

# CHILTERN DISTRICT COUNCIL

King George V House, King George V Road, Amersham,  
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## Resources Overview Committee

**Wednesday, 18th November, 2015 at 6.30 pm**

**Large & Small Committee Room, King George V House, King George V Road,  
Amersham**

### A G E N D A

- 1 Evacuation Procedures
- 2 Minutes (*Pages 5 - 8*)  
To sign the Minutes of the meeting held on 6 October 2015.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 28 Day Notice (*Pages 9 - 10*)  
*Appendix 1 (Pages 11 - 16)*  
*Appendix 2 (Pages 17 - 18)*  
*Appendix 3 (Pages 19 - 20)*  
*Appendix 4 (Pages 21 - 22)*  
*Appendix 5 (Pages 23 - 24)*
- 6 Quarter 2 Performance Report 2014/15 (*Pages 25 - 26*)  
*Appendix A (Pages 27 - 28)*  
*Appendix B (Pages 29 - 32)*

7 Draft Revenue Budget 2016/17 (*Pages 33 - 38*)

*Appendix 1 (Pages 39 - 40)*

*Appendix 2 (Pages 41 - 42)*

*Appendix 3 (Pages 43 - 48)*

*Appendix 4 (Pages 49 - 54)*

*Appendix 5 (Pages 55 - 68)*

*Appendix 6 (Pages 69 - 80)*

*Appendix 7 (Pages 81 - 90)*

*Appendix 8 (Pages 91 - 94)*

*Appendix 9 (Pages 95 - 98)*

*Appendix 10 (Pages 99 - 116)*

*Appendix 11 (Pages 117 - 118)*

8 Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

9 Private reports (if any)

**Note:** All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

**Membership: Resources Overview Committee**

Councillors: N M Rose (Chairman)  
A J Garth (Vice-Chairman)  
A K Bacon  
S P Berry  
C J Ford  
J L Gladwin  
M J Harrold  
C M Jones  
R J Jones  
J E MacBean  
D W Phillips  
M W Shaw  
D M Varley  
H M Wallace  
C J Wertheim

**Date of next meeting – Tuesday, 26 January 2016**

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**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
RESOURCES OVERVIEW COMMITTEE**  
held on **6 OCTOBER 2015**

**PRESENT:** Councillor N M Rose - Chairman  
" A J Garth - Vice Chairman

Councillors: A K Bacon  
S P Berry  
J L Gladwin  
C M Jones  
M W Shaw  
H M Wallace  
C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors C J Ford, M J Harrold, R J Jones, J E MacBean, D W Phillips and D M Varley

**ALSO IN ATTENDANCE:** Councillors I A Darby and M J Stannard

**25 MINUTES**

The Minutes of the Resources Overview Committee meeting held on 28 July 2015, copies of which had been previously circulated, were approved and signed by the Chairman as a correct record.

**26 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**27 PERFORMANCE REPORT QUARTER 1 2015/16**

The Performance Indicators for the period April to June 2015 were presented to the Committee in two appendices. The Committee discussed the priority and red items where the performance target had not been met.

Community, Health and Housing had missed several targets mostly related to housing, for example, the number of applicants with children in Bed & Breakfast accommodation for more than 6 weeks. It was noted that there was a considerable problem throughout the South East of England and the cost implications of this trend to the Council was discussed.

The Joint Waste target for recycling had been missed but it was noted that there had been an increase of 2% in recycling rates. It was asked whether the target had been set too high but it was generally agreed that as Chiltern historically had high recycling rates it should set challenging targets.

The number of voluntary leavers as a percentage of the workforce was high but it was expected that the next quarter figure would be lower. However, this figure and the high rate of sickness absence caused concern and the

pressures on staff were discussed. It was advised that there were always some genuine long-term sickness issues and so there was a request that in future, for the figures for short-term and long-term sickness to be split.

Licensing; the percentages of licences received and issued or renewed within statutory or policy deadlines was below target due to staff shortages. It was expected that this would be on target for the next quarter.

Participation in physical activity rates had not been achieved this quarter but it was expected that there would be a much higher take up in the next quarter which would represent the main school holidays.

Planning Appeals; it was agreed that these were unpredictable as the guidelines from the government were subject to change.

The target for the percentage of small businesses paid within 15 days was missed but it was reported that this was due to just 14 invoices and therefore related to small numbers.

There was some debate about whether the costs of housing the homeless should be further considered by the Services Overview Committee or by the Resources Overview Committee, in the past Services Overview had looked at housing matters. One Member requested an analysis and projection of housing associations “right-to-buy” changes and their implications for the Council. It was agreed that there were legitimate concerns for the cost implications of increased housing pressures and the matter was referred to Management Team to advise.

### **RESOLVED –**

**That the draft Cabinet report be noted and that the comments of the Resources Overview Committee be forwarded to the Cabinet.**

*Note: Councillor Darby entered the meeting at 6.55 pm during this item.*

## **28 JOINT BUSINESS PLAN**

The refreshed Joint Business Plan 2015 – 2020 was presented to the Committee for approval. It was explained that the top level and second level aims remained the same in this document. The third level aims had been refreshed to keep the plan up to date. Impact assessments have now been integrated into the plan and it is linked closely to the Medium-Term Financial Strategy and the Workforce Plan. The next review would be in Spring 2016 to re-evaluate the aims and objectives.

Members noticed that there were differences in the vision statements for Chiltern District Council and South Bucks District Council, although these were more differences in emphasis than in substance.

It was agreed that the document should contextualise priorities, be understandable and aspirational.

### **RESOLVED**

**That the recommendations contained in the draft Cabinet report be endorsed by the Resources Overview Committee and that the comments of the Committee be forwarded to the Cabinet.**

**29 2015/16 QUARTER 2 WRITE OFFS**

A report was requested for each quarter of debts written off by the Council. This report related to quarter two in 2015/16. These were reported in the four key areas; Sundry Debts, Benefits, Council Tax and Business Rates. The background was explained to some of the larger single write offs.

The Committee discussed the example of a Charity that had paid business rates after receiving mandatory relief whilst resident in Chesham but had moved abroad before the lease expired on the building. It was noted that business rate was due for the entire period of a lease, and now as the premises were empty and therefore not eligible for mandatory relief a larger amount was due up to the end of the leases. This created notional debts that could be uncollectable or uneconomic to pursue. The Committee were reassured that provision had been made for these write-offs and that they had been at a consistent low level for the last 5 years. A request was made for monitoring of any increasing trends.

**RESOLVED –**

**That the draft Cabinet report be noted and that the comments of the Resources Overview Committee be forwarded to the Cabinet.**

**The meeting ended at 7.21 pm**



<b>SUBJECT:</b>	<b>28 Day Notice</b>
<b>REPORT OF:</b>	<i>Portfolio Holder for Support Services</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Legal &amp; Democratic Services</i>
<b>REPORT AUTHOR</b>	<i>Mat Bloxham, 01494 732143, mbloxham@chiltern.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Report

The Access to Information Regulation 2012 place a requirement on Councils to publish a notice 28 days before every executive or joint executive meeting detailing all Key Decisions and Private Reports to be considered. The [28 Day Notice / Forward Plan](#) are published on the Council's website.

## RECOMMENDATIONS

The Cabinet is asked to note the following draft 28 Day Notice / Forward Plan notices:

- Cabinet: 1 December (Appendix 1)
- CDC & WDC Joint Waste Collection Committee: 5 November (Appendix 2)
- Joint Committee: 16 November (Appendix 3)
- Joint Waste Committee for Bucks: 23 November (Appendix 4)
- Chilterns Crematorium Joint Committee: 27 November (Appendix 5)

<b>Background Papers:</b>	None.
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## 28-DAY NOTICE – FORWARD PLAN

### Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This is a Notice of an intention to make a Key Decision on behalf of the Local authority (Regulation 9) and an intention to meet in private to consider those items marked as 'Private Reports' (Regulation 5).

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at [www.chiltern.gov.uk/democracy](http://www.chiltern.gov.uk/democracy)

Leader (Councillor Isobel Darby)					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Bucks Infrastructure Plan:</b> To consider a report on the Bucks Infrastructure Plan.		Cabinet <b>1 Dec 15</b>		Anita Cacchioli  Email: ACacchioli@chiltern.gov.uk
Yes	<b>Bucks Advantage Funding:</b> To agree the funding at 2014/15 levels until further notice.		Cabinet <b>1 Dec 15</b>	Report – No Appendix – Yes (Paragraph 3)	Bob Smith  Email: bsmith@chiltern.gov.uk
No	<b>Quarter 2 Performance Report 2015/16:</b> This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets.	Resources 18 Nov 15  Services 19 Jan 16	Cabinet <b>1 Dec 15</b>	No	Laura Campbell  Email: laura.campbell@southbucks.gov.uk
Yes	<b>Service Plan Summaries 16/17:</b> This report introduces the Service Plan Summaries for the year 2016-17 for each of the main service areas at the Council.	Resources 26 Jan 16  Services 15 Mar 16	Cabinet <b>10 Feb 16</b>	No	Laura Campbell  Email: laura.campbell@southbucks.gov.uk
No	<b>Quarter 3 Performance Report 2015/16:</b> This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets.	Resources 23 Mar 16  Services 15 Mar 16	Cabinet <b>5 April 16</b>	No	Laura Campbell  Email: laura.campbell@southbucks.gov.uk
No	<b>Performance Indicator Review 2016/17:</b> This report introduces proposed changes to the performance indicators for 2016-17.		Cabinet <b>5 April 16</b>	No	Laura Campbell  Email: laura.campbell@southbucks.gov.uk
No	<b>Joint Business Plan refresh 2016/21:</b> This report presents the Council's refreshed Joint Business Plan with Chiltern District Council, 2016-21, in line with Service Planning 2016-17.		Cabinet <b>5 April 16</b>	No	Laura Campbell  Email: laura.campbell@southbucks.gov.uk

<b>Support Services - Deputy Leader (Councillor Mike Stannard)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Capital Programme and Repairs &amp; Renewals Programme 2016/17 to 2019/20:</b> To consider and agree the proposed updates to the capital and Repairs & renewals programmes	Resources 26 Jan 16	Cabinet <b>10 Feb 16</b>	No	Jacqueline Ing  Email: jing@chiltern.gov.uk
Yes	<b>Draft Revenue Budget 2016/17:</b> To consider the draft Budgets for 2016/17	Resources 18 Nov 15	Cabinet <b>1 Dec 15</b>	No	Jacqueline Ing  Email: jing@chiltern.gov.uk

<b>Sustainable Development (Councillor Peter Martin)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Emerging Chiltern District Local Plan 2014 - 2036: Issues and Options Consultation:</b> To consider representations received earlier this year as part of the Regulation 18 public consultation on the emerging Local Plan		Cabinet <b>22 Dec 15</b>	No	Graham Winwright  Email: gwinwright@chiltern.gov.uk

<b>Environment (Councillor – Mike Smith)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
No	<b>Free Hour of Parking for Parishes:</b> To consider a report requesting that the current arrangement be formalised		Cabinet <b>1 Dec 15</b>	No	Simon Rycraft  Email: srycraft@chiltern.gov.uk
No	<b>Residents Parking Permit for Water Meadow Car Park:</b> To consider a report on a proposed residents parking permit for Water Meadow Car Park.		Cabinet <b>1 Dec 15</b>	No	Simon Rycraft  Email: srycraft@chiltern.gov.uk

Community, Health & Housing (Councillor Graham Harris)					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
No	<b>Voluntary Community Sector Infrastructure Funding:</b>	CHHPAG 19 Nov 15	Cabinet 1 Dec 15	No	Martin Holt  Email: mholt@chilterngov.uk
No	<b>Gambling Act 2005 Licensing Statement of Principles – 2015 Revision:</b> To recommend to Full Council that the Statement of Principles be agreed.		Cabinet 1 Dec 15	No	Nathan March  Email: nmarch@chilterngov.uk
Yes	<b>Syrian Refugee Petition Update:</b> To receive an update on the response to the petition submitted to the Council		Cabinet 1 Dec 15	No	Martin Holt  Email: mholt@chilterngov.uk
Yes	<b>Revitalisation Groups:</b> Update and award of funding to the Revitalisation groups	CHHPAG 19 Nov 15	Cabinet 1 Dec 15	No	Martin Holt  Email: mholt@chilterngov.uk
No	<b>Chiltern District Council Strategic Housing Framework 2014-15:</b> To receive an update on affordable housing delivery and to consider the Council's draft Strategic Housing Framework 2014-15	CHHPAG 21 March 2016	Cabinet 05 April 15	No	Michael Veryard  Email: mveryard@chilterngov.uk
Yes	<b>Regulators Code for shared services:</b> To consider the shared service regulators enforcement code	CHHPAG 21 March 2016	Cabinet 05 April 2016	No	Martin Holt  Email: mholt@chilterngov.uk
Yes	<b>Shared Service Food and Health and Safety Business Plans:</b> To consider a shared service food and health & safety business plans	CHHPAG 21 March 2016	Cabinet 05 April 2016	No	Martin Holt  Email: mholt@chilterngov.uk
Yes	<b>Homelessness Strategy:</b> To consider a joint Homelessness Strategy	CHHPAG 21 March 2016	Cabinet 05 April 2016	No	Martin Holt  Email: mholt@chilterngov.uk

Yes	<b>Housing Strategy (Framework):</b> To consider a joint Housing Strategy or Housing Framework	CHHPAG 21 March 2016	Cabinet 05 April 2016	No	Martin Holt  Email: mholt@chilterngov.uk
Yes	<b>Private Sector Housing Strategy:</b> To consider a joint Private Sector Housing Strategy and Housing Financial Assistance Policy	CHHPAG 21 March 2016	Cabinet 05 April 2016	No	Martin Holt  Email: mholt@chilterngov.uk

Customer Services (Councillor – Fred Wilson)					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>

- 1 The Council's Constitution defines a 'Key' Decision as any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:-
- result in expenditure (or the making of savings) over £30,000 and / or
  - have a significant impact on the community in two (or more) district wards.

and

- relates to the development and approval of the Budget; or
- relates to the development, approval and review of the Policy Framework, or
- is otherwise outside the Budget and Policy Framework.

As a matter of good practice, this Notice also includes other items – in addition to Key Decisions – that are to be considered by the Cabinet. This additional information is provided to inform local residents of all matters being considered.

- 2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website – [www.chiltern.gov.uk/democracy](http://www.chiltern.gov.uk/democracy) – usually 5 working-days before the date of the meeting. Paper copies may be requested (charges will apply) using the contact details below.
- 3 In order to support the work of the Cabinet and to enhance decision-making, reports are often presented to other meetings for comment before going to the Cabinet. As such, this Notice also includes information on which meeting (if any) will also consider the report, and on what date.
- 4 The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Paragraph 4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
Paragraph 6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1-7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information.

Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below. Any representations received, together with any response from the Council, will be published on the Notice (the 'Agenda') issued no less than 5 working-days before the meeting. This will be available on the Council website – [www.chiltern.gov.uk/democracy](http://www.chiltern.gov.uk/democracy)

Contact: Democratic Services, Chiltern District Council, King George V House, King George V Road, Amersham, HP6 5AW; email: [chiefexecs@chiltern.gov.uk](mailto:chiefexecs@chiltern.gov.uk); tel: 01494 732143

- 5 The lead officer is usually the report author, and their contact details are provided in this column. The officer's email address is a standard format: first initial followed by their surname e.g. Bob Smith = [bsmith@chiltern.gov.uk](mailto:bsmith@chiltern.gov.uk)



**Local Authorities (Executive Arrangements) (Meetings and Access to Information)  
(England) Regulations 2012**

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**CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE  
(JWCC)**

<b>Meeting:5 November 2015 (CDC)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Contact Officer and Telephone Number (01494)
Yes	<b>Waste Team Future Review:</b> To consider a report outlining the waste team and future review		<b>JWCC 5 Nov 15</b>	Yes	Head of Environment Email: cmarchant@chiltern.gov.uk
No	<b>Waste Service Highlight Report:</b> Update on the Joint Waste Service		<b>JWCC 5 Nov 15</b>	No	Senior Waste Officer Email: keastman@chiltern.gov.uk
No	<b>Half Year Waste Communications Update:</b> Summary of waste communications in the first 6 months of 2015-16 and the plan for the second 6 months		<b>JWCC 5 Nov 15</b>	No	Senior Waste Officer Email: keastman@chiltern.gov.uk
No	<b>2016-17 Budget Proposal:</b> Summary of proposed 2016-17 joint waste budget		<b>JWCC 5 Nov 15</b>	No	Senior Waste Officer Email: keastman@chiltern.gov.uk
No	<b>Q2 Budget Update:</b> Q2 Budget Update		<b>JWCC 5 Nov 15</b>	No	Senior Waste Officer Email: keastman@chiltern.gov.uk



**28-DAY NOTICE – FORWARD PLAN****Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

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**CHILTERN & SOUTH BUCKS JOINT COMMITTEE (JC)**

<b>Meeting: 16 November 2015 (SBDC)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation How/When <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Contact Officer and Telephone Number
Yes	<b>Revenues &amp; Benefits Business Case:</b> To consider a report setting out the business case for a Revenues & Benefits Shared Service.		<b>JC</b> 16 Nov 2015	Yes (Paragraphs 1 & 3)	Nicola Ellis  nellis@chiltern.gov.uk nicola.ellis@southbucks.gov.uk
No	<b>Local Land Charges Shared Service Review - Business Case</b> To consider a report setting out the business case for a shared Local Land Charges service.		<b>JC</b> 16 Nov 2015	Yes (Paragraphs 1 & 3)	Joanna Swift  jswift@chiltern.gov.uk joanna.swift@southbucks.gov.uk
No	<b>Joint Working Annual Report</b> For Information: Report on developments and achievements over the last year for the joint working between the two Councils.		<b>JC</b> 16 Nov 2015	No	Bob Smith  bsmith@chiltern.gov.uk bob.smith@southbucks.gov.uk



Classification: OFFICIAL

## 28-DAY NOTICE – FORWARD PLAN

**Local Authorities (Executive Arrangements) (Meetings and Access to Information)  
(England) Regulations 2012**

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**JOINT WASTE COMMITTEE FOR BUCKINGHAMSHIRE (JWC)**

<b>Meeting: 23 November 2015 (Location: WDC)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Contact Officer and Telephone Number
Yes	<b>Waste Partnership Officer Report:</b> To consider a report on the Waste Partnership Officer vacancy and to agree a way forward.		<b>JWC</b> 23 Nov 15	Yes (Paragraph 3)	Head of Environment (CDC/WDC)  Chris Marchant cmarchant@chiltern.gov.uk



**28-DAY NOTICE – FORWARD PLAN****Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

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**CHILTERN CREMATORIUM JOINT COMMITTEE (CCJC)**

<b>Meeting: 27 November 2015 (Cabinet Room, CDC)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date to Overview <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Director
No	<b>Aylesbury Crematorium Project Update Report:</b> To consider an update report on the Aylesbury Crematorium project		<b>CCJC</b> 27 Nov 2015	Yes (Paragraph 3)	Head of Environment  cmarchant@chiltern.gov.uk
Yes	<b>Above Ground Memorial Vault:</b> The report on the above ground memorial vault will recommend the introduction of a new memorial design to the existing stone memorial commemoration scheme.		<b>CCJC</b> 27 Nov 2015	<u>No</u>	Superintendent  chowlett@chiltern.gov.uk
Yes	<b>Audio Visual Tribute System:</b> A new audio visual system has recently been installed in the chapels to play tributes at funeral services, and the Joint Committee will be asked to approve fees and charges for its use.		<b>CCJC</b> 27 Nov 2015	<u>No</u>	Superintendent  chowlett@chiltern.gov.uk



<b>SUBJECT:</b>	<i>Chiltern District Council Performance Report – Q2 2015-16</i>
<b>REPORT OF:</b>	<i>Leader of the Council – Councillor Isobel Darby</i>
<b>RESPONSIBLE OFFICER</b>	<i>Acting Chief Executive – Bob Smith</i>
<b>REPORT AUTHOR</b>	<i>Rachel Prance (01494 732903) Laura Campbell (01895 87236).</i>
<b>WARD/S AFFECTED</b>	<i>Report applies to whole district</i>

## 1. Purpose of Report

The purpose of this report is to outline the performance of Council services against performance indicators and service objectives during April to September 2015.

## RECOMMENDATION

Cabinet is asked to note this report.

## 2. Executive Summary

Overview of performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target ✓	PI slightly below target ◻	PI off target ✗	Unknown / Data only
Leader	3	1	0	1	1
Community, health & housing	14	3	0	4	7
Sustainable development	10	6	3	0	1
Environment	5	0	1	0	4
Support services	9	2	4	0	3
Customer services	5	4	0	0	1
<b>Total PIs</b>	<b>46</b>	<b>16</b>	<b>8</b>	<b>5</b>	<b>17</b>

## 3. Reasons for Recommendations

3.1 This reports factual annual performance against pre-agreed targets. Management Team, Cabinet, Council and Resources Overview & Services Overview Committees receive regular updates detailing our progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.

3.2 Two detailed performance tables accompany this report:

- **Appendix A – Priority performance indicators 2015-16**
- **Appendix B – Quarterly corporate performance indicators 2015-16.**

**4. Key points to note this quarter:**

- 4.1 Of the five off-target PIs, two are priority PIs. Please refer to the appendices for full details.
- 4.2 Of the 17 unknown PIs, three are provided for information only, eight are not reported this quarter and five relate to new PIs for this year which are awaiting targets to be set, or the method of calculation has not yet been finalised. One has been unable to be calculated due to the merger of the Uniform system and investigations are ongoing to enable reporting by quarter three.
- 4.3 **Community, health & housing**: the four PIs which failed to meet targets relate to housing, please refer to the appendices to view the reasons for this. Three are linked to the national increase in demand for temporary accommodation, which a government briefing paper states<sup>1</sup> is 11% nationally year on year at March 2015, with a further 3% increase by June 2015, the biggest single area impacted being London.
- 4.4 **Leader's**: the PI which failed to meet target related to voluntary leavers as a percentage of the workforce. A report is being prepared for Personnel Committee, analysing this information.

**5. Consultation**

Not applicable.

**6. Options**

Not applicable.

**7. Corporate Implications**

- 7.1 Financial - Performance Management assists in identifying value for money.
- 7.2 Legal – None specific to this report.
- 7.3 Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability – reports on aspects of performance in these areas.

**8. Links to Council Policy Objectives**

Performance management helps to ensure that performance targets set through the service planning process are met and any dips in performance are identified and resolved in a timely manner. This report links to all three of the Council's objectives, listed below:

Objective 1 - Efficient and effective customer focused services

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

**9. Next Step**

Once approved, this report and appendices will be published on the website.

<b>Background Papers:</b>	N/A
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<sup>1</sup> (<http://researchbriefings.files.parliament.uk/documents/SN02110/SN02110.pdf>)

## Appendix A - Priority PIs 2015-16 Q2 - CDC

Code	Title	2014/15 Actual	2014/15 Target	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Target 2015/16 (YTD)	Traffic Light	Latest Note
Leader's																		
CdHR1	Working days lost due to sickness absence	9.4	7.6	8.62	8.1	9.2	8.61	8.45	8.46							11		
Community, Health and Housing																		
CdCmSF1	Percentage reduction in burglaries from dwellings year on year for Chiltern (monthly)	30.30%	data only	n/a	15.80%	10%	3%	-4.30%	-2.10%							data only	n/a	Year on year, burglaries have increased by 4 offences at end of September 2015.
CdHS1	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (snapshot figure at end of month)	1	0	2	2	2	2	3	3							0		Of these 3 households (i) 1 has been deemed not eligible for assistance and is being accommodated pending a review (ii) 1 has been deemed intentionally homeless and is being accommodated pending a review and (iii) 1 has been accommodated on police advice and officers are working to re-locate the household to another property.
CdHS8	Number of households living in temporary accommodation (snapshot at the end of the month)	25	22	31	28	33	33	32	37							21		This reflects the national trend with significant demand for temporary accommodation arising from an upturn in applications and limited opportunities to move on existing TA occupiers, due to a low number of vacancies arising in social housing stock. Officers are continuing to work to reduce numbers in TA through use of direct lettings and focus on prevention measures where possible.
Sustainable Development																		
CdSD2	Special measures: speed of processing major applications, for assessment in Oct/Nov 2016 (cumulative)	86.84%	41.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%							51.00%		Review period is 1st July 2014 - 30th June 2016. 18 out of 18 major applications during this period processed within time. If performance falls below 51% at the end of the monitoring period, the Council will be placed into special measures. Target changed to 51% or more in November 2015.

Code	Title	2014/15 Actual	2014/15 Target	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Target 2015/16 (YTD)	Traffic Light	Latest Note
CdSD5	Special measures: quality of major applications, for assessment in Oct/Nov 2015 (cumulative)	5.13%	19.00%	5.13%	5.13%	5.13%	5.13%	5.13%	5.13%							19.00%	☑	Period for major applications determined is: 1st January 2013 - 31st December 2014. Period for appeals overturned against the applications determined in this period is to 30th September 2015. Two overturned on appeal out of 39 applications, eight appeals in total. If performance falls above 19%, the Council will be placed into special measures.
CdSD10	Processing of planning applications: minor applications processed within 8 weeks (cumulative)	80.99%	70.00%	84.21%	80.39%	79.71%	83.84%	82.61%	82.22%							70.00%	☑	For the year to date, 111 out of 135 applications were processed on time.
CdSD11	Processing of planning applications: other applications processed within 8 weeks (cumulative)	94.33%	90.00%	93.39%	89.66%	91.74%	93.33%	92.16%	91.93%							92.00%	☑	For the year to date, 615 out of 669 were processed on time.
Environment																		
CdWR3	Percentage of household waste sent for reuse, recycling and composting (cumulative)	50.32%	56.00%			54.70%			51.60%							57.00%	◻	Jointly reported for Chiltern and Wycombe as per the joint contract. Provisional figure, subject to verification. Work is being undertaken to improve this percentage.
Customer Services																		
CdRB1	Speed of processing - new HB/CTB claims (by period monthly)	16.39	18	17.08	16.46	15.58	17.51	17.47	16.56							18	☑	
CdRB2	Speed of processing - changes of circumstances for HB/CTB claims (by period monthly)	3.09	5	5.48	4.1	4.74	4.68	4.91	4.42							5	☑	
CdRB3	% of Council Tax collected (cumulative)	99.30%	99.00%	5.35%	15.23%	24.88%	34.47%	44.04%	53.77%							99% (49.50%)	☑	
CdRB4	Percentage of Non-domestic Rates Collected (cumulative)	98.60%	98.00%	9.87%	19.67%	28.73%	37.66%	46.20%	55.60%							98% (49.00%)	☑	

## Appendix B - CDC Quarterly Corporate Performance Indicator Report - 2015-16

Note: Excludes Priority Performance Indicators - see Appendix A

<b>KEY</b> This PI is below target     This PI is slightly below target     This PI is on target																			
PI code	Name	2014/15 Value	Annual target 2014/15	Apr-15 value	May-15 value	Jun-15 value	Jul-15 value	Aug-15 value	Sep-15 value	Oct-15 value	Nov-15 value	Dec-15 value	Jan-16 value	Feb-16 value	Mar-16 value	Annual target 2015/16	Traffic light (latest actual)	Responsible officer	Latest notes
<b>Leader's portfolio</b>																			
CdCP1 (C)	Number of unique visitors to the main website (by period)	288,504	data only	26,463	33,573	25,476	25,313	23,007	28,084							data only	n/a	Rachel Prance	
CdHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	new PI	new PI			21.90%			22.00%							8%		Judy Benson	12 leavers during Q2 plus 12 for Q1 = 24, average headcount = 218.17. Extrapolated, this equates to 48 for the full year, 22.0% (48/218.17%). Full details are being analysed and will be reported to Personnel Committee.
<b>Community, health and housing</b>																			
CdCL1 (C)	Customer satisfaction rating at the Chiltern leisure facilities	new PI	new PI	annual PI												t.b.a.	n/a	Martin Holt	
CdCL2 (C)	Total participation in physical activities delivered through the GLL community engagement plan (by period)	new PI	new PI			775			1,496							6,000 (1,500)		Martin Holt	Activity tends to be higher in school holidays.
CdCL3 (C)	Total number of users at all leisure centres (by period)	874,748	840,000			228,569			222,228							875,000 (218750)		Martin Holt	
CdCL4 (C)	Percentage reduction in violent offences against a person, rolling year on year	data only	data only			-14.7%			-36.90%							data only	n/a	Martin Holt	Violence against a person has continued to increase. Thames Valley Police report this to be due to a change in recording standards which were brought in in April 2015.
CdHS2 (C)	Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (cumulative)	42	33			4			13							33 (16.50)		Martin Holt	Total comprises (i) 13 new build properties (4 in converted office block at The Chequers, Chesham, and 9 in re-development at Wallers Way (former Amersham and Wycombe college site of Lycrome Road in Chesham), (ii) 0 vacancies generated and (iii) 0 acquisitions (Paradigm has put acquisition programme on hold while it reviews its overall business plan following Government policy announcements)
CdHS3i (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	3.3	5			16			9.2							5		Martin Holt	An increase in the demand for temporary accommodation, reflecting national trends, and a low turnover of social housing tenancies has resulted in households having to be accommodated in bed and breakfast accommodation for longer periods until they can be moved on to alternative housing.
CdHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	26	40	annual PI												40	?	Martin Holt	Reported annually.

<b>KEY</b> This PI is below target     This PI is slightly below target     This PI is on target																			
PI code	Name	2014/15 Value	Annual target 2014/15	Apr-15 value	May-15 value	Jun-15 value	Jul-15 value	Aug-15 value	Sep-15 value	Oct-15 value	Nov-15 value	Dec-15 value	Jan-16 value	Feb-16 value	Mar-16 value	Annual target 2015/16	Traffic light (latest actual)	Responsible officer	Latest notes
CdHS9 (C)	Bucks Home Choice – rolling year on year change in number of applicants (%)	new PI	new PI			34%			29%							t.b.a.	n/a	Martin Holt	A total of 440 applicants were registered as "live" applications (i.e. able to bid for vacancies) on Bucks Home Choice at 30/9/14, increasing to 576 by 30/9/15.
CdEH2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	92.28%	89%			t.b.a.			t.b.a.							91%	?	Martin Holt	The Uniform database has recently been merged with that of South Bucks and there are still currently teething problems with the reports which are under investigation. This will be reported as soon as possible.
JtLI3 (C)	Percentage of customers satisfied with the licensing service received (annual)	67%	89%	annual PI												89%	?	Martin Holt	Reported annually.
JtLI5 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative)	98%	95%			83.20%			97.70%							97%		Martin Holt	12 out of 517 not dealt with within timescales.
<b>Sustainable development</b>																			
JtE1 (C)	Applications checked within 10 working days	83.64%	82%	79.00%	86.30%	83.05%	84.20%	88.20%	88.30%							85%		Peter Beckford	
JtE2 (C)	Customer satisfaction with the building control service (cumulative)	95.16%	93%	94.00%	94.44%	91.23%	91.90%	92.00%	92.70%							94%		Peter Beckford	
CdPP1 (C)	Net additional homes provided	189	133	annual PI												133	?	Peter Beckford	Reported annually.
CdSD7 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service (cumulative)	new PI	new PI			76.92%			77.89%							80%		Peter Beckford	
CdSD8 (C)	Planning appeals allowed (cumulative)	39.00%	35%			43.33%			37.50%							35%		Peter Beckford	During this quarter, 48 qualifying appeals were determined. Of these, 18 were allowed (overturned) by the Planning Inspectorate. Nine appeals allowed related to 'Minor' housing developments, eight to domestic householder extensions and 1 to an agricultural building. None related to 'Major' developments.
CdSD12 (C)	Percentage of new enforcement cases where an initial site visit for an urgent priority case is undertaken within the timescale set out in the Enforcement Policy (cumulative)	100.00%	30%			100.00%			100.00%							30%		Peter Beckford	

KEY	This PI is below target	This PI is slightly below target	This PI is on target																	
PI code	Name	2014/15 Value	Annual target 2014/15	Apr-15 value	May-15 value	Jun-15 value	Jul-15 value	Aug-15 value	Sep-15 value	Oct-15 value	Nov-15 value	Dec-15 value	Jan-16 value	Feb-16 value	Mar-16 value	Annual target 2015/16	Traffic light (latest actual)	Responsible officer	Latest notes	
Environment																				
CdSE1 (C)	Cumulative CO2 reduction from local authority operations from base year of 2008/09	22.00%	7.80%	annual PI													9.10%	?	Martin Holt	Reported annually.
CdSE2 (C)	Planning to adapt to climate change (5 levels of performance 0=low 5= high)	3	4	annual PI													4	?	Martin Holt	Reported annually.
CdWR1 (C)	Waste customer satisfaction survey	new PI	new PI	6 monthly					87.80%	6 monthly						t.b.a.	n/a	Chris Marchant	Reported six monthly. September results relate to survey data collected in May 2015.	
CdWR2 (C)	Residual household waste kg per household	396.47	445.00	annual PI													445.00	?	Chris Marchant	Reported annually.
Support services																				
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	100.00%	96%	6 monthly					90.00%	6 monthly						94%		Joanna Swift	Work pressures caused delay dealing with a specific case, causing satisfaction to dip.	
CdBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.00%	99%			99.90%			99.90%							99.50%		Sim Dixon		
CdBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	85.00%	95%			87.50%			84.50%							95%		Sim Dixon	Infrastructure staff dealing with project work continues to impact the resolution of calls in agreed turnaround times.	
CdBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	new PI	new PI	57.00%	82.00%	t.b.a.	t.b.a.	t.b.a.	t.b.a.							90%		Sim Dixon	Values missing due to staff absence, will be updated as soon as possible. Due to deadlines for processing, this will always be reported one month in arrears.	
CdF1 (C)	Percentage of small businesses paid within 15 days (by period)	new PI	new PI			80.90%			82.60%							90%		Rodney Fincham	133 out of 161 small business invoices paid within 15 days.	
CdLD2 (C)	The percentage response to the annual canvass	96.00%	94%	annual PI													94%	?	Joanna Swift	Reported annually.
CdLD3 (C)	Percentage of standard searches carried out within five working days (by period)	100.00%	100%			100.00%			100.00%							100%		Joanna Swift	304 qualifying searches received - 304 carried out within 5 working days	
JtPF1 (C)	Percentage of faults fixed within SLA period (for implementation when new joint contract starts towards end of 2015)	new PI	new PI			n/a			n/a							t.b.a.	n/a	Chris Marchant	New PI for when the joint facilities management service is implemented.	
JtPF2 (C)	Percentage occupancy rate for car parks (for implementation during 2015/16 following implementation of shared service)	new PI	new PI			n/a			n/a							t.b.a.	n/a	Chris Marchant	New PI for when the joint facilities management service is implemented.	
Customer services																				
CdCS1 (C)	New measure for complaints - t.b.a.	new PI	new PI				n/a									t.b.a.	n/a	Nicola Ellis	New PI for when the joint customer services team is implemented.	

Appendix



<b>SUBJECT:</b>	Draft Revenue Budget 2016/17
<b>REPORT OF:</b>	Support Services Portfolio Holder – Cllr Mike Stannard
<b>RESPONSIBLE OFFICER</b>	Jim Burness – Director of Resources
<b>REPORT AUTHOR</b>	Jacqueline Ing <a href="mailto:jing@chiltern.gov.uk">jing@chiltern.gov.uk</a> 01494 732292
<b>WARD/S AFFECTED</b>	All

## 1. Purpose of Report

- 1.1 To present the draft revenue budget for 2016/17.

### RECOMMENDATIONS

- Note the draft revenue service budget for 2016/17.
- That in total £50,000 is provided to CDC parishes in respect of the impact of CTS on their tax bases for 2016/17.

## 2. Context of the 2016/17 Budget

- 2.1 The background to the Council's revenue budget position for the coming years can be summarised as follows:
- Given the challenge faced by the Government in achieving its deficit reduction target, local authority funding is subject to on-going significant reductions in funding. The Autumn Statement will make clear the impact for local authorities of the 2015 Spending Review, and the reduction in their funding.
  - The Chancellor announced on the 5<sup>th</sup> October 2015 the intention for local authorities to retain 100% of Business Rates by the end of the current parliament. However, the timetable and impact this may have on other funding streams is currently unknown, and therefore no assumptions about what changes may arise are made in the budgets at this stage. This will be revisited as further announcements are made.
  - Current understanding is that Council tax rises will be continue to be limited to less than 2% otherwise a referendum is triggered.
  - Investment income will continue to be constrained as rates continue at an all-time low, and the position is not expected to change in the short term.

- 2.2 The Government Revenue Support Grant figures are detailed below. The 2016/17 figure is an estimate. Funding announcements in respect of 2016/17 are expected just before Christmas.
- 2013/14 £1,961,000
  - 2014/15 £1,507,000 23% cut
  - 2015/16 £1,125,000 further 26% cut.
  - 2016/17 £ 655,000 further 42% cut.
- 2.3 With this scale of funding reduction it would be prudent at this stage not to include any funding for new recurring expenditure to improve or expand services.
- 2.4 The progressing work with South Bucks DC is resulting in a material number of services now being provided by joint teams. Where Chiltern DC is the accounting authority for the joint team this results in the whole costs being shown in the Chiltern budgets, with the share of the service to South Bucks DC shown as a recharge. This leads to the appearance of significant increases in some of the subjective budget headings as for example South Bucks staff costs now form part of the total staff cost of the service. The total estimated recharge of joint services to South Bucks in 2016/17 is £2.8m.

### **3. Draft Revenue Budget 2016/17**

- 3.1 A summary of the draft Revenue Budget for 2016/17 is presented for consideration and approval at Appendix 1. The overall position is an increase in Net Cost of Services of 1.3%.
- 3.2 The budgets presented at this stage represent the direct costs of the services – i.e. they exclude all internal support recharges (e.g. accommodation, facilities, finance etc).
- 3.3 As part of the budget preparation process this year, the Support Services Portfolio Holder and the Head of Finance meet with each Portfolio Holder and Head of Service to review all the budgets on a detailed line by line basis. The net result of this was budget reductions or additional income of over £444k.
- 3.4 A summary of the movements between the 2015/16 and the 2016/17 net cost of services is shown in Appendix 2.

#### Subjective Analysis

- 3.5 As has been referred to previously there have been a number of changes to the classification of expenditure in the overall subjective expenditure analysis in Appendix 1 as a result of shared service implementation. Where Chiltern is the accounting authority for a joint service the expenditure shown in the various subjective categories reflects the total cost of the joint team. Income from South Bucks District Council towards shared service costs is shown on a separate income line ("Recharge to SBDC").

Further Breakdowns

3.6 Further breakdowns by Portfolio area are included as follows:

- Appendix 3** Leader Portfolio
- Appendix 4** Customer Services Portfolio
- Appendix 5** Community, Health & Housing Portfolio
- Appendix 6** Environment Portfolio
- Appendix 7** Support Services Portfolio
- Appendix 8** Sustainable Development Portfolio
- Appendix 9** Trading Undertakings

3.7 When reviewing the draft budgets it should be noted that:

- a) All the budgets are presented in a standard format and some budget heads will appear with no income or expenditure.
- b) The 2014/15 actual expenditure and the 2015/16 original budget figures are included as an aid to comparison.

#### **4. Inflation Estimates**

4.1 The budgets have been prepared in accordance with the following inflation assumptions:

- Salaries inflation from April 2016 of 1%
- Contracts inflation 1.9% (unless different rate specified within contract)
- Business rates 1.9%
- Gas 1.8%
- Electricity 9%
- Insurance 3.5%
- Other expenditure heads 0%
- Income 0%.

#### **5. Investment Income**

5.1 Investment income will continue to be constrained as interest rates continue at an all-time low. For Chiltern investment income in the 2015/16 budget was £110,000, therefore any variance is unlikely to have a major impact on the overall budget funding position.

5.2 The likely achievable level of investment income for 2016/17 will be reviewed as part of the Treasury Management Strategy for 2016/17 which will be reported to Members in February.

**6. Payment to Parishes in respect of Council Taxes**

- 6.1 The current proposal is to scale back the support to the parish tax bases from £80,000 to £50,000. Central Government has consistently cut the CDC Revenue Support Grant so the grant paid to Parishes has also been scaled back in line with the approach previously adopted by the Council.
- 6.2 The effect on the Parishes (assuming they request the same amount of funding as last year) is detailed in **Appendix 11**.
- 6.3 Members are requested to agree how much support should be made available to the parishes in 2016/17. Ideally this figure needs to be agreed now in order to be able to tell the parishes so that they can take this into account in their budget and precept setting processes, where they have until the end of January to notify the Council of their precept requirements for 2016/17.

**7. Council Tax Base**

- 7.1 The Council Tax Base figures (ie the estimated number of Band D equivalent properties in the district) has increased from 43,144 to **43,560** (to be confirmed) (0.96%).

**8. Contributions to Reserves**

- 8.1 At this stage in the process provisional estimates have been included for contributions to / from reserves.
- 8.2 The issues around level and composition of reserves will be reviewed in February 2016 when final budget setting decisions are taken.

**9. Retained Business Rate Income and Government Grant Payments**

- 9.1 At this stage in the process provisional estimates have been included for retained Business Rate income, Government Grant, and New Homes Grant.
- 9.2 These figures will be reviewed in the budget setting process once central Government have provided grant figures for 2016/17 which are anticipated to be just before Christmas.

**10. Council Tax**

- 10.1 The Government has not yet announced its proposals to limit council tax increases for 2016/17. Once information on this is known the Council will need to take this into account when coming to its final decisions on council tax in February.

## 11. Collection Fund Surplus

- 11.1 Council Tax regulations require billing authorities to formally declare an estimated position on the Collection Fund for the current financial year. The calculation has to be made on 15 January and notified to major precepting authorities within 7 working days. Any surpluses or deficits are required to be paid over, or paid by, all major precepting authorities in proportion to their precepts in the area for the year of account. Any declared surplus must be used to reduce the overall level of Council Tax in the forthcoming year.
- 11.2 At this point in the budget process it has been assumed that the Collection Fund Surplus attributable to Chiltern will be approximately £250,000. This figure will be reviewed later in the budget setting process.

## 12. Fees and Charges 2016/17

- 12.1 A review of discretionary fees and charges has been carried out and the proposed fees and charges for 2016/17 are attached as **Appendix 10**.

## 13. Corporate Implications

- 13.1 This report proposes an initial draft Revenue Budget for 2016/17. It is a legal requirement that this budget is balanced, and has been scrutinised by members.

## 14. Links to Council Policy Objectives

- 14.1 The budget is essential to achieving all of the Council's objectives and priorities.

## 15. Next Step

- 15.1 Subject to the comments of the Resources Overview Committee, the Cabinet will make its final decisions and set the Council's budget and 2016/17 Council Tax requirement at its meeting on 10<sup>th</sup> February 2016 prior to recommending these to the full Council on 24<sup>th</sup> February 2016.

Background Papers:	None
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# APPENDIX 1: CDC REVENUE ACCOUNT SUMMARY

2014/15 ACTUALS		2015/16 BUDGET	2016/17 BUDGET	
£		£	£	
624,345	Leader Portfolio (ID)	619,010	599,716	
689,465	Customer Services Portfolio (FW)	979,010	1,139,672	
1,429,023	Community, Health & Housing (GH)	1,609,114	1,647,945	
1,291,995	Environment (MSm)	1,412,131	1,487,691	
3,065,593	Support Services (MSt)	3,270,198	3,317,448	
910,638	Sustainable Development Portfolio (PM)	1,386,754	1,317,454	
(337,359)	Trading Undertakings (MSm)	(108,092)	(220,615)	
17,118	Salary Reallocation / Support Adjustment	(67,332)	(67,332)	
<b>7,690,818</b>	<b>Net Cost of Services</b>	<b>9,100,793</b>	<b>9,221,979</b>	<b>1.33%</b>
(123,515)	Interest & Investment Income Receivable	(110,000)	(110,000)	
86,679	Notional Interest Payable (Refuse vehicles)	70,450	54,090	
112,000	Payment to Parishes re change in Taxbase	80,000	50,000	
	<u>Contributions to / (from) Reserves</u>			
250,000	Contribution to Economic Development Res	0	0	
100,000	Contribution to Car Parking	0	0	
425,000	Contribution to Affordable Housing	0	0	
(97,149)	Contribution from LDF Fund	(306,000)	(306,000)	
220,000	Contribution to Repairs & Renewals Reserve	0	0	
377,720	Contribution to Capital Prog - Refuse Vehicles	393,950	393,950	
0	Contribution to Capital Prog - Other	1,307,486	975,000	
458,840	Contribution to HS2 Reserve	0	0	
20,000	Contribution to / (from) Elections Reserve	(76,000)	20,000	
1,622,391	Transfer to Revenue Reserves - General	0	0	
158,242	Transfer to Revenue Reserves - Rates	0	0	
<b>11,301,026</b>	<b>Budget Requirement</b>	<b>10,460,679</b>	<b>10,299,019</b>	
(7,818,215)	Non Domestic Rates (NDR) - Income	(8,215,770)	(8,215,770)	
6,731,874	Non Domestic Rates (NDR) - Tariff	6,860,509	6,860,509	
(446,315)	Non Domestic Rates (NDR) - General Grants	0	0	
101,403	Non Domestic Rates (NDR) - Levy	0	0	
(56,285)	Non Domestic Rates (NDR) - NDR Adjust	0	0	
(1,506,631)	Revenue Support Grant	(1,125,471)	(655,000)	
(727,070)	New Homes Grant	(734,492)	(734,492)	
(74,244)	Council Tax Freeze Grant	0	0	
(7,855)	General Grants - Assets of Community Value	0	0	
(8,547)	General Grants - Community Right to Challenge	0	0	
(8,201)	General Grants - Repair & Renew Admin Grant	0	0	
(5,615)	General Grants - Transparency code	0	0	
(64,006)	General Grants - Council Tax New Burdens	0	0	
(11,068)	General Grants - Business Rates New Burdens	0	0	
(32,526)	General Grants - Other	0	0	
(251,687)	Collection fund (surplus)/deficit - Council Tax	(100,020)	0	
(158,242)	Collection fund (surplus)/deficit - Business Rates	0	(250,000)	
<b>6,957,796</b>	<b>Precept on Collection Fund</b>	<b>7,145,435</b>	<b>7,304,266</b>	
(0)		0		

## CDC OVERALL SUBJECTIVE ANALYSIS

2014/15 ACTUALS		2015/16 BUDGET	2016/17 BUDGET	% Change
£		£	£	
8,141,158	Salary Costs	8,384,550	9,941,090	18.6%
691,765	Other Employee Expenses	421,060	475,280	12.9%
953,922	Premises Related Expenses	1,051,409	1,053,885	0.2%
72,162	Transport Related Costs	85,450	92,590	8.4%
4,048,424	Supplies & Services	3,156,390	3,313,459	5.0%
244,100	Recharge from SBDC	452,399	477,931	5.6%
2,420,366	Third Party Payments	2,609,780	2,774,430	6.3%
19,385,400	Transfer Payments	20,160,000	20,625,000	2.3%
35,957,297	<b>RUNNING EXPENSES</b>	36,321,038	38,753,665	6.7%
(7,211,059)	Fees & Charges and Other Income	(6,040,675)	(6,018,215)	-0.4%
(20,117,991)	Grant Income	(20,536,870)	(20,906,870)	1.8%
(901,604)	Recharge to SBDC	(995,031)	(2,837,956)	185.2%
471,633	Recharge to WDC	568,663	502,097	-11.7%
(36,132)	Recharge to Crem	(45,000)	(39,000)	-13.3%
0	Recharge to Trust	(10,000)	(70,410)	604.1%
(488,444)	Funded from Earmarked Reserves	(94,000)	(94,000)	0.0%
7,673,700	<b>Net Running Expenses</b>	9,168,125	9,289,311	1.3%
1,475,094	Depreciation	1,332,770	1,427,150	7.1%
7,449,254	Support Recharges In	6,656,444	6,584,919	-1.1%
631,708	Office Recharge	197,306	197,306	0.0%
(8,070,824)	Support Recharges Out	(6,921,082)	(6,849,557)	-1.0%
7,683,838	<b>Net Cost of Services Excluding Depreciation</b>	9,100,793	9,221,979	1.3%
9,158,932	<b>Net Cost of Services Including Depreciation</b>	10,433,563	10,649,129	2.1%
0		0	0	
		(67,332)	(67,332)	

	Analysis of recharge to SBDC		
81,660	Chief Exec	74,160	85,750
30,730	Joint HR	31,690	171,475
28,900	Joint Comms ,Policy & Performance	28,070	138,069
12,820	R&B	55,070	56,982
0	Joint Customer Services	0	121,490
47,670	Healthy Communities	43,530	43,450
462,523	Joint Housing Team	334,086	350,617
58,453	Joint Licensing Team	(98,435)	(69,440)
0	Joint Community & Leisure	0	121,822
0	Joint Facilities & Property Team	0	182,028
0	Joint Parking Team	99,578	133,733
0	Joint Finance Team	333,782	332,845
10,860	Internal Audit	11,220	10,280
120,458	Joint Business Support (ICT)	82,280	637,671
47,530	Legal	0	0
0	Joint Planning Policy	0	521,184
901,604		995,031	2,837,956
0		0	0

## APPENDIX 2: SUMMARY OF BUDGET MOVEMENTS

A summary of the movements between the 2015/16 and the 2016/17 net cost of services is shown in the table below.

CDC Budget Build Up 2016/17	Leader	Cus Ser	CH&H	Env	Support	S Dev	Trading	Charge to Capital	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>2015/16 Budget</b>	<b>619</b>	<b>979</b>	<b>1,609</b>	<b>1,412</b>	<b>3,270</b>	<b>1,387</b>	<b>-108</b>	<b>-67</b>	<b>9,101</b>
<b>Change in Salary Costs</b>									
Payrise estimate (1%)	7	14	16	13	14	13	0		77
Revenues saving		-20							-20
Customer services - additional resources		118							118
Env Health			17						17
Housing			13						13
Joint waste				-3					-3
Car Parking				-24					-24
Finance					8				8
Business Support					-11				-11
Land charges - regrading					8				8
Development Management						20			20
Planning Policy / LDF						108			108
Other salary changes (eg increments etc)	1	0	-4	0	-1	0	0		-4
<b>Inflation - Expenditure</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>18</b>	<b>10</b>	<b>0</b>	<b>4</b>		<b>36</b>
<b>Inflation - Waste</b>				<b>83</b>					<b>83</b>
<b>Inflation - Income</b>	<b>0</b>	<b>0</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>-1</b>
<b>Unavoidable Increases</b>									
Increase in CTS hardship fund		25							25
Estimated cut in CTS / HB Admin Grant.		30							30
Housing - Locata system			10						10
Housing - Temp accommodation			15						15
Reduction in recycling credits				35					35
Increase in pension deficit payments					67				67
Electoral reg - Postage, printing & other costs					37				37
Reduction in land charge income					30				30
Expenditure at Depot - DMS contract							8		8

# APPENDIX 2: SUMMARY OF BUDGET MOVEMENTS

CDC Budget Build Up 2016/17	Leader	Cus Ser	CH&H	Env	Support	S Dev	Trading	Charge to Capital	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Transfers - Crem recharges allocated out</b>	-14	0	0	25	-10	0	0		1
<b>Budget Reductions / Increased Income</b>									
Reduction in customer services casuals		-15							-15
Env Health			-14						-14
Contaminated land			-4						-4
Housing			-8						-8
Licensing			-4						-4
Car Parking				-41					-41
Street numbering income				-4					-4
Sundry expenses					-8				-8
Closure of printing section					-47				-47
Finance saving					-7				-7
Reduction in number of IA days					-5				-5
Business support					-15				-15
Saving on canvassers fees					-8				-8
Removal of 15/16 elections budget					-76				-76
Planning admin						-12			-12
Development Management						-19			-19
Development Management Income						-35			-35
Additional depot income / NDR billing							-122		-122
<b>Other Changes</b>									
Joint HR - Saving	-17								-17
Waste contract - cost share with WDC				33					33
Waste contract - Capitalisation adj				-51					-51
Joint Facilities & Property				-13					-13
Joint Business Support					6				6
Legal - Increase as per business case					53				53
Joint Building Control						-31			-31
Planning Policy / LDF						-117			-117
Change in funding from LDF									
Other	4	9	-1	5	2	2	-3		18
<b>2016/17 Base Budget (Cabinet Dec 15)</b>	<b>600</b>	<b>1,140</b>	<b>1,648</b>	<b>1,488</b>	<b>3,317</b>	<b>1,316</b>	<b>-221</b>	<b>-67</b>	<b>9,221</b>

## APPENDIX 3: CDC LEADER PORTFOLIO

2014/15 ACTUALS	Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
311,592	Chief Execs P050	311,410	293,940	(17)	-5.6%
102,644	Human Resources HR01	98,580	77,845	(21)	-21.0%
210,110	Comms, Policy & Performance CO01	209,020	227,931	19	9.0%
(1)	High Speed 2 Rail Link R475				
<b>624,345</b>	<b>Net Running Expenses</b>	<b>619,010</b>	<b>599,716</b>	<b>(19)</b>	<b>-3.1%</b>

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
795,523	Direct Employee Expenses	695,250	899,700	204	29.4%
49,664	Indirect Employee Expenses	53,160	70,190	17	32.0%
	Premises Related Expenses				
2,183	Transport Related Costs	400	3,700	3	825.0%
405,703	Supplies & Services	45,970	98,330	52	113.9%
	Recharge from SBDC				
	Third Party Payments				
	Transfer Payments				
1,253,073	Running Expenses	794,780	1,071,920	277	34.9%
(123,059)	Fees & Charges and Other Income	(41,850)	(41,850)		0.0%
	Grant Income				
(141,290)	Recharge to SBDC	(133,920)	(395,294)	(261)	195.2%
	Recharge to WDC				
	Recharge to Crem		(14,000)	(14)	
	Recharge to Trust		(21,060)	(21)	
(364,379)	Funded from Earmarked Reserves				
<b>624,345</b>	<b>Net Running Expenses</b>	<b>619,010</b>	<b>599,716</b>	<b>(19)</b>	<b>-3.1%</b>
	Depreciation				
251,714	Support Recharges In	217,254	217,254		
31,632	Office Recharge	10,200	10,200		
(857,988)	Support Recharges Out	(792,010)	(792,010)		
<b>49,703</b>	<b>Net Expenditure</b>	<b>54,454</b>	<b>35,160</b>		

2014/15 ACTUALS	Chief Execs	2015/16 BUDGET	2016/17 BUDGET
£		£	£
378,033	Direct Employee Expenses	374,030	370,570
1,411	Indirect Employee Expenses	3,800	3,800
	Premises Related Expenses		
1,239	Transport Related Costs		1,000
12,617	Supplies & Services	7,740	8,320
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
393,300	Running Expenses	385,570	383,690
(48)	Fees & Charges and Other Income		
	Grant Income		
(81,660)	Recharge to SBDC	(74,160)	(85,750)
	Recharge to WDC		
	Recharge to Crem		(4,000)
	Recharge to Trust		
	Funded from Earmarked Reserves		
311,592	Net Running Expenses	311,410	293,940

Direct Emp Net salary cost after recharge to SBDC. 299,870 284,820  
Expenses:

Indirect Emp Training and health insurance cover.  
Expenses:

Transport: Mileage claims.

Supplies & Insurance, printing, publications etc.  
Services:

2014/15 ACTUALS	Human Resources	2015/16 BUDGET	2016/17 BUDGET
£		£	£
122,024	Direct Employee Expenses	126,570	234,450
44,561	Indirect Employee Expenses	43,200	57,730
	Premises Related Expenses		
432	Transport Related Costs		700
2,654	Supplies & Services	2,350	24,350
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
169,671	Running Expenses	172,120	317,230
(36,297)	Fees & Charges and Other Income	(41,850)	(41,850)
	Grant Income		
(30,730)	Recharge to SBDC	(31,690)	(171,475)
	Recharge to WDC		
	Recharge to Crem		(5,000)
	Recharge to Trust		(21,060)
	Funded from Earmarked Reserves		
102,644	Net Running Expenses	98,580	77,845

Direct Emp 2016/17 represents cost of joint HR team.  
Expenses:

Indirect Emp	Childcare vouchers (fully reallocated)	30,000	30,000
Expenses:	Corporate training budgets (now joint)	12,200	26,320
	Medical fees and professional subs	1,000	1,410
		<u>43,200</u>	<u>57,730</u>

Transport: Mileage claims.

Supplies & Consultants fees, insurance, printing, publications etc.  
Services:

Fees &	Recovery of childcare vouchers	-30,000	-30,000
Charges:	Training recharges	-10,000	-10,000
	DBS, Medical fees	-1,850	-1,850
		<u>-41,850</u>	<u>-41,850</u>

2014/15 ACTUALS	Comms, Policy & Performance	2015/16 BUDGET	2016/17 BUDGET
£		£	£
194,874	Direct Employee Expenses	194,650	294,680
3,692	Indirect Employee Expenses	6,160	8,660
	Premises Related Expenses		
512	Transport Related Costs	400	2,000
39,932	Supplies & Services	35,880	65,660
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
239,010	Running Expenses	237,090	371,000
	Fees & Charges and Other Income		
	Grant Income		
(28,900)	Recharge to SBDC	(28,070)	(138,069)
	Recharge to WDC		
	Recharge to Crem		(5,000)
	Recharge to Trust		
	Funded from Earmarked Reserves		
210,110	Net Running Expenses	209,020	227,931

Direct Emp      2016/17 represents cost of joint Comms team.  
Expenses:

Indirect Emp    Training, health insurance cover and professional subscriptions.  
Expenses:

Transport:      Mileage claims.

Supplies &      Web services, provision for online residents magazine etc.  
Services:

2014/15 ACTUALS	High Speed 2 Rail Link	2015/16 BUDGET	2016/17 BUDGET
£		£	£
100,592	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
350,500	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
451,092	Running Expenses		
(86,714)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(364,379)	Funded from Earmarked Reserves		
(1)	Net Running Expenses		

Any direct HS2 costs are funded from the HS2 reserve.



# APPENDIX 4: CDC CUSTOMER SERVICES PORTFOLIO

2014/15 ACTUALS		Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£			£	£	£'000	%
(320,300)	Council Tax & NDR Collection	R130/R100	(223,000)	(198,000)	25	-11.2%
(452,413)	Housing Benefits	N950	(279,380)	(249,380)	30	-10.7%
1,018,978	Revenues	P115/R479	1,105,730	1,101,092	(5)	-0.4%
443,200	Customer Services	CU01	375,660	485,960	110	29.4%
<b>689,465</b>	<b>Net Running Expenses</b>		<b>979,010</b>	<b>1,139,672</b>	<b>161</b>	<b>16.4%</b>

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,352,067	Direct Employee Expenses	1,433,300	1,669,750	236	16.5%
86,220	Indirect Employee Expenses	37,080	22,280	(15)	-39.9%
	Premises Related Expenses	1,000		(1)	-100.0%
4,789	Transport Related Costs	2,250	3,250	1	44.4%
263,936	Supplies & Services	125,330	132,744	7	5.9%
	Recharge from SBDC				
	Third Party Payments				
19,324,543	Transfer Payments	20,140,000	20,565,000	425	2.1%
21,031,555	Running Expenses	21,738,960	22,393,024	654	3.0%
(385,095)	Fees & Charges and Other Income	(192,500)	(192,500)		0.0%
(19,944,175)	Grant Income	(20,487,380)	(20,857,380)	(370)	1.8%
(12,820)	Recharge to SBDC	(55,070)	(178,472)	(123)	224.1%
	Recharge to WDC				
	Recharge to Crem				
	Recharge to Trust				
	Funded from Earmarked Reserves	(25,000)	(25,000)		0.0%
<b>689,465</b>	<b>Net Running Expenses</b>	<b>979,010</b>	<b>1,139,672</b>	<b>161</b>	<b>16.4%</b>
	Depreciation				
2,486,136	Support Recharges In	2,160,327	2,160,327		
121,656	Office Recharge	39,303	39,303		
(2,502,744)	Support Recharges Out	(2,239,228)	(2,239,228)		
<b>794,513</b>	<b>Net Expenditure</b>	<b>939,412</b>	<b>1,100,074</b>		

2014/15 ACTUALS	<b>C Tax and NDR Cost of Collection</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
8,938	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
43,901	Transfer Payments	50,000	75,000
52,839	Running Expenses	50,000	75,000
(256,643)	Fees & Charges and Other Income	(155,000)	(155,000)
(116,496)	Grant Income	(118,000)	(118,000)
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>(320,300)</b>	<b>Net Running Expenses</b>	<b>(223,000)</b>	<b>(198,000)</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
(122,332)	COUNCIL TAX COST OF COLLECTION	(90,000)	(65,000)
(62,325)	COUNCIL TAX BENEFITS		
(135,643)	NDR COLLECTION COSTS	(133,000)	(133,000)
<b>(320,300)</b>	<b>Net Running Expenses</b>	<b>(223,000)</b>	<b>(198,000)</b>

Transfer            Hardship budget for Council Tax Support.  
Payments:

Fees &	Council Tax Summonses etc	(140,000)	(140,000)
Charges:	NDR Summonses etc	(15,000)	(15,000)
		<u>(155,000)</u>	<u>(155,000)</u>

Grant            Government grant for NDR Collection.  
Income

2014/15 ACTUALS	Housing Benefits	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
75,321	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
19,280,642	Transfer Payments	20,090,000	20,490,000
19,355,963	Running Expenses	20,090,000	20,490,000
	Fees & Charges and Other Income		
(19,808,376)	Grant Income	(20,369,380)	(20,739,380)
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(452,413)	Net Running Expenses	(279,380)	(249,380)

Transfer            Housing Benefit Expenditure.  
Payments:

Grant	Housing Benefit Subsidy Income	(20,090,000)	(20,490,000)
Income:	Housing Benefit Admin Grant	(279,380)	(249,380)
		<u>(20,369,380)</u>	<u>(20,739,380)</u>

2014/15 ACTUALS	<b>Revenues Team</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
963,185	Direct Employee Expenses	1,094,060	1,085,730
57,787	Indirect Employee Expenses	14,080	14,080
	Premises Related Expenses		
4,569	Transport Related Costs	2,250	2,250
154,012	Supplies & Services	112,910	118,514
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
1,179,553	Running Expenses	1,223,300	1,220,574
(128,452)	Fees & Charges and Other Income	(37,500)	(37,500)
(19,303)	Grant Income		
(12,820)	Recharge to SBDC	(55,070)	(56,982)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves	(25,000)	(25,000)
<b>1,018,978</b>	<b>Net Running Expenses</b>	<b>1,105,730</b>	<b>1,101,092</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
1,030,434	REVENUES TEAM	1,111,320	1,106,982
(11,456)	CDC/DACORUM TRAINING PARTNERSHIP	(5,590)	(5,890)
<b>1,018,978</b>	<b>Net Running Expenses</b>	<b>1,105,730</b>	<b>1,101,092</b>

Direct Emp      Cost of CDC Revenues Team.  
Expenses:

Indirect Emp    Training, health insurance cover and professional subscriptions.  
Expenses:

Transport:      Mileage claims.

Supplies &      Consultants fees, insurance, printing, postage, publications etc.  
Services:

Fees &          Darcorum contibution to partnership plus income from  
Charges:      sale of courses.

Recharge        Cost share for Head of Customer Services plus Fraud  
to SBDC:      partnership with SBDC.

2014/15 ACTUALS	<b>Customer Services</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
388,882	Direct Employee Expenses	339,240	584,020
28,433	Indirect Employee Expenses	23,000	8,200
	Premises Related Expenses	1,000	
220	Transport Related Costs		1,000
25,665	Supplies & Services	12,420	14,230
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
443,200	Running Expenses	375,660	607,450
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		(121,490)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>443,200</b>	<b>Net Running Expenses</b>	<b>375,660</b>	<b>485,960</b>

Direct Emp Expenses: 2016/17 represents cost of joint Customer Services team.

Indirect Emp Expenses: Training and casual workers budget.

Transport: Mileage claims.

Supplies & Services: Staff uniforms, insurance, printing, publications etc.



# APPENDIX 5: CDC COMMUNITY, HEALTH & HOUSING

2014/15 ACTUALS		Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£			£	£	£'000	%
102,010	Healthy Communitess - Corporate	HC01	102,660	101,800	(1)	-0.8%
4,768	Health & Safety	HS01	7,350	8,350	1	13.6%
548,496	Environmental Health	EH01	531,110	539,810	9	1.6%
57,468	Dog & Pest Control	E700/E850	48,900	50,470	2	3.2%
6,792	Emergency Planning	EP01	2,820	2,970	0	5.3%
31,469	Contaminated Land	G450	3,900		(4)	-100.0%
307,751	Joint Housing / Homelessness	HO**	392,974	423,943	31	7.9%
8,673	Renovation Grants & Housing Advances	N350	1,750	1,750		0.0%
(241,821)	Joint Licensing	LI01	(95,825)	(99,590)	(4)	3.9%
98,849	Joint Community Safety	CS01	117,135	116,364	(1)	-0.7%
305,977	Joint Community & Leisure	CL01	283,960	284,948	1	0.3%
5,188	Indoor Sports & Recreation Facilities	Various	(3,620)	1,130	5	-131.2%
193,403	Grants	R250	216,000	216,000		0.0%
<b>1,429,023</b>	<b>Net Running Expenses</b>		<b>1,609,114</b>	<b>1,647,945</b>	<b>39</b>	<b>2.4%</b>

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,459,349	Direct Employee Expenses	1,489,790	1,658,540	169	11.3%
180,298	Indirect Employee Expenses	58,830	58,830		0.0%
21,943	Premises Related Expenses	20,380	24,380	4	19.6%
12,465	Transport Related Costs	18,880	8,930	(10)	-52.7%
956,423	Supplies & Services	638,630	658,120	19	3.1%
147,849	Recharge from SBDC	151,135	150,364	(1)	-0.5%
89,644	Third Party Payments	87,100	84,700	(2)	-2.8%
60,857	Transfer Payments	20,000	60,000	40	200.0%
2,928,828	Running Expenses	2,484,745	2,703,864	219	8.8%
(707,159)	Fees & Charges and Other Income	(503,450)	(516,470)	(13)	2.6%
(150,000)	Grant Income	(24,000)	(24,000)		0.0%
(568,646)	Recharge to SBDC	(279,181)	(446,449)	(167)	59.9%
	Recharge to WDC				
	Recharge to Crem				
	Recharge to Trust				
(74,000)	Funded from Earmarked Reserves	(69,000)	(69,000)		0.0%
<b>1,429,023</b>	<b>Net Running Expenses</b>	<b>1,609,114</b>	<b>1,647,945</b>	<b>39</b>	<b>2.4%</b>
482,458	Depreciation	509,010	579,050		
1,046,677	Support Recharges In	859,359	859,359		
157,240	Office Recharge	39,302	39,302		
(372,524)	Support Recharges Out	(256,991)	(256,991)		
<b>2,742,874</b>	<b>Net Expenditure</b>	<b>2,759,794</b>	<b>2,868,665</b>		

2014/15 ACTUALS	Healthy Communities Corporate	2015/16 BUDGET	2016/17 BUDGET
£		£	£
103,669	Direct Employee Expenses	94,590	96,340
10,213	Indirect Employee Expenses	26,600	26,600
	Premises Related Expenses		
181	Transport Related Costs		
36,472	Supplies & Services	25,000	22,310
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
150,535	Running Expenses	146,190	145,250
(855)	Fees & Charges and Other Income		
	Grant Income		
(47,670)	Recharge to SBDC	(43,530)	(43,450)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>102,010</b>	<b>Net Running Expenses</b>	<b>102,660</b>	<b>101,800</b>

Direct Emp      Cost of Head of Healthy Communities.  
Expenses:      Shared with SBDC.

Indirect Emp      Agency staff, health insurance, training and professional subs.  
Expenses:

Supplies &      Books & publications, mobiles etc.  
Services:

2014/15 ACTUALS	<b>Health &amp; Safety</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
3,878	Direct Employee Expenses		
	Indirect Employee Expenses	5,000	6,000
	Premises Related Expenses		
	Transport Related Costs		
890	Supplies & Services	2,350	2,350
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
4,768	Running Expenses	7,350	8,350
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>4,768</b>	<b>Net Running Expenses</b>	<b>7,350</b>	<b>8,350</b>

Indirect Emp      IPSH and first aider training. Staff eye tests.  
Expenses:

Supplies &      Staff flu vaccinations and other H&S equipment purchases.  
Services

2014/15 ACTUALS	Environmental Health	2015/16 BUDGET	2016/17 BUDGET
£		£	£
490,584	Direct Employee Expenses	522,490	545,010
53,035	Indirect Employee Expenses		
311	Premises Related Expenses	620	800
2,165	Transport Related Costs		
179,798	Supplies & Services	34,700	32,700
	Recharge from SBDC		
	Third Party Payments	1,600	1,600
	Transfer Payments		
725,893	Running Expenses	559,410	580,110
(27,397)	Fees & Charges and Other Income	(18,300)	(30,300)
(150,000)	Grant Income	(10,000)	(10,000)
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>548,496</b>	<b>Net Running Expenses</b>	<b>531,110</b>	<b>539,810</b>

Direct Emp      Share of cost of joint Env Health Team.  
Expenses:

Premises:      Electricity for Air Quality Station plus insurance.

Supplies &      Includes noise equipment calibration, mediation, air quality action plan.  
Services:

Third Party      High hedges expenditure, recharged to clients.  
Payments:

Fees &	IPPC income from Licences and Permits	(7,000)	(7,000)
Charges	High hedges income	(1,600)	(1,600)
	Business training courses	(6,000)	(6,000)
	Wycombe IPPC income		(12,000)
	Other	(3,700)	(3,700)
		<u>(18,300)</u>	<u>(30,300)</u>

Grants:      Defra funding for Air quality action plan.

2014/15 ACTUALS	<b>Dog and Pest Control</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
632	Supplies & Services	1,900	1,930
	Recharge from SBDC		
89,644	Third Party Payments	81,600	83,100
	Transfer Payments		
90,276	Running Expenses	83,500	85,030
(32,808)	Fees & Charges and Other Income	(34,600)	(34,560)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>57,468</b>	<b>Net Running Expenses</b>	<b>48,900</b>	<b>50,470</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
57,073	DOG WARDEN SERVICE	46,500	48,070
395	PEST CONTROL	2,400	2,400
<b>57,468</b>	<b>Net Running Expenses</b>	<b>48,900</b>	<b>50,470</b>

Third Party	Stray Dog and Dog Nuisance service	46,200	47,080
Payments:	Dog Waste	33,000	33,620
	Pest control	2,400	2,400
		<u>81,600</u>	<u>83,100</u>
Fees &	Dog bin emptying charge to Parishes	(29,200)	(31,160)
Charges:	Stray dog fines	(5,400)	(3,400)
		<u>(34,600)</u>	<u>(34,560)</u>

2014/15 ACTUALS	<b>Emergency Planning</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses	1,200	1,200
	Premises Related Expenses		
	Transport Related Costs		
6,792	Supplies & Services	1,620	1,770
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
6,792	Running Expenses	2,820	2,970
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>6,792</b>	<b>Net Running Expenses</b>	<b>2,820</b>	<b>2,970</b>

Minor emergency planning costs.

2014/15 ACTUALS	<b>Contaminated Land</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
31,552	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	3,900	
31,552	Running Expenses	3,900	
(83)	Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves		
<b>31,469</b>	<b>Net Running Expenses</b>	<b>3,900</b>	

Third Party      Landfill site depot monitoring annual cost.  
 Payments:      Costs now to be charged to Depot.

2014/15 ACTUALS	Joint Housing / Homelessness	2015/16 BUDGET	2016/17 BUDGET
£		£	£
579,032	Direct Employee Expenses	570,250	598,580
21,381	Indirect Employee Expenses	5,380	5,380
	Premises Related Expenses		
6,712	Transport Related Costs	12,950	5,000
370,754	Supplies & Services	173,480	185,600
	Recharge from SBDC		
	Third Party Payments		
60,857	Transfer Payments	20,000	60,000
1,038,736	Running Expenses	782,060	854,560
(243,462)	Fees & Charges and Other Income	(20,000)	(45,000)
	Grant Income		
(462,523)	Recharge to SBDC	(334,086)	(350,617)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(25,000)	Funded from Earmarked Reserves	(35,000)	(35,000)
<b>307,751</b>	<b>Net Running Expenses</b>	<b>392,974</b>	<b>423,943</b>

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
268,448	JOINT CDC / SBDC HOUSING	364,474	339,443
39,303	CDC HOMELESSNESS	28,500	84,500
<b>307,751</b>	<b>Net Running Expenses</b>	<b>392,974</b>	<b>423,943</b>

Direct Emp Cost of joint Housing / Homelessness team.

Indirect Emp Training and professional subscriptions.

Transport Mileage claims.

Supplies & Services:	Affordable warmth co-ordinator (CDC)	10,000	10,000
	Cost of locator system	30,150	40,150
	Rough sleeper outreach project	20,000	20,000
	CAB Debt Advice and HIT service (CDC)	55,000	55,000
	Homeless prevention (CDC)	18,500	18,500
	Rent deposits	31,000	31,000
	Other	8,830	10,950
		<b>173,480</b>	<b>185,600</b>

Transfer Payments	Temporary accomodation (CDC)	20,000	60,000
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2014/15 ACTUALS	Renovation Grants & Housing Advances	2015/16 BUDGET	2016/17 BUDGET
£		£	£
17,880	Direct Employee Expenses		
	Indirect Employee Expenses	14,000	14,000
	Premises Related Expenses		
	Transport Related Costs		
1,513	Supplies & Services	1,750	1,750
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
19,393	Running Expenses	15,750	15,750
(10,720)	Fees & Charges and Other Income		
	Grant Income	(14,000)	(14,000)
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
8,673	Net Running Expenses	1,750	1,750

Direct Emp      Agency Staff to support the delivery of Grants and Loans funded from grant  
Expenses:      by Paradigm.

2014/15 ACTUALS	Joint Licensing	2015/16 BUDGET	2016/17 BUDGET
£		£	£
115,985	Direct Employee Expenses	164,870	164,000
40,955	Indirect Employee Expenses	4,000	2,000
	Premises Related Expenses		
2,501	Transport Related Costs	5,930	3,930
28,948	Supplies & Services	18,110	24,270
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
188,389	Running Expenses	192,910	194,200
(371,757)	Fees & Charges and Other Income	(387,170)	(363,230)
	Grant Income		
(58,453)	Recharge to SBDC	98,435	69,440
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(241,821)	Net Running Expenses	(95,825)	(99,590)

Direct Emp      This is the cost of the joint Licensing team.  
Expenses:

Direct Emp      Training.  
Expenses:

Transport:      This budget is for mileage allowances.

Supplies &      This budget is for various miscellaneous costs relating to licensing  
Services:      including purchase of equipment, printing & stationery, counsel fees  
and advertising costs.

Income:      The income is from licensing fees.  
Some fees are statutory and cannot be inflation indexed

	<b>Joint Community Safety</b>	2015/16 BUDGET	2016/17 BUDGET
		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
	Supplies & Services		
147,849	Recharge from SBDC	151,135	150,364
	Third Party Payments		
	Transfer Payments		
147,849	Running Expenses	151,135	150,364
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(49,000)	Funded from Earmarked Reserves	(34,000)	(34,000)
<b>98,849</b>	<b>Net Running Expenses</b>	<b>117,135</b>	<b>116,364</b>

This cost centre contains the operating costs of running the joint Community Safety section. SBDC is the host authority and thus only the net recharge to CDC is shown here.

2014/15 ACTUALS	Joint Community & Leisure	2015/16 BUDGET	2016/17 BUDGET
£		£	£
170,079	Direct Employee Expenses	137,590	254,610
1,404	Indirect Employee Expenses	2,650	3,650
7,259	Premises Related Expenses	4,000	4,000
906	Transport Related Costs		
137,184	Supplies & Services	163,720	168,510
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
316,832	Running Expenses	307,960	430,770
(10,855)	Fees & Charges and Other Income	(24,000)	(24,000)
	Grant Income		
	Recharge to SBDC		(121,822)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>305,977</b>	<b>Net Running Expenses</b>	<b>283,960</b>	<b>284,948</b>

Salary costs: 2016/17 represents cost of joint C&L team.

Supplies & Services:	Contract Fee	107,100	109,240
	Community projects	30,000	30,000
	Safeguarding contribution	7,500	7,500
	Other	19,120	21,770
		<u>163,720</u>	<u>168,510</u>
Fees & Charges:	Rent from Sprinters	(7,000)	(7,000)
	Expenditure funded from historical funding	(17,000)	(17,000)
		<u>(24,000)</u>	<u>(24,000)</u>

2014/15 ACTUALS	<b>Indoor Sports &amp; Recreation Facilities</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
14,373	Premises Related Expenses	15,760	19,580
	Transport Related Costs		
37	Supplies & Services		930
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
14,410	Running Expenses	15,760	20,510
(9,222)	Fees & Charges and Other Income	(19,380)	(19,380)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>5,188</b>	<b>Net Running Expenses</b>	<b>(3,620)</b>	<b>1,130</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
4,071	CHALFONT LEISURE CENTRE	5,000	5,430
(4,532)	CHESHAM LEISURE CENTRE	(15,090)	(13,270)
5,649	DSO - CHILTERN POOLS	6,470	8,970
<b>5,188</b>	<b>Net Running Expenses</b>	<b>(3,620)</b>	<b>1,130</b>

Premises: Insurance and gully cleaning costs.

Fees & Charges: PV income.

2014/15 ACTUALS	Grants	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs	£	£
193,403	Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	216,000	216,000
193,403	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves	216,000	216,000
<b>193,403</b>	<b>Net Running Expenses</b>	<b>216,000</b>	<b>216,000</b>

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
193,403	GRANTS	216,000	216,000
<b>193,403</b>	<b>Net Running Expenses</b>	<b>216,000</b>	<b>216,000</b>

Supplies & Services:	SLAS		
	CAB - General	122,900	125,000
	CAB - Specific Projects		10,400
	Dial a Ride	20,200	20,200
	Voluntary Infrastructure (VI)	15,270	15,270
	Gold Hill	4,000	
	Age Concern Bucks	4,000	
	Prestwood Sports & Leisure	4,500	
		<hr/> 170,870	<hr/> 170,870
	Small Grants	31,130	31,130
	7 revitalisation grants @ £2k each	14,000	14,000
		<hr/> 216,000	<hr/> 216,000

## APPENDIX 6: CDC ENVIRONMENT PORTFOLIO

2014/15 ACTUALS		Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£			£	£	£'000	%
2,243,422	Waste Contract	G520	2,352,520	2,412,320	60	2.5%
(621,166)	Joint Waste Client	W100	(659,297)	(622,123)	37	-5.6%
(1,182,387)	Car Parking	Various	(1,004,808)	(1,058,893)	(54)	5.4%
(26,111)	Gt Miss Cemetery	G380	(27,172)	4,160	31	-115.3%
73,338	Public Conveniences	F480	74,573	75,930	1	1.8%
5,316	Traffic Mgt / Street Numbering	C100/C850	12,200	8,000	(4)	-34.4%
587,125	Joint Facilities & Property	FP**	410,240	394,802	(15)	-3.8%
176,030	Council Offices	P900	168,645	183,440	15	8.8%
50,690	Community Parks & Open Spaces	Various	96,820	96,815	(0)	0.0%
(14,262)	Community Centres	Various	(11,590)	(6,760)	5	-41.7%
<b>1,291,995</b>	<b>Net Running Expenses</b>		<b>1,412,131</b>	<b>1,487,691</b>	76	5.4%

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,354,459	Direct Employee Expenses	1,307,170	1,463,550	156	12.0%
69,318	Indirect Employee Expenses	47,240	54,550	7	15.5%
796,485	Premises Related Expenses	857,766	892,615	35	4.1%
37,466	Transport Related Costs	47,400	53,000	6	11.8%
878,283	Supplies & Services	545,840	552,480	7	1.2%
	Recharge from SBDC				
2,246,024	Third Party Payments	2,397,270	2,426,320	29	1.2%
	Transfer Payments				
5,382,035	Running Expenses	5,202,686	5,442,515	240	4.6%
(4,525,051)	Fees & Charges and Other Income	(4,229,150)	(4,116,320)	113	-2.7%
(490)	Grant Income	(490)	(490)		0.0%
	Recharge to SBDC	(99,578)	(315,761)	(216)	217.1%
471,633	Recharge to WDC	568,663	502,097	(67)	-11.7%
(36,132)	Recharge to Crem	(30,000)	(5,000)	25	-83.3%
	Recharge to Trust		(19,350)	(19)	
	Funded from Earmarked Reserves				
<b>1,291,995</b>	<b>Net Running Expenses</b>	<b>1,412,131</b>	<b>1,487,691</b>	76	5.4%
760,664	Depreciation	686,050	724,800		
1,456,824	Support Recharges In	1,106,239	1,079,049		
99,756	Office Recharge	27,505	27,505		
(1,547,702)	Support Recharges Out	(811,333)	(811,333)		
<b>2,061,537</b>	<b>Net Expenditure</b>	<b>2,420,592</b>	<b>2,507,712</b>		

2014/15 ACTUALS	<b>Waste Contract</b>	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs 4,655 Supplies & Services Recharge from SBDC 2,238,767 Third Party Payments Transfer Payments	£	£
		2,352,520	2,412,320
2,243,422	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves	2,352,520	2,412,320
<b>2,243,422</b>	<b>Net Running Expenses</b>	<b>2,352,520</b>	<b>2,412,320</b>

Cost of contract with Serco

Net of recharge of contract costs to WDC.

2014/15 ACTUALS	Joint Waste Client	2015/16 BUDGET	2016/17 BUDGET
£		£	£
565,270	Direct Employee Expenses	538,800	543,420
15,865	Indirect Employee Expenses	35,230	34,330
	Premises Related Expenses	3,600	4,520
14,735	Transport Related Costs	20,000	20,180
159,791	Supplies & Services	158,110	157,030
	Recharge from SBDC		
320	Third Party Payments		
	Transfer Payments		
755,981	Running Expenses	755,740	759,480
(1,848,780)	Fees & Charges and Other Income	(1,983,700)	(1,883,700)
	Grant Income		
	Recharge to SBDC		
471,633	Recharge to WDC	568,663	502,097
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(621,166)	Net Running Expenses	(659,297)	(622,123)

Salary Costs: Cost of joint waste client team.

Supplies & Services:	Purchase of wheeled bins, corn starch lines	9,000	9,000
	Contender system	20,000	20,000
	Advertising budget	69,200	69,200
	Cont to Bucks Waste Pship	40,000	40,000
	Green Waste Admin	10,000	10,000
	Other	9,910	8,830
		<u>158,110</u>	<u>157,030</u>
Fees & Charges:	Replacement bins and liners	(20,000)	(20,000)
	Recycling Credits	(1,300,000)	(1,200,000)
	Bulky Household collections	(100,000)	(100,000)
	School Waste Collections	(128,000)	(128,000)
	Green Waste Collections (CDC Only)	(420,000)	(420,000)
	Miscellaneous recharges	(15,700)	(15,700)
		<u>(1,983,700)</u>	<u>(1,883,700)</u>
Recharge to WDC:	Expenditure share to WDC	(441,035)	(443,001)
	Income share to WDC	1,009,698	945,098
		<u>568,663</u>	<u>502,097</u>

2014/15 ACTUALS	<b>Parking Services</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
195,195	Direct Employee Expenses	294,130	273,270
13,065	Indirect Employee Expenses	4,000	4,000
241,218	Premises Related Expenses	281,070	309,190
15,018	Transport Related Costs	21,070	24,070
190,979	Supplies & Services	161,550	162,860
	Recharge from SBDC		
	Third Party Payments	30,750	
	Transfer Payments		
655,475	Running Expenses	792,570	773,390
(1,837,862)	Fees & Charges and Other Income	(1,697,800)	(1,698,550)
	Grant Income		
	Recharge to SBDC	(99,578)	(133,733)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>(1,182,387)</b>	<b>Net Running Expenses</b>	<b>(1,004,808)</b>	<b>(1,058,893)</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	JOINT PARKING SERVICE	206,812	294,957
(664,044)	GENERAL - ALL CAR PARKS	(803,500)	(867,360)
(518,343)	AMERSHAM MULTI STOREY CAR PARK	(408,120)	(486,490)
<b>(1,182,387)</b>	<b>Net Running Expenses</b>	<b>(1,004,808)</b>	<b>(1,058,893)</b>

The Parking team is now a joint team.

However income and expenditure relating to the actual car parks is not shared.

Direct Emp      Cost of joint parking team.;  
Expenses:

Premises:      Repairs & maintenance, electricity, business rates.

Transport:      Cost of inspectors vehicles.

Supplies &      Telephone charges, parking software, security services, ticket machine  
Services:      repairs & maintenance etc.

Fees &      Ticket and penalty charge income (not shared).  
Charges:

2014/15 ACTUALS	<b>Gt Miss Cemetery</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
569	Direct Employee Expenses		
19,629	Indirect Employee Expenses		
	Premises Related Expenses	27,118	22,150
	Transport Related Costs	330	
295,623	Supplies & Services	5,880	910
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
315,821	Running Expenses	33,328	23,060
(305,800)	Fees & Charges and Other Income	(30,500)	(18,900)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
(36,132)	Recharge to Crem	(30,000)	
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>(26,111)</b>	<b>Net Running Expenses</b>	<b>(27,172)</b>	<b>4,160</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
4,389	GREAT MISSENDEN CEMETERY	7,288	4,160
(30,500)	CHILTERN CREMATORIUM-CREM ONLY	(34,460)	
<b>(26,111)</b>	<b>Net Running Expenses</b>	<b>(27,172)</b>	<b>4,160</b>

Income and expenditure relating to the running of the Gt Missenden Cemetery.

2014/15 ACTUALS	Public Conveniences	2015/16 BUDGET	2016/17 BUDGET
£		£	£
24,201	Direct Employee Expenses	26,240	26,630
2,645	Indirect Employee Expenses	2,500	2,500
41,549	Premises Related Expenses	38,403	39,600
5,444	Transport Related Costs	6,000	6,270
5,926	Supplies & Services	8,060	7,560
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
79,765	Running Expenses	81,203	82,560
(6,427)	Fees & Charges and Other Income	(6,630)	(6,630)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>73,338</b>	<b>Net Running Expenses</b>	<b>74,573</b>	<b>75,930</b>

Income and expenditure relating to the cleaning and maintenance of the public conveniences.

Fees & Charges: Payment by Chesham Town Council.

2014/15 ACTUALS	<b>Traffic Mgt / Street Naming</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
5,045	Premises Related Expenses	2,500	2,500
	Transport Related Costs		
9,689	Supplies & Services	17,000	17,000
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
14,734	Running Expenses	19,500	19,500
(9,418)	Fees & Charges and Other Income	(7,300)	(11,500)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>5,316</b>	<b>Net Running Expenses</b>	<b>12,200</b>	<b>8,000</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
1,956	TRAFFIC MANAGEMENT		
3,360	STREET-NAME & NUMBER	12,200	8,000
<b>5,316</b>	<b>Net Running Expenses</b>	<b>12,200</b>	<b>8,000</b>

Supplies & Services      Provision for costs associated with street naming and numbering.

2014/15 ACTUALS	<b>Joint Facilities &amp; Property</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
518,757	Direct Employee Expenses	378,500	549,750
27,537	Indirect Employee Expenses	5,010	13,220
8,065	Premises Related Expenses	14,370	11,380
2,269	Transport Related Costs		2,480
31,380	Supplies & Services	12,360	24,350
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
588,008	Running Expenses	410,240	601,180
(883)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		(182,028)
	Recharge to WDC		
	Recharge to Crem		(5,000)
	Recharge to Trust		(19,350)
	Funded from Earmarked Reserves		
<b>587,125</b>	<b>Net Running Expenses</b>	<b>410,240</b>	<b>394,802</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	JOINT PROPERTY SERVICES		244,966
336,189	JOINT FACILITIES	313,470	138,456
7,859	CCTV	14,370	11,380
243,077	CORP SERVS ADMIN SECTION - PART	82,400	
<b>587,125</b>	<b>Net Running Expenses</b>	<b>410,240</b>	<b>394,802</b>

Direct Emp Expenses: 2016/17 represents cost of joint F&P teams.

Indirect Emp Expenses: Training, health insurance cover and professional subscriptions.

Transport: Mileage claims.

Supplies & Services: Equipment maintenance, protective clothing, printing, publications etc

2014/15 ACTUALS	<b>Council Offices</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
51,036	Direct Employee Expenses	69,500	70,480
9,637	Indirect Employee Expenses	500	500
396,091	Premises Related Expenses	393,285	402,240
	Transport Related Costs		
165,816	Supplies & Services	157,480	157,360
	Recharge from SBDC		
6,937	Third Party Payments	10,900	10,900
	Transfer Payments		
629,517	Running Expenses	631,665	641,480
(453,487)	Fees & Charges and Other Income	(463,020)	(458,040)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>176,030</b>	<b>Net Running Expenses</b>	<b>168,645</b>	<b>183,440</b>

Salary costs: Cost of CDC cleaning team.

Premises:	Repairs to buildings	90,000	90,000
	Electricity	96,320	104,990
	Gas	28,440	28,950
	Business Rates	148,455	151,280
	Cleaning materials	10,000	10,000
	Insurances and Other Costs	20,070	17,020
		<hr/>	<hr/>
		393,285	402,240

Fees &	Income from PV Cells	(16,320)	(16,320)
Charges:	BCC Contribution	(200,000)	(200,000)
	Recharges to other site users	(56,000)	(57,000)
	Sale of vending machine items	(5,000)	(5,000)
	CCG Rent	(96,230)	(90,250)
	CCG Service Charges	(89,470)	(89,470)
	Other		
		<hr/>	<hr/>
		(463,020)	(458,040)

2014/15 ACTUALS	<b>Community Parks &amp; Opens Spaces</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
78,202	Premises Related Expenses	90,420	94,705
	Transport Related Costs		
14,424	Supplies & Services	25,400	25,410
	Recharge from SBDC		
	Third Party Payments	3,100	3,100
	Transfer Payments		
92,626	Running Expenses	118,920	123,215
(41,446)	Fees & Charges and Other Income	(21,610)	(25,910)
(490)	Grant Income	(490)	(490)
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>50,690</b>	<b>Net Running Expenses</b>	<b>96,820</b>	<b>96,815</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
(4,128)	WOODLANDS	24,060	24,060
25,286	COMMONS & MANORIAL WASTE	30,790	31,115
(771)	COMMONS+MANORIAL WASTE-INCOME		
	TRAVELLERS		
7,698	AMENITY AREAS EXCL CHHA	13,970	23,155
6	AMENITY AREAS EXCL CHHA-INCOME		
22,769	SMALL WORKS	28,000	20,600
(170)	FOOTPATHS		500
	MILL MEADOW		(2,615)
<b>50,690</b>	<b>Net Running Expenses</b>	<b>96,820</b>	<b>96,815</b>

Premises: Maintenance costs for parks and open spaces.

Fees & Charges: Primarily rental income.

2014/15 ACTUALS	<b>Community Centres</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
6,686	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	7,000	6,330
6,686	Running Expenses	7,000	6,330
(20,948)	Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves	(18,590)	(13,090)
<b>(14,262)</b>	<b>Net Running Expenses</b>	<b>(11,590)</b>	<b>(6,760)</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
(3,510)	LITTLE CHALFONT HALL	(3,510)	(3,510)
(4,492)	CHALFONT ST PETER COMM. CENTRE	(4,500)	
303	OLD SCHOOL - ASHLEY GREEN	3,000	3,330
(6,563)	AMERSHAM COMMUNITY CENTRE	(6,580)	(6,580)
<b>(14,262)</b>	<b>Net Running Expenses</b>	<b>(11,590)</b>	<b>(6,760)</b>

Fees & Rental income.  
Charges:



## APPENDIX 7: CDC SUPPORT SERVICES

2014/15 ACTUALS	Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
172,269	Corporate Management CM01	223,415	169,100	(54)	-24.3%
782,010	Non Distributed Costs ND01	780,200	847,620	67	8.6%
458,831	Joint Finance FI01	474,318	486,055	12	2.5%
69,957	Internal Audit IA01	72,040	65,955	(6)	-8.4%
932,878	Business Support (IT) BU**	1,013,500	996,209	(17)	-1.7%
264,011	Joint Legal LE01	244,065	297,539	53	21.9%
436,541	Member Services R490/DS01	424,820	423,360	(1)	-0.3%
42,048	Registration of Electors & Elections Q***	143,220	100,150	(43)	-30.1%
(92,952)	Local Land Charges R700	(105,380)	(68,540)	37	-35.0%
<b>3,065,593</b>	<b>Net Running Expenses</b>	<b>3,270,198</b>	<b>3,317,448</b>	<b>47</b>	<b>1.4%</b>

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
2,014,327	Direct Employee Expenses	2,222,670	2,566,370	344	15.5%
241,814	Indirect Employee Expenses	116,550	114,880	(2)	-1.4%
413	Premises Related Expenses		220	0	
12,089	Transport Related Costs	9,200	12,700	4	38.0%
1,272,903	Supplies & Services	1,245,565	1,296,035	50	4.1%
	Recharge from SBDC	240,505	297,539	57	-
70,243	Third Party Payments	89,000	221,000	132	148.3%
	Transfer Payments				
3,611,789	Running Expenses	3,923,490	4,508,744	585	14.9%
(344,022)	Fees & Charges and Other Income	(201,010)	(160,500)	41	-20.2%
(23,326)	Grant Income				
(178,848)	Recharge to SBDC	(427,282)	(980,796)	(554)	129.5%
	Recharge to WDC				
	Recharge to Crem	(15,000)	(20,000)	(5)	33.3%
	Recharge to Trust	(10,000)	(30,000)	(20)	200.0%
	Funded from Earmarked Reserves				
<b>3,065,593</b>	<b>Net Running Expenses</b>	<b>3,270,198</b>	<b>3,317,448</b>	<b>47</b>	<b>1.4%</b>
136,019	Depreciation	111,490	100,600		
913,060	Support Recharges In	935,372	891,037		
92,472	Office Recharge	39,322	39,322		
(2,081,062)	Support Recharges Out	(2,167,388)	(2,095,863)		
<b>2,126,082</b>	<b>Net Expenditure</b>	<b>2,188,994</b>	<b>2,252,544</b>		

2014/15 ACTUALS	Corporate Mgt & Subscriptions	2015/16 BUDGET	2016/17 BUDGET
£		£	£
27,396	Direct Employee Expenses	32,400	
	Indirect Employee Expenses		
	Premises Related Expenses		
438	Transport Related Costs		
170,377	Supplies & Services	200,025	177,600
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
198,211	Running Expenses	232,425	177,600
(25,942)	Fees & Charges and Other Income	(9,010)	(8,500)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>172,269</b>	<b>Net Running Expenses</b>	<b>223,415</b>	<b>169,100</b>

Direct Emp Expenses: There are no direct employee expenses in 2016/17 due to the closure of the print section.

Supplies & Services:	Capita Treasury Solutions Ltd	3,000	3,000
	Subscriptions ie LGA	17,250	18,100
	Sundry expenses	9,005	1,000
	External Audit Fees	59,000	59,000
	Credit card charges	58,000	58,000
	Bank charges	16,500	16,500
	Printing costs	37,270	22,000
		<u>200,025</u>	<u>177,600</u>

Fees & Charges: Credit card charges paid by customers.

2014/15 ACTUALS	<b>Non Distributed Costs</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
727,000	Direct Employee Expenses	726,580	794,000
55,010	Indirect Employee Expenses	53,620	53,620
	Premises Related Expenses		
	Transport Related Costs		
	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
782,010	Running Expenses	780,200	847,620
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>782,010</b>	<b>Net Running Expenses</b>	<b>780,200</b>	<b>847,620</b>

Direct Emp      This is the annual contribution to the historical pension fund deficit.  
Expenses:

Indirect Emp	Historical added years, charge from BCC	51,000	51,000
Expenses:	Long service rewards	1,000	1,000
	Historical pension award	1,620	1,620
		<u>53,620</u>	<u>53,620</u>

2014/15 ACTUALS	Joint Finance	2015/16 BUDGET	2016/17 BUDGET
£		£	£
260,091	Direct Employee Expenses	686,350	701,300
112,480	Indirect Employee Expenses	8,520	8,000
	Premises Related Expenses		220
1,909	Transport Related Costs	1,500	1,500
66,839	Supplies & Services	104,730	101,880
	Recharge from SBDC		
17,533	Third Party Payments	32,000	26,000
	Transfer Payments		
458,852	Running Expenses	833,100	838,900
(21)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC	(333,782)	(332,845)
	Recharge to WDC		
	Recharge to Crem	(15,000)	(10,000)
	Recharge to Trust	(10,000)	(10,000)
	Funded from Earmarked Reserves		
<b>458,831</b>	<b>Net Running Expenses</b>	<b>474,318</b>	<b>486,055</b>

Direct Emp      Cost of the Joint Finance team.  
Expenses:

Indirect Emp    Training, health insurance cover and professional subscriptions.  
Expenses:

Transport:      Mileage claims.

Supplies &      Finance system license costs plus other miscellaneous expenses.  
Services:

Third Party      Payroll contract.

2014/15 ACTUALS	Internal Audit	2015/16 BUDGET	2016/17 BUDGET
£		£	£
25,576	Direct Employee Expenses	24,380	22,500
	Indirect Employee Expenses	200	200
	Premises Related Expenses		
218	Transport Related Costs	100	100
2,313	Supplies & Services	1,580	435
	Recharge from SBDC		
52,710	Third Party Payments	57,000	53,000
	Transfer Payments		
80,817	Running Expenses	83,260	76,235
	Fees & Charges and Other Income		
	Grant Income		
(10,860)	Recharge to SBDC	(11,220)	(10,280)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>69,957</b>	<b>Net Running Expenses</b>	<b>72,040</b>	<b>65,955</b>

Direct Emp      Cost of the Internal Audit team.  
Expenses:

Third Party      This is the cost of the Internal Audit contract.  
Payments:

2014/15 ACTUALS	<b>Business Support</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
523,493	Direct Employee Expenses	580,090	865,200
36,522	Indirect Employee Expenses	21,710	28,560
	Premises Related Expenses		
2,251	Transport Related Costs	100	3,600
489,818	Supplies & Services	493,880	624,520
	Recharge from SBDC		
	Third Party Payments		142,000
	Transfer Payments		
1,052,084	Running Expenses	1,095,780	1,663,880
1,252	Fees & Charges and Other Income		
	Grant Income		
(120,458)	Recharge to SBDC	(82,280)	(637,671)
	Recharge to WDC		
	Recharge to Crem		(10,000)
	Recharge to Trust		(20,000)
	Funded from Earmarked Reserves		
<b>932,878</b>	<b>Net Running Expenses</b>	<b>1,013,500</b>	<b>996,209</b>

Direct Emp      Cost of the Joint Business Support team.  
Expenses:

Indirect Emp    Training, Health insurance cover and professional subscriptions.  
Expenses:

Transport:      Mileage claims

Supplies &	Disaster Recovery	15,000	15,000
Services:	Computer Consumables	15,000	11,000
	Software Packages Purchase	5,000	6,700
	Software Costs	234,500	311,970
	GIS	18,000	18,000
	Uniform	35,000	35,000
	Networking Support	12,000	12,000
	Wan Support	21,000	58,500
	Photocopying Equipment (CDC only)	20,000	20,000
	Lync (CDC only)	47,000	47,000
	Other	71,380	89,350
		<u>493,880</u>	<u>624,520</u>

2014/15 ACTUALS	<b>Joint Legal</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
283,201	Direct Employee Expenses		
5,888	Indirect Employee Expenses		
206	Premises Related Expenses		
423	Transport Related Costs		
27,450	Supplies & Services	3,560	
	Recharge from SBDC	240,505	297,539
	Third Party Payments		
	Transfer Payments		
317,168	Running Expenses	244,065	297,539
(5,627)	Fees & Charges and Other Income		
	Grant Income		
(47,530)	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>264,011</b>	<b>Net Running Expenses</b>	<b>244,065</b>	<b>297,539</b>

This cost centre contains the operating costs of running the joint legal section.  
SBDC is the host authority and thus only the net recharge to CDC is shown here.

2014/15 ACTUALS	Members	2015/16 BUDGET	2016/17 BUDGET
£		£	£
146,856	Direct Employee Expenses	127,930	126,140
3,109	Indirect Employee Expenses	5,000	5,000
207	Premises Related Expenses		
6,850	Transport Related Costs	7,500	7,500
279,519	Supplies & Services	284,390	284,720
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
436,541	Running Expenses	424,820	423,360
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>436,541</b>	<b>Net Running Expenses</b>	<b>424,820</b>	<b>423,360</b>

Direct Emp      Cost of democratic services team  
Expenses:

Indirect Emp    Officer and Member training.  
Expenses:

Transport:      Officer and Member mileage.

Supplies &	Chairmans expenses	4,720	4,720
Services	Vice Chairmans Expenses	1,890	1,890
	Special Responsibility Allowances	89,550	89,550
	Basic Member Allowances	180,000	180,000
	Other	8,230	8,560
		<hr/> 284,390	<hr/> 284,720

2014/15 ACTUALS	<b>Registration of Electors and Elections</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
28,690	Direct Employee Expenses	24,470	28,750
	Indirect Employee Expenses	27,500	19,500
	Premises Related Expenses		
	Transport Related Costs		
175,037	Supplies & Services	93,250	53,900
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
203,727	Running Expenses	145,220	102,150
(138,353)	Fees & Charges and Other Income	(2,000)	(2,000)
(23,326)	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>42,048</b>	<b>Net Running Expenses</b>	<b>143,220</b>	<b>100,150</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
42,996	ELECTORAL REGISTRATION	67,220	100,150
(948)	DC ELECTION EXPENSES	76,000	
	NON DISTRICT ELECTION EXPENSES		
<b>42,048</b>	<b>Net Running Expenses</b>	<b>143,220</b>	<b>100,150</b>

Direct Emp      Cost of core electoral registration team.  
Expenses:

Supplies &      Printing and posting costs associated with electoral registration.  
Services:

2014/15 ACTUALS	Local Land Charges	2015/16 BUDGET	2016/17 BUDGET
£		£	£
20,714	Direct Employee Expenses	20,470	28,480
115	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
61,550	Supplies & Services	64,150	52,980
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
82,379	Running Expenses	84,620	81,460
(175,331)	Fees & Charges and Other Income	(190,000)	(150,000)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(92,952)	Net Running Expenses	(105,380)	(68,540)

Direct Emp      Cost of CDC local land charge team.  
Expenses:

Supplies &	Land charge fees from BCC	60,000	50,000
Services	Other	4,150	2,980
		<hr/> 64,150	<hr/> 52,980
Fees &	BCC element	(60,000)	(50,000)
Charges:	CDC element	(130,000)	(100,000)
		<hr/> (190,000)	<hr/> (150,000)

**APPENDIX 8: CDC SUSTAINABLE DEVELOPMENT**

2014/15 ACTUALS		Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£			£	£	£'000	%
97,476	Joint Building Control	BC01	60,759	30,028	(31)	-50.6%
486,123	Development Management	Various	769,425	684,670	(85)	-11.0%
327,039	Planning Policy / LDF	PP**	556,570	602,756	46	8.3%
<b>910,638</b>	<b>Net Running Expenses</b>		<b>1,386,754</b>	<b>1,317,454</b>	<b>(69)</b>	<b>-5.0%</b>

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,165,433	Direct Employee Expenses	1,236,370	1,683,180	447	36.1%
64,451	Indirect Employee Expenses	108,200	154,550	46	42.8%
	Premises Related Expenses				
3,170	Transport Related Costs	7,320	11,010	4	50.4%
264,807	Supplies & Services	538,405	558,910	21	3.8%
96,251	Recharge from SBDC	60,759	30,028	(31)	-50.6%
	Third Party Payments				
	Transfer Payments				
1,594,112	Running Expenses	1,951,054	2,437,678	487	24.9%
(633,409)	Fees & Charges and Other Income	(539,300)	(574,040)	(35)	6.4%
	Grant Income	(25,000)	(25,000)		0.0%
	Recharge to SBDC		(521,184)	(521)	
	Recharge to WDC				
	Recharge to Crem				
	Recharge to Trust				
(50,065)	Funded from Earmarked Reserves				
<b>910,638</b>	<b>Net Running Expenses</b>	<b>1,386,754</b>	<b>1,317,454</b>	<b>(69)</b>	<b>-5.0%</b>
	Depreciation				
1,162,651	Support Recharges In	1,247,432	1,247,432		
128,952	Office Recharge	41,674	41,674		
(708,804)	Support Recharges Out	(654,132)	(654,132)		
<b>1,493,437</b>	<b>Net Expenditure</b>	<b>2,021,728</b>	<b>1,952,428</b>		

Classification: OFFICIAL

2014/15 ACTUALS	<b>Joint Building Control</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
858	Supplies & Services		
96,251	Recharge from SBDC	60,759	30,028
	Third Party Payments		
	Transfer Payments		
97,109	Running Expenses	60,759	30,028
	Fees & Charges and Other Income		
367	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>97,476</b>	<b>Net Running Expenses</b>	<b>60,759</b>	<b>30,028</b>

This cost centre contains the operating costs of running the joint Building Control section. SBDC is the host authority and thus only the net recharge to CDC is shown here.

Classification: OFFICIAL

2014/15 ACTUALS	<b>Development Management</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
942,175	Direct Employee Expenses	1,020,500	959,160
62,646	Indirect Employee Expenses	106,550	145,830
	Premises Related Expenses		
2,853	Transport Related Costs	6,970	3,910
151,103	Supplies & Services	174,705	149,620
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
1,158,777	Running Expenses	1,308,725	1,258,520
(622,589)	Fees & Charges and Other Income	(539,300)	(573,850)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(50,065)	Funded from Earmarked Reserves		
<b>486,123</b>	<b>Net Running Expenses</b>	<b>769,425</b>	<b>684,670</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
333,554	PLANNING DEPT - GENERAL ADMIN	394,085	338,390
(49,290)	DEVELOPMENT MANAGEMENT	136,290	86,820
(2)	DEVELOPMENT MGT - APPEALS ONLY	45,000	45,000
170,358	ENFORCEMENT PLANNING CONTROL	174,550	194,960
31,503	APPEALS AGAINST ENFORCEMENT	19,500	19,500
<b>486,123</b>	<b>Net Running Expenses</b>	<b>769,425</b>	<b>684,670</b>

Fees &	Copy documents	(1,800)	(1,350)
Charges	Planning application fees	(450,000)	(500,000)
	Pre-application advice	(35,000)	(60,000)
	Pursuant to conditions income	(12,000)	(12,000)
	Unilateral obligation fee (s106)	(40,000)	
	Enforcement Appeals Fee	(500)	(500)
		<u>(539,300)</u>	<u>(573,850)</u>

Classification: OFFICIAL

2014/15 ACTUALS	Planning Policy / LDF	2015/16 BUDGET	2016/17 BUDGET
£		£	£
223,258	Direct Employee Expenses	215,870	724,020
1,805	Indirect Employee Expenses	1,650	8,720
	Premises Related Expenses		
317	Transport Related Costs	350	7,100
112,846	Supplies & Services	363,700	409,290
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
338,226	Running Expenses	581,570	1,149,130
(11,187)	Fees & Charges and Other Income		(190)
	Grant Income	(25,000)	(25,000)
	Recharge to SBDC		(521,184)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>327,039</b>	<b>Net Running Expenses</b>	<b>556,570</b>	<b>602,756</b>

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
312,928	PLANNING POLICY / LDF	538,870	549,556
14,111	SPECIAL ENVIRONMENTS	17,700	18,200
<b>327,039</b>	<b>Net Running Expenses</b>	<b>556,570</b>	<b>567,756</b>

This budget is used for a variety of expenditure functions mainly linked to plan making currently the Delivery DPD production, processes and evidence base.

It also covers costs for other local plan work such as defending the Core Strategy legal challenge, preparing SPD's, costs associated with Neighbourhood Plans and making representations on adjacent plans.

2016/17 represents a joint planing policy taem and a joint local plan.

Grant                      Neighbourhood planning grants.  
Income:

**APPENDIX 9: CDC TRADING UNDERTAKINGS**

2014/15 ACTUALS		Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£			£	£	£'000	%
(290,685)	Depot	G950	(77,067)	(189,840)	(113)	146%
(46,674)	Other Trading Undertakings	Various	(31,025)	(30,780)	0	-0.8%
<b>(337,359)</b>	<b>Net Running Expenses</b>		<b>(108,092)</b>	<b>(220,620)</b>	<b>(113)</b>	<b>104%</b>

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	Direct Employee Expenses				
	Indirect Employee Expenses				
135,081	Premises Related Expenses	172,263	136,670	(36)	-20.7%
	Transport Related Costs				
6,369	Supplies & Services	16,650	16,840	0	1.1%
	Recharge from SBDC				
14,455	Third Party Payments	36,410	42,410	6	16.5%
	Transfer Payments				
155,905	Running Expenses	225,323	195,920	(29)	-13.0%
(493,264)	Fees & Charges and Other Income	(333,415)	(416,540)	(83)	24.9%
	Grant Income				
	Recharge to SBDC				
	Recharge to WDC				
	Recharge to Crem				
	Recharge to Trust				
	Funded from Earmarked Reserves				
<b>(337,359)</b>	<b>Net Running Expenses</b>	<b>(108,092)</b>	<b>(220,620)</b>	<b>(113)</b>	<b>104.1%</b>
95,953	Depreciation	26,220	22,700		
132,192	Support Recharges In	130,461	130,461		
	Office Recharge				
	Support Recharges Out				
<b>(109,214)</b>	<b>Net Expenditure</b>	<b>48,589</b>	<b>(67,459)</b>		

2014/15 ACTUALS	Depot	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
123,474	Premises Related Expenses	151,353	115,550
	Transport Related Costs		
1,734	Supplies & Services	5,500	5,650
	Recharge from SBDC		
4,455	Third Party Payments	23,080	29,080
	Transfer Payments		
129,663	Running Expenses	179,933	150,280
(420,348)	Fees & Charges and Other Income	(257,000)	(340,120)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(290,685)	<b>Net Running Expenses</b>	<b>(77,067)</b>	<b>(189,840)</b>

Premises:	Repairs and maintenance	46,000	46,000
	Maintenance plant / equipment	6,500	3,200
	Grounds maintenance general	7,000	7,000
	Electricity	32,346	35,260
	Gas	8,505	8,660
	Business rates	39,999	1,760
	Other	11,003	13,670
		<hr/>	
		151,353	115,550

Fees & Charges: Rent and recharges to other site users.

2014/15 ACTUALS	<b>Other Trading Undertakings</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
11,607	Premises Related Expenses	20,910	21,120
	Transport Related Costs		
4,635	Supplies & Services	11,150	11,190
	Recharge from SBDC		
10,000	Third Party Payments	13,330	13,330
	Transfer Payments		
26,242	Running Expenses	45,390	45,640
(72,916)	Fees & Charges and Other Income	(76,415)	(76,420)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
<b>(46,674)</b>	<b>Net Running Expenses</b>	<b>(31,025)</b>	<b>(30,780)</b>

2014/15 ACTUALS	<b>Breakdown by Cost Centre</b>	2015/16 BUDGET	2016/17 BUDGET
£		£	£
(8,308)	OPEN MARKETS	(3,510)	(3,300)
(919)	MISC. PROPERTIES MANAGEMENT	7,160	7,160
(2,600)	RUCKLES FIELD (HSG LAND)	(600)	(600)
(5,581)	CIVIC CENTRE SITE	(6,460)	(6,440)
(29,266)	AMERSHAM ESTATE (QUARR FARM)	(27,615)	(27,600)
<b>(46,674)</b>	<b>Net Running Expenses</b>	<b>(31,025)</b>	<b>(30,780)</b>



## HEALTH & HOUSING

### REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

<b>POLLUTION REDUCTION</b>		<b>General ledger code</b>	<b>2015/16 £</b>	<b>2016/17 £</b>
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#### Contaminated Land:

Professional Opinion - Contaminated land enquiries per hour -	D40	G450-9792	100.00	100.00
Copies of plans and information regarding a contaminated land site.	D40	G450-9792	£50+£47/hr	£50+£47/hr

#### IPPC

Permits Subsistence Charge - A2 Licence, LOW Risk Rated	D04	EH01-9374	1,384.00	TBC
Permits Subsistence Charge -A2 Licence, MEDIUM Risk Rated	D04	EH01-9374	1,541.00	TBC
Permits Subsistence Charge - A2 Licence HIGH Risk Rated	D04	EH01-9374	2,233.00	TBC
Permits Subsistence Charge - Part B Licence, LOW Risk Rated	D04	EH01-9374	739.00	TBC
Permits Subsistence Charge - Part B Licence, MEDIUM Risk Rated	D04	EH01-9374	1,111.00	TBC
Permits Subsistence Charge - Part B Licence, HIGH Risk Rated	D04	EH01-9374	1,672.00	TBC
Subsistence Mobile Crusher LOW	D04	EH01-9374	618.00	TBC
Subsistence Mobile Crusher MEDIUM	D04	EH01-9374	989.00	TBC
Subsistence Mobile Crusher HIGH	D04	EH01-9374	1,484.00	TBC
Subsistence Vehicle Refinisher LOW Risk	D04	EH01-9374	218.00	TBC
Subsistence Vehicle Refinisher MEDIUM Risk	D04	EH01-9374	349.00	TBC
Subsistence Vehicle Refinisher HIGH Risk	D04	EH01-9374	524.00	TBC
Subsistence Reduced Fee Activity LOW Risk	D04	EH01-9374	76.00	TBC
Subsistence Reduced Fee Activity MEDIUM Risk	D04	EH01-9374	151.00	TBC
Subsistence Reduced Fee Activity HIGH Risk	D04	EH01-9374	227.00	TBC
Application Fee - Standard Process	D04	EH01-9374	1,579.00	TBC
Application Reduced Fee Activity (except Vehicle Refinisher)	D04	EH01-9374	148.00	TBC
Application PVR 1 & 2	D04	EH01-9374	246.00	TBC
Application Vehicle Refinisher	D04	EH01-9374	346.00	TBC
Application - Mobile Crusher	D04	EH01-9374	1,579.00	TBC
Part B Standard Process Transfer	D04	EH01-9374	162.00	TBC
Part B Standard Process Partial Transfer	D04	EH01-9374	476.00	TBC
Part B New Operator at low risk Reduced Fee Activity	D04	EH01-9374	75.00	TBC
Surrender all Part B Activities	D04	EH01-9374	-	TBC
Part B Substantial Change - Standard Process	D04	EH01-9374	1,005.50	TBC
Part B Substantial Change- Standard where substantial change results in new PPC activity	D04	EH01-9374	1,579.00	TBC
Part B Substantial Change- Reduced Fee Activity	D04	EH01-9374	98.00	TBC
Reduced Fee Activity - Partial Transfer	D04	EH01-9374	45.00	TBC
QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge Element	D04	EH01-9374	36.00	TBC

<b>CRB</b>		<b>General ledger code</b>	<b>2015/16 £</b>	<b>2016/17 £</b>
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CRB standard disclosure	D03	LI01-9788	34.50	34.50
CRB enhanced disclosure	D03	LI01-9788	52.50	52.50
CRB volunteers	D03	LI01-9788	7.00	7.00

## HEALTH & HOUSING

### REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2015/16 £	2016/17 £
<b><u>Mobile Homes</u></b>				
New Licence	D04	LI01-9390	434.00	434.00
Annual Renewal Fee	D04	LI01-9390	351.00	351.00
Deposit/Change of Site Rules	D04	LI01-9390	47.00	47.00
Transfer of Site Licence	D04	LI01-9390	117.00	117.00
<b><u>Scrap metal licence</u></b>				
Inspection & Administration Fee	D04	LI01-9387	500.00	500.00
Variation Inspection & Administration Fee	D04	LI01-9387	50.00	50.00
Mobile Inspection & Administration Fee	D04	LI01-9387	250.00	250.00
<b><u>Taxi Licences</u></b>				
Hackney Carriage Vehicle grant.	D04	LI01-9383	399.00	399.00
Hackney Carriage Vehicle renewal.	D04	LI01-9383	300.00	300.00
Hackney Carriage Vehicle issue(CNG or LPG).	D04	LI01-9383	200.00	200.00
Hackney Carriage Vehicle Renewal(CNG or LPG).	D04	LI01-9383	150.00	150.00
PrivateHire Vehicle grant.	D04	LI01-9383	329.00	329.00
PrivateHire Vehicle renewal.	D04	LI01-9383	230.00	230.00
PrivateHire Vehicle Issue (CNG or LPG - standardPlate).	D04	LI01-9383	200.00	200.00
Hackney Carriage Driver grant, 1 year.	D04	LI01-9383	161.00	161.00
Hackney Carriage Driver renewal, 1 year.	D04	LI01-9383	95.00	95.00
Hackney Carriage Driver grant, 3 year.	D04	LI01-9383	435.00	435.00
Hackney Carriage Driver renewal, 3 year.	D04	LI01-9383	256.00	256.00
Private Hire Vehicle Driver grant, 1 year.	D04	LI01-9383	161.00	161.00
Private Hire Vehicle Driver renewal, 1 year.	D04	LI01-9383	95.00	95.00
Private Hire Vehicle Driver grant, 3 year.	D04	LI01-9383	435.00	435.00
Private Hire Vehicle Driver renewal, 3 year.	D04	LI01-9383	256.00	256.00
Private Hire Vehicle Operator, 1 vehicle, 5 year	D04	LI01-9383	-	663.00
Private Hire Vehicle Operator, 1 vehicle	D04	LI01-9383	155.00	155.00
Private Hire Vehicle Operator, 2-4 vehicles, 5 year	D04	LI01-9383	-	913.00
Private Hire Vehicle Operator, 2-4 vehicles	D04	LI01-9383	205.00	205.00
Private Hire Vehicle Operator, 5-10 vehicles, 5 year	D04	LI01-9383	-	1,163.00
Private Hire Vehicle Operator, 5-10 vehicles	D04	LI01-9383	255.00	255.00
Private Hire Vehicle Operator, 11+ vehicles, 5 year	D04	LI01-9383	-	1,413.00
Private Hire Vehicle Operator, 11+ vehicles	D04	LI01-9383	305.00	305.00
Transfer of vehicle.	D04	LI01-9383	90.00	90.00
Change of vehicle.	D04	LI01-9383	67.00	67.00
Alternative executive private hire plate	D04	LI01-9383	N/A	65.00
Taxi and Private Hire:dispensation	D04	LI01-9383	65.00	65.00
Replacement internal licence.	D04	LI01-9383	15.00	15.00
Returnable badge deposit.	D04	LI01-9383	-	10.00
Returnable plate deposit.	D04	LI01-9383	-	20.00
Issue of a administration letter.	D04	LI01-9383	-	-
Knowledge test	D04	LI01-9383	25.00	25.00
Replacement new plate.	D04	LI01-9383	25.00	25.00
Replacement new drivers badge.	D04	LI01-9383	15.00 cost of	15.00 cost of
Bracket and bridge charge.	D04	LI01-9383	replacement cost of	replacement cost of
Bracket without bridge charge.	D04	LI01-9383	replacement cost of	replacement cost of
Internal plate pouches.	D04	LI01-9383	replacement	replacement

## HEALTH & HOUSING

### REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2015/16 £	2016/17 £
<b><u>Licensing Act 2003</u></b>				
Personal Licence Application	D04	LI01-9380	37.00	37.00
Supply of Copies of Information Contained in Register	D04	LI01-9380	50.00	50.00
Application for Copy of Licence	D04	LI01-9380	10.50	10.50
Application for summary on theft, loss etc of Premises Licence or Summary	D04	LI01-9380	10.50	10.50
Notification of Change of Address (holder of Premises Licence)	D04	LI01-9380	10.50	10.50
Application to Vary to Specify Individual as Premises Supervisor	D04	LI01-9380	23.00	23.00
Interim Authority Notice	D04	LI01-9380	23.00	23.00
Application to Transfer Premises Licence	D04	LI01-9380	23.00	23.00
Application for Making a Provisional Statement	D04	LI01-9380	315.00	315.00
Application for Copy of Certificate or Summary on theft, loss etc of Certificate Summary	D04	LI01-9380	10.50	10.50
Notification of Change of Name or Alteration of Name or Alteration of Club Rules	D04	LI01-9380	10.50	10.50
Change of Relevant Registered Address of a Club	D04	LI01-9380	10.50	10.50
Temporary Event Notices	D04	LI01-9380	21.00	21.00
Application for Notice on theft, loss etc of Temporary Event Notice	D04	LI01-9380	21.00	21.00
Application for Copy of Licence on theft, loss etc. of Personal Licence	D04	LI01-9380	10.50	10.50
Notification of Change of Name or Address (Personal Licence)	D04	LI01-9380	10.50	10.50
Notice of Interest in any Premises	D04	LI01-9380	21.00	21.00
<b>Premises Licences</b>				
New/Variation Premises Licence or Club Premises Certificate Application Fee:				
Non-domestic Rateable Value Band A (£0 - £4,300)	D04	LI01-9380	100.00	100.00
Non-domestic Rateable Value Band B (£4,301 - £33,000)	D04	LI01-9380	190.00	190.00
Non-domestic Rateable Value Band C (£33,001 - £87,000)	D04	LI01-9380	315.00	315.00
Non-domestic Rateable Value Band D (£87,0001 - £125,000)	D04	LI01-9380	450.00	450.00
Non-domestic Rateable Value Band E (£125,001 and over)	D04	LI01-9380	635.00	635.00
Applications for Minor variations to Premises Licences or Club Premises Certificate	D04	LI01-9380	89.00	89.00
Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences	D04	LI01-9380	23.00	23.00
Premises Licences sought for Community Centres and some Schools that permit Regulated Entertainment but which do not permit the sale of Alcohol and/or the provision of late night entertainment will not incur a fee.			No charge	No charge

## HEALTH & HOUSING REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2015/16 £	2016/17 £
<b><u>Licensing Act 2003 (Cont.)</u></b>				
<b>Premises Licences (Cont.)</b>				
Premises Licence for Exceptionally Large Events or Premises:				
Number of People in Attendance at any one time: 5,000 -9,999	D04	LI01-9380	1,000.00	1,000.00
Number of People in Attendance at any one time: 10,000 -14,999	D04	LI01-9380	2,000.00	2,000.00
Number of People in Attendance at any one time: 15,000 -19,999	D04	LI01-9380	4,000.00	4,000.00
Number of People in Attendance at any one time: 20,000 -29,999	D04	LI01-9380	8,000.00	8,000.00
Number of People in Attendance at any one time: 30,000 -39,999	D04	LI01-9380	16,000.00	16,000.00
Number of People in Attendance at any one time: 40,000 -49,999	D04	LI01-9380	24,000.00	24,000.00
Number of People in Attendance at any one time: 50,000 -59,999	D04	LI01-9380	32,000.00	32,000.00
Number of People in Attendance at any one time: 60,000- 69,999	D04	LI01-9380	40,000.00	40,000.00
Number of People in Attendance at any one time: 70,000 -79,999	D04	LI01-9380	48,000.00	48,000.00
Number of People in Attendance at any one time: 80,000 -89,999	D04	LI01-9380	56,000.00	56,000.00
Number of People in Attendance at any one time: 90,000 and over.	D04	LI01-9380	64,000.00	64,000.00
Premises Licence or Club Premises Certificate Annual Fee:				
Non-domestic Rateable Value Band A (£0 - £4,300)	D04	LI01-9380	70.00	70.00
Non-domestic Rateable Value Band B (£4,301 - £33,000)	D04	LI01-9380	180.00	180.00
Non-domestic Rateable Value Band C (£33,001 - £87,000)	D04	LI01-9380	295.00	295.00
Non-domestic Rateable Value Band D (£87,0001 - £125,000)	D04	LI01-9380	320.00	320.00
Non-domestic Rateable Value Band E (£125,001 and over)	D04	LI01-9380	350.00	350.00
<b><u>Miscellaneous</u></b>				
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per person.	D04	LI01-9382	70.00	70.00
: per establishment.	D04	LI01-9382	180.00	180.00
Fee in respect of an application for grant, transfer or renewal of a licence	D04		3,277.00	3,277.00
Street Trading Consent: per day or part Monday- Thursday.	D04	LI01-9391	320.00	33.00
: per day or part Friday - Sunday.	D04	LI01-9391	350.00	52.00
Street Trading Consent: Application Fee	D04	LI01-9391	-	66.00

## HEALTH & HOUSING

### REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2015/16 £	2016/17 £
<b><u>Gambling Act 2005</u></b>				
New applications				
Adult Gaming Centres	D04	LI01-9377	2,000.00	2,000.00
Betting Premises	D04	LI01-9377	3,000.00	3,000.00
Bingo Club	D04	LI01-9377	3,500.00	3,500.00
Family Entertainment Centres	D04	LI01-9377	2,000.00	2,000.00
Race Tracks	D04	LI01-9377	2,500.00	2,500.00
Annual fee				
Adult Gaming Centres	D04	LI01-9377	1,000.00	1,000.00
Betting Premises	D04	LI01-9377	600.00	600.00
Bingo Club	D04	LI01-9377	1,000.00	1,000.00
Family Entertainment Centres	D04	LI01-9377	750.00	750.00
Race Tracks	D04	LI01-9377	1,000.00	1,000.00
Application to transfer				
Adult Gaming Centres	D04	LI01-9377	1,200.00	1,200.00
Betting Premises	D04	LI01-9377	1,200.00	1,200.00
Bingo Club	D04	LI01-9377	1,200.00	1,200.00
Family Entertainment Centres	D04	LI01-9377	950.00	950.00
Race Tracks	D04	LI01-9377	950.00	950.00
Application for re-instatement				
Adult Gaming Centres	D04	LI01-9377	1,200.00	1,200.00
Betting Premises	D04	LI01-9377	1,200.00	1,200.00
Bingo Club	D04	LI01-9377	1,200.00	1,200.00
Family Entertainment Centres	D04	LI01-9377	950.00	950.00
Race Tracks	D04	LI01-9377	950.00	950.00
Licence application (provisional statement holders)				
Adult Gaming Centres	D04	LI01-9377	1,200.00	1,200.00
Betting Premises	D04	LI01-9377	1,200.00	1,200.00
Bingo Club	D04	LI01-9377	1,200.00	1,200.00
Family Entertainment Centres	D04	LI01-9377	950.00	950.00
Race Tracks	D04	LI01-9377	950.00	950.00
Application for provisional statement				
Adult Gaming Centres	D04	LI01-9377	2,000.00	2,000.00
Betting Premises	D04	LI01-9377	3,000.00	3,000.00
Bingo Club	D04	LI01-9377	3,500.00	3,500.00
Family Entertainment Centres	D04	LI01-9377	2,000.00	2,000.00
Race Tracks	D04	LI01-9377	2,500.00	2,500.00
Application to vary				
Adult Gaming Centres	D04	LI01-9377	1,000.00	1,000.00
Betting Premises	D04	LI01-9377	1,500.00	1,500.00
Bingo Club	D04	LI01-9377	1,750.00	1,750.00
Family Entertainment Centres	D04	LI01-9377	1,000.00	1,000.00
Race Tracks	D04	LI01-9377	1,250.00	1,250.00
Copy Premises Licence	D04	LI01-9377	25.00	25.00

## HEALTH & HOUSING

### REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2015/16 £	2016/17 £
<b><u>Gambling Act 2005 (Cont)</u></b>				
Permits - Annual fee				
Small Society Lottery	D04	LI01-9377	20.00	20.00
Club Gaming	D04	LI01-9377	50.00	50.00
Club Gaming Machines	D04	LI01-9377	50.00	50.00
Licensed Premises Gaming Machine	D04	LI01-9377	50.00	50.00
Permits - New Applications				
Unlicensed FEC Gaming Machines	D04	LI01-9377	300.00	300.00
Small Society Lottery	D04	LI01-9377	40.00	40.00
Club Gaming	D04	LI01-9377	200.00	200.00
Club Gaming Machines	D04	LI01-9377	200.00	200.00
Licensed Premises Notification	D04	LI01-9377	50.00	50.00
Licensed Premises Gaming Machine	D04	LI01-9377	150.00	150.00
Prize Gaming	D04	LI01-9377	300.00	300.00
Permits - Renewal				
Unlicensed FEC Gaming Machines	D04	LI01-9377	300.00	300.00
Club Gaming	D04	LI01-9377	200.00	200.00
Club Gaming Machines	D04	LI01-9377	200.00	200.00
Prize Gaming	D04	LI01-9377	300.00	300.00
Renewal - Fast Track Clubs				
Club Gaming	D04	LI01-9377	100.00	100.00
Club Gaming Machines	D04	LI01-9377	100.00	100.00
Renewal - Transitional Application Fee				
Unlicensed FEC Gaming Machines	D04	LI01-9377	100.00	100.00
Club Gaming	D04	LI01-9377	100.00	100.00
Club Gaming Machines	D04	LI01-9377	100.00	100.00
Licensed Premises Gaming Machine	D04	LI01-9377	100.00	100.00
Prize Gaming	D04	LI01-9377	100.00	100.00

## HEALTH & HOUSING

### REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2015/16 £	2016/17 £
<b><u>Riding Establishments</u></b>				
New Licence	D04	LI01-9378	192.00	192.00
Renewal	D04	LI01-9378	150.00	150.00
<b><u>Animal Boarding Establishment</u></b>				
New Licence	D04	LI01-9378	496.00	496.00
Renewal	D04	LI01-9378	243.00	243.00
<b><u>Small Animal Boarding Establishment</u></b>				
New Licence	D04	LI01-9378	369.00	369.00
Renewal	D04	LI01-9378	194.00	194.00
<b><u>Pet Shop</u></b>				
New Licence	D04	LI01-9378	477.00	477.00
Renewal	D04	LI01-9378	278.00	278.00
<b><u>Dangerous Wild Animals</u></b>				
New Licence (Plus Vet fees)	D04	LI01-9378	350.00	350.00
Renewal (Plus Vet fees)	D04	LI01-9378	150.00	150.00
<b><u>Dog Breeding Establishments</u></b>				
New Licence (Plus Vet fees)	D04	LI01-9378	525.00	525.00
Renewal (Plus Vet fees)	D04	LI01-9378	329.00	329.00
<b><u>Stray Dog Fees</u></b>				
Statutory fee.	D04	E700-9272	25.00	25.00
Administration fee.	D04	E700-9272	20.00	20.00
Kennelling Costs per day or part thereof (payable direct to kennels).	D40	E700-9272	12.50	12.50
Collection of fees charge (payable direct to kennels).	D40	E700-9272	15.00	15.00
Collection charge.	D04	E700-9272	95.00	95.00
Return charge	D04	E700-9272	75.00	70.00

## HEALTH & HOUSING REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

Miscellaneous		General ledger code	2015/16 £	2016/17 £
Issue of Food Certificates	D04	EH01-9272	104.00	106.00
Voluntary surrender of food (e.g. for insurance purposes)	D04	EH01-9272	104.00	106.00
Food Hygiene Courses: In-house group Hygiene Awareness Courses.	D03	EH01-9272	141.00	302.00
Improving your food hygiene rating (1/2 day) Minimum 7 delegates	D03	EH01-9272	50.00	50.00
1/2 day courses in health and safety (for manual handling techniques)				
in-house group courses (max 16 delegates)	D03	EH01-9272	25.00	30.00
Introduction to HACCP (Hazard Analysis Critical Control Point) for Food				
Safety (1/2 Day). Minimum 4 delegates	D03	EH01-9272	110.00	110.00
Level 2 Courses: Online e-learning course Food Hygiene courses				
per candidate	D03	EH01-9272	85.00	85.00
Level 2 Courses: 1 day Food Hygiene courses per candidate				
(includes lunch).	D03	EH01-9272	163.00	163.00
BII Level 2 Personal License Holder course	D03	EH01-9272	600.00	620.00
Level 2 Courses: 1 day Food and Health and Safety				
private in-house group courses (max 16 delegates)	D03	EH01-9272	302.00	305.00
Level 2 Manual Handling per candidate	D03	EH01-9272	80.00	85.00
Level 2 COSHH Course (1/2 day course) per candidate	D03	EH01-9272	45.00	50.00
Level 3 Risk Assessment Course per candidate	D03	EH01-9272	187.00	220.00
Pre-inspection advisory visit up to 6 hours consultancy. Additional				
hours at £47/hour	D03	EH01-9272	-	300.00
SFBB packs for existing businesses	D03	EH01-9272	15.00	15.00
Disposal of Deceased Persons	D04	EH01-9267	cost of recovery of funeral and crematorium charges plus £47/hour officer charge	cost of recovery of funeral and crematorium charges plus £47/hour officer charge
<b><u>Private Water Supplies Regulations 2009:</u></b>				
Routine Sampling - at the owners request per sample + analyst fees.	D40	EH01-9272	100.00	100.00
Check monitoring.	D40	EH01-9272	100.00	100.00
Audit monitoring.	D40	EH01-9272	500.00	500.00
Risk assessment of supply.	D40	EH01-9272	500.00	500.00
Investigation.	D40	EH01-9272	100.00	100.00
Authorisation	D40	EH01-9272	100.00	100.00
Graffiti removal kits.	D45	EH01-9272	13.00	13.00
Graffiti recharge of contractor removal cost.	D45	EH01-9272	Cost Recovery	Cost Recovery

## HEALTH & HOUSING REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

HOUSING	General ledger code	2015/16 £	2016/17 £
<b><u>Houses with multiple occupation licensing fees:</u></b>			
Basic fee.	D04 HO01-9789	405.00	405.00
Disclosure Scotland fee (paid directly by applicant)	D04 HO01-9789	20.00	20.00
Extra assistance or advice on incomplete applications, or where property is larger and more complex (per hour).	D04 HO01-9789	45.00	45.00
<b><u>Houses with multiple occupation- additions:</u></b>			
Additions:	D04 HO01-9789	45.00	45.00
<b><u>Houses with multiple occupation- Deductions:</u></b>			
Professionally qualified or accredited landlord.	D04 HO01-9789	45.00	45.00
No assistance required (and complete application submitted first time).	D04 HO01-9789	45.00	45.00
Complete application submitted within 3 months of issue of forms.	D04 HO01-9789	45.00	45.00
<b><u>Housing Enforcement Charges:</u></b>			
Improvement/prohibition notice/orders (for 1st notice).	D04 HO01-9789	100.00	100.00
Additional notices (maximum of £300/property) notice fee waived if complied with within timescales.	D04 HO01-9789	50.00	50.00
Health and Housing Recharge costs: cost of contractor following service of a Statutory Notice plus officer time.	D04 HO01-9789	50.00	50.00

## ENVIRONMENTAL SERVICES REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

ENVIRONMENT		General ledger code	2015/16 £	2016/17 £
Wheeled Bin and Delivery - 140 Litre	D03	W100-9345	31.00	40.00
Wheeled Bin and Delivery - 180 Litre	D03	W100-9345	35.00	40.00
Wheeled Bin and Delivery - 240 Litre	D03	W100-9345	35.00	40.00
Wheeled Bin and Delivery - 360 Litre	D03	W100-9345	47.00	40.00
Wheeled Bin and Delivery - 660 Litre	D03	W100-9345	210.00	225.00
Wheeled Bin and Delivery - 1100 Litre	D03	W100-9345	210.00	250.00
Recycling Box and Lid - Delivered	D03	W100-9345	5.00	6.00
Recycling Box Only - Pick up Only (CDC Offices)	D03	W100-9345	4.00	4.50
Recycling Lid Only - Pick up Only (CDC Offices)	D03	W100-9345	1.50	1.75
Reusable Bag and Delivery	D03	W100-9345	5.00	5.50
Reusable Bag - Pick Up Only (CDC offices)	D03	W100-9345	4.00	4.50
Outdoor Food Caddy and Delivery	D03	W100-9345	5.00	5.50
Outdoor Food Caddy - Pick Up Only (CDC Offices)	D03	W100-9345	4.00	4.50
Indoor Small 5L Food Caddy (if stock available) - CDC reception	D03	W100-9345	3.00	3.50
Corn Starch Liners (various sizes and numbers) - CDC reception	D03	W100-9345	2 to 6	£2 to £10
Bulky Waste Collection (3 items)	D03	W100-9460	35.00	36.00
Special Empty of Contaminated Bins - 2 Wheeled	D03	W100-9792	30.00	£30 per bin
Special Empty of Contaminated Bins - 4 Wheeled	D03	W100-9792	30.00	£75 per bin
Litter Pickers	D03	W100-9345	7.00	8.00
Green Waste Annual Charge - 1st Subscription	D03	W100-9463	35.00	35.00
Green Waste Annual Charge - 2nd Subscription	D03	W100-9463	70.00	70.00
Schools and Other Schedule 2 - Bin Rental 140L-240L	D03	W100-9461	50.00	52.00
Schools and Other Schedule 2 - Bin Rental 360L	D03	W100-9461	65.00	67.00
Schools and Other Schedule 2 - Bin Rental 660L	D03	W100-9461	65.00	67.00
Schools and Other Schedule 2 - Bin Rental 1100L	D03	W100-9461	115.00	120.00
Schools and Other Schedule 2 - Lift 140L-240L	D03	W100-9461	3.00	3.25
Schools and Other Schedule 2 - Lift 360L	D03	W100-9461	3.50	3.75
Schools and Other Schedule 2 - Lift 660L	D03	W100-9461	4.00	4.25
Schools and Other Schedule 2 - Lift 1100L	D03	W100-9461	4.00	4.50
Schools and Other Schedule 2 - One Use Sacks, pre paid sold per roll	D03	W100-9461	N/A	£1.25 per bag (Roll of 52)

## ENVIRONMENTAL SERVICES REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

GREAT MISSENDEN CEMETERY	General ledger code	2015/16 £	2016/17 £
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### Fees for the Use of the Cemetery for Interments:

In the graves for which no exclusive right of burial has been granted

i) A stillborn child, or a person whose age at the time of death did not exceed one month *	D04	G380-9417	25.00	25.00
ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	D04	G380-9417	99.00	102.00
iii) A person whose age at the time of death exceeded twelve years *	D04	G380-9417	218.00	225.00
iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	D04	G380-9417	99.00	102.00

In a grave or vault for which an exclusive right of burial has been granted

i) A stillborn child, or a person whose age at the time of death did not exceed one month *	D04	G380-9417	25.00	25.00
ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	D04	G380-9417	99.00	102.00
iii) A person whose age at the time of death exceeded twelve years *	D04	G380-9417	218.00	225.00
iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	D04	G380-9417	99.00	102.00

### Exclusive Rights of Burial in Perpetuity in an Earthen Grave

i) One Plot *	D04	G380-9418	376.00	387.00
ii) Two Plots *	D04	G380-9418	655.00	674.00
iii) Three Plots *	D04	G380-9418	899.00	925.00

### Monuments, Gravestones, Tablets and Monumental Inscriptions

For the right to erect:

i) A headstone under no circumstances to exceed three feet in height or a foot stone not exceeding one foot in height *	D04	G380-9427	154.00	160.00
ii) A tablet on any grave or vault, or in the Lawn Cemetery, a plaque on a grave *	D04	G380-9427	154.00	160.00
iii) Any inscription after the first on a gravestone, tablet or memorial *	D04	G380-9427	81.00	84.00

Purchase of plot measuring 2ft x 2ft in Old Section of cemetery for

burial of cremated remains *	D04	G380-9427	122.00	125.00
Burial of Cremated remains *	D04	G380-9427	99.00	102.00

Transfer of ownership of Exclusive Right of Burial	D04	G380-9418	-	60.00
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\* The foregoing charges will be doubled where the person in respect of whom the charge is made, is or was not resident within the Chiltern District or in the case of a still born child or person whose ages at the time of death did not exceed one year where neither of the parents is or was at the time of interment, resident within the said area

## ENVIRONMENTAL SERVICES REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

<b>STREET NAMING</b>		<b>General ledger code</b>	<b>2015/16 £</b>	<b>2016/17 £</b>
Provision of documents for naming and numbering	D04	C850-9353	80.00	82.00
<b><u>Existing Houses</u></b>				
House name change	D04	C850-9353	80.00	82.00
<b><u>Numbering/Naming of New Properties</u></b>				
1 to 5 Properties	D04	C850-9353	125.00	128.00
6 to 25 Properties	D04	C850-9353	225.00	230.00
26 to 75 Properties	D04	C850-9353	245.00	250.00
76 to 100 Properties	D04	C850-9353	345.00	352.00
100+ Properties	D04	C850-9353	TBC with Developer	TBC with Developer
Naming of a New Street	D04	C850-9353	140.00	230.00
<b><u>Renaming of Street Where Requested by Residents</u></b>				
1 to 5 Properties	D04	C850-9353	535.00	546.00
6 to 25 Properties	D04	C850-9353	600.00	612.00
26 to 75 Properties	D04	C850-9353	675.00	689.00
76+ Properties	D04	C850-9353	825.00	842.00
<b><u>Renumbering of Street Where Requested by Residents</u></b>				
1 to 5 Properties	D04	C850-9353	550.00	561.00
6 to 25 Properties	D04	C850-9353	630.00	643.00
26 to 75 Properties	D04	C850-9353	750.00	765.00
76+ Properties	D04	C850-9353	880.00	898.00

## PLANNING REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

SUSTAINABLE DEVELOPMENT	General ledger code	2015/16 £	2016/17 £
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### Photocopying Documents (excluding committee reports)

A4 - First Page	D45	£2.15 emailed /	£2.15 emailed /
	PP01-9337	£3.15 posted	£3.15 posted
A4 - Following Pages *1	D45	PP01-9337 1.10	1.10
A3 - First Page	D45	£2.75 emailed /	£2.75 emailed /
	PP01-9337	£3.75 posted	£3.75 posted
A3 - Following Pages *1	D45	PP01-9337 1.20	1.20
A2 - Per Sheet	D45	£4.80 emailed /	£4.80 emailed /
	PP01-9337	£5.80 posted	£5.80 posted
A1 - Per Sheet	D45	£10.60 emailed	£10.60 emailed /
	PP01-9337 /	£11.60 posted	£11.60 posted
A0 - Per Sheet *1	D45	£15.90 emailed	£15.90 emailed /
	PP01-9337 /	£16.90 posted	£16.90 posted

\*1 Maximum 10 sheets, thereafter price available on request

Sale of Council Documents: Decision Notices & Tree Preservation Orders.

D45	PP01-9337	10.40	10.40
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**PLANNING**  
**REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

<b>SUSTAINABLE DEVELOPMENT</b>	<b>General ledger code</b>	<b>2015/16 £</b>	<b>2016/17 £</b>
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**Planning: Pre-Application / Post Decision Advice and Extant Enforcement Notices.**

**Enlargement, improvement or other, alteration of existing dwelling  
and other development in the curtilage of a dwelling.**

Meeting and follow up letter D45	A350-9409	165.00	165.00
Letter only D45	A350-9409	110.00	110.00

**New residential dwellings:**

1 dwelling				
	Meeting and follow up letter D45	A350-9409	380.00	380.00
	Letter only D45	A350-9409	255.00	255.00
2 dwellings				
	Meeting and follow up letter D45	A350-9409	480.00	480.00
	Letter only D45	A350-9409	320.00	320.00
3 dwellings				
	Meeting and follow up letter D45	A350-9409	675.00	675.00
	Letter only D45	A350-9409	450.00	450.00
4 dwellings				
	Meeting and follow up letter D45	A350-9409	765.00	765.00
	Letter only D45	A350-9409	510.00	510.00
5 dwellings				
	Meeting and follow up letter D45	A350-9409	860.00	860.00
	Letter only D45	A350-9409	575.00	575.00
6 - 10 dwellings				
	Meeting and follow up letter D45	A350-9409	960.00	960.00
	Letter only D45	A350-9409	640.00	640.00
11 - 50 dwellings				
	Meeting and follow up letter D45	A350-9409	1,915.00	1,915.00
	Letter only D45	A350-9409	1,275.00	1,275.00
51-75 dwellings				
	Meeting and follow up letter D45	A350-9409	2,870.00	2,870.00
	Letter only D45	A350-9409	1,915.00	1,915.00
76-100 dwellings				
	Meeting and follow up letter D45	A350-9409	3,820.00	3,820.00
	Letter only D45	A350-9409	2,550.00	2,550.00
101-150 dwellings				
	Meeting and follow up letter D45	A350-9409	5,740.00	5,740.00
	Letter only D45	A350-9409	3,820.00	3,820.00
151+ dwellings				
	Meeting and follow up letter D45	A350-9409	7,645.00	7,645.00
	Letter only D45	A350-9409	5,095.00	5,095.00

**PLANNING**  
**REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

SUSTAINABLE DEVELOPMENT		General ledger code	2015/16 £	2016/17 £
<b>Commercial Development (Use Classes B1, B2, B8 and A1-A5)</b>				
1-100m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	385.00	385.00
	Letter only D45	A350-9409	255.00	255.00
101-500m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	720.00	720.00
	Letter only D45	A350-9409	480.00	480.00
501-1,000m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	1,080.00	1,080.00
	Letter only D45	A350-9409	720.00	720.00
1,001-5,000m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	1,915.00	1,915.00
	Letter only D45	A350-9409	1,275.00	1,275.00
5,001-10,000m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	3,820.00	3,820.00
	Letter only D45	A350-9409	2,550.00	2,550.00
10,001m2+ (gross floor area)	Meeting and follow up letter D45	A350-9409	7,645.00	7,645.00
	Letter only D45	A350-9409	5,095.00	5,095.00
<b>Developments falling within Use Classes C1, C2, D1 and D2</b>				
1-100m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	385.00	385.00
	Letter only D45	A350-9409	255.00	255.00
101-500m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	720.00	720.00
	Letter only D45	A350-9409	480.00	480.00
501-1,000m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	1,080.00	1,080.00
	Letter only D45	A350-9409	720.00	720.00
1,001-5,000m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	1,915.00	1,915.00
	Letter only D45	A350-9409	1,275.00	1,275.00
5,001m2+ (gross floor area)	Meeting and follow up letter D45	A350-9409	3,820.00	3,820.00
	Letter only D45	A350-9409	2,550.00	2,550.00
<b>Change of use (C.O.U) of existing buildings or land with no increase in floor space *</b>				
	Meeting and follow up letter D45	A350-9409	385.00	385.00
	Letter only D45	A350-9409	255.00	255.00

\* (a-excluding change of use to residential - for this, please see Category 2) (b- other than for (a) above, where an

## PLANNING

### REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

SUSTAINABLE DEVELOPMENT	General ledger code	2015/16 £	2016/17 £
<b>Agriculture and Forestry.</b>			
Erection of new buildings, glasshouses or poly-tunnels with a gross floor area up to 465m <sup>2</sup>			
Meeting and follow up letter D45	A350-9409	185.00	185.00
Letter only D45	A350-9409	120.00	120.00
All other agricultural buildings and development.			
Meeting and follow up letter D45	A350-9409	385.00	385.00
Letter only D45	A350-9409	255.00	255.00
<b>Erection, alterations or replacement of plant or machinery.</b>			
Meeting and follow up letter D45	A350-9409	95.00	95.00
Letter only D45	A350-9409	65.00	65.00
<b>Buildings and structures for equestrian purposes including stables, livery stables and riding schools.</b>			
1-40m <sup>2</sup> (gross floor area)			
Meeting and follow up letter D45	A350-9409	195.00	195.00
Letter only D45	A350-9409	130.00	130.00
41-75m <sup>2</sup> (gross floor area)			
Meeting and follow up letter D45	A350-9409	290.00	290.00
Letter only D45	A350-9409	195.00	195.00
76-1,000m <sup>2</sup> (gross floor area)			
Meeting and follow up letter D45	A350-9409	480.00	480.00
Letter only D45	A350-9409	320.00	320.00
1,001-3,750m <sup>2</sup> (gross floor area)			
Meeting and follow up letter D45	A350-9409	960.00	960.00
Letter only D45	A350-9409	640.00	640.00
3751m <sup>2</sup> + (gross floor area)			
Meeting and follow up letter D45	A350-9409	1,915.00	1,915.00
Letter only D45	A350-9409	1,275.00	1,275.00
<b>Erection or construction of gates, walls, fences or other means of enclosure other than within the curtilage of a dwelling; and the construction of car parks, service roads and other means of access to land.</b>			
Meeting and follow up letter D45	A350-9409	165.00	165.00
Letter only D45	A350-9409	110.00	110.00
<b>Advertisements.</b>			
Meeting and follow up letter D45	A350-9409	195.00	195.00
Letter only D45	A350-9409	130.00	130.00
<b>Telecommunications development.</b>			
Meeting and follow up letter D45	A350-9409	480.00	480.00
Letter only D45	A350-9409	320.00	320.00

#### Outline Proposals:

All Outline Proposals will be charged at the same rate as if the proposal were for a full application.

The request for advice will have to be accompanied by indicative drawings of the proposal.

**PLANNING**  
**REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

SUSTAINABLE DEVELOPMENT		General ledger code	2015/16 £	2016/17 £
<b>Non-Material Amendments and Minor Material Amendments</b>				
Householder	Meeting and follow up letter D45	A350-9409	140.00	140.00
	Letter only D45	A350-9409	90.00	90.00
Other	Meeting and follow up letter D45	A350-9409	290.00	290.00
	Letter only D45	A350-9409	195.00	195.00
<b>Requests to withdraw extant Enforcement Notices</b>				
	Meeting and follow up letter D45	A350-9409	335.00	335.00
	Letter only D45	A350-9409	225.00	225.00
<b>Requests to confirm that an extant Enforcement Notice has been complied with.</b>				
	Meeting and follow up letter D45	A350-9409	385.00	385.00
	Letter only D45	A350-9409	255.00	255.00



	Assume no change					TBC						
	Parish Fund Request 15/16	Support Payment	Request less Support	Band D Equiv 15/16	Band D Charge 2015/16	Parish Fund Request 16/17	Support Payment	Request less Support	Band D Equiv 2016/17	Band D Charge 2016/17	Band D Change	Band D Change
Amersham	519,621.00	15,228.80	504,392.20	6,549.48	77.01	519,621.00	9,518.00	510,103.00	6,614.22	77.12	0.11	0.14%
Ashley Green	15,900.00	357.09	15,542.91	454.20	34.22	15,900.00	223.18	15,676.82	454.31	34.51	0.29	0.84%
Chalfont St Giles	185,850.00	3,707.52	182,142.48	3,092.27	58.90	185,850.00	2,317.20	183,532.80	3,093.13	59.34	0.43	0.74%
Chalfont St Peter	298,329.00	5,984.89	292,344.11	6,310.63	46.33	298,329.00	3,740.55	294,588.45	6,400.30	46.03	-0.30	-0.64%
Chartridge	10,000.00	160.47	9,839.53	821.29	11.98	10,000.00	100.29	9,899.71	825.52	11.99	0.01	0.10%
Chenies	6,000.00	57.91	5,942.09	130.71	45.46	6,000.00	36.20	5,963.80	131.41	45.38	-0.08	-0.17%
Chesham	845,895.00	43,086.03	802,808.97	7,780.68	103.18	845,895.00	26,928.77	818,966.23	7,890.87	103.79	0.61	0.59%
Chesham Bois	48,460.00	78.35	48,381.65	1,628.49	29.71	48,460.00	48.97	48,411.03	1,636.67	29.58	-0.13	-0.44%
Cholesbury	9,800.00	79.70	9,720.30	498.93	19.48	9,800.00	49.81	9,750.19	504.28	19.33	-0.15	-0.76%
Coleshill	8,000.00	68.42	7,931.58	327.95	24.19	8,000.00	42.76	7,957.24	343.38	23.17	-1.01	-4.18%
Great Missenden	184,008.00	3,351.73	180,656.27	4,832.18	37.39	184,008.00	2,094.83	181,913.17	4,870.60	37.35	-0.04	-0.10%
Latimer & Ley Hill	11,000.00	120.02	10,879.98	505.54	21.52	11,000.00	75.01	10,924.99	506.44	21.57	0.05	0.24%
Little Chalfont	212,600.00	5,363.94	207,236.06	3,170.68	65.36	212,600.00	3,352.46	209,247.54	3,196.52	65.46	0.10	0.15%
Little Missenden	80,200.00	1,379.23	78,820.77	3,122.18	25.25	80,200.00	862.02	79,337.98	3,147.17	25.21	-0.04	-0.14%
Penn	53,000.00	442.32	52,557.68	2,325.35	22.60	53,000.00	276.45	52,723.55	2,329.81	22.63	0.03	0.12%
Seer Green	43,350.00	502.50	42,847.50	1,194.94	35.86	43,350.00	314.06	43,035.94	1,213.65	35.46	-0.40	-1.11%
The Lee	7,986.00	31.09	7,954.91	398.05	19.98	7,986.00	19.43	7,966.57	401.58	19.84	-0.15	-0.73%
Total	2,539,999.00	80,000.00	2,459,998.99	43,143.55	57.02	2,539,999.00	50,000.00	2,489,999.01	43,559.86	57.16	0.14	0.25%

