

AGENDA
SCRUTINY BOARD

Date: Thursday, 23 January 2014

Time: 6:00 pm

Venue: Collingwood Room - Civic Offices, Fareham

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
M J Ford, JP
J S Forrest
Miss T G Harper
P W Whittle, JP

Deputies: T J Howard
T G Knight
D J Norris
Mrs S Pankhurst
R H Price, JP
D L Steadman



1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Scrutiny Board meeting held on 21 November 2013.

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. Preliminary Overall Review of the Board's Work Programme for 2013/14 and Draft Programme for 2014/15 (Pages 5 - 18)

To consider a report by the Director of Finance and Resources which invites members to review the Board's work programme for 2013/14 and to give initial consideration to a draft work programme for 2014/15.

7. Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15 (Pages 19 - 114)

To consider a report by the Director of Finance and Resources on the Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15.

8. Housing Revenue Account Budget and Capital Plans 2014/15 (Pages 115 - 132)

To consider a report by the Director of Finance and Resources on the Housing Revenue Account Budget and Capital Plans 2014/15.

9. 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 2 December 2013 and 6 January 2014. (This will also include any decisions taken by individual Executive members during the same time period.)

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
15 January 2014

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel:01329 236100
democraticservices@fareham.gov.uk**

FAREHAM

BOROUGH COUNCIL

Minutes of the Scrutiny Board

(to be confirmed at the next meeting)

Date: Thursday, 21 November 2013

Venue: Collingwood Room - Civic Offices

PRESENT:

D C S Swanbrow (Chairman)

Mrs K Mandry (Vice-Chairman)

Councillors: Miss S M Bell, Mrs M E Ellerton, M J Ford, JP, J S Forrest, Miss T G Harper, T J Howard (deputising for J V Bryant) and D J Norris (deputising for P W Whittle, JP)

Also Present: Councillor B Bayford, Executive Member for Health and Housing (minute 6); and Councillor K D Evans, Executive Member for Strategic Planning and Environment.



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J V Bryant and P W Whittle, JP.

2. MINUTES

It was AGREED that the minutes of the meeting of the Scrutiny Board held on 26 September 2013 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Councillors Bayford and Evans to the meeting.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest or disclosures of advice or directions made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. PRESENTATION BY, AND QUESTIONING OF, THE EXECUTIVE MEMBER FOR HEALTH AND HOUSING

The Board received a presentation from the Executive member for Health and Housing, Councillor B Bayford, on the performance of services within the Health and Housing portfolio over the last year and on future plans. The presentation included: details of the portfolio responsibilities, current issues, local priorities and key challenges ahead in respect of Health, Strategic Housing and Council Housing.

The Executive member for Health and Housing answered members' questions concerning the presentation.

It was AGREED that:-

- (a) the Executive member for Health and Housing be thanked for his presentation; and
- (b) it be noted that members were invited to advise Councillor Bayford of any examples of problems with health services so that he could forward them to the appropriate authority.

7. REVIEW OF THE BOARD'S WORK PROGRAMME

The Board considered a report by the Director of Finance and Resources, which invited members to review the Board's work programme for 2013/14.

It was AGREED that:-

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

8. COSTS ASSOCIATED WITH THE PREPARATION WORK FOR THE WELBORNE DEVELOPMENT

The Board considered a report by the Director of Planning and Environment on costs associated with the preparation for the Welborne development.

It was noted that the first sentence of paragraph 8 of the report had been included in error and should be deleted.

It was AGREED that the approach taken in respect of the production of the Welborne Plan, together with the cost implications and the external funding attracted to offset these, be noted.

9. COUNCIL TAX SUPPORT YEAR 2

The Board considered a report by the Director of Finance and Resources on the Local Council Tax Support Scheme.

It was AGREED that the report be commended to the Executive for approval.

10. UPDATES TO THE CONSTITUTION

The Board considered a report by the Director of Regulatory and Democratic Services on an update to the Constitution.

Members were advised that, following further advice from the Solicitor to the Council, the draft Standing Orders with Respect to Meetings had been further updated and copies of the revised version were circulated to those present.

It was AGREED that:-

- (a) the officers be requested to amend the wording of paragraph 6 of Appendix Two to the revised Standing Orders with Respect to Meetings, the Scheme for Deputations to Meetings of the Planning Committee, to make the situation with regard to written deputations and other written material clearer; and
- (b) subject to (a) above, the revised Standing Orders with Respect to Meetings, as shown in the revised Appendix A to the report as circulated at the meeting, be commended to the Executive.

11. EXECUTIVE BUSINESS

The Chairman invited members to indicate if they wished to consider any other item of business dealt with by the Executive since the last meeting of the Board. There were no other items of Executive business considered.

(The meeting started at 6.00 pm
and ended at 7.22 pm).

FAREHAM

BOROUGH COUNCIL

Report to Scrutiny Board

Date **23 January 2014**

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

Subject: **PRELIMINARY OVERALL REVIEW OF THE WORK PROGRAMME
FOR 2013/14 AND DRAFT PROGRAMME FOR 2014/15**

SUMMARY

At the meeting of the Board on 20 March 2014, members will be asked to review the outcome of the work programme for the current year 2013/14. Also at that meeting, the Board will be asked to finalise the draft work programme for 2014/15.

This report contains details of the position of the Board's existing work programme for the current year, in order to allow an early assessment of progress. It also gives some background information to assist members in drawing up the work programme for next year.

INTRODUCTION

1. The outcomes from the work programme for the current year (2013/14) will be reviewed at the Board's meeting on 20 March 2014. At the same time, it will be necessary for the Panel to finalise its work programme for the next year.
2. In order to assist the process, members are invited to start to consider both issues at this meeting.

WORK PROGRAMME 2013/14

3. The work programme for the current year is attached as Appendix A.
4. A further document, outlining progress on previously agreed actions, is attached as Appendix C.

WORK PROGRAMME – NEXT YEAR 2014/15

5. Members are reminded that the Scrutiny Board is generally responsible for:-
 - maintaining an overview of the discharge of the Council's Executive functions;
 - exercising the right to call-in, for reconsideration, any decisions made but not yet implemented by the Executive (and individual Executive Members) or key decisions made by officers in exercise of their delegated powers;
 - reviewing and/or scrutinising any decisions made or actions taken in connection with the performance of any of the Council's functions;
 - reviewing and/or scrutinising any matters affecting the strategic plans and financial affairs of the Council; and
 - considering matters affecting the area or local people and, in so doing, reviewing and scrutinising the performance of other public bodies in the area.
6. There are six planned meetings of the Scrutiny Board in the next municipal year, to deal with ordinary business.
7. Members are invited to consider the items for the work programme for 2014/15. It has previously been suggested that a few items of major significance are chosen.
8. It is particularly important that, in the future, the Scrutiny Board also builds on its programme of external reviews. The list of public organisations working in the Borough is attached as Appendix B for members' information.
9. It is suggested that members indicate which organisations from the list should be the subject of a detailed review during 2014/15.
10. At this stage, particular items which are known to be coming before the Board during the next year are:-

5 June 2014:

- review of the work programme 2014/15

3 July 2014:

- review of the work programme 2014/15
- Presentation by, and questioning of, an Executive member
- Annual Report on the Performance of the Fareham Community Safety Partnership

25 September 2014:

- Review of draft Medium Term Finance Strategy
- review of the work programme 2014/15

20 November 2014:

- Presentation by, and questioning of, an Executive member
- review of the work programme 2014/15

22 January 2015:

- Preliminary overall review of work programme 2014/15 and draft 2015/16
- Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2015/16
- Housing Revenue Account Budget and Capital Plans 2015/16

19 March 2015:

- Presentation by, and questioning of, an Executive member
- final review of work programme for 2014/15 and draft for 2015/16.

RISK ASSESSMENT

11. There are no significant risk considerations in relation to this report.

CONCLUSION

12. This report invites members to review the current work programme for 2013/14 and to start to consider the work programme for the next municipal year. The Board is also requested to give early consideration to any external reviews that it might wish to carry out during 2014/15

Appendix A - Scrutiny Board Work Programme 2013/14

Appendix B – List of public organisations working in the Borough; and

Appendix C - Progress on Actions since last meeting

Background Papers:

None.

Reference Papers:

None.

Enquiries:

For further information on this report please contact Andrew Wannell (Ext 4620).

SCRUTINY BOARD –WORK PROGRAMME 2013/14

DATE	SCRUTINY BOARD ITEM
30 May 2013	<p>Review of the work programme 2013/14</p> <p>Question and answer session with representatives of the Environment Agency</p>
4 July 2013	<p>Presentation by, and Questioning of, the Executive Member for Streetscene</p> <p>The Disclosure and Barring System</p> <p>Annual Report on the Performance of the Community Safety Partnership</p> <p>Review of the work programme 2013/14</p>
26 September 2013	<p>Medium Term Finance Strategy 2013/14</p> <p>Review of the work programme 2013/14</p>
21 November 2013	<p>Review of the work programme 2013/14</p> <p>Presentation by, and Questioning of, the Executive Member for Health and Housing</p> <p>Costs associated with the preparation work for the Welborne development</p> <p>Council Tax Support – Year 2</p> <p>Updates to the Constitution</p>
23 January 2014	<p>Preliminary overall review of work programme 2013/14 and draft programme for 20413/15</p> <p>Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15</p> <p>Housing Revenue Account Budget and Capital Plans 2014/15</p>
20 March 2014	<p>Final review of work programme for 2013/14 and draft for 2014/15</p> <p>Presentation by, and Questioning of, the Executive Member for Public Protection</p>

Items to be assigned:

- Question and answer session with Solent Local Enterprise Partnership
- Review of the implementation of the universal credit system and its impact on the residents of Fareham (for 2014/15)

LIST OF ORGANISATIONS SUPPORTING DELIVERY OF PUBLIC SERVICES IN THE BOROUGH

Agency	FBC funding	Agency	FBC funding
'Blue Light' Services		Voluntary Sector	
Hampshire Police		Community Action Fareham	#
Hampshire Fire and Rescue Service		Dial a Ride	#
South Central Ambulance Service		Citizens Advice Bureau	#
		RELATE	#
Hampshire County Council		Fareham Churches Together	
Hampshire County Council – Youth Service			
Hampshire County Council – Ashcroft Centre		Partnerships	
Hampshire County Council - Libraries		Portchester Crematorium	
Hampshire County Council – Secondary Schools		CCTV Partnership	#
Hampshire County Council – Primary Schools		Building Control Partnership	#
Hampshire Highways		Community Safety Partnership	#
Westbury Manor Museum	#	Environmental Health Partnership	#
Hampshire Children Services		Legal Services Partnership	#
Hampshire Adult Services		Project Integra	#
Supporting People		PUSH	#
Social Loan Fund (transfers from DWP on 1/4/2013)		PUSH Overview and Scrutiny Committee	#
		Solent LEP	
		Hampshire Children's Safeguarding Board	#
Housing		Fareham & Gosport Clinical Commissioning Group	
First Wessex Housing		Other	
Radian Housing		Hampshire Primary Care Trust	
Hyde Housing		Dept. for Work and Pensions / Job Centre Plus	
United Savings and Loans (Credit Union)	#	Young People's Learning Agency (formerly Learning & Skills Council)	
Two Saints	#	Skills Funding Agency formerly Learning & Skills Council)	
Southern Focus Trust		Audit Commission	

Fareham & Gosport Family Aid		Tourist Information Centre	#
Abbeyfield Housing Society		Youth Centres - Genesis, Xperience, Crofton	
		Fareham Enterprise Centre	
		Business Link (Hants & IOW)	
		Other Continued	
		Segensworth Business Forum	
		Homes & Communities Agency - Daedalus	
		Health protection Agency	
		Southern Water	
		Portsmouth Water	
		Health and Safety Executive	
		Food Standards Agency	
		DEFRA	
		Environment Agency	
		Pubwatch	

<u>SCRUTINY BOARD WORK PROGRAMME - PROGRESS SINCE LAST MEETING</u>				APPENDIX C	
Date of Meeting	Subject	Type of Item	Action by Board	Outcome	Link Officer
21 November 2013	Presentation by, and Questioning of, the Executive Member for Health and Housing	Presentation	<p>The Board received a presentation from the Executive member for Health and Housing, Councillor B Bayford, on the performance of services within the Health and Housing portfolio over the last year and on future plans. The presentation included: details of the portfolio responsibilities, current issues, local priorities and key challenges ahead in respect of Health, Strategic Housing and Council Housing.</p> <p>The Executive member for Health and Housing answered members' questions concerning the presentation.</p> <p>It was AGREED that:-</p> <p>(a) the Executive member for Health and Housing be thanked for his presentation; and</p> <p>(b) it be noted that members were invited to advise Councillor Bayford of any examples of problems with health services so that he could forward them to the appropriate authority.</p>	Matter noted.	Andrew Wannell

	Review of the Board's Work Programme		<p>The Board considered a report by the Director of Finance and Resources, which invited members to review the Board's work programme for 2013/14.</p> <p>It was AGREED that:-</p> <p>(a) the programme of items as set out in Appendix A to the report be noted; and</p> <p>(b) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.</p>	Matter noted.	Andrew Wannell
	Costs Associated with the Preparation Work for the Welborne Development		<p>The Board considered a report by the Director of Planning and Environment on costs associated with the preparation for the Welborne development.</p> <p>It was noted that the first sentence of paragraph 8 of the report had been included in error and should be deleted.</p>	Matter noted.	Richard Jolley

			<p>It was AGREED that the approach taken in respect of the production of the Welborne Plan, together with the cost implications and the external funding attracted to offset these, be noted.</p>		
	<p>Council Tax Support Year 2</p>		<p>The Board considered a report by the Director of Finance and Resources on the Local Council Tax Support Scheme.</p> <p>It was AGREED that the report be commended to the Executive for approval.</p>	<p>The Executive considered the matter at its meeting on 2 December 2013 and RESOLVED that the Executive:</p> <ul style="list-style-type: none"> (a) approves the final Council Tax Support scheme as set out in the report; (b) recommends the final scheme to Council for final adoption; and (c) approves that the Director of Finance and Resources be given delegated authority to make any necessary minor amendments, and to publish the final scheme prior to 1 April 2014. <p>At the meeting of the Council held on 12</p>	<p>Andrew Wannell</p>

				<p>December 2013, it was RESOLVED that:</p> <p>(a) the Council approves the Council Tax Support scheme 2014-15, as recommended by the Executive at their meeting of 2 December 2013; and</p> <p>(b) delegated authority is given to the Director of Finance and Resources to make any necessary minor amendments and to publish the final scheme prior to 1 April 2014.</p>	
	Updates to the Constitution		<p>The Board considered a report by the Director of Regulatory and Democratic Services on an update to the Constitution.</p> <p>Members were advised that, following further advice from the Solicitor to the Council, the draft Standing Orders with Respect to Meetings had been further</p>	<p>The Executive considered the matter at its meeting on 2 December 2013. At the invitation of the Executive Leader, Councillor P W Whittle, JP addressed the Executive on this item.</p>	Garry White

			<p>updated and copies of the revised version were circulated to those present.</p> <p>It was AGREED that:-</p> <p>(a) the officers be requested to amend the wording of paragraph 6 of Appendix Two to the revised Standing Orders with Respect to Meetings, the Scheme for Deputations to Meetings of the Planning Committee, to make the situation with regard to written deputations and other written material clearer; and</p> <p>(b) subject to (a) above, the revised Standing Orders with Respect to Meetings, as shown in the revised Appendix A to the report as circulated at the meeting, be commended to the Executive.</p>	<p>RESOLVED that the Executive:</p> <p>(a) agrees that future changes to Standing Orders should be considered by the Audit and Governance Committee, as outlined in paragraph 9 of the report; and</p> <p>(b) agrees the updated Standing Orders with Respect to Meetings, as set out in Appendix A to the report and recommends the amendments for consideration by Council.</p> <p>At the meeting of the Council on 12 December 2013 RESOLVED that the revised version of the Standing Orders with Respect to Meetings, as appended to the report, be adopted subject to</p>	
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				<p>the following amendments:</p> <ul style="list-style-type: none">i. the removal of the second paragraph at Standing Order 15.7; andii. the removal of the words “of any member of the Council” at Standing Order 57.1.	
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FAREHAM

BOROUGH COUNCIL

Report to Scrutiny Board

Date **23 January 2014**

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

Subject: **FINANCE STRATEGY, CAPITAL PROGRAMME, REVENUE
BUDGET AND COUNCIL TAX 2014/15**

SUMMARY

The Scrutiny Board is asked to consider and review the Executive's proposals for the overall capital programme and revenue budget for 2014/15. The Director of Finance and Resources will refer any proposals or comments of the Board to the Executive meeting on 10 February 2014

RECOMMENDATION

That any proposals or comments of the Board be referred to the Executive at its meeting on 10 February 2014

INTRODUCTION

1. On 6 January 2014, 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 2013/14, the budget for 2014/15 and beyond, as well as the implications for the council tax in 2014/15. 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 2013/14 - 2017/18, amounting to £34,601,000 be approved;
 - (b) the revised 2013/14 general fund budget, amounting to £9,823,300 be approved;
 - (c) that the base 2014/15 general fund budget amounting to £9,387,300 be approved;
 - (d) use of the surplus on the spending reserve as set out in paragraphs 28-30 be approved.
3. A report will be submitted to the Executive on 10 February 2014 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 21 February 2014 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 10 February 2014.

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 2014/15" considered on 2nd Dec 2013](#)

Appendix B: [Executive Report "Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15" considered on 6th Jan 2014](#)

Appendix C: [Executive Report "Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15" to be considered on 10th Feb 2014](#)

Background Papers:

Reference Papers:

Enquiries:

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

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 December 2013

Portfolio:	Policy and Resources
Subject:	2014/15 Draft Spending Plans
Report of:	Director of Finance and Resources
Strategy/Policy:	Finance Strategy 2014/15
Corporate Objective:	Dynamic, prudent and progressive Council

Purpose:

This report seeks the Executive's approval for the updated capital programme, the revised budget for 2013/14 and the proposed fees and charges, and revenue budgets for 2014/15.

Executive summary:

The capital programme, which has been updated to reflect the slippage in 2012/13 and new schemes that have been added to the programme during the year, now totals £34,601,000 for the years 2013/14 to 2017/18, as set out in Appendix A to this report.

The 2013/14 base revenue budget for Executive and non-Executive services of £12,712,200, was finally approved by the Executive on 11 February 2013.

The revised revenue budget for 2013/14 is £13,867,000, an increase of £1,154,800 or 9.1%. 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 7 October 2013, 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 2014/15 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 2014/15 is £13,027,400, an increase of £315,200 or -2.5%. 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 2014/15 are set out in Appendix D to this report.

Recommendation/Recommended Option:

- (a) That the updated capital programme as set out in Appendix A to the report, be approved;
- (b) That the revised revenue budget for 2013/14 and the proposed revenue budget for 2014/15, as set out in Appendix B to the report, be approved; and
- (c) That the proposed fees and charges for 2014/15, 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 2014/15.

The overall revenue budget will be presented to the Executive for approval on 6 January 2014 and will form a major element of the council tax for 2014/15 that will be approved at a special meeting of the Council in February 2014.

Cost of proposals:

As detailed in the briefing paper contained in the report.

- Appendices A:** Capital Programme 2013/14 to 2017/18
B: Revenue Budget - Revised 2013/14 and Proposed 2014/15
C: Service Narrative & Responsibilities
D: Executive Portfolio fees and charges 2014/15

Background papers:

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 December 2013

Subject: 2014/15 Draft Spending Plans

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

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 2014/15, 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 2014/15 and beyond;
 - The capital programme 2013/14 to 2017/18;
 - The revised revenue budget for 2013/14;
 - The proposed budget for 2014/15; and
 - Fees and charges for 2014/15

FINANCE STRATEGY AND BUDGET SETTING PRINCIPLES FOR 2014/15

3. On 7 October 2013 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 2014/15 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 2.7% (October 13) and headline RPI was slightly lower at 2.6%.
5. The Government has indicated that it expects councils to freeze council tax at the 2013/14 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 fifth year, consistent with the outcome achieved for 2013/14.
6. Gross expenditure on services in 2013/14 is £46.6 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%. For

2014/15 the spending and funding pressures equate to a 15% increase in the amount due from council tax payers.

7. Against this background, the following budget setting principles have been approved by the Executive for 2014/15:
 - 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 pay;
 - 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 2014/15 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 £22,903,000 approved in February 2013 has now been updated to take account of new schemes, slippage from the 2012/13 programme and the continuation of rolling programmes in 2017/18.
11. The latest programme now totals £34,601,000. The reason for the large increase in the programme is mainly due to the Daedalus Project and additional funding for Commercial Property Investment Acquisitions. The programme is summarised in the following table with the details set out in Appendix A:-

	2013/14	2014/15	2015/16	2016/17	2017/18	Un-allocated	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Public Protection	0	0	0	0	0	379	379
Streetscene	114	36	0	0	0	350	500
Leisure and Community	1,409	3,433	810	205	33	0	5,890
Health and Housing	1,546	480	480	480	480	2,600	6,066
Strategic Planning and Environment	341	75	20	21	0	614	1,071
Policy and Resources	5,736	12,283	1,361	655	540	120	20,695
TOTAL	9,146	16,307	2,671	1,361	1,053	4,063	34,601

12. The programme has 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 2013/14 was considered by the Executive at its meetings on 3 December 2012 and 7 January 2013. It was finally confirmed by the Executive on 11 February 2013 and by Full Council on 22 February 2013.
14. The base budget for services in 2013/14 amounted to £12,712,200. The breakdown between Committees and Portfolios is shown below:-

	Base budget 2013/14 £
Committees	
Planning Committee	669,000
Licensing and Regulatory Affairs Committee	395,800
Executive - Portfolio Budgets	
- Leisure & Community	1,681,800
- Health and Housing	1,369,400
- Strategic Planning and Environment	-234,100
- Policy and Resources	2,113,000
- Public Protection	2,435,700
- Streetscene	4,281,600
SERVICE BUDGETS	12,712,200
Other budgets	-2,888,900
NET BUDGET	9,823,300

15. Having taken account of the other budget adjustments, such as capital financing costs, interest on investments, etc the approved net budget for 2013/14 was £9,823,300.

Revised Budget 2013/14 and Proposed budget 2014/15

16. The overall revised service budget for 2012/13 is £13,867,000; an increase of £1,154,800 or 9.1% from the base budget. The proposed base budget for 2014/15 amounts to £13,027,400, an increase of £315,200 or 2.5% when compared to the base budget in 2013/14.

	Base 2013/14 £'000s	Revised 2013/14 £'000s	Base 2014/15 £'000s	Variation	
				Base to Revised 13/14 £'000s	Base 13/14 to Base 14/15 £'000s
Committee					
Planning	669	707	794	38	125
Licensing and Regulatory Affairs	395	400	503	5	108
Executive Portfolios					
Leisure & Community	1,682	1,837	1,754	155	72
Health & Housing	1,369	1,445	1,210	76	-159
Strategic Planning and Environment	-234	-182	-580	52	-346
Policy and Resources	2,113	2,622	2,374	509	261
Public Protection	2,436	2,745	2,679	309	243
Streetscene	4,282	4,293	4,293	11	11
SERVICE BUDGETS	12,712	13,867	13,027	1,155	315

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 (-£14,800 revised, +£185,600 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 2012/13 (£299,800 revised): On 8 July 2013, the Executive approved a number of work programmes to be carried forward into the 2013/14 revised budget. These programmes are fully funded

from the General Fund under spend in 2012/13 so also have no overall effect on the Council's net budget.

21. New Homes Bonus: On 7 October 2013 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 is earmarked for investment in capital schemes or other projects, which are driven by corporate priorities;*
- *In determining the use of funds for capital investment, there should be a bias towards*
 - *investing in land & property that will generate a long term source of income;*
 - *Projects that support economic or employment growth; 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. This will reduce the amount currently used to support capital project to an extent where all NHB funding will be used to support reduced Government funding by 2015/16.*

23. In line with the policy, the sum received in 2013/14 will be used for capital investment. The sum received in 2014/15 will be used firstly to meet reduced central government funding with the balance being used for capital investment.

Planning Committee

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

	Revised Budget 2013/14	Base Budget 2014/15
	£000s	£000s
Base Budget 2013/14	669	669
Expenditure variations	+38	+124
Income variations	0	0
NET BUDGET	707	793

25. The detailed budget was considered by the Planning Committee on 20 November 2013, and the main reason for the increase in net costs for 2014/15 for these services is due to an increase in staffing costs transferred into the Development Management service.

Licensing and Regulatory Affairs Committee

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

	Revised Budget 2013/14	Base Budget 2014/15
	£000s	£000s
Base Budget 2013/14	395	395
Expenditure variations	+12	+108
Income variations	-7	0
NET BUDGET	400	503

27. The major change within this committee relates to Election Services, where the estimated expenditure has increased to reflect the local elections that will take place in 2014/15. The detailed Licensing and Regulatory Affairs budget was considered by the Committee on 19 November 2013.

Leisure & Community Portfolio

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

	Revised Budget 2013/14	Base Budget 2014/15
	£000s	£000s
Base Budget 2013/14	1,682	1,682
Expenditure variations	+160	+55
Income variations	-5	+17
NET BUDGET	1,837	1,754

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

- Leisure Centre: (+£41,400 revised, +£29,800 Base 2014/15). The main increase in respect of this service is an increase in capital charges which will be offset by a credit so there is no impact on the council tax.
- Community Centres: (-£70,400 revised, -£95,300 Base 2014/15). The main change for this service is due to reductions in budget associated with the transfer of the running of Lockswood Community Centre (+£52,400).
- Outdoor Sport and Recreation: (+£121,100 revised, +£117,700 Base 2014/15). The main increase in respect of this service is an increase in capital charges which will be offset by a credit so there is no impact on the council tax.

Health & Housing Portfolio

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

	Revised Budget 2013/14	Base Budget 2014/15
	£000s	£000s
Base Budget 2013/14	1,369	1,369
Expenditure variations	+236	-15
Income variations	-160	-144
NET BUDGET	1,445	1,210

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

- Private Sector Housing Renewal: (+£93,400 revised, -£96,600 Base 2014/15). The main variation in this service in the base budget is due to a reduction in Government Funding. A one-off increase to grant was utilised in 2013/14.
- Homelessness: (+£96,300 revised, +£106,300 Base 2014/15). This variation is due to a restructure within the section resulting in more staff resources being allocated to meet the demand in this service.
- Registered Social Landlords: (-£23,400 revised, -£90,300 Base 2014/15). This variation is due to the re-phased Housing Enabling capital programme 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 2013/14	Base Budget 2014/15
	£000s	£000s
Base Budget 2013/14	-234	-234
Expenditure variations	+22	-346
Income variations	+30	0
NET BUDGET	-182	-580

33. The major change for this portfolio is shown below:-

- Local Plan: (+£119,800 revised, -£258,500 Base 2014/15). The main variation on this service relates to a restructure of staff resources in this service into Development Management as the Welborne project moves into the next phase. There has also been re-phasing of work by consultants between financial years with the bulk of the work now taking place in 2013/14. The work to support the Welborne Plan is funded mainly from external sources, such as Housing and Planning Delivery grant, to limit any impact on the Council Tax.

Policy and Resources Portfolio

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

	Revised Budget 2013/14	Base Budget 2014/15
	£000s	£000s
Base Budget 2013/14	2,113	2,113
Expenditure variations	+780	+445
Income variations	-271	-184
NET BUDGET	2,622	2,374

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

- Housing Benefit and Local Council Tax Support Administration: (-£18,700 revised, +£60,700 Base 2014/15). The major change within this portfolio concerns the grant received for providing the administrative aspects of the two services. The grant for benefit administration will increase by £39,000 in 2014/15 but the grant for the local Council Tax scheme will reduce by £92,700 resulting in a combined reduction of grant of £53,700 (-12%).
- Commercial Estates: (+£220,800 revised, -£52,200 Base 2014/15). 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. There has been a decrease of £200,000 on rents receivable but this is offset in 2014/15 by increased rental income as the £8million Commercial Property Investment Acquisition Strategy is implemented;
- Grants and Contributions; (+£44,300 revised, +£45,400 Base 2014/15). The budget increase in this area is due to additional grants as a result of increased income through the textile recycling banks arrangement.
- Corporate Management; (+£76,700 revised, +£144,600 Base 2014/15). The main change within this heading is due to the increase in budget for the use of the Vanguard Consultants. This is funded from reserves set aside for Improving the Customer Experience and Invest to Save funds.
- Economic Development; (+£182,400 revised, +£55,200 Base 2014/15). The main change for this service is due to work that is being carried out to improve the Town Centre which is being funded through the High Street Innovation Fund.

Public Protection Portfolio

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

	Revised Budget 2013/14	Base Budget 2014/15
	£000s	£000s
Base Budget 2013/14	2,436	2,436
Expenditure variations	+388	+238
Income variations	-79	+5
NET BUDGET	2,745	2,679

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

- Environmental Health Services: (-£5,400 revised, -£3,600 Base 2014/15). The main change for this service reflect the efficiency savings made as a result of the partnership working with Gosport BC; and
- Off-Street and On-Street Parking: (+£306,100 revised, +£270,000 Base 2014/15). The main change in this service is due to an increase in capital charges relating to off-street parking provision. There has also been an increase in the non-domestic rates paid within this service.

Streetscene Portfolio

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

	Revised Budget 2013/14	Base Budget 2014/15
	£000s	£000s
Base Budget 2013/14	4,282	4,282
Expenditure variations	+172	+106
Income variations	-161	-95
NET BUDGET	4,293	4,293

36. The major changes for this portfolio are:-

- Community Parks and Open Spaces: (+£78,400 revised, +£78,400 Base 2014/15). The increase in the budget is due primarily to higher capital charges as a result of property revaluations. This will be adjusted within the non-service budgets so there is no impact on the Council Tax;
- Household Waste Collection: (-£40,800 revised, -£29,600 Base 2014/15). This service has seen a reduction in capital charges due to the vehicle replacement programme which will be offset by an adjustment within the other budgets heading so there is no impact on the Council Tax;
- Recycling: (-£23,800 revised, -£14,600 Base 2014/15). The overall position for this budget shows a reduction mainly due to increase in income from recycling credits including income from clothing banks which is partially redistributed in grants.

FEES AND CHARGES

37. 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 2014/15 are set out in Appendix D.
38. 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.
39. Some fees and charges will be showing no increase as they are set by statute and therefore are not under the Council's control.
40. 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.
41. Car parking has been budgeted in line with the Fareham Town Centre Parking Strategy and the charges have not been increased.
42. The two charges for dog kennelling show an increase of 8.3 % and 16.7% respectively and is due to the higher costs incurred by the council.
43. 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 2014/15 budget, although opportunities continue to be investigated, and will be brought into the budget once the income has been established.

SPENDING PRESSURES

44. 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	2014/15 £
FBC Elections	100,000
Other Contractual Inflation	22,000
Fuel and Energy Price movements	24,400
Increased pension costs	169,200
Open Space Management	40,000
Loss of Commercial Rental income	198,400
TOTAL	554,000

EMPLOYEE AND INTERNAL RECHARGE BUDGETS

45. 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.
46. Consequently, with these and other changes reflected in the Finance Strategy, the Council's budgeted employee expenditure for 2014/15 amounts to £15,508,700. This represents an increase of 0.23% from the base budget for 2013/14 of £15,472,400.

RISK ASSESSMENT

49. 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.
50. The localised Council Tax Support Scheme needs to be highlighted as a risk to council finances. The scheme will impact on a large number of residents and this will continue to be monitored very closely.
51. 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

52. 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 2014.
53. 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.
54. 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.

55. It follows that members must give full weight to the Council's overall position and future Council Tax levels when the revenue budgets for 2014/15 are considered.
56. Gross expenditure on services in 2013/14 is £46.6 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 7 October 2013
'Annual Review of the Council's Finance Strategy'

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

CAPITAL PROGRAMME 2013/14 to 2017/18

	2013/14	2014/15	2015/16	2016/17	2017/18	Un-allocated	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
PUBLIC PROTECTION							
CCTV Refurbishment Programme						379	379
PUBLIC PROTECTION TOTAL	0	0	0	0	0	379	379
STREETSCENE							
Health and Safety in Cemeteries	0	26					26
Public Conveniences Improvement Programme	19	0					19
Waste Management Glass Recycling Bins and Skips Replacement	10	10					20
Play Area Safety Surface Replacement						350	350
Street Lighting Maintenance	85						85
STREETSCENE TOTAL	114	36	0	0	0	350	500
LEISURE AND COMMUNITY							
Buildings							
Community Buildings Health & Safety Fund	9						9
Portchester Community Centre	282						282
Ferneham Hall Major Repairs Programme	50	250	200	30	33		563
Community Buildings Review	146	125	125	100			496
Fareham Leisure Centre Swimming Pool		1,500					1,500
	487	1,875	325	130	33	0	2,850
Play and Parks Schemes							
Swanwick Lane Play Area	53						53
Abshot Road Youth Facility	80						80
King George V		75					75
Park Lane		50					50
Hammond Road Youth Facility		45					45
Birchen Road Youth Facility		50					50
Eastern Parade		56					56
Coldeast	25	500	475				1,000
	158	776	475	0	0	0	1,409

	2013/14	2014/15	2015/16	2016/17	2017/18	Un-allocated	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Outdoor Recreation Schemes							
Portchester Community Centre Tennis Courts	60						60
Western Wards Swimming Pool	23						23
Salisbury Green Cricket Protection	30						30
Wicor Rec Sports Changing Facilities	147						147
Burrige - Drainage Improvements	40						40
Seafield Park- Building Improvements		50					50
Bath Lane - Replacement Cricket Square	40						40
Mill Lane Tennis Court Refurbishment	35						35
Locks Heath Tennis Court Refurbishment	20						20
Park Lane Multi-Use Sports Area		80					80
Petangue Terrain - Cams Alders		20					20
Improved Storage Provision at Bath Lane Rec Ground		50					50
Bath Lane Cricket Pavilion		394					394
Park Lane Concrete Skate Park		100					100
Park Lane Outdoor Gym		50					50
Stubbington Recreation Ground Feasibility Study		10					10
Hook Recreation Ground Feasibility Study		25					25
Seafield Park Cricket Net Facilities				15			15
Seafield Park Cricket Wicket				25			25
Stubbington Tennis Courts-Refurbishment				35			35
	395	779	0	75	0	0	1,249
Grants to Community Groups							
Fareham Bowls Club Extension	25						25
Salmaikki - Multi-purpose Sports Rink	21						21
Salisbury Community Centre Heating Overhaul	7						7
Portchester Bowls Club Artificial Outdoor Rink	22						22
Titchfield Bowls Club	20						20
Fareham Hockey Club Lighting	11						11
	106	0	0	0	0	0	106
Other Community Schemes							
Footpath Improvements	36						36
Allotment Improvements	14	3	10				27
Salterns Promenade	213						213
	263	3	10	0	0	0	276
LEISURE AND COMMUNITY TOTAL	1,409	3,433	810	205	33	0	5,890

	2013/14	2014/15	2015/16	2016/17	2017/18	Un-allocated	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
HEALTH AND HOUSING							
Private Sector Housing							
Home Improvement Loans	125	60	60	60	60		365
Disabled Facilities Grants	549	420	420	420	420		2,229
	674	480	480	480	480	0	2,594
Enabling/Social Housing							
Redevelopment of Broadlaw Walk	43						43
Feasibility Studies	29						29
Purchase of Properties from HCA	800						800
Empty Homes Strategy						100	100
Unspecified Schemes						2,500	2,500
	872	0	0	0	0	2,600	3,472
HEALTH AND HOUSING TOTAL	1,546	480	480	480	480	2,600	6,066
STRATEGIC PLANNING AND ENVIRONMENT							
Environmental Improvements							
West Street - North West Section	100						100
Flooding in Burnt House Lane	20						20
Future Programme						250	250
	120	0	0	0	0	250	370
Engineering & Transportation							
Car Parks Surface Improvements	206	55				364	625
Osborn Road 5 Year Programme	15	20	20	21			76
	221	75	20	21	0	364	701
STRATEGIC PLANNING AND ENVIRONMENT TOTAL	341	75	20	21	0	614	1,071
POLICY AND RESOURCES							
Fareham Town Centre							
Bath Lane Car Park	45						45
Henry Cort Millennium Scheme Construction Works	13						13
	58	0	0	0	0	0	58
Vehicles and Plant							
Replacement Programme	713	100	366	360	360		1,899
ICT							
Rolling Programme	264	180	180	180	180		984

	2013/14	2014/15	2015/16	2016/17	2017/18	Un-allocated	Total
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Civic Offices and Depot							
Civic Offices 10 Year Improvement Plan	80	549	415	115			1,159
Depot Refurbishment Works	77	30					107
	157	579	415	115	0	0	1,266
Daedalus Project							
Innovation Centre	905	3,998	400				5,303
Hangar	480	1,005					1,485
Runway	80	1,400					1,480
Project Administration	65	21					86
	1,530	6,424	400	0	0	0	8,354
Other Schemes							
Countywide Superfast Broadband	14						14
Commercial Property Investment							
Acquisitions Strategy	3,000	5,000					8,000
	3,014	5,000	0	0	0	0	8,014
Matched Funding Balance Available for Allocation						120	120
POLICY AND RESOURCES TOTAL	5,736	12,283	1,361	655	540	120	20,695
GENERAL FUND TOTAL	9,146	16,307	2,671	1,361	1,053	4,603	34,601

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2014/15

	Actual	Base	Revised	Base
	2012/13	Estimate	Estimate	Estimate
	£	£	£	£
Committees				
Planning Committee	722,848	669,000	707,400	793,400
Licensing and Regulatory Affairs Committee	455,240	395,800	399,700	503,400
Executive - Portfolio Budgets				
Leisure and Community	3,205,381	1,681,800	1,837,200	1,754,000
Health and Housing	1,122,637	1,369,400	1,444,800	1,210,300
Strategic Planning and Environment	-378,868	-234,100	-181,700	-580,000
Policy and Resources	3,631,856	2,113,000	2,621,900	2,374,600
Public Protection	2,523,937	2,435,700	2,745,100	2,679,100
Streetscene	4,223,319	4,281,600	4,292,600	4,292,600
NET EXPENDITURE	15,506,350	12,712,200	13,867,000	13,027,400

SUBJECTIVE ANALYSIS

	Actual	Base	Revised	Base
	2012/13	Estimate	Estimate	Estimate
	£	£	£	£
EMPLOYEE RELATED EXPENDITURE	9,092,293	9,451,900	9,324,600	9,496,800
PREMISES RELATED EXPENDITURE	2,900,153	2,473,200	2,833,900	2,677,700
TRANSPORT RELATED EXPENDITURE	860,750	808,200	837,400	834,200
SUPPLIES & SERVICES	3,712,099	3,339,200	4,186,400	3,524,000
CONTRACT PAYMENTS	396,437	380,200	414,100	402,500
TRANSFER PAYMENTS	23,325,067	20,147,800	20,492,400	20,289,600
INTERNAL SUPPORT	3,755,787	3,811,000	3,625,100	3,663,300
CAPITAL CHARGES	5,306,877	2,147,300	2,652,200	2,386,800
GROSS EXPENDITURE	49,349,463	42,558,800	44,366,100	43,274,900
GOVERNMENT GRANTS	-24,396,070	-20,583,300	-20,953,800	-20,671,400
OTHER GRANTS & REIMBURSEMENTS	-1,437,233	-1,267,700	-1,408,900	-1,328,100
CUSTOMER & CLIENT RECEIPTS	-55,942	-55,600	-219,400	-156,600
FEES & CHARGES	-4,941,476	-4,763,500	-4,765,300	-4,757,400
RENTS	-3,012,388	-3,173,500	-3,148,700	-3,331,000
INTEREST	-3	-3,000	-3,000	-3,000
GROSS INCOME	-33,843,112	-29,846,600	-30,499,100	-30,247,500
NET EXPENDITURE	15,506,350	12,712,200	13,867,000	13,027,400

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2014/15

PLANNING COMMITTEE

	Actual	Base	Revised	Base
	2012/13	Estimate	Estimate	Estimate
	£	£	£	£
Planning Advice	245,078	240,600	287,500	318,500
Enforcement of Planning Control	142,220	140,400	130,100	135,100
Appeals	57,567	78,700	73,100	72,100
Processing Applications	277,983	209,300	216,700	267,700
	722,848	669,000	707,400	793,400

LICENSING AND REGULATORY AFFAIRS COMMITTEE

	Actual	Base	Revised	Base
	2012/13	Estimate	Estimate	Estimate
	£	£	£	£
Hackney Carriage and Private Hire Vehicles	-15,429	-3,800	-3,900	-3,900
Licensing	-8,002	-9,000	-6,800	-7,200
Health and Safety Enforcement	160,734	157,900	146,400	147,600
Election Services	317,937	250,700	264,000	366,900
	455,240	395,800	399,700	503,400

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2014/15

LEISURE AND COMMUNITY

	Actual	Base	Revised	Base
	2012/13	Estimate	Estimate	Estimate
	£	£	£	£
Fareham Leisure Centre	-105,512	286,200	327,600	316,000
Ferneham Hall	384,098	390,800	390,000	386,900
Community Development	100,865	107,900	180,600	146,300
Community Centres	2,020,799	342,200	271,800	246,900
Allotments	19,006	27,800	22,200	22,500
Westbury Manor Museum	85,933	104,000	102,300	102,600
Leisure Partnership	40,120	100	1,900	100
Outdoor Sport and Recreation	590,084	367,400	488,500	485,100
Tourist Information Offices	52,834	51,000	48,300	43,600
Meals on Wheels & Luncheon Clubs	17,154	4,400	4,000	4,000
	3,205,381	1,681,800	1,837,200	1,754,000

HEALTH AND HOUSING

	Actual	Base	Revised	Base
	2012/13	Estimate	Estimate	Estimate
	£	£	£	£
Private Sector Housing Renewal	534,320	536,500	629,900	439,900
Homelessness	100,144	231,000	327,300	337,300
Other Council Property	-30,334	-20,200	-39,100	-25,700
Welfare Services - Private Sector alarms	-17,412	-15,800	-26,200	-26,100
Housing Advice	297,758	319,100	294,000	292,700
Housing Strategy	96,900	109,200	94,800	95,400
Home Energy Conservation	26,017	44,500	22,400	22,000
Registered Social Landlord	115,244	165,100	141,700	74,800
	1,122,637	1,369,400	1,444,800	1,210,300

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2014/15

STRATEGIC PLANNING AND ENVIRONMENT

	Actual	Base	Revised	Base
	2012/13	Estimate	Estimate	Estimate
	£	£	£	£
Parking Strategy	-2,388,881	-2,326,500	-2,281,700	-2,332,100
Public Transport	58,567	72,400	65,700	56,200
Coast Protection & Defences Against Flooding	112,868	151,500	124,100	123,000
Traffic Management	-19,312	-5,400	-19,700	-18,700
Local Plan	1,107,949	1,229,500	1,349,300	971,000
Individual Environmental Projects	460,028	343,300	297,200	297,600
Protection of Trees	52,717	50,600	47,500	45,000
Countryside Recreation and Management	51,709	135,300	130,900	171,900
Conservation & Listed Building Policy	137,938	57,400	57,200	57,800
Sustainable development strategies	47,549	57,800	47,800	48,300
	-378,868	-234,100	-181,700	-580,000

POLICY AND RESOURCES

	Actual	Base	Revised	Base
	2012/13	Estimate	Estimate	Estimate
	£	£	£	£
Housing Benefit Payments	-83,232	0	0	0
Housing Benefit Administration	478,523	442,400	447,000	421,600
Democratic Representation and Management	1,159,503	1,133,300	1,150,400	1,161,000
Commercial Estates	-552,941	-2,325,300	-2,104,500	-2,377,500
Henry Cort	142,504	139,000	136,000	137,200
Neighbourhood Working	130,424	134,400	138,300	140,300
Publicity and Promotion	246,010	229,200	242,100	229,200
Grants & Contributions	247,413	318,300	362,600	363,700
Unapportionable Central Overheads	71,476	183,500	177,600	177,600
Corporate Management	808,029	785,500	862,200	930,100
Economic Development	177,445	135,300	317,700	190,500
Local Land Charges	-24,919	-144,000	-165,600	-162,000
Local Tax Collection	831,621	1,081,400	1,058,100	1,162,900
	3,631,856	2,113,000	2,621,900	2,374,600

ESTIMATE OF EXPENDITURE AND INCOME FOR THE COUNCIL TAX 2014/15

PUBLIC PROTECTION

	Actual	Base	Revised	Base
	2012/13	Estimate	Estimate	Estimate
	£	£	£	£
Pest Control	68,656	38,550	39,250	39,350
Food Safety	137,119	142,000	135,300	136,700
Dog Control	36,612	35,750	36,350	36,650
Pollution Reduction	238,188	233,900	244,400	245,900
Emergency Planning	55,096	58,600	57,200	59,900
Clean Borough Enforcement	89,668	99,600	108,200	105,200
Community Safety	364,072	483,300	468,200	438,400
Building Regulations Services	107,961	89,600	101,000	95,200
Regulation Enforcement & Proc	55,945	50,900	55,100	53,900
Other Building Control Work	69,682	70,600	69,500	82,400
Traffic Management	96,217	97,400	89,000	80,000
Off-Street Parking	1,170,075	979,200	1,299,600	1,258,900
On-Street Parking	34,646	56,300	42,000	46,600
	2,523,937	2,435,700	2,745,100	2,679,100

STREETSCENE

	Actual	Base	Revised	Base
	2012/13	Estimate	Estimate	Estimate
	£	£	£	£
Cemeteries & Closed Churchyards	161,082	221,000	257,900	211,800
Public Clocks & War Memorials	14,122	2,700	32,300	2,300
Street Furniture	136,676	150,500	148,000	148,200
Street Cleansing	924,551	979,600	961,700	970,300
Public Conveniences	197,039	214,900	228,900	223,200
Household Waste Collection	946,054	972,500	931,700	942,900
Trade Refuse	-57,885	-60,400	-67,300	-68,600
Recycling	668,729	607,800	584,000	593,200
Garden Waste Collection	327,862	318,400	323,400	327,900
Community Parks and Open Spaces	983,336	913,500	991,900	991,900
Foreshore	-78,247	-38,900	-99,900	-50,500
	4,223,319	4,281,600	4,292,600	4,292,600
TOTAL	15,506,350	12,712,200	13,867,000	13,027,400

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 – Head of Leisure & Community - Ext. 4420

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 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, Monday, Tuesday and Thursday 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
HEALTH AND 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

Following the successful sale of the 5 caravans at Dibles Park which were used to house homeless households the remainder of this service is to manage other properties which are used for Temporary Accommodation including properties at Coldeast Close and Hartlands Road.

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 - Ext . 4330

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 – Head of Planning Strategy and Environment - Ext. 4569

Description of Service

- This service is provided under an agency agreement with Hampshire County Council and provides advice on the highway implications and requirements of planning applications and planning proposals. Advice is also provided 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 work in partnership with Hampshire County Council (Lead Local Flood Authority) and the Environment Agency in planning local flood risk management.
- To advise communities on their responsibilities in minimising flood risk.
- To carry out flood risk management works on minor watercourses.

LOCAL PLAN**Budget Manager – Head of Planning Strategy and Environment - Ext. 4569****Description of Service**

To prepare and maintain an up to date Development Plan for the Borough (excluding Welborne) supported by evidence studies and community engagement.

To prepare and maintain associated planning guidance.

To monitor and report on progress in implementing local plan policies and the community infrastructure levy.

PLANNING FOR WELBORNE**Budget Manager – Head of Planning for Welborne - Ext 2679****Description of Service**

- To prepare an Area Action Plan to provide a framework for developing a new settlement and its related infrastructure including a transport strategy, together 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.
- Engaging with external partners to promote the delivery of Welborne
- 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 - Ext 4330****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 biodiversity information is available to the Council in its role as Local Planning Authority;
- developing sustainability and green infrastructure strategies and action plans and engaging in partnerships.

EXECUTIVE

POLICY AND RESOURCES 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 - Ext 4330****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.
- 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;

- Apprenticeship Schemes
- Corporate Core
- Corporate Financial Services
- Corporate Treasury Management

ECONOMIC DEVELOPMENT**Budget Manager – Head of Regeneration - Ext 4330****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 Police and Crime Commissioner for Hampshire (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 from working age claimants in accordance with the locally approved Council Tax Support scheme. All applications from pension age claimants are administered by the Council in accordance with the national scheme.

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. Postal naming and numbering, 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.

EXECUTIVE PORTFOLIO**HEALTH & 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)	57.00	60.00	5.3
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			

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 £
Monday - Saturday Standard hourly rates apply between 8am and 6pm	£1.00 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.00 per hour to a maximum of 6 hours
Inner Shopping Centre Car Parks This includes the following car parks: Fernehall Hall; Civic Way North & South; Palmerston Avenue; Civic Offices (Sat/Sun Only)	Current Fee £
Monday - Saturday Standard hourly rates apply between 8am and 6pm	£1.00 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.00 per hour to a maximum of 6 hours
Market Quay	Current Fee £
Monday - Saturday Standard hourly rates apply between 8am and 6pm	£1.50 per hour to a maximum of 10 hours
Sunday & Bank Holiday Standard hourly rates apply between 10.30am and 4pm	£1.50 per hour to a maximum of 6 hours
Outer Shopping Centre Car Parks This includes the following car parks: Bath Lane, Osborn Road West; Youth Centre; The Gillies; Lysses; Holy Trinity Church, Malthouse Lane, Trinity Street	Current Fee £
Monday to Saturday Standard hourly rates apply between 8am and 6pm	£0.70 per hour with a maximum charge of £3.50 per day
Sunday & Bank Holiday	No Charge
<u>SEASON TICKETS -</u>	
Quarterly	170.00
Annual	520.00
(bulk buy discount of 20% available on applications over 8 tickets)	

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 £
Higher Level Charge - (Note 1 and 3)	70.00
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 AND RESOURCES

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		
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

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	52.50	55.00	4.8
Pulheim Room – per hour	20.00	21.00	5.0
Vannes Room – per hour	20.00	21.00	5.0
Council Chamber – per hour	86.00	90.30	5.0
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			

MARKET PITCH RENTS

Fareham (including VAT)	Current Fee £	Proposed Fee £	% increase
Regular			
10 ft	30.00	30.00	NIL
20ft	60.00	60.00	NIL
30ft	83.00	83.00	NIL
40ft	105.00	105.00	NIL
Casual			
10ft	35.00	35.00	NIL
20ft	70.00	70.00	NIL

Portchester (Non-Vatable)	Current Fee £	Proposed Fee £	% increase
Regular			
10 ft	21.00	21.00	NIL
20ft	42.00	42.00	NIL
Casual			
10ft	26.00	26.00	NIL
20ft	52.00	52.00	NIL

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) Statutory	25.00	25.00	Nil
Dog Kennelling - For first 24 hours or part thereof	60.00	65.00	8.3
Dog Kennelling - For any subsequent 24 hours or part thereof	30.00	35.00	16.7
Micro-chipping of dogs - Note 1	13.00	14.00	7.7
Private home check visit - Note 1	29.00	30.00	3.4

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
Pollution Technical Advice charge per hour	45.00	45.00	Nil
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		
	Current Fee £	Proposed Fee £	% increase
Immigration requests (VAT to be added)	88.00	92.50	5.1

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)	22.00	23.00	4.5
Disposal	53.00	56.00	5.7

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	74.00	74.00	Nil
Issue of Certificate for Unsound Food - (Notes 2)	179.00	188.00	5.0
Transportation of Unsound Food:			
- First hour (min 1 hour) - (Notes 1 & 3)	131.00	138.00	5.3
- Subsequent whole hours - (Notes 1 & 3)	67.00	70.00	4.5
- Transport and disposal - (Note 4)			
Food Safety technical advice for businesses charge per hour	45.00	45.00	Nil

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)	64.00	68.00	6.3
Treatment of Mice in Domestic Premises - (Notes 1 & 2)	32.00	34.00	6.3
Treatment of Rats in Domestic Premises	FREE	FREE	Nil
Missed appointment	32.00	34.00	6.3
Pest Control Advice Visits to commercial premises charge per hour (Note 1)	45.00	45.00	Nil

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)	61.00	64.00	4.9

GENERAL CHARGES

Other items	Current Fee £	Proposed Fee £	% increase
Responding to solicitors/consultants enquiries (per question)	61.00	64.00	4.9
Responding to other detailed enquiries - (Note 1)			
Copies of statutory register	61.00	64.00	4.9
Attendance at court as a witness – Charges based on cost to the Council			

Notes

1. At the discretion of the Director of Regulatory and Democratic Services

EXECUTIVE PORTFOLIO
STREETSCENE SERVICES

DISCRETIONARY SERVICES

STREET CLEANSING

	Current Fee £	Proposed Fee £	% increase
Shopping trolley collection	71.00	75.00	5.63

REFUSE COLLECTION

Domestic Bulk Waste	Current Fee £	Proposed Fee £	% increase
Single Item	28.00	29.50	5.36
Half Load	64.00	67.00	4.69
Full Load	112.00	118.00	5.36
Collection of fridges/freezers	14.50	15.00	3.45

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	NIL

GARDEN WASTE COLLECTION

Domestic Garden Waste	Current Fee £	Proposed Fee £	% increase
First Sack			
Subsequent sacks - Roll of 25 single use sacks	21.50	22.50	4.65
Subsequent sacks - Roll of 5 single use sacks	5.25	5.50	4.76

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	140.00	150.00	7.14
Administration Fee for arrangements made directly with the Council	55.00	55.00	NIL
Grant of Exclusive Right of Burial: plot selected by Council	155.00	165.00	6.45
Grant of Exclusive Right of Burial: plot selected by Purchaser	232.00	245.00	5.6
Right to place flat memorial tablet not exceeding 35cmX45cmX2.5cm	38.00	40.00	5.26
Permit for additional inscription on tablets	26.00	27.00	3.85

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	612.00	643.00	5.07
Re-open existing grave – depth 1.50m	463.00	490.00	5.83
Re-open existing grave for cremated remains interment – depth 600mm (max 4 in grave)	140.00	150.00	7.14
Administration Fee for arrangements made directly with the Council	55.00	55.00	NIL
Grant of Exclusive Right of Burial: plot selected by Council	463.00	490.00	5.83
Grant of Exclusive Right of Burial: plot selected by Purchaser	651.00	685.00	5.22
<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	237.00	237.00	NIL

Fees for memorials			
Right to erect and to replace headstone (including licence for 10 years) not exceeding 90cm height, 90cm width and 30cm in depth	132.00	138.00	4.5
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	132.00	138.00	4.5
Renewal of right to erect and place headstone (licence for a further 10 years but not exceeding period of Exclusive Right of Burial)	25.00	26.00	4.0
Permit for additional inscription on headstone and re-erection	105.00	105.00	0
Permit to place vase in memorial border	38.00	40.00	5.26
Permit for additional inscription on vases	26.00	27.00	3.85

Miscellaneous Fees	Current Fee £	Proposed Fee £	% increase
Hire of chapel	79.00	85.00	7.59
Exhumation	Charge at cost		
Right to scatter cremated remains of any person	42.00	45.00	7.14
Funeral arrangements under the Public Health Act administration Fee	210.00	220.00	4.76
Fee for search of register - max 2 names	No charge		
Fee for search of register – additional names (per name)	5.00 plus VAT	5.00	NIL
Transferring of Exclusive Rights of Burial Ownership	47.00	50.00	6.38
Burial out of hours	Charge at cost		
Donating bench including supply of evergreen seat, commemorative plaque characters and installation.	1,155.00	1215.00	5.19

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.

FORESHORE

Beach Huts - (Including VAT)	Current Fee £	Proposed Fee £	% increase
Residents	361.00	379.00	5.0
Non-residents	722.00	758.00	5.0

EXECUTIVE PORTFOLIO
COMMUNITY & LEISURE SERVICES

SPORTS PITCHES, FACILITIES, RECREATION GROUNDS AND OPEN SPACES

Football, Rugby & Hockey - (Notes 1, 2, 3, 4 & 5)	Current Fee £	Proposed Fee £	% increase
Casual games: per match			
- Senior	63.20	66.00	4.4
- Junior (under 18)	26.30	27.50	4.6
- Mini Soccer per match	16.80	17.50	4.2
- Mini Soccer per half day per pitch	34.20	36.00	5.3
Training Sessions			
- 2 hours (juniors - half charge)	36.10	38.00	5.3
Seasonal charges (note 5)			
- - Senior	1,418.00	1485.00	4.7
- Junior (under 18)	630.00	660.00	4.8
- Mini soccer per match	409.50	430.00	5.0

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			
- Senior	66.70	70.00	4.9
- Junior (under 18)	25.20	26.50	5.2
- Evening games: Senior	54.10	56.50	4.4
- Evening games: Junior	23.70	24.50	3.4

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)	Current Fee £	Proposed Fee £	% increase
Courts – per court per hour			
- Senior	7.50	7.90	5.3
- Junior (under 18)	3.50	3.65	4.3
Seasonal charges Stubbington, Sarisbury & Locks Heath courts	1,470.00	1,544.00	5.0
Notes			
1. Fee inclusive of VAT at the prevailing rate.			
2. 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)	5,019.00	5,270.00	5.0
Crofton Community Association (6 rinks)	5,019.00	5,270.00	5.0
Fees - (Note 2)			
Green Fees	4.00	4.20	5.0
Hire of Woods	1.40	1.50	7.1
Hire of shoes (not applicable at Portchester or Priory Park)	1.40	1.50	7.1
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	37.00	4.8
Use of recreation grounds by Schools			
Hampshire County Council Schools – per match - (Note 1)	49.20	51.50	4.7
Meoncross School – per match - (Note 1)	49.20	51.50	4.7
Wykeham House – per annum - (Notes 1 & 2)	10,518.00	11,040.00	5.0
Hire of grounds for local shows etc - (Note 3)			
Commercial hiring - (Note 4)			
Charitable hiring : Administration charge only - (Note 5)	69.70	73.00	4.7
Use of changing facilities - (Note 1)	36.00	37.50	4.2

Rounders	61.50		
Bath Lane Recreation Ground - (Note 1)	61.50	64.50	4.9
Stubbington Recreation Ground - (Note 1)		64.50	4.9

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

FERNEHAM HALL

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)	£572	£759	£601	£797	5.1%	5.0%
Afternoon Hire [2pm– 6 pm] (4 hours)	£680	£845	£714	£887	5.0%	5.0%
Evening Hire [6pm– Midnight] (6 hours)	£845	£996	£887	£1,046	5.0%	5.0%
Daytime Hire [9am- 6pm] (9 hours)	£967	£1,204	£1,015	£1,264	5.0%	5.0%
Full Day Hire [9am- Midnight] (15 hours)	£1,210	£1,545	£1,271	£1,622	5.0%	5.0%
Three Day Hire [9am – Midnight]	£2,748	£3,465	£2,885	£3,638	5.0%	5.0%
Hourly Rate After Midnight	£316	£419	£332	£440	5.1%	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	£7,032		£7,384		5.0%	
Sun 9am- Midnight						
Mon-Fri 5:30pm- Midnight						
Sat 1pm- Midnight						
Octagon or Meon						
Half-Day Hire Flexible (4 Hours)	£189	£249	£198	£261	4.8%	4.8%
Daytime hire [9am– 5pm] (8 Hours)	£334	£449	£351	£471	5.1%	4.9%
Evening hire [6pm– Midnight] (6 Hours)	£310	£541	£326	£568	5.2%	5.0%
Hourly Rate After Midnight	£79	£103	£83	£108	5.1%	4.9%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s).					
Day Hire [9am- 6pm] (9 Hours)	£1,362	£1,702	£1,430	£1,787	5.0%	5.0%
Full Day Hire [9am- Midnight]	£1,672	£2,267	£1,756	£2,380	5.0%	5.0%

(15 Hours)						
Three Day Hire [9am-Midnight]	£4,194	£5,756	£4,404	£6,044	5.0%	5.0%
Hourly Rate After Midnight	£486	£608	£510	£638	4.9%	4.9%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s)					
Week Hire	£9,506		£9,981		5.0%	
Sun 9am- Midnight						
Mon-Fri 5:30pm- Midnight						
Sat 1pm- Midnight						

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)	£401	£500	£421	£525	5.0%	5.0%
Afternoon Hire [2pm– 6 pm] (4 hours)	£443	£596	£465	£626	5.0%	5.0%
Evening Hire [6pm– Midnight] (6 hours)	£553	£651	£581	£684	5.1%	5.1%
Daytime Hire [9am- 6pm] (9 hours)	£632	£784	£664	£823	5.1%	5.0%
Full Day Hire [9am- Midnight] (15 hours)	£796	£1,002	£836	£1,052	5.0%	5.0%
Three Day Hire [9am – Midnight]	£1,787	£2,249	£1,876	£2,361	5.0%	5.0%
Hourly Rate After Midnight	£207	£268	£217	£281	4.8%	4.9%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s)					
Solent + Octagon OR Solent + Meon	To be charged as room hiring + hourly rate x 50%					
Week Hire	£4,570		£4,799		5.0%	
Sun 9am- Midnight						
Mon-Fri 5:30pm- Midnight						
Sat 1pm- Midnight						
Octagon or Meon						
Half-Day Hire Flexible (4 Hours)	£122	£164	£128	£172	4.9%	4.9%
Daytime hire [9am– 5pm] (8 Hours)	£218	£292	£229	£307	5.0%	5.1%
Evening hire [6pm– Midnight] (6 Hours)	£201	£353	£211	£371	5.0%	5.1%
Hourly Rate After Midnight	£54	£72	£57	£76	5.6%	5.6%
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)	£887	£1,083	£931	£1,137	5.0%	5.0%
Full Day Hire [9am- Midnight] (15 Hours)	£1,088	£1,477	£1,142	£1,551	5.0%	5.0%
Three Day Hire [9am-	£2,724	£3,744	£2,860	£3,931	5.0%	5.0%

Midnight]						
Hourly Rate After Midnight	£316	£395	£332	£415	5.1%	5.1%
Hourly Rate Before Midnight	To be calculated as a % of the rate for that specific time slot(s)					
Week Hire	£6,175		£6,484		5.0%	
Sun 9am- Midnight						
Mon-Fri 5:30pm- Midnight						
Sat 1pm- Midnight						

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	£14	£14	£15	£15	7.1%	7.1%
Senior Steward- Per Hour	£14	£14	£15	£15	7.1%	7.1%
Stage Manager	Included in Fee	Included In Fee	Included in Fee	Included In Fee	-	-
Office Manager (Outside Normal Hours)- Per Hour	£14	£14	£15	£15	7.1%	7.1%
Technical- Lighting						
Follow Spot Operator (Per 4 Hours)	£54	-	£57	-	5.6%	-
Martin MAC250's (Max 8)	£38	£86	£40	£90	5.3%	4.7%
Star Cloth	£91	£310	£96	£326	5.5%	5.2%
Technical- Sound						
Radio Microphone	£24	£43	£25	£45	4.2%	4.7%
Technical- Stage						
Hazer DF50 inc. Fluid	£48	£91	£50	£96	4.2%	5.5%
Pyro System (Up To 6 Pods)	£29	£67	£30	£70	3.4%	4.5%
Gauze (Black)	£19	£43	£20	£45	5.3%	4.7%
Stage Extension (Per Rostra)	£5	-	£5	-	0.0%	-
Technical- Other						
Piano Hire- Yamaha Full Grand (Available On Stage Only)	£79	-	£83	-	5.1%	-
Electric Piano	£54	-	£57	-	5.6%	-
Piano Tuning	£91	-	£96	-	5.5%	-
Portable PA	£67	-	£70	-	4.5%	-
Slide Projector	£29	-	£30	-	3.4%	-
TV	£29	-	£30	-	3.4%	-
DVD/Video	£29	-	£30	-	3.4%	-
OHP & Screen	£29	-	£30	-	3.4%	-
Functions- Misc						
Flip Charts/Pens	£6.5	-	£6.83	-	5.1%	-
Photocopying	£0.17	-	£0.18	-	5.9%	-
Fax Facility	£1.60	-	£1.68	-	5.0%	-
Standard Exhibition Drops	£6.50	-	£6.83	-	5.1%	-
Shows- Misc						

Box Office	10% Gross (£50 Min)	-	10% Gross (£50 Min)	-	-	-
Complimentary Tickets	£0.25 Each	-	£0.30 Each	-	20%	-
Admin Charge for Print Tickets To Take Away	£29	-	£30	-	3%	-

Advertising	Current		Proposed		Increase	
	Standard	Discounted	Standard	Discounted	Standard	Discounted
	£	£	£	£	%	%
Internet Advertising (Weekly)	£62	£38	£65	£40	4.8%	5.3%
News Adverts (Within Our Column)	£103	£91	£108	£96	4.9%	5.5%
What's On Guide- ¼ Page	£116	£79	£122	£83	5.2%	5.1%
What's On Guide- ½ Page	£232	£122	£244	£128	5.2%	4.9%
What's On Guide- Page	£548	£305	£575	£320	4.9%	4.9%

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 6 January 2014

Portfolio:	Policy and Resources
Subject:	Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15
Report of:	Director of Finance and Resources
Strategy/Policy:	Finance Strategy 2014/15
Corporate Objective:	A dynamic, prudent and progressive Council

Purpose:

This report reviews the Council's finance strategy and makes recommendations regarding the capital programme, the revised revenue budget for 2013/14 and the revenue budget for 2014/15.

Executive summary:

On 2 December 2013, the Executive considered the Council's capital programme, revised service budget for 2013/14 and proposed service budgets for 2014/15.

Capital Programme and Resources 2013/14 to 2017/18

The capital programme amounts to £34,601,000, and there are capital resources totalling £34,814,000 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 2013/14

The revised general fund revenue budget for 2013/14 amounts to £13,867,000 for service budgets with other budgets totalling £-4,043,700 giving an overall position of £9,823,300.

General Fund Revenue Budget 2014/15

The proposed general fund budget for 2014/15 totals £13,027,400 for service budgets along with £-3,640,100 for other budgets giving an overall position of £9,387,300 which is a reduction of £436,000 against the original budget for 2013/14.

Recommendation:

- (a) That the capital programme for the period 2013/14 - 2017/18, amounting to £34,601,000 be approved;
- (b) That the revised 2013/14 general fund budget, amounting to £9,823,300 be approved;
- (c) That the base 2014/15 general fund revenue budget amounting to £9,387,300 be approved;
- (d) Use of the surplus on the spending reserve as set out in paragraphs 28-30 be approved.

Reason:

To allow the Council to approve the capital programme, general fund revised revenue budget for 2013/14 and draft revenue budget for 2014/15.

Cost of proposals:

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

Appendices A: Consolidated General Fund Budget 2013/14 (revised) and 2014/15 (Base)

Background papers: None

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 6 January 2014

Subject: Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. This report brings together the revenue and capital spending plans for the Council's local service agreements, as part of the Council's co-ordinated strategic, service and financial planning process.
2. The finance strategy was considered in October 2013, 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 2014/15

5. On 7 October 2013 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 2014/15 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 2.7% (Oct 13) and headline RPI was 2.6%. The Government has indicated that it expects councils to freeze council tax at the 2013/14 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 fifth year, consistent with the outcome achieved for 2013/14.
7. Gross expenditure on services in 2013/14 is £46.6 million but a minimal increase of only £60,000 (0.13%) is sufficient to increase the council tax by 1%. For 2014/15 the spending and funding pressures equate to a 15% 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 2 December 2013. The programme amounted to £34,601,000 for the period 2013/14 - 2017/18.
9. Resources available to fund the capital programme amount to £34,814,000 over the programme period, and therefore by 2017/18 there should be a surplus of £213,000.
10. 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. One of the corporate priorities is to provide a new swimming pool in the western wards. Despite the current surplus of capital resources (compared to the approved programme), the asset reviews suggest that there are insufficient resources in the future.
11. 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 Welborne Project 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 2013/14

12. The net revenue budget for 2013/14 was £9,823,300, a reduction of £783,300 on the previous year, and as a result the council tax was frozen, which was below the annual rate of inflation for the ninth consecutive year.

The Revised Service Budget 2013/14

13. The Executive and the Committees considered the revised service budgets for 2013/14 in November and December 2013. The overall service budget is £1,154,800 higher than the base budget for the year.

14. Other budgets, such as investment income, contributions to capital, etc. have increased by an equivalent amount, and the revised budget remains as £9,823,300. Further information of how this is spread across portfolios is in Appendix A.

THE SERVICE BUDGET 2014/15

Cost of Services

15. The Executive considered the draft 2014/15 revenue budget for each committee and portfolio on 2 December 2013.

Other Budgets

16. 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.
17. Capital Financing Costs: The proposed budget provides for a revenue contribution to capital of £2.2m, 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 (£897,900).
18. Interest on Balances: The downturn in the economy and subsequent slow recovery along with the uncertainty within the financial markets has had a significant adverse impact on 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.
19. The reduction in the figures for the base budget for 2014/15 reflects this but also takes into account a decision made by the Executive to invest up to £8million in the Commercial Property Investment Acquisition Strategy whereby income will be received through commercial rents rather than interest on investments.
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 has agreed that in 2014/15 the contribution will be £150,000 which is the same as the original budget for the current year.
21. Contribution from Reserves: This represents items in the budget that are funded from reserve accounts that the Council holds. This includes funding the Welborne project from Capacity Funding money and Housing and Planning Delivery Grant. Other reserves that have been used to reflect spending in the revised and base budgets include the High Street Innovation Fund (£200,000) to be used on various projects to improve shopper experiences within Fareham Town Centre, Improving the Customer Experience (£100,000) and Invest to Save (£100,000) funds to be used for the Vanguard Projects and some Section 106 funding for an additional ranger post of £40,000.

22. 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 2013/14 £000s	Base 2014/15 £000s	Variations £000s
Gross Service Expenditure	42,559	43,275	+716
Gross Service Income	-29,847	-30,248	-401
Net Service Expenditure	12,712	13,027	+315
Other budgets	-2,889	-3,640	-751
Total Budget	9,823	9,387	-436

23. Taking account of all revenue budget items, the overall budget for 2014/15 will be £9,387,300, which represents an overall decrease of £436,000 or 4.6%. Taking account of the anticipated change in the formula grant and the council tax base for 2014/15, this budget will allow the council tax to be set at the same level as in 2013/14.

SPENDING PRESSURES AND SERVICE EFFICIENCIES

24. 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.
25. The proposed budget of £9,387,000 includes over £632,000 of extraordinary cost increases (or income reductions) and efficiencies have been implemented to offset these costs.
26. At the meeting of the Executive on 7 October 2013 the Executive Leader advised that he has asked the Chief Executive Officer to prepare and bring forward a range of options for the budget gap to be closed by using the four elements of the Council's Efficiency plan (Priorities, Proceeds, People/Process and Procurement) as a basis, with a view to finding £800,000 of savings by 2015.
27. To support the revenue budget before these savings are achieved £435,300 has been transferred from the spending reserve with a view to replenishing the balance once the savings are realised.

SPENDING RESERVE

28. 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 2013-14, this equates to £2,330,000 and the current balance in the reserve is £3,313,700, a surplus over the minimum balance of £983,700.
29. As part of the Medium Term Financial Strategy it was agreed that proposals for the use of the surplus would be developed during the autumn for consideration in this report.
30. Paragraphs 8-11 review the capital programme and resources needed in order to meet this programme. It is recommended that the spending reserve surplus of £983,700 is transferred to support the capital programme in respect of this project.

GOVERNMENT SUPPORT IN 2014/15

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. From April 2013, business rates have been retained locally by the billing authority, and the Council pay a proportion of the money collected to Hampshire County Council, Hampshire Fire and Rescue Authority and the Government.
33. The Government has also announced that there will be a one-off freeze grant available in 2014/15 for councils that keep their council tax either at or below the 2013/14 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

34. On 7 October 2013 in approving the Finance Strategy, the Executive approved the following policy on the treatment of the New Homes Bonus income:
 - *“Firstly, if necessary, the award is top-sliced to meet reduced central government funding, and to support service delivery (particularly where demand has grown in line with the growth in housing);*
 - *The balance is earmarked for investment in capital schemes or other projects, which are driven by corporate priorities;*
 - *In determining the use of funds for capital investment, there should be a bias towards*
 - *investing in land & property that will generate a long term source of income;*
 - *Projects that support economic or employment growth; and*
 - *Projects that support or secure further housing delivery.*

35. *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. This will reduce the amount currently used to support capital projects to an extent where all NHB funding will be used to support reduced Government Funding by 2015/16.”*
36. In line with the policy, of the £1,106,900 received in 2013/14, £194,800 will be used to offset reductions in Government funding with the balance of £912,100 to be used for capital investment.
37. The provisional reward for 2014/15 is £1,480,000 and it is proposed that £582,100 is used to offset reductions in Government funding with the balance of £897,900 used for capital investment.

RISK ASSESSMENT

38. In considering the budget, there are a number of issues that need to be borne in mind, as set out below:-
39. The economic climate remains very uncertain, and has had a significant impact on certain services and budgets.
40. The Government continues to expect the public sector to achieve significant efficiencies, in 2014/15 and in future years due to changes in funding. The table below shows the funding changes for Fareham since 2009-10 when council tax was first set at the current level.

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%
2013/14	£4,090,980	+£90,521	+2.3%

41. Although 2013/14 shows a small increase in Government support this was achieved principally due to the subsidy for the Council Tax Support Scheme (£386,000) being incorporated into core funding for Local Authorities.
42. Between October 2009 and October 2013 RPIX has increased by 16.6%.
43. To add to the funding reductions the Local Government Resource Review has shifted 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.
44. The Executive has previously agreed that the balance on the spending reserve should equate to at least 5% of gross revenue expenditure which, for 2013/14, is £2,330,000. 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.

45. While the Council's capital resources are expected to exceed planned capital expenditure at the end of the programme period (by approximately £200,000), 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 2014/15

46. If the proposed base budget is approved, the overall revenue budget for 2014/15 will be £9,387,300.
47. With government support of £3,641,870 the total amount to be raised from council taxpayers would be £5,745,430.
48. With the council tax base – the equivalent number of Band D properties – for 2014/15 being 40,974, this would give a council tax per Band D property for 2014/15 of £140.22, which is the same level of council that has been charged since 1 April 2009. This council tax freeze compares favourably to the current level of inflation of 2.7% (RPIX, October 2013).

ASSURANCE STATEMENT BY THE STATUTORY CHIEF FINANCIAL OFFICER

49. 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.
50. 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.
51. 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

52. The Council's finances remain under pressure in the current year, and there is every indication that this situation will persist in the future not only from economic pressures but also from Central Government funding constraints.
53. Consequently, the budget setting process for 2014/15 has presented the same challenges that were experienced during the 2013/14 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.

54. Taking new priority spending into account, the proposed revenue budget for 2014/15 will provide sufficient resources to deliver the Council's services and its priorities, and enable the council tax to be frozen for 2014/15, at current levels.

Reference Papers: None

ACTUAL REVENUE BUDGET

	Budget	Revised	Variation	Budget	Variation
	2013/14	2013/14	Base to	2014/15	Base to
	£	£	Rev	£	base
			£		£
Committees					
Planning Committee	669,000	707,400	38,400	793,400	124,400
Licensing and Regulatory Affairs Committee	395,800	399,700	3,900	503,400	107,600
Executive - Portfolio Budgets					
- Leisure and Community	1,681,800	1,837,200	155,400	1,754,000	72,200
- Health and Housing	1,369,400	1,444,800	75,400	1,210,300	-159,100
- Strategic Planning and Environment	-234,100	-181,700	52,400	-580,000	-345,900
- Policy and Resources	2,113,000	2,621,900	508,900	2,374,600	261,600
- Public Protection	2,435,700	2,745,100	309,400	2,679,100	243,400
- Streetscene	4,281,600	4,292,600	11,000	4,292,600	11,000
SERVICE BUDGETS	12,712,200	13,867,000	1,154,800	13,027,400	315,200
Capital Charges	-1,763,400	-2,152,200	-388,800	-2,152,200	-388,800
Capital Financing Costs					
- Use of Housing Capital Receipts	-415,600	-495,400	-79,800	-230,000	185,600
- Direct Revenue Funding	1,301,000	1,351,800	50,800	1,301,000	0
- Direct Revenue Funding NHB	897,900	912,100	14,200	897,900	0
Interest on Balances	-874,500	-770,700	103,800	-676,900	197,600
Portchester Crematorium	-150,000	-150,000	0	-150,000	0
New Homes Bonus	-1,092,700	-1,106,900	-14,200	-1,480,000	-387,300
Contribution to(+)/from(-) Reserves	-791,600	-1,632,400	-840,800	-1,149,900	-358,300
OTHER BUDGETS	-2,888,900	-4,043,700	-1,154,800	-3,640,100	-751,200
NET BUDGET	9,823,300	9,823,300	0	9,387,300	-436,000

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 10 February 2014

Portfolio:	Policy and Resources
Subject:	Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15
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 21 February 2014, in respect of the revenue budget, capital programme and council tax for 2014/15.

Executive summary:

On 6 January 2014, the Executive reviewed the Council's overall finance strategy and considered proposals relating to the capital programme, revenue budgets and the council tax for 2014/15. This report updates the Council's budgets to reflect the decisions taken on 6 January 2014.

The capital programme for the years 2013/14 to 2017/18 will be £34,601,000.

The revenue budget for 2014/15 will be £9,510,600. With Central Government support and retained business rates estimated to be £3,708,796 and the option of accepting additional council tax freeze grant for 2014/15 equating to £56,430 this results in the total amount due from the council tax of £5,745,374.

Taking these changes into consideration, the council tax for 2014/15 will be £140.22 per Band D property and would mean that Fareham's element of the Council Tax will have remained unchanged for 6 years. This represents no increase from the council tax set for 2013/14, 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 21 February 2014:-

- (i) the capital programme and financing of £34,601,000;
- (ii) an overall revised revenue budget for 2013/14 of £9,823,300;
- (iii) a revenue budget for 2014/15 of £9,510,600; and
- (iv) a council tax for Fareham Borough Council for 2014/15 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 2014/15.

Cost of proposals:

Not applicable.

Appendix A: Revenue Budget Summary 2013/14 and 2014/15

Background papers:

DRAFT

Contact: Neil Wood, Management and Financial Accounting Manager

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

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FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 10 February 2014

Subject: Finance Strategy, Capital Programme, Revenue Budget and Council Tax 2014/15

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. On 6 January 2014 the Executive reviewed the Council's overall finance strategy and considered proposals relating to:
 - The capital programme for 2013/14 to 2017/18;
 - The revised revenue budget for 2013/14;
 - The revenue budget for 2014/15; and
 - The council tax for 2014/15.
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 2013/14 TO 2017/18

3. The capital programme for the period 2013/14 to 2017/18 is £34,601,000 as shown in the following tables:

	£000s
Public Protection	379
Streetscene	500
Leisure and Community	5,898
Health and Housing	6,065
Planning and Environment	1,071
Policy and Resources	20,688
TOTAL	34,601

	£000s
2013/14	9,154
2014/15	16,306
2015/16	2,671
2016/17	1,361
2017/18	1,053
Unallocated	4,056
TOTAL	34,601

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

	£000s
Capital Receipts	6,504
Capital Fund Account	4,918
Right to Buy receipts for Housing Enabling	4,655
External Contributions	3,669
Revenue Contribution to Capital schemes	473
Major Repairs and Renewals Reserve	302
Matched Funding reserve	248
TOTAL	20,769

5. In addition, the following resources are anticipated to be available between 2013/14 and 2017/18:

	£000s
External Contributions	5,689
Contribution to Capital Fund Account	3,484
Revenue Contribution to Capital schemes	3,871
Borrowing	2,965
New Homes Bonus	1,810
Government Grants	1,250
Capital Receipts	450
TOTAL	19,519

6. The programme and projected resources indicate that, as at 31 March 2018, there will be a surplus of capital resources of £5,687,000.
7. Importantly, the surplus assumes an estimate of future capital receipts as well as continued revenue contributions towards capital investment, totalling nearly £5.5m. In the event that these resources do not materialise, the surplus will be reduced.
8. 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 included in the capital programme.
9. Spending pressures in this respect include the provision of a pool facility in the western wards, or refurbishment/replacement works to some Council assets (for example community centres and the Osborn Road multi-storey car park) that have yet to be added to the capital programme.

Contact: Neil Wood, Management and Financial Accounting Manager

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

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SPENDING RESERVE

10. The spending reserve currently stands at £2,330,000 which is 5% of gross expenditure for 2013/14 which represents the minimum required balance as set out in the approved Medium Term Finance Strategy.
11. At the meeting on 6 January 2014 the Executive agreed to use £435,300 of this balance to support the General Fund budget for 2014/15 with a view to replenishing the fund from efficiencies made in early 2014/15.

REVISED BUDGET 2013/14

12. In January, the Executive considered in detail the revised budget for 2013/14, which totalled £9,823,300 and is no change when compared to the base budget for the year.

SERVICE BUDGETS 2014/15

13. The following paragraphs of this report indicate the changes to the service budgets resulting from the decisions of the Executive on 6 January 2014.

Planning Committee

14. There were no changes to this committee which confirms the budget total as £793,400.

Licensing and Regulatory Affairs Committee

15. No changes were made to this Committee's budget, confirming the total as £503,400.

Leisure and Community Portfolio

16. No changes were made to the portfolio budget, which is now confirmed to be £1,754,000.

Health and Housing Portfolio

17. No changes were made to this portfolio's budget, confirming the total as £1,210,300.

Strategic Planning and Environment Portfolio

18. There were no changes made to the portfolio budget, which is now confirmed to be -£580,000.

Policy and Resources Portfolio

19. There were no changes made to the portfolio budget, which will now be confirmed as £2,374,600.

Public Protection Portfolio

20. There were no changes made to the portfolio budget, which is now confirmed to be £2,679,100.

Streetscene Portfolio

21. There were no changes made to the portfolio budget, which is now confirmed to be £4,292,600.

OTHER BUDGETS 2014/15

22. Since the January Executive further information has been released regarding Central Government Support. As a result of this less money will be needed from the spending reserve in order to achieve a balanced budget. The figure agreed at the January Executive was £435,300 and this will now be £312,000.

23. As a result of this change the Other Budgets total will be -£3,516,800.

THE OVERALL BUDGET POSITION FOR 2014/15

24. Taking account of the various changes referred to in the preceding paragraphs, the overall total budget for 2014/15, detailed in Appendix A, is confirmed as £9,510,600. This total is £312,700 below the base budget for 2013/14 of £9,823,300.

GOVERNMENT SUPPORT

25. The amount of government support that the Council expects to receive in 2014/15 is summarised in the following table:

	2013/14	2014/15
	£	£
Core Funding	3,498,055	3,170,794
Individual grants now included in core funding (local council tax support and homelessness prevention)	442,903	327,654
Council Tax Freeze Grant (2011/12)	150,022	149,351
Council Tax Freeze Grant (2013/14)	61,460	60,997
TOTAL	4,152,440	3,708,796

26. This finance settlement core funding represents a cash reduction of 10.7% when compared to 2013/14.

27. With further cash reductions of approximately £0.5m predicted for 2015/16, it is important 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

28. The revised council tax base for 2013/14 is 40,244 Band D equivalent properties which is the same as the original estimate.

29. The council tax base for 2014/15 is 40,974 Band D equivalent properties.

Contact: Neil Wood, Management and Financial Accounting Manager

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

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30. The net rate yield from National Non-Domestic Rates for 2013/14 (before Transitional arrangements) is £36,922,577.

COUNCIL TAX FOR 2014/15

31. With a net budget for 2014/15 of £9,510,600 and government support of £3,765,226 (including the option of additional freeze grant for 2014/15 of £56,430), the Executive is able to recommend no council tax increase for 2014/15, as compared to the current rate of inflation of 2.7% (this is the published RPIX inflation rate for November 2013). This is shown in the following table:

	Base Budget 2013/14	Base Budget 2014/15	Variation
	£	£	£
Total Budget	9,823,300	9,510,600	-312,700
Less:			
Government Support	4,090,980	3,708,796	-382,184
Use of Collection Fund surplus	27,846	0	-27,846
Council Tax Freeze Grant	61,460	56,430	-5,030
Total due from Council Tax Payers	5,643,014	5,745,374	+102,360
Council Tax base	40,244	40,974	
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)

32. 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.
33. 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.
34. 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

35. While all spending plans can be met from within existing resources, growing financial pressures increase the risk that spending plans exceed desirable levels.
36. 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.
37. Where opportunities exist to increase income sources for the Council, and plans are well advanced, these have been incorporated into the budget.
38. 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

39. In making a recommendation to full Council on the council tax for 2014/15, 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

ACTUAL REVENUE BUDGET

	Budget 2013/14 £	Revised Budget 2013/14 £	Variation Base to Rev £	Budget 2014/15 £	Variation Base to base £
Committees					
Planning	669,000	707,400	38,400	793,400	124,400
Licensing and Regulatory Affairs	395,800	399,700	3,900	503,400	107,600
Executive - Portfolio Budgets					
- Leisure and Community	1,681,800	1,837,200	155,400	1,754,000	72,200
- Health and Housing	1,369,400	1,444,800	75,400	1,210,300	-159,100
- Strategic Planning and Environment	-234,100	-181,700	52,400	-580,000	-345,900
- Policy and Resources	2,113,000	2,621,900	508,900	2,374,600	261,600
- Public Protection	2,435,700	2,745,100	309,400	2,679,100	243,400
- Streetscene	4,281,600	4,292,600	11,000	4,292,600	11,000
SERVICE BUDGETS	12,712,200	13,867,000	1,154,800	13,027,400	315,200
Capital Charges	-1,763,400	-2,152,200	-388,800	-2,152,200	-388,800
Capital Financing Costs					
- Use of Housing Capital Receipts	-415,600	-495,400	-79,800	-230,000	185,600
- Direct Revenue Funding	1,301,000	1,351,800	50,800	1,301,000	0
- Direct Revenue Funding NHB	897,900	912,100	14,200	897,900	0
Interest on Balances	-874,500	-770,700	103,800	-676,900	197,600
Portchester Crematorium	-150,000	-150,000	0	-150,000	0
New Homes Bonus	-1,092,700	-1,106,900	-14,200	-1,480,000	-387,300
Contribution from Reserves	-791,600	-1,632,400	-840,800	-1,026,600	-235,000
OTHER BUDGETS	-2,888,900	-4,043,700	-1,154,800	-3,516,800	-627,900
BUDGET TOTAL	9,823,300	9,823,300		9,510,600	-312,700
NET BUDGET	9,823,300	9,823,300		9,510,600	-312,700

	Budget 2013/14 £	Budget 2014/15 £
NET BUDGET	9,823,300	9,510,600
EXTERNAL SUPPORT		
Non-Domestic Rates	1,558,458	1,717,625
Revenue Support Grant	2,532,522	1,991,171
Council Tax Freeze Grant	61,460	56,430
	<u>4,152,440</u>	<u>3,765,226</u>
USE OF COLLECTION FUND BALANCE	27,846	0
NET AMOUNT DUE FROM COUNCIL TAX PAYERS	5,643,014	5,745,374
COUNCIL TAX BASE	40,244	40,974
COUNCIL TAX PER BAND D PROPERTY (ROUNDED)	£140.22	£140.22
CASH INCREASE	£0.00	£0.00
PERCENTAGE INCREASE	0.00%	0.00%

FAREHAM

BOROUGH COUNCIL

Report to Scrutiny Board

Date **23 January 2014**

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

Subject: **HOUSING REVENUE ACCOUNT BUDGET AND CAPITAL PLANS 2014/15**

SUMMARY

The Scrutiny Board is asked to consider and review the Executive's proposals for the Housing Revenue Account budget and capital plans for 2014/15. The report will be considered by the Housing Tenancy Board on 27 January 2014.

Enquiries:

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

APPENDICES

Appendix A: [Report to Executive meeting on 10 February 2014 – Housing Revenue Account including Housing Capital Programme 2014/15](#)

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BOROUGH COUNCIL

Report to the Executive for Decision 10 February 2014

Portfolio:	Policy and Resources
Subject:	Housing Revenue Account Spending Plans, including the Capital Programme for 2014/15
Report of:	Director of Finance and Resources
Strategy/Policy:	Housing Strategy
Corporate Objective:	A balanced housing market

Purpose:

This report seeks Executive endorsement for the revised budget for 2013/14, the base budget, rent increases and fees and charges for 2014/15 and the capital programme and it's financing for the years 2013/14 to 2017/18.

Executive summary:

The Executive recommended and the Council approved, in February 2013, the base budget and rent increase for 2013/14, for Housing Revenue Account services.

This report sets out the Housing Revenue Account revised budget for 2013/14 and base budget for 2014/15 along with the capital programme and it's financing for the years 2013/14 to 2017/18. The report examines the issues affecting the Housing Revenue Account including rent increases with effect from 7 April 2014.

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 7 April 2014;
- (b) rents for Council garages be increased by 5% with effect from 7 April 2014;
- (c) discretionary fees and charges be increased to provide a minimum increase of 5%, where possible, with effect from 7 April 2014;
- (d) the revised budget for 2013/14 be approved;

Contact: Caroline Hancock, Finance Strategy and Development Manager

E-mail – chancock@fareham.gov.uk (Tel: 01329 824589)

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- (e) the base budget for 2014/15 be approved;
- (f) the capital programme and financing for 2013/14 to 2017/18 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:

To allow the Full Council to approve the Housing Revenue Account budget for 2014/15.

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: October 2013 Consultation – Rents for Social Housing
2015/16 – 2024/25 issued by DCLG

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BOROUGH COUNCIL

Executive Briefing Paper

Date: 10 February 2014

Subject: Housing Revenue Account Spending Plans, including the Capital Programme for 2014/15

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. This report brings together the revenue and capital spending plans for 2013/14 and 2014/15 for the Board to consider. On 7 October 2013, the Executive approved the Council's Finance Strategy for 2014/15 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
2013/14	4,275
2014/15	8,297
2015/16	6,951
2016/17	1,769
2017/18	4,222
Total	<u><u>25,514</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) and retained 1-for-1 receipts from Right-to-Buy sales.
4. The major schemes in 2014/15 and 2015/16 are the new Collingwood House, new accommodation in Palmerston Avenue and the potential purchase of a sheltered scheme at Coldeast.
5. Following the changes to the Right-to-Buy scheme, we are required to utilise retained 1-for-1 Right-to-Buy receipts to increase our housing stock. Such proceeds must

represent no more than 30% of the cost of acquisition or new build with the balance being met from revenue reserves or borrowing and to use the monies within three years of being received. It is intended not to borrow for this purpose.

REVENUE BUDGETS – APPENDICES B & C

6. The following tables summarise the base and revised budgets for 2013/14 and the base budget for 2014/15, of the Housing Revenue Account and Housing Repairs Account. Further information can be found in Appendices B and C.

Housing Revenue Account - Appendix B	Base Budget 2013/14 £'000	Revised Budget 2013/14 £'000	Base Budget 2014/15 £'000
Income from service	-11,426	-11,461	-12,120
Expenditure on service	7,098	6,989	6,962
Net cost of service	-4,328	-4,472	-5,158
Interest	1,707	1,761	1,721
RCCO, Transfer to Capital Development Fund	2,889	2,164	3,852
(Surplus) / deficit	268	-547	415
Opening Balance	-4,593	-4,358	-4,905
Closing Balance	-4,325	-4,905	-4,490
Housing Repairs Account - Appendix C	Base Budget 2013/14 £'000	Revised Budget 2013/14 £'000	Base Budget 2014/15 £'000
Income	-1,680	-1,681	-1,679
Expenditure	1,680	1,681	1,679
(Surplus) / deficit	0	0	0
Opening balance	-1,800	-1,800	-1,800
Closing balance	-1,800	-1,800	-1,800
Overall closing balance	-6,125	-6,705	-6,290
Properties at 31 March	2,368	2,356	2,353
Average balance per property £'s	-2,587	-2,846	-2,673

7. The HRA budget for 2014/15 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 the reinvesting in existing or new stock.
8. The revised budget on the Repairs Account for 2013/14 includes expenditure for work not completed in 2012/13 of:

Contact: Caroline Hancock, Finance Strategy and Development Manager

E-mail – chancock@fareham.gov.uk (Tel: 01329 824589)

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- a) £122,900 Asbestos Survey
- b) £98,500 Disabled Modifications
- c) £45,900 External Decorations
- d) £28,900 Gas Servicing

9. It is the intention to continue to maintain a fixed year-end balance on the Repairs Account of £1,800,000. This provides a sufficient cushion to pay for any unexpected repairs and to protect the HRA from fluctuations in the level of repairs.
10. A graph depicting yearly surpluses/deficits, balance of debt and reserves over a time period of 30 years can be viewed in Appendix D.

RENT RESTRUCTURING AND INCREASES – APPENDIX E

11. 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 was 2015/16.
12. In the Spending Review 2013, the Government announced its intention that social rents would increase by CPI + 1% from 2015/16 - 2024/25. This has been confirmed in a consultation dated October 2013 "Rents for Social Housing from 2015/16".
13. The consultation includes a proposal that the date of 2015/16 be removed for social rents to converge. It is anticipated that by 2015/16, 974 properties will be below formula rent (40% of the stock). The intention and expectation is that when a property is re-let, it will be let at the formula rent for the property type.
14. For 2014/15, rents will continue to increase by September RPI (3.2%) + 0.5% (plus £2 for properties below formula rent). This results in an average rent increase for tenants of 5.35% (£4.52 per week average increase). Housing benefit will cover this increase for around 64% of tenants. Appendix E shows examples of the proposed new rents.
15. Under the Housing Benefit reforms, of the 1513 tenants who receive housing benefit, 112 (122 in 2012/13) are under-occupying. 92 (110) are affected by a 14% reduction in housing benefit and 20 (12) by a 25% reduction.
16. 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 2014/15 increase by 5%.

FEES AND CHARGES – APPENDIX F

17. The current fees and charges for the HRA and the proposed charges for 2014/15 are set out in appendix F. The proposed discretionary fees have been increased wherever possible to achieve a 5% increase.
18. 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

19. 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

Contact: Caroline Hancock, Finance Strategy and Development Manager

E-mail – chancock@fareham.gov.uk (Tel: 01329 824589)

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and income. This can be used to estimate the account balances needed to provide a prudent level of reserves and working balance.

20. 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 programme; fluctuations in interest rates and uncertainty over the Supporting People funding to provide support for people receiving the sheltered housing service.
21. 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%		-£90
Loss of income if bad debts increase to 5%		-£330
Increase from 4 to 10 RTB's per annum – income		-£30
Increase to 10 RTB's per annum – responsive repairs	-£7	

22. 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

23. The Executive will be 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; 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.

Reference Papers:

- a) Executive 11 February 2013 – Housing Revenue Account Spending Plans including the Capital Programme 2013/14
- b) Executive 8 July 2013 – Actual Housing Revenue Account Expenditure and Financing 2012/13
- c) Executive 7 October 2013 – Annual Review of the Council's Finance Strategy
- d) HRA 30 year Business Plan

APPENDIX A

CAPITAL PROGRAMME AND FINANCING	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	TOTAL £'000
Improvements, Energy Conservation & Environmental Works	1,293	1,653	1,673	1,744	4,197	10,560
Energy Conservation	973					973
Environmental Works	50					50
Converting front gardens for car parking		25	25	25	25	100
Capitalised Repairs / Renewals	220					220
New Builds - Palmerston Avenue		1,600				1,600
Acquisitions - general needs		790				790
New & Redeveloped Sheltered Schemes						
- Collingwood House	1,719	3,329	153			5,201
- Coldeast		900	5,100			6,000
Mobility Scooter Storage	20					20
TOTAL	4,275	8,297	6,951	1,769	4,222	25,514
FINANCED BY:						
Major Repairs Reserve	3,963	3,181	2,308	1,769	1,404	12,625
Revenue contribution to Capital		2,149	2,226		2,818	7,193
1:4:1 Receipts		237				237
Grants & Contributions	312	313				625
Capital Fund		2,417	2,417			4,834
Total Financing	4,275	8,297	6,951	1,769	4,222	25,514

Contact: Caroline Hancock, Finance Strategy and Development Manager

E-mail – chancock@fareham.gov.uk (Tel: 01329 824589)

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HOUSING REVENUE ACCOUNT

	Actual 2012/13	Base 2013/14	Revised 2013/14	Base 2014/15
	£000s	£000s	£000s	£000s
Income				
Rents - Dwellings	-10,048	-10,320	-10,360	-10,970
Rents - Garages	-216	-224	-227	-236
Rents - Other	-17	-18	-18	-18
Service Charges (Wardens, extra assistance, heating)	-239	-240	-238	-260
Cleaning	-117	-108	-103	-114
Grounds Maintenance	-73	-75	-74	-79
Other Fees and Charges	-25	-21	-28	-24
Leaseholder Service Charges	-65	-66	-65	-65
Grants receivable	-367	-354	-348	-354
	-11,167	-11,427	-11,461	-12,120
Expenditure				
General Administrative Expenses	1,717	1,488	1,579	1,548
Corporate & Democratic Core	57	61	58	58
Corporate Management	82	87	101	107
Communal Heating Services	74	70	73	76
Communal Lighting	27	38	35	36
Rents, Rates & Other Taxes	50	47	48	49
Communal Cleaning	134	140	131	134
Grounds Maintenance	182	188	196	194
Sheltered Housing Service	537	601	534	542
Fire & Refuse	11	50	50	50
Insurance Liability Provision	33	0	0	0
Sub-total of management costs	2,905	2,770	2,805	2,794
Contribution to Repairs Account	2,099	1,620	1,621	1,619
Bad Debts Provision	75	206	27	27
Bad Debts Written off	14	0	30	10
Depreciation	2,488	2,456	2,476	2,478
Debt Management Expenses	23	46	29	34
	7,602	7,099	6,989	6,962
Net income from service	-3,565	-4,328	-4,472	-5,158

	Actual 2012/13 £000s	Base 2013/14 £000s	Revised 2013/14 £000s	Base 2014/15 £000s
Net income from service	-3,565	-4,328	-4,472	-5,158
Interest Payable	1,864	1,870	1,871	1,871
Premium on Debt Redemption	99	0	0	0
Interest earned on internal balances	-165	-163	-110	-150
Net operating income	-1,767	-2,621	-2,711	-3,437
Revenue contribution to capital	48	725	0	1,688
Pension Interest Cost & Return on Assets	185	0	0	0
Movement on Pension Reserve	260	0	0	0
Transfer to Capital Fund	2,164	2,164	2,164	2,164
Pension Reserve Contributions	-437	0	0	0
(Surplus)/Deficit for year	455	268	-547	415
Housing Revenue Account balance				
Balance brought forward	-4,813	-4,593	-4,358	-4,905
(Surplus)/Deficit for year	455	268	-547	415
Balance carried forward	-4,358	-4,325	-4,905	-4,490

**HOUSING REVENUE ACCOUNT
EXPENDITURE DETAIL**

	Actual 2012/13	Base 2013/14	Revised 2013/14	Base 2014/15
	£000s	£000s	£000s	£000s
General Administrative Expenses				
Corporate & Democratic Core	57	61	58	58
Corporate Management	82	86	101	108
Employees	804	741	816	776
Premises	97	96	97	98
Transport	13	7	19	19
Supplies and Services	233	94	102	88
Contract Services	43	38	38	48
Internal Support	531	516	516	525
Income	-3	-3	-8	-7
	1,856	1,636	1,738	1,713
Communal Heating Services				
Premises	74	70	73	76
	74	70	73	76
Communal Lighting				
Premises	27	38	35	36
	27	38	35	36
Communal Cleaning				
Employees	32	41	31	37
Premises	99	97	99	95
Internal Support	2	2	2	2
	134	140	131	134
Grounds Maintenance				
Employees	12	14	13	13
Premises	138	148	157	154
Internal Support	32	26	26	27
	182	188	196	194
Sheltered Housing Service				
Employees	448	512	438	448
Premises	49	46	47	47
Transport	8	8	14	14
Supplies and Services	16	20	19	18
Internal Support	18	16	16	16
	537	601	534	542
Other Communal Services				
Premises	34	31	32	32
Supplies and Services	16	17	16	17
Fire & Refuse -Premises	11	50	50	50
Insurance Liability Provision	33	0	0	0
	94	97	98	99

APPENDIX C

HOUSING REPAIRS ACCOUNT

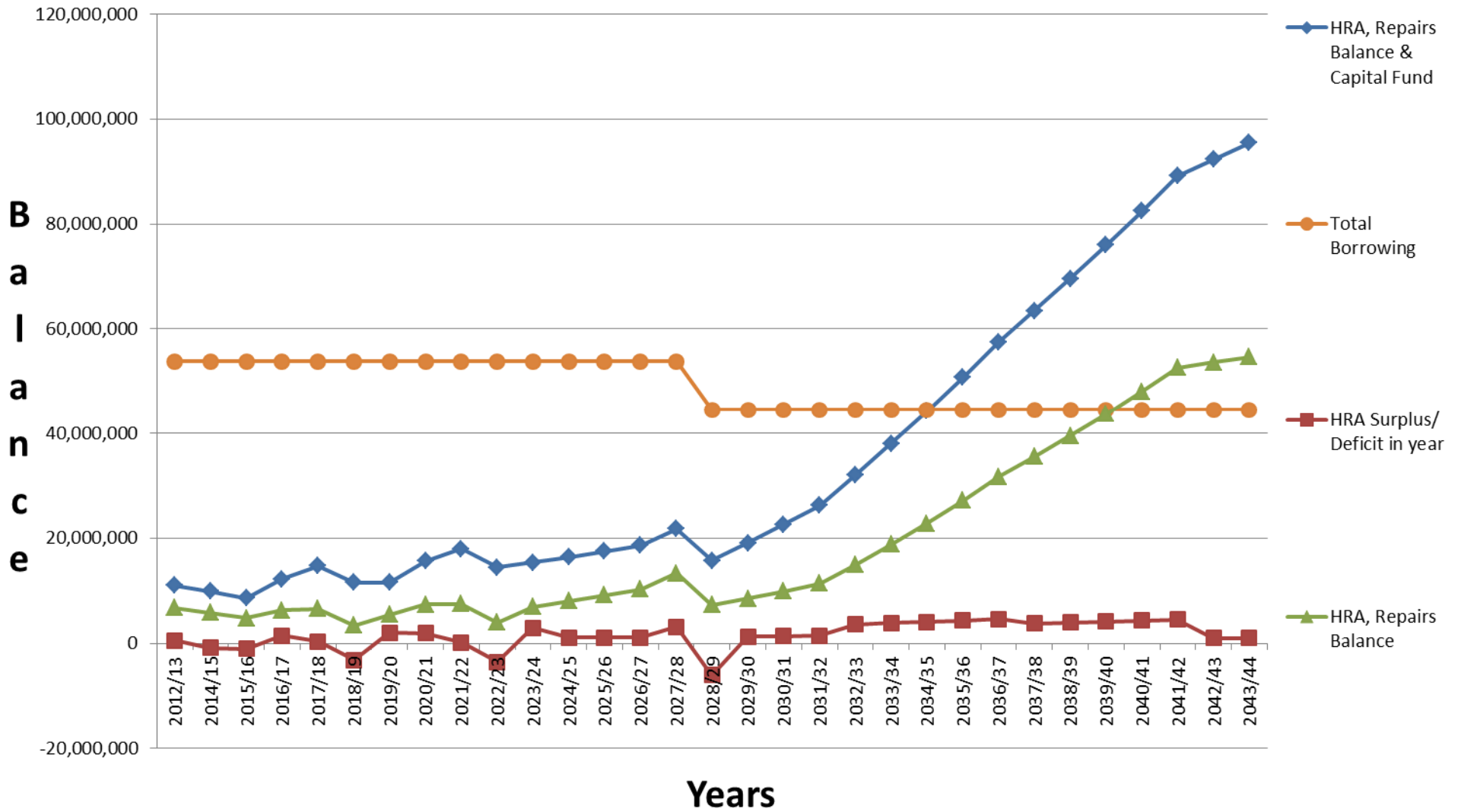
Expenditure	Actual 2012/13	Base 2013/14	Revised 2013/14	Base 2014/15
	£000s	£000s	£000s	£000s
Day to Day				
Internal decorating	22	55	55	55
General repairs	621	574	574	574
External works	161	160	160	160
Work to garages	35	21	21	21
Works to void properties	108	103	103	103
DSO Surplus	-24	0	0	0
Other works	33	83	83	83
	956	996	996	996
Schemes previously in the capital programme				
Repairs	803	222	222	222
Total from capital programme	803	222	222	222
Cyclical repairs				
External decorating	116	108	108	108
Gas service & associated repairs	249	250	250	250
Lift servicing	26	30	32	30
Pre decorating repairs	20	14	14	14
Emergency lighting	49	48	48	48
DSO Surplus	-4	0	0	0
Total cyclical	455	450	452	450
Administration				
Supplies & services	9	9	11	11
	9	9	11	11
Total expenditure	2,223	1,676	1,681	1,679
Income				
Contribution from HRA	-2,099	-1,620	-1,621	-1,619
Fees & charges	-40	-56	-60	-60
Total income	-2,139	-1,676	-1,681	-1,679
Balance brought forward	-1,800	-1,800	-1,800	-1,800
(Surplus)/Deficit for year	84	0	0	0
Tfr from Repairs Reserve	-84	0	0	0
Balance carried forward	-1,800	-1,800	-1,800	-1,800

Contact: Caroline Hancock, Finance Strategy and Development Manager

E-mail – chancock@fareham.gov.uk (Tel: 01329 824589)

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Balances over 30 years



HRA EXAMPLES OF RENT

	Property type	2013/14 Actual Rent	2014/15 Proposed Rent	Increase £ p.w.	Increase % p.w.
Nashe Way	1 Bed Bungalow	£82.67	£87.73	£5.06	6.12%
Foster Close	1 Bed Flat	£75.80	£79.40	£3.60	4.75%
Grebe Close	2 Bed Bungalow	£102.06	£107.70	£5.64	5.53%
Addison Road	2 Bed House	£99.30	£103.48	£4.18	4.21%
Foxbury Grove	2 Bed Flat	£85.17	£90.32	£5.15	6.05%
Garden Court	1 Bed Maisonette	£75.70	£79.40	£3.70	4.89%
Sicity House	2 Bed Maisonette	£85.02	£87.63	£2.61	3.07%
Fairfield Avenue	3 Bed House	£101.49	£104.96	£3.47	3.42%
Garden Court	3 Bed Flat	£99.13	£101.15	£2.02	2.04%
Foster Close	4 Bed House	£117.30	£119.95	£2.65	2.26%
Average for total stock		£84.39	£88.91	£4.52	5.35%
Garages		£9.35	£9.82	£0.47	5%

FEES AND CHARGES 2014/15

	Existing Charge inc VAT	Proposed Charge inc VAT	Increase
<u>Discretionary Charges</u>			
Sheltered Accommodation for the Elderly			
Guest Room Charge – single occupancy per night	£7.00	£7.35	5.0%
Guest Room Charge - per couple per night	£10.00	£10.50	5.0%
Rechargeable Repairs to Council houses			
a) Abortive visit by Officer, Surveyor or Tradesman – Standard charge per visit	£40.50	£42.50	5.0%
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 any consent to freeholders			
Fee per occurrence	£75.60	£79.40	5.03%
<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%

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