

Public Document Pack

EAST HERTFORDSHIRE DISTRICT COUNCIL

NOTICE IS HEREBY GIVEN that a meeting of East Hertfordshire District Council will be held in the Council Chamber, Wallfields, Hertford on Thursday 1st March, 2018 at 7.00 pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

Dated this 19th day of February 2018

Alison Stuart
Head of Legal and
Democratic Services

Note: Prayers will be said before the meeting commences. Those Members who do not wish to participate will be invited to enter the Chamber at their conclusion

AGENDA

1. Chairman's Announcements

To receive any announcements.

2. Minutes (Pages 7 - 14)

To approve as a correct record and authorise the Chairman to sign the Minutes of the Extraordinary Council meeting held on 6 February 2018.

3. Declarations of Interest

To receive any Members' declarations of interest.

4. Petitions

To receive any petitions.

5. Public Questions

To receive any public questions.

6. Members' questions

To receive any Members' questions.

7. Budget Report and Service Plans 2018/19 – 2021/22 (Pages 15 - 84)

To consider a report of the Executive Member for Finance and Support Services

Note – In respect of this matter, the provisions of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, require that a recorded vote is taken on the matter.

8. Council Tax 2018/19 - Formal Resolution (Pages 85 - 96)

To consider a report of the Executive Member for Finance and Support Services

Note – In respect of this matter, the provisions of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, require that a recorded vote is taken on the matter.

9. Executive Report - 6 February 2018 (Pages 97 - 112)

To receive a report from the Leader of the Council and to consider recommendations on the matters below:

(A) Council Tax Discounts_(Pages 113 - 124)

Minute 351 refers – Also attached is a report of the Executive Member for Finance and Support Services

(B) Aspenden Conservation Area Appraisal and Management Plan

Minute 352 refers

(C) Aston Conservation Area Appraisal and Management Plan

Minute 353 refers

(D) Cottered Conservation Area Appraisal and Management Plan

Minute 354 refers

(E) Fire Suppression Unit at Buntingford Depot

Minute 355 refers

10. Human Resources Committee: Minutes - 4 October 2017 (Pages 125 - 130)

Chairman: Councillor C Woodward

11. Overview and Scrutiny Committee: Minutes - 17 October 2017 (Pages 131 - 138)

Chairman: Councillor M Allen

12. Development Management Committee: Minutes - 8 November and 6 December 2017 (Pages 139 - 158)

Chairman: Councillor T Page

13. Performance, Audit and Governance Scrutiny Committee: Minutes - 21 November 2018 (Pages 159 - 170)

Chairman: Councillor M Pope

14. Treasury Management Strategy and Annual Investment Strategy 2018-19 (Pages 171 - 222)

To consider a report of the Executive Member for Finance and Support Services

15. Request for a Community Governance Review - Eastwick and Gilston Parish Council (Pages 223 - 232)

To consider a report of the Head of Legal and Democratic Services

16. Extension of Members' Allowances Scheme (Pages 233 - 236)

To consider a report of the Head of Legal and Democratic Services

17. Motions on Notice

To receive Motions on Notice.

DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.

2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.

3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.

4. It is a criminal offence to:
 - fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
 - fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
 - participate in any discussion or vote on a matter in which a Member has a DPI;
 - knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

Public Attendance

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a “first come first served” basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a “first come, first served” basis, to view the meeting via webcast.

If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing democraticservices@eastherts.gov.uk or calling the Council on 01279 655261 and asking to speak to Democratic Services.

Audio/Visual Recording of meetings

Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact the Press Office). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.

MINUTES OF AN EXTRAORDINARY
MEETING OF THE
COUNCIL HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 6 FEBRUARY 2018, AT 7.00 PM

PRESENT: Councillor J Jones (Chairman).
Councillors D Abbott, A Alder, D Andrews,
P Ballam, P Boylan, R Brunton,
E Buckmaster, S Bull, M Casey,
Mrs R Cheswright, K Crofton, S Cousins,
G Cutting, I Devonshire, H Drake,
M Freeman, J Goodeve, L Haysey,
R Henson, Mrs D Hollebon, G Jones, J Kaye,
G McAndrew, M McMullen, P Moore,
D Oldridge, T Page, M Pope, S Reed,
P Ruffles, S Rutland-Barsby, R Standley,
T Stowe, N Symonds, K Warnell,
G Williamson, C Woodward and J Wyllie.

OFFICERS IN ATTENDANCE:

Isabel Brittain	-	Head of Strategic Finance and Property
Martin Ibrahim	-	Democratic Services Team Leader
Claire Sime	-	Service Manager (Planning Policy)
Kevin Steptoe	-	Head of Planning and Building Control Services
Alison Stuart	-	Head of Legal and

Liz Watts - Democratic
Services
Chief Executive

347 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Members, the public and the Honorary Alderman to the meeting and advised that due to a technical issue the meeting was not being webcast.

He referred to the recent sad news that former Councillor Henry Sargent MBE had passed away. He had served as a District Councillor from 1973 until 1999 representing Hertford Sele ward. He had also served on Hertford Town Council and had been appointed an Honorary Alderman in 2007. The Chairman invited Honorary Alderman John Sartin to say a few words.

The Honorary Alderman spoke of the many years he had served with Henry Sargent from opposing sides of the chamber. He referred to his warm friendship and the respect and regard in which he had been held by councillors of all political persuasions. He spoke of Henry Sargent's commitment to serving his constituents in Hertford and his unswerving dedication to fulfilling his duties.

On Hertford Town Council, Henry Sargent had been the first Labour Mayor to be elected and this by a Conservative majority on the Council, which had demonstrated the high esteem in which he was held. He was a caring individual who had performed his duties with due diligence and fairness, which had been recognised by the award of an

MBE and his appointment as an Honorary Alderman.

The Chairman asked everyone present to stand and observe a minute's silence in memory of Henry Sargent.

On a happier note, the Chairman was pleased to advise that Councillor N Symonds and he would be representing the District at a Royal Garden Party to be held on 15 May 2018.

The Chairman referred to recent events he had attended and highlighted the Holocaust Memorial Day event that had involved a range of excellent speakers, including pupils from St Edmunds College. The whole event had been very moving and he thanked Councillor J Kaye and Officers for their efforts in organising the day.

The Chairman also referred to his forthcoming Civic Dinner on 17 March 2018 at Hanbury Manor, in aid of the Isabel Hospice. He detailed the entertainment and asked Members for their support.

Finally, the Chairman referred to the recent good news that had been announced in respect of the 5-year housing land supply, which he believed would afford the District extra protection against unwanted development.

348 MINUTES

RESOLVED – that the Minutes of the Council meeting held on 13 December 2017, be approved as a correct record and signed by the Chairman.

349 EAST HERTS DISTRICT PLAN – MAIN MODIFICATIONS CONSULTATION

The Leader of the Council submitted a report seeking agreement to publish 'Main Modifications' to the East Herts District Plan for a six- week period of consultation. She also sought agreement for the Sustainability Appraisal (January 2018) of the Main Modifications for consultation. Finally, the Leader also asked Council to note and agree a schedule of 'Minor Changes' to the District Plan.

Council recalled that the District Plan had been subjected to Examination by an independent Planning Inspector during recent hearing sessions held between October 2017 and January 2018. During these hearings, a number of Main Modifications had been discussed as being necessary and these were set out in Essential Reference Paper 'B' of the report submitted.

A Sustainability Appraisal Addendum (January 2018), detailed at Essential Reference Paper 'C' of the report submitted, had also been produced to take account of the Main Modifications and Council was asked to agree that this be published for consultation alongside the Main Modifications documents. The Leader also detailed a number of Minor Changes to the District Plan at Essential Reference Paper 'D' of the report submitted. However, as these did not affect the wording of policies or the overall intent of the Plan, the Regulations did not require these to be subject to consultation.

The Leader moved, and Councillor G McAndrew seconded, the recommendations detailed in the report submitted, subject to recommendation (A) be amended as follows:

Add at the end, "...with any further amendments authorised by the Head of Planning and Building Control, in consultation with the Leader of the Council".

Various Members expressed their gratitude to the Planning Policy team for their continued efforts and work on the District Plan.

In response to Members' questions and comments, Officers detailed the extent and range of the consultation that would be undertaken. Council was advised that over 5000 individuals on the database would be sent either an email or letter inviting them to engage in the consultation period. The consultation would also include press releases and regular updates on the Council's website and social media. Hard copy documents would also be provided to all parish and town councils.

In respect of the 5-year housing land supply, Officers explained that the 20% buffer was a requirement of the National Planning Policy Framework. The progress of housing delivery would be addressed by various trigger points within the District Plan. In terms of design, the master planning approach would seek to ensure that local concerns and issues were addressed.

Some Members expressed concern at the use of phrases such as "at least" or "a minimum" in respect of proposed housing numbers, especially in Bishop's Stortford, as this left the potential size of development as undefined. Officers responded by explaining that such phrases had been recommended by the Inspector, on the basis that more flexibility was needed.

In response to concerns in relation to infrastructure requirements, particularly in the Gilston area, Officers explained that the Infrastructure Delivery Plan would be a key consideration at pre-application stage.

The Leader encouraged Members to engage in the consultation process and expressed her personal appreciation to the Planning Policy Team.

Council approved the recommendations as now detailed.

RESOLVED - that (A) the Main Modifications to the East Herts District Plan, as detailed at Essential Reference 'B' to the report submitted, be agreed and published for a six-week period of consultation, with any further amendments authorised by the Head of Planning and Building Control in consultation with the Leader of the Council;

(B) the Head of Planning and Building Control, in consultation with the Leader of the Council, be authorised to agree any Main Modifications to Chapter 13 – East of Welwyn Garden City;

(C) the Sustainability Appraisal (January 2018) of the Main Modifications, as detailed at Essential Reference 'C' to the report submitted, be agreed for consultation, with any further amendments relating to Main Modifications to Chapter 13 – East of Welwyn Garden City, to be authorised by the Head of Planning and Building Control, in consultation with the Leader of the Council; and

(D) the Minor Changes to the East Herts District Plan, as detailed at Essential Reference Paper 'D' to the report submitted, be noted and agreed, with any further additions authorised by the Head of Planning and Building Control, in consultation with the Leader of the Council.

The meeting closed at 7.42 pm

Chairman
Date

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EAST HERTS COUNCIL

COUNCIL – 1 MARCH 2018

REPORT BY EXECUTIVE MEMBER FOR FINANCE AND SUPPORT SERVICES

BUDGET REPORT AND SERVICE PLANS 2018/19 – 2021/22

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- The report updates and sets out proposals for Executive recommendations on the following:
 - The Medium Term Financial Plan 2018/19 – 2021/22
 - The 2017/18 to 2021/22 Capital Programme
 - The 2018/19 Schedule of Charges
- All decisions and recommendations will be considered within the national context of continued financial uncertainty and risk for local government.
- The report sets out recommendations for Executive to make to Full Council for budget proposals for a balanced four year Medium Term Financial Plan and approval of the Council Tax for 2018/19.

<u>RECOMMENDATIONS FOR COUNCIL: that:</u>	
(A)	the draft service plans for 2018/19 be adopted;
(B)	the East Herts share of Council Tax for a band D property at £164.09 be approved;
(C)	the updated position on the Medium Term Financial Plan and Budget for 2018/19 including the significant budget

	pressures and risks be approved;
(D)	new savings in 2018/19 as shown in Essential Reference Paper 'B' be approved;
(E)	the Head of Strategic Finance and Property be authorised to lead on a process to investigate and implement the projects set out in Essential Reference Paper 'C' with an investment pot of £200k for "invest to save" projects (those that will pay back and ultimately create a revenue saving);
(F)	the implementation of the Capital Programme as set out in Essential Reference Paper 'E' be approved;
(G)	the schedule of charges set out in Essential Reference Paper 'F' with an overall increase of 5% for 2018/19, be approved; and
(H)	authority to approve the final schedule of taxi fees and charges for 2018/19, as in Essential Reference Paper 'F', following the required consultation with the taxi trade, be delegated to the Head of Strategic Finance and Property acting in consultation with the Chairman of the Licensing Committee.

1 Background

- 1.1 This report sets out the Council's approach to setting the budget for 2018/19 and the revenue and capital budget proposals for the four years commencing 2018/19.
- 1.2 Throughout the past few months Finance has facilitated a number of member and officer workshops to discuss the issues and opportunities that this year's budget setting process will present.

- 1.3 The principal objective of the process was to consider previous and current budget decisions the Council has made and then ensure that they were both robust and able to deliver a sustainable Medium Term Financial Plan.
- 1.4 Some of the key issues discussed throughout this time included the long term sustainability of the use of reserves and New Homes Bonus as income streams for a future balanced budget.
- 1.5 The report sets out the proposals and outcomes that officers have arrived at to ensure that East Herts Council maintains a sustainable budget position for the future.
- 1.6 The Council's strategic aims and priorities drive the medium term financial planning process, with changes in resource allocation determined in accordance with policies and priorities. The Medium Term Financial Plan (MTFP) provides the framework for the development of annual budgets in line with the aims of the Council's Corporate Strategy.
- 1.7 As a result of the grant funding cuts since 2010 (to 2017/18) the Council has delivered net savings of £2.6m.

Table 1 - Net Savings Total

2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	Total
(1,013)	(1,041)	(281)	(343)	369	301	41	(654)	(2,621)

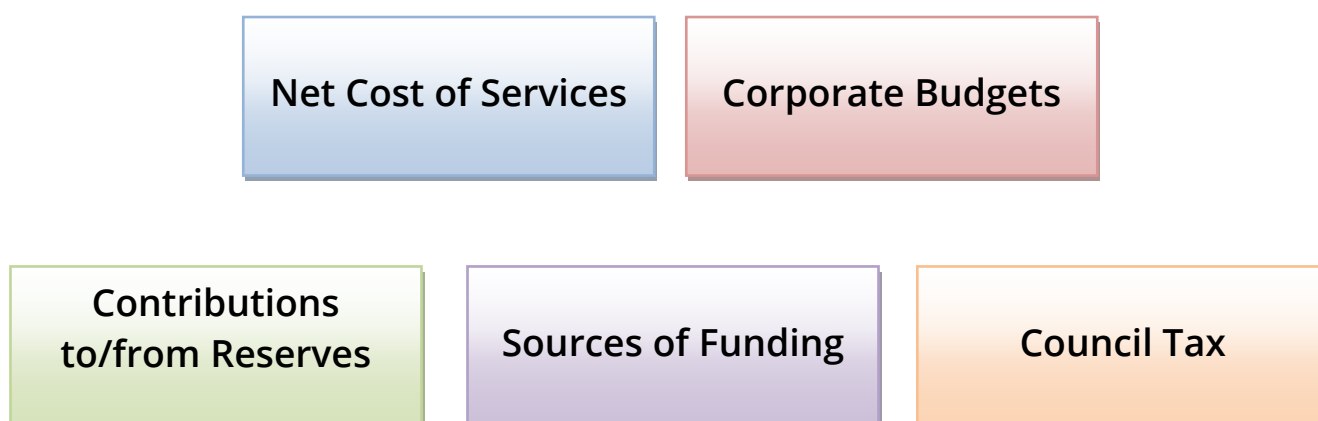
- 1.8 Additional budget efficiencies required over the next four years, as set out in table 8, total £2.8m. This will present a significant challenge for the Council and where possible, the Council has looked to minimise the impact on front line services.
- 1.9 The report contains the following sections and Essential Reference Papers:

Report Sections	
2	Budget Components
3	Budget Pressures and Risks
4	2018/19 Budget Preparation and Engagement
5	Reserves
6	Capital
7	Schedule of fees & charges
8	Advice from the S151 officer
9	Implications/ Consultations

Essential Reference Papers	
A	Implications/Consultation
B	Savings - have your say sessions
C	Savings - future year projects/investigation
D	Reserves
E	Capital
F	Schedule of charges
G	Service Plans

2 Budget Components

2.1 The council's revenue budget comprises of five major 'building blocks' as follows:



2.1.1 Net Cost of Services: these are the direct costs incurred by the council in delivering services, less any specific income

generated. Included in the Net Cost of Services is use of the Councils reserves to fund these services.

- 2.1.2 Corporate Budgets: these are the costs incurred and income received by the council that are not service specific e.g. Pension Fund deficit contributions, interest income and payments. Also included in this heading are the Contingency and New Homes Bonus Priority Spend budgets which are not allocated to specific services at the beginning of the financial year.
- 2.1.3 **Contributions to/from Reserves:** this represents funding within the revenue Budget from Earmarked Reserves, which have been allocated to fund specific purposes. The impact of the use of Reserves is a reduction in the total income demand on Council Taxpayers. Reserves are, however, a finite source of funding and their use should represent value for money.
- 2.1.4 **Sources of Funding:** these income budgets are general and non-service specific income sources. They include funding from Central Government and Non-Domestic Rates income (also known as Business Rates).
- 2.1.5 **Council Tax:** this income is also a general and non-service specific source of income. Only once budgets for the other 'building blocks' have been established can the amount required from Council Tax be calculated, known as the 'Demand on the Collection Fund'.

2.2



The Net Cost of Services is the total cost of all the services delivered by the Council net of any specific income streams. The total cost of services for 2018/19 was £15.1m at the beginning of this budget process, however officers have

reviewed and revised the necessary spend and reduced it to £14.8m. This revised budget includes pay and general inflation assumptions as detailed in section 3 of this report. The breakdown of these costs for the Medium Term Financial Plan is set out in the table below:

Table 2 - Net Cost of Services

	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
Chief Executive Department	490	499	508	517
Communications, Strategy & Policy	1,068	1,090	1,112	1,135
Human Resources	496	505	514	524
Strategic Finance & Property	1,934	2,016	2,079	2,144
Democratic & Legal Services	1,273	1,374	1,324	1,351
Housing & Health	2,324	2,471	2,480	2,542
Planning*	707	850	930	974
Operations	3,885	4,132	4,377	4,606
Revenues & Benefits	764	777	790	803
Business & Technology	1,650	1,680	1,703	1,734
Central Budgets	169	172	176	179
Net Cost of Services	14,760	15,566	15,993	16,509

*includes 20% planning fee increase (statutory instrument 2017 no 1314)

2.3

Corporate Budgets

Corporate budgets are those that cannot be directly attributable to specific services and are costs to the authority as a whole. A breakdown of these proposed income streams/costs for 2018/19 onwards is set out below:

Table 3 – Corporate Budgets

	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
Savings Proposals	(444)	(855)	(906)	(1,058)
NHB to Parish and Towns	661	697	696	775
Interest Payments	661	688	249	249
Investment Income	(1,090)	(990)	(740)	(640)
Pension Fund deficit contribution	696	696	696	696
Total	484	236	(5)	22

2.4

Contributions to/from Reserves

The budget process invariably includes items that are not annually re-occurring and that require financing from the council's reserves. An example of this is the Elections Reserve which is only used to fund election costs in an election year but a contribution is made to it every year. The proposed Earmarked Reserve contributions (except those included in the Net Cost of Services) are summarised in the table below for 2018/19 onwards.

Table 4 – Earmarked Reserves Contributions

	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
Contributions to Reserves	703	1,415	1,537	1,583
Contributions from Reserves	(407)	(370)	(96)	(96)
Net Reserves Movement	296	1,045	1,441	1,487

2.5

Sources of Funding

2.5.1 The table below shows the external sources of funding available to East Herts Council over the last 4 years and the projected available for 2018/19. As revealed below, over the 5 years from 2014/15 to 2018/19 the cumulative reduction in annual funding available to East Herts is £2.6m.

2.5.2 This has had a direct impact on the resources available to deliver services.

Table 5 – Sources of funding

	2014/15	2015/16	2016/17	2017/18	2018/19	
	£m	£m	£m	£m	£m	£m
Revenue Support Grant	2.816	2.057	1.145	0.351	0	
Non Domestic Rates	2.864	2.385	2.116	2.497	2.680	
New Homes Bonus	2.199	2.798	3.608	3.559	2.645	
Total	7.879	7.240	6.869	6.407	5.325	
Cumulative Reduction		0.639	1.010	1.472	2.554	5.672

2.5.3 The key information presented in the table includes the Revenue Support Grant removal over the 5 year period and that the New Homes Bonus has in part replaced that funding in the latter years.

2.5.4 The previous budget decisions to freeze or reduce Council Tax for East Herts residents has meant that Council Tax income has **not** kept in line with inflation. This has had the effect of

eroding the council's tax base over a period of 5 years (as inflation has increased annually but council tax income has remained the same).

2.5.5 New Homes Bonus

2.5.5.1 The New Homes Bonus was introduced in 2011 with the objective of encouraging housing growth with a local authority payment.

2.5.5.2 *"The New Homes Bonus is designed to create an effective fiscal incentive to encourage **local authorities** to facilitate housing growth. It will ensure the economic benefits of growth are more visible within the local area, by matching the council tax raised on increases in effective stock. This will redress the imbalance in the local government finance system, whereby resources for growth areas did not keep pace with growth."*

DCLG February 2011

2.5.5.3 East Herts Council has used the New Homes Bonus funding to support the General Fund budget for the last 6 years (50%) and to support both Parish and Town Councils (25%). The remaining 25% has been transferred to reserves to fund investment and one off schemes.

2.5.5.4 In the longer term this is not a sustainable approach as we have already seen national reductions to this funding stream, including a reduction from a 6 year payment period to a 4 year payment period.

2.5.5.5 In order to move into a more sustainable budget plan all reliance on NHB revenue funding in the council's base budget has been removed over the next 4 years. The additional ongoing NHB funding would then be used to support specific, time limited regeneration and infrastructure projects in those areas with the most additional housing.

2.6

Council Tax

2.6.1 Council Tax is a local tax on domestic properties which East Herts collects on behalf of Hertfordshire County Council, Hertfordshire Police and also Town and Parish Councils. The split of this collection for 2017/18 is set out in the table below:

Table 6 – Council Tax 2017/18 Split

	2017/18 split
HCC	76.8%
EHC	9.8%
Police	9.4%
Town & Parish	4%

2.6.2 East Herts increased Council Tax by 1.99% in 2017/18, the first increase in 5 years. It is proposed that in 2018/19 East Herts will increase its share of the Council Tax by £5 per year, the maximum increase allowed in any year. This level of increase will be built into the Medium Term Financial Plan on an ongoing basis to mitigate the effect of the frozen rates in previous years.

2.7 Consolidating the 5 Building Blocks of the budget

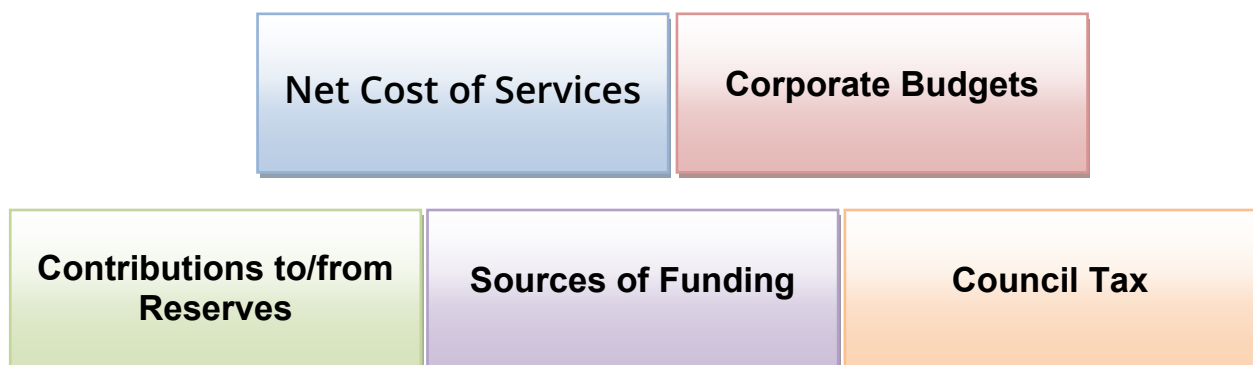


Table 7 – Budget Summary

	Revised Budget 2018/19
	£000
Net Cost of Services	14,760
Corporate Budgets	484
Contributions to Reserves	296
Sources of Funding	(5,325)
Council Tax	(9,672)
Revised Budget Gap	543

3 Budget Pressures and Risks

- 3.1 The Council's Medium Term Financial Plan is a complex model subject to many factors and the forecasts which are by necessity subject to continuous review and refinement to reflect the latest information as it emerges.
- 3.2 Specific service issues are monitored by the Heads of Service who are responsible for identifying pressures and opportunities that will impact on service delivery and have financial implications.
- 3.3 The following issues have been reviewed and items included as a provision in the Medium Term Financial Plan only where the financial impact is assessed as being quantifiable and unavoidable. Where the financial impact is unclear or subject to significant uncertainty, specific provision may not be made. These will be included as financial risks and if costs materialise in year these will be met from the available reserves or balances.
- 3.4 Pay Awards / National Living Wage

3.4.1 In recent years the Government's public sector pay cap has been followed when negotiating local government pay awards. This has been necessary as the government has assumed the same pay restraint will be followed by local government when determining annual local government spending limits and finance settlements.

3.4.2 The recent announcement of a 2% pay offer to local government unions has meant an additional pressure on the previously reported funding gap.

3.4.3 The Government has also introduced the National Living Wage (NLW). The implications are that nationally this will require a 2.5-4.0% increase in the national pay bill over 2 years. Whilst the impact for East Herts is considerably less than this it still remains an item for consideration.

3.4.4 Although salary increase of 1% is generally included within the Medium Term Financial Plan budget planning process, the October version included a 1.5% salary increase based on information provided by National Employers. Based on the government's latest proposal of a 2% increase, the proposed additional 0.5% will cost an extra £64k in 2018/19.

3.5 Inflation and Growth

3.5.1 Provision for inflation of 2% has been made in the MTFP for all contract costs. A provision for inflation is made to help meet the costs arising from general price of contracts already committed to.

3.6 Shared IT services

3.6.1 The shared IT service with Stevenage Borough Council has provided additional resilience and has ensured that East Herts has a platform to deliver further shared service opportunities. It has become apparent in recent years that the costs of

providing such an integral service have increased with the advances in technology and the requirement to provide more and more digital interaction with our customers. Historically, the cost of this service has been borne by the capital budget however with more recent technology changes the costs have an increased burden on the revenue budget.

3.7 Housing Benefits

3.7.1 In recent years the level of Housing Benefits overpayments identified has changed significantly. This is attributable to the introduction by the DWP of various data matching and real time information systems aimed at minimising fraud and error. Historical overpayments identified in previous years have resulted in a surplus in the benefits cost-centre however in more recent years the value of overpayments identified has fallen. This reduction impacts positively on the level of core subsidy received, but reduces the surplus achieved between years.

3.8 Charrington's House Rental Income

3.8.1 Charrington's House was purchased by the Council in 2015, initially as an investment property but with a longer term vision for a mixed-use development in the town centre. The building is currently budgeted to generate an annual rental income of c.£650k.

3.8.2 During a 2017/18 a board was set up to investigate the regeneration of the site. The Old River Lane (ORL) Board set out and agreed a proposed land use of the site at full Council in December 2017 which has had an impact on income streams for the property. Whilst officers are currently working with potential tenants to ensure the building is filled in the shorter term a longer term impact cannot be ignored within the budget setting process.

3.9 Planning Archiving

3.9.1 The historical planning archive, dating back to the 1950s is currently being stored in microfilm form, but is regularly used for planning investigation and reporting. A programme of digital scanning has been proposed that will preserve this information and future proof it. The cost included in budgets is £40k annually over the next 4 years. This investment in the Planning department will be funded by the increase in Planning fees due to be implemented in early 2018.

4 2018/19 Budget Preparation and Engagement

4.1 During November and December 2017, Members and Officers engaged in a number of “Have your Say” budget workshops to look at the authorities Medium Term Financial Plan and to explore both money saving and money making opportunities to bridge the funding gaps.

4.2 An initial review of the Medium Term Financial Plan set out a funding gap of £2.8m across the 4 years with £808k attributable to 2018/19. The work carried out by officers since October has changed a number of these figures and addressed some of the budget gap especially in 2018/19.

4.3 Staff and members provided ideas and examples of ways to fund the budget gap. A member workshop attended by over 35 members then scored each of the ideas ready for presentation at an informal Performance, Audit and Governance meeting held on 7th December 2017.

4.4 The informal PAG Meeting then reviewed and revised all savings proposals and suggested two specific directions for the savings to take:

- i) Savings that were achievable from 1st April 2018 and could be implemented immediately. These savings are detailed in **Essential Reference Paper B** and total £463k for 2018/19

- ii) Savings that would require more investigation and should be thoroughly explored during 2018/19 for future year's implementation where possible. These proposals will now be considered as projects and are included in **Essential Reference Paper C** with guidance and timeframes as to how they might be implemented.

4.5 Following on from this work the items provisionally prioritised can be used to balance the budget initially for 2018/19, with the opportunity for the other items to be implemented in future years.

4.6 A summary of the budget gap and the potential savings options is shown below:

Table 8 – Budget Gap

	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
Budget gap @30.10.17	808	657	722	629
Additional Salary pressure 0.5%	64	64	0	0
Movement in Net Cost of Services	(329)	0	0	0
Revised Budget gap	<u>543</u>	<u>721</u>	<u>722</u>	<u>629</u>
Council tax increase by £5	(108)	(110)	(115)	(120)
“Have Your Say” savings proposals	(420)	(30)	0	0
One Off Reserve Contribution	<u>(15)</u>			
Revised Budget Gap	<u>0</u>	<u>581</u>	<u>607</u>	<u>509</u>

4.7 Alongside the budget setting process, heads of service in conjunction with portfolio holders have identified service delivery priorities for 2018/19. These can be found at **Essential Reference Paper 'G'**. The service plans outline in detail the key actions that are to be delivered over the next year and the means by which they will be monitored. These are proposed in the context of both the 2018/19 budget and the key priorities within the Council's Corporate Strategic Plan which was agreed by Members in February 2016:

- Priority 1: improve the health and wellbeing of our communities (changed to "people")
 - Residents living active and healthy lives
 - Support for our vulnerable families and individuals
 - Communities engaged in local issues
- Priority 2: enhance the quality of people's lives (changed to "places")
 - Attractive places
 - Future development best meets the needs of the district and its residents (changed to "future places")
- Priority 3: Enable a flourishing economy (changed to "businesses")
 - Support for our businesses and the local economy
 - Vibrant town centres
 - Working with others, to have achieved the right infrastructure for our businesses and communities

4.8 Members are asked to recommend to Executive that the service plans be adopted alongside the budget.

5 Reserves

5.1 The reserves are an important part of the budget setting process. There are minimum requirements set out for General Fund Reserves, however authorities are also expected to maintain a level of Earmarked Reserves to fund one off

projects and initiatives. The emphasis for this Medium Term Financial Plan is to ensure the longevity of the Council's funding and provide investment funding for future income generating initiatives.

5.2 The table below set out the proposed contributions to and from reserves over the next four years including the increasing contribution from New Homes Bonus.

5.3 It is essential for the Medium Term planning that reliance on reserves for ongoing costs is removed and that the funding is used for more appropriate investment purposes. Re-occurring items that have previously been funded through reserves in the MTFP have now been included in the revenue budget on an ongoing basis. Additional net contributions to/from reserves to support the Net Cost of Services total £338k for 2018/19. These items do not impact on the figures below.

Table 9 – Reserves

	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
<u>Contributions to Reserves</u>				
NHB Priority Spend	661	1,373	1,495	1,541
District Election	28	28	28	28
House Condition Survey	14	14	14	14
Sub-total	<u>703</u>	<u>1,415</u>	<u>1,537</u>	<u>1,583</u>
<u>Contributions from Reserves</u>				
District Election		(100)		
House Condition Survey		(50)		
Revenue Funding/ transition	(311)	(124)		
Pension Deficit	(96)	(96)	(96)	(96)
Sub- total	<u>(407)</u>	<u>(370)</u>	<u>(96)</u>	<u>(96)</u>
Total Reserves movement	296	1,045	1,441	1,487

6 Capital Programme

6.1 Capital Programme 2017/18 to 2021/22

6.1.1 The forecast outturn for the 2017/18 capital programme is £3.066m which is £320k below the 2017/18 budget. Details of the movements which make up this forecast are shown in the table below.

6.1.2 The details on the movement expenditure for the Capital Programme are monitored and reported quarterly to Executive within the Healthcheck report.

6.2 Capital Programme movements in 2017/18

Table 10 – Capital Programme 2017/18

Original Budget 2017/18	2016/17 re-profiled scheme	Addition of Capital schemes	Budget reductions	Proposed Re-profiling	Forecast Outturn
£000	£000	£000	£000	£000	£000
3,386	1,888	1,507	(2,384)	(1,331)	3,066

6.2.1 Any slippage on significant capital projects during 2017/18 will be considered at the end of the financial year

6.2.2 The capital programme for 2018/19 onwards contains a number of newly agreed capital schemes and also the rolling schemes agreed in previous years.

6.2.3 Currently the review of the Capital programme is undertaken as part of the quarterly health-check report. Any additions to the programme require a funding request to be made through the appropriate governance process. This process is defined by the value of the capital bid. For example the agreement of

the Leisure Strategy and the Property Investment Company were agreed at Council meetings in July and October 2017.

6.2.4 The council is likely to undertake a number of significant capital schemes within the medium term including Old River Lane, Bishop's Stortford. The scope and funding arrangements of such schemes are still in the early stages of project planning. However it should be noted that East Herts may need to give careful consideration to its reserves provision in the forthcoming years and will potentially require a borrowing facility within this medium term financial period.

6.2.5 As any of these schemes are agreed and the funding requirements become more definite, these schemes will be included in the capital programme presented within the quarterly health-check report.

6.2.6 The complete proposed capital programme can be found in **Essential Reference Paper E** including schemes already approved in previous years.

6.3 Prudential Code Implications

6.3.1 The council is required under the Local Government Act 2003 to 'have regard' to the requirements of the CIPFA Prudential Code which requires that certain performance indicators and limits known as Prudential Indicators are calculated.

6.3.2 The Prudential Indicators must be approved by Council before the beginning of each financial year. Their purpose is to help the council ensure that its capital investment plans are affordable, prudent and sustainable.

6.3.3 It is recommended that the capital programme being proposed in this budget report is affordable, prudent and sustainable. No new borrowing is required to fund the capital programme.

7. 2018/19 Revenue Schedule of Fees & Charges
- 7.1 The proposed schedule of charges set out within **Essential Reference Paper F** will be made available at the meeting.
- 7.2 The fees and charges budgets (excluding charges for pay and display car parking) included in the 2017/18 Net Cost of Services totalled £1.860m.
- 7.3 A recommendation has been added to this report following the Executive meeting on 6th February 2018 regarding taxi licencing. The fees for Taxi licencing are indicative for budget setting and will be finalised following full consultation and consideration of any objections received by the Licensing Committee on 14th March 2018. The fees proposed have been set on a full cost recovery basis.
- 7.4 The table below shows the impact of the changes proposed in the schedule of charges to the 2018/19 budget.

Table 11 – Fees & Charges

	2017/18 budget	Impact of changes in volume	Impact of proposed 5% charges increase	2018/19 budget
	£	£	£	£
Hertford Theatre	156,000	20,540	10,920	187,460
Clinical Waste	80,000	950	4,100	85,050
Domestic Waste	70,000	200	3,600	73,800
Commercial Waste	632,000	62,500	35,000	729,500
Env Health Promotions	3,100	(1,100)	-	2,000

Env Health Licences	23,050	(2,600)	7,600	28,050
Taxi Licensing	139,600	(14,600)	16,000	141,000
Development Management	106,000	11,000	6,000	123,000
Legal Fees	30,000	(750)	1,500	30,750
Land Charges	240,000	20,000		260,000
Markets	72,000	700	3,600	76,300
Hostels	120,000	-	-	120,000
Bed & Breakfast	15,000	20	760	15,780
Residents' Parking	108,850	(6,350)	*25,200	127,700
Parking - Season Tickets	64,000	(35,700)	1,400	29,700
Total	1,859,600	54,810	115,680	2,030,090

*additional volumes included

7.5 The fees and charges included in **Essential Reference Paper F** have increased by an average of 5.0%. The estimated impact of this increase is additional income of £116k in 2018/19.

7.6 Pay and Display charges have not been increased for 2018/19. This is in line with the budget policy agreed at a previous Council, and will be reviewed in 2019/20.

8. Advice from the Section 151 Officer

8.1 Section 25 of the Local Government Act 2003 requires the Statutory Section 151 Officer (Head of Strategic Finance & Property) to give advice to the Council on the levels of reserves

held and the robustness of the budgets at the time Council makes its decision on the budget proposals.

8.2 It is the advice of the Head of Strategic Finance and Property that these budget proposals are prudent, sensible and robust. In determining the budget proposals:

- Funding sources have been extensively modelled
- A zero-based salary budget has been produced
- The MTFP model and assumptions have been considered and refreshed
- The council's Earmarked and General Reserves have been reviewed
- The revenue impact of the capital programme has been considered
- The key financial risks facing the council have been identified and assessed
- The budget proposals meet the requirements of the Local Government Finance Act 1997 for a balanced revenue position

8.3 Throughout this report attention has been drawn to the uncertainty of the local government funding regime and the potential impact on East Herts. The assumptions made in the preparation of this report and the MTFP are based on the best information available at the time.

9. Implications / Consultations

9.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper A**.

Background Papers

None

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	<p>Priority 1 – Improve the health and wellbeing of our communities</p> <p>Priority 2 – Enhance the quality of people's lives</p> <p>Priority 3 – Enable a flourishing local economy</p> <p>The report proposes the budget for the Council in 2017/18 and the medium term financial plan which contributes to all the Corporate Priorities.</p>
Consultation:	Member training and briefings have been undertaken as part of the Finance and Business Planning process.
Legal:	There are no legal implications.
Financial:	There are no direct financial implications arising from the report.
Human Resource:	No specific implications arise from this report
Risk Management:	The Budget report considers emerging risks to the funding the Council receives and sets out the mitigation of those risks.
Health and wellbeing – issues and impacts:	No specific implications arise from this report.

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Saving suggestions from Councillors' 'have your say' sessions

2018/19	2019/20	2020/2021	2021/2022
£'000	£'000	£'000	£'000

Council wide

Increase fees and charges by 5% or full cost recovery	55	-	-	-
Reduce advertising in newspapers	30	-	-	-
Change policy on catering across the Council	10	-	-	-
Rationalise back office budgets	65	-	-	-

Communications, Strategy and Policy

Reduce LINK magazine publication	10	-	-	-
Hire out Meeting rooms and Council Chamber to Public and other organisations for a fee	5	-	-	-

Human Resources and Organisational Development

Remove staff Life Assurance scheme	21	-	-	-
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Strategic Finance and Property

Review of Wallfields utility costs to ensure on cheapest tariffs.(10%)	7	-	-	-
Remove 1st class post	5	-	-	-
Revise procurement process to enable contract saving	20	-	-	-
Rent out Wallfields old building office space	10	-	-	-
Review the courier service	11	-	-	-

Operations

Reduce Hertford Theatre subsidy by 10%	38	-	-	-
Terminate 'RingGo' service in car parks	38	-	-	-
Remove Pest Control budget	45	-	-	-

Housing & Health

Remove Empty Homes funding	30	-	-	-
Reduce Community Grant funding	20	30	-	-

Total	420	30	-	-
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Project Items for Review and Consideration for 2019/20 Medium Term Financial Plan

Following the Councillor and staff workshops held during November a number of ideas were put forward on ways to improve service provision and generate income for East Herts Council.

Many of those ideas require further examination and possible investment in resources to provide a future direction of travel. Below are the ideas which will be investigated throughout 2018/19 in preparation for the 2019/20 Medium Term Financial Plan.

In order to deliver these projects an “invest to save” fund will be ring-fenced from the Priority Funding Pot of £200k. This will be managed by the Head of Strategic Finance and Property, who will report on the progress of each project at PAG in September, November and January.

Set out below are the projects for approval for 2018/19:

Planning Income Review – Head of Planning

- | |
|--|
| <ul style="list-style-type: none">• Increase the opportunity for Pre-App Income• Provide professional planning advice to small businesses for a small fee.• Investigate other income opportunities |
|--|

Human Resources Review – Head of HR

- | |
|--|
| <ul style="list-style-type: none">• HR Shared Service• Review of staff remuneration• Reduced staff benefits• Reduced Staff hours• Promote Unpaid Leave• Review of Leadership Team restructure |
|--|

Parking Income Review – Head of Operations
--

- | |
|---|
| <ul style="list-style-type: none">• On-Street Parking• Sunday charging• Public access and charging to Wallfields at weekends and evenings• Overnight parking |
|---|

Street Lighting Review – Head of Strategic Finance and Property

- Investigate the opportunity to upgrade to LED and possible HCC ownership

Legal Services Review – Head of Legal and Democratic Services

Consider:

- Selling East Herts legal team specialist knowledge to other authorities
- Buying in specialist knowledge from other authorities
- A shared service

Street Name Plates – Head of Strategic Finance and Property

- Review of costs and income
- Consider additional services to improve income levels
- Expand street name and Numbering service.
- Outsourcing service
- Increased fees to bring in line with other councils
- Ensure full cost recovery

IT Shared Services Review – Head of Strategic Finance and Property

- Review of current performance indicators
- Benchmark of similar organisations
- Consider software value for money
- Consider the hardware available and review of alternatives

Public Conveniences Review – Head of Operations

- Consider necessity of service
- Consider alternative provision of service

Electoral Arrangement Review – Head of Legal and Democratic Services

- Review Electoral Arrangements
- Review of member allowances
- Review of member expenses

Playground Management and Inspection – Head of Operations

- Review of inspection requirements
- Consider playground ownership

Chargeable Events – Head of Communications, Strategy and Policy

Consider the opportunities for income generation from the following items:

- Open Air Concerts
- Outdoor Cinema
- Food Events/ site rental

Investment Income – Head of Strategic Finance and Property

Consider the Financial Sustainability Investment opportunities including:

- Crowd-funding
- Property Investment
- Commercial activities

PCSO provision – Head of Health and Housing

Consider the PCSO value for money.

- SLA review
- Outcomes
- Community engagement

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PROJECTED BALANCES ON RESERVES					
	2017/18 Sept Estimated Balance 31 Mar '18 £000	2018/19 Balance 31 Mar '19 £000	2019/20 Balance 31 Mar '20 £000	2020/21 Balance 31 Mar '21 £000	2021/22 Balance 31 Mar '22 £000
General Fund	3,854	3,854	3,854	3,854	3,854
General Reserve	699	603	507	411	219
Other Earmarked Reserves					
Interest Equalisation Reserve	1,461	1,461	1,461	1,461	1,461
Insurance Fund	1,010	1,010	1,010	1,010	1,010
Emergency Planning Reserve	36	36	36	36	36
LDF - Public Exam / Green Belt Review	22	22	22	22	22
Housing Condition Survey	87	101	65	79	93
Provision for future whole Council elections	46	73	1	29	57
Sinking Fund - Leisure utilities / pension	228	228	228	228	228
Performance reward grant	10	10	10	10	10
Waste recycling income volatility reserve	300	300	300	300	300
Footbridge over the River Stort	150	150	150	150	150
Transformation Reserve	699	534	405	405	405
DCLG Preventing Repossessions	18	18	18	18	18
Environmental Pollution DEFRA	0	0	0	0	0
New Homes Bonus Priority Spend	4,809	5,427	6,714	8,123	9,492
Collection Fund Reserve	(120)	(120)	(120)	(120)	(120)
DEFRA Flood Support for Local Businesses Grant Reserve	4	4	4	4	4
Commercial Property Fund	1,093	1,093	1,093	1,093	1,093
Neighbourhood Planning Grant	10	10	10	10	10
MTFP Transition Funding Reserve	141	0	0	0	0
Total Earmarked Reserves	10,006	10,357	11,407	12,858	14,269
Total Reserves	14,559	14,814	15,768	17,123	18,342

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CAPITAL PROGRAMME 2018/19 TO 2021/22

SCHEMES	2018/19 Original Budget £000	2019/20 Original Budget £000	2020/21 Original Budget £000	2021/22 Original Budget £000
Head of Strategic Finance & Property				
Compliance Works to Swimming Pools				
Glazing & equalities access works to Swimming Pools	40	0	0	0
Leventhorpe Swimming Pool, Sawbridgeworth *				
Renew main supply fan to the main pool area	25	0	0	0
Joint Provision Pools (Ward Freman, Leventhorpe & Fanshawe) - Replacement Air Conditioning to Offices	15	0	0	0
Investment in operational assets	250	250	250	250
Hertford Theatre - Replace Auditorium Roof	190	0	0	0
Total Strategic Finance & Property	520	250	250	250
Head of Shared Business & Technology Services				
IT Schemes				
Rolling programme to be utilised on ICT projects subject to ITSG review	450	450	450	450
Total Head of Shared Business & Technology Services	450	450	450	450
Head of Planning & Building Control				
Historic Building Grants				
Enable grants to be offered to the owners of historic buildings to encourage their maintenance and upkeep	55	55	55	55
Total Head of Planning & Building Control	55	55	55	55
Head of Operations				
Leisure Facilities Strategy				
Option B	0	0	15,000	16,260
Open Space Improvements at the Wash, Hertford - HUDS				
Improved amenity for local residents and visitors to the town	0	50	0	0
Folly View Open Space Improvements, Hertford				
Improved amenity for local residents and visitors	0	15	0	0
Cannons Mill Lane Improved amenity for local residents of Bishops Stortford North Development	0	30	0	0
Southern Country Park - expansion of play equipment for younger children to meet requests and in support of Green Flag award	30	0	0	0
Hillside Crescent, Stanstead Abbots play area - refurbishment of equipment in response to previous play audit	20	0	0	0
Project to replace older play equipment across all play areas in the district in response to the Condition Audit to be reviewed in 2018/19	0	50	50	50
Play Area Hartham Common, Hertford				
Installation of new play equipment, landscape enhancements and ancillary improvements, to include bespoke seating areas and tree & shrub planting.	0	275	0	0
Hartham Common, Hertford				
Potential projects include development of water play area, improvements to car parking & pedestrian access (Note 8)	0	25	0	0
Energy Grants	20	20	20	20
Total Head of Operations	70	465	15,070	16,330
Head of Housing & Health				
River & Watercourse Structures				
Improve, maintain & renew structures along rivers and watercourses to alleviate possible flooding throughout the district.	48	48	48	48
Land Management Programme				
Land Management Asset Register & Associated Works	50	50	50	50
Private Sector Improvement Grants				
Disabled Facilities - Discretionary	60	60	60	60
Decent Home Grants	120	120	120	120
Ridgeway Scheme, Hertford (Network Homes)	250	0	0	0
Colebrook Court (Network Homes)	33	32	0	0
Future Housing Schemes	200	0	0	0
Community Capital Grants				
To take forward the Council's priorities for people, place and prosperity	80	80	80	80
Total Health & Housing	841	390	358	358
TOTAL	1,936	1,610	16,183	17,443

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Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on 2.5% increase	2018/19 Charge based on 5% increase	VAT
		£	£	£	

LAND CHARGES

Registration of a charge in Part II of the register	Statutory	per charge	67.00	67.00	67.00	OS
Filing a definite certificate of the Lands Tribunal under rule 10 (3)	Statutory	per certificate	2.50	2.50	2.50	OS
Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	Statutory	per item	7.00	7.00	7.00	OS
Inspection of documents filed in the register under rule 10, in respect of each parcel of land	Statutory	per parcel of land	2.50	2.50	2.50	OS
Office copy of any plan or other document filed pursuant to the rules	Statutory	per copy	Individual Charge	Individual Charge	Individual Charge	OS
Standard search fee (LLC1 + CON29)		Fixed	£100.20	103.21	105.21	S
Extra parcel fee with standard search		Fixed	£23.00	23.58	24.15	S
Standard search including all CON290 questions		Fixed	£383.40	392.98	402.57	S
LLC1		Fixed	£21.00	21.53	22.00	Z
CON29		Fixed	£79.00	80.98	82.95	S
Con290 Qu.4 -21		Fixed	£24.00	24.60	25.50	S
Con29o Qu.22		Fixed	£22	22.55	23.10	S
Extra parcel fee (LLC1)		Fixed	£5.00	5.13	5.25	Z
Extra parcel fee (Con29)		Fixed	£18.00	18.45	18.90	S

LEGAL CHARGES

Authorised Guarantee Agreement	Discretionary	Fixed	£480	492.00	504.17	S
Commercial lease assignment	Discretionary	Fixed	£650	666.00	682.50	S
Leases	Discretionary	Fixed	£750	769.00	787.42	S
Licences	Discretionary	Fixed	£350	359.00	367.50	S
Deed of covenants	Discretionary	Fixed	£452 PLUS 3%	£463 PLUS 3%	£475 PLUS 3%	S
Landlord licence	Discretionary	Fixed	£548	562.00	575.40	S
Deed of variation (complex)	Discretionary	Fixed	£1,000	1,025.00	1,050.00	S
Easements	Discretionary	Fixed	£1,000	1,025.00	1,050.00	S
Drafting Rent Reviews	Discretionary	Fixed	£250	256.00	262.50	S
s.106 TCPA 1990 – simple	Discretionary	Fixed	£1,000	1,025.00	1,050.00	S
s.106 TCPA – complex	Discretionary	Fixed	£2,500	2,562.00	2,625.00	S
Deed of Surrender	Discretionary	Fixed	£600	615.00	630.00	S
Transfer of Open Space	Discretionary	Fixed	£800	820.00	840.00	S
Licence of alternations	Discretionary	Fixed	£700	717.00	735.00	S
Licence to assign leasehold premises	Discretionary	Fixed	£700	717.00	735.00	S
Notice of Assignment	Discretionary	Fixed	£82	84.00	86.00	S
Notice of charge	Discretionary	Fixed	£82	84.00	86.00	S
Postponement of Charge	Discretionary	Fixed	£82	84.00	86.00	S
Sale of land	Discretionary	Fixed	£750	769.00	787.50	S
Footpath/Bridleway Creation or Diversion Agreement	Discretionary	Fixed	£1,500	1,538.00	1,575.00	S

Electoral Registration Fees

Fee for sale of the full register and notices of alteration	Statutory	per sale provided electronically	20.00	20.00		
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	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on 2.5% increase £	2018/19 Charge based on 5% increase £	VAT
and an additional	Statutory	per thousand or part thousand entries	1.50	1.50	1.50	Z
Fee for sale of the full register and notices of alteration	Statutory	per sale printed	10.00	10.00	10.00	Z
and an additional	Statutory	per thousand or part thousand entries	5.00	5.00	5.00	Z
Fee for sale of the open Register	Statutory	per sale provided electronically	20.00	20.00	20.00	Z
and an additional	Statutory	per thousand or part thousand entries	1.50	1.50	1.50	Z
Fee for sale of the open Register	Statutory	per sale printed	10.00	10.00	10.00	Z
and an additional	Statutory	per thousand or part thousand entries	5.00	5.00	5.00	Z
Fee for sale of the list of overseas electors	Statutory	per sale provided electronically	20.00	20.00	20.00	Z
and an additional	Statutory	per hundred or part hundred entries	1.50	1.50	1.50	Z
Fee for sale of the list of overseas electors	Statutory	per sale printed	10.00	10.00	10.00	Z
and an additional	Statutory	per hundred or part hundred entries	5.00	5.00	5.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale provided electronically	10.00	10.00	10.00	Z
and an additional	Statutory	per thousand or part thousand entries	1.00	1.00	1.00	Z
Fee for sale of the marked document (register or absent voters list)	Statutory	per sale printed	10.00	10.00	10.00	Z
and an additional	Statutory	per thousand or part thousand entries	2.00	2.00	2.00	Z
Photocopies of Election expense returns	Statutory	Per side copied	0.20	0.20	0.20	Z
Certificate of Registration	Discretionary	per elector per year	20.00	20.00	20.00	Z

Street Name & Numbering

Change/addition of house name	Discretionary	Per property	75.00	76.50	78.75	Z
Registering 1 plot	Discretionary	Single properties	75.00	76.50	78.75	Z
Registering 2-24 plots	Discretionary	Per plot	50.00	51.00	52.50	Z
Registering 25-49 plots	Discretionary	Per plot	40.00	41.00	42.00	Z
Registering 50-74 plots	Discretionary	Per Plot	30.00	31.00	31.50	Z
Registering 75-99 plots	Discretionary	Per Plot	25.00	25.50	26.25	Z
Registering 100+ Plots	Discretionary	Per Plot	15.00	15.50	15.75	Z
Naming a new street/block where the Council Chooses a Name	Discretionary	Per road name	200.00	205.00	210.00	Z
Naming a new street/block where the developer chooses a name (Subject to consultation**)	Discretionary	Per road name	250.00	256.00	262.50	Z
Renaming of street where requested by residents and/or the Town/Parish Council	Discretionary	Per address	75.00	77.00	78.75	Z
Change to new addresses due to development changing after the schedule has been issued (applies to all amended plots)	Discretionary	Per plot	50.00	51.00	52.50	Z



Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on 2.5% increase	2018/19 Charge based on 5% increase	VAT
		£	£	£	

Letting of Council Offices

Council Chamber - Hertford	per hour	30.00	31.00	31.50	n/a
Other Rooms - Hertford	per hour	20.00	20.00	21.00	n/a

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Revenues

Council Tax penalty for failure to promptly notify or provide information		per first offence	70.00	70.00	70.00	n/a
Council Tax penalty for failure to promptly notify or provide information		per subsequent offence	280.00	280.00	280.00	n/a
Summons and Liability Order		per order	80.00	80.00	80.00	n/a

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Misc Development Management Charges

Copies of any documents	per black & white A4 sheet	0.10	0.10	0.10	n/a
Copies of any documents	per colour A4 sheet	0.20	0.20	0.20	n/a
Copies of any documents	per black & white A3 sheet	0.20	0.20	0.20	n/a
Copies of any documents	per colour A3 sheet	0.40	0.40	0.40	n/a
Copies of any documents	per black & white A2 sheet	1.00	1.00	1.00	n/a
Copies of any documents	per colour A2 sheet	2.00	2.00	2.00	n/a
Copies of any documents	per black & white A1 sheet	1.50	1.50	1.50	n/a
Copies of any documents	per colour A1 sheet	3.00	3.00	3.00	n/a
Copies of any documents	per black & white A0 sheet	2.00	2.00	2.00	n/a
Copies of any documents	per colour A0 sheet	4.00	4.10	4.20	n/a
Copies of documents provided on an electronic disc	per disc provided	15.50	15.90	16.30	n/a
Historical Research (where records available)	per hour (or part)	79.00	81.00	83.00	n/a
Legal obligation agreements - clause monitoring fee	per obligation issue	-	-	-	n/a
Legal obligation agreements - confirmation of compliance by third parties or where the monitoring fee has not been paid	per hour (or part of) after first hour	77.00	79.00	81.00	n/a
Fee for discharge of or compliance with a condition	per request (any number of conditions) relating to works of extension or alteration to an existing dwelling	28.00	28.00	28.00	n/a
Fee for discharge of or compliance with a condition	per request (any number of conditions) all other developments	97.00	97.00	97.00	n/a
Retrieval of externally stored microfilmed records	per microfilmed record	4.70	4.80	4.90	n/a

PRE-APPLICATION ADVICE

Householder proposals	Initial fee	108.33	126.05	126.05	S
Householder proposals	Secondary fee	54.17	55.00	56.67	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Initial fee	108.33	110.83	113.75	S
Request for informal confirmation that proposed development comprises 'permitted development'. (Not Lawful Development Certificate)	Secondary fee	-	-	-	S
Largescale Major Development Proposals	Initial fee	Individually Quoted Price	Individually Quoted Price	Individually Quoted Price	S

	Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
			£	£	£	
Largescale Major Development Proposals		Secondary fee	-	-	-	S
Smallscale Major Development Proposals		Initial fee	Individually Quoted Price	Individually Quoted Price	Individually Quoted Price	S
Smallscale Major Development Proposals		Secondary fee	-	-	-	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Initial fee	300.00	276.12	315.00	S
Minor Development (single new or replacement dwellings and other development of less than 50sqm floorspace)		Secondary fee	-	-	-	S
Minor Development (all other minor development)		Initial fee	375.00	373.38	393.33	S
Minor Development (all other minor development)		Secondary fee	-	-	-	S
Minor Development (all other minor development)		Initial fee	375.00	373.38	393.33	S
Minor Development (all other minor development)		Secondary fee	-	-	-	S
Any development where affordable housing is required by virtue of the Council's planning policies and is to be provided		Initial fee	-	-	-	S
Other Development		Initial fee	100.00	102.50	105.00	S
Other Development		Secondary fee	50.00	51.25	52.50	S
Advertisement proposals		Initial fee	83.33	85.00	87.50	S
Advertisement proposals		Secondary fee	-	-	-	S
Heritage advice		Initial fee	108.33	120.39	113.75	S
Heritage advice		Secondary fee	54.17	55.00	56.88	S
Meetings - major and minor developments			Included in quoted fee	Included in quoted fee	Included in quoted fee	
Meetings - all other development types		per officer present / per hour	20.83	37.63	37.63	S
Provision of urgent advice		within 5 working days	2 X quoted fee	2 X quoted fee	2 X quoted fee	



Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on 2.5% increase	2018/19 Charge based on 5% increase	VAT
		£	£		

REFUSE COLLECTION - Commercial Refuse Collection

Paid Collections (excl. HCC disposal costs)	medium	76.00	77.90	79.84	S
Paid Collections (excl. HCC disposal costs)	large	157.00	160.90	164.83	S
Mixed Heriditaments - charged according to the proportion of trade waste collected.		Individual charge	Individual charge	Individual charge	
Commercial Events - Cleansing / Refuse Collection	per hour	78.50	80.00	82.42	S

REFUSE COLLECTION - Domestic Refuse Collection

Bulky Waste Collection - 1 Item	per collection	26.00	26.50	27.50	n/a
Bulky Waste Collection - 2 Items	per collection	36.00	37.00	38.00	n/a
Bulky Waste Collection - 3 Items	per collection	46.00	47.00	48.00	n/a
Bulky Waste Collection - 4 Items	per collection	56.00	57.00	59.00	n/a
Bulky Waste Collection - Load - small	per collection	66.00	67.00	69.00	n/a
Bulky Waste Collection - Load - medium	per collection	97.00	99.00	102.00	n/a
Bulky Waste Collection - Load - large	per collection	145.00	148.00	152.00	n/a
Bulky Collection Cancellation Fee	per cancellation	10.00	10.00	10.50	n/a

REFUSE COLLECTION - Other

Cleansing private land (Performance area - regular schedule)	per linear metre per annum	24.00	24.60	25.21	S
Cleansing private land - ad hoc litter picking	per hour	75.50	77.00	79.25	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	per vehicle	42.00	43.00	44.17	S
Abandoned Vehicles (end of life vehicles) surrendered and removed by LA	per caravan	65.00	66.50	68.33	S
Cleaning graffiti on private land (chemical cleaning only. Subject to damage waiver from land owner and site survey. Graffiti removal from private land is at the discretion of the Head of Environmental Services and will not be undertaken where there is a risk of damaging surfaces, traffic management requirements or significant health and safety implications. Individual charges may be waived at the discretion of the Head of Environmental Services as part of campaigns or in the interests of preventing or discouraging significant levels of crime and disorder)	per m ²	55.00	56.00	58.00	n/a
Cleaning graffiti - small items	per item	33.00	34.00	35.00	n/a

REFUSE COLLECTION - Clinical

Charge per site	per visit (max 26)	15.00	15.00	15.83	S
Sharps containers	per container	9.00	9.20	9.46	S
Sacks - trade (infectious waste)	per sack	5.75	5.90	6.04	S
Sacks - domestic (infectious waste)	per sack	1.25	1.25	1.30	n/a
Sacks - trade (Offensive waste)	per sack	3.55	3.60	3.70	S
Sacks - domestic (Offensive waste)	per sack	1.25	1.25	1.30	n/a
Extra Sacks delivery charge	per occasion	26.00	26.60	27.30	n/a

COMMERCIAL WASTE

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on 2.5% increase	2018/19 Charge based on 5% increase	VAT
		£	£		

Note: The below are 'ceiling' prices and subject to the discretion of the Head of Environmental Services. For these commercial waste collection services the minimum contract period is 3 months. A minimum of 3 months notice must be given by the customer to cancel the contract. In the event of the customer cancelling the contract or the Council terminating the contract for non-payment, no refund will be given for the service not supplied during the notice period

Commercial Waste Collection Services - sacks		per 50	91.00	93.00	95.00	n/a
Commercial Waste Collection Services - 240 litres		per bin per annum	410.00	420.00	430.00	n/a
Commercial Waste Collection Services - 340 litres		per bin per annum	470.00	481.00	490.00	n/a
Commercial Waste Collection Services - 660 litres		per bin per annum	801.00	821.00	841.00	n/a
Commercial Waste Collection Services - 1,100 litres		per bin per annum	1,004.00	1,029.00	1,054.00	n/a
Prescribed Waste Collection Service - Sacks		per 50	52.00	53.00	55.00	n/a
Prescribed Waste Collection Service - 240 litres		per bin per annum	304.00	311.00	319.00	n/a
Prescribed Waste Collection Service - 340 litres		per bin per annum	325.00	333.00	341.00	n/a
Prescribed Waste Collection Service - 660 litres		per bin per annum	544.00	557.00	571.00	n/a
Prescribed Waste Collection Service - 1,100 litres		per bin per annum	589.00	604.00	618.00	n/a
Prescribed Waste for Educational Establishments - Sacks		per 50	52.00	53.00	55.00	n/a
Prescribed Waste for Educational Establishments - 240 litres		per bin per annum	276.00	283.00	290.00	n/a
Prescribed Waste for Educational Establishments - 340 litres		per bin per annum	308.00	315.00	323.00	n/a
Prescribed Waste for Educational Establishments - 660 litres		per bin per annum	503.00	515.00	528.00	n/a
Prescribed Waste for Educational Establishments - 1,100 litres		per bin per annum	544.00	557.00	571.00	n/a
Bin removal & re-delivery charge following non-payment		per occasion	26.00	26.50	27.30	n/a
Extra sacks delivery charge		per occasion	26.00	26.50	27.30	n/a



Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

PEST CONTROL

Payment for domestic premises is to be made by card at the time of booking. Cash/cheque payments are only to be offered if resident is unable to pay by card. Payment at the time of treatment is to be discouraged. This is due to the high cost of handling cash and cheque payments.

Commercial Premises - Rats & Mice	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Contract service available	per annum	individual price	individual price	individual price	S
Commercial Premises - Wasps	one nest job	53.00	54.30	55.67	S
Commercial Premises - Ants	one nest job	53.00	54.30	55.67	S
Commercial Premises - Additional nests	per add. nest	18.00	18.45	18.92	S
Commercial Premises - Bed Bugs	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Fleas	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Cockroaches	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Squirrels	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Cluster Fly Infestation	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Visit for Advice ONLY	per hour or part hour	64.00	65.60	67.17	S
Commercial Premises - Visit for Advice ONLY	per half hour	32.00	32.80	33.58	S
Commercial Premises - Servicing of electronic fly killers	per annum	individual price	individual price	individual price	S
Commercial Premises - Sale of electronic fly killers	per unit	individual price	individual price	individual price	S
Commercial Premises - Pigeon / Bird Proofing	per job	individual price	individual price	individual price	S
Commercial Premises - Installation of air vent covers, proofing small holes	per job	price subject to survey	price subject to survey	price subject to survey	S
Commercial Premises - Installation of bristle strips	per job	price subject to survey	price subject to survey	price subject to survey	S
Commercial Premises - Supply and fit insect screens	per job	price subject to survey	price subject to survey	price subject to survey	S
Domestic Premises - Rats A call out charge of £25 per job will be levied irrespective of whether rats are found. A 'job' can include up to 3 visits included in the call out price. No charge is recoverable where rats are reported in public places.	per job	50.00	51.25	52.50	S
Domestic Premises - Mice	per job	50.00	51.25	52.50	S
Domestic Premises - Wasps	one nest job	50.00	51.25	52.50	S
Domestic Premises - Ants	one nest job	50.00	51.25	52.50	S
Domestic Premises - Additional nests	per add. nest	18.33	18.80	19.25	S
Domestic Premises - Cluster Fly Infestation	one job (up to 3 visits)	63.33	64.90	66.50	S
Domestic Premises - Bed Bugs	one job (up to 3 visits)	175.00	179.30	183.75	S
Domestic Premises - Bed Bugs	additional visits	63.33	64.90	66.50	S
Domestic Premises - Squirrels	per job	83.33	85.41	87.50	S
Domestic Premises - Fleas	per hour	83.33	85.41	87.50	S
Domestic Premises - Cockroaches	per hour	50.00	51.25	52.50	S
Domestic Premises - Visit for Advice ONLY	per half hour	25.00	25.60	26.25	S

	Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
			£	£	£	
Domestic Premises - Return Visit Charge (rats & mice)		per job	63.33	64.90	66.50	S
Domestic Premises - Installation of air vent covers, proofing small holes		per job	individual price	individual price	individual price	S
Domestic Premises - Installation of bristle strips		per job	individual price	individual price	individual price	S
Domestic Premises - Additional charge for a smoke test in drain (rodents)		per occasion	50.00	51.25	52.50	S
Concessionary fee for residents in receipt of income related benefit - waived in cases of hardship at the discretion of the Head of Environmental Services		per job	15.00	15.00	15.00	S



Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Parking

Off Street Resident Season Ticket - Port Vale		229.17	234.17	240.63	S
Off Street Resident Season Ticket - Crown Terrace		1,026.00	1,051.65	1,077.30	S
Off Street Resident Season Ticket - Baldock Street - Ware		800.83	820.84	840.83	S
Off Street Business Permit - Charrington's House BS Long Stay		1,034.54	1,060.00	1,086.27	S
On Street Resident Season Ticket - 1st Permit		36.00	40.00	40.00	n/a
On Street Resident Season Ticket - 2nd Permit		72.00	80.00	80.00	n/a
On Street Resident Season Ticket - 3rd Permit (only available where possible in B1 (Stansted Rd, BS), B2 (Dunmow Rd, BS), B3 (Windhill BS), B7 Chantry BS), W2 (Coronation Rd Ware))		72.00	80.00	80.00	n/a
On Street Resident Season Ticket - Motorcycle permit		19.00	19.00	19.00	n/a
On Street Resident Season Ticket - Contractor permit	per week	15.00	15.00	15.00	n/a
On Street Resident Season Ticket - Business permit	per annum	315.00	315.00	315.00	n/a
On Street Resident Season Ticket - Carers/ Special permits (discretionary)		36.00	36.00	36.00	n/a
On Street Resident Season Ticket - Vistors Vouchers	per hour	0.10	0.10	0.10	n/a
On Street Resident Season Ticket - Vistors Vouchers	per hour pensioners	0.05	0.05	0.05	n/a
On Street Resident Season Ticket - Charge for Temporary Dispensation from Parking Restrictions		15.00	15.00	15.00	n/a
On Street Residents Parking Permits - Folly Island - 2nd Permit		55.00	55.00	55.00	n/a
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid within 21 days	per PCN	35.00	35.00	35.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after 21 days	per PCN	70.00	70.00	70.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Higher Level Penalty Charge - Paid after service of charge certificate	per PCN	105.00	105.00	105.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	per PCN	25.00	25.00	25.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days	per PCN	50.00	50.00	50.00	OS
Penalty Charges issued under Regulation 9 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate	per PCN	75.00	75.00	75.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid within 21 days	per PCN	35.00	35.00	35.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after 21 days	per PCN	70.00	70.00	70.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations. - Higher Level Penalty Charge - Paid after service of charge certificate	per PCN	105.00	105.00	105.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid within 21 days	per PCN	25.00	25.00	25.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after 21 days	per PCN	50.00	50.00	50.00	OS
Penalty Charges issued under Regulation 10 of the General Regulations - Lower Level Penalty Charge - Paid after service of charge certificate	per PCN	75.00	75.00	75.00	OS
Bishop's Stortford market traders' tariff - Link Road	per Thursday or Saturday	3.00	3.00	3.00	S

	Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
			£	£	£	
Bishop's Stortford market traders' tariff - Northgate End		per Thursday or Saturday	3.00	3.00	3.00	S
Bishop's Stortford market traders' tariff - Apton Road		per Thursday or Saturday	3.00	3.00	3.00	S
Old London Road - Hertford - Market Traders		per day	3.00	3.00	3.00	S
Old London Road - Hertford - Coach / Lorry tarriff		per visit	12.50	12.50	12.50	S



Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Markets

Hertford - Standard pitch 3m x 2.1m (10' x 7')	per pitch	21.80	22.35	22.90	E
Hertford - Casual Trader pitch 3m x 2.1m (10' x 7')	per pitch	26.00	26.50	27.30	E
Hertford - Additional space	per 0.3m (per sq ft)	1.20	1.25	1.50	E
Ware - Standard pitch 3m x 2.1m (10' x 7') Where five consecutive weeks are taken, the fifth week will be free.	per pitch	14.00	14.35	14.70	E
Ware - Casual Trader pitch 3m x 2.1m (10' x 7')	per pitch	15.60	16.00	16.40	E
Ware - Additional space	per 0.3m (per sq ft)	1.20	1.25	1.30	E
Charity Stall - Any Market		10.90	11.20	11.40	E
Electricity Fee Charges	per stall per day	3.20	3.50	3.40	n/a
Market Licence - Commercial - up to 10 stalls		33.60	34.40	35.30	n/a
Market Licence - Commercial - up to 11 - 30 stalls		56.30	57.70	59.10	n/a
Market Licence - Commercial - up to 31plus stalls		117.20	120.10	123.00	n/a
Market Licence - Charity		23.20	24.00	24.40	n/a
Farmers Markets - Villages		120.00	123.00	126.00	E
Farmers Markets - Hertford (own stall)		-	-	-	E
Farmers Markets - Hertford (East Herts stall)		28.00	29.00	29.40	E
Farmers Markets - Jackson Square	per quarter	1,550.00	1,588.75	1,627.50	E

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

ANIMAL CONTROL

Stray dog with ID chip (unless first offence and dog is collected the same day)		per dog	25.00	25.00	25.00	n/a
Stray dog without ID chip	Statutory		25.00	25.00	25.00	n/a
Stray dog collected			22.00	21.00	21.00	n/a
Kennel Charges		per night	15.00	15.00	15.00	n/a
ID chipping dogs (Ind)		per chip	18.33	19.00	19.25	S
ID chipping dogs (Campaign)		per chip	9.17	9.17	9.17	S
Small dead animal removal		per animal	35.00	35.84	36.75	S
Assistance to third party organisations		per hour	30.00	31.00	32.00	S
Provision of dog waste bag		per box of 5000	30.00	31.00	32.00	S
Dog Fouling Sign		per sign	12.83	13.17	13.50	S

Allotments

Allotments (25.3m ²)		per annum	3.60	3.70	3.80	n/a
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Outdoor Exercise Group Activities *

Charges for personal trainers and organisations are levied to commercial organisations and individuals using EHC owned land for organised group activities where a charge is levied to participants either directly or through a membership scheme. These are ceiling prices and may be reduced at the discretion of the Head of Environmental Services for shorter time periods or where activities are undertaken in partnership with the Council in pursuit of corporate objectives relating to health and well being. These charges do not apply to the Council's own Leisure Services contractor.

Organisations - per site			1,260.00	1,291.00	1,323.00	n/a
Personal Trainers - per trainer			475.00	487.00	499.00	n/a

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Environmental Health Licences

Riding Establishments (excl. vet fees)	Cost Recovery	per annum	426.40	437.10	447.70	OS
Zoos - New Licence (excl. vet fees)	Cost Recovery	per 4 year registration	2,056.20	2,108.00	2,160.00	OS
Zoos - Year 3 renewal licence inspection (excl. vet fees)	Cost Recovery	per inspection	1,589.80	1,630.00	1,670.00	
Zoos - Year 6 renewal licence inspection (excl. vet fees)	Cost Recovery	per 6 years	1,589.80	1,630.00	1,670.00	OS
Zoos - Transfer of Licence	Cost Recovery	per transfer	693.90	848.00	728.60	OS
Dangerous Wild Animals (excl. vet fees)	Cost Recovery	per 2 years	583.20	265.00	612.40	OS
Dog breeding establishments (excl. vet fees)	Cost Recovery	per annum	252.20	259.00	265.00	OS
Animal boarding establishments (exc. vet fees)	Cost Recovery	per annum	252.50	259.00	265.00	OS
Home boarding establishments (excl. vet fees)	Cost Recovery	per annum	118.90	122.00	125.00	OS
Dog creche / day care (excl vet fees)	Cost Recovery	per annum	252.00	259.00	265.00	OS
Pet Shops (excl. vet fees)	Cost Recovery	per annum	206.00	212.00	216.00	OS
Registration for Skin Piercing (Static/Home Business)	Cost Recovery	per business	201.90	207.00	212.00	OS
Registration for Skin Piercing (Person)	Cost Recovery	per person or premises	127.10	131.00	133.00	OS
Registration for Peripatetic Skin Piercing	Cost Recovery	per business	201.90	207.00	212.00	OS
Update to an existing Skin Piercing registration	Cost Recovery	per update	127.10	131.00	133.00	OS
Street Trading: Occasional Registered Charity (up to one month)	Cost Recovery	per month	59.50	61.00	62.50	OS
Street Trading: Occasional (up to one month)	Cost Recovery	per month	116.90	120.00	122.75	OS
Street Trading: Peripatetic (e.g. ice cream van)	Cost Recovery	per annum	337.20	346.00	405.00	OS
Street Trading: Static (e.g. burger van)	Cost Recovery	per annum	342.40	352.00	359.50	OS
Additional Licence fee for second reminder letter	Cost Recovery	per letter	23.60	20.00	25.00	OS
Additional Licence fee for chasing applications after the expiry of current licence	Cost Recovery	per licence	51.30	53.00	53.90	OS
Replacement of any environmental health licence or	Cost Recovery	per licence	51.30	20.00	53.90	OS

Training Courses

Level 2 Food Safety Training	Cost Recovery	per person, per course	68.70	-	-	OS
Level 2 Health & Safety Training	Cost Recovery	per person, per course	68.70	-	-	OS
Level 2 Food Safety Refresher Training	Cost Recovery	per person, per course	43.10	-	-	OS
Level 2 Health & Safety Refresher Training	Cost Recovery	per person, per course	43.10	-	-	OS
Level 2 Food Hygiene Training (up to 14 places at customer's premises)	Cost Recovery	per course	553.50	-	-	OS
Level 2 Food Hygiene Refresher Training (up to 14 places at customer's premises)	Cost Recovery	per course	635.50	-	-	OS
Foundation Level Food Safety Training	Cost Recovery	per person	-	40.00	40.00	OS
Foundation Level Food Safety Training (Online Course)	Cost Recovery	per person, per course	-	15.00	15.00	OS
Foundation Level Food Safety Training (up to 10 places at customer's premises)	Cost Recovery	per course	-	360.00	360.00	OS

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Cancellation Fee (less than 10 working days before course)	Cost Recovery	per person, per course	100% of fee paid	100% of fee paid	100% of fee paid	OS

Food Hygiene and Safety

Food register	Cost Recovery	per single entry	13.30	14.00	14.00	OS
Food register	Cost Recovery	per category	27.70	28.00	29.00	OS
Food register	Cost Recovery	per full copy	81.00	83.00	85.00	OS
Issue of certificate following surrender of food (excl. disposal costs)	Cost Recovery	per hour or part	51.30	53.00	54.00	OS
Food export health certificate	Cost Recovery	per hour or part	51.30	53.00	54.00	OS
Replacement Food Hygiene Rating certificate	Cost Recovery	per certificate	25.00	20.00	20.00	OS
Letter confirming food premises registration	Cost Recovery	per letter	39.00	20.00	20.00	OS
Food Hygiene Rating Scheme Rescoring Visit	Cost Recovery	per visit	-	159.00	159.00	OS
Safer Food, Better Business Coaching Visit	Cost Recovery	per visit	-	159.00	159.00	OS
Cancellation Fee for SFBB Coaching Visit (less than 10 working days before course)	Cost Recovery	per visit	100% of fee paid	100% of fee paid	100% of fee paid	OS

Miscellaneous Fees & Charges

Contaminated Land/ additional land charge enquiry	Cost Recovery	per hour or part	63.60	66.00	67.00	OS
Statement of fact for civil cases	Cost Recovery	per hour or part	51.30	53.00	53.86	S
Attendance at Exhumations	Cost Recovery	per hour or part	51.30	53.00	53.86	S

Private Water Supplies

Risk Assessment (smaller supplies - Regulation 10)	Cost Recovery	per assessment	up to 500	up to 500	up to 500	OS
Risk Assessment (larger supplies - Regulation 9)	Cost Recovery	per assessment	up to 500	up to 500	up to 500	OS
Risk Assessment (Desktop)	Cost Recovery	per assessment	up to 500	up to 500	up to 500	OS
Sampling Visit (excl. analysis costs)	Cost Recovery	per visit	100.00	100.00	100.00	OS
Investigation (excl. analysis costs)	Cost Recovery	per investigation	100.00	100.00	100.00	OS
Granting of Authorisation	Cost Recovery	per authorisation	100.00	100.00	100.00	OS
Analysis Costs (Regulation 10)	Cost Recovery	per set of samples	up to £25	up to £25	up to £25	S
Analysis Costs (Check Monitoring)	Cost Recovery	per set of samples	up to £100	up to £100	up to £100	S
Analysis Costs (Audit Monitoring)	Cost Recovery	per set of samples	up to £500	up to £500	up to £500	S

Private Sector Housing

Standards inspection for immigration	Cost Recovery	per inspection	153.80	159.00	161.50	S
Housing Notices	Cost Recovery	fixed charge	353.60	363.00	371.30	OS
Fixed penalty for failure to belong to an approved redress scheme		fixed charge	5,125.00	5,253.00	5,381.00	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant without LA intervention)	Cost Recovery	per licence	845.60	867.00	887.90	OS
Licence for a HMO with no more than 5 bedrooms (initiated by applicant with LA intervention)	Cost Recovery	per licence	1,148.00	1,177.00	1,205.00	OS
Additional bedrooms	Cost Recovery	each	15.40	16.00	16.20	OS

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
BACS refund on full licence fee for receipt of complete valid application within 21 days without further LA intervention			102.50	-	-	OS
Variation of licence	Cost Recovery	per variation	128.10	132.00	134.50	OS
Renewal of HMO Licence	Cost Recovery	per licence	702.10	720.00	737.20	OS
BACS refund for receipt of complete valid renewal applications at least 3 months before current licence expires			102.50	-	-	OS
Confirmation of empty home status for VAT reduction	Cost Recovery	per letter	78.90	81.00	82.90	OS
HMO Confirmation Letters	Cost Recovery	per letter	-	20.00	20.00	OS
Housing Advice Visit	Cost Recovery	per inspection	-	159.00	159.00	S

Miscellaneous Engineering Fees

Sewer Records/Plans		per item	27.70	29.00	29.00	OS
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OTHER LICENCES

Sex Establishments		per annum	2,680.40	2,747.10	2,814.00	OS
Sex Establishments		per renewal	2,372.90	2,432.20	2,491.50	OS
Sex Establishments		transfer	76.90	78.80	80.75	OS
Hypnotism Act 1952 - Occasional licensed premises			143.50	147.10	150.70	OS
Hypnotism Act 1952 - Occasional unlicensed premises			553.50	567.30	581.00	OS
Scrap Metal Site Licence		per licence granted	252.20	258.50	264.80	OS
Scrap Metal Site Licence		per licence renewed	187.30	192.00	197.00	OS
Scrap Metal Site Licence - Variation, Name Change, Change of Site		per change	44.60	45.70	46.80	OS
Scrap Metal Collectors Licence		per licence granted	228.10	233.80	239.50	OS
Scrap Metal Collectors Licence		per licence renewed	163.20	167.30	171.40	OS
Scrap Metal Collectors Licence - Variation, Name Change		per change	44.60	45.70	46.80	OS

TAXI LICENSING - The Taxi Licence fees are indicative for budget setting and will be finalised following full considerations of any objections by the Licensing Committee on 14th March 2018

Private Hire vehicle (new) - 1 year		per new licence	308.00	290.00	290.00	OS
Private Hire vehicle (renewal) - 1 year		per renewal	274.00	280.00	280.00	OS
Vehicle - either Hackney Carriage or Private Hire (new) HC only - 1 year	HC	per new licence	308.00	376.00	376.00	OS
Vehicle - either Hackney Carriage or Private Hire (renewal) HC only - 1 year	HC	per renewal	274.00	290.00	290.00	OS
Dual Driver or Private Hire Driver (new) - 3 year PH			369.00	391.00	391.00	OS
Dual Driver or Private Hire Driver (renewal) - 3 year PH			264.00	289.00	289.00	OS
Dual Driver (new) - 3 year			369.00	391.00	391.00	OS
Dual Driver (renewal) - 3 year			264.00	281.00	281.00	OS
Private Hire Operator - 5 year (new & renewal) (new only)			258.00	284.00	284.00	OS
Private Hire Operator - 5 year (new & renewal)			258.00	268.00	268.00	OS
Each additional vehicle above 6			30.00	-	-	OS

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Change of vehicle (new vehicle on old plate number)			78.00	54.00	54.00	OS
Change of vehicle (courtesy car)			156.00	83.00	83.00	OS
Private Hire Driver converted to Dual Driver			45.00	50.00	50.00	OS
Private Hire Driver converted to Hackney Carriage			45.00	99.00	99.00	OS
Change of vehicle proprietor			45.00	37.00	37.00	OS
Change of DVLA details (registration number etc)			45.00	56.00	56.00	OS
Change of Drivers address			-	11.00	11.00	OS
Knowledge test and training day (all new applicants)			97.50	97.50	97.50	OS
Resit of both routes and rules & regulations tests			67.50	52.00	52.00	OS
Resit of routes test only			35.00	35.00	35.00	OS
Update training for existing drivers			58.75	58.75	58.75	OS
Enhanced DBS Online			51.20	62.00	62.00	OS
Basic Disclosure Online			32.20	43.00	43.00	OS
Roof light (complete)		per light	82.00	75.00	75.00	S
Roof light (top cover or base plate)(new cost for top cover only)		per light	44.00	37.00	37.00	S
Roof Light (base)			44.00	29.00	29.00	S
2nd hand top or base			22.00	-	-	S
Replacement badges			27.00	24.00	24.00	S
Replacement plate (or additional for a trailer)			44.00	41.00	41.00	S
Roof light bulbs			2.50	3.00	3.00	S
Magnets (sold as a pair)			8.00	6.00	6.00	S
Executive Disc (private hire vehicles only)			13.00	11.00	11.00	S
Refund per full calendar month of unexpired drivers licence PH (new)			-	1.60	1.60	OS
Refund per full calendar month of unexpired drivers licence PH (renewal)			-	1.30	1.30	OS
Refund per full calendar month of unexpired drivers licence HC (new)			-	1.60	1.60	OS
Refund per full calendar month of unexpired drivers licence HC (renewal)			-	1.30	1.30	OS
Refund per full calendar month of unexpired vehicle licence PH (new)			-	3.70	3.70	OS
Refund per full calendar month of unexpired vehicle licence PH (renewal)			-	3.70	3.70	OS
Refund per full calendar month of unexpired vehicle licence HC (new)			-	3.70	3.70	OS
Refund per full calendar month of unexpired vehicle licence HC (renewal)			-	3.70	3.70	OS
Refund per full calendar month of unexpired operators licence (new)			-	10.40	10.40	OS
Refund per full calendar month of unexpired operators licence (renewal)			-	10.40	10.40	OS

	Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
			£	£	£	
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises	100.00	100.00	100.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises	190.00	190.00	190.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises	315.00	315.00	315.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises	450.00	450.00	450.00	OS
Application for premises, club premises certificate, variations (excluding change of name and address or designated premises supervisor) conversion/variation - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises	635.00	635.00	635.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band A - rateable value £0-£4,300	Statutory Fee	per band A premises per annum	70.00	70.00	70.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band B - rateable value £4,301-33,000	Statutory Fee	per band B premises per annum	180.00	180.00	180.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band C - rateable value £33,001-£87,000	Statutory Fee	per band C premises per annum	295.00	295.00	295.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band D - rateable value £87,001-£125,000	Statutory Fee	per band D premises per annum	320.00	320.00	320.00	OS
PREMISES LICENCES (Holders of premises licences and club premises certificate) - Band E - rateable value £125,000 and over	Statutory Fee	per band E premises per annum	350.00	350.00	350.00	OS
PERSONAL LICENCE		per licence	37.93	#REF!	39.83	OS

OTHER FEES AND CHARGES

Supply of copies of information contained in register		per black & white A4 sheet	0.10	0.10	0.11	S
Supply of copies of information contained in register		per black & white A3 sheet	0.21	0.22	0.22	S
Supply of copies of information contained in register		per black & white A0 sheet	1.13	1.16	1.19	S
Supply of copies of information contained in register		per colour A4 sheet	0.21	0.22	0.22	S
Supply of copies of information contained in register		per colour A3 sheet	0.51	0.52	0.54	S
Supply of copies of information contained in register		per colour A0 sheet	1.74	1.78	1.83	S
Application for copy of licence or summary on theft, loss etc of premises licence or summary	Statutory Fee	per application	10.50	10.50	10.50	OS
Notification of change of name or address (holder of premises licence)	Statutory Fee	per change	10.50	10.50	10.50	OS
Application to vary or to specify individual as premises supervisor	Statutory Fee	per application	23.00	23.00	23.00	OS
Application to transfer premises licence	Statutory Fee	per application	23.00	23.00	23.00	OS
Interim authority notice	Statutory Fee	per notice	23.00	23.00	23.00	OS
Application for making of a provisional statement	Statutory Fee	per statement	315.00	315.00	315.00	OS
Application for copy of certificate or summary on theft, loss etc of certificate or summary	Statutory Fee	per copy	10.50	10.50	10.50	OS
Notification of change of name or alteration of club rules	Statutory Fee	per change	10.50	10.50	10.50	OS

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Change of relevant registration address of club	Statutory Fee	per change	10.50	10.50	10.50	OS
Temporary event notice	Statutory Fee	per notice	21.00	21.00	21.00	OS
Application of copy of notice on theft, loss etc of temporary event notice	Statutory Fee	per copy	10.50	10.50	10.50	OS
Application of copy of licence on theft, loss etc of personal licence	Statutory Fee	per copy	10.50	10.50	10.50	OS
Notification of change of name or address (personal licence)	Statutory Fee	per change	10.50	10.50	10.50	OS
Notice of interest in any premises	Statutory Fee	per notice	21.00	21.00	21.00	OS

Gambling Act 2005

Bingo Premises		per licence	2,744.44	2,813.05	2,881.66	OS
Bingo Premises		per variation	1,372.48	1,409.79	1,441.10	OS
Bingo Premises		per transfer	940.95	964.47	988.00	OS
Bingo Premises		Annual Fee	784.13	803.73	823.34	OS
Adult Gaming Centre Premises		per licence	1,586.25	1,625.91	1,665.56	OS
Adult Gaming Centre Premises		per variation	784.13	803.73	823.34	OS
Adult Gaming Centre Premises		per transfer	940.95	964.47	968.00	OS
Adult Gaming Centre Premises		Annual Fee	784.13	803.73	823.34	OS
Betting Premises (Track)		per licence	1,960.83	2,009.85	2,058.87	OS
Betting Premises (Track)		per variation	980.93	1,005.45	1,029.98	OS
Betting Premises (Track)		per transfer	745.18	763.81	782.44	OS
Betting Premises (Track)		Annual Fee	784.13	803.73	823.34	OS
Betting Premises (Other)		per licence	2,357.50	2,416.44	2,475.38	OS
Betting Premises (Other)		per variation	1,176.70	1,206.12	1,235.54	OS
Betting Premises (Other)		per transfer	940.95	964.47	988.00	OS
Betting Premises (Other)		Annual Fee	307.50	315.19	322.88	OS
Family Entertainment Centre Premises		per licence	1,568.25	1,607.46	1,646.66	OS
Family Entertainment Centre Premises		per variation	784.13	803.73	823.34	OS
Family Entertainment Centre Premises		per transfer	745.18	763.81	782.44	OS
Family Entertainment Centre Premises		Annual Fee	588.35	603.06	617.77	OS
Temporary Use Notices		per notice	512.50	525.31	538.13	OS
Temporary Use Notices		per copy	25.63	26.27	26.91	OS
Gaming Machine Permit 10 years (Up to 2 machines)	Statutory Fee	per permit	50.00	50.00	50.00	OS
Club Gaming Machine Permit 5 years (Up to 3 machines)	Statutory Fee	per permit	100.00	100.00	100.00	OS
Club Gaming Machine Permit	Statutory Fee	Annual Fee	50.00	50.00	50.00	OS
Small Lotteries		per setup	41.00	41.00	43.00	OS

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 2.5% increase £	2018/19 Charge based on a 5% increase £	VAT
Small Lotteries	Statutory Fee	per renewal	20.00	20.00	20.00	OS
CCTV Cameras						
Ware Town Council		per annum	10,865.00	11,136.63	11,408.25	OS
Hertford Town Council		per annum	21,863.25	22,109.83	22,956.41	OS
Bishop's Stortford Town Council		per annum	22,345.00	22,903.63	23,462.25	OS
HOSTELS						
Hillcrest Hostel Single Room (excl. service charges)		per week	195.00	195.00	195.00	Z
Hillcrest Hostel Double Room (excl. service charges)		per week	220.00	220.00	220.00	Z
Hillcrest Hostel Family Room (excl. service charges)		per week	230.00	230.00	230.00	Z
Bed & Breakfast - Single person		per week	102.62	105.19	107.75	Z
Bed & Breakfast - Single person		per day	14.66	15.00	15.40	Z
Bed & Breakfast - Single person and one child		per week	136.01	139.40	142.80	Z
Bed & Breakfast - Single person and one child		per day	19.43	19.90	20.40	Z
Bed & Breakfast - Single person and two children		per week	147.84	151.50	155.20	Z
Bed & Breakfast - Single person and two children		per day	21.12	21.60	22.20	Z
Bed & Breakfast - Couple		per week	136.01	139.40	142.80	Z
Bed & Breakfast - Couple		per day	19.43	19.90	20.40	Z
Bed & Breakfast - Couple and one child		per week	159.60	163.60	167.60	Z
Bed & Breakfast - Couple and one child		per day	22.80	23.40	23.90	Z
Bed & Breakfast - Couple and two children		per week	168.28	172.50	176.70	Z
Bed & Breakfast - Couple and two children		per day	24.64	25.30	25.90	Z
Bed & Breakfast - Additional children up to 16		per week	14.00	14.40	14.70	Z
Bed & Breakfast - Additional children up to 16		per day	2.00	2.00	2.10	Z



Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 3% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

HERTFORD THEATRE

HIRE CHARGES

WEEKDAYS Auditorium am (9am to 1pm)			264.00	272.00	277.00	E
WEEKDAYS Auditorium am per hour			66.00	68.00	69.00	E
WEEKDAYS Auditorium pm (1pm to 6pm)			405.00	417.00	425.00	E
WEEKDAYS Auditorium pm per hour			81.00	83.00	85.00	E
WEEKDAYS Auditorium Evening (6pm to midnight)			546.00	562.00	573.00	E
WEEKDAYS Auditorium Evening per hour			91.00	94.00	96.00	E
WEEKDAYS Auditorium 9am-6pm (discounted rate)			569.00	586.00	597.00	E
WEEKDAYS Auditorium 1pm-midnight (discounted rate)			801.00	825.00	841.00	E
WEEKDAYS Auditorium 9am-midnight (discounted rate)			1,015.00	1,045.00	1,066.00	E
WEEKDAYS Studio am (9am to 1pm)			100.00	103.00	105.00	E
WEEKDAYS Studio am per hour			25.00	26.00	26.25	E
WEEKDAYS Studio pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKDAYS Studio pm per hour			25.00	26.00	26.25	E
WEEKDAYS Studio Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKDAYS Studio Evening per hour			25.00	26.00	26.25	E
WEEKDAYS Studio 9am-6pm (discounted rate)			200.00	206.00	210.00	E
WEEKDAYS Studio 1pm-midnight (discounted rate)			250.00	257.00	262.50	E
WEEKDAYS Studio 9am-midnight (discounted rate)			350.00	360.00	367.50	E
WEEKDAYS River Room am (9am to 1pm)			100.00	103.00	105.00	E
WEEKDAYS River Room am per hour			25.00	26.00	26.25	E
WEEKDAYS River Room pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKDAYS River Room pm per hour			25.00	26.00	26.25	E
WEEKDAYS River Room Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKDAYS River Room Evening per hour			25.00	26.00	26.25	E
WEEKDAYS River Room 9am-6pm (discounted rate)			200.00	206.00	210.00	E
WEEKDAYS River Room 1pm-midnight (discounted rate)			250.00	257.00	262.50	E
WEEKDAYS River Room 9am-midnight (discounted rate)			350.00	360.00	367.50	E
WEEKDAYS Foyer am (9am to 1pm)			100.00	103.00	105.00	E
WEEKDAYS Foyer am per hour			25.00	26.00	26.25	E
WEEKDAYS Foyer pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKDAYS Foyer pm per hour			25.00	26.00	26.25	E
WEEKDAYS Foyer Evening (6pm to midnight)			150.00	154.00	157.50	E



	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 3% increase £	2018/19 Charge based on a 5% increase £	VAT
WEEKDAYS Foyer Evening per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Auditorium am (9am to 1pm)			324.00	334.00	340.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium am per hour			81.00	83.00	85.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm (1pm to 6pm)			455.00	469.00	478.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium pm per hour			91.00	94.00	96.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening (6pm to midnight)			780.00	803.00	819.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium Evening per hour			130.00	134.00	137.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-6pm (discounted rate)			679.00	699.00	713.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 1pm-midnight (discounted rate)			1,085.00	1,117.00	1,139.00	E
WEEKENDS AND BANK HOLIDAYS Auditorium 9am-midnight (discounted rate)			1,359.00	1,400.00	1,427.00	E
WEEKENDS AND BANK HOLIDAYS Studio am (9am to 1pm)			100.00	103.00	105.00	E
WEEKENDS AND BANK HOLIDAYS Studio am per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Studio pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKENDS AND BANK HOLIDAYS Studio pm per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Studio Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKENDS AND BANK HOLIDAYS Studio Evening per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-6pm (discounted rate)			200.00	206.00	210.00	E
WEEKENDS AND BANK HOLIDAYS Studio 1pm-midnight (discounted rate)			250.00	257.00	262.50	E
WEEKENDS AND BANK HOLIDAYS Studio 9am-midnight (discounted rate)			350.00	360.00	367.50	E
WEEKENDS AND BANK HOLIDAYS River Room am (9am to 1pm)			100.00	103.00	105.00	E
WEEKENDS AND BANK HOLIDAYS River Room am per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS River Room pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKENDS AND BANK HOLIDAYS River Room pm per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS River Room Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKENDS AND BANK HOLIDAYS River Room Evening per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-6pm (discounted rate)			200.00	206.00	210.00	E
WEEKENDS AND BANK HOLIDAYS River Room 1pm-midnight (discounted rate)			250.00	257.00	262.50	E
WEEKENDS AND BANK HOLIDAYS River Room 9am-midnight (discounted rate)			350.00	360.00	367.50	E
WEEKENDS AND BANK HOLIDAYS Foyer am (9am to 1pm)			100.00	103.00	105.00	E
WEEKENDS AND BANK HOLIDAYS Foyer am per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Foyer pm (1pm to 6pm)			125.00	129.00	131.25	E
WEEKENDS AND BANK HOLIDAYS Foyer pm per hour			25.00	26.00	26.25	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening (6pm to midnight)			150.00	154.00	157.50	E
WEEKENDS AND BANK HOLIDAYS Foyer Evening per hour			25.00	26.00	26.25	E

	Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 3% increase	2018/19 Charge based on a 5% increase	VAT
			£	£	£	
WEEKLY Auditorium Mon - Sunday (amateur)			5,375.00	5,536.00	5,644.00	E
WEEKLY Auditorium Mon - Sunday (professional)			6,750.00	6,952.00	7,087.00	E
WEEKLY Studio Mon - Sunday			2,150.00	2,214.00	2,258.00	E
WEEKLY River Room Mon - Sunday			2,150.00	2,214.00	2,258.00	E

CINEMA PRICES

Adults			5.83	6.00	6.08	S
Concessions			4.17	4.25	4.38	S

PIANOS

Concert Grand Piano		per session	130.00	133.92	136.67	S
Piano Tuning		per tune	65.42	67.42	68.75	S
Electric Piano		per session	38.33	39.50	40.25	S

STAGE LIGHTING EQUIPMENT

VL2000s (all floor)		per day	40.00	40.83	41.67	S
VL2000s (all floor)		per week	120.00	123.58	125.83	S
UV floods		per week	26.25	27.04	27.50	S
Rotating disco light (large)		per week	30.83	31.75	32.42	S
Smoke machine (includes fluid)		per week	39.17	40.33	40.83	S
Point source Hazer		per day	15.83	16.33	16.67	S
Point source Hazer		per week	42.50	43.75	44.58	S

SOUND EQUIPMENT

Batteries		each	0.38	0.38	0.39	S
Radio Microphones (single)		per day	30.00	30.83	31.67	S
Radio Microphones (4)		per day	105.00	108.17	110.00	S
Radio Microphones (8)		per day	205.00	211.17	215.00	S
Radio Microphones (14)		per day	350.00	360.50	367.50	S
Radio Microphones (single)		per week	75.00	77.25	78.75	S
Radio Microphones (4)		per week	261.67	269.50	274.75	S
Radio Microphones (8)		per week	511.67	527.00	537.25	S
Radio Microphones (14)		per week	875.00	901.25	918.33	S
Sound support tech (4 hour blocks)		per radio mic hire	60.00	61.79	62.92	S
AKG 747 condensor microphones		per day	6.25	6.42	6.50	S
SM57 microphone		per day	4.42	4.54	4.67	S
SM58 microphone		per day	4.42	4.54	4.67	S
Condensor microphones		per day	4.42	4.54	4.67	S

	Basis of Charge	Unit of Charge	2017/18 Charge £	2018/19 Charge based on a 3% increase £	2018/19 Charge based on a 5% increase £	VAT
Seinnheiser vocal mics		per day	5.25	5.42	5.50	S
Seinnheiser bass mic		per day	5.25	5.42	5.50	S
DI boxes		per week	6.25	6.42	6.50	S
Portable PA system (mains or battery)		per day	46.67	48.08	49.17	S

PROJECTION EQUIPMENT

Epson data projector & small screen		per day	36.67	37.75	38.50	S
Kodak slide projector & small screen		per day	10.83	11.17	11.42	S
Barco cinema projector & screen with technician		per hour	52.50	54.08	55.00	S

STAFFNG

Technician		per hour	15.83	16.25	16.67	S
Followspot operator		per hour	15.83	16.25	16.67	S
Projectionist		per hour	36.67	37.75	38.50	S
Lighting Design fee		per design	131.25	135.17	137.92	S

Seating Removal inc. rake			125.00	128.75	131.25	S
Rows A&B removal			35.00	36.04	36.67	S
Rows A to D removal			60.00	61.79	63.00	S
Studio tiered seating		per day	62.50	64.37	65.83	S
Aluminium staging sections 2m x 1m		per day	20.83	21.46	21.87	S
Starcloth		per day	21.67	22.33	22.50	S
Starcloth		per week	87.50	90.12	91.67	S
Gauze		per day	21.67	22.33	22.50	S
Gauze		per week	87.50	90.12	91.67	S
Stage Dance Floor		per lay	30.83	31.75	32.50	S

PYROTECHNICS

Effects prices vary - Prices on application

Basis of Charge	Unit of Charge	2017/18 Charge	2018/19 Charge based on a 2.5% increase	2018/19 Charge based on a 5% increase	VAT
		£	£	£	

Freedom of Information Act 2000 / Environmental Information Regulations 2004 / Reuse of Public Sector Information Regulations 2005 / Data Protection Act 1998

FOI Request	Statutory	Under 18 hours of staff time	No charge other than disbursements	No charge other than disbursements	No charge other than disbursements	
FOI Request	Statutory	In excess 18 hours of staff time	£25 an hour	£25 an hour	£25 an hour	

- However, where possible, we will assist the applicant to refine the request and determine what might be achieved within the £450 limit. If this is not possible, EHDC will issue a Fees Notice detailing the full cost of the request. The request will not be progressed until the fees have been paid. The time taken to pay the fees does not count as part of the 20 working day target for responding to requests.

Disbursements (photocopying, copying to different media, postage etc)			Free up to £10, above this will be charged at the full cost	Free up to £10, above this will be charged at the full cost	Free up to £10, above this will be charged at the full cost	
EIR Request	Statutory	Under 18 hours of staff time	No charge other than disbursements	No charge other than disbursements	No charge other than disbursements	
EIR Request	Statutory	In excess 18 hours of staff time	£25 an hour + any additional fees identified in departmental fee structures	£25 an hour + any additional fees identified in departmental fee structures	£25 an hour + any additional fees identified in departmental fee structures	

ERP G
DRAFT SERVICE PLANS 2018/ 2019

Please note: red text refers to performance indicators which will be used to monitor progress against the key actions. In some cases this will be done through the use of specific targets in other cases it will be done through monitoring trends and trajectories. Normal text refers to specific milestones or outputs that need to be achieved in order for the action to be achieved. When the service plans are adopted all indicators and milestones will be uploaded to the council's performance management portal which Members have access to.

In addition to the above there are a number of key actions to be delivered over the 2018/19 year which do not fit neatly within the Corporate Strategic Plan objectives. These tend to be 'back office' related actions which are not directly of interest to stakeholders but are critical to ensuring the council is able to deliver its objectives. Those actions are listed in the final table and will form part of the information which Members can access on the performance management portal.

Corporate Priority: People			
Outcome: Communities engaged in local issues			

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Deliver the Digital East Herts Programme	<ul style="list-style-type: none"> • % accessible services via digital channels • Proportion of demand by channel • Savings delivered (as a proportion of overall target) 	31 March 2019	Director
Increase stakeholder engagement through digital channels	<ul style="list-style-type: none"> • No. of Twitter followers & impressions • No. of Facebook likes & people reached • No. of Instagram followers and likes • No. of Gov delivery subscribers 	31 March 2019	Communications and Digital Media Manager
Ensure successful transfer of Scott's Grotto to independent trust ownership	<ul style="list-style-type: none"> • Transfer complete 	31 March 2019	Head of Communications, Strategy and Policy
Increase customer engagement through feedback for Development Management Service	<ul style="list-style-type: none"> • Qualitative Assessment of customer feedback • Quantitative assessment of customer feedback 	30 June 2018	Service Manager (DM) Quality and performance

Corporate Priority: People			
Outcome: Support for our vulnerable families and individuals			

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Deliver the Community Safety Strategic Assessment and Action Plan	<ul style="list-style-type: none"> • Delivery key actions within the plan • Bid to the Police and Crime Commissioner's community safety fund in line with Community Safety Partnership priorities 	31 March 2019 31 December 2018	Community Safety Officer
Ensure the council fulfils its Safeguarding responsibilities	<ul style="list-style-type: none"> • Deliver the actions arising from the Safeguarding Adults Self-Assessment • Deliver the annual programme of safeguarding training 	31 March 2019 31 December 2018	Service Manager – Community Wellbeing and Partnerships
Minimise time elapsed to process new claims and changes in circumstances.	<ul style="list-style-type: none"> • Time taken to process Housing Benefit new claims and change events achieved (target 10 days) 	31 March 2019	Head of Revenues and Benefits
Work with partners to provide support to customers in difficulty.	<ul style="list-style-type: none"> • Utilise discretionary Housing Payments to alleviate transitional difficulties • Proactively work to avoid fraud and to ensure suspected cases are investigated 	31 March 2019	Head of Revenues and Benefits

Work with partners to assist customers through the transition into universal credit	<ul style="list-style-type: none"> Customers assisted and signposted appropriately when transitioned into universal credit. 	31 March 2019	Head of Revenues and Benefits
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Corporate Priority: People
Outcome: residents living active and healthy lives

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Implement new homelessness prevention duties in line with the Homelessness Reduction Act 2017	<ul style="list-style-type: none"> Introduce 'Personal Housing Plans' for those threatened with homelessness training all members of the team Review and restructure the approach to homelessness prevention work 	31 March 2019	Service Manager – Housing Services
Review the Homelessness Strategy	<ul style="list-style-type: none"> Number of prevented homeless applications Number of homeless households living in temporary accommodation Number of applicants on the housing register 	31 January 2019	Service Manager – Housing Services
Deliver air Quality Action Plan	<ul style="list-style-type: none"> Review the East Herts Air Quality Action Plan, deliver key actions Deliver Clean Air Day 2018 	31 March 2019 17 June 2018	Senior Environmental Officer (Environment)
Promote use of E-taxis within the district	<ul style="list-style-type: none"> Measure to be developed 	31 March 2019	Service Manager – Licensing and Enforcement
Deliver a successful social prescribing pilot	<ul style="list-style-type: none"> Review success and identify options for sustaining project beyond initial 18 month funding period 	31 March 2019 31 December 2018	Healthy Lifestyles Programme Officer
Maximise health and wellbeing outcomes	<ul style="list-style-type: none"> Deliver staff wellbeing, volunteering and new activities programme (in combination with the council's support for Hertfordshire County Council's Year of Physical Activity) East Herts residents & East Herts Council employees registered with Team Herts Volunteering scheme Ensure the sustainability of the Forever Active programme beyond the Sports England funding period Review the outcomes of the Active In programme Number of over 50s participating in 'Forever Active' programme 	31 December 2018 31 March 2019 31 August 2018	Head of Housing and Health
Procure a leisure operating and DBOM contract	<ul style="list-style-type: none"> OJEU notice issued 	30 May 2018	Leisure and Environment Manager
Invest in our parks and open spaces to encourage health and fitness including improvements to Hartham Common, Southern Country Park and Hillside Crescent	<p>Consider delivery of initial actions identified in management plan for Hertford Castle Grounds in partnership with the Town Council. Continue process to deliver connected links between open spaces focussing on Hertford and Beyond walking routes following grant application in 2017.</p> <p>Improve Hartham Common by:</p> <ol style="list-style-type: none"> Develop outline concept and estimated viable costs of a project to improve Hartham Common entrance area and identify potential and sufficient funding. Link improvements directly with plans to develop new leisure centre. Delivering a new destination play area at Hartham Common. 	31 March 2019 31 March 2019 March 2019	Leisure and Parks Development Manager

	<ul style="list-style-type: none"> • Deliver play area improvements at Southern Country Park and Hillside Crescent. • Seek grant funding from Heritage Lottery fund (HLF) to commission an archaeological and access project at Pishiobury Park, Sawbridgeworth. • Review overarching Parks and Open Spaces Strategy 	31 March 2019 TBC	
		31 March 2019	
		31 March 2019	

Corporate Priority: Places

Outcome: Attractive Places

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Implementation of Master Planning process for all significant development sites	<ul style="list-style-type: none"> • Number of Master Plans successfully completed and endorsed by the Council • Achievement of policy objectives identified in District Plan 	31 March 2019	Service Manager (DM) Quality Places
Harlow and Gilston Garden Town Development	<ul style="list-style-type: none"> • Successful engagement with Garden Town • Successful outcome of Gilston Concept Framework and Master Planning processes • Continuing community engagement • Commencement and implementation of development 	31 March 2019	Service Manager (DM) Quality Places
Effective planning enforcement	<ul style="list-style-type: none"> • % visits undertaken in relation to urgent cases within 2 working days of 'start date' • Quantitative and qualitative customer feedback 	31 March 2019	Planning Enforcement Manager
Proactive Conservation and Urban Design service	<ul style="list-style-type: none"> • Completion of remaining Conservation Area Assessment work 	30 Sept 2018	Head of Planning and Building Control
Effective Building Control service	<ul style="list-style-type: none"> • Measures to be developed 	30 June 2018	Head of Planning and Building Control
Produce community transport strategy for East Herts	<ul style="list-style-type: none"> • Strategy produced 	31 July 2018	Service Manager – Community Wellbeing and Partnerships
Reduce the amount and cost of fly tipping to the Council (raise awareness of Duty of Care and householders responsibilities. Publicise successful enforcement actions so public aware of the consequences. Increase ongoing enforcement actions undertaken where evidence)	<ul style="list-style-type: none"> • Fly tips – time taken for removal • Participate in County wide Media Campaign on fly tipping 	31 March 2019	Enforcement & Inspection Team Manager
Co-ordination and promotion of the arts and cultural offer in East Herts.	<ul style="list-style-type: none"> • Completed audit of cultural activities which promote health, social and the economic well-being of East Herts Residents. • Identify ways to increase engagement in arts and cultural activities. 	31 March 2019	Theatre Director
Hertford Theatre – Develop business models for expansion	<ul style="list-style-type: none"> • Outline Business Plan received and taken through decision making processes 	31 May 2018	Theatre Director
Deliver successful Heritage Lottery Fund (HLF) Stage 2 bid for Castle Park, Bishop's Stortford (provide improve facilities for the local community of Bishop's Stortford in partnership with the Town Council. Improve the attractiveness of the town as a place to visit).	<ul style="list-style-type: none"> • Develop proposals 	31 March 2019	Leisure and Parks Development Manager
Re-tendering of Grounds Maintenance Contract	<ul style="list-style-type: none"> • New contract in place 	31 Dec 2019	Leisure and Parks Development Manager

Review provision of dog and litter bins across district (Review number, location, cost and effectiveness across district. Assess potential for cost savings and service improvements which might be secured from alternating bin size, merging dog and litter waste, adapting collection frequencies and/or adopting a no bin policy in some parks)	<ul style="list-style-type: none"> Review complete and options identified 	31 March 2019	Leisure and Parks Development Manager
Fitness and Play Audit (Deliver 10 year re-audit of play areas across district with addition of open space fitness provision to measure success of improvements and to determine future projects.	<ul style="list-style-type: none"> Audit complete and options identified 	31 March 2019	Leisure and Parks Development Manager
Deliver effective waste collection services	<ul style="list-style-type: none"> Less than 30 missed bins per 100,000 	31 March 2019	Joint Waste service Manager
Maintain recycling rates above 50%	<ul style="list-style-type: none"> Residual household waste per household % of household waste sent for reuse, recycling and composting 	31 March 2019	Joint Waste service Manager
Introduce trade waste recycling	<ul style="list-style-type: none"> Trade waste recycling introduced to one town/Business area 	31 March 2019	Joint Waste service Manager

Corporate Priority: Places

Outcome: Future places

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Support and develop future input into strategic planning role	<ul style="list-style-type: none"> Strategy to consider development post 2031 across Hertfordshire through HIPP Continued engagement through Co-op for Sustainable Development Board (with Harlow, Uttlesford and Epping Forest). 	31 March 2019	Head of Planning and Building Control
Completion of District Plan	<ul style="list-style-type: none"> Plan Adoption Housing Land Supply 	End June 2018	Service Manager, Planning Policy
Programme of Planning Policy work	<ul style="list-style-type: none"> Formulation of work programme Delivery of agreed work programme 	31 March 2019	Service Manager, Planning Policy
Effective Development Management service	<ul style="list-style-type: none"> % Processing of planning applications dealt with in timely manner- Other applications (target under 8 weeks). % Processing of planning applications dealt with in timely manner - Minor applications (target under 13 weeks) % Processing of planning applications dealt with in timely manner - Major applications (target under 13 weeks) Engagement through pre-application and PPA processes in accordance with PIs 	31 March 2019	Service Manager (DM) Quality and performance
Establish Housing Company	<ul style="list-style-type: none"> Property Investment Company to commence trading Determine feasibility of housing development by a Company Subject to there being a feasible business case, seek member approval for development 	April 2018 July 2018 September 2018	Head of Housing and Health
Encourage appropriate downsizing in tenures	<ul style="list-style-type: none"> Deliver key actions in the line with the Housing Service's report into under-occupation in East Herts A review of the issues, challenges and potential solutions 	31 March 2019	Housing Development and Strategy Manager
Provide affordable housing (review options for maximising affordable housing and community-led housing delivery, revise the Affordable Housing Supplementary Planning Document in line with the District Plan timetable)	<ul style="list-style-type: none"> % of Affordable homes delivered on section 106 developments in Towns against a 40% cumulative Planning Policy target % of Affordable homes delivered on section 106 developments in 	30 September 2018	Housing Development and Strategy Manager

	Villages		
Extra care housing	<ul style="list-style-type: none"> Investigate the feasibility of delivering an extra care scheme in East Herts 	31 December 2018	Head of Housing and Health

Corporate Priority: Businesses

Outcome: Support for our businesses and the local economy

Action:	Performance measures or project milestones:	Deadline	Lead Officer
Deliver the Launchpad pilot and build a business case for a permanent business incubator facility in Bishop's Stortford	<ul style="list-style-type: none"> Total number of businesses using the facility (target: 30) Number of businesses using the facility for more than 3 months (target: 20) Total income from businesses using the facility (target £20,000) 	30 September 2018	Business Engagement Manager
Deliver the Discretionary Business Rates' Grant Scheme to support businesses expanding their premises or opening up a new premise in the district (total available: £150,000)	<ul style="list-style-type: none"> Number of successful applications to the Business Rate Discount Grant Scheme Number of additional jobs created as a result of awarding the scheme Qualitative feedback from businesses about how it has made a difference 	31 April 2019	Business Engagement Manager
Work with Visit Herts to increase the profile of local attractions and support businesses in their supply chains	<ul style="list-style-type: none"> Total value of visitor economy to East Herts Total number of day trips and overnight trips to district Total number of jobs in district attributed to visitor economy 	31 December 2019	Business Engagement Manager
Deliver the Eastern Plateau Rural Development Programme (RDP) administering EU structural funds (total fund of €1.8m), to rural businesses for increasing productivity, farm diversification, tourism, cultural and heritage activity	<ul style="list-style-type: none"> No. of East Herts businesses successful in applying to RDP Amount of £ invested in East Herts through the RDP No. of new jobs in East Herts created through the RDP 	31 March 2019	Head of Communications, Strategy and Policy
Sponsor the CVS "dragons apprentice" event for entrepreneurs in schools	<ul style="list-style-type: none"> Amount (£) raised for local charities 	31 March 2019	Head of Communications, Strategy and Policy
Review the Environmental Health 'offer' to local businesses	<ul style="list-style-type: none"> Review opportunities and produce options paper 	30 June 2018	Service Manager – Environmental Health
Introduce revised element of the Statement of Licensing Policy relating to licensed properties	<ul style="list-style-type: none"> New policy in place % of food premises in the area which are broadly compliant with food hygiene law 	31 December 2018	Service Manager – Licensing and Enforcement
Cross-boundary working taxi enforcement	<ul style="list-style-type: none"> Carry out cross-boundary taxi enforcement work Promote more consistent taxi licensing convictions policies across the region through the Herts and Beds Licensing Group Promote higher taxi standards from companies operating out of Stansted airport through joint work with Uttlesford District Council the Stansted Airport Consultative Group 	March 2019 September 2018 September 2018	Service Manager – Licensing and Enforcement
Optimisation of on-street parking within existing Resident Permit Zones.	<ul style="list-style-type: none"> Implement 'shared use' parking in 'Chantry' area of Bishop's Stortford (subject to Committee approval). 	April 2018	Parking Manager
Re-tendering of parking enforcement contract	<ul style="list-style-type: none"> Commencement of contract 	31 January 2019	Parking Manager

Corporate Priority: Businesses**Outcome: Vibrant town centres**

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Develop Old River Lane site: No 1 The Causeway (demolition and construction of a temporary car park) Old River Lane mixed use development scheme (masterplanning, viability assessment, consultations, design, planning, procurement, construction) and Multi-Storey Car Park (land negotiations, design, planning, procurement, construction) Work in partnership with Rhodes Trust and Town Council to develop detailed business case and operating model for new Art Centre	Measures initially to be completion of key phases within the overall project: <ul style="list-style-type: none"> Detailed masterplan for whole site and associated viability assessments Agreed delivery model (joint venture/developer/council led) and potential development partner identified Planning application for MSCP granted 	31 March 2019	Chief Executive
Hertford Urban Design Study (HUDS): <ul style="list-style-type: none"> Deliver improvements to Maidenhead Street and surrounding areas, including pedestrianisation and resurfacing. Support the delivery of the wider Hertford Urban Design Strategy. 	<ul style="list-style-type: none"> New TROs in place Delivery of Maidenhead St project 	31 December 2018	Chief Executive
Bishop's Stortford Business Improvement District (<i>action TBC depending on ballot</i>)	<ul style="list-style-type: none"> Successful ballot 	31 July 2018	Business Engagement Manager
Working with town councils seek to devolve responsibility for managing markets	<ul style="list-style-type: none"> Market service costs reduced 	31 March 2019	Enforcement & Inspection Team Manager

Corporate Priority: Businesses**Outcome: Working with others, to have achieved the right infrastructure for our businesses and communities**

Action:	Performance measures or project milestones:	Deadline:	Lead Officer:
Implement sustainable transport initiatives	<ul style="list-style-type: none"> Modal shift of East Herts staff commuting patterns (% of journeys by car, bike, train, foot etc.) Resident commuting and travel patterns (actual and proxy data available through HCC) Number of sustainable transport interventions progressed in the district through Section 106 contributions 	31 June 2019	Head of Communications, Strategy and Policy
Work with key partners such as the Local Enterprise Partnership, County Council and London Stansted Cambridge Consortium on identifying infrastructure requirements and bring them to fruition	<ul style="list-style-type: none"> Number of transport and infrastructure schemes delivered in the district 	31 March 2019	Head of Communications, Strategy and Policy
Review CCTV provision	<ul style="list-style-type: none"> Proposals for new provision identified 	31 December 2018	Service Manager – Community Wellbeing and Partnerships

Actions not directly related to Corporate Plan Objectives

Action	Performance measures or project milestones:	Deadline	Lead Officer
Implement Single Customer Services Team Structure	<ul style="list-style-type: none"> Reduction in cost 	31 March 2019	Head of Communications, Strategy and Policy
Integrate first points of contact for Operations, Planning, Revenues and Benefits in the single customer services team	<p>Volume and proportion of customer contacts by:</p> <ul style="list-style-type: none"> Email Face to face Calls Web based/ web forms Social media 	31 March 2019	Customer Services Manager
Ensure consistent quality of response at first points of contact across all channels	<ul style="list-style-type: none"> Satisfaction with council services (web, telephony, face to face) measured via govmetric % complaints responded to within 10 working days % complaints upheld at stage 1 Qualitative feedback from mystery shop exercises 	31 March 2019	Customer Services Manager
Ensure website meets needs of customers	<ul style="list-style-type: none"> No. of page views Socitm rating Satisfaction rating of website (target 50%) 	31 March 2019	Communication and Digital Media Manager
Increase employee engagement through the new intranet	<ul style="list-style-type: none"> No. of page views 	31 March 2019	Communication and Digital Media Manager
Manage the council's reputation through social media and traditional media	<ul style="list-style-type: none"> Social media sentiment/ favourability score Press favourability score 	31 March 2019	Communication and Digital Media Manager
Provide policy support and analysis for the Council's Executive and Leadership Team	<ul style="list-style-type: none"> Qualitative feedback 	31 March 2019	Policy Officer
To deliver the Organisational Development (OD) Strategy 2015-2019 and address concerns in the employee survey (2017)	<ul style="list-style-type: none"> Number of short – term sickness absence days per FTE staff in post Number of long – term sickness absence days per FTE staff in post Total number of sickness absence days per FTE staff in post 	31 March 2019	Head of Human Resources and Organisational Development
Sustaining a skilled, flexible and motivated workforce –to deliver quality services which meet current and anticipated service needs	<ul style="list-style-type: none"> Delivery of L&D plan 2018/19 Implement reward and benefit packages that give choice to our workforce and support work life balance. Review current terms and conditions. Implement national pay conditions including NLW. Review current pay grading model. Delivery of additional HR modules within new system 	31 March 2019	Head of Human Resources and Organisational Development
Planning for the workforce – develop and implement workforce planning; supporting recruitment and retention issues	<ul style="list-style-type: none"> Deliver workforce planning (focusing on hard to fill, retention, career paths, skills, learning and development) Develop and deliver Apprenticeship programme 2018 – creating career paths; supporting workforce planning To work with LT on delivery of savings ideas to support targets Develop innovative recruitment and retention initiatives 	31 March 2019	Head of Human Resources and Organisational Development
Deliver the Accommodation Review	<ul style="list-style-type: none"> Measures to be developed 	31 March 2019	Head of Strategic Finance and Property
Maximisation of in-year council tax collection.	<ul style="list-style-type: none"> Council tax collection, % of current year liability collected achieved. 	31 March 2019	Head of Revenues and

Action	Performance measures or project milestones:	Deadline	Lead Officer
			Benefits
Maximisation of in-year council tax collection.	<ul style="list-style-type: none"> Council tax collection, % of current year liability collected achieved. 	31 March 2019	Head of Revenues and Benefits
Maximisation of collection of prior year arrears.	<ul style="list-style-type: none"> Level of outstanding arrears reduced. 	31 March 2019	Head of Revenues and Benefits
Provision of support and advice to customers experiencing difficulty in paying their liability.	<ul style="list-style-type: none"> Customers sustain repayment arrangements thus avoiding enforcement action. 	31 March 2019	Head of Revenues and Benefits
Proactive anti-fraud and avoidance activity to minimise loss of liability.	<ul style="list-style-type: none"> Reliefs and discounts are reviewed and monitored using data matching etc. where appropriate. 	31 March 2019	Head of Revenues and Benefits
Maximisation of new liability.	<ul style="list-style-type: none"> Regular monitoring of all localities to identify and verify the timely inclusion of new builds and other developments into the rating list is carried out throughout the year. 	31 March 2019	Head of Revenues and Benefits
Provision of a professional and appropriate service to all customers needing to engage with the service.	<ul style="list-style-type: none"> Customer satisfaction levels. 	31 March 2019	Head of Revenues and Benefits
Introduce mobile working app for Uniform to improve service delivery and drive efficiencies	<ul style="list-style-type: none"> Mobile app rolled out to appropriate Environmental Health officers 	30 June 2018	Service Manager – Environmental Health
Successful contracts in place for: <ul style="list-style-type: none"> Parking Contract Grounds Project Leisure Contract Theatre & Leisure development projects Joint Waste Contract with North Herts 	<ul style="list-style-type: none"> Measures to be developed 	31 March 2019	Head of Operations
Idox Optimisation Programme for DM service	<ul style="list-style-type: none"> Speed of delivery of DM service Printing/ paper consumption Costs identification and management for DM service Cost reduction 	31 March 2019	Director
Develop the role of legal services to deliver advice and guidance in a timely and cost effective manner and reducing the council spend on external legal advice	<ul style="list-style-type: none"> Increase in staff and decrease in external reliance for legal support 	31 March 2019	Head of Legal and Democratic Services
Publication of Register of Electors	<ul style="list-style-type: none"> Successful publication 	31 December 2018	Head of Democratic and Legal Services
Support the Digital East Herts programme by increasing the range of online services available in ModGov	<ul style="list-style-type: none"> Milestones and measures to be developed 	31 March 2019	Head of Democratic and Legal Services
Emergency planning	<ul style="list-style-type: none"> Review all emergency plan documentation 	June 2018	Service Manager – Community Wellbeing and Partnerships
Respond to FOIs in a timely manner	<ul style="list-style-type: none"> % FOIs dealt with within 20 days 	31 March 2019	Head of Democratic and Legal Services

EAST HERTS COUNCIL

COUNCIL - 1 MARCH 2018

REPORT BY EXECUTIVE MEMBER FOR FINANCE AND SUPPORT
SERVICES

COUNCIL TAX – FORMAL RESOLUTION

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- To set the council tax for 2018/19

<u>RECOMMENDATIONS:</u> that:	
(A)	the Council Tax resolution, as now submitted, be approved;
(B)	the local precepts as set out at Essential Reference Paper 'B' be noted; and
(C)	the Hertfordshire County Council and Hertfordshire Police Authority precepts be noted.

1 Background

1.1 This Council is the council tax billing and collection authority within its area.

1.2 The Council must set the council tax in respect of each part of its area no later than 11 March prior to the start of the year in respect of which the tax is set.

- 1.3 The council tax calculation sets the tax in respect of this council and the aggregate council tax inclusive of the County Council and Police Authority precepts and of each town and parish's precept.
- 1.4 The County Council's Finance Director and Chief Finance Officer for the Police and Crime Commissioner have advised that the County Council and Police Authority precepts for 2018/19 as they affect East Hertfordshire District Council taxpayers will total £x. This is made up of £x for the County Council and £9,774,859.20 for the Police Authority. This gives Band D equivalents of £x and £164.00 respectively.

* Please note the County Council precept figures have not yet been published. These will be updated at the meeting.

1.5 The total parish precept is £3,977,819.80

1.6 The County Council, Police Authority and Parish precepts contribute to the setting of the Council Tax

2 Report

2.1 The council tax resolution is set out at **Essential Reference Paper B.**

2.2 The calculations set out in the resolution are prescribed in the Local Government Finance Act 1992 as amended. The Localism Act 2011 made minor amendments to the required calculation. The Council has no discretion in undertaking these calculations beyond determining any special expenses within the Council's own budget applicable to part of its area. The Council has not determined any special expenses.

3 The Required Calculations

3.1 Section 1: this confirms that this Council's previously agreed

Tax base is used in the calculation.

3.2 Section 2: this sets out the Council's council tax requirement for its own purposes (excluding parish precepts) for 2018/19.

3.3 Section 3:

(a) The Council's gross expenditure + transfers to reserves + the total of parish precepts

(b) The Council's gross income including grants + transfers from reserves

(c) Is (a) – (b)

(d) Is (c) divided by the tax base. This is this Council's band D council tax rate + the average rate for all parishes

(e) Is the total of parish precepts

(f) Is this Council's band D council tax rate

(g) Is a table of Band D Council plus Parish rate

(h) This is the same as (g) but showing the council tax by each valuation band

3.4 Section 4: this is the equivalent amounts to those at 3(h) for the County and Police Authority precepts

3.5 Section 5: this is the total council tax for each valuation band for each parish

3.6 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background papers

None

Contact Member: Councillor Geoff Williamson – Executive Member for Finance and Support Services.
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Report Author: Alison Street – Finance Business Partner.
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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	Priority 1 – Improve the health and wellbeing of our communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy The income from Council tax supports all priorities
Consultation:	None
Legal:	The setting of the council tax must be in accordance with the Local Government Finance Act 1992 as amended
Financial:	As set out in the report
Human Resource:	None
Risk Management:	Risks were considered in setting the Council's budget
Health and wellbeing – issues and impacts:	None

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EAST HERTFORDSHIRE DISTRICT COUNCIL

RESOLUTION

RECOMMENDED

1 That it be noted that at its meeting on 13 December 2017 the Council calculated the Council Tax Base 2018/19

- a) for the whole Council area as 59,602.80 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
- b) for dwellings in those parts of its area to which a Parish precept relates as shown below.

Parish/Town Council of:-	2018/19 Tax Base	For information only	
		Precept £	Parish Band D £
Albury	281.94	6,900.00	24.47
Anstey	163.76	4,750.00	29.01
Ardeley	209.31	6,000.00	28.67
Aspenden	121.38	3,000.00	24.72
Aston	429.17	13,052.00	30.41
Bayford	228.81	4,510.00	19.71
Bengeo	289.39	9,000.00	31.10
Benington	402.11	17,365.00	43.18
Bishop's Stortford	15,184.12	1,042,997.00	68.69
Bramfield	111.67	2,041.00	18.28
Braughing	621.75	40,796.00	65.61
Brent Pelham/Meesden	143.72	2,525.00	17.57
Brickendon	323.73	13,000.00	40.16
Buckland	120.07	4,100.00	34.15
Buntingford	2,620.92	258,297.00	98.55
Cottered	406.31	8,000.00	19.69
Datchworth	724.88	26,747.00	36.90
Eastwick and Gilston	425.02	4,900.00	11.53
Furneux Pelham	262.44	3,500.00	13.34
Great Amwell	967.83	13,970.00	14.43
Great Munden	139.43	4,810.00	34.50
Hertford	11,858.81	1,139,394.00	96.08
Hertford Heath	955.00	29,070.00	30.44
Hertingfordbury	320.67	15,055.20	46.95
High Wych	333.55	8,450.00	25.33
Hormead	329.31	20,500.00	62.25
Hunsdon	480.18	22,000.00	45.82
Little Berkhamsted	268.55	9,300.00	34.63
Little Hadham	524.46	13,540.00	25.82
Little Munden	416.41	9,430.00	22.65
Much Hadham	940.05	39,000.00	41.49
Sacombe	91.06	0.00	0.00
Sawbridgeworth	3,743.21	294,701.00	78.73
Standon	1,815.60	80,580.00	44.38
Stanstead Abbots	691.25	38,000.00	54.97
Stanstead St Margarets	693.35	8,500.00	12.26
Stapleford	254.56	5,000.00	19.64
Stocking Pelham	80.18	2,000.00	24.94
Tewin	861.00	30,000.00	34.84
Thorley	304.80	2,700.00	8.86
Thundridge	663.81	30,900.00	46.55
Walkern	614.57	27,000.00	43.93
Ware	7,336.23	604,140.00	82.35
Wareside	309.99	5,844.60	18.85
Watton at Stone	1,057.73	35,455.00	33.52
Westmill	157.91	5,000.00	31.66
Widford	243.57	12,000.00	49.27
Wyddial	79.23	0.00	0.00
	59,602.80	3,977,819.80	

- 2 Calculate that the Council Tax requirement for the Council's own purposes for 2018/19 (excluding Parish precepts) is
 £ 9,780,347.00
- 3 That the following amounts be now calculated by the Council for the year 2018/19 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-
- a) £ 89,424,921.80 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all the precepts issued to it by Parish Councils
 - b) £ 75,666,755.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act
 - c) £ 13,758,166.80 being the amount by which the aggregate at 3 (a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31 A(4) of the Act, as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act)
 - d) £ 230.83 being the amount at 3(c) above (Item R), all divided by item T (1(a) above), calculated by the Council, in accordance with Section 31 B of the Act, as the basic amount of its Council Tax for the year. (including Parish Precepts)
 - e) £ 3,977,819.80 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act, as detailed above.
 - f) £ 164.09 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council tax for the year for dwellings in those parts of its area to which no Parish precept relates

g) Parts of the Council's Area

Parish/Town Council of:-	Band D District plus Parish £
Albury	188.56
Anstey	193.10
Ardeley	192.76
Aspenden	188.81
Aston	194.50
Bayford	183.80
Bengeo Rural	195.19
Benington	207.27
Bishop's Stortford	232.78
Bramfield	182.37
Braughing	229.70
Brent Pelham/Meesden	181.66
Brickendon Liberty	204.25
Buckland	198.24
Buntingford	262.64
Cottered	183.78
Datchworth	200.99
Eastwick and Gilston	175.62
Furneux Pelham	177.43
Great Amwell	178.52
Great Munden	198.59
Hertford	260.17
Hertford Heath	194.53
Hertingfordbury	211.04
High Wych	189.42
Hormead	226.34
Hunsdon	209.91
Little Berkhamsted	198.72

ESSENTIAL REFERENCE PAPER B

Little Hadham	189.91
Little Munden	186.74
Much Hadham	205.58
Sacombe	164.09
Sawbridgeworth	242.82
Standon	208.47
Stanstead Abbotts	219.06
Stanstead St Margarets	176.35
Stapleford	183.73
Stocking Pelham	189.03
Tewin	198.93
Thorley	172.95
Thundridge	210.64
Walkern	208.02
Ware	246.44
Wareside	182.94
Watton at Stone	197.61
Westmill	195.75
Widford	213.36
Wyddial	164.09

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount in 1(b) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

h) Parts of the Council's Area

COUNCIL TAX VALUATION BANDS

DISTRICT plus PARISH

Parish/Town Councils of:-	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Albury	125.71	146.66	167.61	188.56	230.46	272.36	314.27	377.12
Anstey	128.73	150.19	171.64	193.10	236.01	278.92	321.83	386.20
Ardeley	128.51	149.92	171.34	192.76	235.60	278.43	321.27	385.52
Aspenden	125.87	146.85	167.83	188.81	230.77	272.73	314.68	377.62
Aston	129.67	151.28	172.89	194.50	237.72	280.94	324.17	389.00
Bayford	122.53	142.96	163.38	183.80	224.64	265.49	306.33	367.60
Bengeo	130.13	151.81	173.50	195.19	238.57	281.94	325.32	390.38
Benington	138.18	161.21	184.24	207.27	253.33	299.39	345.45	414.54
Bishops Stortford	155.19	181.05	206.92	232.78	284.51	336.24	387.97	465.56
Bramfield	121.58	141.84	162.11	182.37	222.90	263.42	303.95	364.74
Braughing	153.13	178.66	204.18	229.70	280.74	331.79	382.83	459.40
Brent Pelham/Meesden	121.11	141.29	161.48	181.66	222.03	262.40	302.77	363.32
Brickendon Liberty	136.17	158.86	181.56	204.25	249.64	295.03	340.42	408.50
Buckland	132.16	154.19	176.21	198.24	242.29	286.35	330.40	396.48
Buntingford	175.09	204.28	233.46	262.64	321.00	379.37	437.73	525.28
Cottered	122.52	142.94	163.36	183.78	224.62	265.46	306.30	367.56
Datchworth	133.99	156.33	178.66	200.99	245.65	290.32	334.98	401.98
Eastwick & Gilston	117.08	136.59	156.11	175.62	214.65	253.67	292.70	351.24
Furneux Pelham	118.29	138.00	157.72	177.43	216.86	256.29	295.72	354.86
Great Amwell	119.01	138.85	158.68	178.52	218.19	257.86	297.53	357.04
Great Munden	132.39	154.46	176.52	198.59	242.72	286.85	330.98	397.18
Hertford	173.45	202.35	231.26	260.17	317.99	375.80	433.62	520.34
Hertford Heath	129.69	151.30	172.92	194.53	237.76	280.99	324.22	389.06
Hertingfordbury	140.69	164.14	187.59	211.04	257.94	304.84	351.73	422.08
High Wych	126.28	147.33	168.37	189.42	231.51	273.61	315.70	378.84
Horstead	150.89	176.04	201.19	226.34	276.64	326.94	377.23	452.68
Hunsdon	139.94	163.26	186.59	209.91	256.56	303.20	349.85	419.82
Little Berkhamsted	132.48	154.56	176.64	198.72	242.88	287.04	331.20	397.44
Little Hadham	126.61	147.71	168.81	189.91	232.11	274.31	316.52	379.82
Little Munden	124.49	145.24	165.99	186.74	228.24	269.74	311.23	373.48
Much Hadham	137.05	159.90	182.74	205.58	251.26	296.95	342.63	411.16
Sacombe	109.39	127.63	145.86	164.09	200.55	237.02	273.48	328.18
Sawbridgeworth	161.88	188.86	215.84	242.82	296.78	350.74	404.70	485.64
Standon	138.98	162.14	185.31	208.47	254.80	301.12	347.45	416.94
Stanstead Abbotts	146.04	170.38	194.72	219.06	267.74	316.42	365.10	438.12

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Stanstead St Margarets	117.57	137.16	156.76	176.35	215.54	254.73	293.92	352.70
Stapleford	122.49	142.90	163.32	183.73	224.56	265.39	306.22	367.46
Stocking Pelham	126.02	147.02	168.03	189.03	231.04	273.04	315.05	378.06
Tewin	132.62	154.72	176.83	198.93	243.14	287.34	331.55	397.86
Thorley	115.30	134.52	153.73	172.95	211.38	249.82	288.25	345.90
Thundridge	140.43	163.83	187.24	210.64	257.45	304.26	351.07	421.28
Walkern	138.68	161.79	184.91	208.02	254.25	300.47	346.70	416.04
Ware	164.29	191.68	219.06	246.44	301.20	355.97	410.73	492.88
Wareside	121.96	142.29	162.61	182.94	223.59	264.25	304.90	365.88
Watton at Stone	131.74	153.70	175.65	197.61	241.52	285.44	329.35	395.22
Westmill	130.50	152.25	174.00	195.75	239.25	282.75	326.25	391.50
Widford	142.24	165.95	189.65	213.36	260.77	308.19	355.60	426.72
Wyddial	109.39	127.63	145.86	164.09	200.55	237.02	273.48	328.18

being the amounts given by multiplying the amounts at 3(g) above by the number which, in the proportion set out in Section 5 (1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in the proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 4 That it be noted that for the year 2018/19 the Hertfordshire County Council and the Hertfordshire Police Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

Precepting Authority	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Hertfordshire County Council (HCC)	0.00	0.00	0.00		0.00	0.00	0.00	0.00
<i>HCC figures were not available for the agenda dispatch, these will be updated ahead of full Council</i>								
Hertfordshire Police Authority	109.33	127.56	145.78	164.00	200.44	236.89	273.33	328.00

- 5 That the Council, in accordance with sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amount of Council Tax for 2018-19 for each part of its area and for each of the categories of dwellings.

COUNCIL TAX VALUATION BANDS								
HCC plus POLICE AUTHORITY plus DISTRICT plus PARISH								
Parish/Town Council of:-	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Albury	235.04	274.22	313.39	352.56	430.90	509.25	587.60	705.12
Anstey	238.06	277.75	317.42	357.10	436.45	515.81	595.16	714.20
Ardeley	237.84	277.48	317.12	356.76	436.04	515.32	594.60	713.52
Aspenden	235.20	274.41	313.61	352.81	431.21	509.62	588.01	705.62
Aston	239.00	278.84	318.67	358.50	438.16	517.83	597.50	717.00
Bayford	231.86	270.52	309.16	347.80	425.08	502.38	579.66	695.60
Bengeo	239.46	279.37	319.28	359.19	439.01	518.83	598.65	718.38
Benington	247.51	288.77	330.02	371.27	453.77	536.28	618.78	742.54
Bishops Stortford	264.52	308.61	352.70	396.78	484.95	573.13	661.30	793.56
Bramfield	230.91	269.40	307.89	346.37	423.34	500.31	577.28	692.74
Braughing	262.46	306.22	349.96	393.70	481.18	568.68	656.16	787.40
Brent Pelham/Meesden	230.44	268.85	307.26	345.66	422.47	499.29	576.10	691.32
Brickendon Liberty	245.50	286.42	327.34	368.25	450.08	531.92	613.75	736.50
Buckland	241.49	281.75	321.99	362.24	442.73	523.24	603.73	724.48
Buntingford	284.42	331.84	379.24	426.64	521.44	616.26	711.06	853.28
Cottered	231.85	270.50	309.14	347.78	425.06	502.35	579.63	695.56
Datchworth	243.32	283.89	324.44	364.99	446.09	527.21	608.31	729.98
Eastwick & Gilston	226.41	264.15	301.89	339.62	415.09	490.56	566.03	679.24
Furneux Pelham	227.62	265.56	303.50	341.43	417.30	493.18	569.05	682.86
Great Amwell	228.34	266.41	304.46	342.52	418.63	494.75	570.86	685.04
Great Munden	241.72	282.02	322.30	362.59	443.16	523.74	604.31	725.18
Hertford	282.78	329.91	377.04	424.17	518.43	612.69	706.95	848.34
Hertford Heath	239.02	278.86	318.70	358.53	438.20	517.88	597.55	717.06
Hertingfordbury	250.02	291.70	333.37	375.04	458.38	541.73	625.06	750.08
High Wych	235.61	274.89	314.15	353.42	431.95	510.50	589.03	706.84
Horstead	260.22	303.60	346.97	390.34	477.08	563.83	650.56	780.68
Hunsdon	249.27	290.82	332.37	373.91	457.00	540.09	623.18	747.82
Little Berkhamsted	241.81	282.12	322.42	362.72	443.32	523.93	604.53	725.44
Little Hadham	235.94	275.27	314.59	353.91	432.55	511.20	589.85	707.82

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Little Munden	233.82	272.80	311.77	350.74	428.68	506.63	584.56	701.48
Much Hadham	246.38	287.46	328.52	369.58	451.70	533.84	615.96	739.16
Sacombe	218.72	255.19	291.64	328.09	400.99	473.91	546.81	656.18
Sawbridgeworth	271.21	316.42	361.62	406.82	497.22	587.63	678.03	813.64
Standon	248.31	289.70	331.09	372.47	455.24	538.01	620.78	744.94
Stanstead Abbots	255.37	297.94	340.50	383.06	468.18	553.31	638.43	766.12
Stanstead St Margarets	226.90	264.72	302.54	340.35	415.98	491.62	567.25	680.70
Stapleford	231.82	270.46	309.10	347.73	425.00	502.28	579.55	695.46
Stocking Pelham	235.35	274.58	313.81	353.03	431.48	509.93	588.38	706.06
Tewin	241.95	282.28	322.61	362.93	443.58	524.23	604.88	725.86
Thorley	224.63	262.08	299.51	336.95	411.82	486.71	561.58	673.90
Thundridge	249.76	291.39	333.02	374.64	457.89	541.15	624.40	749.28
Walkern	248.01	289.35	330.69	372.02	454.69	537.36	620.03	744.04
Ware	273.62	319.24	364.84	410.44	501.64	592.86	684.06	820.88
Wareside	231.29	269.85	308.39	346.94	424.03	501.14	578.23	693.88
Watton at Stone	241.07	281.26	321.43	361.61	441.96	522.33	602.68	723.22
Westmill	239.83	279.81	319.78	359.75	439.69	519.64	599.58	719.50
Widford	251.57	293.51	335.43	377.36	461.21	545.08	628.93	754.72
Wyddial	218.72	255.19	291.64	328.09	400.99	473.91	546.81	656.18

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MINUTES OF A MEETING OF THE
EXECUTIVE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 6 FEBRUARY 2018, AT 7.50 PM

PRESENT: Councillor L Haysey (Chairman/Leader)
Councillors E Buckmaster, G Jones,
G McAndrew, S Rutland-Barsby and
G Williamson.

ALSO PRESENT:

Councillors P Ballam, P Boylan, S Bull,
Mrs R Cheswright, K Crofton, G Cutting,
J Goodeve, J Kaye, M McMullen, P Moore,
T Page, M Pope, S Reed, P Ruffles,
R Standley, T Stowe and N Symonds.

OFFICERS IN ATTENDANCE:

Isabel Brittain	-	Head of Strategic Finance and Property
Emily Coulter	-	Graduate Management Trainee
Martin Ibrahim	-	Democratic Services Team Leader
Jess Khanom	-	Head of Operations
Graham Mully	-	Risk Assurance Officer
Andrew Pulham	-	Parking Manager

Kevin Steptoe	-	Head of Planning and Building Control Services
Alison Stuart	-	Head of Legal and Democratic Services
Su Tarran	-	Head of Revenues and Benefits Shared Service
Liz Watts	-	Chief Executive
Ben Wood	-	Head of Communications, Strategy and Policy

350 BUDGET REPORT AND SERVICE PLANS 2018/19 – 2021/22

The Executive Member for Finance and Support Services submitted a report which set out proposals in respect of:

- the Medium Term Financial Plan 2018/19 – 2021/22;
- the Capital Programme 2017/18 to 2021/22;
- the Schedule of Charges for 2018/19; and
- the draft service plans for 2018/19.

He referred to the comments of Performance, Audit and Governance Scrutiny Committee, at its meeting held on 16 January 2018, which had been noted elsewhere in the meeting (Minute 358 refers). Concerns raised in respect of proposed changes to the use of New Homes Bonus (NHB) and the proposed savings on PCSOs had been taken on board and addressed.

The Executive Member also referred to the draft service plans and advised that these would also be considered by Overview and Scrutiny Committee on 20 February 2018, whose comments would be referred direct to Council.

The Leader commented on the continuing challenges faced by the Council and expressed her thanks to the Head of Strategic Finance and Property for her efforts.

The Executive supported the proposals now detailed.

RECOMMENDED – that (A) the draft service plans for 2018/19 be adopted;

(B) the East Herts share of Council Tax for a band D property at £164.09, be approved;

(C) the updated position on the Medium Term Financial Plan and Budget for 2018/19 including the significant budget pressures and risks, be approved;

(D) new savings in 2018/19 as shown in Essential Reference Paper 'B' of the report submitted, be approved;

(E) the Head of Strategic Finance and Property be authorised to lead on a process to investigate and implement the projects set out in Essential Reference Paper 'C' of the report submitted, with an investment pot of £200k for "invest to save" projects (those that will pay back and ultimately create a revenue saving);

(F) the implementation of the Capital Programme

as set out in Essential Reference Paper 'E' of the report submitted, be approved; and

(G) the schedule of charges set out in Essential Reference Paper 'F' of the report submitted, with an overall increase of 5% for 2018/19, be approved.

351 COUNCIL TAX DISCOUNTS

The Executive Member for Finance and Support Services submitted a report seeking to change the level of council tax discount granted on empty properties. He proposed that the discount for empty and unfurnished properties be removed from 1 April 2018. He also proposed that the discount for empty and unfurnished properties undergoing major repairs/structural work be removed from 1 April 2018.

A Member referred to a specific case and raised concern in respect of listed buildings where legitimate delays may have arisen as a result of the owner seeking to protect the District's heritage. It was suggested that some flexibility should be retained within the revised policy where special circumstances applied.

The Executive expressed sympathy for the view expressed but were mindful of the need for the revised policy to be agreed in time to be implemented on 1 April 2018. Therefore, the Executive requested that Officers consider further, an analysis of the numbers of listed buildings potentially affected and to report to the next Council meeting on how more flexibility in the revised policy can be included to accommodate such cases.

The Executive supported the proposals now detailed.

RECOMMENDED - that subject to a further report as now detailed, (A) the discount for empty and unfurnished properties be removed from 1 April 2018; and

(B) the discount for empty and unfurnished and undergoing major repairs /structural work properties be removed from 1 April 2018.

352 ASPENDEN CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

The Executive Member for Development Management and Council Support submitted a report on the Aspenden Conservation Area Appraisal following public consultation. She detailed the outcome of the public consultation in the report now submitted.

The Appraisal identified the special character of the Conservation Area together with the elements that should be retained or enhanced and those which detracted from the identified character. Once adopted by the Council, the Appraisal would become a 'material consideration' in the process of determining planning applications. It would also link into the development of neighbourhood planning.

The Executive Member expressed her appreciation to Officers in the Conservation Team for their continued efforts.

The Executive supported the recommendations as now

detailed.

RECOMMENDED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Aspenden Conservation Area Appraisal and Management Plan be supported;

(B) authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary; and

(C) the Aspenden Conservation Area Appraisal and Management Plan be adopted.

353 ASTON CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

The Executive Member for Development Management and Council Support submitted a report on the Aston Conservation Area Appraisal following public consultation. She detailed the outcome of the public consultation in the report now submitted.

The Appraisal identified the special character of the Conservation Area together with the elements that should be retained or enhanced and those which detracted from the identified character. Once adopted by the Council, the Appraisal would become a 'material consideration' in the process of determining planning applications. It would also link into the development

of neighbourhood planning.

Councillor T Stowe, as the local Member, referred to the Parish Council's comments and disappointment in respect of "Little Orchard" field, but overall expressed support for the proposals.

The Executive supported the recommendations as now detailed.

RECOMMENDED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Aston Conservation Area Appraisal and Management Plan be supported;

(B) authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary; and

(C) the Aston Conservation Area Appraisal and Management Plan be adopted.

354 COTTERED CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

The Executive Member for Development Management and Council Support submitted a report on the Cottered Conservation Area Appraisal following public consultation. She detailed the outcome of the public consultation in the report now submitted.

The Appraisal identified the special character of the Conservation Area together with the elements that should be retained or enhanced and those which detracted from the identified character. Once adopted by the Council, the Appraisal would become a 'material consideration' in the process of determining planning applications. It would also link into the development of neighbourhood planning.

The Executive noted the important role that libraries and the county archives played in providing historical information.

The Executive supported the recommendations as now detailed.

RECOMMENDED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Cottered Conservation Area Appraisal and Management Plan be supported;

(B) authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary; and

(C) the Cottered Conservation Area Appraisal and Management Plan be adopted.

355 ALLOCATION OF CAPITAL BUDGET FOR FIRE SUPPRESSION UNIT AT BUNTINGFORD DEPOT

The Executive Member for Environment and Public Space submitted a report seeking support for the allocation of capital funds for a fire suppression unit at Buntingford Depot.

The Executive supported the proposal now detailed.

RECOMMENDED – that capital funding, as detailed in the report submitted, for the supply and fit of a fire suppression system at Buntingford depot, be approved, subject to written agreement from North Herts District Council to contribute 50% of costs as part of the Shared Waste Service.

356 MINUTES

RESOLVED – that the Minutes of the Executive meetings held on 31 October and 28 November 2017, be approved as correct records and signed by the Leader.

357 UPDATE FROM OVERVIEW AND SCRUTINY COMMITTEE

The Executive received a report from the Overview and Scrutiny Committee detailing its comments and recommendations on various matters considered at its meeting held on 12 December 2017, including on:

- a portfolio report of the Executive Member for Environment and Public Space;

- a communications update;
- the impact of alcohol use on policing the night-time economy; and
- the scrutiny work programme.

The Executive noted the report.

RESOLVED – that the report be noted.

358 UPDATE FROM PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY COMMITTEE

The Executive received a report from the Performance, Audit and Governance Scrutiny Committee detailing its comments and recommendations on various matters considered at its meeting held on 16 January 2018, including on:

- a portfolio report of the Executive Member for Finance and Support Services;
- the budget report and service plans 2018/19 – 2021-22;
- the annual audit letter and external certification of claims;
- the shared internal audit services audit plan;
- the Treasury Management Strategy;
- an asset management update;
- a Charrington’s House, Bishop’s Stortford update; and
- the scrutiny work programme.

The Performance, Audit and Governance Scrutiny Committee Chairman summarised the main issues raised in respect of the budget and was pleased to see that these

had appeared to be taken on board by the Executive. The Executive Member for Finance and Support Services responded to the issues raised elsewhere in the meeting (Minute 350 refers).

The Executive noted the report.

RESOLVED – that the report be noted.

359 SCOTTS GROTTO

The Executive Member for Economic Development submitted a report on future arrangements for the ownership and management of Scotts Grotto, Ware. He detailed the background to the issue and set out various options for the future ownership/management model for Scotts Grotto. He referred to the options appraisal and the proposal that a Charitable Incorporated Organisation (CIO) be set up.

Some Members expressed concern over the proposal and sought reassurance that the necessary safeguards would be put in place to protect the long term future. Questions were also asked in respect of the potential level of income from charitable activities and grants.

In response, Officers referred to the involvement of Ware Society, who were comfortable with the capacity for the CIO to achieve self-sufficiency within the projected timeline. The Council would continue to provide ongoing support until the new CIO was in a more robust position.

The Executive approved the proposals as now detailed.

RESOLVED - that (A) a Charitable Incorporated Organisation is set up to own and manage Scott's Grotto, with 4 Trustees initially (2 nominated from East Herts Council appointed by the Leader and 2 nominated from the Ware Society);

(B) delegated authority is given to the Chief Executive in consultation with the Executive Member for Economic Development to transfer freehold ownership of Scotts Grotto to the Charitable Incorporate Organisation on 1 September 2018 for a nominal sum of £1, subject to the following conditions being met:

- Charitable Incorporate Organisation being incorporated;
- Trustees appointed;
- Business plan produced;

(C) subject to (B) above, freehold ownership of Scott's Grotto is transferred with current covenants regarding building, drainage, utility rights and fence maintenance as well as an additional restriction that the Grotto and land cannot be disposed of in future without the Council's prior consent; and

(D) a hybrid model of financing be adopted, entailing:

- a one off lump sum of £23,000 revenue from the New Homes Bonus priority spend reserve be provided on 1 September 2018 to the Charitable Incorporated Organisation; and
- a further £18,275 revenue from the New

Homes Bonus priority spend reserve be allocated for match funding improvements to the Grotto over a 5 year period.

360 PROPOSED SHARED USE OF CHANTRY RESIDENT PERMIT PARKING ZONE

The Executive Member for Economic Development submitted a report seeking approval to implement a “shared use” business parking in the Chantry Resident Permit Zone in Bishop’s Stortford.

The Executive Member detailed the history to the scheme development and the public consultation arising from the publication of two Traffic Regulation Orders (TRO).

The Executive approved the proposals as now detailed.

RESOLVED - that (A) the outcome of a recent Traffic Regulation Order consultation be noted;

(B) Officers be instructed to implement business permit parking on the terms outlined in the report submitted and in the associated TRO; and

(C) the new scheme be reviewed approximately six months after its implementation.

361 ARTICLE 4 DIRECTIONS

The Executive Member for Development Management and Council Support submitted a report detailing the outcome of the pilot Article 4 Direction in Bishop’s Stortford Conservation Area. She suggested that the pilot had

worked well in that owners/occupiers were now exercising discretion and restraint in not carrying out works that might harm the character or appearance of the Conservation Area. She proposed that further Article 4 Directions be rolled out to other areas as detailed in the report submitted.

Councillor P Ruffles, speaking as the Conservation Champion, welcomed the proposals.

The Executive approved the proposals now detailed.

RESOLVED - that (A) the outcome of the monitoring period for the pilot Article 4 Direction for Bishop's Stortford Conservation Area be noted, and

(B) the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support and local ward Members as appropriate, be authorised to make further Article 4 Directions, as have been successfully piloted in Bishop's Stortford, for all of the District's conservation areas in line with the 4-phase programme detailed within the report submitted.

362 EXCLUSION OF PRESS AND PUBLIC

RESOLVED - that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the discussion of Minute 355 on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the said

Act.

The meeting closed at 8.50 pm

Chairman
Date

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EAST HERTS COUNCIL

COUNCIL - 1 MARCH 2018

REPORT BY EXECUTIVE MEMBER FOR FINANCE AND SUPPORT
SERVICES

COUNCIL TAX DISCOUNTS

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- To consider changes to the level of discount granted on empty homes.

<u>RECOMMENDATIONS FOR COUNCIL: That:</u>	
(A)	the discount for empty and unfurnished properties be removed from 1 April 2018;
(B)	the discount for empty and unfurnished and undergoing major repairs /structural work properties be removed from 1 April 2018; and
(C)	a local discount is not created for listed buildings undergoing major repairs /structural work.

1. BACKGROUND

- 1.1. As part of the Government's localism agenda, councils were given discretion to change the level of discount on a small range of reliefs from April 2013.

- 1.2 Council considered a report in December 2012 and determined to remove discounts for second homes, and reduce to 50% the discount available on each of the empty property discounts from April 2013. No changes were made to the qualifying conditions or duration of the discount, and no premium was added to long term empty properties.
- 1.3 In June 2016, and with effect from April 2017, the Executive recommended to change the *duration* of empty discounts and to add the 50% premium to long term empty properties which had been empty for 2 or more years. These changes are show below.

Up to 31.3.2017	From 1.4.2017
<p>Empty and unfurnished:</p> <p>50% discount for up to 6 months</p>	<p>Empty and unfurnished:</p> <p>50% discount for up to 2 months</p>
<p>Empty and unfurnished and undergoing major repairs or structural work</p> <p>50% discount for up to 12 months</p>	<p>Empty and unfurnished and undergoing major repairs or structural work</p> <p>50% discount for up to 6 months</p>
<p>Empty and unfurnished for over 2 years</p> <p>No premium charged, just charged normal liability.</p>	<p>Empty and unfurnished for over 2 years</p> <p>50% premium charge added to liability</p>

- 1.4 In 2016, Corporate Business Scrutiny recommended that proposals be made which discouraged empty properties, with a phased approach to reducing discounts.

- 1.5 Reducing the number and duration of empty homes in the district is a focus of activity and the discounts and premium are tools which can be used to encourage owners to minimise these.
- 1.6 There are currently (November 2017) 120 properties which are charged a 50% long term empty premium. This generates approximately £105k additional income, which is allocated through the tax base according to the precept shares. East Herts benefits by approximately £10.3k.
- 1.7 The Government announced in its November 2017 budget an intention to give local authorities powers to increase this premium to 100%, but legislation is yet to be enacted to permit this.
- 1.8 Council Tax **discounts** on empty properties in contrast, reduce the taxbase and are therefore a cost to the precepting authorities including East Herts.
- 1.9 The cost so far this year (to 24.11.17) of these discounts is shown below. The costs will increase during the remainder of the year.

Discount	Number	Total cost	East Herts share
Empty and unfurnished:	2566	£171,808	£16,854
Empty and unfurnished and undergoing major repairs or structural work	90	£32,760	£3,214

2. Options

2.1 Empty uninhabitable homes

2.1.1 The following table demonstrates the current number of reliefs for empty uninhabitable homes.

Number of reliefs granted for each duration in 2017/18 to date for empty and uninhabitable property

Number	
Up to 1 month	10
Up to 2 months	10
Up to 3 months	10
Up to 4 months	11
Up to 5 months	11
Up to 6 months	38
Total	90

2.1.2 The following tables demonstrate the cost and duration of awards on **empty and uninhabitable properties** (to date 2017/18).

	Costs		savings		East Herts savings share	
Month 1	£	7,075	£	25,685	£	2,519.70
Month 2	£	6,526	£	19,159	£	1,879.48
Month 3	£	5,953	£	13,206	£	1,295.51
Month 4	£	5,316	£	7,890	£	773.99
Month 5	£	4,434	£	3,455	£	338.97
Month 6	£	3,455				
	£	32,760				

2.1.3 The table demonstrates the additional costs for each extra month that the award is made, and the savings that could be achieved if the duration of the awards were capped further.

2.1.4 It is recommended that this relief be removed in full. The average award is currently £364.00 and as such is not considered an effective inducement or deterrent to expedite the return to the market of a property that is undergoing substantial rebuilding.

2.2 **Empty and substantially unfurnished homes.**

2.2.1 The following table demonstrates the current number and cost of reliefs (2017/18 to date) for **empty and substantially unfurnished homes**.

	Cost	Number
Month 1	£114,141	1,490
Month 2	£57,667	1,076
Totals	£171,808	2,566

2.2.2 The table demonstrates the additional cost of awards which exceed one month, and the number of the awards which extend into this period.

2.2.3 Reducing the period to only one month would save £57,667, of which EHC would save £5.6k, or removing the relief completely would save EHC £11k. The average award is £67.00.

2.2.4 It is recommended that this relief be removed as it does not act as an inducement to return properties to the market.

2.3 **Listed buildings : Empty and unfurnished and undergoing major repairs or structural work**

- 2.31 Executive considered this report on 6 February 2018 and agreed to commend to Council recommendations A and B above. However, they requested, in response to a Member's experience with a listed building, to include consideration of a continuation of support for empty listed buildings undergoing major repairs or structural work.
- 2.3.2 Historic England record 3087 listed assets in the East Herts area. One asset can include a number of dwellings. There are currently 267 different asset types, ranging from 'wall' to 'motte and bailey'. Based on this information there are in the region of 2000 listed residential properties that may be liable for Council Tax. The complete taxbase has 61844 properties at 1.2.2018.
- 2.3.3 Section 13A of the Local Government Finance Act 1992 permits billing authorities to resolve to reduce the amount a person is liable to pay by way of Council Tax to such extent as they think fit. This includes power to reduce an amount to nil, and may be exercised in relation to a particular case or by determining a class in which liability is to be reduced to an extent provided for by the determination. The cost of any such reduction is wholly borne by the billing authority.
- 2.3.4 This means that if East Herts determined to create a local discount for **listed** council tax property undergoing major repairs or structural work, the full cost of the discount would be paid for by residents of East Herts. The costs of statutory discounts are borne in proportion to the precept of the taxbase, which in 2017/18 is 9.81% for East Herts.
- 2.3.5 The Government supports owners of long term empty properties, by reducing the VAT liability to 5%, on building works, etc, if the property has been empty for 2 or more years. (<https://www.gov.uk/government/publications/vat-notice-708->

[buildings-and-construction/vat-notice-708-buildings-and-construction](#))

2.3.6 The Council also provides historic building grants and heritage at risk grants to support work to repair and or restore these buildings/structures.

(<https://www.eastherts.gov.uk/article/34977/Heritage-Grants>)

2.3.7 The current discount for empty and unfurnished and undergoing major repairs or structural work is 50% for 6 months. For a band D property this is currently worth in the region of £400.00.

2.3.8 It is not considered that the loss of this discount would discourage owners from repairing listed properties. Those owners experiencing particular difficulties can apply for assistance under Section 13A of the Council Tax regulations as detailed at 2.3.3 above.

2.4 Other Local authority decisions.

2.4.1 Local Authorities in the area have responded differently to the capability to vary these discounts, depending on their circumstances and policy objectives.

	50% Premium charged on Long Term Empty properties?	Discount for 'empty and unfurnished'	Discount for Empty-uninhabitable
East Herts	Yes	50% for 2 months	50% for up to 6 months
Dacorum	Yes	100% for up to 3 months	100% for up to 3 months
North Herts	Yes	100% for 28 days only	Zero
Hertsmere	Yes	100% for up to 2 months	50% for up to 12 months

Welwyn	Yes	100% for one month	Zero
St Albans	Yes	Zero	50% for up to 6 months
Stevenage	Yes	Zero	Zero
Three Rivers	Yes	Zero	Zero
Watford	Yes	Zero	Zero
Central Beds	Yes	Zero	Zero
Bedford	Yes	Zero	Zero
Luton	Yes	Zero	Zero

2.5 Protections

2.5.1 In addition to the discretionary reliefs detailed above, the Council Tax regulations include provision for other categories of relief to be granted when properties are empty. These are statutory exemptions over which the billing authority has no discretion. These include where the property has been left empty by a deceased person, in which case no council tax is charged until probate or a letter of administration is granted or for a period of up to six months after the date when probate or a letter of administration is granted.

3 Summary

3.1 There are two areas under consideration.

- Removing the empty and uninhabitable relief
- Removing the empty and substantially unfurnished relief.

3.2 These changes would be introduced no earlier than 1 April 2018.

4 Implications

- 4.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

Contact Member: Councillor Geoff Williamson – Executive Member for Finance and Support Services
geoffrey.williamson@eastherts.gov.uk

Contact Officer: Su Tarran – Head of Shared Revenues and Benefits Service
Tel 01279 502075
su.tarran@eastherts.gov.uk

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	Priority 1 - Improve the health and wellbeing of our communities
Consultation:	N/A
Legal:	N/A
Financial:	<ul style="list-style-type: none">• Only as referenced in the report
Human Resource:	N/A
Risk Management:	<ul style="list-style-type: none">• Only as referenced in the report.
Health and wellbeing – issues and impacts:	N/A

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MINUTES OF A MEETING OF THE
HUMAN RESOURCES COMMITTEE HELD
IN THE RIVER ROOM, HERTFORD
THEATRE, HERTFORD ON WEDNESDAY 4
OCTOBER 2017, AT 1.00 PM

PRESENT:

Councillors P Ruffles, P Boylan, S Bull,
S Cousins, M McMullen and M Stevenson

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Vicki David	- Human Resources Officer
Emma Freeman	- Head of Human Resources and Organisation Development

175 APOLOGY

An apology for absence was submitted from the Committee Chairman, Councillor C Woodward. It was noted that the Vice Chairman, Councillor P Ruffles would be Chairing the meeting.

176 MINUTES

Councillor P Boylan referred to the Minutes and queried why no “action log” appeared in the Minutes to address an action to be undertaken by the relevant Officer (such as agreeing to provide a written response on an issue) and which did not form part of a resolution. He stated that having an action log column within the minutes would ensure that follow up action would not be lost. He cited as examples, the Whistleblowing Policy, the need to review the Retirement Gift Lump Sum,

recruitment problems within Planning and Building Control and training and development costs per employee.

An update was provided on the recruitment issue in planning and the transfer (via TUPE) of Building Control staff. The Head of Human Resources and Organisational Development agreed to email all Members in relation to training and development costs per employee.

Councillor P Ruffles referred to Minute 100 (Absence sickness year-end report April 2016 – March 2017) and the sudden increase in mental health issues. The HR Officer explained that she had arranged for someone from Occupational Health to attend this meeting but had yet to receive a response from the Committee Chairman regarding an issue of the costs to be incurred for someone to attend a meeting (approximately £135 plus travel).

Members agreed that the specialist from Mental Health (Occupational Health) be invited to attend the next meeting. Members also agreed to email the Head of Human Resources and Organisational Development in advance of the visit, with their expectations of what the presentation should address in order to make the best use of the presentation and time available.

RESOLVED – that (A) the Minutes of the meeting held on 5 July 2017 be confirmed as a correct record and signed by the Chairman;

(B) a specialist from Occupational Health be invited to attend the next meeting; and

(C) Members email the Head of Human Resources and Organisational Development their concerns on the issue of Mental Health so these can be forwarded to the guest speaker prior to the presentation by Occupational Health.

177 EQUALITY AND DIVERSITY ANNUAL REPORT 2016/17

The Head of Human Resources and Organisational Development submitted the Equality and Diversity Annual Report 2016/17. The Human Resources Officer provided a summary of the report and referred Members to the recommendations as detailed.

The report provided an analysis of the Council's workforce, of external applicants applying for Council jobs and the legislation relevant to public sector bodies with more than 150 employees.

The report provided a detailed analysis on the following areas:

- Recruitment
- Employee profile
- Performance Management (PDR)
- Discipline and Grievance
- Training Course participants
- Leavers
- Comments on the 2015/16 recommendations
- Recommendations for 2016/17

Councillor M McMullen referred to the Council's employment gender profile in that there were more women than men employed by the Council and queried whether genders tended to be "pigeon holed" in terms of roles? The HR Officer explained that from the information gathered, there was no evidence to suggest this was the case. She stated that the Council was researching the possibility of working with the University of Essex to gain further insights into the Council's Equality and Diversity report. The Head of HR and Organisational Development explained that East Herts' workforce was consistent with other Councils and that more females might be attracted to public sector employment because of the flexible working arrangements.

The Vice Chairman queried why men were not performing well at interview. The Head of HR and Organisational Development assured Members that a balanced and

consistent approach was adopted at all recruitment stages and that there was no bias. Councillor M Stevenson asked whether information could, in future, be presented from the viewpoint of gender and service.

Councillor P Boylan stressed the need to include patterns and trends in future reports to provide more meaning to the information presented.

The Vice Chairman referred to the large number of part-time staff. He queried whether part-time staff might frustrate the ability to provide a consistent service and how this might impact on the Council's business proposals to be accessible 24:7. He felt that the Council was getting out of step with other organisations. The Head of HR and Organisational Development explained the positive steps being taken in relation to Digital East Herts in promoting access to the Council's services.

In response to a query by Councillor P Boylan regarding the "Analysis by Gender" at the shortlisting stage, the HR Officer explained why she had presented the figures as detailed.

Councillor S Bull expressed concern at the loss of experience when staff left the Council's employment and the impact this could have. The Head of HR and Organisational Development stated that the bulk of the Council's workforce was between ages 40 - 59 and that some staff affected by a restructure, had taken the opportunity to leave. She felt that there was a need to "grow your own" talent and acknowledged that turnover at the moment, was the highest it had been for a number of years, but that this was not uncommon when the organisation had undergone restructures in the last year.

Councillor P Boylan referred Members to PDR rates shown at Table 5.4 of the report and commented that the information as presented under "exceptional performance", was misleading from the viewpoint of ethnicity. He suggested that this could be made clearer by the addition of numbers but appreciated that this might mean that individuals could be identified.

Clarification was provided in relation to the promotion of the Council as a Disability Confident employer and how the Council advertised vacancies.

The Head of HR and Organisational Development assured Members that steps were being taken to improve feedback from leavers in terms of exit questionnaires being completed.

Councillor P Boylan suggested that HR take on board the findings of research undertaken in 2014 by Roger Kline “Snowy White Peaks of the NHS” which he said, had sent “shock waves” through the NHS. He emphasised the need for talent management given the large numbers of staff who could be retiring in the next few years and the fact that 25% of staff were “exceeding expectations” on their PDRs. The Head of HR and Organisational Development reminded Members of the gender and ethnic mix of its current Leadership Team in comparison to a few years ago.

Members noted the Equality and Diversity Annual Report for 2016/17 and supported the recommendations for 2017/18 as detailed in paragraph 2.2 of the report submitted.

RESOLVED – that (A) the Equality and Diversity Annual Report 2016/17 be noted; and

(B) the recommendations for 2017/18 as detailed in paragraph 2.2 of the report submitted, be approved.

178 HUMAN RESOURCES MANAGEMENT STATISTICS -
QUARTERLY REPORT

The Head of Human Resources and Organisation Development submitted a report setting out management statistics for the period 1 July to 14 September 2017. The HR Officer summarised the report and highlighted a number of key areas. She referred to the current headcount of 343 which equated to 293 full time equivalent posts (FTE). It was noted that the number of vacant posts, was 53.

Members were advised that the projected turnover for 2017/18 was 21.9% (34 leavers) which was above the target of 10%. The current voluntary leaver's rate was 8.3% and projected to be 18.7% for 2017/18. A summary of leaver turnover, sickness absence and work related accidents was provided.

The Head of Human Resources and Organisational Development expressed concern that that only 30% of leavers had completed an exit questionnaire. She explained that exit interviews were being chased and meetings held. She stated that a staff survey would be circulated to all staff before Christmas.

The Head of Human Resources and Organisational Development provided a summary of the Learning and Development programme for 2017/18. The Head also provided a summary of Performance Development Reviews as at 14 September 2017. Those sections not achieving 100% on completed PDRs were highlighted.

Members noted the HR statistics as presented.

RESOLVED – that the Human Management Statistics for the period 1 July to 14 September 2017 as now submitted, be noted.

The meeting closed at 2.20 pm

Chairman
Date

MINUTES OF A MEETING OF THE
OVERVIEW AND SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON TUESDAY
17 OCTOBER 2017, AT 7.00 PM

PRESENT: Councillor M Allen (Chairman)
Councillors D Abbott, M Casey, G Cutting,
B Deering, I Devonshire, H Drake,
M Freeman, Mrs D Hollebon, P Kenealy and
M Stevenson

ALSO PRESENT:

Councillors A Alder, E Buckmaster, P Ruffles
and T Stowe

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Nathan Bookbinder	- Policy Officer
Isabel Brittain	- Head of Strategic Finance and Property
Fiona Corcoran	- Scrutiny Officer
Jonathan Geall	- Head of Housing and Health
Liz Watts	- Chief Executive
Ben Wood	- Head of Communications, Strategy and Policy

208 APOLOGIES

Apologies for absence were submitted on behalf of Councillors J Goodeve, P Moore and N Symonds. It was noted that Councillor P Kenealy was substituting for Councillor Goodeve.

209 MINUTES - 12 SEPTEMBER 2017

RESOLVED – that the Minutes of the meeting held on 12 September 2017 be confirmed as a correct record and signed by the Chairman.

210 CHAIRMAN'S ANNOUNCEMENTS

The Committee Chairman stated that he had attended a training session for Chairmen recently which he had found very useful.

The session had included training on debating techniques which encouraged him to consider limiting the time spent on debating a topic and to ensure that sufficient time was spent on distilling the comments made before coming to a recommendation. Councillor Mrs D Hollebon, whilst acknowledging his viewpoint, stated that if the agenda was heavy then Members needed to be encouraged to summarise their concerns and avoid repetition. She commented that any debate should not be stifled by a time limitation.

211 UPDATE FROM THE EXECUTIVE MEMBER FOR HEALTH AND WELLBEING - SUMMARY BRIEFING

The Executive Member for Health and Wellbeing provided a summary of his Portfolio including updates on:

- Affordable Housing
- Private Empty Homes
- Community grants and other funding
- Arts, Leisure and Culture
- Community Development, Public Health and the District Health Offer

The summary was further enhanced by a presentation on how the Executive Member's Portfolio focussed on community development and the prevention of ill-health. He explained how this could be achieved with a joined up approach, working with partners from various sectors to help achieve not

only the Council's corporate priorities, but to enhance peoples' lives, targeting inequalities and contributing to the local economy.

The Executive Member for Health and Wellbeing explained the aim of Social Prescribing in helping to identify ill health early and what could be achieved by early intervention and through physical activity. The Executive Member explained that the Community Grants Policy had been revised with a greater focus on those in most need. He referred to the important role of the District and Housing Associations in ensuring the right mix of housing to assist with mobility and to address under occupancy issues.

The Executive Member summarised the function of the Community Wellbeing Forum and the roles of Members in supporting the Forum's aims and future aims of the Health and wellbeing Strategy.

In response to a query from Councillor G Cutting, the Executive Member provided clarification on the issue of district community databases and the need to refresh this information. Councillor Cutting referred to the issue of affordable housing and the need for developers to build more bungalows. It was acknowledged that such properties had a bigger footprint. The role of the District Plan in this process was discussed.

Councillor Mrs D Hollebon referred to difficulties she was experiencing with the Home Improvement Agency.

Councillor B Deering sought and was provided with clarification in relation to private empty homes and bringing them back into use. The Executive Member explained the action that could be taken in getting empty properties back into use. The Head of Housing and Health provided a summary of the successful action taken by the Council in addressing this issue.

The Committee Chairman, on behalf of Members thanked the Executive Member for Health and Wellbeing for the summary

of his portfolio and of current developments.

RESOLVED – that the summary on the Portfolio held by Executive Member for Health and Wellbeing and current developments, be noted.

212 ECONOMIC DEVELOPMENT UPDATE

The Executive Member for Economic Development submitted a report on the progress made in relation to economic development up to the period 30 September 2017 and the Council's vision for the future.

The Head of Communications, Policy and Strategy provided a context of the local economy and what was happening nationally following Brexit. He provided an overview of the Council's vision to stimulate economic development and growth and how this was being driven forward referring Members to the progress made as detailed.

The Committee Chairman sought and was provided with clarification in relation to a query on the Priority Theme (Lobbying for the right infrastructure) and how effective the Council was in lobbying for change.

Councillor I Devonshire was pleased to hear of the interest shown in Launchpad. He referred to the limited availability of industrial parks. The Head of Communications, Strategy and Policy acknowledged the limited availability of industrial parks adding that the District Plan had identified that 11 hectares of land was needed in Bishop's Stortford, Ware and Gilston.

Councillor B Deering agreed that land for industrial uses was critical. He referred to rural areas and the problems associated with weak broadband and suggested that this problem should be fed into the planning process. He questioned and was provided with clarification on Town Centre retail vacancy rates. The Head of Communications, Strategy and Policy agreed to write to Members regarding the figures shown for Hertford under the theme (supporting the visitor economy).

Councillor H Drake praised the introduction of business incubators in Bishop's Stortford and suggested that this should be incorporated as a condition in the planning negotiation process. She sought and was provided with clarification on the jobs created with the help of European funding and the need to continue to lobby heavily for the right to infrastructure, particularly in the light of the additional homes in Bishop's Stortford. The Committee Chairman assured Members that Mark Prisk MP was actively lobbying for the right infrastructure for the District.

In response to a question from Councillor M Stevenson, the Head of Communications, Strategy and Policy agreed to write to her with more information on the Hertford and Ware land study. Councillor Stevenson referred to the fact that landowners were running down industrial land and turning them into residential.

Councillor P Kenealy expressed concern about the loss of commercial units to residential. The Head of Communications, Strategy and Policy referred to the development guidance set out within the District Plan (currently under examination).

Councillor M Freeman was encouraged by the way that Council Officers were working with their counterparts at HCC to accelerate development. He stated that it was up to local MPs to apply pressure on the Rail Minister to get funding approved.

It was acknowledged that in progressing matters in relation to Network Rail to achieve an additional platform at Stevenage, Mark Prisk MP was behind the push to secure 12 train carriages and four tracks.

In relation to funding and grants, Councillor G Cutting felt that financially, the allocation was not unreasonable given the fact that Bishop's Stortford was getting the lion's share of housing development. He asked Officers to look at farms in relation to small business development proposals.

Members noted the progress made on developing an economic development agenda.

RESOLVED – that the progress made in developing an economic development agenda and vision, be noted.

213 FINANCIAL SUSTAINABILITY POLICY AND ASSOCIATED PILOT PROJECTS

The Executive Member for Finance and Support Services submitted a report on the efforts made to create a financial sustainability strategy to deliver more and higher quality services as central Government grants reduced and in order to address the current budget gap. The Head of Strategic Finance and Property provided a summary of the report.

Councillor P Kenealy supported the need for the Council to be financially sustainable and sought assurances that the Council would not use its position to gain an unfair competitive advantage.

The Head of Strategic Finance and Property explained that the Policy, when agreed, would be developed ethically and sensitively with each proposal supported by a thoroughly developed Business Case.

Councillor M Casey referred to the borrowing opportunities available to the Council in terms of investing in property. Councillor B Deering urged a cautionary approach when interacting with the private sector on proposed projects. Councillor T Stowe referred to opportunities to work in partnership to develop financial sustainability.

Councillor I Devonshire stated that the Council should review its fees and charges which he believed were 15% lower than in some neighbouring districts. The Head of Strategic Finance and Property explained that the Council aimed to achieve full cost recovery on its fees and charges and agreed to review this further.

In response to a question from Councillor Mrs D Hollebon regarding the Project Manager, the Policy Officer explained by example, how internet advertising would be managed.

Members debated at length the ethical and moral implications of including as a pilot project, a Community Benefit Lottery. The Head of Strategic Finance and Property explained that those interested would be signed up via a Direct Debit and a limit could be imposed. The Committee Chairman suggested that any such decision on any of the pilot projects should be handled ethically and with sensitivity. This was supported.

Councillor M Casey referred to the Business Case templates attached as Essential Reference Papers and sought assurances that these would be thoroughly researched and completed with due regard to market conditions.

Members noted the update and recommended that the Executive be advised that Overview and Scrutiny Committee support, in principle, the need to adopt a financial sustainability policy and full financial sustainability strategy, including the creation of a self-funding post to drive the projects identified forward.

RESOLVED –that the Executive be advised that (A) the need to adopt the financial sustainability policy, as detailed in Essential Reference Paper “B” of the report submitted, be supported;

(B) the development of a full financial sustainability strategy be supported;

(C) the creation of a self-funding post within Finance and Support Services be supported to drive financial sustainability forward within the pilot projects identified namely:

- Community Benefit Lottery
- Exploration of cost recovery approach to fees and charges
- Physical Advertising

- Advertising on the Council's website; and

(D) the pilot projects as detailed, be supported by thoroughly researched business cases developed ethically, sensitively and with due regard to market conditions.

214 WORK PROGRAMME 2017/18

The Chairman of Overview and Scrutiny Committee submitted a report detailing the Committee's future work programme. The Scrutiny Officer provided an update of the report.

It was proposed that the Climate Change Task and Finish Group and the Fuel Poverty items be rescheduled for Overview and Scrutiny Committee in February 2018 in order to provide sufficient time for the Task and Finish Group to meet and report back. A briefing note would be presented to Members of Overview and Scrutiny Committee in December 2017.

Councillor G Cutting referred to Scrutiny Proposals he had submitted in relation to Manchester Airport Group (Parking) and Residents' Parking Zones and queried why these had not been included on the agenda. The Scrutiny Officer explained that Officers were working on scoping proposals to find the most appropriate way of reporting on both issues.

The Scrutiny Officer advised that in future, she would add any scrutiny proposals received to the Draft Work Programme so that Members were reassured that the items were not lost.

Members approved the draft Work Programme for Overview and Scrutiny Committee.

RESOLVED – that the draft Work Programme for Overview and Scrutiny Committee, as now detailed, be approved.

The meeting closed at 9.08 pm

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MINUTES OF A MEETING OF THE
DEVELOPMENT MANAGEMENT
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 8 NOVEMBER 2017, AT 7.00
PM

PRESENT: Councillor T Page (Chairman)
Councillors D Andrews, P Boylan, R Brunton,
S Bull, M Casey, B Deering, M Freeman,
J Goodeve, J Jones, R Standley and
K Warnell.

ALSO PRESENT:

Councillors P Ballam and S Rutland-Barsby.

OFFICERS IN ATTENDANCE:

Thomas Howe	- Planning Student
Hazel Izod	- Senior Planning Officer
Peter Mannings	- Democratic Services Officer
Femi Nwanze	- Development Management Team Manager
David Snell	- Senior Planning Officer
Victoria Wilders	- Legal Services Manager

240 APOLOGY

An apology for absence was submitted on behalf of Councillor M Allen. It was noted that Councillor S Bull was substituting for Councillor M Allen.

241 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked the Legal Services Manager for

her support and wished her well on behalf of the Development Management Committee.

242 MINUTES – 11 OCTOBER 2017

RESOLVED – that the Minutes of the meeting held on 11 October 2017, be confirmed as a correct record and signed by the Chairman.

243 3/17/1922/OUT – OUTLINE PLANNING FOR UP TO 40 DWELLINGS ALL MATTERS RESERVED EXCEPT FOR ACCESS ON LAND WEST OF ACORN STREET, HUNSDON FOR BIDWELLS

The Head of Planning and Building Control recommended that in respect of application 3/17/1922/OUT, planning permission be refused for the reasons detailed in the report now submitted.

Officers summarised the outline application and explained that all matters were reserved aside from access. Members were reminded that the site was located in the rural area beyond the green belt and Members would be aware of NPPF policy and the presumption in favour of development.

Members were advised that despite discussions with the developer, Officers still had concerns which had led to a recommendation for refusal. An amended plan had been submitted but this had not been the subject of consultation. Members were further advised that some technical matters might be possible to address but some fundamental issues still remained.

Officers stated that an application for 12 dwellings at 9 Ashes, Acorn Street, Hunsdon had been refused on the grounds of a harmful landscape/visual impact and harm to the setting of listed buildings. An appeal against this decision had recently been dismissed by the planning inspectorate.

Mr Butler addressed the Committee in support of the application. Mr Griffiths spoke against the application on behalf of Hunsdon Parish Council.

Officers confirmed to Councillor R Brunton that the emerging District Plan was under examination and the policies in the plan could only be afforded limited weight. Members should focus on the policies of the East Herts Local Plan Second Review April 2007.

Councillor P Boylan commented on whether the group 1 village of Hunsdon had a Neighbourhood Plan. Officers advised that they were not aware of an adopted Neighbourhood Plan for Hunsdon that could be taken into account by Members. Councillor R Brunton confirmed that there was no Hunsdon Neighbourhood Plan but a plan might be forthcoming in conjunction with Eastwick and Gilston.

Councillor M Casey was assured by the Legal Services Manager that although he had arrived late he could contribute to the debate and vote as he had not missed the start of the debate. He stated that he had visited the site and had been struck by paragraph 10.3 of the report submitted, in that Category 1 Villages were expected to accommodate at least a 10% increase in housing stock over the period 1 April 2017 – 31 March 2033. He commented that this application for 40 dwellings exceeded the current estimated expectation of an additional 37 houses for Hunsdon at a disproportionately early stage.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/17/1922/OUT, planning permission be refused for the reasons detailed in the report submitted.

244 3/17/1861/FUL – CONSTRUCTION OF SEVENTEEN B1(BUSINESS) USE CLASS UNITS WITH ASSOCIATED PARKING AND ACCESS ROADS AT WATERMILL INDUSTRIAL ESTATE, ASPENDEN ROAD, BUNTINGFORD FOR DEED (UK) LTD

The Head of Planning and Building Control recommended that in respect of application 3/17/1861/FUL, subject to a legal agreement, planning permission be granted subject to the conditions detailed in the report now submitted.

The Head outlined the application for 2380 square metres of net employment floor space, 68 car parking spaces and access roads. A majority of the site had been allocated for employment in the East Herts Local Plan Second Review April 2007 and the emerging District Plan.

Officers reminded Members of the lack of employment sites in Buntingford and advised that this fact had to be given significant weight when considering applications for employment use. Members were referred to the late representations summary in respect of the comments of Buntingford Town Council, the Council's Engineer and the Lead Local Flood Authority.

Mr Reeves addressed the Committee in objection to the application.

Councillor S Bull commented that one solution to the traffic congestion was to have traffic exiting onto the A10. He referred to the revised drainage strategy and the anticipated re-consultation response due to be reported to Members. He also emphasised that the requested £55,000 financial obligation to include improvements to the Aspenden Road junction was insufficient. He concluded by questioning who would police the discharge of grey water into the River Rib.

Councillor J Jones referred to a significant lack of employment and he was fully supportive of the application due to a dire need for employment areas. He felt that it

was a shame that opportunities to improve design quality had not been taken up. He also commented on the opportunity to improve the footway into Luynes Rise and potential improvements to street lighting.

Councillor J Jones concluded that the applicant should be encouraged to improve the internal estate roads and he referred to the importance of compliance with Neighbourhood Plan Policy T6 and a contribution towards the Buntingford Community Area Transport Scheme.

Councillor D Andrews commented on the dire state of the road network and referred to the architectural elements of the proposed development.

Officers commented that Members could defer the application on the basis of the design. The Committee was advised however, that Officers had not identified sufficient justification to recommend refusal on design grounds.

A number of Members commented on the roads and junctions, the design and layout of the proposed development and whether the application constituted sustainable development. Councillor D Andrews commented that condition 3 could be amended to include a requirement that the estate roads should be brought up to a reasonable and acceptable standard.

Councillor R Brunton proposed and Councillor B Deering seconded, a motion that application 3/17/1861/FUL be deferred to allow the applicant to improve the layout and design of the proposed development.

After being put to the meeting and a vote taken, this motion was declared LOST. After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted, subject to condition 3 being amended to include a requirement that the estate roads within the applicant's control should be brought up to a

reasonable and acceptable standard.

RESOLVED – that in respect of application 3/17/1861/FUL, subject to a legal agreement, to include a contribution towards the Buntingford Community Transport Scheme, planning permission be granted subject to the conditions detailed in the report submitted and subject to condition 3 being amended to include a requirement that the estate roads within the applicant's control should be brought up to a reasonable and acceptable standard.

- 245 3/17/1791/FUL – CONSTRUCTION OF SPORTS HALL (985M2) WITH ASSOCIATED CHANGING FACILITIES AND CAR PARK, WITH ACCESS FROM STORTFORD HALL PARK AT HOCKERILL ANGLO EUROPEAN COLLEGE DUNMOW ROAD, BISHOP'S STORTFORD CM23 5HX FOR HOCKERILL ANGLO-EUROPEAN COLLEGE

The Head of Planning and Building Control recommended that in respect of application 3/17/1791/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

The Head summarised the application and referred to the car park and the planned exit onto Stortford Hall Park. Members were advised of the intended dual community use and the condition requiring that details of this agreement be submitted to and approved in writing by the Local Planning Authority, in discussion with Sport England.

Mr Bennett addressed the Committee in objection to the application. Mr Markham spoke for the application.

Councillor M Casey commented on ownership of the boundary of the site with Stortford Hall Park. He referred to this being a single carriageway road and highlighted the objections from some residents living on it. He believed that the proposed car park might relieve the

pressure on Stortford Hall Park.

Councillor M Casey also commented on whether allowing students to park on school premises would reduce the impact on student parking obstructing the residential properties on Stortford Hall Park. He referred to the 16 spaces proposed for community use to the north of the proposed sports hall.

Councillor K Warnell expressed disappointment with the design of the proposed development. He considered that better surface treatment was achievable and the sports hall was out of keeping with other buildings already in place on this site.

Officers explained that the applicant had not been able to identify who owned the land between the college and Stortford Hall Park. Officers considered that the design of the sports hall was uninspiring and functional. Members were advised of the proposed soft planting included as part of the application.

Councillor B Deering commented on paragraph 1.3 of the report submitted with particular reference to the requirement for rigorous and ongoing management regarding the proposed access off Stortford Hall Park for the new parking area. Councillor K Warnell commented that, at peak times Stortford Hall Park resembled a rat run with blind bends in a number of dangerous locations.

Councillor M Casey raised concerns about parking in general and advocated that students should be able to use the proposed car park when it was not being used by the community.

Officers reminded Members that conditions had to be enforceable in order to meet the standard tests. Members were advised to be cautious as there was no planned increase in pupil numbers and there would be a benefit in terms of a community use. However, in order to accommodate the parking capacity concerns raised by

Councillor M Casey, it was suggested that, whilst there was no reason to amend the proposed conditions, condition 12 regarding the Car Park Management Plan, could be discharged in consultation with the local ward Members.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/17/1791/FUL, planning permission be granted subject to the conditions detailed in the report submitted and subject to consultation with the local ward Members in respect of the discharge of conditions.

246 3/17/2118/HH – TWO STOREY SIDE AND SINGLE STOREY REAR EXTENSION AT 1 BEECHFIELD, SAWBRIDGEWORTH CM21 9NG FOR MRS L PAGE

The Head of Planning and Building Control recommended that in respect of application 3/17/2118/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/17/2118/HH, planning permission be granted subject to the conditions detailed in the report submitted.

The meeting closed at 8.45 pm

MINUTES OF A MEETING OF THE
DEVELOPMENT MANAGEMENT
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 6 DECEMBER 2017, AT 7.00
PM

PRESENT: Councillor T Page (Chairman)
Councillors M Allen, D Andrews, M Casey,
S Cousins, B Deering, M Freeman,
J Goodeve, D Oldridge, P Ruffles,
R Standley and K Warnell.

ALSO PRESENT:

Councillors I Devonshire, P Phillips and
S Rutland-Barsby.

OFFICERS IN ATTENDANCE:

Elaine Bell	- Solicitor
Thomas Howe	- Planning Student
Hazel Izod	- Senior Planning Officer
Peter Mannings	- Democratic Services Officer
Femi Nwanze	- Development Management Team Manager
David Snell	- Senior Planning Officer
Stephen Tapper	- Senior Planning Officer

277 APOLOGIES

Apologies for absence were submitted on behalf of
Councillors R Brunton and J Jones. It was noted that
Councillors D Oldridge and P Ruffles were substituting for
Councillors R Brunton and J Jones respectively.

278 CHAIRMAN'S ANNOUNCEMENTS

The Chairman commented on this being the last meeting of the Committee before Christmas. He wished Members and Officers a very happy Christmas.

The Chairman thanked Elaine Bell for her support in covering for the Legal Services Manager. He also invited Members to thank Hazel Izod and wish her well as she was leaving the Authority after 11 years in Development Management.

279 DECLARATIONS OF INTEREST

Councillor P Ruffles mentioned that, in respect of application 3/17/2349/FUL, he would take no part in the debate or vote as he was an old boy of Richard Hale School and retained social links with the school.

Councillor J Goodeve commented that her son was a pupil at Richard Hale School.

280 MINUTES – 8 NOVEMBER 2017

RESOLVED – that the Minutes of the meeting held on 8 November 2017, be confirmed as a correct record and signed by the Chairman.

281 3/17/1811/OUT – LAND OFF LUYNES RISE, BUNTINGFORD – OUTLINE APPLICATION WITH ALL MATTERS RESERVED, EXCEPT FOR ACCESS, COMPRISING: I. UP TO 400 DWELLINGS (C3). II. 2.0 HECTARES OF LAND FOR USE CLASS B1 EMPLOYMENT (UP TO 9,000 SQ METRES). III. FORMAL AND INFORMAL OPEN SPACES INCLUDING CHILDREN'S PLAYSPACES. IV. STRUCTURAL LANDSCAPING AND INTERNAL ROADS. V. FORMATION OF A NEW JUNCTION ON THE A10. VI. SURFACE AND FOUL WATER DRAINAGE INFRASTRUCTURE FOR BOVIS HOMES LTD AND WATTSDOWN DEV LTD C/O AGENT

The Head of Planning and Building Control recommended

that in respect of application 3/17/1811/OUT, planning permission be refused for the reasons detailed in the report now submitted.

Officers summarised the outline application and detailed the relevant planning history. Members were advised that the application would lead to a significant housing contribution and would also provide employment land. Officers concluded that the potential adverse impacts outweighed the benefits of the proposed development.

Mrs Tomlinson addressed the Committee in objection to the application. Mr Ryley spoke for the application. Councillor M Casey commented that he had been struck by paragraph 10.11 of the report regarding the percentage increase in the population of Buntingford. He felt that a doubling of the population in such a short time was too much too quickly. He believed that more time should be allowed for the housing to bed down before more dwellings were imposed on the town.

Councillor K Warnell commented on the fundamental issue of education provision. He referred to the importance of avoiding the need to bus pupils to schools if they could not be accommodated in a particular area. Councillor M Allen referred to the negative weight Officers had assigned to the sustainability of the proposals in general terms.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/17/1811/OUT, planning permission be refused for the reasons detailed in the report submitted.

282 3/17/2112/OUT – ERECTION OF 35NO. DWELLINGS
(OUTLINE APPLICATION – ALL MATTERS RESERVED) AT
DOLANS FIELD, LAND OFF BROMLEY LANE, MUCH
HADHAM FOR CHALDEAN PROPERTIES LTD OF THE OLD
GRAIN STORE, BROMLEY LANE, MUCH HADHAM

The Head of Planning and Building Control recommended that in respect of application 3/17/2112/OUT, planning permission be refused for the reasons detailed in the report now submitted.

Officers summarised the outline application which had been submitted for 35 homes with all matters reserved. Members were reminded of the National Planning Policy Framework (NPPF) and the view of Officers that the harm of the proposed development would significantly and demonstrably outweigh the benefits.

Members were also advised that the Lead Local Flood Authority had maintained an objection to the application. Mr Sutton addressed the Committee in objection to the application. Mr Davis spoke for the application.

Councillor Ian Hunt addressed the Committee on behalf of Much Hadham Parish Council. Councillor I Devonshire addressed the Committee as the local ward Member. Officers confirmed to Councillor D Oldridge that no weight could be applied to the emerging Neighbourhood Plan as this had not been fully drafted.

Councillor M Allen commented on the poor access to Much Hadham 2 km away. He also referred to the marginal footpaths that were available to pedestrians and referred to footpath improvements beyond the boundary of the site.

Officers commented on whether the land containing the footpaths was controlled by the applicant or by Hertfordshire Highways. Members were advised that there might be limited scope for improvement of the footpaths. After being put to the meeting and a vote

taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/17/2112/OUT, planning permission be refused for the reasons detailed in the report submitted.

283 3/17/2349/FUL – ERECTION OF A SPORTS HALL (1,049 SQUARE METRES) TO THE NORTH WEST OF THE SCHOOL SITE WITH ANCILLARY SPACES AND ASSOCIATED EXTERNAL WORKS BY RICHARD HALE SCHOOL, HALE ROAD, HERTFORD, SG13 8EN

The Head of Planning and Building Control recommended that in respect of application 3/17/2349/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

Officers summarised the application and explained that the proposed sports hall was in place of existing tennis courts and the loss of this play space was mitigated by the new facilities for the school. Sport England was supportive of the application and the scheme might result in a community use agreement.

Mr Neate addressed the Committee in support of the application. Councillor S Rutland-Barsby addressed the Committee as a local ward Member. Councillor D Oldridge expressed support for the application and referred in particular to the mix of old and new in the proposed development. He also commented on the importance of considering the impact of the hours of use on the road directly outside of the school.

A number of Members commented on the community use agreement, the advantages of the proposed development for the school and the size of the proposed courts within the sports hall and the position of Sport England in this respect.

Officers stated that Hertfordshire Highways had considered the application and a condition had been applied requiring the submission of a car park management plan. A condition stipulating a requirement for a construction management plan had also been applied.

Members were also advised that the details of the community use could be controlled by conditions. After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted, with authority being delegated to Officers, in consultation with the Chairman, to attach conditions in respect of the appropriate size of courts within the proposed sports hall.

RESOLVED – that in respect of application 3/17/2349/FUL, planning permission be granted subject to the conditions detailed in the report submitted and the additional conditions in respect of the appropriate size of courts within the proposed sports hall, being delegated to the Head of Planning and Building Control, in consultation with the Chairman.

284 3/17/1670/REM – APPLICATION FOR THE DISCHARGE OF RESERVED MATTERS REGARDING DETAILS OF THE LAYOUT AND LANDSCAPING OF HAZEL RISE PARK (3/13/0886/OP CONDITIONS 1 AND 12) FOR COUNTRYSIDE PROPERTIES LTD

The Head of Planning and Building Control recommended that in respect of application 3/17/1670/REM, reserved matters planning permission be granted subject to the conditions detailed in the report now submitted.

Officers summarised the application and stated that Hazel Rise Park was one of 3 parks at St Michael's Hurst as this area was now known. Members were advised that Officers were satisfied with all of the elements of this reserved matters scheme and were recommending the

application for approval.

Councillor K Warnell commented that the applicant had done a very good job for the future residents in respect of this application. After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/17/1670/REM, reserved matters planning permission be granted subject to the conditions detailed in the report submitted.

- 285 3/17/1716/REM – LAND BETWEEN HAZELEND ROAD AND FARNHAM ROAD BISHOP'S STORTFORD, HERTFORDSHIRE, CM23 1JJ – RESERVED MATTERS RELATING TO PHASE B HOUSING DEVELOPMENT FOR 128 DWELLINGS, INCLUDING DETAILS OF ACCESS, LANDSCAPING, PARKING PROVISION AND 33 AFFORDABLE UNITS PURSUANT TO CONDITIONS 1, 2, 4 (A), (B), (C), (D), (E), (F), (G), (H), 5, 8, 10, 11, 12 AND 24 OF OUTLINE PLANNING PERMISSION 3/13/0886/OP, AS AMENDED BY LETTER RECEIVED ON 09 NOVEMBER 2017 FOR COUNTRYSIDE PROPERTIES LTD
-

The Head of Planning and Building Control recommended that in respect of application 3/17/1716/REM, reserved matters planning permission be granted subject to the conditions detailed in the report now submitted.

Officers reminded Members that phase A was under construction and the split phase B had been approved in terms of the access. The development was following the pattern of the outline application and the affordable housing and highways matters were in accordance with the plans. Officers were confident that this would be a satisfactory development.

Councillor K Warnell commented on whether condition 7 be amended regarding the completion of a noise survey

for the area to ameliorate significantly higher than expected noise levels. Officers stated that noise had been thoroughly assessed by the Applicant and this issue had also been thoroughly looked at by the Authority.

Members were advised that so long as the properties were well attenuated and inspections carried out to ensure that full sound attenuation was implemented, then the application was acceptable and could be supported by the Committee. After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/17/1716/REM, reserved matters planning permission be granted subject to the conditions detailed in the report submitted.

286 3/17/0411/HH – BUTLERS HALL, BUTLERS HALL LANE, THORLEY, BISHOP'S STORTFORD, CM23 4BL – PROPOSED FIRST FLOOR REAR EXTENSION. DEMOLITION OF ANCILLARY BARN AND PROPOSED SINGLE STOREY SIDE / REAR EXTENSION ON SAME FOOTPRINT OF FORMER BARN FOR MR M SHARMAN

The Head of Planning and Building Control recommended that in respect of application 3/17/0411/HH, planning permission be refused for the reasons detailed in the report now submitted.

Officers summarised the application and explained that the eastern and southern boundaries of the site had been the subject of previous extensions. The proposed development would increase the floor space of the dwelling by 17.5%. Members were reminded that the main characteristic of the green belt was openness with an absence of built development.

Officers considered that there was no justification for permitting this development and the proposal would be

visually disproportionate to the character of the property and was therefore inappropriate development.

Jackie Pepper addressed the Committee in support of the application. Councillor I Devonshire addressed the Committee as the local ward Member in respect of the application. Councillor J Goodeve commented on the slope of the land and how this contributed to the acceptability of the application.

Officers confirmed to Councillor M Allen that pre-application advice did not bind the Council to any decisions and this advice did not prejudice Members in determining applications.

Following a comment from Councillor M Casey, Officers confirmed the dimensions of the original house as well as the proposed increase to these figures. Members were advised that the impact was more than just numbers and should be considered in terms of visual effect.

Following a number of other comments from Members regarding what volume of extension would be considered 'proportinate' Officers stated that an extension of up to 50% of the size of the original dwelling would normally be acceptable. However reliance should not be place on % increases alone and it was also necessary to consider the visual impact of the proposal. Whilst this scheme equated to an increase of 17.5%; it was the visual impact of this large extension at first floor level that was the concern. Members were reminded that Green Belt policy was clear in that visual openness should be maintained. The Legal Advisor reminded Members that any departure from policy would require clear reasons to be articulated as to why the Committee was going against policy.

Councillor D Andrews proposed and Councillor D Oldridge seconded, a motion that application 3/17/0411/HH be granted on the grounds that the loss of openness of the Green Belt was not significant and the increased massing of the building was not inappropriate

in this location.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee rejected the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/17/0411/HH, planning permission be granted subject to the following conditions:

1. 3 year time limit (1T12)
2. Approved plans (2E10)
3. Matching materials (2E13)

Informatives:

1. Other legislation
2. The attention of the applicant is drawn to condition 2 of this permission which includes the demolition of the barn as detailed in the description of the application and on the approved drawings.

Summary of Reasons for Decision

East Herts Council has considered the applicant's proposal in a positive and proactive manner with regard to the policies of the Development Plan; the National Planning Policy Framework and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). The balance of the considerations having regard to those policies is that permission should be granted.

287 ITEMS FOR REPORTING AND NOTING

RESOLVED – that the following reports be noted:

- (A) Appeals against refusal of planning permission / non-determination;
- (B) Planning Appeals lodged;
- (C) Planning Appeals: Inquiry and Informal Hearing Dates; and
- (D) Planning Statistics.

The meeting closed at 8.27 pm

Chairman
Date

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MINUTES OF A MEETING OF THE
PERFORMANCE, AUDIT AND
GOVERNANCE SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON TUESDAY
21 NOVEMBER 2017, AT 7.00 PM

PRESENT: Councillor M Pope (Chairman)
Councillors P Ballam, K Crofton, J Kaye,
D Oldridge, L Radford, S Reed, P Ruffles,
T Stowe and J Wyllie

ALSO PRESENT:

Councillors M Casey, J Goodeve, G Jones,
J Jones and G Williamson

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Isabel Brittain	- Head of Strategic Finance and Property
Fiona Corcoran	- Scrutiny Officer
Alison Stuart	- Head of Legal and Democratic Services
Ben Wood	- Head of Communications, Strategy and Policy

ALSO IN ATTENDANCE:

Darren Bowler	- Shared Anti-Fraud Service (SAFS)
Nick Jennings	- Shared Anti-Fraud Service (SAFS)

253 TRAINING - SHARED ANTI-FRAUD SERVICE

An Officer from the Shared Anti-Fraud Service (SAFS) provided a presentation on fraud risks nationally and at a Local Government level. The presentation looked at:

- SAFS Objectives (including strategies, policies and procedures to deter prevent and pursue fraud).
- Identified fraud loss estimates by victim.
- Hidden fraud loss estimates by victim.
- Local Government losses.
- Quantifying the unknown – difficulties with estimations.
- The SAFS Partnership and external “partners”.
- Identified risks for East Herts Council and why these are relevant and the role of the Council to protect itself from fraud.

The SAFS Officer explained the size of the team and how they worked with partners to return losses back to the organisation.

In response to a query from Councillor D Oldridge regarding fraud losses nationally, estimated at £7.3Billion, the SAFS Officers explained that it was important to note that this was an estimate. The SAFS Officer stated that although they did not market themselves as a service, it was important to increase partnership working with other Councils in Hertfordshire and especially with housing providers and referred to levels of housing benefit fraud.

In response to a query, SAFS Officers commented that an Anti-Bribery Policy was being reviewed by Hertfordshire County Council’s legal section and that an E-Learning Policy was in place at Hertfordshire County Council. It was anticipated that both these policies would be in general use by April 2018.

Councillor S Reed referred to the fraudulent use of Blue Badges. SAFS Officers explained what information was contained in a Blue Badge pass and the difficulties in catching and taking appropriate action against abusers.

Councillor D Oldridge suggested that SAFS should campaign in schools to raise fraud awareness in young children. SAFS Officers agreed that this was a good idea and would investigate further.

The Chairman, on behalf of Members, thanked the Officers for their presentation.

RESOLVED – that the presentation be received.

254 APOLOGIES

Apologies for absence were submitted on behalf of Councillors A Alder, P Boylan and R Henson.

255 MINUTES - 26 SEPTEMBER 2017

The Head of Strategic Finance and Property referred to Minute 168 (SIAS 2017/18 Audit Plan Progress Report) and provided an update in relation to Performance Management statistics.

The Head of Strategic Finance and Property referred to Minute 173 (Annual Treasury Management review 2016-17) and confirmed that income from property could be included in the revenue outturn budget.

RESOLVED – that the Minutes of the meeting held on 26 September 2017 be confirmed as a correct record and signed by the Chairman.

256 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised Members that workshops would be held to consider the Medium Term Financial Plan. The Head of Strategic Finance and Property explained that further details would follow.

257 SHARED ANTI-FRAUD PLAN – UPDATE

The Shared Anti-Fraud Service (SAFS) submitted a report setting out the progress made against the Anti-Fraud Action Plan 2017/18 and the action taken by the Council to prevent and deter fraud and protect public funds. The SAFS Officer provided a summary of the report and provided updates on the E-Survey for quarter four.

Assurances were provided by the SAFSs Officer that the Council had in place a number of safeguards for the prevention and detection of fraud. Members were assured that the SAFS partnership was providing good value for money working across its partners to provide a robust service. The Head of Strategic Finance and Property commented on the difficulty in putting a value on a prevention agenda and the positive benefits of working with partners to prevent and detect fraud.

The Committee noted the progress of the Shared Anti-Fraud Service Action Plan 2017/18 and the action taken by the Council to deter fraud and protect public funds.

RESOLVED – that (A) the progress of the Shared Anti-Fraud Service Action Plan 2017/18 be noted; and

(B) the action taken by the Council to prevent and deter fraud and protect public funds be noted.

258 STANDARDS - CONSULTATION ON UPDATING DISQUALIFICATION CRITERIA FOR LOCAL AUTHORITY MEMBERS

The Head of Legal and Democratic Services submitted a report on consultation proposals by the Department for Communities and Local Government (DCLG) to update the criteria that bars individuals from becoming or being a local councillor or directly-elected mayor. The Head of Legal and Democratic Services provided a summary of the report.

Councillor J Wyllie referred to the residency status mentioned

within paragraph 8 (The Current Disqualification Criteria) as submitted, and queried the absence of European nationals within the list. Councillor D Oldridge referred to the difficulties associated with undertaking residency checks.

Councillor K Crofton stated that councillors should be temporarily suspended pending an allegation. The Head of Legal and Democratic Services reminded Members of the premise of “innocent until proven guilty”. Councillor Wyllie suggested that it was for the political party to suspend a Member.

In response to a query regarding lack of attendance at meetings, the Head of Legal and Democratic Services explained that non-attendance (over a period of time) did not mean an automatic disqualification as it depended on the Member’s circumstances.

Councillor K Crofton queried whether the disqualification criteria included unitary authorities. The Head of Legal and Democratic Services undertook to clarify this.

The Committee noted the report and asked the Monitoring Officer to respond to the Department for Communities and Local Government (DCLG consultation, in generic terms, taking on board Members’ comments as detailed, and following liaison with the Committee Chairman.

RESOLVED – that (A) the report be noted; and

(B) the Monitoring Officer, on behalf of the Council, respond to the Department for Communities and Local Government (DCLG) consultation in generic terms, taking on board Members’ comments as detailed and following liaison with the Committee Chairman.

259 CORPORATE HEALTH CHECK QUARTER 2 (JULY - SEPTEMBER 2017)

The Head of Strategic Finance and Property and the Head of Communications, Strategy and Policy submitted a joint report

updating Members on finance and performance monitoring for East Herts Council for the period 2017/18 as at 30 September 2017. Officers provided a summary of the report in relation to revenue budget forecasts, capital schemes and performance indicators.

The Head of Strategic Finance and Property explained that the forecasted overspend of £251k had reduced and now stood at £143k. Officers were continuing to find ways of further reducing the overspend to balance the Medium Term Financial Plan (MTFP) and that sessions were being held with staff to obtain their input.

It was noted that of the 38 Performance Indicators reported corporately, 28 indicators had a target set against them, four had failed to meet their targets by varying degrees and two results were a month in arrears as sources were from an external body. It was noted that the Council had established 44 corporate actions within its Corporate Strategic Plan, of which 16 had been completed within the 2017 calendar year.

Councillor J Wyllie commented on the overspend (now of £143k) stating that the Council appeared to go over budget quite frequently. He commented that scrutiny was not about “rubber stamping” overspends and that the Executive should be called to account for the overspend. This view was supported.

The Committee Chairman referred to Charrington’s House, Bishop’s Stortford, the monies spent to refurbish it and the depressed rental income.

The Head of Strategic Finance and Property explained that the inability to rent space was attributable to the future of the building in relation to what was being proposed for the whole Old River Lane (ORL) site. The Head of Communications, Strategy and Policy explained that the building was geared to renting to companies with 50 plus employees and that now more work needed to be done to reduce this to look at four-desk 1000 sq ft arrangements to draw in those needing smaller office suites and those needing short term tenancies.

The Scrutiny Officer reminded Members that the Executive Member for Finance and Support Services would be presenting his portfolio update to Performance, Audit and Governance Scrutiny Committee in January 2018.

The Head of Strategic Finance and Property explained that the ORL site was in its early stages in terms of how the site could be used. Councillor K Crofton expressed his concern on the decision to spend £20Million to buy back this site and then to show a budget loss of £225k. He suggested that the building be unloaded. The Head of Strategic Finance and Property explained that the bigger picture was about the regeneration of the Town Centre and the added benefits this would bring to the community which would be more than the £20Million spent. Councillor J Wyllie agreed that buying the site was a valuable opportunity to improve and benefit residents and the town centre and that the long term benefits would be fantastic.

Members reviewed at length, the net cost of services and the overspends which had occurred within those services. The Head of Strategic Finance and Property explained that Officers were focussing on the MTFP and making sure budgets were achievable and making sure there were income streams being generated across services.

The Committee Chairman sought clarification on the Performance Indicators for Housing and Health and how this might impact on licensing income. The Head of Strategic Finance and Property undertook to refer the matter to the Head of Housing and Health.

The Head of Communications, Strategy and Policy provided a summary of Performance Analysis as detailed and specifically those schemes showing a “red” status. Officers responded to a number of detailed queries from Members.

Members stated in the strongest terms, their dissatisfaction, disappointment and displeasure at being asked to “rubber stamp” reports to the Executive and particularly those where

the Council had clearly “under performed” and was overspending. They asked that the Executive be reminded that the function of PAG was to scrutinise actions taken or about to be taken and to make recommendations.

In noting that the Executive Member for Finance and Support Services was programmed to present his portfolio to the next meeting, the Committee asked that he also address the Council’s under performance. Members also requested Officers to report on the issue of Charrington’s House and proposals to address the depressed income.

The Committee received the report and forwarded comments to the Executive as now detailed.

RESOLVED – that (A) the Executive be advised in the strongest terms of Members’ dissatisfaction, disappointment and displeasure at being asked to “rubber stamp” reports to the Executive and particularly those where the Council had overspent;

(B) the Executive Member for Finance and Support Services present his portfolio update to the January 2018 meeting and that this includes the issue of the Council’s “under performance”;

(C) the Head of Strategic Finance and Property and the Head of Communications, Strategy and Policy be requested to present a report to Members in January 2018 on the issue of Charrington’s House and proposals to address the depressed income;

(D) the projected revenue budget forecast overspend of £251K in 2017/18, as detailed at paragraph 2.1 of the report submitted, be noted;

(E) the capital budget forecast underspend of £1.573m, as detailed at paragraph 6.1 of the report submitted, be noted;

(F) the reported performance and actions for the period

July to September 2017, as detailed at paragraph 9 of the report submitted, be noted); and

(G) the Committee's comments as now detailed, be passed to the Executive.

260 TREASURY MANAGEMENT - MID YEAR REVIEW 2016-17

The Executive Member for Finance and Support Services submitted a report which reviewed the Council's treasury management activities for the first six months of 2017/18 financial year, including the prudential indicators. The Head of Strategic Finance and Property provided a summary of the report. An update was provided on the issue of property bonds.

The Committee noted the treasury management activity and prudential indicators for and recommended approval to the Executive.

RESOLVED – that Executive be advised that the Treasury Management activity and prudential indicators for the first six months of the 2017/18 financial year be recommended for approval.

261 UPDATE ON THE IMPLEMENTATION OF THE ANNUAL GOVERNANCE STATEMENT 2016-17: ACTION PLAN

The Head of Strategic Finance and Property submitted a report on the Annual Governance Statement which contained measures to enhance the Council's internal control framework during 2017/18. The Committee Chairman referred to the issue of ever increasing cyber attacks on organisations. The Head of Strategic Finance and Property commented that IT had a robust plan in place.

The Committee Chairman referred to the issue of the new data regulations (GDPR) which would be in force from May 2018. The Head of Strategic Finance and Property explained that the Head of Legal and Democratic Services was leading on these new data handling requirements. Members asked

for a report at the next meeting.

The Committee noted the progress made against the Action Plan contained in the 2016/17 Annual Governance Statement.

RESOLVED – that (A) the progress made against the Action Plan contained in the 2016/17 Annual Governance Statement be noted; and

(B) the Head of Legal and Democratic Services be asked to present Members with a report in January 2018 on the GDPR process and its implications for the Council.

262 RISK MANAGEMENT MONITORING (JULY - SEPTEMBER 2017)

The Executive Member for Finance and Support Services submitted a report on the action taken to mitigate and control strategic risks during the period July – September 2017. The report sought Members' recommendations on any further actions that could be taken to mitigate risk which could be recommended to the Executive for consideration.

The Head of Strategic Finance and Property sought Members' views on a proposal to receive exception reports on a quarterly basis and a detailed annual report on Risk Management Monitoring. This was supported.

Councillor D Oldridge referred to the matrices in respect of Production of a District Plan meeting community and regulatory needs – No 7 and Devolution – fail to engage and influence partners to engage leading to missed opportunities – No 14 in that there had been no discernible improvement within the matrices as detailed. He questioned what could be done to improve this. The Head of Strategic Finance and Property undertook to review this.

The Committee Chairman referred to cyber risk (5b Information management) and whether this was high enough. The Head of Strategic Finance and Property explained that

she had taken this query (raised at the last meeting) to Leadership Team when it had been discussed and no changes had been proposed. She undertook to raise this issue with IT.

The Committee noted the controls implemented and those planned and received the report, as now detailed.

RESOLVED – that (A) the report be received; and

(B) Risk Management Monitoring reports be presented to Members as exception reports on a quarterly basis, supplemented by a detailed Annual Report.

263 WORK PROGRAMME 2017/18

The Committee Chairman submitted a report detailing the proposed work programme for the Committee.

The Scrutiny Officer provided an update on topics that had been suggested so far. She explained that there would be a Question and Answer session on the budget on 7 December 2017. The Scrutiny Officer reminded Members that as a result of previous debate, the Work Programme would need to be amended to include the following:

- Budget (Under) Performance
- Charrington's Housing Bishop's Stortford – depressed rental income and future income streams
- GDPR – overview on progress and implications for the Council

It was also noted that the Annual Audit Letter would be presented to Performance, Audit and Governance Scrutiny Committee in January 2018. These changes were supported.

Performance, Audit and Governance Scrutiny Committee supported the revised work programme, as now amended.

RESOLVED – that the work programme, as now

amended, be approved.

The meeting closed at 9.15 pm

Chairman

Date

EAST HERTS COUNCIL

COUNCIL – 1 MARCH 2018

REPORT BY EXECUTIVE MEMBER FOR FINANCE AND SUPPORT
SERVICES

TREASURY MANAGEMENT STRATEGY AND ANNUAL INVESTMENT
STRATEGY 2018-19

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- The report sets out the proposed Treasury Management Strategy and Annual Investment Strategy for 2018-19.
- Where changes have been made to the revised Treasury Management Strategy and Annual Investment Strategy for 2017-18 or to the credit criteria for selection of investment counterparties approved for 2017-1, these have been referred to and discussed below.
- This report also presents the 2018-19 Prudential Indicators for approval.

RECOMMENDATIONS FOR DECISION: That:

(A)	the Treasury Management Strategy and Annual Investment Strategy discussed in paragraphs 2.1 – 2.2 be approved;
(B)	the Prudential Indicators discussed in paragraph 2.3 be approved; and
(C)	the counterparty listing discussed in paragraph 2.4 be approved.

1.0 Background

- 1.1 Treasury management is defined as: 'The management of the Council's investments and cash flows, its banking arrangements, money market and capital transactions; the effective control of the risks associated with these activities; and the pursuit of optimum returns consistent with the Council's risk management policy for treasury management.'
- 1.2 The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management (the Code) recommends that Members be updated on treasury management activities regularly through the Treasury Management Strategy Statement (TMSS), Annual Investment Strategy (AIS) and mid and year end reports. This report, therefore, ensures this Council is implementing best practice in accordance with the Code.
- 1.3 The Council is required by the CIPFA Treasury Management Code of Practice to approve a Treasury Management Strategy and Annual Investment Strategy each year. The purpose of the Strategy is to ensure that there is adequate cash flow to fund the Council's revenue and capital aspirations in both short and longer term.
- 1.4 The Strategy sets out a risk management policy for the investment of surplus cash. The Strategy is designed to obtain the highest possible yield, contingent upon investments being secure, and there being sufficient liquidity to meet the Council's daily cash needs.
- 1.5 The Council is required by the CIPFA Prudential Code to approve each year a set of Prudential Indicators. The Indicators must be approved by Full Council before the beginning of each financial year. Their purpose is to help the Council ensure that its capital investment plans are affordable, prudent and sustainable.

2.0 Report

- 2.1 Please refer to the recommended Treasury Management Strategy and Annual Investment Strategy in Essential Reference Paper 'B': Treasury Management Strategy and Annual Investment Strategy 2018-19.
- 2.2 There have been no additional regulatory changes since those that were included in the revised Treasury Management Strategy submitted to the Audit and Governance Committee on 25 January 2017. No additional changes to the 2018-19 Strategy have been proposed.
- 2.3 Prudential Indicators are included in Essential Reference Paper 'B': Treasury Management Strategy and Annual Investment Strategy 2017-18 paragraphs 2.1, 2.2, 2.3, 3.1, 3.2, and Essential Reference Paper 'C': Prudential Indicators.
- 2.4 Please refer to the recommended counterparty listing in Essential Reference Paper 'F': Treasury Management Practice (TMP1) – Credit and Counterparty Risk Management Credit Rating Tables 2018-19.
- 2.5 The Treasury Management Strategy also includes the Council's Minimum Revenue Provision (MRP) policy. The Strategy recommends that the Council continue to have a nil MRP.

3.0 Implications/Consultations

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

CIPFA Code of Practice on Treasury Management (2011)

CIPFA Prudential Code for Capital Finance in Local Authorities (2013)

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IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	Priority 1 – Improve the health and wellbeing of our communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy
Consultation:	Not Applicable
Legal:	<p>The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly (Treasury Management Strategy Statement, annual and midyear reports). This report therefore ensures this Council is implementing best practice in accordance with the Code.</p> <p>The report fulfils the following legislative requirements:</p> <ul style="list-style-type: none">• Reporting of prudential Indicators in line with the requirements of the CIPFA Code of Practice.• Reporting to those charged with governance a mid-year treasury management report.
Financial:	Within the body of the report.
Human Resource:	Not Applicable
Risk Management:	Within the body of the report.

Health and wellbeing – issues and impacts:	Not Applicable
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East Herts District Council

Treasury Management Strategy Statement

Minimum Revenue Provision Policy
Statement and Annual Investment Strategy

2018/19

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1 INTRODUCTION

1.1 Background

The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long- or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.

CIPFA defines treasury management as:

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

1.2 Reporting Requirements

The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals.

Prudential and Treasury Indicators and Treasury Strategy (this report)

- The first, and most important, report covers:

- the capital plans (including prudential indicators);
- a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
- the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and

- an investment strategy (the parameters on how investments are to be managed).

A mid-year treasury management report – This will update members with the progress of the capital position, amending prudential indicators as necessary, and whether any policies require revision.

An annual treasury report – This provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

Scrutiny

It is a requirement that the above reports are adequately scrutinised before being recommended to the Council. The Performance, Audit and Governance Scrutiny Committee undertake this role.

1.3 Treasury Management Strategy for 2018/19

The strategy for 2018/19 covers two main areas:

Capital issues

- the capital plans and the prudential indicators;
- the minimum revenue provision (MRP) policy.

Treasury management issues

- the current treasury position;
- treasury indicators which limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- the policy on use of external service providers.

These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, CLG (Department for Communities and Local Government) MRP Guidance, the CIPFA Treasury Management Code and CLG Investment Guidance.

1.4 Training

The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. Members received training on 16th May 2017 from our treasury advisors Capita Asset Services (now Link Asset Services) and further training will be arranged as required.

Treasury management officers regularly attend CIPFA and Link Asset Services workshops and seminars; further training needs are reviewed periodically.

1.5 Treasury Management Consultants

The Council uses Link Asset Services, Treasury solutions as its external treasury management advisors.

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

2 THE CAPITAL PRUDENTIAL INDICATORS 2018/19 – 2020/21

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

2.1 Capital Expenditure

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts:

Capital expenditure	2016/17 Actual £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m	2020/21 Estimate £m
Total	2.8	5.3	1.9	1.6	16.2

Other long-term liabilities - The above financing need excludes other long-term liabilities, such as leasing arrangements that already include borrowing instruments.

The table below summarises the above capital expenditure plans and how capital or revenue resources are financing these plans. Any shortfall of resources results in a funding borrowing need.

Financing of capital expenditure	2016/17 Actual £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m	2020/21 Estimate £m
Capital receipts	1.9	3.3	1.0	0.5	0.5
Capital grants	0.3	0.0	0.0	0.0	0.0
Capital reserves	0.4	0.0	0.0	0.0	0.0
Revenue	0.2	0.0	0.0	0.0	0.0
Net financing need for the year	0.0	2.0	0.9	1.4	15.7

2.2 The Council's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so is its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge, which broadly reduces the indebtedness in line with each assets life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long-term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Councils borrowing requirement, these types of scheme include a borrowing facility by the PFI, PPP lease provider and so the Council is not required to separately borrow for these schemes. The Council currently has no such schemes within the CFR.

The Council is asked to approve the CFR projections below:

£m	2016/17 Actual £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m	2020/21 Estimate £m
Capital Financing Requirement					
Total CFR	(23.1)	(23.1)	(21.1)	(20.2)	(18.8)
Movement in CFR	0.0	2.0	0.9	1.4	15.7

Movement in CFR represented by					
Net financing need for the year (above)	0.0	2.0	0.9	1.4	15.7
Less MRP/VRP and other financing movements	0.0	0.0	0.0	0.0	0.0
Movement in CFR	0.0	2.0	0.9	1.4	15.7

Note the MRP / VRP will include finance lease annual principal payments

2.3 Core funds and expected investment balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year-end balances for each resource and anticipated day-to-day cash flow balances.

Year End Resources	2016/17 Actual £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m	2020/21 Estimate £m
Fund balances / reserves	15.3	13.3	14.6	16.0	17.9
Capital receipts	0.8	3.6	0.9	0.5	0.5
Provisions	0.0	0.0	0.0	0.0	0.0
Other	0.5	0.0	0.0	0.0	0.0
Total core funds	16.6	16.9	15.5	16.5	18.4
Working capital*	32.4	30.4	29.5	28.1	12.4
(Under)/over borrowing**	7.8	7.5	7.5	7.5	1.5
Expected investments	56.8	54.8	52.5	52.1	32.3

*Working capital balances shown are estimated year-end; these may be higher mid-year

3 BORROWING

The capital expenditure plans set out in Section 2 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Council's capital strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

3.1 Current Portfolio Position

The Council's treasury portfolio position at 31 March 2017, with forward projections, are summarised below. The table shows the actual external debt (the treasury management operations), against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

£m	2016/17 Actual	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
External Debt					
Debt at 1 April	7.5	7.5	7.5	7.5	7.5
Expected change in Debt	0.0	0.0	0.0	0.0	(6.0)
Other long-term liabilities (OLTL)	0.3	0.0	0.0	0.0	0.0
Expected change in OLTL	0.0	0.0	0.0	0.0	0.0
Actual gross debt at 31 March	7.8	7.5	7.5	7.5	1.5
The Capital Financing Requirement	(23.1)	(23.1)	(21.1)	(20.2)	(18.8)
Under / (over) borrowing	(7.8)	(7.5)	(7.5)	(7.5)	(1.5)

Within the prudential indicators, there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not,

except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2018/19 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.

The Head of Strategic Finance and Property reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

3.2 Treasury Indicators: limits to borrowing activity

The operational boundary. This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

Operational boundary £m	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Debt	7.5	7.5	7.5	1.5
Other long term liabilities	0.0	0.0	0.0	0.0
Total	7.5	7.5	7.5	1.5

The authorised limit for external debt. A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
2. The Council is asked to approve the following authorised limit:

Authorised limit £m	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Debt	11.5	11.5	11.5	11.5
Other long term liabilities	0.2	1.0	1.0	1.0
Total	11.7	12.5	12.5	12.5

3.3 Prospects for interest rates

A more detailed interest rate forecast and economic commentary are set out in ERP C and D.

The Council has appointed Link Asset Services as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives our central view.

	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Bank Rate	0.50%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%	1.25%
5yr PWLB Rate	1.50%	1.60%	1.60%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.10%	2.10%	2.20%	2.30%	2.30%
10yr PWLB View	2.10%	2.20%	2.30%	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%
25yr PWLB View	2.80%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%
50yr PWLB Rate	2.50%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%

As expected, the Monetary Policy Committee (MPC) delivered a 0.25% increase in Bank Rate at its meeting on 2 November. This removed the emergency cut in August 2016 after the EU referendum. The MPC also gave forward guidance that they expected to increase Bank rate only twice more by 0.25% by 2020 to end at 1.00%. The Link Asset Services forecast as above includes increases in Bank Rate of 0.25% in November 2018, November 2019 and August 2020.

The overall longer run trend is for gilt yields and PWLB rates to rise, albeit gently. It has long been expected, that at some point, there would be a more protracted move from bonds to equities after a historic long-term trend, over about the last 25 years, of falling bond yields. The action of central banks since the financial crash of 2008, in implementing substantial Quantitative Easing, added further impetus to this downward trend in bond yields and rising bond prices. Quantitative Easing has also directly led to a rise in equity values as investors searched for higher returns and took on riskier assets. The sharp rise in bond yields since the US Presidential election in November 2016 has called into question whether the previous trend may go into reverse, especially now the Fed. (Federal Reserve) has taken the lead in reversing monetary policy by

starting, in October 2017, a policy of not fully reinvesting proceeds from bonds that it holds when they mature.

Until 2015, monetary policy was focused on providing stimulus to economic growth but has since started to refocus on countering the threat of rising inflationary pressures as stronger economic growth becomes more firmly established. The Fed. has started raising interest rates and this trend is expected to continue during 2018 and 2019. These increases will make holding US bonds much less attractive and cause their prices to fall, and therefore bond yields to rise. Rising bond yields in the US are likely to exert some upward pressure on bond yields in the UK and other developed economies. However, the degree of that upward pressure is likely to be dampened by how strong or weak the prospects for economic growth and rising inflation are in each country, and on the degree of progress towards the reversal of monetary policy away from quantitative easing and other credit stimulus measures.

From time to time, gilt yields – and therefore PWLB rates - can be subject to exceptional levels of volatility due to geo-political, sovereign debt crisis and emerging market developments. Such volatility could occur at any time during the forecast period.

Economic and interest rate forecasting remains difficult with so many external influences weighing on the UK. The above forecasts (and MPC decisions) will be liable to further amendment depending on how economic data and developments in financial markets transpire over the next year. Geopolitical developments, especially in the EU, could also have a major impact. Forecasts for average investment earnings beyond the three-year time horizon will be heavily dependent on economic and political developments.

The overall balance of risks to economic recovery in the UK is probably to the downside, particularly with the current level of uncertainty over the final terms of Brexit.

Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- Bank of England monetary policy takes action too quickly over the next three years to raise Bank Rate and causes UK economic

growth, and increases in inflation, to be weaker than we currently anticipate.

- Geopolitical risks, especially North Korea, but also in Europe and the Middle East, which could lead to increasing safe haven flows.
- A resurgence of the Eurozone sovereign debt crisis, possibly Italy, due to its high level of government debt, low rate of economic growth and vulnerable banking system.
- Weak capitalisation of some European banks.
- The result of the October 2017 Austrian general election is likely to result in a strongly anti-immigrant coalition government. In addition, the new Czech prime minister is expected to be Andrej Babis who is strongly against EU migrant quotas and refugee policies. Both developments could provide major impetus to other, particularly former Communist bloc countries, to coalesce to create a major block to progress on EU integration and centralisation of EU policy. This, in turn, could spill over into impacting the Euro, EU financial policy and financial markets.
- Rising protectionism under President Trump
- A sharp Chinese downturn and its impact on emerging market countries

The potential for upside risks to current forecasts for UK gilt yields and PWLB rates, especially for longer-term PWLB rates include -

- The Bank of England is too slow in its pace and strength of increases in Bank Rate and, therefore, allows inflation pressures to build up too strongly within the UK economy, which then necessitates a later rapid series of increases in Bank Rate faster than we currently expect.
- UK inflation returning to sustained significantly higher levels causing an increase in the inflation premium inherent to gilt yields.
- The Fed. causing a sudden shock in financial markets through misjudging the pace and strength of increases in its Fed. Funds Rate and in the pace and strength of reversal of Quantitative Easing, which then leads to a fundamental reassessment by

investors of the relative risks of holding bonds, as opposed to equities. This could lead to a major flight from bonds to equities and a sharp increase in bond yields in the US, which could then spill over into impacting bond yields around the world.

Investment and borrowing rates

- Investment returns are likely to remain low during 2018/19 but to be on a gently rising trend over the next few years.
- Borrowing interest rates increased sharply after the result of the general election in June and then also after the September MPC meeting when financial markets reacted by accelerating their expectations for the timing of Bank Rate increases. Apart from that, there has been little general trend in rates during the current financial year. The policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in the future when authorities may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt;
- There will remain a cost of carry to any new long-term borrowing that causes a temporary increase in cash balances as this position will, most likely, incur a revenue cost – the difference between borrowing costs and investment returns.

3.4 Borrowing Strategy

The Council is currently in a negative CFR position. This means that the capital borrowing need (the Capital Financing Requirement), has not been reached due to the level of the Council's reserves.

Against this background and the risks within the economic forecast, caution will be adopted with the 2018/19 treasury operations. The Head of Strategic Finance and Property will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances.

Any decisions which will result in a significant change to the CFR and this Council's need to borrow, will be reported to full council at the next available opportunity.

3.5 Policy on Borrowing in Advance of Need

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

3.6 Debt Rescheduling

As short-term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long-term debt to short-term debt. However, these savings will need to be considered in light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- the generation of cash savings and / or discounted cash flow savings;
- helping to fulfil the treasury strategy;
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

All rescheduling will be reported to the *Council*, at the earliest meeting following its action.

3.7 Municipal Bond Agency

It is possible that the Municipal Bond Agency will be offering loans to local authorities in the future. The Agency hopes that the borrowing rates will be lower than those offered by the Public Works Loan Board (PWLB). This Authority may make use of this new source of borrowing as and when appropriate.

4 ANNUAL INVESTMENT STRATEGY

4.1 Investment Policy

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities will be security first, liquidity second, and then return.

In accordance with the above guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council applies minimum acceptable credit criteria in order to generate a list of highly creditworthy counterparties, which also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the Short Term and Long Term ratings.

Ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

Investment instruments identified for use in the financial year are listed in appendix 5.4 under the 'specified' and 'non-specified' investments categories. Counterparty limits will be as set through the Council's treasury management practices – schedules.

4.2 Creditworthiness Policy

This Council applies the creditworthiness service provided by Link Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard & Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit Watches and credit Outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

- Yellow 5 years *
- Dark pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.25
- Light pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.5
- Purple 2 years
- Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 100 days
- No colour not to be used

The Link Asset Services' creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.

Typically the minimum credit ratings criteria the Council use will be a Short Term rating (Fitch or equivalent) of F1 and a Long Term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored. The Council is alerted to changes to ratings of all three agencies through its use of the Link Asset Services' creditworthiness service: -

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- in addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a daily basis via its Passport website, provided exclusively to it by Link Asset Services. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on any external support for banks to help support its decision making process.

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

	Colour (and long term rating where applicable)	Money Limit at Time of Investment per Banking Group / Fund / Authority	Time Limit
Banks *	yellow	£10m	5yrs
Banks	purple	£10m	2 yrs
Banks	orange	£10m	1 yr
Banks – part nationalised	blue	£20m	1 yr
Banks	red	£10m	6 mths
Banks	green	£10m	100 days
Banks	No colour	Not to be used	
Limit 3 category – Council’s banker (where “No Colour”)	XXX	£20m	1 day
Property Funds	-	£20m	Not a fixed term investment so no time limit
DMADF	UK sovereign rating	unlimited	6 months
Local authorities	n/a	£10m / %	5yrs
	Fund rating	Money and/or % Limit	Time Limit
Money Market Funds CNAV	AAA	£10m	liquid
Money Market Funds LVNAV	AAA	£10m	liquid
Money Market Funds VNAV	AAA	£10m	liquid
Ultra-Short Dated Bond Funds with a credit score of 1.25	Dark pink / AAA	£10m	liquid
Ultra-Short Dated Bond Funds with a credit score of 1.50	Light pink / AAA	£10m	liquid

** Please note: the yellow colour category is for UK Government debt, or its equivalent, money market funds and collateralised deposits where the collateral is UK Government debt –see ERP E.*

4.3 Country limits

The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA- from Fitch, or equivalent. The list of countries that qualify using this credit criteria as at the date of this report are shown in ERP G. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

4.4 Investment strategy

In-house funds. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

Investment returns expectations.

Bank Rate is forecast to stay flat at 0.50% until quarter 4 2018 and not to rise above 1.25% by quarter 1 2021. Bank Rate forecasts for financial year ends (March) are:

- 2017/18 0.50%
- 2018/19 0.75%
- 2019/20 1.00%
- 2020/21 1.25%

The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows:

	Now
2017/18	0.40%
2018/19	0.60%
2019/20	0.90%
2020/21	1.25%
2021/22	1.50%
2022/23	1.75%
2023/24	2.00%
Later years	2.75%

The overall balance of risks to these forecasts is currently skewed to the upside and are dependent on how strong GDP growth turns out, how quickly inflation pressures rise and how quickly the Brexit negotiations move forward positively.

Investment treasury indicator and limit - total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Council is asked to approve the treasury indicator and limit:

Maximum principal sums invested > 364 & 365 days			
£m	2018/19	2019/20	2020/21
Principal sums invested > 364 & 365 days	£40m	£40m	£40m

This takes account of the proposed change in the CIPFA Treasury Code from a 364 day limit to 365 days.

For its cash flow generated balances, the Council will seek to utilise its business reserve instant access and notice accounts, money market funds and short-dated deposits (overnight to 100 days) in order to benefit from the compounding of interest.

4.5 Investment risk benchmarking

This Council will use an investment benchmark to assess the investment performance of its investment portfolio of 7 day, 1, 3, 6 or 12 month LIBID compounded / uncompounded.

4.6 End of year investment report

At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

5 ESSENTIAL REFERENCE PAPERS

- A. Implications/Consultations
- B. Treasury Management Strategy 2018/19 (this report)
- C. Prudential and treasury indicators and MRP statement
- D. Interest rate forecasts
- E. Economic background
- F. Treasury management practice 1 – credit and counterparty risk management
- G. Approved countries for investments
- H. Treasury management scheme of delegation
- I. The treasury management role of the section 151 officer

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THE CAPITAL PRUDENTIAL AND TREASURY INDICATORS 2018/19 – 2020/21 AND MRP STATEMENT

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

1.1.1 Capital expenditure

Capital expenditure £m	2016/17 Actual £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m	2020/21 Estimate £m
Total	2.8	5.3	1.9	1.6	16.2

1.1.2 Minimum revenue provision (MRP) policy statement

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the minimum revenue provision - MRP), although it is also allowed to undertake additional voluntary payments if required (voluntary revenue provision - VRP).

CLG regulations have been issued which require the full Council to approve **an MRP Statement** in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision.

Following the disposal of the Council's Housing stock the calculated MRP is now nil.

1.1.3 Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

a. Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

%	2016/17 Actual	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Ratio	4.64%	4.57%	4.49%	4.25%	1.29%

The estimates of financing costs include current commitments and the proposals in this budget report.

b. Incremental impact of capital investment decisions on the band D council tax

£	2016/17 Actual	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate	2020/21 Estimate
Council tax - band D	12.36	12.09	11.19	11.02	4.04

1.1.4 Treasury indicators for debt

There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments;
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
- Maturity structure of borrowing. These gross limits are set to reduce the Council’s exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

The Council is asked to approve the following treasury indicators and limits:

£m	2018/19	2019/20	2020/21
Interest rate exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	100%	100%	100%
Limits on variable interest rates based on net debt	50%	50%	50%
Maturity structure of fixed interest rate borrowing 2018/19			
	Lower	Upper	
Under 12 months	0%	0%	
12 months to 2 years	0%	0%	
2 years to 5 years	80%	80%	
5 years to 10 years	0%	0%	
10 years to 20 years	0%	0%	
20 years to 30 years	0%	0%	
30 years to 40 years	20%	20%	
40 years to 50 years	0%	0%	
Maturity structure of variable interest rate borrowing 2018/19			
	Lower	Upper	
Under 12 months	0%	0%	
12 months to 2 years	0%	0%	
2 years to 5 years	0%	0%	
5 years to 10 years	0%	0%	
10 years to 20 years	0%	0%	
20 years to 30 years	0%	0%	
30 years to 40 years	0%	0%	
40 years to 50 years	0%	0%	

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ECONOMIC BACKGROUND

GLOBAL OUTLOOK. **World growth** looks to be on an encouraging trend of stronger performance, rising earnings and falling levels of unemployment. In October, the IMF upgraded its forecast for world growth from 3.2% to 3.6% for 2017 and 3.7% for 2018.

In addition, **inflation prospects are generally muted** and it is particularly notable that **wage inflation** has been subdued despite unemployment falling to historically very low levels in the UK and US. This has led to many comments by economists that there appears to have been a fundamental shift downwards in the Phillips curve (this plots the correlation between levels of unemployment and inflation e.g. if the former is low the latter tends to be high). In turn, this raises the question of what has caused this. The likely answers probably lay in a combination of a shift towards flexible working, self-employment, falling union membership and a consequent reduction in union power and influence in the economy, and increasing globalisation and specialisation of individual countries, which has meant that labour in one country is in competition with labour in other countries which may be offering lower wage rates, increased productivity or a combination of the two. In addition, technology is probably also exerting downward pressure on wage rates and this is likely to grow with an accelerating movement towards automation, robots and artificial intelligence, leading to many repetitive tasks being taken over by machines or computers. Indeed, this is now being labelled as being the start of the **fourth industrial revolution**.

KEY RISKS - central bank monetary policy measures

Looking back on nearly ten years since the financial crash of 2008 when liquidity suddenly dried up in financial markets, it can be assessed that central banks' monetary policy measures to counter the sharp world recession were successful. The key monetary policy measures they used were a combination of lowering central interest rates and flooding financial markets with liquidity, particularly through unconventional means such as Quantitative Easing (QE), where central banks bought large amounts of central government debt and smaller sums of other debt.

The key issue now is that that period of stimulating economic recovery and warding off the threat of deflation is coming towards its close and a new period has already started in the US, and more recently, in the UK, on reversing those measures i.e. by raising central rates and (for the US) reducing central banks' holdings of government and other debt. These measures are now required in order to stop the trend of an on-going reduction in spare capacity in the economy, and of unemployment falling to such low levels that the re-emergence of inflation is viewed as a major risk. It is, therefore, crucial that central banks get their timing right and do not cause shocks to market expectations that could destabilise financial markets. In particular, a key risk is that because QE-driven purchases of bonds drove up the price of government debt, and therefore caused a sharp drop in income yields, this then also encouraged investors into a search for yield and into investing in riskier assets such as equities. This resulted in bond markets and equity market prices both rising to historically high valuation levels simultaneously. This, therefore, makes both asset categories vulnerable to a sharp correction. It is important, therefore, that central banks only gradually unwind their holdings of bonds in order to prevent destabilising the financial markets. It is also likely that the timeframe for central banks unwinding their holdings of QE debt purchases will be over several years. They need to balance their timing to neither squash

economic recovery by taking too rapid and too strong action, nor, alternatively, let inflation run away by taking action that was too slow and/or too weak. **The potential for central banks to get this timing and strength of action wrong are now key risks.**

There is also a potential key question over whether economic growth has become too dependent on strong central bank stimulus and whether it will maintain its momentum against a backdrop of rising interest rates and the reversal of QE. In the UK, a key vulnerability is the **low level of productivity growth**, which may be the main driver for increases in wages; and **decreasing consumer disposable income**, which is important in the context of consumer expenditure primarily underpinning UK GDP growth.

A further question that has come to the fore is whether **an inflation target for central banks of 2%**, is now realistic given the shift down in inflation pressures from internally generated inflation, (i.e. wage inflation feeding through into the national economy), given the above mentioned shift down in the Phillips curve.

- Some economists favour a shift to a **lower inflation target of 1%** to emphasise the need to keep the lid on inflation. Alternatively, it is possible that a central bank could simply 'look through' tepid wage inflation, (i.e. ignore the overall 2% inflation target), in order to take action in raising rates sooner than might otherwise be expected.
- However, other economists would argue for a **shift UP in the inflation target to 3%** in order to ensure that central banks place the emphasis on maintaining economic growth through adopting a slower pace of withdrawal of stimulus.
- In addition, there is a strong argument that central banks should **target financial market stability**. As mentioned previously, bond markets and equity markets could be vulnerable to a sharp correction. There has been much commentary, that since 2008, QE has caused massive distortions, imbalances and bubbles in asset prices, both financial and non-financial. Consequently, there are widespread concerns at the potential for such bubbles to be burst by exuberant central bank action. On the other hand, too slow or weak action would allow these imbalances and distortions to continue or to even inflate them further.
- Consumer debt levels are also at historically high levels due to the prolonged period of low cost of borrowing since the financial crash. In turn, this cheap borrowing has meant that **other non-financial asset prices**, particularly house prices, have been driven up to very high levels, especially compared to income levels. Any sharp downturn in the availability of credit, or increase in the cost of credit, could potentially destabilise the housing market and generate a sharp downturn in house prices. This could then have a destabilising effect on consumer confidence, consumer expenditure and GDP growth. However, no central bank would accept that it ought to have responsibility for specifically targeting house prices.

UK. After the UK surprised on the upside with strong economic growth in 2016, **growth in 2017 has been disappointingly weak**; quarter 1 came in at only +0.3% (+1.8% y/y), quarter 2 was +0.3% (+1.5% y/y) and quarter 3 was +0.4% (+1.5% y/y). The main reason for this has been the sharp increase in inflation, caused by the devaluation of sterling after the EU referendum, feeding increases in the cost of imports into the economy. This has caused, in turn, a reduction in consumer disposable income and spending power and so the services sector of the economy, accounting for around 80% of GDP, has seen weak growth as consumers cut back on their expenditure. However, more recently there have been

encouraging statistics from the **manufacturing sector** which is seeing strong growth, particularly as a result of increased demand for exports. It has helped that growth in the EU, our main trading partner, has improved significantly over the last year while robust world growth has also been supportive. However, this sector only accounts for around 10% of GDP so expansion in this sector will have a much more muted effect on the overall GDP growth figure for the UK economy as a whole.

While the Bank of England is expected to give forward guidance to prepare financial markets for gradual changes in policy, the **Monetary Policy Committee, (MPC), meeting of 14 September 2017** managed to shock financial markets and forecasters by suddenly switching to a much more aggressive tone in terms of its words around warning that Bank Rate will need to rise soon. The Bank of England Inflation Reports during 2017 have clearly flagged up that it expected CPI inflation to peak at just under 3% in 2017, before falling back to near to its target rate of 2% in two years' time. The Bank revised its forecast for the peak to just over 3% at the 14 September meeting. (Inflation actually came in at 3.0% in both September and October so that might prove now to be the peak.) This marginal revision in the Bank's forecast can hardly justify why the MPC became so aggressive with its wording; rather, the focus was on an emerging view that with unemployment having already fallen to only 4.3%, the lowest level since 1975, and improvements in productivity being so weak, that **the amount of spare capacity in the economy was significantly diminishing** towards a point at which they now needed to take action. In addition, the MPC took a more tolerant view of low wage inflation as this now looks like a common factor in nearly all western economies as a result of automation and globalisation. However, the Bank was also concerned that the withdrawal of the UK from the EU would effectively lead to a *decrease* in such globalisation pressures in the UK, and so this would cause additional inflationary pressure over the next few years.

At its 2 November meeting, the MPC duly delivered a 0.25% increase in Bank Rate. It also gave forward guidance that they expected to increase Bank Rate only twice more in the next three years to reach 1.0% by 2020. This is, therefore, not quite the 'one and done' scenario but is, nevertheless, a very relaxed rate of increase prediction in Bank Rate in line with previous statements that Bank Rate would only go up very gradually and to a limited extent.

However, some forecasters are flagging up that they expect growth to accelerate significantly towards the end of 2017 and then into 2018. This view is based primarily on the coming fall in inflation, (as the effect of the effective devaluation of sterling after the EU referendum drops out of the CPI statistics), which will bring to an end the negative impact on consumer spending power. In addition, a strong export performance will compensate for weak services sector growth. If this scenario was indeed to materialise, then the MPC would be likely to accelerate its pace of increases in Bank Rate during 2018 and onwards.

It is also worth noting the **contradiction within the Bank of England** between action in 2016 and in 2017 **by two of its committees**. After the shock result of the EU referendum, the **Monetary Policy Committee (MPC)** voted in August 2016 for emergency action to cut Bank Rate from 0.50% to 0.25%, restarting £70bn of QE purchases, and also providing UK banks with £100bn of cheap financing. The aim of this was to lower borrowing costs, stimulate demand for borrowing and thereby increase expenditure and demand in the economy. The MPC felt this was necessary in order to ward off their expectation that there would be a sharp slowdown in economic growth. Instead, the economy grew robustly,

although the Governor of the Bank of England strongly maintained that this was *because* the MPC took that action. However, other commentators regard this emergency action by the MPC as being proven by events to be a mistake. Then in 2017, we had the **Financial Policy Committee (FPC)** of the Bank of England taking action in June and September over its concerns that cheap borrowing rates, and easy availability of consumer credit, had resulted in too rapid a rate of growth in consumer borrowing and in the size of total borrowing, especially of unsecured borrowing. It, therefore, took punitive action to clamp down on the ability of the main banks to extend such credit! Indeed, a PWC report in October 2017 warned that credit card, car and personal loans and student debt will hit the equivalent of an average of £12,500 per household by 2020. However, averages belie wide variations in levels of debt with much higher exposure being biased towards younger people, especially the 25 -34 year old band, reflecting their lower levels of real income and asset ownership.

One key area of risk is that consumers may have become used to cheap rates since 2008 for borrowing, especially for mortgages. It is a major concern that **some consumers may have over extended their borrowing** and have become complacent about interest rates going up after Bank Rate had been unchanged at 0.50% since March 2009 until falling further to 0.25% in August 2016. This is why forward guidance from the Bank of England continues to emphasise slow and gradual increases in Bank Rate in the coming years. However, consumer borrowing is a particularly vulnerable area in terms of the Monetary Policy Committee getting the pace and strength of Bank Rate increases right - without causing a sudden shock to consumer demand, confidence and thereby to the pace of economic growth.

Moreover, while there is so much uncertainty around the Brexit negotiations, consumer confidence, and business confidence to spend on investing, it is far too early to be confident about how the next two to three years will actually pan out.

EZ. Economic growth in the eurozone (EZ), (the UK's biggest trading partner), had been lack lustre for several years after the financial crisis despite the ECB eventually cutting its main rate to -0.4% and embarking on a massive programme of QE. However, growth picked up in 2016 and has now gathered substantial strength and momentum thanks to this stimulus. GDP growth was 0.6% in quarter 1 (2.0% y/y), 0.7% in quarter 2 (2.3% y/y) and +0.6% in quarter 3 (2.5% y/y). However, despite providing massive monetary stimulus, the European Central Bank is still struggling to get inflation up to its 2% target and in October inflation was 1.4%. It is therefore unlikely to start on an upswing in rates until possibly 2019. It has, however, announced that it will slow down its monthly QE purchases of debt from €60bn to €30bn from January 2018 and continue to at least September 2018.

USA. Growth in the American economy was notably erratic and volatile in 2015 and 2016. 2017 is following that path again with quarter 1 coming in at only 1.2% but quarter 2 rebounding to 3.1% and quarter 3 coming in at 3.0%. Unemployment in the US has also fallen to the lowest level for many years, reaching 4.1%, while wage inflation pressures, and inflationary pressures in general, have been building. The Fed has started on a gradual upswing in rates with four increases in all and three increases since December 2016; and there could be one more rate rise in 2017, which would then lift the central rate to 1.25 – 1.50%. There could then be another four increases in 2018. At its September meeting, the Fed said it would start in October to gradually unwind its \$4.5 trillion balance sheet holdings of bonds and mortgage backed securities by reducing its reinvestment of maturing holdings.

CHINA. Economic growth has been weakening over successive years, despite repeated rounds of central bank stimulus; medium term risks are increasing. Major progress still needs to be made to eliminate excess industrial capacity and the stock of unsold property, and to address the level of non-performing loans in the banking and credit systems.

JAPAN. Japan has been struggling to stimulate consistent significant growth and to get inflation up to its target of 2%, despite huge monetary and fiscal stimulus. It is also making little progress on fundamental reform of the economy.

Brexit Timetable and Process

- March 2017: UK government notifies the European Council of its intention to leave under the Treaty on European Union Article 50
- March 2019: initial two-year negotiation period on the terms of exit. In her Florence speech in September 2017, the Prime Minister proposed a two year transitional period after March 2019.
- UK continues as a full EU member until March 2019 with access to the single market and tariff free trade between the EU and UK. Different sectors of the UK economy will leave the single market and tariff free trade at different times during the two year transitional period.
- The UK and EU would attempt to negotiate, among other agreements, a bi-lateral trade agreement over that period.
- The UK would aim for a negotiated agreed withdrawal from the EU, although the UK could also exit without any such agreements in the event of a breakdown of negotiations.
- If the UK exits without an agreed deal with the EU, World Trade Organisation rules and tariffs could apply to trade between the UK and EU - but this is not certain.
- On full exit from the EU: the UK parliament would repeal the 1972 European Communities Act.
- The UK will then no longer participate in matters reserved for EU members, such as changes to the EU's budget, voting allocations and policies.

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Interest Rate Forecasts 2017 – 2021

PWLB rates and forecast shown below have taken into account the 20 basis point certainty rate reduction effective as of the 1st November 2012.

Link Asset Services Interest Rate View														
	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21
Bank Rate View	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%
3 Month LIBID	0.40%	0.40%	0.40%	0.40%	0.60%	0.60%	0.60%	0.70%	0.90%	0.90%	1.00%	1.20%	1.20%	1.20%
6 Month LIBID	0.50%	0.50%	0.50%	0.60%	0.80%	0.80%	0.80%	0.90%	1.00%	1.00%	1.10%	1.30%	1.30%	1.40%
12 Month LIBID	0.70%	0.80%	0.80%	0.90%	1.00%	1.00%	1.10%	1.10%	1.30%	1.30%	1.40%	1.50%	1.50%	1.60%
5yr PWLB Rate	1.50%	1.60%	1.60%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.10%	2.10%	2.20%	2.30%	2.30%
10yr PWLB Rate	2.10%	2.20%	2.30%	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%
25yr PWLB Rate	2.80%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%
50yr PWLB Rate	2.50%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%
Bank Rate														
Link Asset Services	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%
Capital Economics	0.50%	0.50%	0.75%	1.00%	1.25%	1.25%	1.50%	1.50%	1.75%	-	-	-	-	-
5yr PWLB Rate														
Link Asset Services	1.50%	1.60%	1.60%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.10%	2.10%	2.20%	2.30%	2.30%
Capital Economics	1.70%	1.90%	2.30%	2.60%	2.90%	2.90%	2.90%	2.90%	2.90%	-	-	-	-	-
10yr PWLB Rate														
Link Asset Services	2.10%	2.20%	2.30%	2.40%	2.40%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	2.90%	2.90%	3.00%
Capital Economics	2.30%	2.60%	2.80%	3.10%	3.30%	3.30%	3.30%	3.30%	3.30%	-	-	-	-	-
25yr PWLB Rate														
Link Asset Services	2.80%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.40%	3.50%	3.50%	3.60%	3.60%
Capital Economics	2.95%	3.15%	3.45%	3.65%	3.90%	3.90%	3.90%	3.90%	3.90%	-	-	-	-	-
50yr PWLB Rate														
Link Asset Services	2.50%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.40%
Capital Economics	2.80%	3.10%	3.30%	3.60%	3.80%	3.80%	3.80%	3.80%	3.80%	-	-	-	-	-

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TREASURY MANAGEMENT PRACTICE (TMP1) – CREDIT AND COUNTERPARTY RISK MANAGEMENT

SPECIFIED INVESTMENTS: All such investments will be sterling denominated, with **maturities up to maximum of 1 year**, meeting the minimum ‘high’ quality criteria where applicable.

NON-SPECIFIED INVESTMENTS: These are any investments which do not meet the specified investment criteria. A maximum of 75% will be held in aggregate in non-specified investment

A variety of investment instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made it will fall into one of the above categories.

The criteria, time limits and monetary limits applying to institutions or investment vehicles are:

	Minimum credit criteria / colour band	Max % of total investments	Max. maturity period
DMADF – UK Government	N/A	100%	12 months
UK Government gilts	UK sovereign rating	80%	12 months
UK Government Treasury bills	UK sovereign rating	80%	12 months
Bonds issued by multilateral development banks	AAA (or state your criteria if different)	40%	12 months
Money Market Funds CNAV	AAA	100%	Liquid
Money Market Funds LVAV	AAA	100%	Liquid
Money Market Funds VNAV	AAA	100%	Liquid
Ultra-Short Dated Bond Funds with a credit score of 1.25	AAA	100%	Liquid
Ultra-Short Dated Bond Funds with a credit score of 1.5	AAA	100%	Liquid
Local authorities	N/A	100%	12 months
Term deposits with banks and building societies	Green	95%	12 months
CDs or corporate bonds with banks and building societies	Green	95%	12 months
Gilt funds	UK sovereign rating	100%	12 months

Accounting treatment of investments. The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by this Council. To ensure that the Council is protected from any adverse revenue impact, which may arise from these differences, we will review the accounting implications of new transactions before they are undertaken.

NON-SPECIFIED INVESTMENTS: A maximum of 75% ** will be held in aggregate in non-specified investment

1. Maturities of ANY period

	* Minimum Credit Criteria	Use	** Max % of total investments	Max. maturity period
Fixed term deposits with variable rate and variable maturities: -Structured deposits	Green	In-house and Fund Managers	80%	As per minimum credit Criteria
Certificates of deposit issued by banks and building societies	Green	In-house and Fund Managers	80%	As per minimum credit Criteria
Fixed Bonds – Corporate, Financial, Supranational or Covered.	AAA	In-house and Fund Managers	10%	5 years
Floating rate notes	AAA	In house and Fund Managers	10%	5 years
Collective Investment Schemes structured as Open Ended Investment Companies (OEICs)				
Corporate bond fund	AAA	In house and Fund Managers	10%	5 years
Property fund:	Based on external credit assessment from the Council's Treasury Management Advisors. UK asset investment.	In house and Fund Managers	£20m at fund entry. Maximum of two Funds at any one time for viability.	Long Term

2. Maturities in excess of 1 year

	* Minimum Credit Criteria	Use	** Max % of total investments	Max. maturity period
Term deposits – local authorities	--	In-house	80%	5 years
Term deposits – banks and building societies	Green	In-house	80%	5 years
Certificates of deposit issued by banks and building societies	Green	In-house and Fund Managers	80%	5 years
UK Government Gilts	UK sovereign rating	In-house and Fund Managers	80%	10 years
Fixed Bonds – Corporate, Financial, Supranational or Covered.	AAA	In-house and Fund Managers	10%	5 years
Sovereign bond issues (other than the UK govt)	AAA	In-house and Fund Managers	50%	10 years
Collective Investment Schemes structured as Open Ended Investment Companies (OEICs)				
Property fund	Based on external credit assessment from the Council's Treasury Management Advisors. UK asset investment.	In house and Fund Managers	£20m at fund entry. Maximum of two Funds at any one time for viability.	Long Term

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5.6 APPROVED COUNTRIES FOR INVESTMENTS

This list is based on those countries which have sovereign ratings of AA- or higher (we show the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing - for Hong Kong, Norway and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the Link Asset Services credit worthiness service.

AAA

- Australia
- Canada
- Denmark
- Germany
- Luxembourg
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Finland
- Hong Kong
- U.S.A.

AA

- Abu Dhabi (UAE)
- France
- U.K.

AA-

- Belgium
- Qatar

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TREASURY MANAGEMENT SCHEME OF DELEGATION

(i) Full council

- receiving and reviewing reports on treasury management policies, practices and activities;
- approval of annual strategy.

(ii) Executive / full council

- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
- budget consideration and approval;
- approval of the division of responsibilities;
- receiving and reviewing regular monitoring reports and acting on recommendations;
- approving the selection of external service providers and agreeing terms of appointment.

(iii) Performance, Audit and Governance Scrutiny Committee

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.

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THE TREASURY MANAGEMENT ROLE OF THE SECTION 151 OFFICER

The S151 (responsible) officer

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- Recommending the appointment of external service providers.

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EAST HERTS COUNCIL

COUNCIL – 1 MARCH 2018

REPORT BY HEAD OF LEGAL AND DEMOCRATIC SERVICES AND
MONITORING OFFICER

REQUEST FOR A COMMUNITY GOVERNANCE REVIEW:
EASTWICK AND GILSTON PARISH COUNCIL

WARD(S) AFFECTED: HUNSDON

Purpose/Summary of Report

- To consider a request from Eastwick and Gilston Parish Council for a Community Governance Review (CGR) of its electoral arrangements with a view to increasing the number of parish councillors from six to seven.

RECOMMENDATIONS FOR COUNCIL: That:

(A)	Council determines whether or not to undertake a Community Governance Review of the electoral arrangements of Eastwick and Gilston Parish Council, and
(B)	If the Council agrees to undertake a Community Governance Review, the terms of reference for, and the timing of, the review be determined by the Chief Executive.

1.0 Background

1.1 The Local Government and Public Involvement in Health Act 2007 ('the 2007 Act') empowers a principal authority such as East Herts District Council to review and make changes to

community governance within its area. The term 'community governance' in this context relates to parish and town councils.

- 1.2 Changes to community governance arrangements may be made in accordance with the recommendations of a Community Governance Review (CGR) undertaken by the Council. A CGR is a review of the whole or part of the district with a view to making recommendations on one or more of the following:
 - Creating, merging or abolishing parishes;
 - Boundary alterations between existing parishes;
 - The naming of parishes and the style of new parishes;
 - The establishment of parish councils;
 - The electoral arrangements for parish councils (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding), and/or
 - Grouping parishes under a common parish council or de-grouping parishes.
- 1.3 The Council may undertake a CGR at any time either in response to a specific issue such as a change in population resulting from new housing development or as part of a periodic programme of reviews. Subject to certain qualifications the Council must carry out a CGR if it receives a valid community governance petition or formal 'application' in the terms of the 2007 Act.
- 1.4 In undertaking a CGR, a principal authority must follow guidance issued by the Secretary of State and the Local Government Boundary Commission for England (LGBCE) but the Secretary of State has no direct involvement in a review and the role of the LGBCE is now limited to giving effect to consequential recommendations for related alterations to the electoral areas of the principal authority.
- 1.5 The Council has previously agreed to undertake two CGRs elsewhere in the district (of Bishop's Stortford and Buntingford

Town Councils). These reviews are now underway with a view to completion ahead of the next ordinary parish council elections.

2.0 Request from Eastwick and Gilston Parish Council

2.1 The Chairman of Eastwick and Gilston Parish Council wrote on 15 December 2017 to the Head of Legal and Democratic Services requesting a review of the parish council with a view to increasing the number of parish councillors by one, from six to seven. The request is made on the basis that the completion of the Terlings Park development has resulted in the number of dwellings in Gilston being more than doubled and an increase in the number of parish councillors is required to support this growth.

3.0 Issues for consideration

3.1 The Council may decide how to undertake a CGR, provided it complies with the legislation and statutory guidance. The review commences with the publication of terms of reference and concludes with the publication of final recommendations which must take place within 12 months of commencement.

3.2 When undertaking a review the Council must have regard to the need to secure community governance that reflects the identities and interests of the community in the area, and that is effective and convenient. The Council must consult local electors in the area under review and other persons or agencies who appear to have an interest in the review. The Council must take into account any representations it receives as part of the review.

3.3 The request from Eastwick and Gilston Parish Council does not represent a petition or an 'application' in the terms of the 2007 Act and the Council therefore has discretion whether or not to agree to the request. In determining this matter the Council

may wish to give consideration to a number of factors including:-

- Electorate figures and representation. Eastwick and Gilston Parish Council currently has six councillors. The total current electorate for Eastwick and Gilston parishes is 659 (February 2018). This figure has grown from 331 in 2015.
- Timing of the review. The request from Eastwick and Gilston Parish Council is for a relatively minor change to electoral arrangements in response to development that has already occurred. A CGR must take into account projected electorate figures over a five year period. Subject to decisions still to be taken in relation to the District Plan there may be a need for a further review at some future point.
- Previous electoral history. At the ordinary parish elections in May 2015, three parish councillors were returned to Eastwick and Gilston Parish Council, leaving three places unfilled which were subsequently filled by co-option.
- Resources. The Council does not resource its establishment on the basis of conducting ad hoc reviews such as CGRs. Two such reviews are currently underway which are being supported from existing staff and budgetary resources within the Electoral Services and other relevant teams.

4.0 Parish council size

4.1 The Local Government Act 1972, as amended, specifies that each parish council must have at least five councillors. There is no maximum number, no requirement in legislation that the number of councillors should be proportional to electorate size and no legislative guidance on the ideal number of parish councillors.

- 4.2 The LGBCE's guidance is that "each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, [the principal council] should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government. Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. [...]"
- 4.3 The statutory guidance goes on to state: "In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council's budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size."
- 4.4 Although there is no statutory guidance on the number of parish councillors to be allocated, the National Association of Local Councils (NALC) has published recommendations on the matter. NALC Circular 1126 (1988) recommends that a council of no more than the legal minimum of five members is inconveniently small and that the practical minimum should be seven, to apply to any parish council with up to 900 electors. Further recommendations were made for parishes with larger electorates, up to a maximum of 25 councillors where the electorate exceeds 23,000.
- 4.5 The Aston Business School also published research in 1992 which showed actual levels of representation at that time as follows:-

Electors	Councillors	Electors	Councillors
Up to 500	5-8	10,001 – 20,000	13-27
501 – 2,500	6-12	Over 20,000	13-31
2,501 – 10,000	9-16		

5.0 Conclusions

- 5.1 CGRs will make recommendations about community governance and parish/town council electoral arrangements as defined by the terms of reference set out at the start of the review process.
- 5.2 Following the statutory process, if the Council accepts the recommendations arising from a review it will make an order to implement the proposals. Any changes to a parish/town council's electoral arrangements come into force at ordinary elections (e.g. May 2019) and not at any prior by-election.
- 5.3 The specific request from Eastwick and Gilston Parish Council is set out in paragraph 2.1 above. The Council has discretion over whether or not to undertake a review and is invited to determine the request from Eastwick and Gilston Parish Council in the light of the information in this report.

6.0 Implications/Consultations

- 6.1 Information on any corporate issues and consultation associated with this report can be found in **Essential Reference Paper 'A'**.

Background Papers

E-mail from Chairman of Eastwick and Gilston Parish Council 15 December 2017

DCLG/LGBCE Guidance on community governance reviews, March 2010

Contact Officer: Alison Stuart – Head of Legal and Democratic
Services and Monitoring Officer
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alison.stuart@eastherts.gov.uk

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives	Priority 1 – Improve the health and wellbeing of our communities Objective 3 – Communities engaged in local issues
Consultation:	Chief Executive/Returning Officer/Electoral Registration Officer Head of Legal and Democratic Services Head of Strategic Finance & Policy Service Manager, Planning Policy
Legal:	The processes associated with undertaking a Community Governance Review are prescribed by statute and associated statutory guidance. The relevant legal provisions and implications are set out in the body of the report.
Financial:	The Authority does not resource its establishment on the basis of conducting ad hoc reviews such as a Community Governance Review and there is no specific budget provision for this work. Two other CGRs are already underway and the costs arising from those and any further reviews would need to be met from existing staff and budgetary resources.
Human Resource:	See comments above.
Risk Management:	No significant implications.
Health and wellbeing – issues and impacts:	No significant implications.

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EAST HERTS COUNCIL

COUNCIL – 1 MARCH 2018

REPORT BY THE MONITORING OFFICER

EXTENSION OF THE MEMBERS' ALLOWANCES SCHEME 2017/18

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- This report requests an extension of the Members' Allowances Scheme for 2017/18 (which expires on 31 March 2018)

<u>RECOMMENDATION FOR COUNCIL:</u> that:	
(A)	the deadline for consideration of the Members' Allowance Scheme 2017/18 be extended until Annual Council in May 2018.

1.0 Background

- 1.1 The Council's Constitution requires the Members' Allowance Scheme to be reviewed by an Independent Remuneration Panel, every year and by the deadline of 31 March.

2.0 Report

- 1.2 Changes to the Constitution are currently under review by the Constitution Working Group and the final report will be presented to Council for approval on 16 May 2018.

1.3 Members may recall that Council at its meeting in May 2017 requested an in-depth review of Members' Allowances for the period 2017/18. As part of this process, Members have recently been circulated with a questionnaire to establish their views on the current scheme and are encouraged to take part in the process to ensure that the responses received are representative of the Council as a whole. These views will be collated and reported to the Independent Remuneration Panel in March 2018 for their consideration with a report to Council in May 2018.

1.4 At present, the Members' Allowance Scheme for 2017/18 expires on 31 March 2018 and Members are asked to approve an extension of this scheme until consideration of the Members' Allowances Scheme is made by the Independent Remuneration Panel and its recommendations are thereafter received by Council at its meeting on 16 May 2018.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	Priority 1 – Improve the health and wellbeing of our communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy
Consultation:	Members were forwarded a Questionnaire on Members' Allowances in order to establish whether the allowances paid were, in their view, commensurate with their role. The IRP will be provided with a summary report following feedback from Members, the results of which will be reported to Council on 16 May 2018.
Legal:	The Local Authorities (Members' Allowances) (England) Regulations 2003 requires each principal local authority to submit recommendations on its Members' Allowances Scheme to an Independent Remuneration Panel (IRP) for comment.
Financial:	None
Human Resource:	N/A
Risk Management:	N/A
Health and wellbeing – issues and impacts:	N/A

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