0 | 0 |
| GROSS INCOME | -1,839,693 | -1,304,400 | -1,370,400 | -1,407,300 |
| NET EXPENDITURE | 3,644,844 | 4,470,000 | 4,400,000 | 4,281,600 |

STRATEGIC PLANNING AND ENVIRONMENT

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2013/14

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|-------------------------------|-------------------------|----------------------------------|-------------------------------------|----------------------------------|
| COUNTRYSIDE REC & MANAGEMENT | 146,486 | 147,100 | 137,900 | 135,300 |
| PARKING STRATEGIC MANAGEMENT | -2,467,808 | -2,674,200 | -2,325,400 | -2,326,500 |
| COAST PROTECT & LAND DRAINAGE | 108,658 | 151,500 | 151,400 | 151,500 |
| PUBLIC TRANSPORT | 63,920 | 84,600 | 81,700 | 72,400 |
| TRAFFIC MANAGEMENT | -15,689 | -4,100 | -21,800 | -5,400 |
| HIGHWAYS CONSTRUCTION AGENCY | 929 | 800 | 0 | 0 |
| INDIVIDUAL ENV PROJECTS | 367,890 | 354,700 | 346,600 | 343,300 |
| TREE SERVICE | 55,119 | 52,600 | 52,200 | 50,600 |
| SUSTAINABLE DEV STRATEGIES | 54,620 | 56,100 | 53,800 | 57,800 |
| HISTORIC ENVIRONMENT SERVICE | 57,424 | 56,200 | 63,000 | 57,400 |
| LOCAL DEVELOPMENT FRAMEWORK | 826,809 | 1,022,400 | 1,134,300 | 1,229,500 |
| NET EXPENDITURE | -801,641 | -752,300 | -326,300 | -234,100 |

SUBJECTIVE ANALYSIS

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|-------------------------------|-------------------------|----------------------------------|-------------------------------------|----------------------------------|
| EMPLOYEES RELATED EXPENDITURE | 827,238 | 919,600 | 968,500 | 1,102,800 |
| PREMISES RELATED EXPENDITURE | 41,351 | 33,500 | 14,700 | 15,000 |
| TRANSPORT RELATED EXPENDITURE | 15,029 | 10,900 | 16,900 | 16,300 |
| SUPPLIES & SERVICES | 563,768 | 567,400 | 634,800 | 550,400 |
| CONTRACT PAYMENTS | 21,446 | 7,500 | 11,000 | 11,000 |
| INTERNAL SUPPORT | 281,313 | 266,700 | 262,100 | 273,900 |
| CAPITAL CHARGES | 321,644 | 321,500 | 314,100 | 314,100 |
| GROSS EXPENDITURE | 2,071,788 | 2,127,100 | 2,222,100 | 2,283,500 |
| GOVERNMENT GRANTS | -100,000 | 0 | 0 | 0 |
| OTHER GRANTS & REIMBURSEMENTS | -185,002 | -111,600 | -111,600 | -111,600 |
| SALES | -263 | -500 | -500 | -500 |
| FEES & CHARGES | -2,588,164 | -2,767,300 | -2,436,300 | -2,405,500 |
| GROSS INCOME | -2,873,429 | -2,879,400 | -2,548,400 | -2,517,600 |
| NET EXPENDITURE | -801,641 | -752,300 | -326,300 | -234,100 |

PLANNING COMMITTEE

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2013/14

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|--------------------------------|----------------------------------|--|---|--|
| PLANNING ADVICE | 243,585 | 218,900 | 245,400 | 240,600 |
| ENFORCEMENT OF PLANNING CONTRL | 113,443 | 158,300 | 143,000 | 140,400 |
| APPEALS | 91,772 | 73,600 | 62,500 | 78,700 |
| PROCESSING APPLICATIONS | 127,979 | 262,900 | 279,500 | 209,300 |
| NET EXPENDITURE | 576,780 | 713,700 | 730,400 | 669,000 |

SUBJECTIVE ANALYSIS

| | Actuals 2011/12 £ | Base Estimate 2012/13 £ | Revised Estimate 2012/13 £ | Base Estimate 2013/14 £ |
|-------------------------------|----------------------------------|--|---|--|
| EMPLOYEES RELATED EXPENDITURE | 657,618 | 724,300 | 715,300 | 696,600 |
| TRANSPORT RELATED EXPENDITURE | 181 | 200 | 2,200 | 2,200 |
| SUPPLIES & SERVICES | 103,778 | 43,200 | 96,100 | 44,700 |
| CONTRACT PAYMENTS | 64,583 | 29,600 | 62,600 | 62,600 |
| INTERNAL SUPPORT | 231,371 | 235,000 | 212,800 | 227,200 |
| GROSS EXPENDITURE | 1,057,530 | 1,032,300 | 1,089,000 | 1,033,300 |
| OTHER GRANTS & REIMBURSEMENTS | -1,066 | 0 | 0 | 0 |
| SALES | -3,261 | -2,600 | -2,600 | -2,600 |
| FEES & CHARGES | -476,423 | -316,000 | -356,000 | -361,700 |
| GROSS INCOME | -480,750 | -318,600 | -358,600 | -364,300 |
| NET EXPENDITURE | 576,780 | 713,700 | 730,400 | 669,000 |

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APPENDIX C**PLANNING COMMITTEE****PLANNING ADVICE****Budget Manager – Head of Development Management & Trees– Ext. 4427****Description of Service**

To improve the quality of development in the Borough in accordance with government advice, by advising people about the merits of their proposals before applications are submitted:-

- To protect the quality of the Borough's environment;
- To protect those living and working in the Borough from adverse effects of development;
- To protect individual members of the community from inappropriate or unacceptable development;
- To contribute to the achievement of the Council's adopted planning policies and benefit the community as a whole.

ENFORCEMENT OF PLANNING CONTROL**Budget Manager – Head of Development Management & Trees– Ext. 4427****Description of Service**

Protect the quality of the Borough's environment by ensuring the planning control process is effective in promoting the Council's planning policies:-

- To protect those living and working in the Borough from adverse effects of development
- To help protect individual members of the community from inappropriate or unacceptable development
- To benefit the community as a whole
- To maintain the Council's standards by monitoring random development sites

APPEALS**Budget Manager – Head of Development Management & Trees– Ext. 4427****Description of Service**

To defend the Council's decisions and broader policies in the public interest:-

- By putting the Council's case at appeals relating to development within Fareham or adjoining Districts when the Council considers it will have an adverse impact on the Borough;
- Protect those living and working in the Borough from adverse effects of development;
- Protect individual members of the community from inappropriate or unacceptable development;
- Contribute to the achievement of the Council's adopted planning policies.

PROCESSING APPLICATIONS**Budget Manager – Head of Development Management & Trees– Ext. 4427****Description of Service**

To determine applications cost effectively in accordance with statutory requirements and the Council's policies and guidelines:-

- To protect the quality of the Borough's environment;
- To protect those living and working in the Borough from adverse effects of development;
- To protect individual members of the community from inappropriate or unacceptable development;
- To contribute to the achievement of the Council's adopted planning policies and benefit the community as a whole.

LICENSING AND REGULATORY AFFAIRS COMMITTEE

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLES

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The vehicle operators and the individual drivers are licensed following a series of checks (which include a criminal records check in the case of drivers). Fees are charged for these licences.

Each vehicle is inspected at the time of licensing. Other checks are made to verify mechanical condition and insurance provision.

The Council Byelaws are enforced and this includes the testing, checking and sealing of the meters installed in the vehicles.

Complaints are investigated usually in co-operation with the local Police and regular enforcement checks are carried out.

The Licensing and Regulatory Affairs Committee sets the level of taxi fares subject to advertisement and consideration of objections.

LICENSING

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

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

In addition the Council are the Licensing Authority under the Licensing Act 2003. The Act replaced previous licensing regimes concerning the sale of alcohol, public entertainment, theatres, cinemas and late night refreshment with a unified system of regulation. The Council deals with applications for premises and personal licences. 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

HEALTH AND SAFETY ENFORCEMENT

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Local Authority has a duty under the Health and Safety at Work etc Act 1974 to make adequate arrangements for the enforcement within their area of all relevant health and safety statutory provisions as described by prevailing "enforcing authority" regulations. The provision of this service is to be in accordance with all relevant legal requirements, all guidance notes and codes of practice issued by the Health and Safety Executive and with Council Policy. The service is both pro-active and reactive as circumstances necessitate, meeting the demands of the customer and the Borough Council.

Out of hours inspections are occasionally carried out to assess conditions during actual hours of operation.

Inspections of premises are risk based in accordance with the guidance issued by the Health & Safety Executive.

ELECTIONS SERVICES

Budget Manager – Head of Democratic Services- Ext. 4553

Description of Service

Elections services include the following:

- (a) Ensuring that every eligible resident is registered to vote by:
 - Undertaking an annual audit and canvass of electors to verify elector details prior to publishing new registers of electors on 1 December or other date as specified by the Secretary of State;
 - Maintaining rolling registration of electors throughout the remainder of the year and maintaining the associated lists required by statute;
- (b) Ensuring that every eligible resident is enabled to participate fully in the democratic process by:
 - Conducting Local Government, Parliamentary and European Parliamentary elections, referendums and other ballots as required.
 - Undertaking a review of polling districts and places every four years to ensure that voting arrangements are convenient and accessible
- (c) Undertaking ballots associated with business improvement districts
- (d) Undertaking periodic reviews of electoral arrangements to achieve or maintain equality of representation and community governance reviews
- (e) Participating in occasional reviews of boundaries of constituencies and the administrative area.

EXECUTIVE
LEISURE & COMMUNITY PORTFOLIO

FAREHAM LEISURE CENTRE

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The operation of the Leisure Centre has been transferred to SLM Ltd, a company which operates many Leisure sites, from 1 May 2005. The Leisure Centre offers an extensive programme of sports activities. The venue has a 25 metre swimming pool, a learner pool, double sports hall, health & fitness suite, squash courts and dance studio.

FERNEHAM HALL

Budget Manager – Ferneham Hall Manager - Ext. 4868

Description of Service

Ferneham Hall is a 732 seat multi-purpose arts and entertainments venue offering a varied programme of concerts, shows an annual family pantomime and light entertainment.

The Hall provides a civic venue for ceremonial purposes and elections.

COMMUNITY DEVELOPMENT

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The Council provides advice and support to local community groups and associations and is the strategic lead in the Fareham Park Gateway Project. The aim of the service is to be responsive to the needs and concerns of local residents, working in partnership with local statutory and voluntary organisations including, Children's & Young Persons Partnership, Community Action Fareham, Citizens Advice Bureau and Relate.

COMMUNITY CENTRES

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The Council provides and maintains 37 community buildings. These include community halls, youth centres and scout buildings that are managed by local groups and Community Associations.

ALLOTMENTS

Budget Manager – Parks & Open Spaces Manager - Ext. 4546

Description of Service

There are three Allotment Associations that administer 11 Council owned allotments located in Fareham, Portchester and the Western Wards. There are two other allotment sites, one at Titchfield and another at Segensworth which are privately managed by the Titchfield Allotment Association.

WESTBURY MANOR MUSEUM**Budget Manager – Head of Leisure and Community - Ext. 4420****Description of Service**

Westbury Manor Museum displays, records and stores local artefacts reflecting the history of the local area.

The museum hosts a number of touring exhibitions to offer new items of interest to the local community.

LEISURE PARTNERSHIP**Budget Manager – Head of Leisure and Community - Ext. 4420****Description of Service**

The service seeks to maximise the impact of limited resources available to the Council for sport, recreational and community related activities by working in partnership with others. This includes partnerships with voluntary, statutory and commercial organisations as well as relevant government agencies to meet the needs of the local community.

OUTDOOR SPORT & RECREATION**Budget Manager – Head of Leisure & Community - Ext. 4420****Description of Service**

The Council provides and maintains 22 football pitches, 13 cricket tables, 2 rugby pitches.

In addition there are 20 tennis courts, 2 turf and 2 artificial bowling greens.

Changing facilities are provided at most of the recreation sites.

TOURIST INFORMATION CENTRE**Budget Manager – Head of Leisure and Community - Ext. 4420****Description of Service**

Located in Westbury Manor Museum the centre provides an information service for local residents and visitors to the Borough, Tuesday to Saturday.

MEALS ON WHEELS AND LUNCHEON CLUBS**Budget Manager – Director of Finance and Resources - Ext. 4620****Description of Service**

This service is operated by Hampshire County Council. Fareham Borough Council have agreed to subsidise a one year pilot Meals Support Service for 2013/14.

EXECUTIVE HOUSING PORTFOLIO

PRIVATE SECTOR HOUSING RENEWAL

Budget Manager – Head of Strategic Housing - Ext. 4461

Description of Service

- Administration of Disabled Facilities Grants and Home Improvement Loans
- Reactive service to complaints of disrepair and or overcrowding etc in privately owned accommodation
- Use of enforcement action to improve housing conditions in the private sector (owner occupied and or privately rented accommodation)
- To annually inspect all licensed caravan sites and issue new licences where necessary
- To ensure overcrowding in properties does not exceed statutory levels
- Encouraging owners of empty properties to bring them back into use
- Provision of a Handy person and Homecheck Service

HOMELESSNESS

Budget Manager – Head of Strategic Housing - Ext. 4461

Description of Service

- Prepare and implement a Homelessness strategy.
- Provide housing options advice – offering a range of solutions for applicants who are homeless or threatened with homelessness.
- Receive and investigate homelessness applications, issue decisions, and conduct reviews.
- Provide welfare benefits advice
- Secure and provide temporary accommodation.
- Secure and provide suitable settled accommodation.
- Make arrangements for the protection of personal property.
- Investigate harassment and illegal eviction.
- Liaise with Health, Social Services & Voluntary Housing Organisations
- Influence the development and implementation of the Supporting People Strategy
- Maintain a Housing Register
- Publish and maintain Housing Allocations Policy

OTHER COUNCIL PROPERTY

Budget Manager – Head of Strategic Housing - Ext. 4461

Description of Service

The caravan site at Dibles Park and properties in Hartlands Road and Coldeast Close are within this service. Dibles Park is a mobile home park providing sites for 47 mobile homes as well as some spaces for touring caravans. The site is rented from the Council and managed by the residents.

WELFARE SERVICES**Budget Manager – Tenancy Services Manager - Ext. 4540****Description of Service**

This service provides an emergency call system to support vulnerable people living in private sector accommodation, and allows them to stay in their own homes.

The Council has installed a limited number of alarms in non-council owned homes, and is responsible for their maintenance and monitoring via Chichester Community Alarm.

Following legislative changes, the Council aims to increase the number of social alarms in the private sector to meet demand

HOUSING ADVICE**Budget Manager – Head of Strategic Housing – Ext. 4461****Description of Service**

The Housing Act 1996 makes the delivery of a free to the user, housing advice service a statutory obligation. The service is a preventative one and makes use of an appointment system and a “drop in” service for clients. The service works with a range of statutory, voluntary agencies as well as private landlords and Housing Associations to offer a wide range of housing advice options for anyone in the community with a housing problem. The Housing Department also provides a housing register service which is used to control the allocation of social housing in Fareham.

HOUSING STRATEGY**Budget Manager – Head of Strategic Housing – Ext. 4461****Description of Service**

- To research housing need
- To research local housing conditions
- To understand the local housing market
- To prepare a strategic housing plan which identifies the priorities for action, the available resources and sets realistic objectives for working towards a balanced housing market.
- To understand and respond to national and sub regional housing priorities.
- The strategy sets the direction for the future of the service and has a direct influence on the Council’s ability to attract external funding for the service and the provision of affordable housing.
- To inform local planning policy and secure the provision of affordable housing.

HOME ENERGY CONSERVATION**Budget Manager – Head of Strategic Housing – Ext. 4461****Description of Service**

- Promote measures to improve energy efficiency in the domestic sector.
- Promote the benefits of investing in energy efficiency measures.
- Target measures to low income households to reduce fuel poverty
- Target measures to the fuel rich to reduce environmental damage.
- To monitor energy efficiency levels within the domestic sector
- To secure partnership funding to deliver energy efficiency grant programmes locally.

REGISTERED SOCIAL LANDLORD**Budget Manager – Head of Strategic Housing – Ext. 4461****Description of Service**

- The housing enabling service contributes towards the Council helping to achieve a balanced housing market. It delivers a comprehensive package of initiatives designed to enable the provision of affordable homes throughout the Borough.
- To work with the Homes and Communities Agency to maximise the investment of Government funding into the Borough, including accessing funding for the Council to build new homes

EXECUTIVE
STRATEGIC PLANNING AND ENVIRONMENT PORTFOLIO

PARKING STRATEGIC MANAGEMENT & TRANSPORT LIAISON

Budget Manager – Head of Regeneration - Vacant

Description of Service

- Parking Strategic Management: to provide a strategic basis for the implementation of parking policy, including supply of spaces (on-street and off-street), location of spaces and assignment as long-stay or short-stay, charges and residents parking schemes. Also to ensure that adequate parking is provided and that this supports the town economically.
- Transport Liaison & Initiatives: to represent the Borough's interests on transportation issues, including responses to County Council transportation strategies and major studies and to seek ways of improving public transport by co-ordinating with bus and rail companies, the County Council and user groups.

HIGHWAYS DEVELOPMENT CONTROL

Budget Manager –Planning Strategy and Environment - Ext. 4569

Description of Service

- This service is provided under an agency agreement with the County Council and provides advice on the highway implications and requirements of planning applications and planning proposals. Provide advice on the highway implications and requirements of the Borough Council's plans, policies, strategies and development proposals.

PUBLIC TRANSPORT

Support to Operators

Budget Manager – Director of Finance and Resources - Ext. 4620

To fund jointly with the County Council a Dial-a-Ride transport scheme administered by Community Action Fareham.

Shopmobilty

Budget Manager – Director of Finance and Resources - Ext. 4620

To provide a combined Shopmobilty and Disability information centre.

COAST PROTECTION & LAND DRAINAGE

Budget Manager – Head of Planning Strategy and Environment - Ext. 4569

Description of Service

Coast Protection

To monitor private and public coastal and flood defences to protect the land and buildings from erosion and flooding. Coastline monitoring is carried out to establish changes in condition and minor routine maintenance of coastal defences is carried out. Coastal defence strategies are prepared to inform projects for longer term coast protection work which relies on external funding.

Land Drainage

To minimise flooding as a result of land drainage problems and provide an advisory service to the public.

LOCAL DEVELOPMENT FRAMEWORK

Budget Manager – Head of Planning Strategy and Environment - Ext. 4569

Description of Service

To prepare and maintain an up to date Development Plan to ensure that: development is guided to appropriate sites, is well designed and provides the necessary infrastructure; and locations and environments of acknowledged importance are protected from inappropriate development.

NEW COMMUNITY NORTH OF FAREHAM

Budget Manager – Head of New Community North of Fareham - Ext 2679

Description of Service

- To prepare an Area Action Plan to provide a framework for developing a new settlement and its related infrastructure to the north of Fareham, with a supporting concept masterplan.
- To develop an Infrastructure Delivery Plan for the new community to ensure the timely provision of infrastructure and facilities, in association with infrastructure funding activity.
- To support the Strategic Board for the new community in progressing the delivery of the new community.
- To provide a means for the community and other interested parties to participate in developing the proposal through extensive engagement and governance arrangements such as the Standing Conference for the new community.

INDIVIDUAL ENVIRONMENTAL PROJECTS

Budget Manager – Head of Regeneration - Vacant

Description of Service

This service aims to protect and enhance the environment within the Borough by:

- Enhancing the built environment of our towns and villages by developing proposals, consulting the public and carrying out improvement schemes and by tree planting
- Developing proposals, consulting the public and carrying out improvement schemes within Conservation Areas in accordance with the duty on Local Planning Authorities under the Planning (Listed Buildings and Conservation Areas) Act 1990
- Continuing partnership working and where possible securing other sources of funding
- Fostering an interest in the regeneration of older urban areas. Preparing and advising on schemes to preserve and enhance Conservation Areas, in consultation with local residents and businesses

PROTECTION OF TREES

Budget Manager – Head of Development Management and Trees - Ext. 4427

Description of service

This service aims to protect and enhance the environment within the Borough by:

- Advising the Council on the protection and retention of trees that are the subject of Tree Preservation Orders, within Conservation Areas or affected by development.
- Maintaining up-to-date GIS based records of trees that are the subject of Tree Preservation Orders and advising on the making of new Tree Preservation Orders.
- Managing trees on Council owned land in the public interest and meeting current risk management protocols.

COUNTRYSIDE RECREATION AND MANAGEMENT

Budget Manager – Head of Leisure and Community - Ext. 4420

Description of Service

The service aims to conserve the natural environment of the Borough including the countryside, coast and open spaces.

- The Council manages 134 hectares of land for nature conservation. This is divided into 18 varied sites which are spread across the Borough.
- It is the role of the Council's Countryside Service to maintain, manage and develop these sites for public recreation and nature conservation;
- develop opportunities for active participation by all members of the community;
- offer specialist advice to any organisation, group or individual who is interested in the well being and future of Fareham's countryside. Advice includes habitat management, landscape enhancement, arboriculture and practical conservation skills.
- The service creates opportunities for and undertakes educational and interpretation activities to enable people to gain a greater understanding of the countryside and the issues affecting it.

CONSERVATION AREAS & LISTED BUILDINGS

Budget Manager – Head of Planning Strategy and Environment - Ext. 4569

Description of service

The service aims to maintain and enhance the historic environment of the Borough by:

- advising the Council on proposed works for the alteration or extension of listed buildings;
- maintaining up-to-date records of statutorily and locally listed buildings and advising the Council on potential additions to the lists
- offering advice to owners of listed buildings on appropriate repairs or alterations,
- reviewing the Conservation Area Character Appraisals for each of the 13 Conservation Areas, preparing management strategies, making Article 4

directions where agreed and consulting the public on the documents

SUSTAINABLE DEVELOPMENT STRATEGIES

Budget Manager – Head of Planning Strategy and Environment - Ext. 4569

Description of service

The service aims to conserve the natural environment of the Borough including the countryside, coast and open spaces by:

- advising the Council on the nature conservation implications of development in the context of national and international wildlife legislation, including the Council's own activities.
- ensuring that adequate data is available to the Council in its role as Local Planning Authority
- developing policy and projects and engaging in partnerships to enable the Council to meet its Corporate Aims and Objectives

EXECUTIVE

POLICY, STRATEGY AND FINANCE PORTFOLIO

HOUSING BENEFITS PAYMENTS & ADMINISTRATION

Budget Manager – Head of Revenues and Benefits - Ext. 4645

Description of Service

The Housing Benefit Service administers of the assessment and payment of Housing Benefit to assist claimants on low incomes with their housing costs.

- Housing Revenue Account Housing Benefit
- Private Sector Housing Benefit

The Council has determined that whilst the national scheme allows for the first £10 of any war widows or war disability pension should be disregarded from the applicant's income, the whole of such pensions should be disregarded in Fareham.

DEMOCRATIC REPRESENTATION & MANAGEMENT

Budget Manager – Head of Democratic Services - Ext. 4553

Description of Service

Democratic Core

Services consist of:

- Support for the Council's committees, facilitating the formal decision-making process to ensure that decisions are made in accordance with the law and the Council's Constitution.
- Support for elected and co-opted members of the council, ensuring that they are informed and supported in their decision-making and scrutiny roles; that they have access to the training and development they need and that they are supported in carrying out their community leadership and other roles. Allowances paid to members are included in this budget.
- Support to the Executive Leader, Mayor and Deputy Mayor.

Civic Ceremonials

Services consist of:

- Town twinning with twin towns of Vannes in France and Pulheim in Germany
- Civic ceremonials including corporate events
- Support to the Mayor and Deputy Mayor

COMMERCIAL ESTATES

Budget Manager – Head of Estates - Ext. 4320

Description of Service

The management of the Council's commercial property portfolio:

- Shopping centre and redevelopment area
- Industrial and commercial estates
- Market Quay development
- Other land and property.

HENRY CORT**Budget Manager – Head of Regeneration - Vacant****Description of Service**

To maintain the Council's prestigious Millennium project.

NEIGHBOURHOOD WORKING**Budget Manager – Head of Corporate Services - Ext. 4567****Description of Service**

The service widens the involvement of local people, neighbourhoods and community groups in shaping services.

It also includes the area of consultation providing both advice and support for key consultation exercises internally and externally in various forms, including the preparation of consultation plans.

PUBLICITY AND PROMOTION**Budget Manager – Head of Corporate Services - Ext. 4567****Description of Service**

The service includes the production of "Fareham Today" and other publicity material to promote the Borough and the Council's various activities. Measures used include the Council's website, maps, guides, leaflets, press releases, exhibitions and displays. There are also activities to publicise specific projects or events.

The service also provides advice and guidance regarding publicity to other services and assists with the compilation of publicity plans.

GRANTS AND CONTRIBUTIONS**Budget Manager – Head of Corporate Services - Ext. 4567****Budget Manager - Head of Leisure and Community - Ext 4420****Description of Service**

The financial support to voluntary organisations to include:

- General grants to community groups via applications for community funding
- Grants to Fareham Citizens Advice Bureau and Fareham Community Action via Service Level Agreements
- Management and coordination of matched funding awards

UNAPPORTIONABLE CENTRAL OVERHEADS**Budget Manager – Director of Finance and Resources - Ext. 4620****Description of Service**

The budget includes costs associated with the following activity:

- Where staff are permitted to retire early when it is in the interests of the efficient exercise of the Council's functions for them to do so, the costs associated with the Pensions Increase Act are reported under this budget.
- Developers of new estates are required to provide the necessary streets and open spaces, and safeguards are sought by the Council to ensure that they do

so. This is achieved by the Council holding a deposit until the works are completed. The Council is required to pay interest on these deposits, according to laid down scales. At the same time, the monies are invested internally and earn interest.

- Interest is received from car loans which may be provided where a vehicle is essential to the proper performance of an officer's duties.
- The Hampshire Pension Fund is periodically valued by an actuary to ensure that there are sufficient funds to meet its future commitments. These valuations determine the level of employers' contributions to be paid. Back funding arises if part of the contribution goes towards the cost of increases in the pensions earned by past service. In order to avoid a charge to current trading accounts, any back funding contributions will be charged to this service heading.

CORPORATE MANAGEMENT

Budget Manager – Director of Finance and Resources - Ext. 4620

Description of Service

There are some costs which are incurred, because of the multi-purpose nature of the Council. Rather than spread the costs of these activities to individual services, they are reported separately in the Council's accounts. Services included within this heading are;

- Youth Training Schemes
- Corporate Core
- Corporate Financial Services
- Corporate Treasury Management

ECONOMIC DEVELOPMENT

Budget Manager – Head of Regeneration - Vacant

Description of Service

The Economic Development service implements the strategy and programmes set out in the annual Economic Development Strategy Statement which responds to needs and seeks to identify and exploit opportunities as they arise. The activities of the service are concerned with the promotion, marketing and development of the Borough and seek to improve the operation of the economy and to encourage employment opportunities for residents. There is a substantial commitment in terms of subscriptions, employee time and working budget to collaborative projects, which fulfil the objectives of the strategy.

Also included within this heading are the services of Town Centre Management and Market Management for both Fareham and Portchester markets.

LOCAL LAND CHARGES

Budget Manager - Head of Leisure and Community - Ext. 4420

Description of Service

The Local Land Charges service comprises three main elements described as follows:-

- (1) Maintenance of the Statutory Register - To register and maintain local land charges in a register in statutory form, the purpose being to ensure that intending

purchasers of property are not caught unawares by obligations enforceable against successive owners.

- (2) Searches of the Statutory Register - A service is provided, as required by statute, to enable purchasers of property to search the register, either personally or by written requisition.
- (3) Enquiries of Local Authorities - An additional service is provided, by agreement between the local authority associations and the Law Society to provide, in standard form, responses to enquiries from intending purchasers about particular parcels of land.

LOCAL TAX COLLECTION

Budget Manager – Head of Revenues and Benefits - Ext. 4645

Description of Service

The Borough Council is responsible for all aspects of the collection of local taxes including the determination of liability, collecting payments and taking recovery action relating to arrears.

The Council Tax

The Council Tax collected by this Council provides essential revenue for its own services and those of Hampshire County Council, Hampshire Fire and Rescue Authority and Hampshire Police (non-constabulary costs).

Non-Domestic (or Business) Rates

Non-Domestic Rates are determined nationally. From April 2013, these rates will be partly retained by the Borough Council, and partly distributed to Central Government, Hampshire County Council and Hampshire Fire and Rescue Authority.

Benefits

The Council administers all applications received for Council Tax Benefit according to the national scheme. This national scheme will be replaced by a local scheme from April 2013. The Council has determined that whilst the national scheme allows for the first £10 of any war widows or war disability pension should be disregarded from the applicant's income, the whole of such pensions should be disregarded in Fareham.

EXECUTIVE

PUBLIC PROTECTION PORTFOLIO

PEST CONTROL

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

A free service is provided for the treatment of rats in domestic premises and a chargeable service is also available to carry and control treatments for insect infestations and mice. Discounts to the charges are currently given for persons in receipt of certain benefits (income based) (100%). A chargeable service is provided for treatments undertaken in commercial premises.

FOOD SAFETY

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Council as a food authority is charged with the responsibility of enforcing the provisions of legislation relating to food hygiene, microbiological and other contamination of food, food which is unfit for human consumption, inspection of premises where food is prepared, stored or sold, training of food handlers and sampling of food. The Government has and is continuing to issue Codes of Practices to guide food authorities in their enforcement work. Authorities must have regard to these Codes and comply with the directions of Ministers on how they should be enforced.

Inspections of premises are risk based in accordance with guidance issued by the Food Standards Agency (FSA).

Other work allocated to this service includes water supply monitoring, infectious disease investigations with the Consultant in Communicable Disease Control, building regulation consultations, licensing consultations, shellfish and flavourings certification for EEC export, unsound food condemnation, food sampling (in conjunction with S.W. Hampshire Local Authorities and also in the EU regional programme), microwave testing in commercial premises, investigation of food hygiene and workplace complaints and allegations and investigation of food complaints.

DOG CONTROL

Budget Manager - Head of Environmental Health - Ext. 2401

Description of Service

The Council has introduced Byelaws in many recreational areas requiring dog owners to clear mess, keep their dogs on leads (3 areas only) and banning dogs from a section of Hill Head beach during the summer months. The service includes the collection of stray dogs, enforcement of the byelaws, investigation of complaints and the promotion of responsible pet ownership. Stray dogs are kennelled locally and effort made to find their owners or to find new owners. No dogs are destroyed unless it is on veterinary advice to avoid unnecessary suffering. A traffic order requiring all dogs to be on leads alongside roads has been made. Bins for the disposal of dog faeces are provided in recreational areas. The bins are emptied according to need.

POLLUTION REDUCTION**Budget Manager - Head of Environmental Health - Ext. 2401****Description of Service**

Neighbour and industrial nuisance complaints are investigated. Industrial processes emitting discharges to air have to apply for authorisation and permitting. Some monitoring is carried out to record radiation, nitrogen dioxide, water quality and occasionally benzene toluene ozone and carbon monoxide.

An out of hours service is in operation. Fifteen authorisations / permits under the Environmental Protection Act 1990 have been issued. The authorisations / permits are subject to programmed upgrade and annual subsistence reviewing compliance and achievement of best available technology not entailing excessive cost (BATNEEC).

EMERGENCY PLANNING**Budget Manager — Director of Regulatory and Democratic Services - Ext. 4395****Description of Service**

The Civil Contingencies Act requires the Council to have arrangements in place in order for it to be prepared to deal effectively with emergency situations. The Council would play a supporting and co-ordinating role working with the emergency services and other key agencies in responding to an emergency and would take more of a leading role in any recovery phase of an emergency. To this end the officers who would be involved, are trained for the purpose, so that all the necessary arrangements can be made promptly should the need arise.

CLEAN & TIDY BOROUGH**Budget Manager - Head of Community Safety and Enforcement - Ext. 4359****Description of Service**

The Enforcement Officers deal with the enforcement of issues relating to litter, dog fouling, fly tipping, graffiti and abandoned vehicles. Enforcement action is taken under the appropriate legislation which includes issuing Fixed Penalty Notices, cautions and where necessary compiling reports for prosecution. The Enforcement Officers patrol the borough concentrating on high profile areas, shopping precincts, open space areas and district centres. This will be in addition to the hot spots that have been identified as problem areas where a more targeted approach is adopted.

The officers work closely with other departments of the Council as well as external agencies in order to achieve a clean and tidy borough.

Officers investigate reports of motor vehicles unlawfully abandoned on any land in the open air or on any other land forming part of the highway, where vehicles have been abandoned the appropriate Notice shall be served, arrange for the removal of the vehicles as necessary to a secure place or a scrap yard, notify the appropriate Authorities of the vehicle and to seek information as to all parties who may have an interest in the vehicle and to contact as appropriate. If the vehicle is not claimed by the registered keeper, it may be scrapped or sold.

COMMUNITY SAFETY**Budget Manager – Head of Community Safety and Enforcement - Ext. 4359****Description of Service**

Fareham's Community Safety Partnership was established in 1998 in response to the Crime and Disorder Act 1998. The Partnership is made up of a number of agencies and organisations that work in partnership to tackle crime across the Borough of Fareham by undertaking a strategic assessment in relation to crime and disorder, identifying key local priorities and developing strategies to effectively reduce crimes, anti-social behaviour and criminal damage that have been highlighted.

CCTV**Budget Manager – Head of Community Safety and Enforcement - Ext. 4359****Description of Service**

Over the years considerable work has been undertaken to develop a programme of CCTV installation. This has involved partnership working with Gosport Borough Council. A Fareham and Gosport CCTV strategy has been developed to ensure the best use of the system it also looks at improvements that can be made to the existing system. Other promotional and enabling work is undertaken with other agencies especially the police and provision is made for other complimentary work to achieve the benefits of CCTV as part of an overall crime reduction strategy.

BUILDING REGULATIONS SERVICES**Budget Manager – Head of Building Control- Ext. 4450****Description of Service**

This service ensures that all new and altered buildings and structures meet the procedural and technical requirements of the Building Regulations and The Building Act 1984. The Building Regulations impose minimum construction standards that have to be achieved in areas such as structural stability, fire safety, access in and about buildings and the energy efficiency of structures.

REGULATION ENFORCEMENT AND PROCESSING**Budget Manager - Head of Building Control- Ext. 4450****Description of Service**

This service ensures that contravention of the building regulations and unauthorised work are the subject of appropriate action including investigation, recording, prosecution, removal and/or alteration and advice in respect of Land charge entries and regularisation

OTHER BUILDING CONTROL WORK**Budget Manager - Head of Building Control- Ext. 4450****Description of Service**

This service covers various statutory and discretionary tasks. The former include the Council's duties in respect of fee exempt applications, dangerous structures, demolition work and regulating the insulation of cavity walls, Approved inspectors and competent person's schemes. Discretionary work includes advice on building and construction and the work of the Access Officer. The latter keeps in touch with groups

representing disabled people, carries out access audits, promotes awareness of Disability legislation, advises on access issues and legislation for development and highway proposals and considers and co-ordinates access improvements.

TRAFFIC MANAGEMENT

Budget Manager – Head of Community Safety and Enforcement - Ext. 4359

Description of Service

This service is provided under an agency agreement with the County Council and involves the preparation of traffic regulation orders and traffic investigations. The service also extends to representing the Borough's interests on traffic management issues and the provision of highway advice to the Fareham Road Safety Council

OFF STREET PARKING

Budget Manager – Head of Community Safety and Enforcement - Ext. 4359

Description of Service

Fareham Borough Council provides for the benefit of the general public, surface and multi-storey car parks within the Borough. This also includes patrolling the car parks by Civil Enforcement Officers to give assistance and some security to users. The service also includes the management and maintenance of the condition of the Council's off street car parks.

Regular patrols are undertaken to enforce the Borough's "Off Street parking Places" order and to serve vehicles with Penalty Charge Notices for infringement of the Order. This also extends to the management of enquiries, complaints, appeals and the recovery of non-payment of Penalty Charge Notices.

ON STREET PARKING

Budget Manager – Head of Community Safety and Enforcement - Ext. 4359

Description of Service

To undertake on-street parking enforcement to ensure traffic flows as freely as possible whilst ensuring highway and pedestrian safety and access for emergency services.

Carry out regular patrols of on street areas within the Borough of Fareham where there are parking restrictions in place in accordance with the relevant Traffic Regulation Order in place at the time and to serve Penalty Charge Notices to vehicles which are contravening any Traffic Regulation Order which is in place at the time.

The management of enquiries, complaints, appeals and non payment of Penalty Charge Notices.

To manage and administer the residents parking scheme and to assist motorists and members of the public where required.

EXECUTIVE**STREETSCENE PORTFOLIO****CEMETERIES AND CLOSED CHURCHYARDS****Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

Local Authorities are required to provide this service under the Local Government Act 1972, Section 214, Schedule 26, Part II. There are eight cemeteries and a number of churchyards that are the responsibility of the Council together with the provision of a sympathetic and efficient burial service. Cemeteries include:

- Fareham Cemetery - Crofton Cemetery and Churchyard
- Roman Grove Cemetery -Titchfield Cemetery
- Titchfield Churchyard (cremated remains only)
- St Paul's Churchyard and Cemetery - St John's Cemetery
- Holly Hill Cemetery

PUBLIC CLOCKS AND WAR MEMORIALS**Budget Manager – Head of Estates - Ext. 4320****Description of Service**

Repair and maintenance of public clocks and war memorials especially prior to Remembrance Sunday.

Public Clocks

Town Centre Fareham
Portchester Precinct (also a Memorial)

War Memorials

Portchester Clock
West Street Fareham
Village Hall/Library Titchfield
Sarisbury Green Church
Village Hall Warsash
The Hard Warsash
Stubbington Green

FBC STREET FURNITURE**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service****Community Lighting****Budget Manager – Director of Streetscene Services - Ext. 4572**

This service provides lighting in dark or poorly lit streets and footpaths where the Highways Authority (Hampshire County Council) does not have the responsibility to meet those demands.

Street Name Plates**Budget Manager – Head of Community Safety and Enforcement - Ext. 4359**

This service is provided for the conveniences of businesses, visitors and residents.

ENHANCED GRASS CUTTING**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

The Council funds additional cuts over and above the basic level funded by the County Council, in the interests of cleanliness and tidiness.

BUS SHELTERS**Budget Manager - Director of Streetscene Services - Ext 4572****Description of Service**

The maintenance, repair and provision of Bus Shelters owned by FBC. (Please note that not all Bus Shelters are owned or maintained by FBC).

STREET CLEANSING**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

All pavements and roads are cleansed to a schedule intended to keep all parts of the Borough in a clean and tidy condition. Street litterbins are emptied regularly.

The service also provides for the cleansing of coastal foreshores, car parks, recycling sites and the clearance of fly tipping.

PUBLIC CONVENIENCES**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

The service broadly comprises the opening and closing of the public conveniences, cleaning of all installations and facilities, the clearing of blockages, stocking up of consumables including toilet paper, minor repair work and replacement of broken fittings.

Public toilets are provided, cleaned and maintained as follows:-

| | | |
|-------------------------|-----------------------|------------------------------|
| Portchester Castle | Holly Hill, Sarisbury | Monks Hill, Hill Head |
| Trinity Street, Fareham | Stubbington Green | Castle Street, Portchester |
| Cliff Road, Hill Head | Meon Shore | Fareham Cemetery |
| Barry's Meadow | Warsash Road | Passage Lane, Warsash |
| Middle Road, Park Gate | Lockwood Centre | Salterns Car Park, Hill Head |

HOUSEHOLD WASTE COLLECTION**Budget Manager – Director of Streetscene Services - Ext. 4572****Description of Service**

The service provides wheeled refuse bins for all domestic properties, which are emptied fortnightly. Clinical waste is collected free of charge from domestic properties.

All waste is transported to a recognised disposal points provided by Hampshire County Council's waste disposal contractor Hampshire Waste Services.

A chargeable service for the collection of bulky household items is also provided.

TRADE REFUSE

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

A chargeable service for the collection of trade waste.

RECYCLING

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

Fortnightly kerbside collection of recyclable materials from domestic properties.

The provision of 35 recycling banks throughout the Borough.

To continue the promotion of minimising waste and maximising recycling.

GARDEN WASTE COLLECTION

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

Fortnightly kerbside collection of garden waste materials from domestic properties

COMMUNITY PARKS AND OPEN SPACES

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

The Council provides and maintains 45 equipped play areas on open space located throughout the borough.

This service covers the ongoing maintenance of public parks, gardens and open spaces.

This includes grass cutting, shrub bed maintenance, landscaping, tree planting.

The 'Fareham in Bloom' initiative.

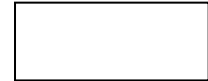
FORESHORE

Budget Manager – Director of Streetscene Services - Ext. 4572

Description of Service

The Council is responsible for the maintenance of open space that is situated next to the beach.

This includes the beach hut rental and responsibility of the public slipways.



Report to the Executive for Decision 7 January 2013

| | |
|-----------------------------|--|
| Portfolio: | Policy, Strategy and Finance |
| Subject: | Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2013/14 |
| Report of: | Director of Finance and Resources |
| Strategy/Policy: | Finance Strategy 2013/14 |
| Corporate Objective: | A dynamic, prudent, progressive and best practice Council |

Purpose:

This report reviews the Council's finance strategy and makes recommendations regarding the capital programme, the revised revenue budget for 2012/13 and the revenue budget for 2013/14.

Executive summary:

On 3 December 2012, the Executive considered the Council's capital programme, revised service budget for 2012/13 and proposed service budgets for 2013/14.

Capital Programme and Resources 2012/13 to 2016/17

The capital programme amounts to £19,903,000, and there are capital resources totalling £32,100,000 over the programme period. Whilst a surplus of capital resources exists, there are significant spending requirements emerging that require new resources to be accumulated now so that the Council can meet its future commitments.

Revised General Fund Revenue Budget 2012/13

The revised general fund revenue budget for 2012/13 amounts to £13,253,500 for service budgets with other budgets totalling £-2,795,000 giving an overall position of £10,458,500.

General Fund Revenue Budget 2013/14

The proposed general fund budget for 2013/14 totals £12,730,200 for service budgets along with £-3,055,000 for other budgets giving an overall position of £9,675,200 which is a reduction of £783,300 against the original budget for 2012/13.

Recommendation:

- (a) That the capital programme for the period 2011/12 - 2015/16, amounting to £19,903,000 be approved;
- (b) That the revised 2012/13 general fund budget, amounting to £10,458,500 be approved;
- (c) That the base 2012/13 general fund revenue budget amounting to £9,675,200 be approved;
- (d) That the Executive recommends to Council that authority to calculate the Non-domestic rate baseline for 2013/14 and subsequent years be delegated to the Director of Finance and Resources.

Reason:

To allow the Council to approve the capital programme, general fund revised revenue budget for 2012/13 and draft revenue budget for 2013/14.

Cost of proposals:

The costs are set out in the overall revenue budget and capital programme detailed in the attached briefing paper.

Appendix A: Consolidated General Fund Budget 2012/13 (revised) and 2013/14 (Base)

Background papers: None

Executive Briefing Paper

Date: 7 January 2013

Subject: Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2013/14

Briefing by: Director of Finance and Resources

Portfolio: Policy, Strategy and Finance

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 was considered in October 2012, in advance of the budget process. The Finance Strategy reviewed the Council's overall financial position, taking into account:
 - the actual position in the previous financial year;
 - issues that have arisen in the current year;
 - the future level of government support;
 - current and future financial pressures; and
 - timing of the Council's major capital schemes.
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.

FINANCE STRATEGY AND BUDGET SETTING PRINCIPLES FOR 2013/14

5. On 1 October 2012 the Executive considered a report on the Council's finance strategy that highlighted the various issues that will impact on the revenue budget and council tax for 2013/14 and later years.

6. A major corporate priority for the Council is to maintain council tax increases at or below the rate of inflation. Currently RPIX inflation is 3.3% (Oct 12) and headline RPI was 3.2%. The Government has indicated that it expects councils to freeze council tax at the 2012/13 levels and will reward councils that achieve it with additional grant to do this. The budget has been prepared in a way that will deliver a nil percent increase in council tax for a fourth year, consistent with the outcome achieved for 2012/13.
7. Gross expenditure on services in 2012/13 is £47.8 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%. For 2013/14 the spending and funding pressures equate to an 11% increase in the amount due from council tax payers.

GENERAL FUND CAPITAL PROGRAMME

8. The general fund capital programme was considered by the Executive on 3 December 2012. The programme amounted to £19,827,000 for the period 2012/13 - 2016/17.
9. Since the budget was set there has been a Government announcement that further funding for Disabled Facilities Grant has been made available. Fareham's element of this is an extra £76,000 and has been included in the budget figures. This brings the total capital programme to £19,903,000.
10. Resources needed to fund the capital programme, as set out in the Finance Strategy amount to £32.1 million over the programme period, and therefore by 2016/17 there should be a surplus of £12.2 million.
11. 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 is insufficient resources in the future.
12. 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 and also has a policy to use New Homes Bonus money for capital and project funding once any funding shortfall or requirement to fund expenditure relating to the New Community North of Fareham has been met. Capital resources will also be supplemented with any non-specific windfall income received during the year.

THE REVENUE BUDGET

The Base Revenue Budget 2012/13

13. The net revenue budget for 2012/13 was £10,458,500, a reduction of £363,800 on the previous year, and as a result the council tax was frozen, which was below the annual rate of inflation for the eighth consecutive year.

The Revised Service Budget 2012/13

14. The Executive and the Committees considered the revised service budgets for 2012/13 in November and December 2012. The overall service budget is £304,000 less than the base budget for the year.

Other budgets, such as investment income, contributions to capital, etc. have increased by an equivalent amount, and the revised budget remains as £10,458,000.

15. The following table summarises the overall variation in service budgets with further information of how this is spread across portfolios in Appendix A:-

| | Base 2012/13 £000s | Revised 2012/13 £000s | Variations £000s |
|--------------------------------|-----------------------------------|--------------------------------------|-----------------------------|
| Service Expenditure | 45,869 | 47,601 | +1,732 |
| Service Income | -32,312 | -34,348 | -2,036 |
| Net Service Expenditure | 13,557 | 13,253 | -304 |
| Other Budgets | -3,099 | -2,795 | +304 |
| Total Budget | 10,458 | 10,458 | 0 |

THE SERVICE BUDGET 2013/14

Cost of Services

16. The Executive considered the draft 2013/14 revenue budget for each committee and portfolio on 3 December 2012.

Other Budgets

17. 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.
18. Capital Financing Costs: The proposed budget provides for a revenue contribution to capital of £2.0m, which includes a contribution of £500,000 towards future capital commitments. This also includes a share of the New Homes Bonus award in the year (£731,800).
19. Interest on Balances: The downturn in the economy and the uncertainty within the financial markets has had a significant adverse impact on the anticipated income earned on investments. The Council has taken numerous steps to protect its investment portfolio even further, by spreading risks, using highly rated commercial institutions or Government bodies and investing for short periods. Consequently, however, the rates of return are limited. The increase in the figures for the base budget for 2013/14 is due to an additional £300,000 received from the Housing Revenue Account for the borrowing as part of the HRA reforms.

20. Portchester Crematorium Contribution: This crematorium is one of the Council's earliest partnerships with three other Councils. Each year the crematorium contributes a share of any surplus to each Council and the Joint Committee have agreed that in 2013/14 the contribution will be £150,000 which is the same as the original budget for the current year.
21. The following table summarises the overall variations in the Council's net budget, with further information of how this is spread across portfolios in Appendix A:

| | Base 2012/13 £000s | Base 2013/14 £000s | Variations £000s |
|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------|
| Gross Service Expenditure | 45,869 | 42,577 | -3,292 |
| Gross Service Income | -32,312 | -29,847 | 2,465 |
| Net Service Expenditure | 13,557 | 12,730 | -827 |
| Other budgets | -3,099 | -3,055 | 44 |
| Total Budget | 10,458 | 9,675 | -783 |

22. Taking account of all revenue budget items, the overall budget for 2013/14 will be £9,675,200, which represents an overall decrease of £783,300 or 7.5%. Taking account of the anticipated change in the formula grant and the council tax base for 2013/14, this budget will allow the council tax to be set at the same level as in 2012/13.

SPENDING PRESSURES AND SERVICE EFFICIENCIES

23. The Finance Strategy explained that there are a number of very significant spending pressures facing the Council over the coming years. These pressures represent increasing costs that cannot be avoided (e.g. changes to rateable values on car parks, rising fuel and equipment maintenance costs, etc), reducing income from services and investments, and additional funding that is required in order to progress high corporate priority actions.
24. The proposed budget of £9,675,200 includes over £632,000 of extraordinary cost increases (or income reductions) and efficiencies have been implemented to offset these costs.

SPENDING RESERVE

25. 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 expenditure in 2012-13, this equates to £2,390,000 and the current balance in the reserve is £2,810,000, a surplus over the minimum balance of £420,000.

26. As part of the Medium Term Financial Strategy it was agreed to use some of the spending reserve surplus on one-off projects. These projects would focus on 4 themes; Implementing Efficiency Plans, Improving the Customer Experience, High Street Innovation and Invest to Save. Ideas for each project are still being developed but include the following:
27. Implementing Efficiency Plans: On 2nd April 2012, the Executive approved a series of efficiency proposals, amounting to £636,700. At the time, it was estimated that there were £217,000 of termination costs in relation to staff redundancies. The report explained that “in year” savings would meet this cost however, it also identified the need to possibly access the Spending Reserve if this could not be contained. A sum of £150,000 was therefore set aside to meet any shortfall in funding termination costs and to deliver the approved efficiency plan on time. Any draw down on the £150,000 will be determined at the end of the financial year.
28. Improving the Customer Experience: £100,000 was earmarked to invest in actions with a focus on making services more accessible to residents and re-designing services with the customer at the centre of the process. Examples that are being explored include
- Redesigning the Council website
 - Redesigning the layout of the ground floor
 - Increased use of Council Connect and outreach into the borough
 - 2013 Residents Survey
 - Customer services training
29. High Street Innovation: £100,000 was used to match fund an equivalent Government grant, to promote and extend the prosperity of the town centre. At the Executive on 3 December 2012 the Leader gave an update on the use of this funding. Further work will be undertaken with a view to a report being brought to the Executive early in 2013. Projects identified so far through the work undertaken with local businesses include;
- Town Centre Parking - including removal of some restrictions in Council car parks,
 - Improving signage around the town centre,
 - Streetscene improvements including new seating, cycle rack, market stalls
 - Improved information for visitors including a dedicated website for Fareham Town Centre
 - Encouraging new business through effective means of support
 - Development site and policies plans to facilitate more use of the Henry Cort area.
30. Invest To Save: £100,000 was also earmarked to identify opportunities where innovation, technology and investment can improve the efficiency of services and reduce overall costs. Ideas being investigated include:
- Proactive marketing of Economic Development and borough assets
 - Commercial Property Investment - A report detailing how this will work is also on this agenda

- Changes to Vehicle Fleet, using GPS & fuel efficiency devices
- ICT Opportunities - Use of wireless technology & mobile devices to deliver front line services
- Parking Machines - Improved payment methods for customers using car parks.

GOVERNMENT SUPPORT IN 2013/14

31. Currently, local councils receive their funding from 3 main sources: grants from central government; council tax; and other locally generated income such as fees and charges for services.
32. Under existing arrangements, business rates revenue is collected by local authorities but pooled nationally, to then be redistributed to Councils using a centrally determined formula. So while local authorities have a vital role to play in supporting the local economy there is little financial incentive to do so. There is also little or no financial risk at a local level associated with collecting rates.
33. From April 2013, business rates will be retained locally by the billing authority, and the Council will pay a proportion of the money collected to Hampshire County Council, Hampshire Fire and Rescue Authority and the Government. This will be based on a complex funding model, which has not yet been finalised. A large proportion of the risks and rewards will now be borne by local authorities, and any cash-flow risks will be borne in full by Fareham as the billing authority.
34. Some of the business rate growth can be retained by the Council and other preceptors. This "reward" could arise from improved collection rates, an increase in the number of non-domestic premises in the borough and revaluations. Equally, Councils must also bear the cost of any reduction in the money collected, which could arise from a reduced collection rate, business premises converting to residential or being removed from the rating list, from appeals and revaluations, etc.
35. The model represents a fundamental change in the way local government services are funded, and the risks associated with that funding.
36. It is not yet possible to quantify how much funding will be available for local services as the new regime has not been finalised, but an assumption has been made that approximately £3.9m of business rates and Government grant will be used to part-fund the budget, a reduction of approximately £250,000 compared to the current year. This funding should be clarified in readiness for the February budget report.
37. To arrive at this estimate, an estimate of the business rates baseline needs to be set. This is the first year in which such a calculation needs to be made, and it is proposed that in the same way that the council tax base is delegated to the Section 151 Officer to determine, the business rates baseline is also delegated. The baseline figure for 2013/14 will be reported for information to the February Executive.

38. The Government has also announced that there will be a one-off freeze grant available in 2013/14 for councils that keep their council tax either at or below the 2012/13 level. This grant equivalent to a 1% increase in council tax levels will enable council tax to remain low but it does mean that in order to keep spend at the same level there will be a need to reduce costs further due to 'lost' council tax income in future years.

NEW HOMES BONUS

39. On 1 October 2012 in approving the Finance Strategy, the Executive approved the following policy on the treatment of the New Homes Bonus income:

- *“Firstly, the award should be 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 should be 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; and*
 - *Projects that support or secure further housing delivery.*

40. *If assumptions for the reduction in Government funding are correct, then a top slice of any NHB award will be necessary to support continued service delivery. Any balance of the award for 2013/14 is likely to be required to fund expenditure relating to the New Community North of Fareham (NCNF).”*

41. In line with the policy, the £658,000 received in 2012/13 will be used for capital investment.

42. The provisional reward for 2013/14 is £1,092,700 and it is proposed that £731,800 of this will be used for capital investment, £281,000 used to offset reduced central government funding and £79,900 to fund expenditure relating to the NCNF. The NCNF element takes account of the Area Action Plan timetable of activities which was considered by the Executive in November, however work has commenced on two other issues of importance.

43. Firstly, work required to demonstrate how infrastructure to be provided can be funded has commenced. This is likely to be completed in the autumn of 2013, culminating in the production of a detailed Infrastructure Funding Strategy.

44. Secondly, as referenced elsewhere on this agenda, a design code for the new community will be produced. The Infrastructure Funding Strategy will be important supporting evidence to the Area Action Plan for the new community and both pieces of work will initially be funded from existing budgets.

45. External sources of funding will be sought to offset this additional cost, however if further use of New Homes Bonus is necessary to meet the later phases of the NCNF work programme, this will be reported as part of the revised budget process for 2013/14.

RISK ASSESSMENT

46. In considering the budget, there are a number of issues that need to be borne in mind, as set out below:-
47. The economic climate remains very uncertain, and has had a significant impact on certain services and budgets.
48. The Government continues to expect the public sector to achieve significant efficiencies, in 2013/14 and in future years due to changes in funding. The table below shows the funding changes for Fareham since 2009-10.

| Financial Year | Government Grant (RSG & NNDR) | £ Change | % Change |
|----------------|----------------------------------|-------------|----------|
| 2009/10 | £6,204,530 | | |
| 2010/11 | £6,235,553 | £31,023 | +0.5% |
| 2011/12 | £4,610,248 | -£1,625,305 | -26.1% |
| 2012/13 | £4,000,459 | -£609,789 | -13.2% |

49. Between October 2009 and October 2012 RPIX has increased by 13.8%.
50. To add to the funding reductions the Local Government Resource Review will shift the balance of risk away from Central Government to a local level with Councils bearing a large degree of the risk of fluctuations in business rates collected.
51. The Council Tax Support Scheme (CTSS) adds another significant financial risk onto local authorities as the benefit being paid will no longer be funded centrally. A report detailing the proposed scheme is also on this agenda, which explains that the financial risks facing the council could arise from an increase in the take up of support, and the Council's ability to collect the extra council tax which will be due.
52. The Executive has previously agreed that the balance on the spending reserve should equate to at least 5% of gross revenue expenditure which, for 2012/13, is £2,390,000. 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 but should not be reduced, especially at this time of significant uncertainty.
53. While the Council's capital resources are expected to exceed planned capital expenditure at the end of the programme period (by approximately £12.3m), 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.

THE COUNCIL TAX FOR 2013/14

54. If the proposed base budget is approved, the overall revenue budget for 2013/14 will be £9,675,200.
55. With government support of £3,904,000 and other funding of £110,126, the total amount to be raised from council taxpayers would be £5,661,074.
56. With the council tax base – the equivalent number of Band D properties – for 2013/14 being 40,373, this would give a council tax per Band D property for 2013/14 of £140.22, which is the same level of council that is charged in 2010/11 and 2011/12. This council tax freeze compares favourably to the current level of inflation of 3.1% (RPIX, October 2012).

ASSURANCE STATEMENT BY THE STATUTORY CHIEF FINANCIAL OFFICER

57. Section 25 of the Local Government Act 2003 states that when the Council sets a budget for the forthcoming financial year, the statutory Chief Financial Officer (CFO) must report to the authority on the robustness of the budgets and the adequacy of the financial reserves.
58. The CFO is able to confirm that the Council's co-ordinated finance strategy allows the availability of resources to finance both capital and revenue expenditure to be considered at the same time. It provides the necessary flexibility to allow resources to be allocated to both capital and revenue and this has enabled the delivery of balanced budgets for both capital and revenue.
59. The CFO can also confirm the robustness of the approved budgets and therefore major variations in expenditure and income are not anticipated. However, a risk assessment has been carried out to highlight the impact of possible variations in the level of expenditure and income and by maintaining the spending reserve at 5% of gross expenditure resources are in place to meet any likely variations that could not be met from within the Council's overall budget.

CONCLUSION

60. The Council's finances remain under significant pressure in the current year, and there is every indication that this situation will persist in the future not only from economic pressures but also from Central Government funding constraints.
61. Consequently, the budget setting process for 2013/14 has presented the same challenges that were experienced during the 2012/13 budget, but 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.
62. Taking new priority spending into account, the proposed revenue budget for 2013/14 will provide sufficient resources to deliver the Council's services and its priorities, and enable the council tax to be frozen for 2013/14, at current levels.

Reference Papers: None

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APPENDIX A

ACTUAL REVENUE BUDGET

| | Budget 2012/13 £ | Revised 2012/13 £ | Variation Base to Rev £ | Budget 2013/14 £ | Variation Base to base £ |
|---|------------------------|-------------------------|----------------------------------|------------------------|-----------------------------------|
| Committees | | | | | |
| Planning Committee | 713,700 | 730,400 | 16,700 | 669,000 | -44,700 |
| Licensing and Regulatory Affairs Committee | 503,900 | 479,600 | -24,300 | 395,800 | -108,100 |
| Executive - Portfolio Budgets | | | | | |
| - Leisure & Community | 1,688,500 | 1,791,500 | 103,000 | 1,681,800 | -6,700 |
| - Housing | 2,029,200 | 1,482,200 | -547,000 | 1,369,400 | -659,800 |
| - Strategic Planning and Environment | -752,300 | -326,300 | 426,000 | -234,100 | 518,200 |
| - Policy, Strategy and Finance | 2,147,000 | 2,210,500 | 63,500 | 2,131,000 | -16,000 |
| - Public Protection | 2,757,600 | 2,485,600 | 272,000 | 2,435,700 | -321,900 |
| - Streetscene | 4,470,000 | 4,400,000 | -70,000 | 4,281,600 | -188,400 |
| SERVICE BUDGETS | 13,557,600 | 13,253,500 | -304,100 | 12,730,200 | -827,400 |
| Capital Charges | -1,935,500 | -1,763,400 | 172,100 | -1,763,400 | 172,100 |
| Capital Financing Costs | | | | | |
| - Use of Housing Capital Receipts | -1,115,000 | -558,300 | 556,700 | -415,600 | 699,400 |
| - Direct Revenue Funding | 1,290,000 | 1,385,000 | 95,000 | 1,301,000 | 11,000 |
| - Direct Revenue Funding NHB | 658,000 | 658,000 | 0 | 731,800 | 73,800 |
| Interest on Balances | -591,000 | -874,500 | -283,500 | -874,500 | -283,500 |
| Portchester Crematorium | -150,000 | -150,000 | 0 | -150,000 | 0 |
| New Homes Bonus | -658,000 | -658,000 | 0 | -1,092,700 | -434,700 |
| Contribution to(+)/from(-) Reserves | -597,600 | -833,800 | -236,200 | -791,600 | -194,000 |
| OTHER BUDGETS | -3,099,100 | -2,795,000 | 304,100 | -3,055,000 | 44,100 |
| NET BUDGET | 10,458,500 | 10,458,500 | 0 | 9,675,200 | -783,300 |

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Report to the Executive for Decision 11 February 2013

| | |
|-----------------------------|--|
| Portfolio: | Policy, Strategy and Finance |
| Subject: | Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2013/14 |
| Report of: | Director of Finance and Resources |
| Strategy/Policy: | Finance Strategy |
| Corporate Objective: | A dynamic, prudent and progressive Council |

Purpose:

This report seeks final confirmation of the recommendations to Full Council, on 22 February 2013, in respect of the revenue budget, capital programme and council tax for 2013/14.

Executive summary:

On 7 January 2013, the Executive reviewed the Council's overall finance strategy and considered proposals relating to the capital programme, revenue budgets and the council tax for 2013/14. This report updates the Council's budgets to reflect the decisions taken on 7 January 2013.

There is one new capital scheme added to the capital programme for the years 2012/13 to 2016/17 which leaves a programme totalling to £22,903,000.

The revenue budget for 2013/14 will be £9,823,300. With Central Government support and retained business rates estimated to be £4,090,980 and the option of accepting additional council tax freeze grant for 2013/14 equating to £61,460 this brings the total funding to £4,152,440.

Taking these changes into consideration, the council tax for 2013/14 will be £140.22 per Band D property and would mean that Fareham's element of the Council Tax has remained unchanged for 5 years. This represents no increase from the council tax set for 2012/13, compares favourably to the current rate of inflation and complies with the Council's corporate objectives.

Recommendation:

That the following proposals be approved and recommended to the special meeting of the Council to be held on 22 February 2013:-

- (i) the capital programme and financing as amended in paragraphs 3-7 of £22,903,000;
- (ii) an overall revised revenue budget for 2012/13 of £10,458,500;
- (iii) a revenue budget for 2013/14 of £9,823,300; and

(iv) a council tax for Fareham Borough Council for 2013/14 of £140.22 per band D property, which represents no increase when compared to the current year.

Reason:

To allow the Full Council to approve the Council Tax for 2013/14

Cost of proposals:

Not Applicable.

Appendix A: Revenue Budget Summary 2012/13 and 2013/14

Background papers: None

DRAFT



Executive Briefing Paper

Date: 11 February 2013

Subject: Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2013/14

Briefing by: Director of Finance and Resources

Portfolio: Policy, Strategy and Finance

INTRODUCTION

1. On 7 January 2013 the Executive reviewed the Council’s overall finance strategy and considered proposals relating to:
 - The capital programme for 2012/13 to 2016/17;
 - The revised revenue budget for 2012/13;
 - The revenue budget for 2013/14; and
 - The council tax for 2013/14.
2. The purpose of this report is to update the Council’s spending plans to take account of the decisions taken by the Executive in relation to these various issues.

THE CAPITAL PROGRAMME 2012/13 TO 2016/17

3. At the meeting on 7 January 2013 the Executive approved a report detailing the Commercial Property Investment Acquisition Strategy and agreed an initial capital investment of £3million towards this strategy.
4. Taking this into account, the capital programme for the period 2012/13 to 2016/17 of £22,903,000 is as shown in the following tables:

| | £000s |
|----------------------------|---------------|
| Public Protection | 329 |
| Streetscene | 67 |
| Leisure & Community | 7,136 |
| Housing | 6,672 |
| Planning & Environment | 1,200 |
| Policy, Strategy & Finance | 7,499 |
| TOTAL | 22,903 |

| | £000s |
|--------------|---------------|
| 2012/13 | 5,939 |
| 2013/14 | 3,081 |
| 2014/15 | 3,240 |
| 2015/16 | 1,777 |
| 2016/17 | 1,611 |
| Unallocated | 7,255 |
| TOTAL | 22,903 |

5. It is anticipated that the programme will be financed from the following sources:

| | £000s |
|----------------------------------|---------------|
| Capital Receipts | 7,168 |
| RTB receipts for housing schemes | 5,090 |
| Capital Fund Account | 4,021 |
| External Contributions | 3,867 |
| Major Repairs & Renewals Reserve | 1,648 |
| Matched Funding reserve | 337 |
| TOTAL | 22,131 |

6. In addition, the following resources are anticipated to be available between 2012/13 and 2016/17:

| | £000s |
|---|---------------|
| Revenue Contribution to Capital schemes | 4,862 |
| Contribution to Capital Fund | 2,500 |
| Government Grants | 1,326 |
| External Contributions | 1,131 |
| Capital Receipts | 200 |
| TOTAL | 10,019 |

7. The programme and projected resources indicate that, as at 31 March 2017, there will be a surplus of capital resources of £9,247,000.
8. Importantly, the surplus assumes an estimate of future capital receipts as well as continued revenue contributions towards capital investment, totalling nearly £10m. In the event that these resources do not materialise, the surplus will be significantly reduced.
9. 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.
10. Spending pressures in this respect include repair and refurbishment or replacement works to Council assets (for example, community centres, car parks, sports pavilions and changing accommodation) that have yet to be added to the capital programme.

SPENDING RESERVE

11. The spending reserve currently stands at £2,390,000 which is 5% of gross expenditure for 2012/13 which represents the minimum required balance as set out in the approved Medium Term Finance Strategy.

REVISED BUDGET 2012/13

12. In January, the Executive considered in detail the revised budget for 2012/13, which totalled £10,458,500 and is no change when compared to the base budget for the year.

SERVICE BUDGETS 2013/14

13. The following paragraphs of this report indicate the changes to the service budgets resulting from the decisions of the Executive on 7 January 2013.

Planning Committee

14. There were no changes to this committee which confirms the budget total as £669,000.

Licensing and Regulatory Affairs Committee

15. No changes were made to this Committee's budget, confirming the total as £395,800.

Leisure & Community Portfolio

16. No changes were made to the portfolio budget, which is now confirmed to be £1,681,800.

Housing Portfolio

17. No changes were made to this Committee's budget, confirming the total as £1,369,400.

Strategic Planning and Environment Portfolio

18. There were no changes made to the portfolio budget, which is now confirmed to be -£234,100.

Policy, Strategy and Finance Portfolio

19. At the Executive meeting in January the agreed changes to the Council Tax Support Scheme which has resulted in reducing the hardship funding by £18,000. This means the hardship fund will now be £82,000.

20. As a result of this change the total budget for this portfolio will now be confirmed as £2,113,000.

Public Protection Portfolio

21. There were no changes made to the portfolio budget, which is now confirmed to be £2,435,700.

Streetscene Portfolio

22. There were no changes made to the portfolio budget, which is now confirmed to

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be £4,281,600.

OTHER BUDGETS 2013/14

23. Since the January Executive further information has been released regarding Central Government Support. As a result of this, more of the New Homes Bonus award in 2013/14 will be available to support investment in capital schemes and other projects.
24. As a result of this change the Other Budgets total will be -£2,888,900.

THE OVERALL BUDGET POSITION FOR 2013/14

25. Taking account of the various changes referred to in the preceding paragraphs, the overall total budget for 2013/14, detailed in Appendix A, is confirmed as £9,823,300. This total is £635,200 below the base budget for 2012/13 of £10,458,500.

GOVERNMENT SUPPORT

26. The amount of government support that the Council expects to receive in 2013/14 is summarised in the following table:

| | 2012-13 | 2013-14 |
|--|------------------|------------------|
| | £ | £ |
| Core Funding | 4,000,458 | 3,498,055 |
| Individual grants now included in core funding (council tax support and homelessness prevention) | n/a | 442,903 |
| Council Tax Freeze Grant (2011/12) | 150,022 | 150,022 |
| TOTAL | 4,150,480 | 4,090,980 |

27. This finance settlement core funding represents a cash reduction of 12.6% when compared to 2012/13.
28. The grant includes “damping” protection of £585,000, which is a mechanism used to smooth out large fluctuations in funding when the formula for distributing funding is changed. Without this damping protection, the grant for the Council would reduce by over £1m and this increases financial risk faced by the Council in future years as, historically, the damping mechanism is usually phased out over a period of time when the Governments model is amended year to year.
29. It is therefore imperative that the Council continues to identify and secure cash-releasing efficiencies each year in order to maintain the high level of service currently provided and continue to achieve its high corporate priority of council tax increases at or below the rate of inflation.

COUNCIL TAX AND NATIONAL NON-DOMETIC RATE BASE

30. The revised council tax base for 2012/13 is 43,465 Band D equivalent properties

which is the same as the original estimate.

31. The council tax base for 2013/14 is 40,244 Band D equivalent properties.
32. The reduction shown between the two financial years is due to the changes in Council Tax Support Scheme which is calculated in the Council Tax Base rather than being part of the service budgets (which was the case for Council Tax Benefit).
33. The net rate yield from National Non-Domestic Rates for 2013/14 (before Transitional arrangements) is £37,889,240.

COUNCIL TAX FOR 2013/14

34. With a net budget for 2013/14 of £9,823,300 and government support of £4,152,440 (including the option of additional freeze grant for 2013/14 of £61,460), the Executive is able to recommend no council tax increase for 2013/14, as compared to the current rate of inflation of 2.9% (this is the published RPIX inflation rate for November 2012). This is shown in the following table:

| | Base Budget 2012/13 | Base Budget 2013/14 | Variation |
|--|----------------------------|----------------------------|------------------|
| | £ | £ | £ |
| Total Budget | 10,458,500 | 9,823,300 | -635,200 |
| Less: | | | |
| Government Support | 4,150,480 | 4,090,980 | -59,500 |
| Use of Collection Fund surplus | 60,991 | 27,846 | -33,145 |
| Council Tax Freeze Grant | 152,367 | 61,460 | -90,907 |
| Total due from Council Tax Payers | 6,094,662 | 5,643,014 | -451,648 |
| Council Tax base | 43,465 | 40,244 | |
| Council Tax | £140.22 | £140.22 | |
| Cash Increase | + £0.00 | + £0.00 | |
| Percentage Increase | + 0.00% | + 0.00% | |

ASSURANCE STATEMENT BY THE CHIEF FINANCIAL OFFICER (CFO)

35. Section 25 of the Local Government Act 2003 states that when the Council sets a budget for the forthcoming financial year, the CFO must report to the authority on the robustness of the budgets and the adequacy of the financial reserves.
36. The CFO is able to confirm that the Council's co-ordinated finance strategy allows the availability of resources to finance both capital and revenue expenditure to be considered at the same time. It provides the necessary flexibility to allow resources to be allocated to both capital and revenue and this has enabled the delivery of balanced budgets for both capital and revenue.

37. The CFO can also confirm the robustness of the approved budgets and therefore major variations in expenditure and income are not anticipated. However a risk assessment has been carried out to highlight the impact of possible variations in the level of expenditure and income and by maintaining the spending reserve at a minimum of 5% of gross expenditure, resources should be in place to meet any variations that cannot be met from within the Council's overall budget.

RISK ASSESSMENT

38. While all spending plans can be met from within existing resources, growing financial pressures increase the risk that spending plans exceed desirable levels.
39. Also, the budget reflects the implications of the changing economic situation. However, these changes will continue to affect the Council's finances. It is therefore very important to retain sufficient balances to cater for the unexpected in these uncertain times.
40. Where opportunities exist to increase income sources for the Council, and plans are well advanced, these have been incorporated into the budget.
41. Finally, the largest risk in the budget setting remains changes to Central Government Funding and reliance on government policy keeping damping measures in place.

CONCLUSION

42. In making a recommendation to full Council on the council tax for 2013/14, the Executive has evaluated the Council's overall financial position in relation to existing commitments, the level of resources and the projected financial position in the future; not just the overall budget position for next year.

Reference Papers: None

APPENDIX A

Consolidated General Fund Revenue Budget 2012/13 (revised) and Proposed Budget 2013/14

| | Budget 2012/13 £ | Revised 2012/13 £ | Variation £ | Budget 2013/14 £ | Variation £ |
|---|---------------------------------|----------------------------------|------------------------|---------------------------------|------------------------|
| Committees | | | | | |
| Planning Committee | 713,700 | 730,400 | 16,700 | 669,000 | -44,700 |
| Licensing & Regulatory Affairs Committee | 503,900 | 479,600 | -24,300 | 395,800 | -108,100 |
| Executive - Portfolio Budgets | | | | | |
| - Leisure & Community | 1,688,500 | 1,791,500 | 103,000 | 1,681,800 | -6,700 |
| - Housing | 2,029,200 | 1,482,200 | -547,000 | 1,369,400 | -659,800 |
| - Strategic Planning & Environment | -752,300 | -326,300 | 426,000 | -234,100 | 518,200 |
| - Policy, Strategy & Finance | 2,147,000 | 2,210,500 | 63,500 | 2,113,000 | -34,000 |
| - Public Protection | 2,757,600 | 2,485,600 | -272,000 | 2,435,700 | -321,900 |
| - Streetscene | 4,470,000 | 4,400,000 | -70,000 | 4,281,600 | -188,400 |
| SERVICE BUDGETS | 13,557,600 | 13,253,500 | -304,100 | 12,712,200 | -845,400 |
| Capital Charges | -1,935,500 | -1,763,400 | 172,100 | -1,763,400 | 172,100 |
| Capital Financing Costs | | | | | |
| - Use of Housing Capital Receipts | -1,115,000 | -558,300 | 556,700 | -415,600 | 699,400 |
| - Direct Revenue Funding | 1,290,000 | 1,385,000 | 95,000 | 1,301,000 | 11,000 |
| - Direct Revenue Funding NHB | 658,000 | 658,000 | 0 | 897,300 | 239,900 |
| Interest on Balances | -591,000 | -874,500 | -283,500 | -874,500 | -283,500 |
| FRS17 Adjustment | 0 | 0 | 0 | 0 | 0 |
| Portchester Crematorium | -150,000 | -150,000 | 0 | -150,000 | 0 |
| New Homes Bonus | -658,000 | -658,000 | 0 | -1,092,700 | -434,700 |
| Contribution to(+)/from(-) Reserves | -597,600 | -833,800 | -236,200 | -791,600 | -194,000 |
| OTHER BUDGETS | -3,099,100 | -2,795,000 | 304,100 | -2,888,900 | 210,200 |
| BUDGET TOTAL | 10,458,500 | 10,458,500 | | 9,823,300 | -635,200 |
| NET BUDGET | 10,458,500 | 10,458,500 | | 9,823,300 | -635,200 |

COUNCIL TAX 2013/14

| | Budget 2012/13 £ | Budget 2013/14 £ |
|--|---------------------------------|---------------------------------|
| NET BUDGET | 10,458,500 | 9,823,300 |
| EXTERNAL SUPPORT | | |
| Non-Domestic Rates | 4,071,554 | 1,558,458 |
| Revenue Support Grant | 78,926 | 2,532,522 |
| Council Tax Freeze Grant | 152,367 | 61,460 |
| | <u>4,302,847</u> | <u>4,152,440</u> |
| USE OF COLLECTION FUND BALANCE | 60,991 | 27,846 |
| NET AMOUNT DUE FROM COUNCIL TAX PAYERS | 6,094,662 | 5,643,014 |
| COUNCIL TAX BASE | 43,465 | 40,244 |
| COUNCIL TAX PER BAND D PROPERTY (ROUNDED) | £140.22 | £140.22 |
| CASH INCREASE | £0.00 | £0.00 |
| PERCENTAGE INCREASE | 0.00% | 0.00% |



Report to Scrutiny Board

Date: **23 January 2013**

Report of: **Director of Finance and Resources**

Subject: **HOUSING REVENUE ACCOUNT BUDGET AND CAPITAL PLANS
2013/14**

SUMMARY

The Scrutiny Board is asked to consider and review the Executive's proposals for the Housing Revenue Account budget and capital plans for 2013/14. The report was considered by the Housing Tenancy Board on 21 January 2013.

Background Papers:

None.

Reference Papers:

None.

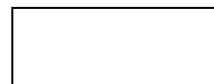
Enquiries:

For further information on this report please contact Kevin Golledge (Ext 4331).

APPENDICES

Appendix A Report to Executive meeting on 11 February 2013 - HRA Budget and Capital Programme 2013/14

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Report to the Executive for Decision 11 February 2013

| | |
|-------------------------|--|
| Portfolio: | Policy, Strategy and Finance |
| Subject: | Housing Revenue Account Spending Plans, including the Capital Programme for 2013/14 |
| Report of: | Director of Finance and Resources |
| Strategy/Policy: | Housing Strategy |
| Corporate | A balanced housing market |
| Objective: | |

Purpose:

This report seeks Executive endorsement for the revised budget for 2012/13, the base budget, rent increases and fees and charges for 2013/14 and the capital programme and it's financing for the years 2012/13 to 2016/17.

Executive summary:

The Executive recommended and the Council approved, in February 2012, the base budget and rent increase for 2012/13, for Housing Revenue Account services.

This report sets out the Housing Revenue Account revised budget for 2012/13 and base budget for 2013/14 along with the capital programme and it's financing for the years 2012/13 to 2016/17. The report examines the issues affecting the Housing Revenue Account, including changes to housing benefit and the rent increase with effect from 1 April 2013.

The Government introduced a system of rent setting, common to local authorities and registered providers, based on relative property values and local earnings levels. The first stage of the restructuring was introduced in 2003/04, and there was, initially, a ten year period from April 2002 for convergence between local authorities and registered social landlords to be achieved. The period to converge rents is reviewed every year and they are now set to converge in 2015/16.

Council budgets are susceptible to changes in the level of expenditure and income caused by factors outside the Council's control. A risk assessment has been carried out to indicate the effect on housing balances of changes in the level of expenditure and income. This can be used to estimate the account balances needed to provide a prudent level of reserves and a working balance.

Recommendation:

- (a) individual rent increases in line with the rent restructuring model, be approved for Council dwellings with effect from 1 April 2013;
- (b) rents for Council garages be increased by 5% with effect from 1 April 2013;
- (c) discretionary fees and charges be increased to provide a minimum increase of 5% with effect from 1 April 2013;
- (d) the revised budget for 2012/13 be approved;
- (e) the base budget for 2013/14 be approved;
- (f) the capital programme and financing for 2012/13 to 2016/17 be approved; and
- (g) annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the date of maturity of each loan.

Reason:

There is a legal requirement to set a budget for the Housing Revenue Account and also to set rent increases which will achieve rent restructuring and convergence over a period prescribed by Central Government.

Cost of proposals:

As detailed in the report.

Appendices:

- A:** Capital Programme and Financing
- B:** Housing Revenue Account Budget
- C:** Housing Repairs Account
- D:** Examples of Rent
- E:** Fees and Charges
- F:** Graph of Balances

Background papers:

Reference papers:

- (a) Executive 6 February 2012 - Housing Revenue Account Spending Plans including the Capital Programme 2012/13
- (b) Executive 16 July 2012 - Actual Housing Revenue Account Expenditure and Financing 2011/12
- (c) Executive 1 October 2012 - Annual Review of the Council's Finance Strategy

Executive Briefing Paper

Date: 11 February 2013

Subject: Housing Revenue Account Spending Plans, including the Capital Programme for 2013/14

Briefing by: Director of Finance and Resources

Portfolio: Policy, Strategy and Finance

INTRODUCTION

1. This report brings together the revenue and capital spending plans for 2012/13 and 2013/14. On 1 October 2012, the Executive approved the Council's Finance Strategy for 2013/14 and later years. The budget guidelines contained with the Strategy have been used as a basis for the Housing Revenue Account (HRA) spending plans.

CAPITAL PROGRAMME - APPENDIX A

2. The five year capital programme has been updated and is summarised in the following table. More details of the capital schemes and its financing can be found in Appendix A.

| Year | £'000 |
|--------------|----------------------|
| 2012/13 | 2,326 |
| 2013/14 | 5,333 |
| 2014/15 | 9,288 |
| 2015/16 | 1,782 |
| 2016/17 | 1,774 |
| Total | <u><u>20,503</u></u> |

3. The financing of the capital programme is mainly from the Major Repairs Reserve (MRR), external grants, Capital Fund and Revenue Contributions to Capital (RCCO). The major schemes in 2013/14 and 2014/15 are the new Collingwood House and potential purchase of a sheltered scheme at Coldeast.

REVENUE BUDGETS

4. The following tables summarise the base and revised budgets for 2012/13 and the base budget for 2013/14, the Housing Revenue Account and Housing Repairs Account. Further information can be found in Appendices B and C.

| | Base Budget 2012/13 £000s | Revised Budget 2012/13 £000s | Base Budget 2013/14 £000s |
|--|--|---|--|
| HOUSING REVENUE ACCOUNT | | | |
| Income from service | -11,213 | -11,230 | -11,426 |
| Expenditure on service | 7,075 | 7,479 | 7,102 |
| Net cost of service | -4,138 | -3,751 | -4,324 |
| Interest and premiums | 1,797 | 1,807 | 1,708 |
| Revenue contribution to capital expenditure etc. (Surplus) / deficit | 2,116 -225 | 2,164 220 | 2,885 269 |
| Opening Balance | -5,278 | -4,813 | -4,593 |
| Closing Balance | -5,503 | -4,593 | -4,324 |
| | | | |
| | Base Budget 2012/13 £000s | Revised Budget 2012/13 £000s | Base Budget 2013/14 £000s |
| HOUSING REPAIRS ACCOUNT | | | |
| Income | -1,677 | -2,012 | -1,680 |
| Expenditure (Surplus) / deficit | 1,677 0 | 2,012 0 | 1,680 0 |
| Opening balance | -1,800 | -1,800 | -1,800 |
| Closing balance | -1,800 | -1,800 | -1,800 |
| Overall closing balance | -7,303 | -6,393 | -6,124 |
| Properties at 31 March | 2,403 | 2,403 | 2,368 |
| Average balance per property £'s | £3,039 | £2,660 | £2,586 |

5. The HRA budget for 2013/14 includes a further transfer of £2,164,000 into the Capital Fund that was set up in 2012/13 for the purpose of repaying debt and for reinvesting in existing or new stock.
6. The revised budget for 2012/13 includes expenditure for work not completed in 2011/12 of £272,000. This was for Disabled Modifications, External Decorations, Gas Servicing, Pre-Decoration Repairs and Asbestos Survey.
7. It is our intention to continue to maintain a fixed end of year balance on the Repairs Account of £1,800,000. This provides sufficient funds to pay for any unexpected repairs and to protect the HRA from fluctuations in the level of repairs.

8. A graph depicting in-year surpluses/deficits, balances of debt and reserves over a time period of 30 years can be viewed in Appendix F.

RENT CONVERGENCE AND INCREASES - APPENDIX D

9. Rents are set in line with the Government's rent setting policy which was used in calculating the level of debt that was taken on in 2011/12 to leave the Housing Revenue Account Subsidy System. The target date for convergence with housing association rent remains at 2015/16. A limit is set for individual property increases of Retail Price Index (RPI) - as at end September each year - + 0.5% plus £2. Applying this, results in an average rent increase for tenants of 4.23% (£3.42 per week average increase). Housing benefit will cover this increase for around 64% of tenants. Appendix D shows examples of the proposed new rents.
10. April 2013 sees a change to housing benefit that will affect tenants who are under-occupying their property. For a household that is under-occupying by one bed, they will see a reduction in their housing benefit of 14%. For a household that is under-occupying by 2 or more bedrooms, they will see a reduction of 25%.
11. 1,529 tenants receive housing benefit, of which 122 are under-occupying. 110 will be affected by a 14% reduction in benefit and 12 by 25%. In anticipation of an increase of bad and doubtful debts, the bad debt provision is being increased to 2%.
12. Rents for Council garages are not covered by rent restructuring. The number of garages which are not let is stable year on year. It is proposed that garage rents for 2013/14 increase by 5%.

FEES AND CHARGES - APPENDIX E

13. The current fees and charges for the HRA and the proposed charges for 2013/14 are set out in Appendix E. The proposed discretionary fees have been increased wherever possible to achieve a minimum 5% increase in income except for Guest Rooms where an increase of 51% is suggested.
14. The statutory charge is subject to the control and advice of Government. The current level of charge has been set at the maximum allowed.

RISK ASSESSMENT

15. Council budgets are susceptible to changes in the level of expenditure and income caused by factors both outside and within the Council's control. A risk assessment has been carried out to indicate the effect on balances of changes in the level of expenditure and income. This can be used to estimate the account balances needed to provide a prudent level of reserves and working balance.
16. Factors taken into account include revenue repairs which tend to be demand led and include emergency repairs not included in the budgeted provision and not covered by insurance; potential future problems such as those related to asbestos, contaminated land, PRC construction (pre-cast reinforced concrete), fire risks, access, and legionella, which would lead to an increased capital

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programme; fluctuations in interest rates and uncertainty over the Supporting People funding to provide support for people receiving the sheltered housing service.

17. The table below gives examples of changes in the level of resources and expenditure that could occur in the future as a result of events outside and within the Council's control and which need to be taken into account when considering how much money should be held in reserves. It is very unlikely that all these things would happen at the same time.

| Examples of potential changes in level of resources or expenditure | Effect on expenditure £'000s | Effect on income £'000s |
|---|---|------------------------------------|
| 10% increase in revenue repairs | +£100 | |
| 20% increase in cyclical repairs | +£90 | |
| Loss of income if void rate rises to 2.5% | | -£258 |
| Loss if income if bad debts increase to 5% | | -£310 |
| Increase from 4 to 10 RTBs per annum - income | | -£26 |
| Increase to 10 RTBs per annum - response repairs | -£3 | |

18. The above list of potential risks indicates that it is essential to preserve the account balances held now for the HRA and the Repairs Account. Reserves are held so that we can:

- continue to manage and maintain homes;
- improve and redevelop estates;
- cover any unexpected expenditure;
- take advantage of new opportunities to meet housing needs;
- repay debt; and
- meet the challenges of any change to Decent Homes Standard

CONCLUSION

19. The Executive is asked to approve the following recommendations to Full Council:
- (a) individual rent increases in line with the rent restructuring model, be approved for Council dwellings with effect from 1 April 2013;
 - (b) rents for Council garages be increased by 5% with effect from 1 April 2013;
 - (c) discretionary fees and charges be increased to provide a minimum increase of 5% with effect from 1 April 2013;

- (d) the revised budget for 2012/13 be approved;
- (e) the base budget for 2013/14 be approved;
- (f) the capital programme and financing for 2012/13 to 2016/17 be approved; and
- (g) annual budgets and assumptions are set with the aim of ensuring sufficient surpluses are held to repay debt on the date of maturity of each loan.

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APPENDIX A

| | 2012/13 £'000 | 2013/14 £'000 | 2014/15 £'000 | 2015/16 £'000 | 2016/17 £'000 |
|---|------------------|------------------|------------------|------------------|------------------|
| CAPITAL PROGRAMME AND FINANCING | | | | | |
| Improvement Work | | | | | |
| Tenants Modernisations | 950 | 950 | | | |
| Electric Upgrading | 200 | 200 | | | |
| Security Doors | 0 | 50 | | | |
| Communal Lifts | 0 | 0 | | | |
| Other Communal Works | 80 | 50 | | | |
| | 1,230 | 1,250 | 0 | 0 | 0 |
| Energy Conservation | | | | | |
| Central Heating and Boiler | 380 | 368 | | | |
| Windows and Doors Replacement | 200 | 350 | | | |
| | 580 | 718 | 0 | 0 | 0 |
| Environmental Works | | | | | |
| Recycling Bin Stores | 0 | 30 | | | |
| External Works | 30 | 50 | | | |
| | 30 | 80 | 0 | 0 | 0 |
| Capitalised Repairs / Renewals | | | | | |
| Re-roofing | 3 | 20 | | | |
| Structural Repairs | 1 | 150 | | | |
| TV Systems | 70 | 0 | | | |
| Drain Replacement | 6 | 20 | | | |
| Mobility Scooter Storage | 15 | 20 | | | |
| | 95 | 210 | 0 | 0 | 0 |
| New Builds | 113 | 0 | 0 | 0 | 0 |
| Upgrade of Orchard/Housing Management System | 50 | 0 | 0 | 0 | 0 |
| New & Redeveloped Sheltered Schemes | 228 | 3,075 | 7,635 | 70 | 0 |
| TOTAL PROGRAMME | 2,326 | 5,333 | 7,635 | 70 | 0 |
| Total resources still to be allocated | | | 1,653 | 1,712 | 1,774 |
| TOTAL | 2,326 | 5,333 | 9,288 | 1,782 | 1,774 |

| CAPITAL PROGRAMME AND FINANCING | 2012/13 £'000 | 2013/14 £'000 | 2014/15 £'000 | 2015/16 £'000 | 2016/17 £'000 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| FINANCED BY: | | | | | |
| Major Repairs Reserve | 2,213 | 3,986 | 4,073 | 1,782 | 1,774 |
| Revenue contribution from HRA | | 722 | 3,051 | | |
| Grants and Contributions | | | | | |
| Social Housing Grant | | 625 | | | |
| Capital Receipts | 113 | | | | |
| Capital Fund | | | 2,164 | | |
| Total Financing | 2,326 | 5,333 | 9,288 | 1,782 | 1,774 |

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APPENDIX B

| <u>HOUSING REVENUE ACCOUNT</u> | Actual 2011/12 | Base 2012/13 | Revised 2012/13 | Base 2013/14 |
|--|---------------------------|-------------------------|----------------------------|-------------------------|
| | £000s | £000s | £000s | £000s |
| Income | | | | |
| Rents - Dwellings | -9,388 | -10,050 | -10,105 | -10,320 |
| Rents - Garages | -221 | -220 | -214 | -224 |
| Rents - Other | -18 | -17 | -18 | -18 |
| Service Charges (Wardens, extra assistance, heating) | -276 | -276 | -242 | -240 |
| Cleaning | -121 | -134 | -119 | -108 |
| Grounds Maintenance | -69 | -74 | -73 | -75 |
| Other Fees and Charges | -14 | -16 | -24 | -21 |
| Leaseholder Service Charges | -65 | -66 | -65 | -65 |
| Grants receivable | -415 | -360 | -370 | -354 |
| | -10,586 | -11,213 | -11,230 | -11,426 |
| Expenditure | | | | |
| General Administrative Expenses | 1,447 | 1,730 | 1,657 | 1,488 |
| Corporate & Democratic Core | 58 | 61 | 61 | 61 |
| Corporate Management | 113 | 86 | 87 | 87 |
| Unapportioned Overhead | 2 | 10 | 0 | 0 |
| Communal Heating Services | 73 | 63 | 78 | 70 |
| Communal Lighting | 31 | 37 | 38 | 38 |
| Rents, Rates & Other Taxes | 50 | 44 | 52 | 47 |
| Communal Cleaning | 139 | 151 | 143 | 140 |
| Grounds Maintenance | 232 | 201 | 190 | 188 |
| Sheltered Housing Service | 595 | 603 | 606 | 601 |
| Fire & Refuse | 17 | 50 | 45 | 50 |
| Insurance Liability Provision | -9 | 0 | 0 | 0 |
| Sub-total of management costs | 2,748 | 3,036 | 2,957 | 2,770 |
| Contribution to Repairs Account | 2,604 | 1,617 | 1,971 | 1,620 |
| Bad Debts Provision | -28 | 131 | 14 | 206 |
| Bad Debts Written off | 124 | 0 | 0 | 0 |
| Depreciation | 1,880 | 2,324 | 2,494 | 2,456 |
| Reversal of Depreciation greater than MRA | -64 | -64 | 0 | 0 |
| Debt Management Expenses | 47 | 32 | 47 | 47 |
| Holiday Accruals | -12 | 0 | 0 | 0 |
| Negative Subsidy payable to Government | 3,032 | 0 | -4 | 0 |
| | 10,330 | 7,075 | 7,479 | 7,099 |
| Net income from service | -256 | -4,138 | -3,751 | -4,327 |

| | Actual 2011/12 | Base 2012/13 | Revised 2012/13 | Base 2013/14 |
|--|---------------------------|-------------------------|----------------------------|-------------------------|
| Net income from service | -256 | -4,138 | -3,751 | -4,327 |
| Interest Payable | 42 | 1,836 | 1,871 | 1,870 |
| Premium on Debt Redemption | 168 | 99 | 99 | 0 |
| Interest earned on internal balances | -125 | -138 | -163 | -163 |
| Net operating income | -170 | -2,341 | -1,944 | -2,620 |
| Revenue contribution to capital | 0 | 0 | 0 | 725 |
| Pension Interest Cost & Return on Assets | 20 | | | |
| Movement on Pension Reserve | 29 | | | |
| Transfer to Capital Fund | | 2,164 | 2,164 | 2,164 |
| Pension Reserve Contributions | -47 | -48 | 0 | 0 |
| (Surplus)/Deficit for year | -167 | -225 | 220 | 269 |
| Housing Revenue Account balance | | | | |
| Balance brought forward | -4,646 | -5,278 | -4,813 | -4,593 |
| Surplus/(Deficit) for year | -167 | -225 | 220 | 269 |
| Balance carried forward | -4,813 | -5,503 | -4,593 | -4,323 |

| HOUSING REVENUE ACCOUNT EXPENDITURE DETAIL | Actual 2011/12 | Base 2012/13 | Revised 2012/13 | Base 2013/14 |
|---|---------------------------|-------------------------|----------------------------|-------------------------|
| | £000s | £000s | £000s | £000s |
| General Administrative Expenses | | | | |
| Corporate & Democratic Core | 58 | 61 | 61 | 61 |
| Corporate Management | 113 | 86 | 87 | 87 |
| Unapportioned Overhead | 2 | 10 | 0 | 0 |
| Employees | 720 | 751 | 771 | 741 |
| Premises | 92 | 87 | 101 | 96 |
| Transport-related expenditure | 0 | 0 | 7 | 7 |
| Supplies and Services | 81 | 297 | 225 | 94 |
| Contract Services | 38 | 79 | 38 | 38 |
| Internal Support | 521 | 517 | 518 | 519 |
| Income | -5 | -2 | -3 | -3 |
| | 1,620 | 1,886 | 1,805 | 1,639 |
| Communal Heating Services | | | | |
| Premises | 73 | 63 | 78 | 70 |
| | 73 | 63 | 78 | 70 |
| Communal Lighting | | | | |
| Premises | 31 | 37 | 38 | 38 |
| | 31 | 37 | 38 | 38 |
| Communal Cleaning | | | | |
| Employees | 36 | 37 | 40 | 41 |
| Premises | 101 | 112 | 101 | 97 |
| Internal Support | 2 | 2 | 2 | 2 |
| DSO Surplus | 0 | 0 | 0 | 0 |
| | 139 | 151 | 143 | 140 |
| Grounds Maintenance | | | | |
| Employees | 12 | 15 | 17 | 14 |
| Premises | 186 | 160 | 148 | 148 |
| Supplies and Services | 1 | 0 | 0 | 0 |
| Internal Support | 33 | 26 | 26 | 26 |
| | 233 | 201 | 191 | 188 |
| Sheltered Housing Service | | | | |
| Employees | 511 | 520 | 510 | 512 |
| Premises | 50 | 48 | 49 | 46 |
| Transport | 0 | 0 | 8 | 8 |
| Supplies and Services | 17 | 17 | 20 | 20 |
| Internal Support | 18 | 19 | 19 | 16 |
| | 595 | 603 | 606 | 601 |
| Other Communal Services | | | | |
| Premises | 34 | 31 | 35 | 31 |
| Supplies and Services | 16 | 14 | 17 | 17 |
| Internal Support | 0 | 0 | 0 | 0 |
| Fire & Refuse -Premises | 17 | 50 | 45 | 50 |
| Insurance Liability Provision | -9 | 0 | 0 | 0 |
| | 57 | 94 | 97 | 97 |

APPENDIX C

| HOUSING REPAIRS ACCOUNT | Actual | Base | Revised | Base |
|--|----------------|----------------|----------------|----------------|
| Expenditure | 2011/12 | 2012/13 | 2012/13 | 2013/14 |
| Day to Day | £000s | £000s | £000s | £000s |
| Internal decorating | 57 | 65 | 46 | 65 |
| General repairs | 635 | 574 | 574 | 574 |
| Other Services - Surveys | 35 | 0 | 0 | 0 |
| External works | 119 | 160 | 160 | 160 |
| Ancillary & miscellaneous | 44 | 73 | 197 | 73 |
| Works to garages | 18 | 21 | 34 | 21 |
| Non rechargeable work to void properties | 146 | 103 | 103 | 103 |
| Total day to day | 1,055 | 996 | 1,114 | 996 |
| Schemes previously in the capital programme | | | | |
| Repairs | 1,192 | 222 | 343 | 222 |
| Total from capital programme | 1,192 | 222 | 343 | 222 |
| Cyclical repairs | | | | |
| External decorating | 54 | 108 | 162 | 108 |
| Gas service & associated repairs | 222 | 250 | 278 | 250 |
| Lift servicing | 29 | 30 | 30 | 30 |
| Pre decorating repairs | 3 | 14 | 25 | 14 |
| Emergency lighting | 49 | 48 | 48 | 48 |
| Total cyclical | 357 | 450 | 543 | 450 |
| Administration | | | | |
| Supplies & services | 16 | 10 | 9 | 9 |
| Legal Services | 2 | 0 | 4 | 4 |
| Bad Debt Provision | 74 | 0 | 0 | 0 |
| | 91 | 10 | 12 | 12 |
| Total expenditure | 2,695 | 1,677 | 2,012 | 1,680 |
| Income | | | | |
| Contribution from HRA | -2,604 | -1,617 | -1,971 | -1,620 |
| DSO Surplus | -55 | 0 | 0 | 0 |
| Fees & charges | -54 | -60 | -41 | -60 |
| Total income | -2,713 | -1,677 | -2,012 | -1,680 |
| Balance brought forward | -1,800 | -1,800 | -1,800 | -1,800 |
| Surplus/Deficit(-) for year | -19 | 0 | 0 | 0 |
| Tfr to Leaseholder Reserve | 19 | | | |
| Balance carried forward | -1,800 | -1,800 | -1,800 | -1,800 |

EXAMPLES OF RENTS

| | Property type | 2012/13 Actual Rent | 2013/14 Proposed Rent | Increase £ p.w. | Increase % p.w. |
|------------------|---------------|---------------------|-----------------------|-----------------|-----------------|
| Nashe Way | 1 Bed Bung | £78.86 | £82.67 | £3.81 | 4.83% |
| Foster Close | 1 Bed Flat | £73.15 | £75.80 | £2.65 | 3.62% |
| Grebe Close | 2 Bed Bung | £98.12 | £102.06 | £3.94 | 4.02% |
| Addison Road | 2 Bed House | £96.08 | £99.30 | £3.22 | 3.35% |
| Foxbury Grove | 2 Bed Flat | £80.67 | £85.17 | £4.50 | 5.58% |
| Garden Court | 1 Bed Mais | £73.00 | £75.70 | £2.70 | 3.69% |
| Sicity House | 2 Bed Mais | £82.72 | £85.02 | £2.30 | 2.79% |
| Fairfield Avenue | 3 Bed House | £98.57 | £101.49 | £2.92 | 2.96% |
| Garden Court | 3 Bed Flat | £96.92 | £99.13 | £2.21 | 2.28% |
| Foster Close | 4 Bed House | £114.57 | £117.30 | £2.73 | 2.39% |

| | | | | |
|-------------------------|--------|--------|-------|-------|
| Average for total stock | £80.80 | £84.23 | £3.42 | 4.23% |
|-------------------------|--------|--------|-------|-------|

FEES AND CHARGES 2013/14

| | Existing Charge inc VAT | Proposed Charge inc VAT | Increase |
|---|--|-------------------------------|----------|
| | £ p | £ p | % |
| <u>Discretionary Charges</u> | | | |
| Sheltered Accommodation for the Elderly | | | |
| Guest Room Charge per person per night | 6.62 | 10.00 | 51% |
| Rechargeable Repairs to Council Houses | | | |
| a) Abortive visit by Officer, Surveyor or Tradesman - Standard charge per visit | 38.53 | 40.50 | 5.1% |
| b) Rechargeable works | These will be assessed individually at the time the work is carried out. | | |
| c) Service charges to purchasers of flats and maisonettes | These annual charges are made in advance on the basis of estimated costs. Once the actual cost is known a retrospective adjustment is made | | |
| Recharge of Officer time in agreeing retrospective consent to freeholders | | | |
| Fee per occurrence | 72.00 | 75.60 | 5% |
| <u>Statutory Charge</u> | | | |
| Sale of Council Houses | | | |
| Legal and administration fees in connection with granting a service charge loan (statutory maximum of £100) | 100.00 | 100.00 | 0.0% |

GRAPH OF BALANCES

Balances over 30 years

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