



Cabinet agenda

Date: Tuesday 15 February 2022

Time: 10.00 am

Venue: The Oculus, Buckinghamshire Council, Gatehouse Road, HP19 8FF

Membership:

M Tett (Leader), A Macpherson (Deputy Leader and Cabinet Member for Health and Wellbeing), G Williams (Deputy Leader and Cabinet Member for Planning and Regeneration), S Bowles (Cabinet Member for Communities), S Broadbent (Cabinet Member for Transport), J Chilver (Cabinet Member for Finance, Resources, Property and Assets), A Cranmer (Cabinet Member for Education and Children's Services), C Harriss (Cabinet Member for Culture and Leisure), N Naylor (Cabinet Member for Housing, Homelessness and Regulatory Services) and P Strachan (Cabinet Member for Climate Change and Environment)

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Agenda Item

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1 Apologies

2 Minutes

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To approve as a correct record the Minutes of the meeting held on 6 January, 2022.

3 Declarations of interest

4 Hot Topics

5 Question Time

Question from Councillor Stuart Wilson to Councillor Steve Broadbent, Cabinet Member for Transport

“Excessive Traffic Congestion, Delays and Carbon Emissions for Residents and Businesses: An Overhaul Required for the Buckinghamshire Permit Scheme

In line with the Buckinghamshire Permit Scheme (BuPS) Objective to manage and maintain the local highway network “to maximise the safe and efficient use of road space and provide reliable journey times” and with Paragraph 1.8.2 Improving Performance, what efforts are being made on non-emergency works to put residents and local businesses first by:

- Enhancing coordination and cooperation.
- Encourage partnership and collaborative working between all stakeholder groups.
- Provide more timely information including members of the public.
- Improve timing and duration of activities, particularly the busiest streets.
- Promote dialogue on how activities will be carried out.
- Enhance programming of activities and better forward planning by all promoters

and, in line with Paragraph 18.4, which provides for an evaluation of the Permit Scheme following the first, second, and third anniversaries of its inception and every third year thereafter, will the Cabinet Member for Transport commit to a **thorough overhaul of the BuPS to put the interests of residents, local business and the environment first** rather than the current sole focus of Key Performance Indicators on parity for the activity promoters?”

Question from Councillor Robin Stuchbury to Councillor Nick Naylor, (Cabinet Member for Housing, Homelessness and Regulatory Services)

“At the Council meeting on 9 December 2020, a Notice of Motion was considered on ‘Buckinghamshire Council becoming a Social Housing Provider’. It was resolved to call on Cabinet to instruct Officers to commission a report detailing both current and future possible

affordable housing delivery models, including local authority owned social housing, which would maximise the provision of the best range of good quality affordable housing appropriate to the needs of residents.

In light of the fact that the Council will be setting a budget next weekend and that it should reflect previous commitments and agreements, could the Cabinet Member please update me on the progress that has been made with this important issue?"

Question from Councillor Karen Bates to Councillor Martin Tett, Leader of the Council and Councillor Peter Strachan, Cabinet Member for Environment and Climate Change

"Greatmoor Energy from Waste Facility

Buckinghamshire Council has a 30 year contract with FCC for the management of residual waste at the Greatmoor Waste Incinerator near Buckingham. This contract was drawn up between BCC and FCC in 2013.

Yet in 2021 there was a dispute resulting in a High Court case. Buckinghamshire Council won on all counts except one. However, this one dispute resulted in Buckinghamshire Council being ordered to pay FCC £504 000 which including interest came to £812 000.

It is good that there is now legal clarification on all aspects of the income share element but please could Members be informed of

- the full cost including legal fees to BC and residents
- how this will be accounted for in the current financial year, the Budget and the MTFP
- whether this has contributed to the forced cuts elsewhere, such as Community Board funding."

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- 14 Exclusion of the public (if required)**
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.
- Paragraph 3 Information relating to the financial or business affairs of a particular person (including the authority holding the information)
- 15 Confidential appendices to Future High Streets 499 - 502**
- 16 Confidential Minutes 503 - 504**
- 17 Date of next meeting**
1 March 2022 at 10am

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Cabinet minutes

Minutes of the meeting of the Cabinet held on Thursday 6 January 2022 in The Oculus, Buckinghamshire Council, Gatehouse Road, HP19 8FF, commencing at 10.00 am and concluding at 12.20 pm.

Members present

M Tett, A Macpherson, S Bowles, S Broadbent, J Chilver, A Cranmer, C Harriss and P Strachan

Others in attendance

G Hall, M Winn and P Cooper

Agenda Item

1 Apologies

Apologies were received from Councillors Nick Naylor and Gareth Williams. Councillor Gary Hall (Deputy Cabinet Member – Planning Enforcement) and Councillor Mark Winn (Deputy Cabinet Member – Homelessness) attended the meeting in their places.

2 Minutes

RESOLVED –

That the Minutes of the Cabinet meeting held on 7 December, 2021, be approved as a correct record.

3 Declarations of interest

Councillors S Bowles and P Strachan declared a pecuniary interest as Aylesbury Vale Estates Board Members and left the meeting while the AVE Business Plan agenda item was discussed. Councillor M Winn declared a personal interest as he had recently called-in a planning application submitted by AVE to the Central Bucks Area Planning Committee and left the meeting while the AVE Business Plan agenda item was discussed.

4 Hot Topics

The following hot topics were discussed:-

Cabinet Member for Finance, Resources, Property and Assets

Reference was made to the consultation on the Winslow Sports Hub where the Council was proposing to build a new purpose-built sports hub on land at Redfield Farm. The deadline for the consultation had been extended to end of January 2022. <https://yourvoicebucks.citizenspace.com/culture-sports-and-leisure/winslow-sportshub/>

Cabinet Member for Transport

There would be a number of gritting runs over the next few days during the cold weather.

Cabinet Member for Education and Children's Services

The new term for schools had started with secondary school children wearing masks and 12-15 year olds were being offered two doses of the vaccination. A decision would be taken in February regarding examinations. Regarding the Ofsted Inspection for Children's Services a decision was expected on 11 February 2022.

Cabinet Member for Climate Change and the Environment

The Cabinet Member had agreed for Veolia to suspend collecting green waste for the next few weeks as a number of staff were isolating and priority would be given to the other waste streams. The Leader asked a question about Christmas trees and was informed that they could be chopped up and put in the garden bin or taken to a Household Waste Recycling Centre.

Cabinet Member for Communities

A recent report on the lack of infrastructure on Aylesbury had incorrectly referred to the fact that the Council was not addressing the problem. The Council had plans in place to improve infrastructure however building links roads was a complex project and also needed to link in with housing applications.

Cabinet Member for Culture and Leisure

Lane swimming was now being provided for people of different abilities and quieter times when there was less usage of the pool. Residents were asked to contact their local leisure centre about their timetable. In the first week the new Chiltern Lifestyle Centre had 10,000 visitors.

Deputy Cabinet Member for Enforcement

A reminder was given regarding the survey on brownfield sites. As the Council was in the discover and exploration phase of the Local Plan for Buckinghamshire a survey had been posted on Your Voice Bucks to obtain views on where new development should be located and what the Council should do to protect Buckinghamshire. The deadline for the survey was 11 February 2022. Included in this was how the Council could make the best use of sites that had already been built on (brownfield sites). <https://yourvoicebucks.citizenspace.com/planning/local-plan-2021/>

Deputy Cabinet Member for Homelessness

The Government had helped provide funding again this winter for 'rough sleepers'

and those who were homeless who wished to have shelter could do so.

5 Question Time

No written questions had been submitted in advance of the meeting.

6 Forward Plan (28 Day Notice)

The Leader introduced the Forward Plan and commended it to all Members of the Council and the public, as a document that gave forewarning of what Cabinet would be discussing at forthcoming meetings.

RESOLVED –

That the Cabinet Forward Plan be noted.

7 Select Committee Work Programme

RESOLVED –

That the Select Committee Work Programme be noted.

8 Council Tax Base 2022-23

The Local Authorities Calculation of Council Tax Base (England) Regulations 2012 prescribed rules for the calculation of the Council Tax base. On an annual basis, all local authorities were required to calculate a Council Tax Base that was used to set the level of Council Tax. The process was governed by the Local Authorities' (Calculation of Tax Base) Regulations 1992.

Cabinet received a report which set out the methodology for calculating the Council tax base. Local discounts and premiums arising from the Council Tax Support Scheme and Council Tax Reforms brought in from 1 April 2014 had been taken into account in the tax base calculation. The calculation was based on the current position in terms of numbers on the Council Tax Reduction Scheme (CTR). The result of this calculation for each band and each part of the area was then scaled to a Band D equivalent by reference to the ratios laid down in Section 5 of the 1992 Act.

The estimate of the collection rate was the main area over which the Council has any discretion. Cabinet was recommended to approve an estimated collection rate of 98.2% which had been estimated by reference to past experience of Council Tax collection, including the current observable conditions. Collection rates would be monitored, and any adjustments would be reflected in the calculation of the 2022/23 surplus or deficit.

A Member was given reassurance that the Council should be able to achieve a 98.2% collection rate for 2022/23 – the Council was on track to achieve a 98.1% collection rate for the current year. The situation would continue to be monitored throughout the year.

RESOLVED –

- (1) That the Buckinghamshire Council Tax Base of 225,030.74 for the year 2022/23 be approved.
- (2) That the Buckinghamshire Council's collection rate for the year 2022/23 is 98.2%.

9 Draft Revenue Budget and Capital Programme

Cabinet received a report setting out the draft 3-year revenue budget (2022/23 to 2024/25) and 4-year capital programme for Buckinghamshire Council. Local Government funding remained very uncertain in the medium term due to proposed changes to the Local Government funding regime and the implementation of key Government policies in regard to Adult Social Care reform and the 'Levelling Up' agenda. The Spending Review had laid out the Government's funding totals and priorities for the period 2022/23 to 2024/25. However, actual allocations to individual authorities, through the Provisional Local Government Settlement, only covered 2022/23.

Changes to the revenue budget were largely focussed around changes in service demand and income (both service and corporate), the wider economic impacts of the ongoing Covid-19 pandemic, and the recognition of the ongoing risks relating to the pandemic and the wider Local Government funding regime.

The Leader introduced the report and stated that significant uncertainty remained over the future course of the Covid-19 pandemic, with the potential impacts of the current Omicron variant, and potential new variants currently unknown. Further lockdowns and national or local restrictions would impact both on the day to day operation of the Council, the duration of the pandemic and potentially the scale and pace of the recovery of local, national and global economic activity. The draft budget might be subject to significant change before the final budget was presented to Cabinet and full Council as the consequences of the Omicron variant become more apparent over the coming weeks and months.

The draft budget proposed had been built on the proposed Council Tax base and assumed a 1.99% increase in basic Council Tax and a 2% increase for the Adult Social Care Precept (including 1% carried forward from 2021/22), giving a total increase of 3.99%. The draft budget included the one-off use of £1.36m of General Fund balances to produce a balanced budget and mitigate risks in 2023/24.

The Capital programme covered 4 years as many schemes span across multiple financial years. The Council currently had borrowing headroom of £100m whereby schemes that were brought forward with a robust and financially viable business case could be added to the Capital Programmes subject to Cabinet approval.

The Cabinet report explained the significant impacts that the global impact had on the operations of the Council during 2021/22, including significant decreases in service income levels whilst expenditure pressures, especially in Care Services, had been increasing at unprecedented rates. The draft budget reflected the latest estimates for the ongoing impacts of Covid-19 and the future recovery on income

streams and normalisation of demand growth for critical front-line services which the post-Covid 'new normal' would bring.

At the end of quarter 1 of 2021/22 most direct Government grant support to the Council for the ongoing impacts of the pandemic had ceased. However, this situation was subject to change as the Government's response to the ongoing pandemic developed and changed, as evidenced by the announcement of additional Business Grants to support sectors adversely affected at the current time. Given the ongoing pandemic the budget was still significantly impacted by Covid-19 but started to reflect a recovery and normalisation of budgets by 2024/25.

The Government's Spending Round 2021 had included some significant spending announcements of interest to Local Government. Key to these were:

- The capping of the Adult Social Care Precept at 1% for the next 3 years (1% generates c£3.6m p.a. whilst Adult Social Care growth and cost pressures currently total c£10.0m p.a.);
- The basic Council Tax referendum threshold to remain at 2%;
- An Adult Social Care Grant (funded from the 1.25% increase in National Insurance contribution from both employers and employees) was proposed. This was worth an additional £0.2bn in 2022/23, £1.4bn in 2023/24 and £2.0bn in 2024/25 to Local Government and was to fund the implementation of Care reforms and the move towards a fairer and more sustainable cost of care. It was assumed that this would fully cover new and additional costs;
- An additional £4.8bn over 3 years (£1.6bn p.a.) of funding would be provided to Local Authorities to cover the costs of pay, inflation, supporting families, Cyber Security and other expenditure pressures such as social care costs;

Estimates of the impact of these announcements on the Council's funding and future expenditure had been included in the draft Revenue Budget. Further clarity on the local impact of these announcements had been received as part of the Provisional Local Government Finance Settlement although this only provided 2022/23 allocations to individual authorities. The proposed changes to Local Authority funding regime could significantly impact the distribution basis from 2023/24 onwards, and the ongoing impact of Care Reform was still unknown. As such, funding for 2023/24 onwards remained a high-level estimate and contained significant risk.

On 16 December 2021, the Secretary of State had published the Provisional Local Government Settlement. Key items of note from this announcement were as follows;

- (a) The settlement was for one-year only. This was due to the impending changes to the Local Government funding regime, which are expected to be implemented in 2023/24.
- (b) The referendum threshold for basic Council Tax (excluding ASC Precept) had been confirmed at 2%.
- (c) The ASC Precept was confirmed at a maximum of 1%, and the applicability of the additional 1% carried forward from 2021/22 was also confirmed.

- (d) Nationally more than £1bn extra funding for Social Care had been announced. This included confirmation that 2021/22 Social Care grants continued and funding to prepare for the implementation of Social Care reforms.
- (e) A new 'Services Grant', which included compensation for the additional costs incurred as a result of the additional 1.25% levy on employers National Insurance costs.
- (f) The Lower Tier Services grant was continued for another year.

Overall, the Council's allocations resulted in a reduction of £1.01m in ongoing grant funding compared to planning assumptions, which was partly offset by a one-off gain of £993k on New Homes Bonus in 2022/23 only. The current New Homes Bonus scheme was due to end in 2023/24. It was usual practice to only use one-off funding sources for one-off expenditure items, such as capital projects and revenue investments, as they were not a sustainable funding stream, and did not support financial sustainability.

Overall, the draft budget included growth pressures of £25.7m in 2022/23 increasing to £56.2m by 2024/25, with offsetting savings / efficiencies and income increases of £17.5m in 2022/23 rising to £42.2m by 2024/25. The overall revenue budget, with each portfolio's element expanded, can be found in Appendix 1, with the key proposals being as follows:

- An increase of 1.17% in the Council Tax base as a result of a return towards pre-pandemic levels of house completions, and a small decrease in Council Tax Reductions awarded. With increases to basic Council Tax (1.99%) and the Adult Social Care Precept (2%) this represents an increase of £18.6m in Council Tax receipts in 2022/23;
- The stabilisation of Business Rates receipts as a result of a recovering economic activity;
- Increases in corporate contingencies to mitigate the increased risk (especially for Social Care costs and market sustainability) arising from the pandemic and future changes to Local Government funding;
- Additional investment in both Adults (£31.6m by 2024/25) and Children's Social Care (£4.4m by 2024/25) budgets to address the continued increases in demand, inflation and the complexity of the cases managed;
- An increase in expected income levels from parking of £3.2m by 2024/25 (following a reduction of £5.2m in 2021/22);
- An increase in expected income levels from Leisure services of £2.3m by 2024/25, including the impact of the Chiltern Lifestyle Centre opening (Leisure income reduced by £1.9m in 2021/22);
- An increase in property income of £5.3m by 2024/25, including new opportunities arising (Property income budgets reduced by £2.0m in 2021/22);
- The addition of £10.0m in Home to School Transport budgets to reflect increased complexity in Special Need provision, increased demand and lost income;
- The delivery of a further £14.1m savings from the creation of the Unitary

Council.

- £6.9m of service transformation savings in Adult Social Care;
- Additional income from the introduction of Green Waste charging in the Wycombe area (to bring this in line with the rest of the County) will generate £1.1m of extra income, which will be partly offset by the additional HRC facilities within the Princes Risborough area;
- Invest to Save initiatives are being extended within Children's Social Care to support the recruitment and retention of permanent Social work staff;
- Reduction of funding for Community Boards to £2m p.a.
- Savings of £3.8m are being delivered by 2024/25 through retendering and other delivery initiatives within Home to School Transport services.

Details of proposed budget changes were set out at Appendix 3 to the Cabinet report which included for an increase in basic Council tax of 1.99%, and a proposed Adult Social Care Precept of 2% to be levied in 2022/23, including 1% carried forward from 2021/22. It was proposed that the 1% maximum Adult Social Care Precept would be levied in 2023/24 and 2024/25. In line with Government requirements this additional £7.3m of funding would be allocated to offset the £10.0m growth pressures in Adult Social Care budgets.

Within the draft budget were contingency budgets, that were held to mitigate future budget risks and to fund future pay increases and increases in pension contributions following the triennial pension revaluation.

The forecast General Fund balance as at the end of 2022/23 after the recommendations in the draft budget was expected to be £47m. This balance represents circa 10% of the net operating budget which helped mitigate financial risks. This would be reduced in 2023/24 due to the one-off use of £1.36m to balance the budget proposals. The position would be revisited in the next budget setting process. Whilst this budget provides the best available estimates for the period 2022/23 to 2024/25 as previously reported there was significant risk around future income, cost and funding projections. The external environment was continuously monitored, and significant and material changes would be reported and included within the final budget presented to full Council on 23 February.

Following agreement of the Climate Change Strategy at Cabinet in October 2021 the financial implications had been added to both the Capital Programme and the revenue MTFP. Beyond these specific elements of the strategy there were also local portfolio activities within Business as Usual functions, including the supply chain, which would help to reduce the Council's impact on the environment.

Cabinet was informed that the capital programme covered the period 2022/23 to 2025/26, in the recognition that capital projects were often multi-year projects and the uncertainty arising from the pandemic could be managed in other ways.

A Capital programme review had been conducted which covered the existing Capital programme, new capital bids and the prioritisation of those bids for inclusion in the

programme to get to a recommended capital programme. The Corporate Capital Investment Board had been consulted to provide a steer on the approach to prioritisation. The review had helped to get an understanding of what opportunities existed for reducing, reprofiling or removing projects where they were uncommitted, and to quantify the capital resources available. Following the review the affordable housing action plan had been updated to reflect a programme of works that could be funded from s106 agreements.

The Capital programme and the priorities within it would be reviewed and revisited as part of the MTFP process for 2023/24 onwards. As for 2021/22, it was proposed that Cabinet should make a recommendation to Council in February 2022 to delegate to Cabinet to add up to £100m worth of schemes to the capital programme during the year, to be funded through prudential borrowing, and subject to a robust business case being approved. This would enable additional priorities, such as regeneration and housing projects, to come forward and be added to the capital programme once positive business cases were fully developed. The prudential borrowing facility might also be used to provide capital loans to the Council's property company Consilio, our joint venture property company Aylesbury Vale Estates and the Enterprise Zone should there be a financially viable and robust business case.

The overall Capital programme and each Portfolio's element of the Programme were set out at Appendix 2. Key highlights within the draft programme were:

- (i) £37.9m to support Economic Growth & Regeneration;
- (ii) £136.4m on schools, and school improvement projects;
- (iii) £117.9m on Strategic Highways maintenance including;
- (iv) £61.6m on major highway resurfacing schemes;
- (v) £17.7m on Plane & Patch (smaller planned and reactive repairs);
- (vi) £8.5m on Footway repairs;
- (vii) £8.4m on Street Lighting repairs, replacement and maintenance;
- (viii) £8.0m to reduce flooding on our roads.
- (ix) £120.5m on Strategic Infrastructure, including HIF schemes;
- (x) £24.0m investment in Waste, primarily on vehicle replacement and a household recycling centre in Buckingham;
- (xi) 21.7m to support Housing and Homelessness including affordable housing action plans and disabled facilities grants.

All revenue consequences of the Capital programme had been included in the draft revenue Budget.

The report also included information on the financial and legal risks and implications associated with the budget setting. Lastly, Members were informed that a public consultation on priorities and budgets had been conducted between 6 October and 14 November 2021. Only 308 responses were received, with 292 of these responses being from residents. A summary of the results was detailed at Appendix 4 to the Cabinet report.

During discussion the following points were made:-

- The Cabinet Member for Communities reported that Community Boards funding had been reduced to £2m per annum and that applications over £1000 required contributory funding which should enable localities to focus on projects that would add value to the local community. This was a 'discretionary' area of the budget.
- The Cabinet Member for Health and Wellbeing whilst welcoming the adult social care grant funded from the increase in the National Insurance contributions commented that most of the funding for the first 3-4 years of it would go to the NHS rather than local government so there were still concerns about pressures on services particularly skills shortages and the impact of Covid.
- Concern was raised about inflation levels which were currently above 5%. This would impact pay pressures and also the costs of the supply chain. This had been offset by the lower levels of inflation in past years.
- The Cabinet Member for Finance, Resources, Property and Assets referred to the efficiency savings and the targets the Council would need to meet. The Council had undertaken a number of efficiency savings to deliver targets which included for example the Better Bucks Service Review, property rationalisation through becoming a new unitary council and a single revenue and benefits team. There were also a number of property projects in the pipeline to help improve income. Making efficiency savings was a constant challenge for the Council with pressures on adults and children services, a reduction in income and other pressures such as the need to provide affordable housing and to balance this against requests from Parish and Town Councils to gift land for community use.
- The draft budget included the one-off use of £1.36m of General Fund balances. The Service Director Corporate Finance reported that this should only be used for one-off purposes and not any ongoing permanent costs. The draft budget was balanced in 2024/25 without any assumed use of General Fund reserves.
- Members welcomed the key highlights in the capital programme including the £117.9m on strategic highways maintenance projects which included major highway resurfacing schemes. £21.7m would support Housing and Homelessness which was welcomed by the Deputy Cabinet Member for Homelessness.
- The Minister had announced a one year settlement and it was hoped that next year there would be a 2 year settlement to help long term planning. With Covid there was still a lot of uncertainty. The Department of Levelling Up, Housing and Communities were focusing on their White Paper and addressing regional inequality.
- The draft budget prioritised climate change to ensure that there was sufficient funding to deliver the Climate Change and Air Quality Strategy to make Buckinghamshire carbon neutral or net-zero for carbon emissions by 2050.
- A public consultation on priorities and budgets was conducted between 6

October and 14 November 2021. 12.2 Only 308 responses were received, with 292 of these responses being from residents. The consultation was publicised through all the social media and communication channels.

- Reference was made to the Corporate Plan which was intrinsically linked with the budget and also which would address the pressures and recognise the risks of the Council's recovery from the pandemic.

RESOLVED –

- (1) That the draft revenue budget and capital programme for 2022/23 (Appendices 1-3) be approved.**
- (2) That the outcome of the budget consultation (Appendix 4) be noted.**
- (3) That the proposal to seek delegation from Council to Cabinet for up to £100m of new capital schemes to be added to the capital programme, through Prudential Borrowing, and where robust financial business cases have been made, be supported.**
- (4) That it be noted that a supplementary report, the formal Council Tax Resolution, will accompany the final budget submitted to full Council.**
- (5) That the current risks associated with the draft budget proposals be noted.**

10 Aylesbury Vale Estates Business Plan

Aylesbury Vale Estates (AVE) had been formed in 2009 as a 20-year Joint Limited Partnership (JLP), following a 15-month full OJEU procurement process. It was a 50-50 partnership between the Council and private investors who collectively formed Akeman Partnership LLP. Akeman Asset Management provided the day to day management of the portfolio with the 'Board' meeting formally every quarter with more informal monthly interim meetings.

AVE was required to present a rolling three year business plan for comment and sign-off by the Council as 50% shareholder. Cabinet received a report and accompanying business plan which set out the strategy for achieving the core objectives of AVE (as agreed in 2009), during the plan period. The detail of the plan was focused on the first year i.e. 2022/2023. The strategy for years 2023/2024 and 2024/2025, would be kept under review to enable new opportunities and challenges to be responded to. The report also summarised the performance to date in the current financial year.

The report detailed the background to the formation of AVE that was now over 12 years old and performing well. The starting portfolio had been valued at £36.1m. The starting portfolio had been valued at £36.1m, with the purchase financed by non-interest bearing loans from each member of £4m plus two loans from AVDC. Details of loans provided and arrangements for their payback were detailed. The current outstanding debt was just under £33m in line with the agreed amortisation schedule.

The council's and private investors net asset value of their ownership of AVE had now risen to £17.020m from the original £8m investment which showed an

annualised return to investors once distributions and set up costs were paid, of 16.93% per annum. The portfolio was usually valued annually but this had not happened in 2020 due to Covid. At the end of March 2021, the portfolio had been valued at just under £44m. This was a slight drop from the 2019 valuation, attributable to value impairment of the Hale Leys Shopping Centre. However, the value of the Centre was expected to increase, as footfall builds following the various lockdowns, supported by the signing of a number of new lettings.

The report provided a summary of the 2021/22 Business Plan and performance to date. The overall aim for the past few years had been to produce a self-sufficient portfolio, not reliant on sales, which paid all AVE overheads, all amortisation and distributed £600,000 pa whilst still retaining an annual profit. Information was provided on:

- That strategy in 2021/22, as approved by the Council.
- The sale of high value/low income assets for reinvestment in the portfolio through redevelopment of current sites.
- The Development of key assets and renewal/upgrade of industrial stock.
- Target Distribution – a distribution of £600,000 would be paid in March 2022 as forecast.
- The vacancy level across the main multi-let industrial estate which had remained very low over the last three years at between 0% and 2% despite the pandemic.
- Hale Leys Shopping Centre – which had sought to maintain current tenants whilst also continuing to diversify its offer with the New York Kitchen due to open in December followed by Wimpy UK. Both these offers would create active frontage onto the High Street and be open beyond Centre opening hours helping to increase the revenue stream.
- The review of all non-core and category B assets, with a view to selling or developing them, where possible.
- AVE paying off expensive debt to reduce the cost of finance and reduce amortisation. AVE has received a number of capital receipts from the sale of assets but agreed to retain some funds for re-development purposes. Paying off expensive debt has been deferred to 2023/2024 of the new business plan.

AVE's objectives for 2022-2025, remained the same as the current business plan although there were some variations in the proposed strategy to achieve these:

- Reinvestment of sale funds into key development sites – Stocklake and Rabans Lane.
- Target a distribution of £600,000 pa increasing towards the end of the business plan as income increases particularly from the new commercial developments at Stocklake and Rabans Lane.
- Pay off expensive debt to reduce the cost of finance and reduce amortisation.
- Reinvest any excess funds to further enhance the income stream.
- Maintain current levels of occupancy within the main industrial portfolio.
- Hale Leys – maintain current tenants, let vacant units and improve further income stream.

In 2022/2023, the main focus for AVE would be on achieving planning approval for the Stocklake and Raban's Lane development sites. This would enable the residential element of the Raban's Lane scheme to be sold with outline planning consent and contribute to the area's housing target. It would also enable AVE to proceed with the commercial developments at Stocklake and Raban's Lane to generate a future income stream as well as generating employment opportunities.

Members were informed that the detailed business plan (confidential) set out a number of key assumptions about these specific development sites. Achieving these assumptions would assist AVE to deliver other strands of the strategy including future distributions, paying off expensive debt and maintaining the current levels of occupancy in the main industrial estate.

AVE would also continue to review its non-core assets and community assets bringing forward any proposals for the council's consideration. The sale of the two scout huts to the relevant scout club/association were good examples where assets of low value/income to AVE were sold for the higher benefit to the local community. As the new Buckinghamshire Local Plan take shape, AVE would be keeping the portfolio under review to identify if any sites should be put forward under the call for sites stages of the planning process.

RESOLVED –

- (1) That the performance of AVE against the current Business Plan and for the current financial year be noted.**
- (2) That the AVE Board be asked to consider the comments made at this meeting on their strategy and business plan, in finalising their Business Plan for 2022-25.**

11 Exclusion of the public (if required)

RESOLVED –

That pursuant to Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting during consideration of Minute No 12, on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act as defined as follows:

Minute 12 – Aylesbury Vale Estates Business Plan

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future process or negotiations)

12 Aylesbury Vale Estates Business Plan Confidential Appendices

This item was undertaken in confidential session as part of Minute item 10 and details of the public discussion and the decisions taken are included within Minute number 10.

13 Confidential minutes

RESOLVED –

That the confidential Minutes of the Cabinet meeting held on 7 December, 2021, be approved as a correct record.

14 Date of next meeting

Tuesday 15 February 2022 at 10.00am.

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Buckinghamshire Council Cabinet/Leader forward plan

The 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 Buckinghamshire Council (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 five working days before the date of the decision meeting and will be available via the Buckinghamshire Council website ([Cabinet agendas](#) / [Leader decisions](#)).

All reports will be open unless specified otherwise.

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Cabinet 15 February 2022				
Buckinghamshire Council Homelessness Strategy Update on development of Council Homelessness Strategy and presentation of draft Strategy for consideration		Councillor Nick Naylor Michael Veryard		17/1/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Budget Scrutiny 2022 report To consider the budget scrutiny report from the Budget Scrutiny Inquiry Group.		Councillor Ralph Bagge Leslie Ashton		25/11/21
Capital and Investment Strategy To recommend the Strategy to Full Council		Councillor John Chilver Richard Ambrose		31/1/22
Final Budget and Capital Programme For Cabinet to recommend the final budget to Council		Councillor Martin Tett Richard Ambrose		12/11/21
Future High Streets To approve the investment of a further tranche of Future High Streets monies.	Abbey	Councillor John Chilver John Reed	Part exempt (<i>para 3</i>)	23/12/21
London Housing Consortium The joint committee is being disbanded, to be replaced by a new corporate entity. This requires a cabinet decision from constituent authorities.		Councillor John Chilver John Reed		17/1/22
Cabinet 1 March 2022				
Affordable Housing Position Statement To consider the interim position statement on affordable housing prepared by a member led task and finish group.		Councillor Nick Naylor Nigel Dicker	Part exempt (<i>para 3</i>)	7/12/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Aligning Charges for Garden Waste Collections To review and harmonise garden waste charging across the county</p>		Councillor Peter Strachan Martin Dickman		31/1/22
<p>Consilio Business Plan Update on Consilio, an external property company. To receive an update on performance of the Council owned external property company and future plans.</p>		Councillor John Chilver John Reed	Part exempt (para 3)	7/12/21
<p>Corporate Plan Refresh 2022 The current Corporate Plan has been in place since April 2020 initially to cover a 3-year period (2020-2023). A light-touch review of the Corporate Plan has been undertaken to reflect key events and changes in priorities since the drafting of the plan in 2019/20.</p>		Councillor Martin Tett Roger Goodes		31/1/22
<p>Member engagement in planning - scrutiny review Select Committee review</p>		Councillor David Carroll Kelly Sutherland		31/1/22
<p>Ofsted Inspection Outcome Outcome of Ofsted Inspection of Children's Services</p>		Councillor Anita Cranmer Richard Nash		17/1/22
<p>Q3 Budget Monitoring Report 2021-22 Quarterly report</p>		Councillor John Chilver Richard Ambrose		12/11/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Q3 Performance Report 2021-22 Quarterly report		Councillor John Chilver Matthew Everitt		12/11/21
Wycombe Air Park (Aerodrome) Commercial transaction with leaseholder.	Marlow	Councillor John Chilver John Reed	Part exempt (<i>para 3</i>)	6/1/22
Cabinet 29 March 2022				
Buckinghamshire Council Companies Governance Authorisation to form a Cabinet Sub-Committee to act as Shareholder / Member representative to ensure proper Governance for companies owned or part owned by Buckinghamshire Council.		Councillor John Chilver John Reed		7/12/21
Moving Traffic Offences To seek approval to proceed with an application to Dft for powers to enforce moving traffic offences.		Councillor Steve Broadbent Rob Smith		17/1/22
Woodlands potential acquisition strategy Exploring options for bringing forward the woodlands development.	Aston Clinton & Bierton	Councillor John Chilver John Reed	Part exempt (<i>para 3</i>)	17/1/22
Woodlands strategy for negotiated acquisition Recommendations to Cabinet regarding the freehold interest in the Woodlands development site.	Aston Clinton & Bierton	Councillor John Chilver John Reed	Part exempt (<i>para 3</i>)	17/1/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
Cabinet 12 April 2022				
Aylesbury Garden Town HIF Annual Report The £170m contract for the housing infrastructure fund in Aylesbury was signed in November 2020. This is the first annual update requested by Cabinet.		Councillor Martin Tett Robin Smith	Part exempt (<i>para 3</i>)	12/11/21
OCO budget release and future management arrangements To release capital already set aside to complete the project.	Aylesbury South East	Councillor John Chilver John Reed	Part exempt (<i>para 3</i>)	17/1/22
Winslow Regeneration Business Case The plans and proposals for the development of the Winslow centre site.	Winslow	Councillor John Chilver John Reed	Part exempt (<i>para 3</i>)	17/1/22
February 2022 Leader Decisions				
A355 Amersham Road – Proposed 50mph Speed Limit Proposal to lower speed limit from junction with Tower Road to Beaconsfield	Beaconsfield; Chalfont St Giles	Councillor Steve Broadbent Bestman Agu		17/1/22
A40 Oxford Road / Wycombe Speed Reduction A40 Oxford Road / Wycombe Speed Reduction from 60mph to 50mph	West Wycombe	Councillor Steve Broadbent Bestman Agu		20/7/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>A41 PPTC Bus Lane Relocation Statutory Consultation Bus Lane relocation on the A41 Bicester Road as part of the A41 PPTC scheme.</p>	Aylesbury North West; Stone & Waddesdon	Councillor Steve Broadbent Vanessa Silva		14/5/21
<p>A413 Amersham Road Gap Closure Closure of central reserve gap on the A413 Amersham Road, Gerrards Cross.</p>	Chalfont St Peter; Gerrards Cross	Councillor Steve Broadbent Bestman Agu		17/1/22
<p>Active Travel Statutory Consultations Marlow and Southcourt Decision report on the Statutory Consultations held regarding Active Travel proposals in Trinity Road, Marlow and Southcourt, Aylesbury. Proposals include a restriction of motor vehicles (in both areas), the implementation of a mandatory cycle lane and a shared use lane (in Southcourt, Aylesbury).</p> <p>These proposals hope to create a quieter area for everyone, encouraging cycling and walking whilst still maintaining vehicular access for local residents and businesses.</p>	Aylesbury South West; Marlow	Councillor Steve Broadbent Ricky Collymore		23/12/21
<p>Assets of Community Value Policy To agree the Assets of Community Value Policy</p>		Councillor Steve Bowles Katie McDonald		30/7/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Aylesbury Garden Town Framework and Infrastructure Supplementary Planning Document – Draft for Consultation The Aylesbury Garden Town Framework and Infrastructure Supplementary Planning Document is a requirement of the Vale of Aylesbury Local Plan to support the delivery of the Aylesbury Garden Town. The Supplementary Planning Document sets out the strategic infrastructure delivery schedules for the physical, green and social infrastructure required for the Garden Town. It also outlines the funding and delivery programme.</p>	Aylesbury East; Aylesbury North; Aylesbury North West; Aylesbury South East; Aylesbury South West; Aylesbury West	Councillor Gareth Williams Simon Meecham		25/11/21
<p>Aylesbury Vale Area Affordable Housing Supplementary Planning Document - For Consultation Decision to approve the Draft SPD and for it to go to a public consultation for Six Weeks</p>		Councillor Gareth Williams David Broadley		7/12/21
<p>Buckinghamshire Council Coat of Arms Design and registration of a new coat of arms for Buckinghamshire Council</p>		Councillor Martin Tett Roger Goodes		20/7/21
<p>Budget Adjustments to the Approved Capital Programme To approve changes to the Approved Capital Programme</p>		Councillor John Chilver Sue Palmer		14/9/20

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Business Case for the recommissioning of The Vines (respite service for Children and Young People) To agree the Business Case for the recommissioning of The Vines - a six bedded unit providing residential short breaks to disabled young people aged 11 – 19 years old with behaviours that challenge which is due for renewal on 1st April 2022. This is for a 2 year contract with one year extension.</p>		<p>Councillor Anita Cranmer Tracey Ironmonger</p>	<p>Part exempt (para 3)</p>	<p>18/8/21</p>
<p>Choice and Charging Policies Adult Social Care policies</p>		<p>Councillor Angela Macpherson Tracey Ironmonger</p>		<p>17/9/20</p>
<p>D-AGT1 Aylesbury Garden Town - South Aylesbury - Supplementary Planning Document D-AGT1 South Aylesbury is an adopted mixed use allocation in the Vale of Aylesbury Local Plan. The Local Plan requires a site-specific Supplementary Plan Document for this allocation; in the form of masterplan to set out clear and detailed advice for place-making. This key decision is to seek the Leaders approval to consult the public on the draft masterplan.</p>	<p>Wendover, Halton & Stoke Mandeville</p>	<p>Councillor Gareth Williams Simon Meecham</p>		<p>1/11/21</p>
<p>Devolution Pilot 2 To agree the devolution pilot scheme</p>		<p>Councillor Steve Bowles Claire Hawkes</p>		<p>8/10/21</p>

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Disabled Parking Bays in Residential Areas (from November 2021 consultation) Disabled parking bays placed near residential properties to assist residents with blue badges and physical mobility issues.</p>	Aylesbury North; Aylesbury North West; Booker, Cressex & Castlefield; Chalfont St Peter; Chesham; Chess Valley; Great Brickhill; Iver; Ivinghoe; Little Chalfont & Amersham Common; Marlow; Penn Wood & Old Amersham; Stoke Poges & Wexham; West Wycombe	Councillor Steve Broadbent Ian Thomas		6/1/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Extension of the e-scooter trials until November 2022 The Department for Transport have agreed that the end date for current e-scooter trials can be extended further until November 2022. This paper requests agreement to extend the end date for the e-scooter trials in Buckinghamshire taking place in Aylesbury, High Wycombe and Princes Risborough until November 2022.</p>	Abbey; Aston Clinton & Bierton; Aylesbury East; Aylesbury North; Aylesbury North West; Aylesbury South East; Aylesbury South West; Aylesbury West; Booker, Cressex & Castlefield; Downley; Hazlemere; Ryemead & Micklefield; Stone & Waddesdon; Terriers & Amersham Hill; The Risboroughs; Totteridge & Bowerdean; Tylers Green & Loudwater; West Wycombe; Wing	Councillor Steve Broadbent Richard Lumley		23/12/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Gerrards Cross Waiting Restrictions Report to be written with recommendations upon the conclusion of a statutory consultation on waiting restrictions proposed in Gerrards Cross.</p>	Gerrards Cross	Councillor Steve Broadbent Ricky Collymore		12/7/21
<p>Hatters Lane Signalised Pedestrian Crossing New signalised crossing outside Highcrest Academy on Hatters Lane, High Wycombe</p>	Totteridge & Bowerdean	Councillor Steve Broadbent Bestman Agu		17/1/22
<p>Highway Safety Inspection Policy Update to the existing Highway Safety Inspection Policy</p>		Councillor Steve Broadbent Keith Carpenter		30/6/21
<p>Highways Development Management commuted sums Highways Development Management last updated our commuted sums in 2006, this is a proposal to update these not only in line with inflation but to use a slightly different format.</p>		Councillor Steve Broadbent Lee Steadman		15/10/20
<p>High Wycombe Junction Protection Restrictions Report on a Statutory Consultation proposing waiting restrictions in the High Wycombe area. A recommendation will be made in the report after taking the responses received into account</p>	Abbey; Booker, Cressex & Castlefield	Councillor Steve Broadbent Ricky Collymore		26/8/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>High Wycombe Transport Strategy and High Wycombe Local Cycling and Walking Infrastructure Plan (LCWIP) Consultation Request for agreement to conduct public consultation on the draft High Wycombe Transport Strategy and High Wycombe Local Cycling and Walking Infrastructure Plan (LCWIP) once engagement has been undertaken with local members.</p>	<p>Abbey; Booker, Cressex & Castlefield; Chiltern Villages; Downley; Hazlemere; Penn Wood & Old Amersham; Ridgeway East; Ridgeway West; Ryemead & Micklefield; Terriers & Amersham Hill; The Wooburns, Bourne End & Hedsor; Totteridge & Bowerdean; Tylers Green & Loudwater; West Wycombe</p>	<p>Councillor Steve Broadbent Suzanne Winkels</p>		<p>14/5/21</p>
<p>Household Waste Collection Policy Document South Bucks Area To make minor changes to waste collection policies in the south of Buckinghamshire to harmonise the service delivered.</p>		<p>Councillor Peter Strachan Martin Dickman</p>		<p>20/7/21</p>

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Land off Amersham Road Development Brief - Consultation Consultation on the draft development brief for the allocated housing site identified as HW8, Land off Amersham Road, in the adopted Wycombe District Local Plan</p>	Hazlemere	Councillor Gareth Williams Chris Schmidt-Reid		1/10/21
<p>Network Hierarchy Review Our Network Hierarchy drives our maintenance operations. It is important that the hierarchy reflects the needs, priorities and actual use of the network and that this is kept up to date. This review will update the hierarchy and suggest amendments to reflect changes to the use of the network since it was adopted and last updated.</p>		Councillor Steve Broadbent Keith Carpenter		25/11/21
<p>Oxford Street, High Wycombe Surrender and disposal.</p>	Abbey	Councillor John Chilver John Reed	Part exempt (<i>para 3</i>)	17/1/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Places of Natural Beauty Parking (from November 2021 consultation) Parking restrictions around areas of natural beauty</p>	Aston Clinton & Bierton; Chiltern Villages; Denham; Farnham Common & Burnham Beeches; Great Brickhill; Iver; Ivinghoe; Ridgeway East; Stoke Poges & Wexham; Wendover, Halton & Stoke Mandeville	Councillor Steve Broadbent Ian Thomas		6/1/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>PRO Project Phase 2 Scheme (from November 2021 consultation) Various sites across the county where the Traffic Regulation Order needs to be amended to match the on-street restriction.</p>	Abbey; Amersham & Chesham Bois; Aston Clinton & Bierton; Aylesbury North; Beaconsfield; Buckingham East; Chalfont St Peter; Cliveden; Denham; Flackwell Heath, Little Marlow & Marlow South East; Gerrards Cross; Great Missenden; Iver; Terriers & Amersham Hill; The Risboroughs; Tylers Green & Loudwater; Wendover, Halton & Stoke Mandeville	Councillor Steve Broadbent Ian Thomas		17/1/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Registration Service fees 2023-2025 Ceremony fees payable ceremonies booked in the financial year 2023/25</p>		<p>Councillor Nick Naylor Wendy Morgan-Brown</p>		31/1/22
<p>Station Road, Quanton - Proposed Traffic Calming Build Out Barwood Homes propose to fully fund and construct a Traffic Calming Build Out on Station Road, Quanton. This is to facilitate the widening of the existing footway to 1.5m beside No.17 Station Road. Works would be carried out via a Section 278 Legal Agreement.</p>	Great Brickhill	<p>Councillor Steve Broadbent Darryl Bonsor</p>		22/10/21
<p>Support to the Provider Market To seek approval for support to ensure the care market continues to be able to respond to the needs of Buckinghamshire residents.</p>		<p>Councillor Angela Macpherson Tracey Ironmonger</p>	Part exempt (<i>para 3</i>)	6/4/21
<p>The Buckinghamshire Agreed Syllabus for Religious Education 2022-2027 The Buckinghamshire SACRE (Standing Advisory Council for Religious Education) recommends that the local authority adopts the Agreed Syllabus for Religious Education for all Buckinghamshire maintained schools, including Voluntary Controlled schools, for 2022-2027.</p>		<p>Councillor Anita Cranmer Simon James</p>		31/1/22
<p>Town & Parish Charter To agree the Town and Parish Charter</p>		<p>Councillor Steve Bowles Kate Walker</p>		15/10/20

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Various schemes relating to planning conditions (from November 2021 consultation) Parking, waiting, moving and speed restrictions across various locations</p>	Abbey; Aston Clinton & Bierton; Aylesbury East; Aylesbury South East; Buckingham East; Buckingham West; Chiltern Ridges; Downley; Grendon Underwood; Iver; Ryemead & Micklefield; Stone & Waddesdon; Tylers Green & Loudwater; Wendover, Halton & Stoke Mandeville	Councillor Steve Broadbent Ian Thomas		6/1/22
<p>Voluntary Sector Grant Review To review and agree final recommendations</p>		Councillor Steve Bowles, Councillor Angela Macpherson Claire Hawkes		18/8/21

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
March 2022 Leader Decisions				
2023/24 Admission Arrangements Agreed admission arrangements for voluntary controlled and community schools, County scheme and Relevant area for 2024 following public consultation		Councillor Anita Cranmer Debbie Munday		31/1/22
Bus Service Enhanced Partnership To set up an Enhanced Partnership with bus operators in accordance with Department of Transport guidance.		Councillor Steve Broadbent Sara Turnbull		23/12/21
Dadford Road, Dadford - Proposed Round Top Speed Hump Following informal discussions held with Dadford Parish Council, nearby residents and the local Councillor for the area, MEPC propose to install a round top speed ramp at the Northern end of the village to compliment the S278 traffic calming measures already installed on this section of road. These works will be fully funded by the developer at no cost to the Council.	Buckingham East	Councillor Steve Broadbent Christine Urry		17/1/22
Emerald Way Improvements Scheme Upgrading Emerald Way cycle route along Rabans Lane, through Fairford Leys and into the Town Centre	Aylesbury North West	Councillor Steve Broadbent Ian McGowan		31/1/22

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
<p>Post 16 Transport Policy Statement 2022-23 The Council has a statutory duty to prepare and publish an annual Post-16 Transport Policy Statement (the Statement). This Statement specifies the arrangements for transport that the Council considers it necessary to make in order to facilitate the attendance of sixth form students receiving education or training.</p> <p>This Leader (Cabinet Member) decision will consider the outcome of the statutory consultation and will agree the Statement for 2022-23.</p>		Councillor Steve Broadbent Sara Turnbull	Part exempt <i>(para 3)</i>	23/12/21
April 2022 Leader Decisions				
<p>Sexual and Reproductive Health Services To agree the business case for the recommissioning of the sexual health service. This service provides a range of information, guidance and services with respect to sexual and reproductive health services, genito-urinary medicine and contraception services.</p>		Councillor Angela Macpherson Teresa Martin, Adam Johnson		17/1/22
June 2022 Leader Decisions				
<p>Interim Tree Risk Management Strategy Approval of an interim tree risk management strategy with respect to trees that Buckinghamshire Council manages</p>		Councillor Peter Strachan David Sutherland		5/10/20

Item and description	Wards affected	Councillor(s) / contact officer	Private report? (relevant para)	Date notified
July 2022 Leader Decisions				
Aston Clinton - Traffic Calming Vertical traffic calming and speed limit reduction	Aston Clinton & Bierton	Councillor Steve Broadbent Daniel Pearson		19/3/20

Individual Leader decisions (in consultation with the Cabinet Member) are not discussed at meetings – a report is presented to the Cabinet Member and the Leader will decide whether to sign the decision.

If you have any questions about the matters contained in this forward plan, please get in touch with the contact officer. If you have any views that you would like the cabinet member to consider please inform the democratic services team in good time ahead of the decision deadline date. This can be done by telephone 01296 382343 or email democracy@buckinghamshire.gov.uk. You can view decisions to be made and decisions taken on the council's website.

The council's definition of a 'key decision' can be seen in part 1 of the council's [constitution](#).

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 website usually five working days before the date of the meeting. Paper copies may be requested using the contact details below.

*The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt (private) 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.

Democratic services, Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire HP19 8FF 01296 382343
democracy@buckinghamshire.gov.uk

Select Committee Work Programmes 2021/22

Children's and Education Select Committee (Chairman: Patricia Birchley, Scrutiny officer: Katie Dover)

Date	Topic	Description & Purpose	Lead Officer	Contributors
10 March 2022	OFSTED inspection update	Review the outcomes of the Ofsted report following the Ofsted inspection during November 2021.	Richard Nash	Anita Cranmer, Richard Nash

Communities and Localism Select Committee (Chairman: Mimi Harker, Scrutiny officer: Kelly Sutherland)

Date	Topic	Description and Purpose	Lead Officer	Contributors
22 February 2022	Domestic Abuse	To receive an update on the work of the domestic abuse board and key areas of work, including violence against women and girls.	Claire Hawkes	Steve Bowles, Claire Hawkes
	Cultural Partnership	To receive an update on the work of the Cultural Partnership in Buckinghamshire.	Ruth Page	Lallie Davis
13 April 2022	Visitor Economy (TBC)	To receive an overview of the plans to promote the visitor economy in Buckinghamshire. Member will have the opportunity to discuss and suggest opportunities and how promotion could be more widespread.	Lisa Michelson	Clive Harriss, Lisa Michelson

Finance and Resources Select Committee (Chairman: Ralph Bagge, Scrutiny officer: Chris Ward)

Date	Topic	Description & Purpose	Lead Officer	Contributors
17 February 2022	Overall Property Strategy	For members to understand the Council's overall property strategy and to receive an overview of council access points, their customer usage and plans to utilise council property for other purposes. (may require confidential session).	John Reed	John Chilver, Tim Butcher, Ian Thompson, John Reed
	12 month update on budget scrutiny recommendations	To receive an update on the progress of the budget scrutiny recommendations made in January 2021.	Richard Ambrose	Martin Tett, John Chilver, Richard Ambrose
	Budget Performance Monitoring Q3	To review the quarter 3 budget monitoring report.	Richard Ambrose	John Chilver, Richard Ambrose
7 April 2022	Update on external property companies	To receive an update on performance of the Council owned external property companies and future plans (may require confidential session).	John Reed	John Chilver, Ian Thompson, John Reed
	TBC			

Growth, Infrastructure and Housing Select Committee (Chairman: David Carroll, Scrutiny officer: Kelly Sutherland)

Date	Topic	Description & Purpose	Lead Officer	Contributors
17 February 2022	Digital Infrastructure	For members to understand and feedback on the next steps for digital infrastructure in Bucks including broadband rollout.	Lisa Michelson	Martin Tett, Steve B
	Homelessness Strategy	For members to understand the long-term plans and provide feedback.	Nigel Dicker	Mark Winn – Dep CM Strategy must be in place by 31 st March
	Town Centre regeneration – to include smaller towns and villages	To look at town centre generation and understand and provide input on work and projects being undertaken.	Lisa Michelson	Jocelyn Towns
7 April 2022	Buckinghamshire Local Plan – Update	For members to assess progress made to date on the Local Plan.	Steve Bambrick	Gareth Williams, Steve B
	Skills discussion	To assess the development of the strategic partnership on skills with DWP.	Lisa Michelson	Martin Tett, Lisa

Health and Adult Social Care Select Committee (Chairman: Jane MacBean, Scrutiny officer: Liz Wheaton)

Date	Topic	Description & Purpose	Lead Presenters	Contributors
24th March	Support for Carers	The HASC undertook a one-day inquiry into support for carers in October 2018. A previous Committee reviewed the progress in implementing the recommendations after 9 months so this item is an opportunity to revisit this report and review the current situation.	Angela Macpherson, Cabinet Member for Health & Wellbeing	Gill Quinton, Corporate Director Commissioning Managers (ASC) – Lead officers for the inquiry
	South Central Ambulance Service	For Committee Members to hear from representatives from South Central Ambulance Service, particularly in light of the pandemic and Winter pressures.	Mark Begley, Head of Operations	

Transport, Environment and Climate Change Select Committee (Chairman: Bill Chapple, Scrutiny officer: Chris Ward)

Date	Topic	Description & Purpose	Lead Officer	Contributors
10 March 2022	HS2 Update	Update from HS2 and Bucks Council officers.	Dr Laura Leech	CM Steven Broadbent DCM Peter Martin
	Sustainable Transport	To provide information on schemes to improve the road network and encourage sustainable travel in Buckinghamshire e.g. electric vehicles, active travel options and area transport strategies.	Joan Hancox / Rob Smith	CM Steven Broadbent
	Climate Change Strategy Update	To receive an update on the Climate Change Strategy.	Ed Barlow David Sutherland	CM Peter Strachan



Report to Cabinet

Date: 15 February 2022

Title: **Budget Scrutiny 2022 Report**

Relevant councillor(s): Councillor Ralph Bagge, Chairman of the Budget Scrutiny Inquiry Group

Author and/or contact officer: Leslie Ashton, Senior Scrutiny Officer
leslie.ashton@buckinghamshire.gov.uk; 01895 837227

Ward(s) affected: Not ward specific

Recommendations:

Recommendations made by the Budget Scrutiny Inquiry Group to Cabinet are that:

1. The Corporate Plan be reviewed prior to the end of this financial year. The Corporate Plan is vital in providing the vision that drives the strategies, programme, and budget.
2. A timetable of key strategies which are in development across the Council, with target dates for key milestones, should be shared with all members on a quarterly basis. This would provide renewed focus on delivery of strategies and enable members to identify opportunities for consultation or pre-decision scrutiny by the relevant select committee and local members where appropriate.
3. Beyond the Better Buckinghamshire Programme, all services should constantly be reviewed and challenged for demonstration of best value. Members note that service areas such as Policy and Communications have had capacity to cope with exceptional demand over the past two years whereas other service areas have tended to hire interim staff to cope with times of higher demand. Members welcome an ongoing assessment of how each service is delivering value and question whether this level of budget would be necessary as the Council returns to a 'business as usual' footing. Publishing headcounts to understand staffing levels across all areas would support this assessment. A further review should be considered post-COVID to consider further reductions and potential outsourcing of non-core activities to save costs.
4. Greater visibility should be given to contingencies contained within the budget, as well as any in-year release of contingencies so that residents can see and understand how decisions are reached and the pressures on the budget. Consideration should be given to including an additional appendix in the final budget paperwork to be

approved by Cabinet. Graphical representation grouping portfolio areas would also be helpful for Members and residents.

5. Consideration be given to running the Social Worker Academy with a smaller cohort on an ongoing basis to mitigate issues of recruitment shortages and a reliance on high cost agency staff. Metrics to measure the success of the programme should be developed and shared and Cabinet should explore whether this is a model that can be replicated in other hard to recruit areas such as planning.
6. The Council's property rationalisation strategy should have a clear vision of future ways of working and be delivered at a greater pace, with regular updates provided to Finance and Resources Select Committee. Acknowledging that an Estates Strategy is under development, the Council can shape its own future via 'Work Smart' and targeting an earlier date for downsizing the Council estate will increase efficiency savings. Should the Council return to pre-pandemic work patterns there would still be excess office space, therefore decisions to dispose or repurpose some assets should be made in the coming financial year.
7. Additional funding should be set aside for the development of the Local Plan as £750k p.a. over the next three years is likely to be inadequate, particularly in light of possible changes arising when the Planning White Paper is taken forward.
8. Cabinet should agree a clear strategy which includes a delivery target for affordable homes. This strategy and target number should be produced in 2022/23 and cover a greater scope for targeted housing for Key Workers, Social Rent and Supported Living and demonstrate the Council's desire to move at pace in this area. The Cabinet Members responsible for Planning, Property and Assets and Housing should work together to deliver these affordable homes in the most cost-effective way for residents (similar to last year's recommendation 12).
9. Cabinet should consider increasing the levels of investment for rights of way repairs to recognise the increased usage and their importance, particularly to rural and semi-rural communities.
10. That the Cabinet Member for Transport develop a strategy in 2022 for the £800k (£200k p.a.) investment into EV charging points to assess the current and future need, the number and type of charging points that could be obtained within the budget allocated, the potential income streams and to ensure there is a consistent approach to deliver these in the most cost effective way.
11. That the Cabinet Member for Climate Change and Environment work with officers to develop an offer to improve education for Members and residents on climate change and to provide incentives to promote individual action. Members should be involved in this piece of work, via the TECC Select Committee and/or the Member Development Working Group.
12. A review of legacy Council Special Expenses should be undertaken in the coming financial year. Whilst this might be complicated due to varying arrangements with Town and Parish Councils, and recognising one of the Special Expenses is in an unparished area, the Committee believe that the term 'Special Expenses' should only be used in the budget to denote a one-off financial commitment. This would not necessarily impact on current governance arrangements, however an

assessment is required to ensure there is consistency in terms of how services are funded across the County (e.g. community centres / open spaces).

Reason for decision: For Cabinet to consider the recommendations of the Budget Scrutiny Inquiry Group

1. Executive summary

- 1.1 Members of the Finance and Resources Select Committee formed a Budget Scrutiny Inquiry Group, chaired by Councillor Ralph Bagge to scrutinise the Draft Revenue Budget 2022/23 to 2025/26 and Capital Programme 2022-2026 which were approved by Cabinet on 6 January 2022.
- 1.2 Over the period of 10 to 13 January 2022 the Budget Scrutiny Inquiry Group held meetings in public questioning each Portfolio Holder on their revenue budget and capital programme proposals with a view to making recommendations to Cabinet for it to consider at its meeting on 15 February 2022 prior to submitting the final budget to Full Council for approval on 23 February 2022.

2. Content of report

- 2.1 Cabinet agreed the draft budget at its meeting on 6 January 2022 and Budget Scrutiny meetings were subsequently held on 10 to 13 January 2022, with each Portfolio Holder questioned in turn about their budget proposals.
- 2.2 The public were able to submit questions via email or social media channels.
- 2.3 The Budget Scrutiny Inquiry Group recognise the hard work of members and officers in preparing a balanced budget in light of a number of ongoing uncertainties. Members are aware that issues outside of this Council's control could change key assumptions significantly, particularly if inflation raises higher than 5%, Government funding changes, White Papers come forward significantly changing policy, Covid restrictions are re-introduced at any point, or further lockdowns are enforced. However, having recognised this, the Budget Scrutiny Inquiry Group now acknowledge that the Council must move forward with the 'new normal as business as usual'.
- 2.4 The Budget Scrutiny Inquiry Group recommendations have been developed from studying the proposed budget and capital programme, and through questioning of each Portfolio Holder. A number of observations are also contained within the report.

2.5 The Budget Scrutiny Inquiry Group's key findings and recommendations are set out in the report attached at **Appendix 1**.

3. Other options considered

3.1 Appendix 1 provides further context to the Budget Scrutiny Inquiry Group's recommendations. Cabinet are asked to consider these recommendations and will provide a response.

4. Legal and financial implications

4.1 These will be considered as part of the Cabinet's response.

5. Corporate implications

5.1 These will be considered as part of the Cabinet's response.

6. Consultation with local Councillors & Community Boards

6.1 The report and recommendations were produced by the Budget Scrutiny Inquiry Group which was formed of a cross-party group of Members from the Finance and Resources Select Committee. There was no requirement to consult any wider.

7. Communication, engagement & further consultation

7.1 The draft budget itself was subject to a period of public consultation between 6 October and 14 November 2021 and members of the public were welcomed to submit questions to the Budget Scrutiny Inquiry Group through the Council's social media channels and by email.

8. Next steps and review

8.1 As noted above, Cabinet will provide a response to the Budget Scrutiny Inquiry Group's recommendations at its meeting on 15 February 2022. The final budget will be presented to Full Council for approval on 23 February 2022.

9. Background papers

9.1 Cabinet Papers (containing draft Revenue Budget and Capital Programme papers) – [6 January 2022](#)
Budget Scrutiny Daily Packs – [10 January](#), [11 January](#) and [13 January 2022](#)



Report of the Budget Scrutiny Inquiry Group

Published: February 2022

Chairman: Councillor Ralph Bagge



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Chairman's Foreword



On behalf of the Budget Scrutiny Inquiry Group, I would like to pass on our sincere thanks and appreciation to the Cabinet Members and Officers who gave up their valuable time to talk to us and provide evidence to allow us to review the robustness of the Draft Revenue Budget and Capital Programme. I would like to extend my personal thanks to the Members of the Inquiry Group for taking the time to thoroughly explore a number of important issues.

This has been another extraordinary year which has been challenging for all of us in local Government and the Inquiry Group recognise how difficult a task it has been to put a budget together in the context of an ongoing global pandemic, including the recent Omicron variant of Covid-19. We appreciate the efforts of Cabinet and officers at a time when there are gross uncertainties around economic recovery, future Government funding, significant increases in demand and a potential change in Government focus linked to the 'levelling up' agenda. The 2022/23 financial year will be the year that we must get on with the 'new normal as business as usual'. Despite the current *work from home where possible* guidance it was very welcome to return to meeting in person, albeit socially distanced, to undertake our work this year.

Significant areas of risk do remain - Covid has already created increased demand in some areas, in addition to the impact it has had on income, commercial revenue and tax receipts, however it has also created opportunities, particularly around office space required and property rationalisation. The proposal to increase Council Tax can be disappointing for residents to read, however we acknowledge that a careful balance must be struck between ensuring the Council has the funds to deliver critical services and the potential impact on residents' individual finances.

Ralph Bagge
Chairman of the Budget Scrutiny Inquiry Group

BUCKINGHAMSHIRE COUNCIL

Membership

- Cllr Ralph Bagge – Chairman
- Cllr David Anthony
- Cllr Tim Dixon
- Cllr Trevor Egleton
- Cllr David Goss
- Cllr Graham Harris
- Cllr Iain Macpherson
- Cllr Matthew Walsh
- Cllr Stuart Wilson

Introduction

- Cabinet agreed the draft budget at its meeting on 6th January 2022.
- Budget Scrutiny meetings were held on 10th, 11th, and 13th January 2022 to scrutinise the draft budget by questioning each Cabinet Member on their budget proposals.
- The public were able to submit questions via email or social media.
- This report of the Budget Scrutiny Inquiry Group makes recommendations to Cabinet. The Cabinet will respond to these recommendations at its meeting on 15th February 2022.
- The final budget will be presented to Full Council at its meeting on 23rd February 2022.
- The Budget Scrutiny meetings were webcast and can be viewed at <https://buckinghamshire.public-i.tv/core/portal/home>

Recommendations

The Budget Scrutiny Inquiry Group made the following recommendations:

Recommendation 1

The Corporate Plan be reviewed prior to the end of the current financial year. The Corporate Plan is vital in providing the vision that drives the Council's strategies, programme, and budget.

Recommendation 2

A timetable of key strategies which are in development across the Council, with target dates for key milestones, should be shared with all Members on a quarterly basis. This would provide renewed focus on delivery of strategies and enable Members to identify opportunities for consultation or pre-decision scrutiny by the relevant select committee and local Members where appropriate.

Recommendations

Recommendation 3

Beyond the Better Buckinghamshire Programme, all services should constantly be reviewed and challenged for demonstration of best value. Members note that service areas such as Policy and Communications have had capacity to cope with exceptional demand over the past two years whereas other service areas have tended to hire interim staff to cope with times of higher demand. Members welcome an ongoing assessment of how each service is delivering value and question whether this level of budget would be necessary as the Council returns to a 'business as usual' footing. Publishing headcounts to understand staffing levels across all areas would support this assessment. A further review should be considered post-COVID to consider further reductions and potential outsourcing of non-core activities to save costs.

Recommendations

Recommendation 4

Greater visibility should be given to contingencies contained within the budget, as well as any in-year release of contingencies so that residents can see and understand how decisions are reached and the pressures on the budget. Consideration should be given to including an additional appendix in the final budget paperwork to be approved by Cabinet. Graphical representation grouping portfolio areas would also be helpful for Members and residents.

Recommendation 5

Consideration be given to running the Social Worker Academy with a smaller cohort on an ongoing basis to mitigate issues of recruitment shortages and a reliance on high cost agency staff. Metrics to measure the success of the programme should be developed and shared and Cabinet should explore whether this is a model that can be replicated in other hard to recruit areas such as planning.

Recommendations

Recommendation 6

The Council's property rationalisation strategy should have a clear vision of future ways of working and be delivered at a greater pace, with regular updates provided to Finance and Resources Select Committee. Acknowledging that an Estates Strategy is under development, the Council can shape its own future via 'Work Smart' and targeting an earlier date for downsizing the Council estate will increase efficiency savings. Should the Council return to pre-pandemic work patterns there would still be excess office space, therefore decisions to dispose or repurpose some assets should be made in the coming financial year.

Recommendation 7

Additional funding should be set aside for the development of the Local Plan as £750k p.a. over the next three years is likely to be inadequate, particularly in light of possible changes arising when the Planning White Paper is taken forward.

Recommendations

Recommendation 8

Cabinet should agree a clear strategy which includes a delivery target for affordable homes. This strategy and target number should be produced in 2022/23 and cover a greater scope for targeted housing for Key Workers, Social Rent and Supported Living and demonstrate the Council's desire to move at pace in this area. The Cabinet Members responsible for Planning, Property and Assets and Housing should work together to deliver these affordable homes in the most cost-effective way for residents (similar to last year's recommendation 12).

Recommendation 9

Cabinet should consider increasing the levels of investment for rights of way repairs to recognise the increased usage and their importance, particularly to rural and semi-rural communities.

Recommendations

Recommendation 10

That the Cabinet Member for Transport develop a strategy in 2022 for the £800k (£200k p.a.) investment into EV charging points to assess the current and future need, the number and type of charging points that could be obtained within the budget allocated, the potential income streams and to ensure there is a consistent approach to deliver these in the most cost effective way.

Recommendation 11

That the Cabinet Member for Climate Change and Environment work with officers to develop an offer to improve education for Members and residents on climate change and to provide incentives to promote individual action. Members should be involved in this piece of work, via the TECC Select Committee and/or the Member Development Working Group.

Recommendations

Recommendation 12

A review of legacy Council Special Expenses should be undertaken in the coming financial year. Whilst this might be complicated due to varying arrangements with Town and Parish Councils, and recognising one of the Special Expenses is in an unparished area, the Committee believe that the term 'Special Expenses' should only be used in the budget to denote a one-off financial commitment. This would not necessarily impact on current governance arrangements, however an assessment is required to ensure there is consistency in terms of how services are funded across the County (e.g. community centres / open spaces).

National Context

Spending Round 2022 and the Local Government Finance Settlement

- The Adult Social Care Precept will be capped at 1% for the next 3 years;
- The basic Council Tax referendum threshold to remain at 2%;
- An Adult Social Care Grant (funded from the 1.25% increase in National Insurance contribution from both employers and employees) was proposed. This is worth an additional £0.2bn in 2022/23, £1.4bn in 2023/24 and £2.0bn in 2024/25 to Local Government and is to fund the implementation of Care reforms and the move towards a fairer and more sustainable cost of care. It is assumed that this will fully cover new and additional costs;
- An additional £4.8bn over 3 years (£1.6bn p.a.) of funding will be provided to Local Authorities to cover the costs of pay, inflation, supporting families, Cyber Security and other expenditure pressures such as social care costs.

National Context

- Further clarity on the local impact of these announcements was received as part of the Provisional Local Government Finance Settlement. However, this only provided 2022/23 allocations to individual authorities.
- The proposed changes to Local Authority funding regime may significantly impact the distribution basis from 2023/24 onwards, and the ongoing impact of Care Reform is still unknown. As such, funding for 2023/24 onwards remains a high-level estimate and contains significant risk.
- On 16th December the Secretary of State published the Provisional Local Government Settlement. Key items of note from this announcement are as follows;
 - a) The settlement was for one-year only. This is due to the impending changes to the Local Government funding regime, which are expected to be implemented in 2023/24.
 - b) The referendum threshold for basic Council Tax (excluding ASC Precept) was confirmed at 2%

National Context

- c) The ASC Precept was confirmed at a maximum of 1%, and the applicability of the additional 1% carried forward from 2021/22 was also confirmed.
 - d) Nationally more than £1bn extra funding for Social Care was announced. This included confirmation that 2021/22 Social Care grants continued and funding to prepare for the implementation of Social Care reforms.
 - e) A new 'Services Grant', which included compensation for the additional costs incurred as a result of the additional 1.25% levy on employers National Insurance costs.
 - f) The Lower Tier Services grant was continued for another year.
- Overall, the Council's allocations resulted in a reduction of £1.01m in ongoing grant funding compared to planning assumptions, which was partly offset by a one-off gain of £993k on New Homes Bonus in 2022/23 only. The current New Homes Bonus scheme is due to end in 2023/24. It is the Council's practice to only use one-off funding sources for one-off expenditure items, such as capital projects and revenue investments, as they are not a sustainable funding stream, and do not support financial sustainability.

Local Context

- The global pandemic has significantly impacted on the operations of the Council since its creation in April 2020 both operationally and on base budget assumptions for service demand, contract costs and all sources of income.
- At the end of Q1 of 2021/22 most direct Government Grant support to the Council for the ongoing impacts of the pandemic had ceased.
- Income from discretionary and statutory services remains suppressed as a result of working from home, resident confidence, and the general impacts of the economic downturn; rental income from property assets is reduced as economic uncertainty continues; demand and costs of supporting the vulnerable have increased and there is a need to support the local economy to support jobs and growth.
- The Better Buckinghamshire Programme is well underway and aims to fully integrate teams and systems to deliver better outcomes for residents and businesses in the most cost-effective way.

Overall Budget

- The Budget Scrutiny Inquiry Group spent an intense three days scrutinising the Draft Budget for 2022/23 – 2024/25 and Capital Programme 2022/23 – 2025/26 All Cabinet Members were questioned in turn and the Budget Group’s observations and recommendations are set out in this report.
- Some are specific to individual portfolio areas, but we begin with a number of cross-cutting or corporate recommendations relating to the overall budget and the Leader’s portfolio which is responsible for, amongst other areas the overall financial strategy and Corporate Plan.

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Members acknowledge the difficulty of putting together a budget in the context of the ongoing Covid-19 pandemic. This continues to be an unprecedented time with many uncertainties remaining around economic recovery.

- Members are aware that the final budget must ensure that the Council remains financially viable, yet also allow the Council to be ambitious in its approach to economic recovery, achieving savings targets and improving Council services.
- The Budget Scrutiny Inquiry Group welcome the significant work that has gone in to producing a balanced draft Medium Term Financial Plan.

Leader

- The Leader's portfolio has a total spend of £8.6m, offset by income of £0.8m.
- Risks and opportunities include working toward a successful County Deal which would result in significant changes across many service areas; a lean structure to the economic development team which will potentially limit ability to respond quickly to future bidding opportunities; and reducing the pre-pipeline funding from £1.2m to £1m which will have a deferred impact in coming years diminishing capacity funding by £1m over the next 5 years.

Corporate Plan

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- Members heard from the Leader that there is work ongoing to refresh the Corporate Plan. The Corporate Plan is vital in setting the Council's priorities and strategies and Members welcome the refresh as we enter the third year of the Council's existence. The Corporate Plan directs how the budget should be spent so Members would like to see a revised Corporate Plan at the earliest opportunity, acknowledging that there are constitutional processes for its formal sign off.

Recommendation 1

The Corporate Plan be reviewed prior to the end of the current financial year. The Corporate Plan is vital in providing the vision that drives the Council's strategies, programme, and budget.

Leader

Key Council Strategies

- Across the 3 days, the Inquiry Group heard of developing strategies across each of the portfolios, however not all of these had clear timetables of when they would be forthcoming. These strategies are all of high importance to the Council and its residents and include, but are not limited to strategies for each of the following: Estates, SEND, Affordable Housing, Homelessness, Leisure, Parking and Waste Services. Many of these strategies feed in to the developing Local Plan which is so important to the future of Buckinghamshire.
- The development of these strategies should involve cross-portfolio working. For example, in developing the Parking Strategy, the Cabinet Member must take in to account changes within the Council's office estate in order to ensure maximum utilisation. In addition, a parking strategy could be used as a driver for economic regeneration in certain areas. Should strategies be planned in isolation there is a risk that benefits will be missed.

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Recommendation 2

A timetable of key strategies which are in development across the Council, with target dates for key milestones, should be shared with all Members on a quarterly basis. This would provide renewed focus on delivery of strategies and enable Members to identify opportunities for consultation or pre-decision scrutiny by the relevant select committee and local Members where appropriate.

Leader

Council Tax

- The Budget Scrutiny Inquiry Group questioned the Leader about the proposed increase to Council Tax (1.99% basic Council Tax and 2% Adult Social Care Precept). Members heard that this had been a particularly difficult decision. On balance, the Inquiry Group understands the proposal to ensure critical services not only continue to be delivered, but are delivered well and to a level residents expect and to ensure Buckinghamshire grows as an attractive area for residents and businesses.

Inflation

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The impact of inflation on residents and businesses is something the Council are very aware of, and the Inquiry Group highlighted this, alongside the Council Tax proposed increase, energy price pressures, and rises in National Insurance contributions. Inflation not only impacts on our residents and businesses but will also affect Council contracts and service providers. Members recognised this as a risk, particularly if inflation moves above 5% which is a real possibility.

Whilst Members welcome the contingency budget of £2.95m for Inflationary pressures in 22/23, this is seen as a real risk to the budget with inflation already at 5% with the possibility to increase further.

Leader

Unitary Savings and Beyond

- Members heard about progress made on the Better Buckinghamshire Programme and welcome the savings already made and those included in this MTFP. However, the Inquiry Group would like Cabinet to ensure that once service reviews have been undertaken, service areas are constantly challenged to ensure best value and deliver further savings, beyond the respective service reviews. This goes across all service areas, although we have used the Policy and Communications area as an example due to a high proportion of that budget being allocated to staffing costs. Within this example there are questions Members would like asked such as: ‘Are press releases being produced too often and how is their impact measured?; Are there communications costs in other portfolio areas?; What service could be delivered on a smaller budget? ‘How is staffing output measured?’ and these sorts of questions can be expanded to other areas.

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Recommendation 3

Beyond the Better Buckinghamshire Programme, all services should constantly be reviewed and challenged for demonstration of best value. Members note that service areas such as Policy and Communications have had capacity to cope with exceptional demand over the past two years whereas other service areas have tended to hire interim staff to cope with times of higher demand. Members welcome an ongoing assessment of how each service is delivering value and question whether this level of budget would be necessary as the Council returns to a ‘business as usual’ footing. Publishing headcounts to understand staffing levels across all areas would support this assessment. A further review should be considered post-COVID to consider further reductions and potential outsourcing of non-core activities to save costs.

Leader

Contingencies and use of reserves

- The Inquiry Group has had sight of contingency budgets included to manage and mitigate significant budget risks (including service demand, market sustainability and inflationary pressures) and understand rationale for including these levels of contingencies. Members heard from the Leader that there is a stringent process in place for the release of any contingencies, however, at present it is an area that is not visible to all Members and residents.

Recommendation 4

Greater visibility should be given to contingencies contained within the budget, as well as any in-year release of contingencies so that residents can see and understand how decisions are reached and the pressures on the budget. Consideration should be given to including an additional appendix in the final budget paperwork to be approved by Cabinet. Graphical representation grouping portfolio areas would also be helpful for Members and residents.

Members understand the use of reserves in Year 2 of the MTFP to balance the budget rather than cutting key services but would be concerned if this becomes a regular occurrence.

Leader

Strategic Infrastructure and Capital

- Members heard that the strategic infrastructure team is regularly involved in lobbying central Government for funding and is responsible for leading on key housing infrastructure fund projects included within the Capital Programme. There is over £58m committed in 2022/23 to deliver key projects including important road projects around Aylesbury, Princes Risborough and Abbey Barn.

Broadband

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- Members questioned the Leader around broadband and heard that around 96% of premises in Bucks have 'superfast' coverage, although the superfast description covers a speed of just 20MB. Difficulties in reaching the remaining 4% of premises were acknowledged, with Members noting that providers would not consider services to these premises to be commercially viable.
- £600k included in the Capital Programme, which was a clawback from the Connected Counties scheme, will be spent on improving broadband for rural residents which the Inquiry Group welcome. We heard that discussions are ongoing around the best use of these funds and Members look forward to hearing from the Leader on the next steps, as particularly with the move to home working, residents will see 'superfast' as a basic minimum requirement.

Health and Wellbeing

- This portfolio has a total spend of £238.2m, offset by an income of £74m. It was recognised that relatively small percentage overspends would mean budget pressure in the millions, not thousands. There will be implications for this portfolio from the Social Care reforms, with Buckinghamshire having a high level of self-funders.
- The majority of spend is on client packages of care with Providers or paid directly to clients through a Direct Payment. Members recognise the significant cost differences in domiciliary care and residential care and were encouraged to hear of the advances in technology supporting residents to stay at home longer.
- There are a number of significant risks that could impact on the 2022/23 position including provider failure and cost pressures from additional clients through the D2A (Discharge to Access) process.

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Care Market

- Members are pleased to note that there is a £1.7m contingency proposed in 2022/23 in case of provider failure that increases to £3m by 2024/25.
- The care market is fragile, both in Buckinghamshire and nationally and the Inquiry Group were reassured to hear from the Cabinet Member how closely the service are working with providers.

Health and Wellbeing

Staff Recruitment & Retention

- Members recognise that there is a national shortage of qualified social workers which leads to competition for staff and heard from the Cabinet Member that the directorate has a workforce strategy and quality assurance framework and there is a focus to reduce the number of agency social workers (circa 100 at present).

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Better Lives Strategy

- The Inquiry Group heard that a further £6.9m of savings were factored in to the MTFP and whilst recognising that this will be a difficult achievement in the current market, Members recognise that £10m of savings have already been delivered through this strategy, and that over the past three years savings targets have been met or exceeded.

Health and Wellbeing

Public Health

- Public Health is entirely funded by a ring fenced grant. At the time of meeting the size of the public health grant for 2022 was still to be confirmed, budget assumptions are for it to remain at current levels, although the spending review indicated that it may rise with inflation. The Public Health Team is relatively small and services delivered are statutory so the Inquiry Group recognise savings opportunities are difficult to come by.
- The top 6 contracts are due for renewal in the next 2-3 years, the existing contracts operate on fixed prices, so an inflationary uplift is expected. Members identified this to be a risk, noting that increases may be significant and impact heavily on budget assumptions for the service area. Assurance was given that the procurement process would be vigorous and thorough.

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Members highlighted the importance of Public Health and how different portfolios can contribute to health improvements, e.g Housing, Transport and Planning in incorporating green space, cycleways and footpaths in the new Local Plan.

Community Boards could also contribute through tackling social isolation. Public Health should be a thread running through all Council strategies. As the Council must operate to a ring-fenced grant it is critical to stretch the funds further through smart cross portfolio working.

Education & Children's Services

Children's Social Care

- Children's Social Care has a total spend of £78m. Covid-19 has had a dramatic effect on some children, young people and their families and as a result there have been unprecedented changes in demand and complexity of casework with indicators suggesting that this demand will not reduce for the foreseeable future.
- Significant financial risk areas highlighted include challenge in recruiting high quality, experienced social workers and managers reducing reliance on agency staff; increased case load complexity and demand; higher number of children in care resulting in high cost external placements; and significant costs of accommodation for children leaving care.
- Members welcome the joint work with Housing Services to improve access for care leavers to their own tenancies and encourage the Cabinet Member to continue to progress this at pace to avoid high cost placements.

Contingencies

- Members note the corporate contingency for demand across the service of around £1.4m this year, increasing in subsequent years, however highlight the forecast overspend for 21/22 is £2.2m for this portfolio. The contingency of £0.5m p.a. for high cost placements was also noted. Members heard from the Cabinet Member that she was relatively confident in these contingency amounts, particularly when taking into account the actions being taken within the service to address demand and high cost external placements.

Education & Children's Services

Staff Recruitment and Retention

- Children's Services has been reliant on the use of agency Social Workers, due to a shortage of skilled staff nationally. Members heard that the service wanted to reduce the current levels of 29-33% agency staff and had been successful in converting some temporary staff to permanent, but there would always be a requirement for some agency workers.
- The Council has a statutory duty to ensure the service always has the adequate number of qualified social workers which has meant that agency staffing costs have been unavoidable.
- Members were pleased to hear about the recruitment of 21 social workers from abroad, and heard how this new cohort of staff had been welcomed and were very motivated.
- The Social Worker Academy, whilst impacted by Covid, was now operating well as an effective throughput of staff and Members noted that the retention rate was high (90%) for staff coming through the Academy. The near £3m included within the MTFP for the expansion of the Social Work Academy to support recruitment and retention of permanent staff was viewed positively by the Inquiry Group.

Education & Children's Services

Staff Recruitment and Retention *(continued)*

Recommendation 5

Consideration be given to running the Social Worker Academy with a smaller cohort on an ongoing basis to mitigate issues of recruitment shortages and a reliance on high cost agency staff. Metrics to measure the success of the programme should be developed and shared and Cabinet should explore whether this is a model that can be replicated in other hard to recruit areas such as planning.

The Inquiry Group acknowledge the positive outcomes of the Social Worker Academy and understands the rationale behind the additional investment to stabilise the Council's own workforce levels. As the Academy progresses, the Cabinet Member should explore possible income generation opportunities of retaining the infrastructure to train social workers for other local authorities for a fee.

Foster Care

- Members note the significant differential in cost of providing in house and external placements foster care and acknowledge that over a two year period the number of internal placements had increased which is positive. Members welcome the priority to recruit foster carers in house and pass congratulations on to the service for this being the first time that the placement budget had come in on budget.

Education & Children's Services

Education

- Education has a total spend of around £565m, of which £546 is the Dedicated Schools Grant from the Department of Education, the majority of which is passed to schools.
- The costs of supporting pupils with SEND in schools and specialist provision is increasing. Demand for Education Health and Care Plans (EHCPs) has increased the pressure on the high needs budget within the Dedicated Schools Grant (DSG). The Council's DSG is currently in deficit and a management plan must be agreed with the Department for Education (DfE). Members look forward to seeing the SEND Strategy which is being developed.
- Reduction in DSG funding for central services is recognised as a further risk. The DfE has confirmed the intention to reduce funding for specific elements of Central DSG by 20% per annum over the next 4 years.
- Members are encouraged to hear of the closer relationships developed with schools which has been a positive side effect of the Covid pandemic. Members understand the desire to keep children with additional needs in mainstream education locally although highlight that additional support should be in place to avoid significant in class disruption.

Finance, Resources, Property & Assets

- This portfolio has a spend of £163.5m offset by an income of £112.1m, the majority of which is Government grants 'passported' through the Revenue and Benefits service.
- Key risks identified include cyber security; property savings and income; payment of Covid related grants and wider uncertainty around long term economic impacts; and rationalising the approach to reactive and planned property maintenance.

Better Buckinghamshire Programme

- Members heard that the programme was progressing as planned and were advised that there was limited opportunity to accelerate the service reviews, as staff had to be consulted and each review needed to be have adequate support resources. There were eighteen service reviews remaining, Members were pleased to note that the programme was running to schedule and achieving target savings, however would like the Cabinet Member to review opportunities to accelerate reviews.

Staffing

- Members note that staff have been transferring to harmonised Buckinghamshire Council terms and conditions as they went through service reviews and their job role substantially changed, as TUPE rules prevented automatic changes. From vesting day all new staff were employed on the new Buckinghamshire Council terms and conditions.

Finance, Resources, Property & Assets

Customer Service Centre

- Members discussed the performance of the Customer Service Centre which had missed KPI targets over a prolonged period in 21/22. The Inquiry Group heard that performance had since significantly improved, 96% of telephone calls in December had been answered, and improvements included further rollout of webchat, website improvements to make information easier to locate, a callback facility, increasingly flexible workforce, easier system for transfer of calls and progression towards single software systems across service areas.

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Cyber Security

- Members received assurances that Cyber security prevention measures were able to be delivered within budget assumptions. There was no dependence on a single suite of software, 24/7 monitoring takes place, a high level dashboard monitors incidents, an in house cyber security manager has been appointed, there is mandatory staff training and the local resilience forum reviewed risks.

Finance, Resources, Property & Assets

Property and Assets

- Members welcome the development of an Estates Strategy and the Property Rationalisation target included within the MTFP, however following detailed discussion, the Inquiry Group believes that there should be an increased urgency to review office space and want to see a clear strategy.
- There is suggestion that future operations could be delivered within 100k sq. foot of office space, and Members heard that data had to be analysed to assess longer term need. This data collection had been difficult due to changing working from home guidance from central Government and no firm overview of return to office working patterns over the longer term.
- Members acknowledge that a range of office space is included the portfolio, including both freehold and leasehold properties. It is noted that some of the vacant office space has been successfully let out, however it is not entirely clear as to how much of the approx. 120k sq. foot of vacant space had been let or was being used to generate income. The Inquiry Group would welcome more data on this.

Finance, Resources, Property & Assets

Property and Assets (*continued*)

Recommendation 6

The Council's property rationalisation strategy should have a clear vision of future ways of working and be delivered at a greater pace, with regular updates provided to Finance and Resources Select Committee. Acknowledging that an Estates Strategy is under development, the Council can shape its own future via 'Work Smart' and targeting an earlier date for downsizing the Council estate will increase efficiency savings. Should the Council return to pre-pandemic work patterns there would still be excess office space, therefore decisions to dispose or repurpose some assets should be made in the coming financial year.

Website improvements

- The website improvement project is underway with areas of biggest customer traffic being prioritised. Members heard that this project was due to be completed in March 2023 and Members were welcome to engage with the process.

Planning and Regeneration

- The Planning and Regeneration portfolio has a total spend of £14.76m, the majority of which accounts for staff costs. However this is offset by income of £8.8m generated through fees and charges.
- Members heard of the significant work that had gone in to bringing five legacy planning teams together during a period which has seen a significant increase in planning applications locally and nationally. The Council is now the second largest planning authority in the country.

Local Plan

- The Cabinet Member is confident that the budget of £750k p.a. for delivering the Local Plan is sufficient, noting that it requires expertise and considerable consultant involvement at various stages. Members, however have concerns that with the significant work involved to produce a sound Local Plan this appeared an optimistic sum, particularly when taking into account potential changes arising from the Government White Paper which may result in significant process changes and/or a reduced timeline for delivery.
- Members highlighted the importance of embedding environmental standards within the Local Plan and heard that a policy framework was being produced to ensure new homes were built to high standards. A Member Working Party would be reviewing the various policies of the Local Plan as they develop.

Recommendation 7

Additional funding should be set aside for the development of the Local Plan as £750k p.a. over the next three years is likely to be inadequate, particularly in light of possible changes arising when the Planning White Paper is taken forward.



Planning & Regeneration

Enforcement

- The Inquiry Group heard that the MTFP included additional funding for five additional Planning Enforcement Officers to assist in working through a significant backlog of case and meeting growing demand in a proactive way. It was noted that further efficiencies should also be achievable when one consistent back office software system can be implemented and used across the county.

Regeneration

Page 87

- Members noted that there was £5.8m of slippage within the Capital Programme and understand that delays had been caused through various reasons, many out of the Council's control. Members wished to see a renewed focus on progressing regeneration projects to completion as these projects have the potential to really improve the lives of residents.
- Members heard that the team were constantly seeking opportunities to submit bids for grants or forge private sector partnerships to improve town centres and large villages.

Members have concerns around capital slippage on the delivery of regeneration projects and would welcome increased urgency in delivering these projects. Members encourage the Cabinet Member to proactively monitor progress to keep slippage to a minimum.

Housing, Homelessness & Regulatory Services

- This portfolio area has a total spend of £15.8m, offset by income of £9.2m.
- Key risks to the budget include temporary accommodation costs; efficiency savings challenges; double running costs for temporary accommodation sites at Saunderton Lodge and Desborough Road; and Licensing income shortfall due to Covid.

Capital

- Page 88
- Members welcome the £2.8m commitment to provide a further temporary accommodation solution at Desborough Road. It is recognised that in the long term these schemes will deliver substantial savings on temporary accommodation and B & B costs.

Registrars

- Members were pleased to hear that the Registrar service was forecast to recover from Covid and become self sufficient in terms of funding from 24/25.

Coroners

- It was noted that a new Coroners contract had been entered in to. This contract had increased significantly over the previous one, however this was said to be a robust contract reflecting the increased number of inquests and higher costs involved in post mortems.

Housing, Homelessness & Regulatory Services

Housing

- An overarching Housing Strategy is being produced and Members heard that this would be published no later than mid-2022. Members received assurance that there were adequate resources to produce the strategy and other relevant portfolios were being consulted.
- Members recognise that 'affordable' housing in Buckinghamshire remains unaffordable for a wide range of residents, including key workers and that provisions around how affordable housing will be secured and how the Council can best support this would be included in the Housing Strategy. Members want to support the recruitment and retention of key workers and by setting a specific target for affordable housing the Council can evidence its ambition. Any affordable housing action plan must link in with the Local Plan and agreed targets should be evidenced through data on demand. Acknowledging that there is a shortage of land and land in Buckinghamshire is particularly expensive, there is an opportunity as a Unitary Council to work across portfolios to identify opportunities to deliver homes, including assessing the Council's own estate as to whether there are opportunities to convert properties to residential use.
- Members heard that the service area was working closely with Children's Services on care leavers accessing social housing by encouraging bidding on properties and training Children's Services staff to progress these.

Housing, Homelessness & Regulatory Services

Housing (continued)

Recommendation 8

Cabinet should agree a clear strategy which includes a delivery target for affordable homes. This strategy and target number should be produced in 2022/23 and cover a greater scope for targeted housing for Key Workers, Social Rent and Supported Living and demonstrate the Council's desire to move at pace in this area. The Cabinet Members responsible for Planning, Property and Assets and Housing should work together to deliver these affordable homes in the most cost-effective way for residents (similar to last year's recommendation 12).

Homelessness

- Members noted that a new Homelessness Strategy for Buckinghamshire is in development, in close liaison with Public Health colleagues. The Council has a statutory duty to produce this, with legacy strategies still in place at the current time. Members heard that there is a need to harmonise the approach and methodology for homelessness costs, which will require rebasing the homelessness budget, as the current budgets are still set as per legacy authority. There is particular risk around Aylesbury which did not have a base budget for homelessness costs and would instead rely on grant funding to fund the shortfall between temporary accommodation and housing benefit income.

Housing, Homelessness & Regulatory Services

Temporary Accommodation

- Temporary accommodation is a risk for many authorities at the moment, and could be an increased budget risk next year due to uncertainty as to whether homelessness may increase as the rise in the cost of living impacts residents. The Covid evictions moratorium has also recently been lifted. Whilst some additional grant has been received from Government, this will help with rent arrears for this year only and there is uncertainty on the level of grant available next year.

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The Council currently uses the Homelessness Prevention Grant to subsidise TA expenditure but cannot necessarily rely on this going forward and the move to universal credit system further impacts how costs are covered.

- The Inquiry Group understands that there is a shortage of larger homes, making it difficult to move larger families on from temporary accommodation and heard of a high number on the waiting list. Members would like to see the Housing Strategy address this, including exploration of the Council building its own housing stock.

Transport

- The portfolio has a total spend of 71.6m, offset by income of 16m, made up mainly from customer and client receipts.
- Key risks include the potential for Home to School Transport overspend which could be higher than MTFP growth projections dependant on demand and complexity; parking income assumptions post-Covid; increased network usage on rights of ways; impact of HS2 and EWR on Buckinghamshire; staffing capacity and ongoing affordability of highway infrastructure projects.

Gullies

- Members received assurance that last year's priority for all gullies to be cleared continued at pace and the aim remained to complete this work by the target date of the end of May.

Rights of Way

- Members note that there is capital spend to invest in the active travel network and cycleways, however given the increased use of rights of way seen throughout the pandemic believe there is a pressing need to budget appropriately for maintenance and repairs.

Recommendation 9

Cabinet should consider increasing the levels of investment for rights of way repairs to recognise the increased usage and their importance, particularly to rural and semi-rural communities.

Transport

Electric Vehicle Charging Infrastructure

- Members welcome the Cabinet Member priority to develop an EV Charging Strategy for adoption, and the £800k (£200k p.a.) commitment in the Capital Programme. Members heard that the Council can bid for OZEV funding of up to £13k per charging station, and the Capital funding will support installing infrastructure that is above this cost level.
- A procurement exercise is underway to enter into a commercial partnership with a requirement for profit sharing.

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Members highlighted that the need across the county would require detailed assessment to ensure both a wide spread, and also to ensure £800k over 4 years is a sufficient amount.

Recommendation 10

That the Cabinet Member for Transport develop a strategy in 2022 for the £800k (£200k p.a.) investment into EV charging points to assess the current and future need, the number and type of charging points that could be obtained within the budget allocated, the potential income streams and to ensure there is a consistent approach to deliver these in the most cost effective way.

Transport

Highways Contract

Members noted that the highways contract procurement was underway and that a slightly different model with a larger in-house client team was being proposed. This change was welcomed as it should provide the Council with greater control.

Parking

- Page 94
- Members heard that over the MTFP period, on street parking is forecast to return to pre-Covid levels, however off street parking was not. Inquiry Group Members would encourage the Cabinet Member for Transport to work with the Cabinet Member for Finance, Resources, Property and Assets to make best use of the parking assets that the Council owns.
 - The service has gone through a transition period with legacy parking teams coming together, and work is ongoing for enforcement officers to be brought in house from the NSL contract, subject to discussions. The Cabinet Member reported that the service continues to target inconsiderate parking and advised that a recent FOI request had identified Bucks as the second highest enforcing Council in the country.

Transport

Tree Maintenance

- Recognising the ambition of the Council to plant over 500,000 trees, Members highlighted the need to look after existing trees and heard that there are schemes underway to continue to preserve trees within the budget.

HS2 and East West Rail

- Members acknowledge that these large infrastructure projects create a great deal of traffic movements and cause damage to highways. Members heard that the Council has a process for seeking financial recompense for damage caused, although it is administratively burdensome.
- The investment in officers to actively monitor HS2 issues, including highways issues such as mud on the road was welcomed by the Inquiry Group.
- Members understand that associated office costs of dealing with highways applications had a retrospective payment system with HS2, however Members recognise it as a risk as this is very much dependant on accurate plans being shared in good time by HS2 in order for the Council to assess staff capacity.

Transport

Home to School Transport and SEND Transport

- Home to School Transport is forecast to be overspent for 21/22. The overspend is linked to the retendering of all school transport contracts and the updated contract price information available after the completion of the retendering exercise and contract awards were made. Members heard that the increase in demand and complexity of need from the new annual intake for statutory transport provision led to higher demand and costs forecast.
- Because of the overspend, Members view the amounts included in the revenue budget as necessary and note that there is a contingency of £3m (£1m p.a.). Despite the contingency, Members highlight that there is a significant risk because of the continued complexity of need and the statutory duty to provide transport. Members welcome the ongoing modelling work but urge the Cabinet Member to constantly review this area of spend with officers.
- Members also heard about the plans around personal transport budgets which are a more cost effective for the Council. These were being taken up in larger numbers and had received positive feedback from parents and carers. Members welcome the TECC Select Committee reviewing this in year.



Climate Change & Environment

- This portfolio has a total spend of £38.6m, offset by income of £9.9m, the majority of which is attributed to customer and client receipts.
- Key risks identified include potential changes in government policy on climate change; staffing capacity within the flooding team; continued impact of covid on income and service delivery; volatility in market pricing for waste materials and supply chain issues.

Climate Change

- Page 97
- Members wish to place on record their recognition of the progress made in this portfolio over the past twelve months. The Climate Change Strategy has been produced and decision making across the Council now takes in to account green credentials and climate change mitigation measures.
 - Whilst this portfolio takes a lead on climate change, Members identified that all portfolios must work with one another, taking a holistic view of carbon reduction and liaise on the production of any major pieces of work. It was pleasing to note that green credentials now form a part of the Council's procurement process for new contracts.
 - Members note that education of residents and Members on everyday issues such as recycling, use of single use plastics, and transport decisions amongst others was key.

Climate Change & Environment

Climate Change (continued)

Recommendation 11

That the Cabinet Member for Climate Change and Environment work with officers to develop an offer to improve education for Members and residents on climate change and to provide incentives to promote individual action. Members should be involved in this piece of work, this could be the TECC Select Committee and/or the Member Development Working Group.

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Waste collection

- Members heard that the Council was committed to its waste collection contracts in the south of the county and note that the in-house service in the North of the county continues to perform well. Costs do vary and cost efficiencies would likely be made when the time comes at the end of this MTFP period to decide on a harmonised future collection service.

Climate Change & Environment

Fly tipping

- Members welcome the zero tolerance approach on fly tipping, and heard that significant numbers of perpetrators continue to be prosecuted.

Wycombe Garden Waste

- Page 99
- Members recognise that a garden waste charge for the legacy Wycombe area was an assumption within the revenue budget and was forecast to be taken up by 35% of households by the end of the MTFP. Members heard that this was based on take up in other areas of the county, where residents already pay for the service.

Members note that a decision is yet to be taken on the introduction of charges to the Wycombe garden waste collection service, however it is important to highlight that it is a risk that income will not reach the levels assumed within the budget.

Climate Change & Environment

Household Recycling Centre

- Members note provision in the MTFP for an improved HRC provision within the Princes Risborough area linked to housing growth and demand. It is understood that a decision is yet to be taken, and whilst the former Bledlow site had its limitations it was well used and would be investigated for possible re-opening in the future. Members heard that the previous decision to close the site was taken, in part, due to the former County Council having to pass revenue from green waste on to the District Council which is no longer a factor as a unitary authority.

Street Cleansing

- Street cleansing was highlighted as a Member priority and the additional £600k within the MTFP for 22/23 was noted.

Flooding

- Members note the risk on needing additional dedicated technical skills and capacity within the flooding team and welcome this being factored in to the budget.

Communities

- This directorate has a total spend of £9.3m offset by an income of £0.8m.
- Key financial risks highlighted include lack of clarity on future Government grants as well as potential changes to funding from external bodies.

Special Expenses and Devolution

- Members recognise that the Special Expenses contained within the revenue budget are dealt with by Town and Parish Councils through their respective precepts elsewhere in the county. These were legacy arrangements which would benefit from a review.
- Devolution of assets such as community centres is underway and the Cabinet Member reported that this was not a quick process with thorough checks and balances needed along with a viable business case.

• Page 101

Recommendation 12

A review of legacy Council Special Expenses should be undertaken in the coming financial year. Whilst this might be complicated due to varying arrangements with Town and Parish Councils, and recognising one of the Special Expenses is in an unparished area, the Committee believe that the term ‘Special Expenses’ should only be used in the budget to denote a one-off financial commitment. This would not necessarily impact on current governance arrangements, however an assessment is required to ensure there is consistency in terms of how services are funded across the County (e.g. community centres / open spaces).

Communities

Community Boards

- Members discussed Community Boards and the budget proposal to reduce funding by £1.9m at length. Whilst concerns were raised that a reduction may appear to residents that the Council is devaluing its localism agenda, most Members of the Inquiry Group understand the rationale for the reduction and highlight that the purpose of the boards is not purely to be a funding vehicle. There was concern from one member regarding the reduction of £1.9m in terms of rationale and quantum.
- Members heard that the Community Board Co-ordinator role is a full time position and that the number of Community Boards would be reviewed pending the outcome of the Boundary Commissions Boundary review.
- The Cabinet Member explained that in addition to the £2m budgeted, projects over £1,000 would require contributory funding which could significantly increase the total investment and Members noted that boards would also be limited to allocating a maximum of £15k per project.
- Members also heard that there would be a detailed method for allocating funds to each board which would involve liaison with local Members, looking at population and deprivation levels.

Communities

Community Boards (*continued*)

Community Boards are crucial to the Council in delivering its localism agenda and ensuring that residents feel connected to the Council. Community Boards also play an important role around climate change and public health initiatives. Members noted that there is a service review underway and hoped that the current model for community board support would be considered carefully. On the whole, the Committee understands the rationale for reducing the Community Board total budget and they hope that Community Boards will work creatively and proactively with partners to continue to deliver valuable projects that will improve outcomes for residents at a very local level.

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Counter Terrorism

- Members recognise the priority to work with the Police & Crime Commissioner to focus on counter terrorism, however note that funding for Prevent has been withdrawn. Members heard that Buckinghamshire is no longer in the top ten communities at risk and Thames Valley Police are continuing to monitor this closely.

Culture and Leisure

- The Culture and Leisure portfolio has a total spend of £11.2m, offset by income of £6.2m.
- Key risks include the continuing impact of Covid on leisure recovery and income to the Council; service pressures due to wider societal impacts of Covid; and loss of archives accreditation if a future proof accommodation solution cannot be achieved.

Leisure

- Members heard that the Leisure Strategy is being produced, and affirm the need for cross portfolio working, notably Planning for this to inform / be informed by the emerging Local Plan. This strategy, like others should have a set target date for production.
- The Chilterns Lifestyle Centre has opened and good usage numbers are reported. Members recognise the centre as a great asset to the community which goes beyond solely being a leisure centre, it acts as a model for future developments elsewhere in the county.
- Members were informed that the Council had worked closely with leisure operators throughout the pandemic and supported them in maximising their reopening. The Council alongside LEAP continue to work with operators on increasing participation. Leisure contracts include a number of requirements around management expertise and operation. Leisure centre usage was at around 75% of pre-covid levels with variances across centres.

Culture and Leisure

Playing Pitches, Country Parks and Farnham Park Trust

- A lack of provision in Aylesbury was highlighted and Members heard that the Council is working closely with Aylesbury Town Council to try and rectify this. The Cabinet Member acknowledged that a number of facilities require updating and that funds within the MTFP for investment in the area are limited. Members note that this, as well as current unused provision will be considered as part of the wider leisure strategy.
- The Farnham Park Playing Fields are also being considered as part of the leisure strategy and Members heard that the current buildings require viability studies. Members suggest that local Members are consulted on the future of the site and added that the creation of a nature trail would enhance the offer and should be explored.
- Members heard that the South Buckinghamshire Golf Course had significantly been affected by the pandemic, however had recovered strongly and saw income double in December compared to the same month pre-covid.
- The Stoke Poges Country Park continues to progress, although will no longer include the competition cycling track as ongoing costs were not viable, even with grants from British Cycling.

Culture and Leisure

Visitor Economy

- Members note that efforts are ongoing to increase tourism in Buckinghamshire, and the investment in the Greenways would hopefully encourage visitors. Members recognise close working with planning is key, particularly around the use of developer contributions to create attractive infrastructure.

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Bucks Card

- Members heard that the Bucks Card is progressing and is aiming for a Spring launch. Proposals with service partners and organisations to participate are ongoing. The card will entitle residents to discounts and be used to promote access to certain events. Proposals will be shared with Members and go through the due process.

Capital

- Members heard that proposals for the 2022/23 to 2025/26 Capital Programme had been developed by taking the existing Capital Programme and reviewing and updating the capital funding assumptions in order to identify the headroom for additional capital expenditure.
- £48.5m of headroom was identified for additional capital spend and then criteria were applied to identify priorities for new additions to the programme.
- Members were advised that a Corporate Capital Investment Board considered the development of the programme and make recommendations to Cabinet.
- All top priority bids had been included along with the EV Charging Point Scheme which whilst not meeting the top criteria was seen as an important capital investment priority.
- Members support the approach that any bid against the £100m prudential borrowing facility must have a detailed business case and go through Cabinet for approval.

Capital

School Building Projects

- Over £45m of schemes are proposed to be delivered in 2022/23. Members queried the vast differences between yearly amounts for primary and secondary school places and understand projections and profiling work have been undertaken based on expected housing growth and birth rate differentials. Members also note that the Kingsbrook Secondary School is due to be completed in 22/23.
- Members were encouraged to hear that new schools and extensions were assessed for energy efficiencies & could include solar panels, air sourced heat pumps and electric charge points.

Future Improvements

Having concluded its series of meetings, the Inquiry Group picked up a number of areas to further improve the Budget Scrutiny process next year. These points are noted below.

- Members would like a consistent approach to:
 - Contract information - all packs should contain values
 - Data presentation – e.g. children placed with internal foster carers was reported over a 24-month period, which was in contradiction to how other areas were reported. Ideally data should correspond to financial year.
- Key Performance Indicators should be included in paperwork provided and link in to portfolio packs.
- The pre-briefings for the portfolios of Health and Wellbeing and Education and Children's Services were welcomed and consideration should be given to repeating this and possibly extending this to other portfolio areas in future.
- Ensure there is a diverse committee membership
- Restrict the number of attendees at the meetings to the Cabinet Member, Deputy Cabinet Member and two supporting officers (likely to be the Corporate Director and the relevant Head of Finance)
- Arrange the Health and Wellbeing portfolio and Education and Children's Services portfolio sessions on separate days.
- Arrange portfolios with smaller budgets to take place on the first day.

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Report to Cabinet

Date:	15th February 2022
Title:	Medium Term Financial Plan 2022/23 to 2024/25 and Capital Programme 2022/23 to 2025/26
Relevant councillor(s):	Cllr Martin Tett - Leader
Author and/or contact officer:	Richard Ambrose, Service Director – Corporate Finance Matt Strevens, Head of Corporate Finance, ext. 3181
Ward(s) affected:	All
Recommendations:	<p>Council is asked to:</p> <ul style="list-style-type: none"> - approve the Revenue Budget and Capital Programme (Appendices 1-3). - approve the ‘Special Expenses’ budgets, precepts and associated services for Aylesbury Town, High Wycombe Town and West Wycombe Church Yard (Appendix 5 & 6). - support the proposal to delegate to Cabinet decisions to add up to £100m to the Capital programme, to be funded by Prudential Borrowing (see section 9.6). - approve the Council Tax Reduction Scheme Policy (appendix 7). - approve the schedule of Fees & Charges as set out in Appendix 8. - note that a supplementary report, the formal Council Tax Resolution, will accompany the final Budget to Full Council.
Reason for decision:	To set a robust and legal revenue budget and capital programme for Buckinghamshire Council within the prescribed timeframe.

1. Executive summary

- 1.1 The budget presented for approval reflects both the expected ongoing impacts of, and the recovery from, the Covid-19 pandemic. The budget has evolved and been updated during its development to reflect the changing shape of the pandemic, including new variants, and the changing impacts upon the council and the community we support.
- 1.2 Despite the welcome publication of a 3-year Spending Review, there are significant levels of uncertainty around government funding levels beyond 2022/23 both as a result of the Fair Funding Review and the development of the 'Levelling Up' agenda. Whilst this and the ongoing Covid-19 pandemic create difficulties in accurately forecasting the longer-term financial environment, the Revenue Medium Term Financial Plan covers the 3 year period to 2024/25. This approach ensures that the Council takes a forward look over the next 3 years and can plan effectively to ensure its financial sustainability whilst recognising and managing the risks inherent with the current position.
- 1.3 The Final Local Government Finance Settlement is expected to be announced on the 9th February 2022 (after paper deadline). There are not expected to be any changes from the figures published in the Provisional Settlement which form part of these budget proposals.
- 1.4 Changes from the draft revenue budget are minimal and reflect additional Government Grant announcements and the recently finalised Special Expenses proposals (see Appendix 5 & 6). Overall, the final budget proposals include savings / efficiencies and income increases of £19.2m in 2022/23 rising to £43.7m by 2024/25. This is on top of £25m achieved over the first two years of being a unitary authority.
- 1.5 The budget proposed is built on the proposed Council Tax base and includes increasing Council Tax by the Referendum threshold limits of a 1.99% increase in basic Council Tax and a 2% (including 1% carried forward from 2021/22) increase for the Adult Social Care Precept, giving a total increase of 3.99%.
- 1.6 The revenue budget includes a small one-off use of General Fund balances (£1.36m) to produce a balanced budget in 2023/24. This requirement will be revisited during the next MTFP cycle.
- 1.7 The Capital Programme is balanced across its 4 years, as many schemes span multiple financial years. The Council currently has borrowing headroom of £100m. It is proposed that Council delegate to Cabinet the addition of schemes to the Capital Programme which have a financially viable business case, subject to due diligence and final Cabinet approval.

2. Content of this report

- 2.1 This report sets out the 3-year revenue budget for 2022/23 to 2024/25 and 4-year capital programme for Buckinghamshire Council covering the period to 2025/26. An indicative.
- 2.2 These proposals are based on the latest known funding position, service budget pressures and the key financial risks facing the Council both now and in the future. They also take into account the findings from the recent budget scrutiny inquiry.
- 2.3 The Council Tax Resolution report will be presented as a separate report as part of the budget to Council in February and will contain the final information from the other precepting authorities leading to the total Council Tax for the area, which Full Council is required to approve.
- 2.4 This report includes Special Expenses. These are particular costs that are specific to an area not covered by a local town or parish council (e.g. recreational grounds, allotments, community centres markets etc.) There are three special expense areas within the Council; High Wycombe Town Committee, West Wycombe Church Yard and Aylesbury Town. The proposed budgets and precepts are presented in **Appendix 5.**

3. The Corporate Plan

- 3.1 The Corporate Plan is the Council's main strategic business planning document, establishing a 'golden thread' between the Council's priorities, as agreed by elected members, and the activities and budgets required to deliver the organisation's agreed outcomes.
- 3.2 The Corporate Plan is currently under review and the intention is to take a refresh of the Plan to Council later this year. This will set out what the Council wants to achieve and how it will do it, addressing the challenges we face and harnessing opportunities.

4. Local Government Funding

- 4.1 On 27th October the Chancellor presented his 3-year Spending Review. This statement recognised the impact of Covid-19 on the economy, and the levels of Public Sector Debt which had been incurred in funding the Governments support and intervention responses. Due to the high levels of this debt the wider public finances are subject to significant interest rate risk, which could impact on future funding for public services.

- 4.2 Whilst the Spending Review appeared to include welcome increases in funding for Local Government above previous levels, the quantum added is not likely to be sufficient to address either the current high levels of inflation or the broadly recognised levels of underfunding which already currently exist.
- 4.3 The Final Local Government Finance Settlement is expected to be announced on the 9th February 2022. There are not expected to be any changes from the figures published in the Provisional Settlement which form part of these budget proposals.
- 4.4 Whilst the Spending Review covered a 3-year period, the Local Government Settlement announcements were only for 2022/23. This reflects that significant changes to Local Government funding are planned for 2023/24. These changes will not impact the quantum of funding available to Local Government, but rather the mechanism (the Fair Funding Review) and policy objectives (Levelling Up) to be funded through the previously announced funding envelope. This could result in redistribution of funding compared to the current mechanisms, with winners and losers to remain within the published funding envelope.
- 4.5 Whilst recognising the ongoing impact of Covid-19 on Local Authorities the provisional settlement did not include any specific funding for the ongoing impacts of the pandemic. Given the current Government approach of one-off interventions when circumstances require national policy intervention it is likely that if impacts increase in future years then specific one-off funding will be announced alongside any response measures.

5. Council Tax

- 5.1 The Secretary of State announced that the Council Tax Referendum threshold will be 2% for 2022/23.
- 5.2 In addition, there is the ability to levy an Adult Social Care Precept of up to 1% (or higher when the full 3% allowable in 2021/22 was not taken).
- 5.3 The budget proposed includes **an increase of 3.99% in the Average Band D Council Tax**. This increase includes the 1% ASC precept not taken by the Council in 2021/22.
- 5.4 This proposal supports maintaining funding for services in the face of increased demand, lost income, and high levels of inflation, as well as pandemic recovery activities whilst remaining within the referendum threshold.
- 5.5 The Council Tax Resolution, which agrees the levels of Council Tax for the Council and all preceptors, will be presented to Council for approval.
- 5.6 In Aylesbury Town, High Wycombe Town and West Wycombe Church Yard there are 'Special Expense' areas in operation. This is an additional Council Tax charge for

residents in these areas and reflects costs incurred by the Council which would normally be the responsibility of a parish or town council. Details of the proposed 'Special Expenses' budgets and precepts, and the services included within this charge can be found in **Appendices 5 & 6**.

- 5.7 The charge for Special Expenses forms part of the calculation of the Council Tax referendum threshold. The proposals presented include increases to these charges, which will impact the actual values for Buckinghamshire Council on all Council Tax bills. As such increases on bills will not reflect headline percentage increases.
- 5.8 The Council Tax Reductions (CTR) Scheme Policy is unchanged from last year other than to uprate the values used in line with Government changes to welfare benefits that are used in the calculation of CTR. For example, the amount of child benefit paid (see **Appendix 7**). It is recommended the Council Tax Reductions Scheme Policy be approved.

6. The ongoing impact of Covid-19 on the Councils budgets

- 6.1 The global pandemic continues to impact on the operations of the Council, both at an operational level, where new requirements continue to be placed upon the Council to respond to new government initiatives and support packages, and on the overall financial position of the Council.
- 6.2 Whilst recent interventions have not extended to full lockdowns, and the disruption / cessation of activity within the economy the 'emerging 'new normal' continues to have impacts on the financial activities of the Council. Primarily these are through the changes to working and social activity, but also through changes in need and demand for Social Care services. Given the continuing nature of the pandemic and the emergence of new variants it is expected that many of these impacts will continue into 2022/23 and beyond.
- 6.3 The following ongoing impacts will be felt in the short-term, and potentially the medium-term:
- 6.4 Rental income and sale proceeds from property assets will be reduced as businesses respond to increased working from home and demand drops.
- 6.5 Demand and costs of supporting the vulnerable may remain raised as the quantum of people needing support as well as the level of support required have increased.
- 6.6 The need to invest in the local economy to support jobs and growth.
- 6.7 The continuation of these impacts has been central to the ongoing review of the budget. Whilst some of these impacts may be short-term and will dissipate as the

pandemic subsidies, others are likely to be longer-term and persist as the ‘new normal’ of a post-pandemic world emerges.

- 6.8 The robustness of existing and new budget proposals will continue to be monitored as part of normal financial management protocols and considering further developments in the pandemic response and recovery plans.

7. Changes from the Draft Revenue Budget

- 7.1 Since the Draft budget was agreed by Cabinet on 6th January 2022 work has continued to refine proposals, and to check and challenge underlying assumptions in light of the emergence of the new Omicron variant.
- 7.2 A number of grants have been announced since the Draft Budget was agreed. Notably significant ringfenced supplementary Education grants within the Dedicated Schools Grant ringfence, and to support ongoing Holiday Activities and Food Programme within Schools. A number of smaller un-ringfenced grants are yet to be announced and as such the budget proposals include latest estimates of likely funding levels.
- 7.3 During the week commencing 10th January the Draft Budget was reviewed and challenged by the Finance & Resources Select Committee (Budget Scrutiny task & finish group). Their report recognised the work and hard decisions required to produce a balanced budget in the current environment and highlighted the risks inherent in the current position. None of the recommendations have resulted in changes to the proposed budget.
- 7.4 Within the Committee’s recommendation there were a number which identified the need for clarity in strategic direction in key areas of the response to the emerging ‘new normal’. These are likely to impact on future Medium-Term Financial Planning cycles.
- 7.5 Some presentational recommendations from the Scrutiny Committee have been included within the Final Budget papers, notably the inclusion of Contingency budgets (our planned risk mitigation budgets) within Appendix 1.
- 7.6 The proposed levels of precept for Special Expense areas have created a small budget pressure of £182k, as it impacts on the Council Tax referendum threshold calculation.
- 7.7 Offsetting the pressure from Special Expenses precepts is a gain in forecast Treasury Management returns as a result of the recent increase in interest rates.
- 7.8 The impact of the changes proposed since the Draft Budget is shown in the table below:

		2022/23	2023/24	2024/25	
Portfolio	Reason	£000's	£000's	£000's	Notes
Housing & Homelessness	Domestic Abuse Act New Burdens grant - Housing	- 36	- 36	- 36	Un-ringfenced grant
	Additional DA expenditure	36	36	36	
Education & Childrens	Hoilday Activities & Food Programme	- 1,145	-	-	Ringfenced by conditions
	Hoilday Activities & Food Programme	1,145	-	-	
	DSG Schools supplementary grants	- 15,268	- 15,268	- 15,268	Ringfenced as in DSG
	DSG additional Schools expenditure	15,268	15,268	15,268	
Funding	Reduction in BC Council Tax due to Special Expenses changes	182	182	182	SE proposals not finalised
Corporate Costs	Increase in interest receiveable due to TM strategy change	- 182	- 182	- 182	
All Portfolios	Allocation of additional NI increase budget from Corporate Costs	1,250	1,250	1,250	Allocation to Portfolio budgets from corporate budget
Corporate Costs	Allocation of additional NI increase budget from Corporate Costs	- 1,250	- 1,250	- 1,250	
Scrutiny recommendations	TBC	TBC	TBC	TBC	
TOTAL		-	-	-	

- 7.9 In total these changes have no net impact on the overall budget position.
- 7.10 The forecast **General Fund balance for the Council after the recommendations in the budget is expected to be £47m at the end of 2022/23** (depending on the final outturn for 2021/22). This balance represents **6.6% of the gross operating budget (excluding the Dedicated Schools Grant)**. The budget proposed includes use of £1.36m of General Fund balances in 2023/24. The need for this budgeted use of General Fund reserves will be reviewed in setting the budget for 2023/24.
- 7.11 The overall revenue budget, with each Portfolio element expanded, can be found in **Appendix 1**.
- 7.12 Details of all proposed budget changes can be found in **Appendix 3**.

8. Dedicated Schools Grant (DSG)

- 8.1 The 2022-23 DSG allocation is **£532.8m** before recoupmnt for academies. This is an **increase of £19.9m** on the comparative 2021-22 total DSG.

2022-23 DSG Allocation - Comparison with Indicative Settlement and Previous Year					
	Schools Block	Central Schools Services Block	High Needs Block	Early Years Block	Total DSG
	£'000	£'000	£'000	£'000	£'000
DSG Allocation 2022-23 (Dec 2021)	387,291	5,295	107,716	32,514	532,816
2021-22 Settlement	374,863	5,908	99,115	33,007	512,893
<i>Change from 2021-22</i>	<i>12,428</i>	<i>(613)</i>	<i>8,600</i>	<i>(492)</i>	<i>19,923</i>
Supplementary Grants	11,132		4,136		15,268

8.2 In the settlement announcement on 16th December the government also announced two supplementary grants:

- a) In addition to the DSG, mainstream schools will receive an additional grant in 2022/23 worth £1.2 billion nationally. For early years (nursery classes and nursery schools) and post-16 provision in schools, the grant is being provided in respect of the Health and Social Care Levy. For primary and secondary provision, the grant is being provided in respect of both the Health and Social Care Levy and other cost pressures. The indicative allocation for Buckinghamshire is £11.1 million
- b) Special schools and other providers funded from the high needs block of the DSG will benefit from an additional £325 million in 2022/23, through a top up to the DSG allocations. The purpose of this grant is to recognise additional costs that local authorities and schools will face in the coming year, which were not foreseen when the original High Needs block allocations were calculated, including the Health and Social Care Levy. The indicative allocation for Buckinghamshire is £4.1 million.

8.3 Schools Forum has considered the local funding formula for schools in Buckinghamshire and recommends that the proposed formula continues to be in line with the National Funding Formula (NFF) for schools. There are no proposals to move funding between DSG blocks. Minimum per pupil funding levels have been set at £4,265 for primary schools and £5,525 for secondary schools, in line with national requirements. The majority of schools will be funded in excess of these minimum levels.

8.4 Growth in the high needs block is to support additional demand and complexity in the cost of supporting pupils with Special Educational Needs and Disability (SEND). The high needs block continues to be under pressure and the DSG deficit is projected to be approximately £6m at the end of the current financial year. Schools Forum has agreed that £3.4m of the total growth in high needs funding be held as a contingency against in year increases in demand and to support the deficit.

8.5 Reductions in the Central Schools Services Block can be met in 2022-23 from within the central block spend. Funding for the central block will reduce year on year and further savings have been agreed.

9. Changes to the Draft Capital Programme

9.1 The Draft Capital Programme was reviewed by the Budget Scrutiny Committee alongside the Revenue Medium Term Financial Plan.

9.2 There have been minimal changes within the Capital Programme since the Draft Programme was approved by Cabinet:

- Reprofiting of projected expenditure to reflect the most likely timing of delivery of the projects. This has largely pushed expenditure back within the programme;
- Addition of further projects funded by S106 developer receipts.

9.3 There have been no changes as a result of the Budget Scrutiny recommendations.

9.4 All revenue consequences of the Capital programme have been included in the draft revenue Budget.

9.5 The overall Capital programme and each Directorates element of the Programme can be seen in **Appendix 2**.

9.6 In order to allow schemes which have a robust and financially viable business case to be added to the Capital Programme it is proposed that **a recommendation is made to Council in February for delegation to be given to Cabinet to add up to £100m worth of schemes to the capital programme, to be funded through prudential borrowing, subject to a robust business case being approved.**

10. Fees & Charges

10.1 The schedule of Fees & Charges has been developed alongside the budget presented within this report, and changes in income resulting from changes to Fees and Charges have been reflected in the Revenue Budget proposals.

10.2 The schedule of proposed Fees and Charges for 2022/23 is included as **Appendix 8**.

10.3 **It is recommended that the schedule of Fees and Charges for 2022/23 is approved.**

11. Council Tax Reduction Scheme Policy

11.1 The Council Tax Reduction Scheme Policy require approval on an annual basis.

- 11.2 There are no material changes to the policy for this year beyond updating with the latest information from Central Government.
- 11.3 The updated policy is available as **Appendix 7**.
- 11.4 **It is recommended that the Council Tax Reduction Scheme Policy be approved.**

12. Financial Risks

- 12.1 Whilst every effort is made to ensure the budget proposals are robust, deliverable and support financial sustainability there are significant risks identified in the budget proposals as presented.
- 12.2 The table below identifies the key risks to these budget proposals:

The Covid-19 pandemic	<p>The Covid-19 pandemic continues to impact on the day to day business of the Council. The budget makes assumptions as to the likely impact of the pandemic on budgets over the next 3 years. With new variants arising the risk of further lockdowns and supporting interventions, as well as the timing and trajectory of the recovery process is subject to change.</p> <p>The Council is central to delivering the local response to the pandemic, in supporting residents and businesses through local and national interventions, and in supporting the recovery process to 'build back better'.</p> <p>As the period in which we are operating within a pandemic environment extends this creates additional pressures in delivering our business as usual services, delivering our savings and investment plans, and providing capacity to support additional response activities.</p> <p>In addition, new and unexpected changes to the types and level of demand for services may arise as unforeseen longer-term impacts of the pandemic arise.</p>
Medium-term economic change	The pandemic continues impact on the economy, with business failures likely, changes in unemployment and unprecedented levels of Government debt following the pandemic response. This is likely to impact on local

	and national tax receipts, and the levels of support required by those impacted by the changes. This would impact both the Council's costs in supporting those impacted and the future funding available to the Council.
Long-term societal change	The pandemic required immediate changes to the way we all live our lives. Whilst some of these were short-lived, others may persist as both businesses and individuals consider how they wish to live and work in the future. The medium-term impacts on local economic activity are still unclear.
Inflation	Global economic upheaval continues, notably impacting on global supply-chains. This is significantly contributing to inflation levels, which are currently above 5%. This will impact both in terms of pay pressures and the costs of our supply chain. Whilst forecasts are that inflation returns to more normal levels these forecasts are highly dependent on the future impact of the pandemic on the global economy.
Central Government funding	<p>The Government has long promised to review the allocation of funding to Local Authorities. This is now expected to be enacted from 2023/24. Changes to this methodology could have a negative impact on the funding for the Council if our calculated level of need reduces significantly.</p> <p>The 'Levelling Up' agenda has the intention of reducing regional disparities. Without additional funding to raise the level of funding for higher need areas there is likely to be a movement of funding from 'better' funded areas to those with 'greater' need. This is likely to see funding moved from the South East to more deprived areas. A policy paper is due to be published shortly, which will bring more clarity on the aims of the policy.</p>
Complexity and demand in Social Care & Client Transport	Social care budgets remain subject to significant variations in terms of both demand and complexity in 'normal' circumstances. The ongoing pandemic has increased this unpredictability. This is being exacerbated by the NHS Discharge to assessment approach which is seeing clients leave hospital with

	higher needs that in pre-pandemic times. Whilst all reasonable efforts have been made to predict these pressures and estimates remain volatile and uncertain.
Social Care Provider sustainability & Care Reforms	The Care Act places a statutory duty for local authorities with responsibility for Adult Social Care in managing the market including, where necessary, making provision for the continuity of care if Social Care Providers close. The Care Reforms and market changes resulting from the pandemic have increased the risk of this occurring.

- 12.3 A robust risk management approach will be taken to monitor, manage and mitigate these risks through the delivery of these budget plans.
- 12.4 Whilst the revenue budget proposals within this report include contingencies against these increased risks, our General Fund (non-allocated) balances are also at a reasonable level. These balances are held against the risk of unforeseen events, such as the pandemic, and provide a strong buffer against unexpected events. Close management of these risks is required to ensure the sustainability of the Council.
- 12.5 On an annual basis the Chartered Institute of Public Finance and Accountancy (CIPFA) publish a resilience index, which allows Local Authorities to assess and compare their financial resilience against a number of measures covering Reserves, funding risk, and exposure to Social Care demand risk. The pre-release data has been reviewed and the Council falls into the lower half of the risk assessment for all measures. Further work is required to gain a more rounded understanding of this data, which will support the production of the Chief Finance Officers (s.151) report to Council into the robustness of the budget and the ongoing financial sustainability of the Council.

13. Legal and financial implications

- 13.1 This is a Finance report and all the financial implications are included in the report.
- 13.2 The Council is required under the Localism Act 2011 to set a council tax requirement for the authority. This report provides information which, when taken together with the previous reports provided to Cabinet, will lead to the council tax requirement being agreed in February 2022, together with a budget for 2022/23, a three-year Medium Term Financial Strategy and a four-year Capital Programme.
- 13.3 The Council is required to set a balanced budget taking account of balances and any other available reserves before the commencement of the financial year to which it

relates. The Local Government Act 2000 states that it is the responsibility of the Full Council, on the recommendation of the Cabinet, to approve the budget and related council tax requirement.

- 13.4 The Council has a fiduciary duty to council tax payers, which means it must consider the prudent use of resources, including control of expenditure, financial prudence in the short and long term, the need to strike a fair balance between the interests of the Council Tax payers and ratepayers and the community's interest in adequate and efficient services and the need to act in good faith in relation to compliance with statutory duties and exercising statutory powers. Some savings proposals may need individual detailed consultation, and this will be carried out before decisions on those proposals are made.

14. Corporate implications

- 14.1 Actions resulting from consideration of this report may influence future expenditure in areas of concern / interest. Equalities impact screening will be undertaken for all significant new proposals within the budget, and full Equality Impact Assessments will be produced as projects are fully developed and where this is deemed necessary.

15. Consultation and communication

- 15.1 A public consultation on priorities and budgets was conducted between 6 October and 14 November 2021. The results have been reviewed by Cabinet alongside the draft budget report.
- 15.2 Only 308 responses were received, with 292 of these responses being from residents.
- 15.3 Further consultation has taken place with the Buckinghamshire Business Group following approval of the draft budget by Cabinet. There was general support for the approach taken and the resulting budget. Their response is available as **Appendix 9**.

16. Next steps and review

- 16.1 The final budget will be presented to the Full Council on 23rd February 2022.

17. Background papers

Appendix 1 – Revenue Budget.

Appendix 2 – Capital Programme.

Appendix 3 – Detailed Revenue Budget changes.

[Appendix 4 – Council Tax Resolution. WILL BE AVAILABLE AT COUNCIL.]

Appendix 5 – ‘Special Expenses’ budgets and precept.

Appendix 6 – ‘Special Expenses’ activities.

Appendix 7 – Council Tax Reduction Scheme Policy.

Appendix 8 – Schedule of Fees & Charges.

Appendix 9 – Buckinghamshire Business Group budget consultation response.

Appendix 1

Buckinghamshire Council Draft Revenue Budget

2022/23 - 2024/25

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Overall Revenue Budget

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Education & Children's Services

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Housing & Homelessness & Regulatory Services

Leader

Planning & Regeneration

Transport

Corporate

Overall Revenue Budget

Budget by Portfolio

		2021-22			2022-23			2023-24	2024-25
		Income £000	Expenses £000	Net £000	Income £000	Expenses £000	Net £000	Net £000	
Costs by Portfolio									
	Climate Change & Environment	(8,085)	37,275	29,190	(9,870)	38,482	28,611	28,381	28,524
	Communities	(1,040)	11,461	10,421	(1,040)	9,652	8,612	8,457	8,457
	Culture & Leisure	(4,719)	11,462	6,743	(6,232)	11,260	5,028	4,789	3,995
	Education & Children's Services	(533,951)	620,057	86,106	(571,750)	660,368	88,618	89,174	89,641
	Finance, Resources, Property & Assets	(119,531)	171,779	52,248	(112,169)	163,865	51,696	48,653	41,267
	Health & Wellbeing	(72,182)	228,590	156,408	(73,999)	238,420	164,421	171,740	179,343
	Housing & Homelessness & Regulatory Services	(8,290)	15,238	6,948	(8,720)	15,651	6,931	6,651	6,217
	Leader	(607)	8,841	8,234	(607)	8,431	7,824	7,489	7,472
	Planning & Regeneration	(9,258)	14,944	5,685	(9,258)	15,262	6,003	5,933	5,603
	Transport	(14,409)	69,127	54,718	(15,753)	71,376	55,623	56,372	58,512
		(772,071)	1,188,774	416,703	(809,398)	1,232,766	423,368	427,639	429,031
Corporate Items									
	Corporate			38,568			44,263	51,232	60,636
	Earmarked Reserves			913			(6,223)	(2,443)	(615)
	General Reserves			(2,138)			-	(1,362)	-
				37,344			38,040	47,427	60,021
Net Operating Expenditure				454,047			461,408	475,066	489,052
Funded by									
	Business Rates			(56,836)			(58,195)	(59,184)	(60,309)
	Impact of Funding Reform			-			-	1,000	5,340
	Council Tax Surplus			-			-	-	-
	New Homes Bonus			(7,645)			(5,844)	(2,500)	(2,500)
	Unringfenced Grants			(30,890)			(20,013)	(19,703)	(19,396)
Net Expenditure before Council tax				358,677			377,356	394,679	412,187
Council Tax				(358,677)			(377,356)	(394,679)	(412,188)

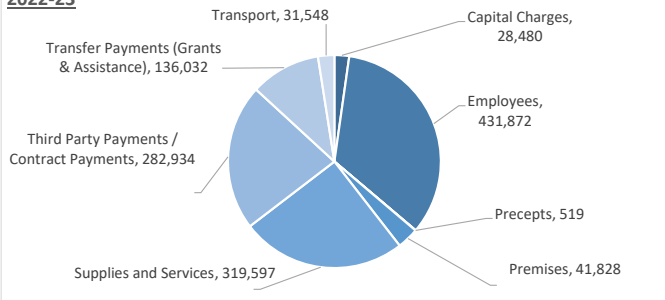
Revenue Budget Subjective Analysis 2022/23

		Climate Change & Environment £000	Communities £000	Culture & Leisure £000	Education & Children's Services £000	Finance, Resources, Property & Assets £000	Health & Wellbeing £000	Housing & Homelessness & Regulatory Services £000	Leader £000	Planning & Regeneration £000	Transport £000	Grand Total £000
Income	Customer & Client Receipts	(9,679)	(349)	(5,896)	(9,407)	(28,831)	(34,964)	(7,260)	(135)	(9,218)	(15,003)	(120,742)
	Government Grants	(63)		(10)	(558,385)	(79,953)	(28,257)	(1,376)		(40)	(465)	(668,547)
	Other Grants Reimbursements and Contributions	(129)	(691)	(326)	(3,957)	(3,384)	(10,778)	(84)	(472)		(286)	(20,107)
Income Total		(9,870)	(1,040)	(6,232)	(571,750)	(112,169)	(73,999)	(8,720)	(607)	(9,258)	(15,753)	(809,398)
Expense	Employees	12,711	3,799	5,027	274,490	60,582	27,296	9,322	7,082	13,532	8,209	422,050
	Premises	4,823	982	825	19,294	10,812	115	1,040	61	3	3,874	41,828
	Transport	608	21	123	1,177	283	2,773	41	26	58	26,438	31,548
	Supplies and Services	6,850	3,664	4,522	253,464	14,156	24,731	4,146	1,260	1,665	4,462	318,920
	Transfer Payments (Grants & Assistance)	112	1,102	752	32,750	77,830	21,743	149			1,594	136,032
	Capital Charges				821							821
	Third Party Payments / Contract Payments	13,377	84	11	78,371	203	161,763	953	1	3	26,800	281,568
Expense Total		38,482	9,652	11,260	660,368	163,865	238,420	15,651	8,431	15,262	71,376	1,232,766
Grand Total		28,611	8,612	5,028	88,618	51,696	164,421	6,931	7,824	6,003	55,623	423,368

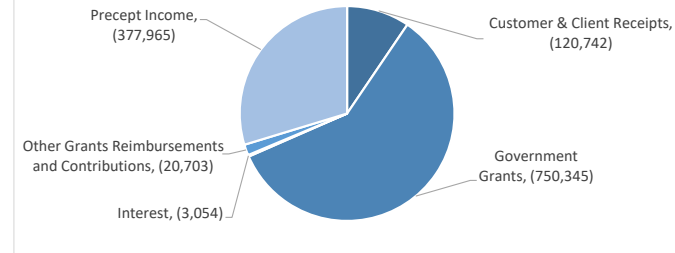
Changes to Net Cost of Services 2022/23

		Climate Change & Environment £000	Communities £000	Culture & Leisure £000	Education & Children's Services £000	Finance, Resources, Property & Assets £000	Health & Wellbeing £000	Housing & Homelessness & Regulatory Services £000	Leader £000	Planning & Regeneration £000	Transport £000	Grand Total £000
Change	Change in Income	(1,820)		(1,411)	(50)	(1,719)	(100)	(390)	-	-	(1,344)	(6,834)
	Growth	2,503	135	30	3,425	2,091	11,793	378	53	318	8,266	28,991
	Savings	(1,096)	(1,900)	(223)	(663)	(802)	(3,158)	(5)	(595)	-	(3,915)	(12,357)
	Special Items	(253)	(122)	(111)	(200)	(123)	68		132		(2,102)	(2,711)
	Change in Grant funded expenditure	150			36,336	(8,549)	1,128	36				29,100
	Change in Grant Income	(63)			(36,336)	8,549	(1,717)	(36)				(29,602)
Grand Total		(579)	(1,887)	(1,715)	2,512	(552)	8,014	(17)	(410)	318	905	6,587

Spend 2022-23



Income 2022-23

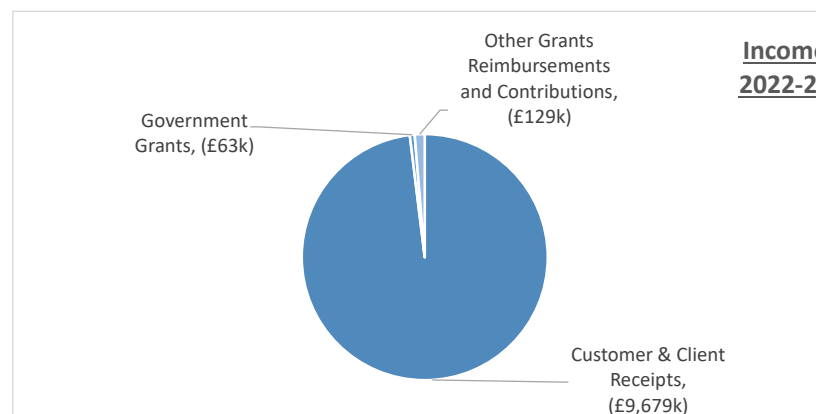
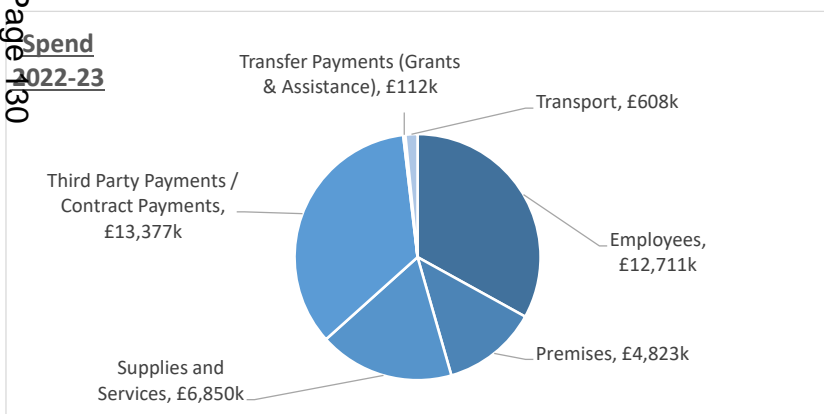


PORTFOLIO BUDGET DETAIL

Climate Change & Environment

		2021-22			2022-23			2023-24	2024-25
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Environment	Energy & Resources	(260)	650	390	(260)	653	393	393	393
	Natural Environment	(132)	1,637	1,505	(195)	1,718	1,523	1,076	876
Environment Total		(392)	2,287	1,895	(455)	2,371	1,916	1,469	1,269
Street Cleaning	Street Cleaning	(380)	2,591	2,211	(380)	3,230	2,851	2,843	2,843
Street Cleaning Total		(380)	2,591	2,211	(380)	3,230	2,851	2,843	2,843
Waste	Waste	(7,313)	32,398	25,084	(9,036)	32,881	23,845	24,069	24,412
Waste Total		(7,313)	32,398	25,084	(9,036)	32,881	23,845	24,069	24,412
Grand Total		(8,085)	37,275	29,190	(9,870)	38,482	28,611	28,381	28,524

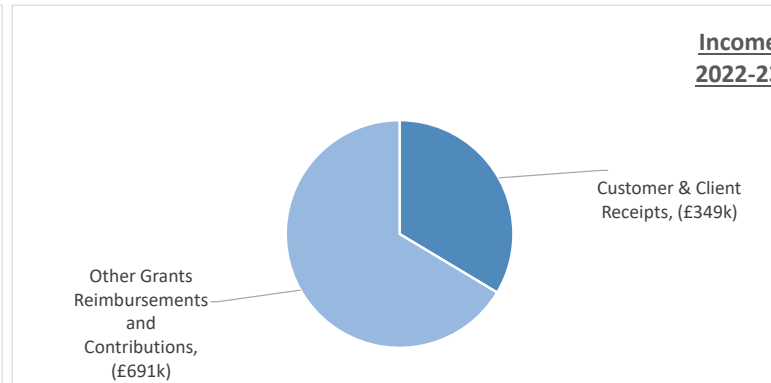
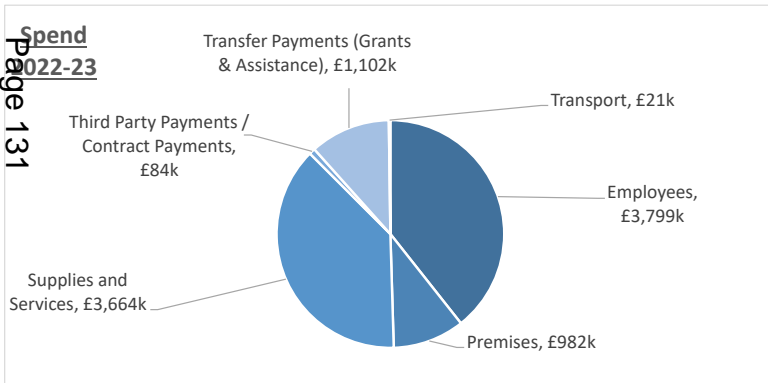
Change Type	2022-23 £000	2023-24 £000	2024-25 £000
Change in Income	(1,820)	(2,070)	(2,170)
Change in Grant Income	(63)	(84)	(188)
Change in Grant funded expenditure	150	200	450
Growth	2,503	2,990	3,507
Savings	(1,096)	(1,117)	(1,291)
Special Items	(253)	(729)	(975)
Grand Total	(579)	(810)	(667)



Communities

		2021-22			2022-23			2023-24	2024-25
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Community Boards	Community Boards		3,868	3,868	1,968	1,968	1,968	1,968	
Community Boards Total			3,868	3,868	1,968	1,968	1,968	1,968	
Emergency Planning	Emergency Planning	-	295	295	-	297	297	297	
Emergency Planning Total			295	295	-	297	297	297	
Localities & Strategic Partnerships	Community Grants (VCS)	(67)	1,329	1,262	(67)	1,329	1,262	1,262	
	Community Safety	(624)	2,542	1,919	(624)	2,656	2,033	2,028	
	Community Support (Local Emergency Support)		236	236		237	237	237	
	Localities & Strategic Partnerships (General)	(0)	1,871	1,871	(0)	1,756	1,756	1,606	
Localities & Strategic Partnerships Total		(691)	5,978	5,287	(691)	5,978	5,287	5,132	
Special Expenses	Special Expenses	(349)	1,319	970	(349)	1,409	1,060	1,060	
Special Expenses Total		(349)	1,319	970	(349)	1,409	1,060	1,060	
Grand Total		(1,040)	11,461	10,421	(1,040)	9,652	8,612	8,457	

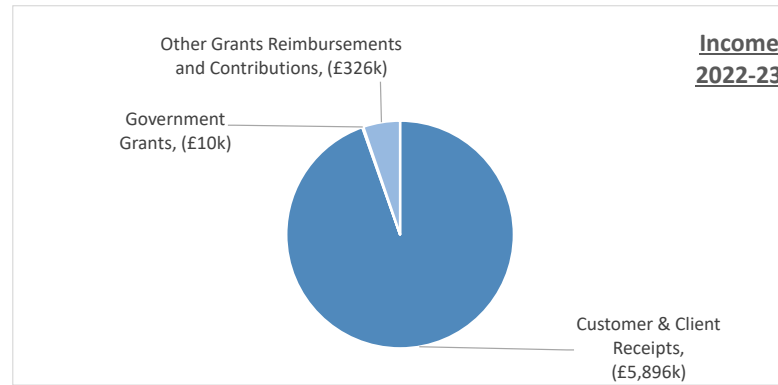
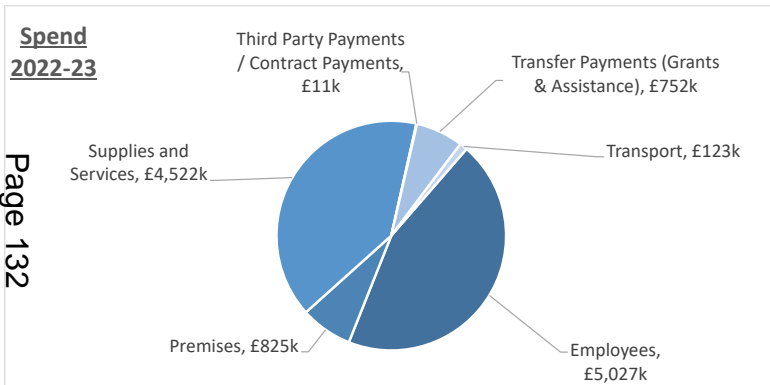
Change Type	2022-23 £000	2023-24 £000	2024-25 £000
Growth	135	130	130
Savings	-1,900	-2,050	-2,050
Special Items	(122)	(122)	(122)
Grand Total	(1,887)	(2,042)	(2,042)



Culture & Leisure

		2021-22			2022-23			2023-24	2024-25
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Culture & Leisure	Arts & Culture	(303)	1,588	1,286	(303)	1,543	1,240	1,179	1,105
	Country Parks, Parks & Play Areas	(1,368)	1,345	(23)	(1,503)	1,351	(152)	220	153
	Leisure Centres	(2,474)	3,446	972	(3,772)	3,448	(323)	(789)	(1,359)
	Libraries	(575)	4,517	3,942	(655)	4,352	3,698	3,623	3,548
	Museums & Heritage		566	566		565	565	556	547
Culture & Leisure Total		(4,719)	11,462	6,743	(6,232)	11,260	5,028	4,789	3,995
Grand Total		(4,719)	11,462	6,743	(6,232)	11,260	5,028	4,789	3,995

Change Type	2022-23 £000	2023-24 £000	2024-25 £000
Change in Income	(1,411)	(1,880)	(2,449)
Growth	30	80	80
Savings	(223)	(368)	(593)
Special Items	(111)	214	214
Grand Total	(1,715)	(1,954)	(2,748)

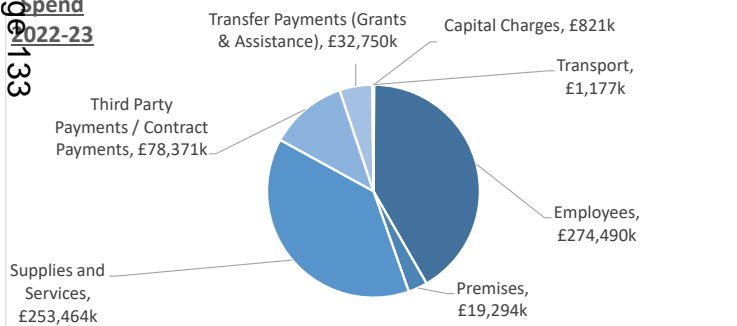


Education & Children's Services

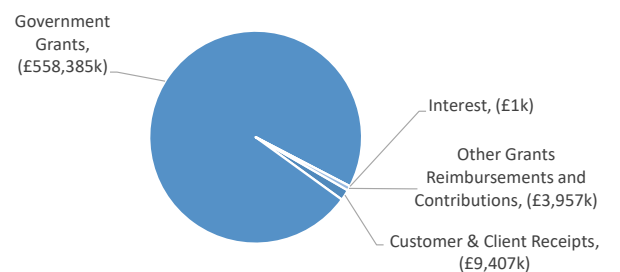
	2021-22			2022-23			2023-24	2024-25	
	Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget	Net Budget	Net Budget	
Children's Social Care	Children in Care	(1,375)	47,735	46,360	(1,375)	49,097	47,722	48,594	49,816
	Children with Disabilities		6,358	6,358		6,368	6,368	6,368	6,368
	Quality, Standards & Performance		3,265	3,265		4,416	4,416	3,980	3,011
	Safeguarding	-	10,717	10,717	(1,413)	12,019	10,606	10,776	10,776
	Social Care central costs	(1,220)	6,322	5,102	(1,220)	6,342	5,122	5,122	5,122
	Children's Social Care Total	(2,595)	74,397	71,802	(4,008)	78,242	74,233	74,839	75,092
Education	Early Help		6,731	6,731		6,769	6,769	6,769	6,769
	Education & Learning	(5,030)	6,696	1,667	(6,224)	7,894	1,670	1,620	1,833
	Special Educational Needs & Disabilities	(126)	6,033	5,907	(126)	6,072	5,946	5,946	5,946
Education Total	(5,155)	19,460	14,304	(6,350)	20,735	14,385	14,335	14,548	
Education - Dedicated Schools Grant	Central block	(239)	6,147	5,908	(239)	5,534	5,295	5,295	5,295
	Funding Block	(513,019)	196,954	(316,065)	(548,210)	196,954	(351,256)	(351,256)	(351,256)
	High Needs Block	(1,153)	92,428	91,275	(1,153)	105,164	104,011	104,011	104,011
	Schools Block	(11,789)	197,664	185,875	(11,789)	221,224	209,435	209,435	209,435
	Early Years Block		33,007	33,007		32,515	32,515	32,515	32,515
Education - Dedicated Schools Grant Total	(526,200)	526,200	-	(561,391)	561,391	-	-	-	
Grand Total	(533,951)	620,057	86,106	(571,750)	660,368	88,618	89,174	89,641	

Change Type	2022-23 £000	2023-24 £000	2024-25 £000
Change in Income	(50)	(100)	(100)
Change in Grant Income	(36,336)	(36,336)	(36,336)
Change in Grant funded expenditure	36,336	36,336	36,336
Growth	3,425	5,071	6,101
Savings	(663)	(1,903)	(2,467)
Special Items	(200)	-	-
Grand Total	2,512	3,068	3,534

Expenditure 2022-23



Income 2022-23

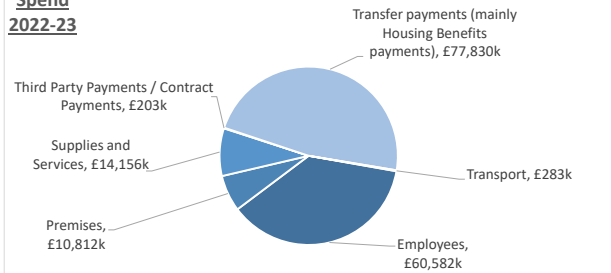


Finance, Resources, Property & Assets

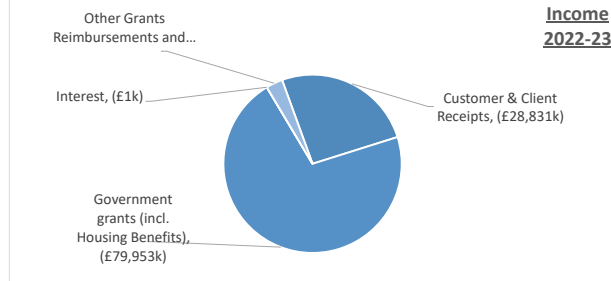
		2021-22			2022-23			2023-24	2024-25
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget	Net Budget	
Business Operations	Business Operations	(312)	6,873	6,561	(347)	6,923	6,576	6,576	
	Customer Services	(8)	4,422	4,414	(8)	4,434	4,426	4,426	
	Business Development	(65)	548	483	(65)	551	486	486	
Business Operations Total		(385)	11,843	11,458	(420)	11,908	11,489	11,489	
Finance & Revenues	Finance	(3,410)	14,589	11,180	(3,410)	14,619	11,209	11,209	
	Revenues & Benefits	(91,785)	92,638	852	(83,236)	84,144	908	674	
Finance & Revenues Total		(95,195)	107,227	12,032	(86,646)	98,764	12,118	11,884	
Human Resources & Organisational Development	Human Resources & Organisational Development	(395)	5,076	4,681	(395)	5,011	4,617	4,577	
Human Resources & Organisational Development Total		(395)	5,076	4,681	(395)	5,011	4,617	4,577	
ICT	ICT	(176)	12,291	12,115	(176)	12,475	12,300	12,200	
ICT Total		(176)	12,291	12,115	(176)	12,475	12,300	12,200	
Legal & Democratic Services	Democratic Services & Elected Members	(56)	4,974	4,918	(56)	5,010	4,954	4,954	
	Legal Services	(1,309)	6,760	5,451	(1,309)	7,052	5,744	5,744	
Legal & Democratic Services Total		(1,365)	11,734	10,369	(1,365)	12,063	10,698	10,698	
Property & Assets	Property Maintenance & Strategic Asset Management	(10,812)	18,921	8,108	(10,843)	19,690	8,847	7,930	
	Commercial Property & Agricultural Estate	(11,143)	545	(10,598)	(12,264)	545	(11,720)	(16,153)	
Property & Assets Total		(21,955)	19,466	(2,490)	(23,107)	20,235	(2,872)	(8,223)	
Digital	Digital		564	564		566	566	566	
Digital Total			564	564		566	566	566	
Resources	Management and Better Buckinghamshire		169	169		(599)	(599)	(1,373)	
Resources Total			169	169		(599)	(599)	(4,971)	
Service Improvement	Service Improvement	(61)	3,411	3,350	(61)	3,442	3,381	3,231	
Service Improvement Total		(61)	3,411	3,350	(61)	3,442	3,381	3,048	
Grand Total		(119,531)	171,779	52,248	(112,169)	163,865	51,696	41,267	

Change Type	2022-23 £000	2023-24 £000	2024-25 £000
Change in Income	(1,719)	(3,882)	(6,243)
Change in Grant funded expenditure – Housing benefits	(8,549)	(16,244)	(23,169)
Change in Income – Housing Benefits	8,549	16,244	23,169
Growth	2,091	2,225	2,316
Savings	(802)	(1,816)	(6,932)
Special Items	(123)	(123)	(123)
Grand Total	(552)	(3,595)	(10,982)

Spend 2022-23



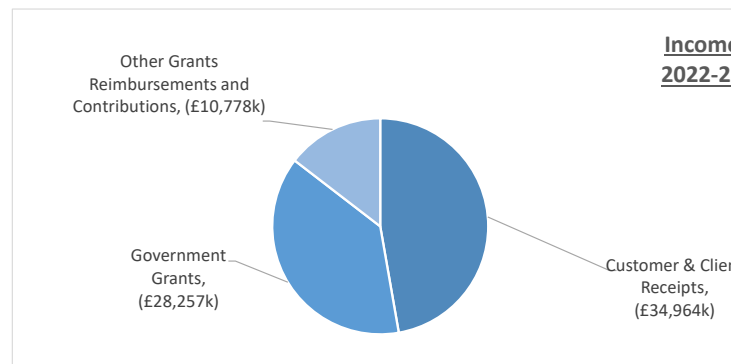
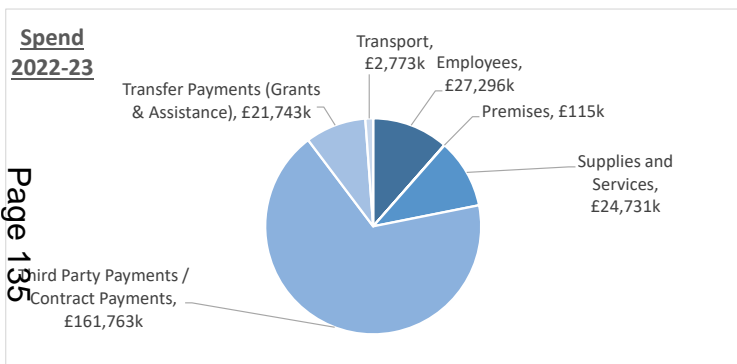
Income 2022-23



Health & Wellbeing

		2021-22			2022-23			2023-24	2024-25
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Adult Social Care	Adult Social Care	(50,535)	206,942	156,408	(52,352)	216,773	164,421	171,740	179,343
Adult Social Care Total		(50,535)	206,942	156,408	(52,352)	216,773	164,421	171,740	179,343
Public Health	Public Health	(21,647)	21,647	-	(21,647)	21,647	-	-	-
Public Health Total		(21,647)	21,647	-	(21,647)	21,647	-	-	-
Grand Total		(72,182)	228,590	156,408	(73,999)	238,420	164,421	171,740	179,343

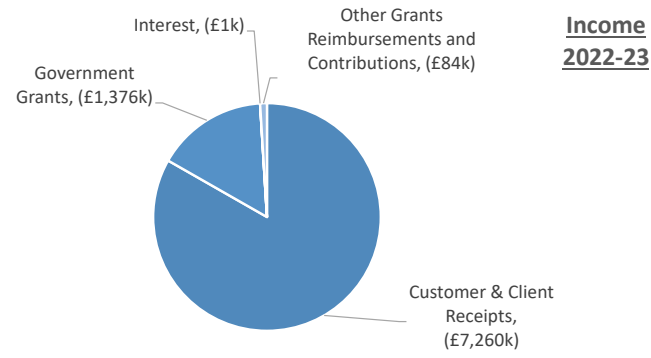
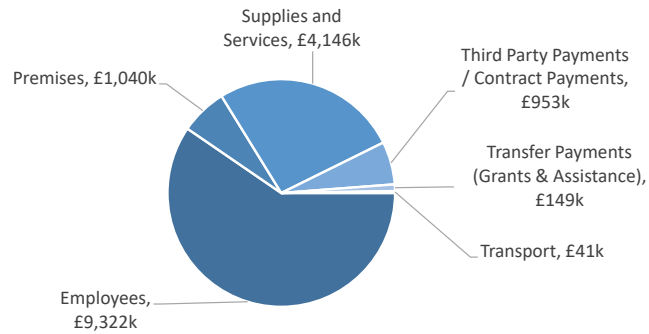
Change Type	2022-23 £000	2023-24 £000	2024-25 £000
Change in Income	(100)	(700)	(1,450)
Change in Grant Income	(1,717)	(1,717)	(1,717)
Change in Grant funded expenditure	1,128	1,128	1,128
Growth	11,793	21,712	31,815
Savings	(3,158)	(5,158)	(6,908)
Special Items	68	68	68
Grand Total	8,014	15,333	22,936



Housing & Homelessness & Regulatory Services

		2021-22			2022-23			2023-24	2024-25
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Housing & Homelessness	Homelessness	(1,658)	3,463	1,806	(1,843)	3,608	1,765	1,765	1,765
	Housing	(687)	2,586	1,899	(687)	2,597	1,909	1,864	1,544
Housing & Homelessness Total		(2,345)	6,049	3,704	(2,531)	6,205	3,674	3,629	3,309
Regulatory Services	Coroner		854	854		987	987	987	987
	Environmental Health	(166)	2,730	2,565	(166)	2,744	2,578	2,578	2,578
	Licencing	(1,612)	1,257	(355)	(1,617)	1,264	(354)	(359)	(364)
	Registrars & Celebratory Services	(1,226)	1,373	146	(1,380)	1,379	(1)	(171)	(209)
	Trading Standards		911	911		911	911	911	911
	Cemeteries & Crematoria	(2,940)	2,133	(807)	(3,026)	2,230	(796)	(856)	(927)
Regulatory Services Total		(5,945)	9,258	3,313	(6,190)	9,515	3,325	3,090	2,976
Management	Management		(70)	(70)		(69)	(69)	(69)	(69)
Management Total			(70)	(70)		(69)	(69)	(69)	(69)
Grand Total		(8,290)	15,238	6,948	(8,720)	15,651	6,931	6,651	6,217

Change Type	2022-23 £000	2023-24 £000	2024-25 £000
Change in Income	(390)	(630)	(694)
Growth	378	388	393
Savings	(5)	(55)	(430)
Change in Grant funded expenditure	36	36	36
Change in Grant Income	(36)	(36)	(36)
Grand Total	(17)	(297)	(731)



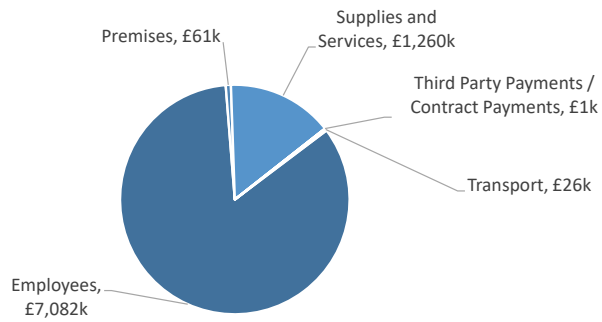
Leader

		2021-22			2022-23			2023-24	2024-25
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Chief Executives Office	Chief Executives Office		864	864	913	913	913	946	
Chief Executives Office Total			864	864	913	913	913	946	
Policy & Communications	Policy & Communications	(484)	4,188	3,705	(484)	4,217	3,733	3,733	
Policy & Communications Total		(484)	4,188	3,705	(484)	4,217	3,733	3,733	
Strategic Infrastructure	Strategic Infrastructure		201	201	207	207	207	207	
Strategic Infrastructure Total			201	201	207	207	207	207	
Economic Growth & Regeneration	Economic Growth & Regeneration	(123)	3,587	3,464	(123)	3,094	2,971	2,586	
Economic Growth & Regeneration Total		(123)	3,587	3,464	(123)	3,094	2,971	2,586	
Grand Total		(607)	8,841	8,234	(607)	8,431	7,824	7,472	

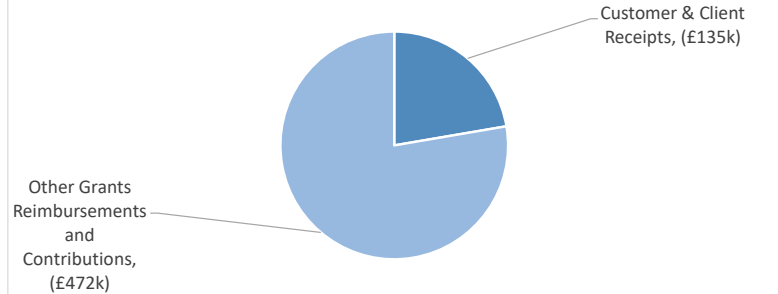
Change Type	2022-23 £000	2023-24 £000	2024-25 £000
Change in Income	-	-	-
Growth	53	53	53
Savings	(595)	(930)	(947)
Special Items	132	132	132
Grand Total	(410)	(745)	(762)

Spend
2022-23

Page 137



Income
2022-23

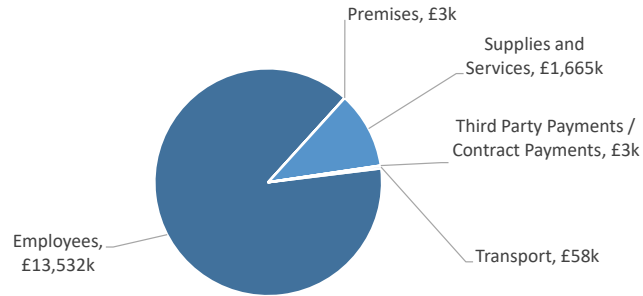


Planning & Regeneration

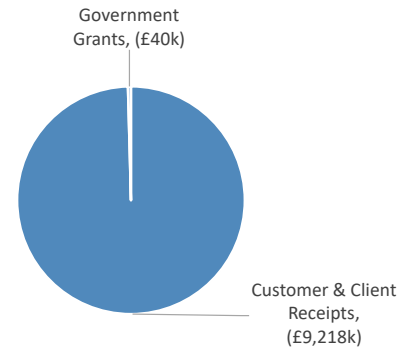
		2021-22			2022-23			2023-24	2024-25
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Planning	Building Control	(2,165)	2,321	155	(2,165)	2,333	168	168	168
	Development Management	(6,711)	8,089	1,378	(6,711)	8,147	1,436	1,436	1,286
	Planning Enforcement	(60)	985	925	(60)	1,215	1,155	1,155	1,155
	Strategic Planning Policy & Management	(322)	3,550	3,228	(322)	3,566	3,244	3,174	2,994
Planning Total		(9,258)	14,944	5,685	(9,258)	15,262	6,003	5,933	5,603
Grand Total		(9,258)	14,944	5,685	(9,258)	15,262	6,003	5,933	5,603

Change Type	2022-23 £000	2023-24 £000	2024-25 £000
Change in Income	-	-	(150)
Growth	318	318	318
Savings	-	(70)	(250)
Grand Total	318	248	(82)

Spend 2022-23



Income 2022-23

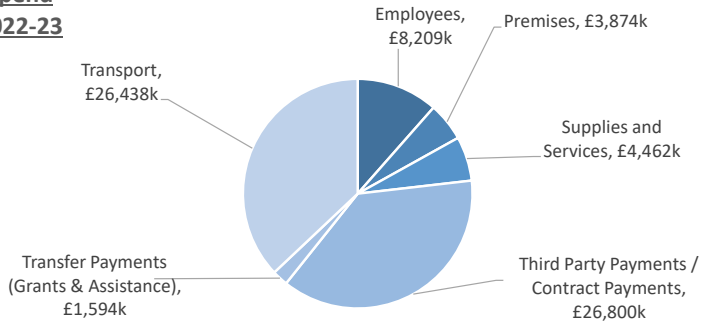


Transport

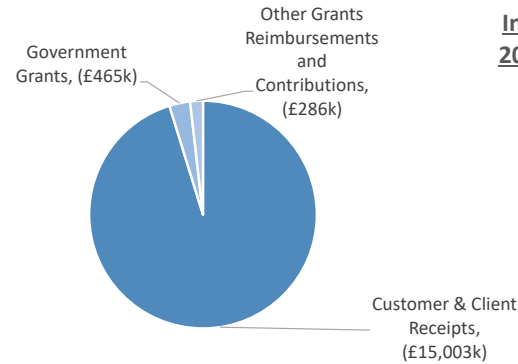
		2021-22			2022-23			2023-24	2024-25
		Income £000	Expense £000	Net Budget	Income £000	Expense £000	Net Budget	Net Budget	Net Budget
Highways & Technical Services	Other Highways & Technical	401	3,201	3,602	384	3,175	3,560	3,245	3,190
	Parking Operations	(7,972)	7,671	(301)	(9,274)	7,397	(1,877)	(3,692)	(3,792)
	Rights of Way	(132)	960	828	(132)	964	832	832	832
	Transport for Bucks	(3,643)	21,472	17,829	(3,668)	21,792	18,124	19,285	20,152
Highways & Technical Services Total		(11,345)	33,303	21,958	(12,689)	33,328	20,639	19,670	20,382
HS2	HS2	(391)	1,089	698	(391)	1,092	701	701	701
HS2 Total		(391)	1,089	698	(391)	1,092	701	701	701
Transport Services	Transport Services	(2,265)	32,800	30,535	(2,265)	35,026	32,761	34,638	36,758
Transport Services Total		(2,265)	32,800	30,535	(2,265)	35,026	32,761	34,638	36,758
Transport Strategy	Transport Strategy	(407)	1,935	1,528	(407)	1,944	1,537	1,477	1,477
Transport Strategy Total		(407)	1,935	1,528	(407)	1,944	1,537	1,477	1,477
Communities Directorate Savings	Communities Directorate Savings		-	-		(14)	(14)	(114)	(806)
Communities Directorate Savings Total			-	-		(14)	(14)	(114)	(806)
Grand Total		(14,409)	69,127	54,718	(15,753)	71,376	55,623	56,372	58,512

Change Type	2022-23 £000	2023-24 £000	2024-25 £000
Change in Income	(1,344)	(3,264)	(3,369)
Growth	8,266	11,640	14,849
Savings	(3,915)	(4,320)	(5,284)
Special Items	(2,102)	(2,402)	(2,402)
Grand Total	905	1,654	3,794

Spend 2022-23



Income 2022-23



Corporate

		2021-22	2022-23	2023-24	2024-25
		Net Budget	Net Budget	Net Budget	Net Budget
Capital Financing	Interest Payable	11,107	9,295	9,313	10,424
	MRP	10,114	11,569	12,956	13,401
	RCCR	4,521	6,263	3,707	3,692
Capital Financing Total		25,742	27,127	25,976	27,517
Corporate Costs	Contingencies				
	Adult Social Care	1,455	4,910	7,054	9,992
	Children's	2,510	1,910	2,310	2,710
	Home to School Transport contingency	-	1,000	1,000	1,000
	Cross Portfolio (including inflationary pressures)	8,884	4,200	4,200	4,200
	Contingencies Total	12,849	12,020	14,564	17,902
	Pay, Pensions and Redundancy	1,888	5,455	10,274	14,170
	Corporate Items	1,484	2,267	2,543	2,714
Corporate Costs Total		16,221	19,742	27,381	34,786
Reserves	Earmarked Reserves	913	(6,223)	(2,443)	(615)
	General Reserves	(2,138)	-	(1,362)	-
Reserves Total		(1,224)	(6,223)	(3,805)	(615)
Treasury Management	Interest Receivable	(4,100)	(3,399)	(2,918)	(2,460)
	Treasury Management	705	793	793	793
Treasury Management Total		(3,395)	(2,606)	(2,125)	(1,667)
Grand Total		37,344	38,040	47,427	60,021

Appendix 2

Buckinghamshire Council Capital Programme 2022/23 to 2025/26

Version Council 1.0
04/02/2022 08:45



Section BUDGET SUMMARIES

1 Buckinghamshire Council Capital Programme 2022/23 to 25/26

By Portfolio

2 Leader

3 Children's Services

4 Climate Change & Environment

5 Communities

6 Culture & Leisure

7 Finance, Resources, Property & Assets

8 Health & Wellbeing

9 Housing, Homelessness & Regulatory

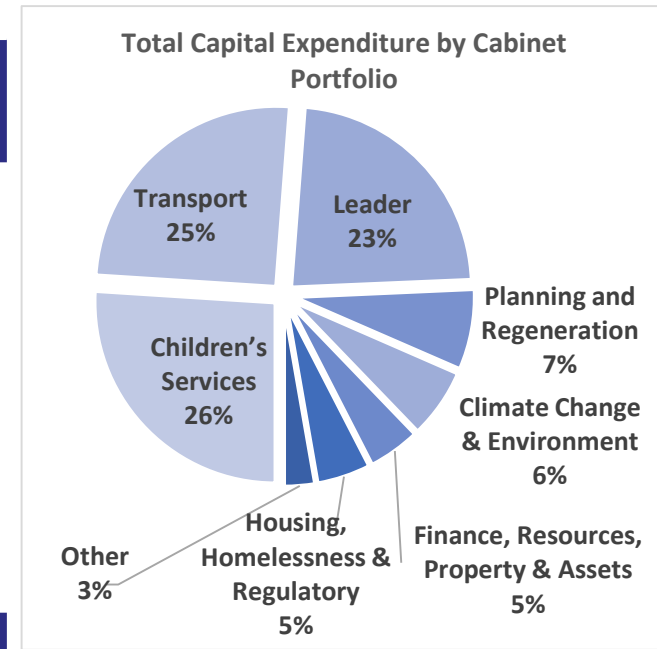
10 Planning and Regeneration

11 Transport

12 Corporate

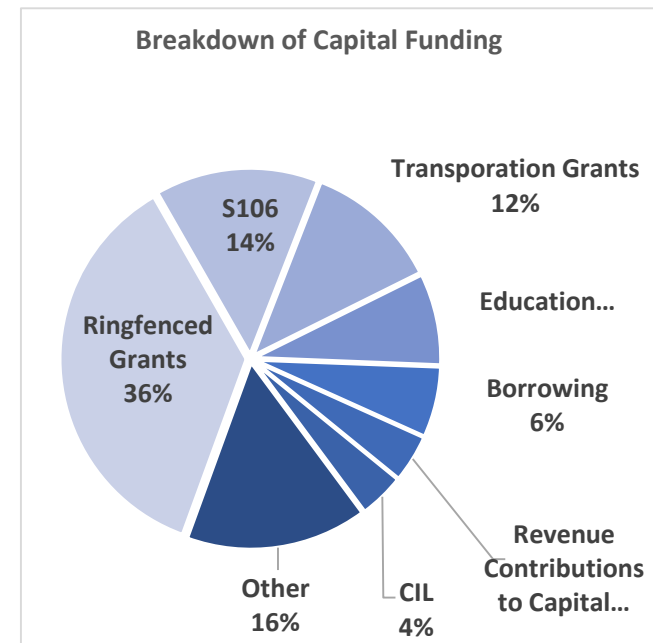
Expenditure

Directorate	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Leader	30,358	26,015	24,823	39,950	121,146
Children's Services	45,120	32,309	34,950	23,975	136,353
Climate Change & Environment	12,194	7,473	5,490	7,610	32,767
Communities	210	0	0	0	210
Culture & Leisure	6,933	538	510	500	8,481
Finance, Resources, Property & Assets	7,404	6,473	8,464	2,165	24,506
Health & Wellbeing	0	2,665	0	0	2,665
Housing, Homelessness & Regulatory	9,317	5,097	5,107	5,602	25,124
Planning and Regeneration	15,411	12,118	4,656	5,700	37,885
Transport	37,342	32,702	31,321	30,675	132,041
Corporate	750	750	750	750	3,000
Expenditure Total	165,038	126,140	116,071	116,927	524,177



Funding

Directorate	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Balances Brought Forward	(98)	0	0	0	(98)
Borrowing	(8,467)	(9,733)	(3,699)	(10,300)	(32,199)
Capital Receipts	(32,118)	(28,131)	(9,693)	(5,705)	(75,647)
Education Grants	(14,164)	(8,300)	(9,500)	(9,700)	(41,664)
Transportation Grants	(15,386)	(15,386)	(15,386)	(15,386)	(61,544)
Ringfenced Grants	(74,627)	(41,451)	(31,411)	(42,158)	(189,648)
Revenue Contributions to Capital	(3,154)	(5,662)	(5,922)	(6,897)	(21,635)
SALIX	(600)	(600)	(600)	(600)	(2,400)
Denham Gravel Lease	(1,070)	(1,070)	(1,070)	(1,070)	(4,282)
S106	(15,537)	(18,301)	(24,028)	(16,464)	(74,329)
Community Infrastructure Levy	(5,149)	(5,827)	(5,755)	(4,000)	(20,731)
Total Funding	(170,370)	(134,461)	(107,065)	(112,280)	(524,177)



Expenditure

Service Area	Project Group / Project	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Economic Growth & Regeneration	Economic Growth					
	Rural Broadband	600	0	0	0	600
	Economic Growth Total	600	0	0	0	600
Economic Growth & Regeneration Total		600	0	0	0	600
Strategic Transport & Infrastructure	Strategic Infrastructure (HIF)					
	A355 Improvement Scheme (Wilton Park)	409	980	0	0	1,389
	Abbey Barn - HIF / S106	46	50	50	7,600	7,746
	Aylesbury Eastern Link Road	184	2,896	10,000	25,393	38,473
	Cycle Infrastructure	872	1,000	0	0	1,872
	Grid Reinforcement Works	12,800	5,122	0	0	17,922
	Land Assembly	0	0	10,818	0	10,818
	Marginal Viability Works	181	1,306	643	0	2,130
	Princes Risborough Relief Road	988	1,500	2,000	6,957	11,445
	SEALR (South East Aylesbury Link Road)	14,277	12,911	1,062	0	28,250
	South Western Link Road South	0	250	250	0	500
	Strategic Infrastructure (HIF) Total	29,758	26,015	24,823	39,950	120,546
Strategic Transport & Infrastructure Total		29,758	26,015	24,823	39,950	120,546
Total Expenditure		30,358	26,015	24,823	39,950	121,146

Funding

Funding - MTFP Table	2022/23	2023/24	2024/25	2025/26	MTFP Total
	£000's	£000's	£000's	£000's	£000's
S106	0	0	(1,062)	(5,230)	(6,292)
Ringfenced Grants	(25,938)	(29,985)	(23,761)	(35,020)	(114,704)
Total Funding	(25,938)	(29,985)	(24,823)	(40,250)	(120,996)

Net Portfolio Totals	4,420	(3,970)	0	(300)	150
Funded From Corporate Resources	(4,420)	3,970	0	300	(150)
Total	0	0	0	0	0

Expenditure

Service Area	Project Group / Project	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Education	Schools					
	Primary School Places	4,526	11,201	21,000	14,825	51,552
	Provision for Special Educational Need	3,099	8,000	5,500	0	16,599
	School Access Adaptations	200	200	200	200	800
	School Property Maintenance	5,582	4,500	4,500	4,500	19,082
	School Toilets	250	250	250	250	1,000
	Secondary School Places	31,463	8,157	3,500	4,200	47,320
	Schools Total	45,120	32,309	34,950	23,975	136,353
Education Total		45,120	32,309	34,950	23,975	136,353
Total Expenditure		45,120	32,309	34,950	23,975	136,353

Funding

Funding - MTFP Table	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
S106	(7,493)	(16,833)	(21,145)	(9,970)	(55,440)
Community Infrastructure Levy	(750)	(750)	(750)	(750)	(3,000)
Ringfenced Grants	(32,942)	(6,426)	(3,555)	(3,555)	(46,479)
Total Funding	(41,185)	(24,009)	(25,450)	(14,275)	(104,919)

Net Portfolio Totals	3,934	8,300	9,500	9,700	31,434
Funded From Corporate Resources	(3,934)	(8,300)	(9,500)	(9,700)	(31,434)
Total	0	0	0	0	0

Expenditure

Service Area	Project Group / Project	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Neighbourhood Services	Waste					
	Aylesbury Waste Vehicles Replacement	2,556	2,390	383	0	5,329
	Buckingham HRC & Waste Transfer St	275	1,275	250	4,600	6,400
	Recycling Centres Drainage EA Compliance	700	420	0	0	1,120
	Recycling Centres Vehicles & Plant	360	0	2,106	0	2,466
	Recycling Initiatives & Waste Containers	650	500	500	500	2,150
	Replacement Bulk Shredder	0	551	0	0	551
	Southern Waste Contract - Vehicles	6,605	0	221	0	6,826
	Waste Total	11,146	5,136	3,460	5,100	24,842
Neighbourhood Services Total		11,146	5,136	3,460	5,100	24,842
Planning and Environment	Climate Change & Air Quality					
	Solar Car Port and Fleet	120	630	780	1,260	2,790
	Climate Change & Air Quality Total	120	630	780	1,260	2,790
	Flood Management					
	Flood Defence Schemes	878	1,657	1,200	1,200	4,935
	Strategic Flood Management	50	50	50	50	200
	Flood Management Total	928	1,707	1,250	1,250	5,135
Planning and Environment Total		1,048	2,337	2,030	2,510	7,925
Total Expenditure		12,194	7,473	5,490	7,610	32,767

Funding

Funding - MTFP Table	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Revenue Contributions to Capital	(320)	(830)	(980)	(1,460)	(3,590)
Ringfenced Grants	(741)	(860)	(512)	0	(2,113)
Total Funding	(1,061)	(1,690)	(1,492)	(1,460)	(5,703)

Net Portfolio Totals	11,133	5,783	3,998	6,150	27,064
Funded From Corporate Resources	(11,133)	(5,783)	(3,998)	(6,150)	(27,064)
Total	0	0	0	0	0

Expenditure

Service Area	Project Group / Project	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Localities & Strategic Partnerships	Community Safety					
	CCTV Projects	210	0	0	0	210
	Community Safety Total	210	0	0	0	210
Localities & Strategic Partnerships Total		210	0	0	0	210
Total Expenditure		210	0	0	0	210
Net Portfolio Totals		210	0	0	0	210
Funded From Corporate Resources		(210)	0	0	0	(210)
Total		0	0	0	0	0

Expenditure

Service Area	Project Group / Project	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Culture Sport & Leisure	Leisure Centres					
	Chilterns Lifestyle Centre	1,987	0	0	0	1,987
	Leisure Centres Maintenance	500	500	500	500	2,000
	Leisure Centres Total	2,487	500	500	500	3,987
	Libraries					
	Libraries Enhanced Technology	210	0	0	0	210
	Libraries Total	210	0	0	0	210
	Parks & Play Areas					
	Parks & Play Areas	443	0	0	0	443
	Parks & Play Areas Total	443	0	0	0	443
	Sport and Leisure Projects					
	S106 Funded Projects	3,793	38	10	0	3,841
Sport and Leisure Projects Total	3,793	38	10	0	3,841	
Culture Sport & Leisure Total		6,933	538	510	500	8,481
Total Expenditure		6,933	538	510	500	8,481
Net Portfolio Totals		3,140	500	500	500	4,640
Funded From Corporate Resources		(3,140)	(500)	(500)	(500)	(4,640)
Total		0	0	0	0	0

Expenditure

Service Area	Project Group / Project	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
ICT	ICT					
	Device Refresh & Windows 10	0	0	5,000	0	5,000
	Members ICT Refresh	0	0	0	150	150
	Technology Strategy (inc Work Smart)	1,500	250	250	250	2,250
	ICT Total	1,500	250	5,250	400	7,400
ICT Total		1,500	250	5,250	400	7,400
Property & Assets	Property & Assets					
	Agricultural Estate	660	0	0	0	660
	Corporate Investment Portfolio	2,625	4,458	1,449	0	8,532
	Council Own Sites - Housing Development	750	750	750	750	3,000
	Improvements to Capswood 1 & 2	215	0	0	0	215
	King George V House	50	0	0	0	50
	Property Management Programme	1,240	1,015	1,015	1,015	4,285
	Rowley Farm	364	0	0	0	364
	Property & Assets Total	5,904	6,223	3,214	1,765	17,106
Property & Assets Total		5,904	6,223	3,214	1,765	17,106
Total Expenditure		7,404	6,473	8,464	2,165	24,506

Funding

Funding - MTFP Table	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Revenue Contributions to Capital	(965)	(750)	(750)	(750)	(3,215)
Total Funding	(965)	(750)	(750)	(750)	(3,215)

Net Portfolio Totals	6,439	5,723	7,714	1,415	21,291
Funded From Corporate Resources	(6,439)	(5,723)	(7,714)	(1,415)	(21,291)
Total	0	0	0	0	0

Expenditure

Service Area	Project Group / Project	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Adult Social Care	Adult Social Care					
	Respite Care	0	2,665	0	0	2,665
	Adult Social Care Total	0	2,665	0	0	2,665
Adult Social Care Total		0	2,665	0	0	2,665
Total Expenditure		0	2,665	0	0	2,665

Net Portfolio Totals		0	2,665	0	0	2,665
Funded From Corporate Resources		0	(2,665)	0	0	(2,665)
Total		0	0	0	0	0

Expenditure

Service Area	Project Group / Project	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Housing & Regulatory Services	Affordable Housing					
	Affordable Housing - S106 Funded	158	474	1,264	1,264	3,159
	Affordable Housing Total	158	474	1,264	1,264	3,159
	Homelessness					
	Homelessness Mitigation	150	0	0	0	150
	Temporary Accommodation	2,700	0	0	0	2,700
	Homelessness Total	2,850	0	0	0	2,850
	Housing					
	Disabled Facility Grants	3,848	3,583	3,583	3,583	14,599
	Home Renovation Grants	100	0	0	0	100
Raynes Avenue Park Drainage Replacement	152	900	0	0	1,052	
Housing Total	4,100	4,483	3,583	3,583	15,751	
Housing & Regulatory Services Total		7,108	4,957	4,847	4,847	21,760
Neighbourhood Services	Cemeteries and Crematoria					
	Cemeteries & Memorial Gardens	600	20	130	380	1,130
	Chiltern & Bierton Crematoria	1,609	120	130	375	2,234
	Cemeteries and Crematoria Total	2,209	140	260	755	3,364
Neighbourhood Services Total		2,209	140	260	755	3,364
Total Expenditure		9,317	5,097	5,107	5,602	25,124

Funding

Funding - MTFP Table	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Revenue Contributions to Capital	(2,209)	(140)	(260)	(755)	(3,364)
S106	(2,858)	(474)	(1,264)	(1,264)	(5,859)
Ringfenced Grants	(3,848)	(3,583)	(3,583)	(3,583)	(14,599)
Total Funding	(8,915)	(4,197)	(5,107)	(5,602)	(23,822)
Net Portfolio Totals	402	900	0	0	1,302
Funded From Corporate Resources	(402)	(900)	0	0	(1,302)
Total	0	0	0	0	0

Expenditure

Service Area	Project Group / Project	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Economic Growth & Regeneration	Regeneration					
	Amersham Regeneration (St John's Build)	50	150	1,000	0	1,200
	Aylesbury Town Centre	800	2,000	200	0	3,000
	CIL Funded Regeneration	260	0	0	0	260
	Employment & Regeneration Led Opportunit	371	1,725	0	0	2,096
	Future High Street Funds	10,125	2,688	0	0	12,813
	High Wycombe Town Centre	200	1,455	1,456	0	3,111
	Retasking of Winslow Centre	530	1,000	2,000	5,700	9,230
	Waterside North Development	3,050	3,000	0	0	6,050
	Wycombe District Centres	25	100	0	0	125
	Regeneration Total	15,411	12,118	4,656	5,700	37,885
Economic Growth & Regeneration Total		15,411	12,118	4,656	5,700	37,885
Total Expenditure		15,411	12,118	4,656	5,700	37,885

Funding

Funding - MTFP Table	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Community Infrastructure Levy	(500)	(1,555)	(1,456)	0	(3,511)
Ringfenced Grants	(10,085)	(48)	0	0	(10,133)
Total Funding	(10,585)	(1,603)	(1,456)	0	(13,644)

Net Portfolio Totals	4,825	10,515	3,200	5,700	24,240
Funded From Corporate Resources	(4,825)	(10,515)	(3,200)	(5,700)	(24,240)
Total	0	0	0	0	0

Expenditure

Service Area	Project Group / Project	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Highways & Technical Services	Car Parks					
	Car Parks	233	500	1,000	1,200	2,933
	Car Parks Total	233	500	1,000	1,200	2,933
	Rights of Way					
	Berryhill Footbridge Repair	334	0	0	0	334
	Denham Bridleway Bridge Replacement	108	0	0	0	108
	Improvements to Rights Way	200	200	200	200	800
	Rights of Way Total	642	200	200	200	1,242
	Strategic Highway Maintenance					
	Bridge Maintenance	1,020	1,020	1,020	1,020	4,080
	Failed Roads Haunching & Reconstruction	3,000	0	0	0	3,000
	Footway Structural Repairs	2,050	2,100	2,150	2,150	8,450
	Maintenance Principal Rds - Drainage	2,000	2,000	2,000	2,000	8,000
	Plane & Patch	4,425	4,425	4,425	4,425	17,700
	Replacement Traffic Signals	490	490	490	490	1,960
	Road Safety - Casualty Reduction	750	1,000	1,000	1,000	3,750
	Safety Fences	250	250	250	250	1,000
	Strategic Highway Maintenance Program	15,400	15,400	15,400	15,400	61,600
	Street Lighting	2,100	2,100	2,100	2,100	8,400
	Strategic Highway Maintenance Total	31,485	28,785	28,835	28,835	117,940
Highways & Technical Services Total		32,360	29,485	30,035	30,235	122,115
Strategic Transport & Infrastructure	Highways & Cycleway Funded Schemes					
	Active Travel Tranche 2 (Emerald Way)	800	548	0	0	1,348
	Haydon Hill Cycle Way	27	0	0	0	27
	Highways & Cycleway Funded Schemes	1,490	979	553	0	3,022

Service Area	Project Group / Project	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Strategic Transport & Infrastructure	HS2 Funded Schemes	163	0	0	0	163
	NPIF Schemes	125	0	0	0	125
	Highways & Cycleway Funded Schemes Total	2,605	1,527	553	0	4,685
	Other Transport & Infrastructure					
	East West Rail	1,562	1,000	0	0	2,562
	Electric Vehicle Charging Points	200	200	200	200	800
	Other Highway & Technical	200	0	0	0	200
	Wycombe Town Parking Review	50	250	293	0	593
	Other Transport & Infrastructure Total	2,012	1,450	493	200	4,155
	Strategic Transport & Infrastructure Total	4,617	2,977	1,046	200	8,840
Transport Services	Transport Services					
	Public Transport	125	0	0	0	125
	Purchase of Fleet Vehicles	240	240	240	240	960
	Transport Services Total	365	240	240	240	1,085
Total Expenditure		37,342	32,702	31,321	30,675	132,041

Funding

Funding - MTFP Table	2022/23	2023/24	2024/25	2025/26	MTFP Total
	£000's	£000's	£000's	£000's	£000's
SALIX	(600)	(600)	(600)	(600)	(2,400)
Revenue Contributions to Capital	(240)	(240)	(240)	(240)	(960)
S106	(1,393)	(957)	(547)	0	(2,897)
Community Infrastructure Levy	(649)	(272)	(299)	0	(1,220)
Ringfenced Grants	(1,073)	(548)	0	0	(1,621)
Total Funding	(3,955)	(2,617)	(1,686)	(840)	(9,098)
Net Portfolio Totals	33,388	30,085	29,635	29,835	122,943
Funded From Corporate Resources	(33,388)	(30,085)	(29,635)	(29,835)	(122,943)
Total	0	0	0	0	0

Expenditure

Service Area	Project Group / Project	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Corporate Costs	Corporate Costs					
	Corporate Capital Contingency	750	750	750	750	3,000
	Corporate Costs Total	750	750	750	750	3,000
Corporate Costs Total		750	750	750	750	3,000
Total Expenditure		750	750	750	750	3,000

Funding

Funding - MTFP Table	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	MTFP Total £000's
Borrowing	(8,467)	(9,733)	(3,699)	(10,300)	(32,199)
Capital Receipts	(32,118)	(28,131)	(9,693)	(5,705)	(75,647)
Education Grants	(14,164)	(8,300)	(9,500)	(9,700)	(41,664)
Revenue Contributions to Capital	(263)	(3,702)	(3,692)	(3,692)	(11,349)
Transportation Grants	(15,386)	(15,386)	(15,386)	(15,386)	(61,544)
Denham Gravel Lease	(1,070)	(1,070)	(1,070)	(1,070)	(4,282)
Community Infrastructure Levy	(3,250)	(3,250)	(3,250)	(3,250)	(13,000)
Balances Brought Forward	(98)	0	0	0	(98)
Total Funding	(74,817)	(69,572)	(46,290)	(49,103)	(239,783)

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APPENDIX 3

Climate Change & Environment		Change 2022-23 £000's	Change 2023-24 £000's	Change 2024-25 £000's
Environment				
Change in Grant funded expenditure	Tree Planting	150	200	450
Change in Grant Income	Tree Planting - Grant income	(63)	(84)	(188)
Growth	Flood Team - additional budget for staffing	90	90	90
Savings	Efficiency Savings in Environment budgets	-	-	(100)
Special Items	Tree Planting - use of Climate Change reserve	(87)	(116)	(262)
Street Cleaning				
Growth	Member priority street cleaning	400	400	400
	Salary pressures and contract inflation	244	244	244
Savings	Grounds Maintenance contract changes	(15)	(23)	(23)
Waste				
Change in Income	Dry Recyclates income South	(100)	(100)	(100)
	EfW waste income generation	(800)	(800)	(800)
	Garden Waste Charges	(750)	(1,000)	(1,100)
	North Waste income changes (including bulky waste)	(170)	(170)	(170)
Growth	Additional costs (contract inflation, housing and tonnage growth) - for Strategic Waste budgets	939	1,491	1,973
	Improved HRC Provision in Princes Risborough area	360	270	280
	Increase HRC contracts	400	425	450
Savings	Changes from Southern Waste contract supplier change	(837)	(837)	(897)
	Contract Harmonisation - Dog waste collection	(130)	(130)	(130)
	Dry Recyclates contract North	(100)	(100)	(100)
Special Items	Home Working	14	14	14
	Increased cost of removal of unauthorised encampments & Fly-Tipping enforcement. Also funding for the development of an Unauthorised Encampment Strategy	(100)	(100)	(100)

Communities		Change 2022-23 £000's	Change 2023-24 £000's	Change 2024-25 £000's
Community Boards				
Savings	Reduce funding for Community Boards	(1,900)	(1,900)	(1,900)
Localities & Strategic Partnerships				
Growth	Street Warden pilot (Wycombe)	105	100	100
Savings	Community Board Service Review	-	(150)	(150)
Special Items	Temporary project capacity to support Council	(122)	(122)	(122)
Special Expenses				
Growth	Inflation	11	11	11

Culture & Leisure		Change 2022-23 £000's	Change 2023-24 £000's	Change 2024-25 £000's
Culture & Leisure				
Change in Income	Archives additional income	(23)	(23)	(23)
	Changes in management fee income - Leisure	(1,298)	(1,764)	(2,333)
	Country Parks; Review of fees and charges	(10)	(13)	(13)
	Recovery of events, activities and Libraries income post-Covid	(80)	(80)	(80)
Growth	South Bucks Country Park	-	50	50
Savings	Efficiency savings following service reviews	(42)	(103)	(177)
	Libraries Efficiencies from staffing and new technologies	(180)	(255)	(330)
	Museums: reductions in the management fee	(1)	(10)	(19)
	Reduction to Farnham Park Sports Fields Trust - net on-going operational costs	-	-	(67)
Special Items	Home Working	14	14	14
	Short term Income from Soil disposal at new Country Park	(125)	200	200

Education & Children's Services		Change 2022-23 £000's	Change 2023-24 £000's	Change 2024-25 £000's
Children's Social Care				
Growth	Expansion of the Social Work Academy to support recruitment and retention of permanent staff	1,335	1,276	307
	Increased demand in statutory social care services due to demography and complexity	1,792	3,114	4,436
Savings	Placement sufficiency strategy	(493)	(943)	(1,043)
	Reduction in agency staff	-	(577)	(577)
	Staffing efficiencies across non-statutory services	(170)	-	-
Special Items	Expansion of the Social Work Academy to support recruitment and retention of permanent staff	(200)	-	-
	Impact of demand and complexity on case loads within Social Work teams	1,413	-	-
	One-off reserve funding for additional social workers	(1,413)	-	-
Education				
Change in Grant funded expenditure	Holiday activities & Food programme	1,145	1,145	1,145
Change in Grant Income	Holiday activities & Food programme	(1,145)	(1,145)	(1,145)
Change in Income	Increased trading with schools	(50)	(100)	(100)
Growth	Pressures on Education central services	-	383	1,060
Savings	Review of Education central services	-	(383)	(847)
Education - Dedicated Schools Grant				
Change in Grant funded expenditure	Change in DSG grant allocation	19,923	19,923	19,923
	Schools Supplementary Grant	15,268	15,268	15,268
Change in Grant Income	Change in DSG grant allocation	(19,923)	(19,923)	(19,923)
	Schools Supplementary Grant	(15,268)	(15,268)	(15,268)

Finance, Resources, Property & Assets		Change 2022-23 £000's	Change 2023-24 £000's	Change 2024-25 £000's
Change in Income	New Rental income opportunities	(1,337)	(3,190)	(5,253)
	Re-based existing rental income, for COVID impacts & rent reviews	(352)	(662)	(960)
	Recovery of income from schools Health & Safety training post-COVID-19	(50)	(50)	(50)
	Staff parking income reduced due to home working	20	20	20
Growth	Creation of Sinking Fund for Strategic Assets (2.5% of income)	566	605	628
	ICT - Microsoft licence/Cyber protection	170	170	170
	Increase demand in Legal Services case loads	250	250	250
	Inflation - ICT contracts	28	28	28
	Members Allowances	23	23	23
	Property & Assets - Inflation (Other Contracts)	89	89	89
	Property & Assets Inflation Energy (Electricity)	20	65	102
	Property & Assets Inflation Energy (Gas)	46	67	98
	Property & Assets Reduction in Loan Interest from Consilio	-	30	30
	Property Maintenance Revenue Budget increase	500	500	500
Savings	Contract harmonisation for Resources Directorate (including ICT Network)	(250)	(660)	(894)
	Property Rationalisation Savings	-	-	(580)
	Property Service Review efficiency saving	(125)	(215)	(285)
	Reduction in cleaning costs post-Covid	-	-	(250)
	Reduction in Contract harmonisation savings for PG&S Directorate	200	200	139
	Resources Directorate Better Buckinghamshire- Service Transformation	(627)	(991)	(4,729)
Special Items	Service Improvement - Better Buckinghamshire	-	(150)	(333)
	Reduction in budget - review of Council Tax discount scheme	(25)	(25)	(25)
	Reversal of budget for HR/OD Social Care recruitment post	(51)	(51)	(51)
	Reversal of one year budget for development of COVID related forms and website resources	(9)	(9)	(9)
	Reversal of one year COVID budget for Occupational Health & Employee Assistance in response to Covid-19	(50)	(50)	(50)
	Reversal of one year COVID budget in Customer Services Team to cover income shortfall on commercial waste income	(35)	(35)	(35)
	Reversal of one year saving item - Staffing review / vacancy factor	107	107	107
	Reversal of one-year COVID budget for ICT - Mobile data charges for Home working	(60)	(60)	(60)

Health & Wellbeing		Change 2022-23 £000's	Change 2023-24 £000's	Change 2024-25 £000's
Adult Social Care				
Change in Grant funded expenditure	ASC reform expenditure	1,128	1,128	1,128
Change in Grant Income	Additional iBCF	(589)	(589)	(589)
	ASC Reform grant	(1,128)	(1,128)	(1,128)
Change in Income	Additional client income related to growth in clients	-	(500)	(1,100)
	Maximise income	(100)	(200)	(350)
Growth	Demand growth and inflation	11,634	21,553	31,656
Savings	Transformation Programme	(3,158)	(5,158)	(6,908)
Special Items	Reversal of vacancy freeze saving	68	68	68

Housing & Homelessness & Regulatory Services		Change 2022-23 £000's	Change 2023-24 £000's	Change 2024-25 £000's
Housing & Homelessness				
Change in Grant funded expenditure	Domestic Violence New Burdens funding	36	36	36
Change in Grant Income	Domestic Violence New Burdens funding	(36)	(36)	(36)
Change in Income	Bridge Court Temporary Accommodation unit - additional rental income	(150)	(150)	(150)
Growth	Temporary Accommodation growth	100	100	100
Savings	Environmental Health Efficiency Savings	-	-	(200)
	Housing Service Efficiency Savings	-	-	(120)
	Trading Standards savings target	-	(45)	(45)
Regulatory Services				
Change in Income	Increase in Registrar's Fees	(50)	(50)	(50)
	Recovery of Registrars income post-COVID-19	(104)	(274)	(262)
	Review of Cemeteries' and Crematoria fees and charges	(86)	(156)	(232)
Growth	Cemeteries' and Crematoria IT and Contract Cleaning pressures	93	103	108
	Coroners Mortuary Services Contract Price Rise	130	130	130
Savings	Licensing - Software application licenses & review of fees and charges and minimum increase by RPI	(5)	(10)	(15)
	Savings from Review of Registrar's model	-	-	(50)

Leader		Change 2022-23 £000's	Change 2023-24 £000's	Change 2024-25 £000's
Chief Executives Office				
Savings	Better Buckinghamshire	-	-	33
Special Items	Removal of one-off vacancy factor savings - DCE	44	44	44
Economic Growth & Regeneration				
Growth	Inflation	2	2	2
Savings	Consultancy savings	(165)	(300)	(300)
	Economic Growth & Regeneration service review	(130)	(130)	(130)
	Reduction in pre-pipeline development	(200)	(200)	(200)
	Savings from policy review of charging against external funding (capitalisation, grants)	(100)	(250)	(250)
	Savings from review of external partnership funding	-	(50)	(100)
Special Items	Removal of one-off vacancy factor savings - PGS	88	88	88

Planning & Regeneration		Change 2022-23 £000's	Change 2023-24 £000's	Change 2024-25 £000's
Planning				
Change in Income	Additional Planning income	-	-	(150)
Growth	Inflation	16	16	16
	Planning Enforcement - additional enforcement officers	225	225	225
Savings	Efficiency savings from implementing BOPS and RIPA application systems	-	(70)	(250)

Transport		Change 2022-23 £000's	Change 2023-24 £000's	Change 2024-25 £000's
Communities Directorate Savings				
Savings	Better Bucks Savings	-	-	(537)
	Contract harmonisation	(14)	(114)	(269)
Highways & Technical Services				
Change in Income	Changes in Fees and Charges - Green claims, Carbon efficient vehicles and Penalty Charge Notices	(25)	(65)	(65)
	Changes in Fees and Charges - Definitive Map	(17)	(22)	(27)
	Recovery of Off Street parking income post-Covid	(1,041)	(2,597)	(2,697)
	Recovery of On Street parking income post-Covid	(261)	(520)	(520)
Growth	Growth in extent of Highway following adoptions and contract inflation	805	2,096	2,988
	Gully emptying	1,525	1,460	1,460
	Increased Client Team capacity to manage contract re-procurement	100	100	100
	Increased maintenance on footways and cyclepath	170	170	170
	Winter salination tanks maintenance	50	50	50
Savings	Contract harmonisation - Cash Collection, Parking Systems and Team Harmonisation	(156)	(156)	(156)
	Efficiency of amalgamation of Off Street and On Street Parking	(125)	(125)	(125)
	Fleet efficiencies and street lighting energy savings	(100)	(125)	(150)
	New highways contract and general highways maintenance efficiencies	(150)	(160)	(210)
Special Items	Demolition of A41 Waddesdon Toilet Facility	(150)	(150)	(150)
	Investment in additional drainage maintenance	(2,000)	(2,000)	(2,000)
	New Contract (Highways)	-	(300)	(300)
	One-off saving for Intelligent Transport Systems - Critical Junctions Assessments	10	10	10
	Tree Maintenance	10	10	10
Transport Services				
Growth	Demographic growth and complexity	1,550	3,256	5,129
	Increased taxi and bus contract costs	434	876	1,320
	Rebasing based on 21/22 forecast	3,586	3,586	3,586
Savings	Actions to reduce demand and supply for SEND Transport	(100)	-	-
	Personal Transport Budgets	(122)	(332)	(419)
	Retendering savings	(3,148)	(3,006)	(3,006)
	SEND Transport and new delivery initiatives	-	(160)	(270)
	Structure Changes	-	(142)	(142)
Transport Strategy				
Change in Income	Strategic Transport service efficiencies	-	(60)	(60)

Pay budgets allocated across all portfolios		Change 2022-23 £000's	Change 2023-24 £000's	Change 2024-25 £000's
Growth	1.25% increase in National Insurance	1,200	1,200	1,200

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Appendix 5

2022/23 Special Expenses budgets	High Wycombe Town Committee	West Wycombe Church Yard	Aylesbury Town
	£	£	£
Recreation grounds	130,100		615,800
Allotments	32,940		
High Wycombe Cemetery	118,968		
Penn Road Cemetery	61,776		
Closed Church Yard		7,131	
Community Centres	0		308,400
Town Twinning	3,000		
Community Grants	20,000		
War Memorial	3,000		
Footway Lighting and Bus Shelter	1,800		
Market			4,700
Management and Support	56,001		
Total Special Expenses	427,585	7,131	928,900
Interest on Balances	(3,750)		(938)
Capital Spend	100,000		
Net Spend for year	523,835	7,131	927,962
Balance b/f	(505,675)	0	(455,067)
Net spending for year	523,835	7,131	927,962
Collection fund precept	(395,712)	(7,131)	(927,962)
Balance c/f	(377,552)	0	(455,067)
Council Tax base	23,526.25	545.63	18,749.51
Band D Charge	16.82	13.07	49.49

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Appendix 6**Services included within Special Expenses****High Wycombe Town Committee**

- a. Public Halls : Hilltop Community Centre, Castlefield Community Centre (due to be transferred to Karima Foundation);
- b. Cemeteries : High Wycombe Town Cemetery and Penn Road Cemetery;
- c. Recreation Grounds : Booker (Fernie Fields), Shelley Road (QEII) and Totteridge;
- d. All Saints Closed Churchyard;
- e. Allotments : Back Lane, Bassetsbury Land (Closed), Desborough, Castle Green Hill, Hicks Farm Rise, Hugheden Park, Lime Avenue, Totteridge and Queensway;
- f. Footway Lighting : Colville Road, Halifax Road, Loakes Road, Rupert avenue, Verney Avenue, Bowden Lande, Cressex Road, Perth Road and South Drive;
- g. Grants to voluntary organisations : Town Twinning (£3k), Community Buildings in High Wycombe Town (£10k) and Local communities for small projects (£10k);
- h. War memorials : Maintenance costs for those communities they commemorate (except memorials of a national nature, costs for which are borne by the District as a whole).

West Wycombe

- a. Closed Churchyard : St Lawrence Closed Churchyard.

Aylesbury Town

- a. Recreation Grounds : Alfred Rose Park, Bedgrove Park, Edinburgh Playing Fields, Meadowcroft Playing Fields, Vale Park, Walton Court Sports Ground, Fairford Leys Sports Ground;
- b. Public Halls : Bedgrove Community Centre, Southcourt Community Centre, Alfred Rose Community Centre, Prebendal Farm Community Centre, Quarrendon & Meadowcroft Community Centre, Haydon Hill Community Centre;
- c. Aylesbury Market.

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Buckinghamshire Council
Council Tax Reduction Scheme Policy
S13A and Schedule 1a of the Local Government Finance Act 1992

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1.0 Introduction to the Council Tax Reduction Scheme

1.1 The following has been adopted by the Council and details the Council Tax Reduction scheme for the period 1st April 2022 until 31st March 2023.

1.2 This document details how the scheme will operate for both pension credit age and working age applicants and in accordance with Section 13A of the Local Government Finance Act 1992 specifies the classes of person who are to be entitled to a reduction under the scheme and is effective from 1st April 2022 for a period of one financial year.

1.3 The scheme in respect of pension age applicants is defined by Central Government within the following:

- Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012;
- Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (England) (Amendment) Regulations 2012;
- Council Tax Reduction Schemes (Transitional Provision) (England) Regulations 2013;
- Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013;
- Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) (No. 2) Regulations 2014;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2016;
- The Council Tax Reduction Schemes (England) (Amendment) Regulations 2017;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2020;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2021;
- The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2022; and
- Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012).

The Council has **no** discretion in relation to the calculation of Council Tax Reduction in respect of the pension age scheme.

The scheme for pension age applicants – Central Government’s scheme as defined by the Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012

1.4 There are three main classes under the prescribed pension credit age scheme, for each of which there are a number of qualifying criteria. In all cases individuals must not be of a prescribed class exempted from reduction, such as a person subject to immigration control with limited leave to remain. The definition of a pension credit age person is a person who;

- a. has attained the qualifying age for state pension credit; and
- b. is not, or, if he has a partner, his partner is not;
 - i. a person on income support, on an income-based jobseeker’s allowance or on an income-related employment and support allowance; or
 - ii. a person with an award of universal credit

The three prescribed classes are as follows;

Class A: pensioners whose income is less than the applicable amount.

On any day Class A consists of any person who is a pensioner:

- a. who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- b. who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day; in respect of whom a maximum Council Tax Reduction amount can be calculated;
- c. who does not fall within a class of persons prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- d. whose income (if any) for the relevant week does not exceed his applicable amount calculated in accordance with paragraph 9 and Schedule 2 of the Local Government Finance Act 1992;
- e. not have capital savings above £16,000; and
- f. who has made an application for a reduction under the authority's scheme.

Class B: pensioners whose income is greater than the applicable amount.

On any day class B consists of any person who is a pensioner:

- a. who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- b. who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day; in respect of whom a maximum Council Tax Reduction amount can be calculated;
- c. who does not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- d. whose income for the relevant week is greater than his applicable amount calculated in accordance with paragraph 9 and Schedule 2 to the Local Government Finance Act 1992;
- e. in respect of whom amount A exceeds amount B where;
 - (i) amount A is the maximum Council Tax Reduction in respect of the day in the applicant's case; and
 - (ii) amount B is 2 6/7 per cent of the difference between his income for the relevant week and his applicable amount;
- g. not have capital savings above £16,000; and
- h. who has made an application for a reduction under the authority's scheme.

Class C: alternative maximum Council Tax Reduction

On any day class C consists of any person who is a pensioner:

- a. who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- b. who, subject to paragraph 5 of Schedule 1 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, is not absent from the dwelling throughout the day;
- c. in respect of whom a maximum Council Tax Reduction amount can be calculated;
- d. who does not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the 1992 Act and excluded from the authority's scheme;
- e. who has made an application for a reduction under the authority's scheme; and
- f. in relation to whom the condition below is met.

The condition referred to in sub-paragraph f. is that no other resident of the dwelling is liable to pay rent to the applicant in respect of the dwelling and there is an alternative maximum Council Tax Reduction in respect of the day in the case of that person which is derived from the income, or aggregate income, of one or more residents to whom this sub-paragraph applies.

The above applies to any other resident of the dwelling who:

- a. is not a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount;

- b. is not a person who is liable for council tax solely in consequence of the provisions of section 9 of the 1992 Act (spouse's or civil partner's joint and several liability for tax);
- c. is not a person who is residing with a couple or with the members of a polygamous marriage where the applicant is a member of that couple or of that marriage and—
 - (i) in the case of a couple, neither member of that couple is a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount; or
 - (ii) in the case of a polygamous marriage, two or more members of that marriage are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount;
- d. is not a person who, jointly with the applicant, falls within the same paragraph of section 6(2)(a) to (e) of the 1992 Act (persons liable to pay council tax) as applies in the case of the applicant; or
- e. is not a person who is residing with two or more persons both or all of whom fall within the same paragraph of section 6(2)(a) to (e) of the 1992 Act where two or more of those persons are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount.

Disregard of certain incomes

- 1.5 For those who have reached the qualifying age for state pension credit, the Council has resolved to enhance the government scheme (as defined by the Council Tax Reduction Scheme (Prescribed Requirements) (England) Regulations 2012 to disregard in full the following:
- a. a war disablement pension;
 - b. a war widow's pension or war widower's pension;
 - c. a pension payable to a person as a widow, widower or surviving civil partner under any power of Her Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;
 - d. a guaranteed income payment;
 - e. a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;
 - f. a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in sub-paragraphs (a) to (d) above;
 - g. pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.
- The provisions outlined above, enhance the Central Government's scheme.**

THE SCHEME FOR WORKING AGE APPLICANTS – THE COUNCIL'S LOCAL SCHEME

- 1.6 The adopted scheme for working age applicants is a means test, which compares income against an assessment of *applicable amounts* (unless otherwise stated). Full details of the working age scheme of the authority are contained within this document from section 2 onwards. The authority is required to specify a scheme for working age and therefore this scheme only applies to a person who;
- a. has not attained the qualifying age for state pension credit; or
 - b. has attained the qualifying age for state pension credit if he, and his partner, is a person on income support, on an income-based jobseeker's allowance, on an income-related employment and support allowance or on universal credit.
- 1.7 The Council has resolved that there will be *two* classes of persons who will receive a reduction in line with adopted scheme. There will be *two* main classes prescribed for, for each of which there will be a number of qualifying criteria. In all cases individuals must not be of a prescribed class exempted from reduction as specified within section 7 of this scheme.

Class D

To obtain reduction the individual (or partner) must:

- a. have not attained the qualifying age for state pension credit¹; or
- b. he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is a person on income support, on income-based jobseeker's allowance or an income-related employment and support allowance; or a person with an award of universal credit.
- c. be liable to pay council tax in respect of a dwelling in which he is solely or mainly resident;
- d. is not deemed to be absent from the dwelling;
- e. not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- f. be somebody in respect of whom a maximum Council Tax Reduction² amount can be calculated;
- g. not have capital savings above £16,000³;
- h. be a person in respect of whom a day in which s/he is liable to pay council tax falls within a week in respect of which the person's *income*⁴ is **less** than their *applicable amount*⁵ or the applicant or partner is in receipt of income support, jobseekers allowance (income based) or employment and support allowance (income related); and
- i. has made a valid application for reduction⁶.

Maximum Council Tax Reduction stated above is defined within section 57 of this scheme

Class E

To obtain reduction the individual (or partner) must:

- a. have not attained the qualifying age for state pension credit⁷; or
- b. he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is a person on income support, on income-based jobseeker's allowance or an income-related employment and support allowance; or a person with an award of universal credit.
- c. be liable to pay council tax in respect of a dwelling in which they are solely or mainly resident;
- d. is not deemed to be absent from the dwelling;
- e. not fall within a class of person prescribed for the purposes of paragraph 2(9) of Schedule 1A to the Local Government Finance Act 1992 and excluded from the authority's scheme;
- f. be somebody in respect of whom a maximum Council Tax Reduction⁸ amount can be calculated;
- g. not have capital savings above £16,000⁹;
- h. be a person in respect of whom a day in which s/he is liable to pay council tax falls within a week in respect of which the person's *income*¹⁰ is **more** than their *applicable amount*¹¹;
- i. have made a valid application for reduction¹²;
- j. be a person in respect of whom amount A exceeds amount B where
 - (i) amount A is the maximum Council Tax Reduction in respect of the day in the applicant's case; and
 - (ii) amount B is 2 6/7 per cent of the difference between his income for the relevant week and his applicable amount.

Maximum Council Tax Reduction stated above is defined within section 57 of this scheme

¹ Section 5 of this scheme

² Sections 57 to 63 of this scheme

³ Sections 33 to 42 and Schedule 5 of this scheme

⁴ Sections 15 to 32 and Schedules 3 and 4 of this scheme

⁵ Sections 12 to 14 and Schedule 1 of this scheme

⁶ Sections 68 to 74a of this scheme

⁷ Section 5 of this scheme

⁸ Sections 57 to 63 of this scheme

⁹ Sections 33 to 42 and Schedule 5 of this scheme

¹⁰ Sections 15 to 32 and Schedules 3 and 4 of this scheme

¹¹ Sections 12 to 14 and Schedule 1 of this scheme

¹² Sections 68 to 74a of this scheme

Council Tax Reduction Scheme

Details of support to be given for **working age applicants**.

Sections 2- 8
Definitions and interpretation

2.0 Interpretation – an explanation of the terms used within this scheme

2.1 In this scheme:

‘the Act’ means the Social Security Contributions and Benefits Act 1992;

‘the Administration Act’ means the Social Security Administration Act 1992;

‘the 1973 Act’ means the Employment and Training Act 1973;

‘the 1992 Act’ means the Local Government Finance Act 1992;

‘the 2000 Act’ means the Electronic Communications Act 2000;

‘Abbeyfield Home’ means an establishment run by the Abbeyfield Society including all bodies corporate or incorporate which are affiliated to that Society;

‘adoption leave’ means a period of absence from work on ordinary or additional adoption leave by virtue of section 75A or 75B of the Employment Rights Act 1996;

‘an AFIP’ means an armed forces independence payment payable in accordance with an armed and reserve forces compensation scheme established under section 1(2) of the Armed Forces (Pensions and Compensation) Act 2004

‘applicable amount’ means the amount determined in accordance with schedule 1 of this scheme;

‘applicant’ means a person who the authority designates as able to claim Council Tax Reduction – for the purposes of this scheme all references are in the masculine gender but apply equally to male and female;

‘application’ means an application for a reduction under this scheme:

‘appropriate DWP office’ means an office of the Department for Work and Pensions dealing with state pension credit or office which is normally open to the public for the receipt of claims for income support, a jobseeker’s allowance or an employment and support allowance;

‘assessment period’ means such period as is prescribed in sections 19 to 21 over which income falls to be calculated;

‘attendance allowance’ means–

- a. an attendance allowance under Part 3 of the Act;
- b. an increase of disablement pension under section 104 or 105 of the Act;
- c. a payment under regulations made in exercise of the power conferred by paragraph 7(2)(b) of Part 2 of Schedule 8 to the Act;
- d. an increase of an allowance which is payable in respect of constant attendance under paragraph 4 of Part 1 of Schedule 8 to the Act;
- e. a payment by virtue of article 14, 15, 16, 43 or 44 of the Personal Injuries (Civilians) Scheme 1983 or any analogous payment; or
- f. any payment based on need for attendance which is paid as part of a war disablement pension;

‘the authority’ means a billing authority in relation to whose area this scheme has effect by virtue of paragraph 4(6) of Schedule 1A to the 1992 Act;

‘Back to Work scheme(s)’ means any scheme defined within the Jobseekers (Back to Work Schemes) Act 2013 or Jobseeker’s Allowance (Schemes for Assisting Persons to Obtain Employment) Regulations 2013;

‘basic rate’, where it relates to the rate of tax, has the same meaning as in the Income Tax Act 2007 (see section 989 of that Act).

‘the benefit Acts’ means the Act (SSBA) and the Jobseekers Act 1995 and the Welfare Reform Act 2007;

‘board and lodging accommodation’ means accommodation provided to a family, for a charge which is inclusive of the provision of that accommodation and at least some cooked or prepared meals which both are cooked or prepared (by a person other than the person to whom the accommodation is provided or a member of his family) and are consumed in that accommodation or associated premises;

‘care home’ has the meaning given by section 3 of the Care Standards Act 2000 and in Scotland means a care home service within the meaning given by section 2(3) of the Regulation of Care (Scotland) Act 2001 and in Northern Ireland means a nursing home within the meaning of Article 11 of the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 or a residential care home within the meaning of Article 10 of that Order;

‘the Caxton Foundation’ means the charitable trust of that name established on 28th March 2011 out of funds provided by the Secretary of State for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with its provisions;

‘child’ means a person under the age of 16;

‘child benefit’ has the meaning given by section 141 of the SSCBA as amended by The Child Benefit (General), Child Tax Credit (Amendment) Regulations 2014 and The Child Benefit (General) (Amendment) Regulations 2015;

‘the Children Order’ means the Children (Northern Ireland) Order 1995;

‘child tax credit’ means a child tax credit under section 8 of the Tax Credits Act 2002;

‘claim’ means a claim for Council Tax Reduction;

‘close relative’ means a parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, step-parent, step-son, step-daughter, brother, sister, or if any of the preceding persons is one member of a couple, the other member of that couple;

‘concessionary payment’ means a payment made under arrangements made by the Secretary of State with the consent of the Treasury which is charged either to the National Insurance Fund or to a Departmental Expenditure Vote to which payments of benefit or tax credits under the benefit Acts or the Tax Credits Act are charged;

‘the Consequential Provisions Regulations’ means the Housing Benefit and Council Tax Reduction (Consequential Provisions) Regulations 2006;

‘contributory employment and support allowance’ means a contributory allowance under Part 1 of the Welfare Reform Act 2007;

‘converted employment and support allowance’ means an employment and support allowance which is not income-related and to which a person is entitled as a result of a conversion decision within the meaning of the Employment and Support Allowance (Existing Awards) Regulations 2008;

‘council tax benefit’ means council tax benefit under Part 7 of the SSCBA;

‘Council Tax Reduction scheme’ has the same meaning as **‘Council Tax Reduction or reduction’**

‘Council Tax Reduction’ means Council Tax Reduction as defined by S13a Local Government Finance Act 1992 (as amended);

‘Council Tax Support’ means the same as Council Tax Reduction

‘couple’ means:

- a. a man and a woman who are married to each other and are members of the same household;
- b. a man and a woman who are not married to each other but are living together as if they were a married couple or civil partners;
- c. two people of the same sex who are civil partners of each other and are members of the same household; or
- d. two people of the same sex who are not civil partners of each other but are living together as if they were civil partners.

Two people of the same sex are to be treated as living together as if they were civil partners if, and only if, they would be treated as living together as husband and wife were they of opposite sexes. The above includes the Marriage (Same Sex Couples) Act 2013 and The Marriage (Same Sex Couples) Act 2013 (Commencement No. 3) Order 2014;

‘date of claim’ means the date on which the application or claim is made, or treated as made, for the purposes of this scheme

‘designated authority’ means any of the following:

- a. the local authority; or
- b. a person providing services to, or authorised to exercise any function of, any such authority.

‘designated office’ means the office designated by the authority for the receipt of claims for Council Tax Reduction;

- a. by notice upon or with a form approved by it for the purpose of claiming Council Tax Reduction; or
- b. by reference upon or with such a form to some other document available from it and sent by electronic means or otherwise on application; or
- c. by any combination of the provisions set out in sub-paragraphs (a) and (b) above;

‘disability living allowance’ means a disability living allowance under section 71 of the Act;

‘dwelling’ has the same meaning in section 3 or 72 of the 1992 Act;

‘earnings’ has the meaning prescribed in section 25 or, as the case may be, 27;

‘the Eileen Trust’ means the charitable trust of that name established on 29th March 1993 out of funds provided by the Secretary of State for the benefit of persons eligible for payment in accordance with its provisions;

‘electronic communication’ has the same meaning as in section 15(1) of the Electronic Communications Act 2000 ;

‘employed earner’ is to be construed in accordance with section 2(1)(a) of the Act and also includes a person who is in receipt of a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay or statutory maternity pay;

‘Employment and Support Allowance Regulations’ means the Employment and Support Allowance Regulations 2008 and the Employment and Support Regulations 2013 as appropriate;

‘Employment and Support Allowance (Existing Awards) Regulations’ means the Employment and Support Allowance (Transitional Provisions, Housing Benefit and Council Tax Benefit) (Existing Awards) Regulations 2010;

‘the Employment, Skills and Enterprise Scheme’ means a scheme under section 17A (schemes for assisting persons to obtain employment; ‘work for your benefit’ schemes etc.) of the Jobseekers Act 1995 known by that name and provided pursuant to arrangements made by the Secretary of State that is designed to assist applicants to obtain employment, including self-employment, and which may include for any individual work-related activity (including work experience or job search). This also includes schemes covered by The Jobseekers Allowance (Employment, Skills and Enterprise Scheme) Regulations 2011 as amended by the Jobseekers (Back to Work Schemes) Act 2013 – see **‘Back to Work Schemes’**;

‘employment zone’ means an area within Great Britain designated for the purposes of section 60 of the Welfare Reform and Pensions Act 1999 and an **‘employment zone programme’** means a programme established for such an area or areas designed to assist applicants for a jobseeker’s allowance to obtain sustainable employment;

‘employment zone contractor’ means a person who is undertaking the provision of facilities in respect of an employment zone programme on behalf of the Secretary of State for Work and Pensions;

‘enactment’ includes an enactment comprised in, or in an instrument made under, an Act of the Scottish Parliament;

‘extended reduction’ means a payment of Council Tax Reduction payable pursuant to section 60;

‘extended reduction period’ means the period for which an extended reduction is payable in accordance with section 60A or 61A of this scheme;

‘extended reduction (qualifying contributory benefits)’ means a payment of Council Tax Reduction payable pursuant to section 61;

‘family’ has the meaning assigned to it by section 137(1) of the Act and Section 9 of this scheme;

‘the Fund’ means moneys made available from time to time by the Secretary of State for the benefit of persons eligible for payment in accordance with the provisions of a scheme established by him on 24th April 1992 or, in Scotland, on 10th April 1992;

‘a guaranteed income payment’ means a payment made under article 15(1)(c) (injury benefits) or 29(1)(a) (death benefits) of the Armed Forces and Reserve Forces (Compensation Scheme) Order 2011;

‘he, him, his’ also refers to the feminine within this scheme

‘housing benefit’ means housing benefit under Part 7 of the Act; ‘the Housing Benefit Regulations’ means the Housing Benefit Regulations 2006;

‘Immigration and Asylum Act’ means the Immigration and Asylum Act 1999;

‘an income-based jobseeker’s allowance’ and **‘a joint-claim jobseeker’s allowance’** have the meanings given by section 1(4) of the Jobseekers Act 1995;

‘income-related employment and support allowance’ means an income-related allowance under Part 1 of the Welfare Reform Act 2007;

‘Income Support Regulations’ means the Income Support (General) Regulations 1987(a);

‘independent hospital’–

(a) in England, means a hospital as defined by section 275 of the National Health Service Act 2006 that is not a health service hospital as defined by that section;

(b) in Wales, has the meaning assigned to it by section 2 of the Care Standards Act 2000; and

(c) in Scotland means an independent health care service as defined by section 10F of the National Health Service (Scotland) Act 1978;

‘the Independent Living Fund (2006)’ means the Trust of that name established by a deed dated 10th April 2006 and made between the Secretary of State for Work and Pensions of the one part and Margaret Rosemary Cooper, Michael Beresford Boyall and Marie Theresa Martin of the other part;

‘invalid carriage or other vehicle’ means a vehicle propelled by a petrol engine or by electric power supplied for use on the road and to be controlled by the occupant;

‘Jobseekers Act’ means the Jobseekers Act 1995; **‘Jobseeker’s Allowance Regulations’** means the Jobseeker’s Allowance Regulations 1996 and Jobseeker’s Allowance Regulations 2013 as appropriate;

‘limited capability for work’ has the meaning given in section 1(4) of the Welfare Reform Act;

‘limited capability for work-related activity’ has the meaning given in section 2(5) of the Welfare Reform Act 2007;

‘the London Bombing Relief Charitable Fund’ means the company limited by guarantee (number 5505072), and registered charity of that name established on 11th July 2005 for the purpose of (amongst other things) relieving sickness, disability or financial need of victims (including families or dependants of victims) of the terrorist attacks carried out in London on 7th July 2005;

‘lone parent’ means a person who has no partner and who is responsible for and a member of the same household as a child or young person;

‘the Macfarlane (Special Payments) Trust’ means the trust of that name, established on 29th January 1990 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia;

‘the Macfarlane (Special Payments) (No.2) Trust’ means the trust of that name, established on 3rd May 1991 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia and other beneficiaries;

‘the Macfarlane Trust’ means the charitable trust, established partly out of funds provided by the Secretary of State to the Haemophilia Society, for the relief of poverty or distress among those suffering from haemophilia;

‘main phase employment and support allowance’ means an employment and support allowance where the calculation of the amount payable in respect of the applicant includes a component under section 2(1)(b) or 4(2)(b) of the Welfare Reform Act 2007 except in Part 1 of Schedule 1;

‘the Mandatory Work Activity Scheme’ means a scheme within section 17A (schemes for assisting persons to obtain employment; ‘work for your benefit’ schemes etc.) of the Jobseekers Act 1995 known by that name and provided pursuant to arrangements made by the Secretary of State that is designed to provide work or work related activity for up to 30 hours per week over a period of four consecutive weeks with a view to assisting applicants to improve their prospect of obtaining employment;

‘maternity leave’ means a period during which a woman is absent from work because she is pregnant or has given birth to a child, and at the end of which she has a right to return to work either under the terms of her contract of employment or under Part 8 of the Employment Rights Act 1996;

‘member of a couple’ means a member of a married or unmarried couple;

‘MFET Limited’ means the company limited by guarantee (number 7121661) of that name, established for the purpose in particular of making payments in accordance with arrangements made with the Secretary of State to persons who have acquired HIV as a result of treatment by the NHS with blood or blood products;

‘mobility supplement’ means a supplement to which paragraph 9 of Schedule 4 refers;

‘mover’ means an applicant who changes the dwelling in which the applicant is resident and in respect of which the applicant liable to pay council tax from a dwelling in the area of the appropriate authority to a dwelling in the area of the second authority;

‘net earnings’ means such earnings as are calculated in accordance with section 26;

‘net profit’ means such profit as is calculated in accordance with section 28;

‘the New Deal options’ means the employment programmes specified in regulation 75(1)(a)(ii) of the Jobseeker’s Allowance Regulations 1996 and the training scheme specified in regulation 75(1)(b)(ii) of those Regulations;

‘new dwelling’ means, for the purposes of the definition of ‘second authority’ and sections 60C, and 61C the dwelling to which a applicant has moved, or is about to move, in which the applicant is or will be resident;

‘non-dependant’ has the meaning prescribed in section 3;

‘non-dependant deduction’ means a deduction that is to be made under section 58;

‘occasional assistance’ means any payment or provision made by a local authority, the Welsh Ministers or the Scottish Ministers for the purposes of:

- a. meeting, or helping to meet an immediate short-term need;
 - (i) arising out of an exceptional event or exceptional circumstances, or
 - (ii) that needs to be met to avoid a risk to the well-being of an individual, and
- b. enabling qualifying individuals to establish or maintain a settled home, and—
 - (i) ‘local authority’ has the meaning given by section 270(1) of the Local Government Act 1972 ;and
 - (ii) ‘qualifying individuals’ means individuals who have been, or without the assistance might otherwise be:
 - (aa) in prison, hospital, an establishment providing residential care or other institution, or
 - (bb) homeless or otherwise living an unsettled way of life; and ‘local authority’ means a local authority in England within the meaning of the Local Government Act 1972;

‘occupational pension’ means any pension or other periodical payment under an occupational pension scheme but does not include any discretionary payment out of a fund established for relieving hardship in particular cases;

‘occupational pension scheme’ has the same meaning as in section 1 of the Pension Schemes Act 1993 as amended by the Public Service Pension Act 2013;

‘ordinary clothing or footwear’ means clothing or footwear for normal daily use, but does not include school uniforms, or clothing or footwear used solely for sporting activities;

‘partner’ in relation to a person, means

- a. where that person is a member of a couple, the other member of that couple;
- b. subject to paragraph (c), where that person is polygamously married to two or more members of his household, any such member to whom he is married; or
- c. where that person is polygamously married and has an award of universal credit with the other party to the earliest marriage that still subsists, that other party to the earliest marriage;

‘paternity leave’ means a period of absence from work on leave by virtue of section 80A or 80B of the Employment Rights Act 1996;

‘payment’ includes part of a payment;

‘pensionable age’ has the meaning given by the rules in paragraph 1 of Schedule 4 to the Pensions Act 1995 as amended by the Public Services Pension Act 2013 and Pensions Act 2014;

‘pension fund holder’ means with respect to a personal pension scheme or an occupational pension scheme, the trustees, managers or scheme administrators, as the case may be, of the scheme concerned;

‘pensioner’ a person who has attained the age at which pension credit can be claimed;

‘person affected’ shall be construed as a person to whom the authority decides is affected by any decision made by the council;

‘person on income support’ means a person in receipt of income support;

‘personal independence payment’ has the meaning given by Part 4 of the Welfare Reform Act 2012 and the Social Security (Personal Independence Payments) 2013;

‘person treated as not being in Great Britain’ has the meaning given by section 7;

‘personal pension scheme’ means—

- a. a personal pension scheme as defined by section 1 of the Pension Schemes Act 1993 as amended by the Public Service Pension Act 2013;
- b. an annuity contractor trust scheme approved under section 620 or 621 of the Income and

Corporation Taxes Act 1988 or a substituted contract within the meaning of section 622(3) or that Act which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(f) of Schedule 36 of the Finance Act 2004;

- c. a personal pension scheme approved under Chapter 4 of Part 14 of the Income and Corporation Taxes Act 1988 which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(g) of Schedule 36 to the Finance Act 2004;

'policy of life insurance' means any instrument by which the payment of money is assured on death (except death by accident only) or the happening of any contingency dependent on human life, or any instrument evidencing a contract which is subject to payment of premiums for a term dependent on human life;

'polygamous marriage' means a marriage to which section 133(1) of the Act refers namely;

- a. a person is a husband or wife by virtue of a marriage entered into under a law which permits polygamy; and
- b. either party to the marriage has for the time being any spouse additional to the other party.

'public authority' includes any person certain of whose functions are functions of a public nature;

'qualifying age for state pension credit' means (in accordance with section 1(2)(b) and (6) of the State Pension Credit Act 2002)–

- a. in the case of a woman, pensionable age; or
- b. in the case of a man, the age which is pensionable age in the case of a woman born on the same day as the man;

'qualifying contributory benefit' means;

- a. severe disablement allowance;
- b. incapacity benefit;
- c. contributory employment and support allowance;

'qualifying course' means a qualifying course as defined for the purposes of Parts 2 and 4 of the Job Seeker's Allowance Regulations 1996

'qualifying income-related benefit' means

- a. income support;
- b. income-based jobseeker's allowance;
- c. income-related employment and support allowance;

'qualifying person' means a person in respect of whom payment has been made from the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund;

'reduction week' means a period of seven consecutive days beginning with a Monday and ending with a Sunday;

'relative' means a close relative, grandparent, grandchild, uncle, aunt, nephew or niece;

'relevant authority' means an authority administering Council Tax Reduction;

'relevant week' In relation to any particular day, means the week within which the day in question falls;

'remunerative work' has the meaning prescribed in section 6;

'rent' means 'eligible rent' to which regulation 12 of the Housing Benefit Regulations refers less any deductions in respect of non-dependants which fall to be made under regulation 74 (non-dependant deductions) of those Regulations;

'resident' has the meaning it has in Part 1 or 2 of the 1992 Act;

'Scottish basic rate' means the rate of income tax of that name calculated in accordance with section 6A of the Income Tax Act 2007;

'Scottish taxpayer' has the same meaning as in Chapter 2 of Part 4A of the Scotland Act 1998;

'second authority' means the authority to which a mover is liable to make payments for the new dwelling;

'self-employed earner' is to be construed in accordance with section 2(1)(b) of the Act;

'self-employment route' means assistance in pursuing self-employed earner's employment whilst participating in–

- a. an employment zone programme;
- b. a programme provided or other arrangements made pursuant to section 2 of the 1973 Act

(functions of the Secretary of State) or section 2 of the Enterprise and New Towns (Scotland) Act 1990 (functions in relation to training for employment, etc.);

- c. the Employment, Skills and Enterprise Scheme;
- d. a scheme prescribed in regulation 3 of the Jobseeker's Allowance (Schemes for Assisting Persons to Obtain Employment) Regulations 2013;
- e. Back to Work scheme.

'Service User' references in this scheme to an applicant participating as a service user are to

- a. a person who is being consulted by or on behalf of—
 - (i) the Secretary of State in relation to any of the Secretary of State's functions in the field of social security or child support or under section 2 of the Employment and Training Act 1973; or
 - (ii) a body which conducts research or undertakes monitoring for the purpose of planning or improving such functions in their capacity as a person affected or potentially affected by the exercise of those functions or the carer of such a person; or
- b. the carer of a person consulted as described in sub-paragraph (a) where the carer is not being consulted as described in that sub-paragraph;

'single applicant' means an applicant who neither has a partner nor is a lone parent;

'the Skipton Fund' means the ex-gratia payment scheme administered by the Skipton Fund Limited, incorporated on 25th March 2004, for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with the scheme's provisions.

'special account' means an account as defined for the purposes of Chapter 4A of Part 8 of the Jobseeker's Allowance Regulations or Chapter 5 of Part 10 of the Employment and Support Allowance Regulations;

'sports award' means an award made by one of the Sports Councils named in section 23(2) of the National Lottery etc Act 1993 out of sums allocated to it for distribution under that section;

'the SSCBA' means the Social Security Contributions and Benefits Act 1992

'State Pension Credit Act' means the State Pension Credit Act 2002;

'student' has the meaning prescribed in section 43;

'subsistence allowance' means an allowance which an employment zone contractor has agreed to pay to a person who is participating in an employment zone programme;

'reduction week' means a period of 7 consecutive days commencing upon a Monday and ending on a Sunday;

'the Tax Credits Act' means the Tax Credits Act 2002;

'tax year' means a period beginning with 6th April in one year and ending with 5th April in the next;

'training allowance' means an allowance (whether by way of periodical grants or otherwise) payable—

- a. out of public funds by a Government department or by or on behalf of the Secretary of State, Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise, the Young People's Learning Agency for England, the Chief Executive of Skills Funding or Welsh Ministers;
- b. to a person for his maintenance or in respect of a member of his family; and
- c. for the period, or part of the period, during which he is following a course of training or instruction provided by, or in pursuance of arrangements made with, the department or approved by the department in relation to him or so provided or approved by or on behalf of the Secretary of State, Skills Development Scotland Scottish Enterprise or Highlands and Islands Enterprise or the Welsh Ministers.

It does not include an allowance paid by any Government department to or in respect of a person by reason of the fact that he is following a course of full-time education, other than under arrangements made under section 2 of the 1973 Act or is training as a teacher;

'the Trusts' means the Macfarlane Trust, the Macfarlane (Special Payments) Trust and the Macfarlane (Special Payments) (No. 2) Trust;

'Universal Credit' means any payment of Universal Credit payable under the Welfare Reform Act 2012, the Universal Credit Regulations 2013, The Universal Credit (Consequential, Supplementary, Incidental and Miscellaneous Provisions) Regulations 2013, Universal Credit

(Miscellaneous Amendments) Regulations 2013 and the Universal Credit (Transitional Provisions) Regulations 2014;

‘Up-rating Act’ means the Welfare Benefit Up-rating Act 2013, the Welfare Benefits Up-rating Order 2014 and the Welfare Benefits Up-rating Order 2015;

‘voluntary organisation’ means a body, other than a public or local authority, the activities of which are carried on otherwise than for profit;

‘war disablement pension’ means any retired pay or pension or allowance payable in respect of disablement under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003;

‘war pension’ means a war disablement pension, a war widow’s pension or a war widower’s pension;

‘war widow’s pension’ means any pension or allowance payable to a woman as a widow under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

‘war widower’s pension’ means any pension or allowance payable to a man as a widower or to a surviving civil partner under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

‘water charges’ means;

- a. as respects England and Wales, any water and sewerage charges under Chapter 1 of Part 5 of the Water Industry Act 1991,
- b. as respects Scotland, any water and sewerage charges established by Scottish Water under a charges scheme made under section 29A of the Water Industry (Scotland) Act 2002, in so far as such charges are in respect of the dwelling which a person occupies as his home;

‘week’ means a period of seven days beginning with a Monday;

‘Working Tax Credit Regulations’ means the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 as amended¹³; and

‘young person’ has the meaning prescribed in section 9(1) and in section 142 of the SSCBA.

- 2.2 In this scheme, references to an applicant occupying a dwelling or premises as his home shall be construed in accordance with regulation 7 of the Housing Benefit Regulations 2006.
- 2.3 In this scheme, where an amount is to be rounded to the nearest penny, a fraction of a penny shall be disregarded if it is less than half a penny and shall otherwise be treated as a whole penny.
- 2.4 For the purpose of this scheme, a person is on an income-based jobseeker’s allowance on any day in respect of which an income-based jobseeker’s allowance is payable to him and on any day:
 - a. in respect of which he satisfies the conditions for entitlement to an income- based jobseeker’s allowance but where the allowance is not paid in accordance with regulation 27A of the Jobseeker’s Allowance Regulations or section 19 or 20A or regulations made under section 17A of the Jobseekers Act (circumstances in which a jobseeker’s allowance is not payable); or
 - b. which is a waiting day for the purposes of paragraph 4 of Schedule 1 to that Act and which falls immediately before a day in respect of which an income- based jobseeker’s allowance is payable to him or would be payable to him but for regulation 27A of the Jobseeker’s Allowance Regulations or section 19 or 20A or regulations made under section 17A of that Act;
 - c. in respect of which he is a member of a joint-claim couple for the purposes of the Jobseekers Act and no joint-claim jobseeker’s allowance is payable in respect of that couple as a consequence of either member of that couple being subject to sanctions for the purposes of section 20A of that Act;
 - d. in respect of which an income-based jobseeker’s allowance or a joint-claim jobseeker’s allowance would be payable but for a restriction imposed pursuant to section 6B, 7, 8 or

¹³ The Working Tax Credit (Entitlement and Maximum Rate) (Amendment) Regulations 2013; The Working Tax Credit (Entitlement and Maximum Rate) (Amendment) Regulations 2015

9 of the Social Security Fraud Act 2001 (loss of benefit provisions).

- 2.4A For the purposes of this scheme, a person is on an income-related employment and support allowance on any day in respect of which an income-related employment and support allowance is payable to him and on any day:
- a. in respect of which he satisfies the conditions for entitlement to an income-related employment and support allowance but where the allowance is not paid in accordance with section 18 of the Welfare Reform Act disqualification; or
 - b. which is a waiting day for the purposes of paragraph 2 of Schedule 2 to that Act and which falls immediately before a day in respect of which an income-related employment and support allowance is payable to him or would be payable to him but for section 18 of that Act.
- 2.5 For the purposes of this scheme, two persons shall be taken to be estranged only if their estrangement constitutes a breakdown of the relationship between them.
- 2.6 In this scheme, references to any person in receipt of state pension credit includes a person who would be in receipt of state pension credit but for regulation 13 of the State Pension Credit Regulations 2002 (small amounts of state pension credit).

3.0 Definition of non-dependant

- 3.1 In this policy, 'non-dependant' means any person, except someone to whom paragraph 3.2 applies, who normally resides with an applicant or with whom an applicant normally resides.
- 3.2 This paragraph applies to;
- a. any member of the applicant's family;
 - b. if the applicant is polygamously married, any partner of his and any child or young person who is a member of his household and for whom he or one of his partners is responsible;
 - c. a child or young person who is living with the applicant but who is not a member of his household by virtue of section 11(membership of the same household);
 - d. subject to paragraph 3.3, any person who, with the applicant, is jointly and severally liable to pay council tax in respect of a dwelling for any day under sections 6, 7 or 75 of the 1992 Act (persons liable to pay council tax);
 - e. subject to paragraph 3.3, any person who is liable to make payments on a commercial basis to the applicant or the applicant's partner in respect of the occupation of the dwelling;
 - f. a person who lives with the applicant in order to care for him or a partner of his and who is engaged by a charitable or voluntary organisation which makes a charge to the applicant or his partner for the services provided by that person.
- 3.3 Excepting persons to whom paragraph 3.2 a) to c) and f) refer, a person to whom any of the following sub-paragraphs applies shall be a non-dependant–
- a. a person who resides with the person to whom he is liable to make payments in respect of the dwelling and either;
 - i. that person is a close relative of his or her partner; or
 - ii. the tenancy or other agreement between them is other than on a commercial basis;
 - b. a person whose liability to make payments in respect of the dwelling appears to the authority to have been created to take advantage of the council tax support scheme except someone who was, for any period within the eight weeks prior to the creation of the agreement giving rise to the liability to make such payments, otherwise liable to make payments of rent in respect of the same dwelling;
 - c. a person who becomes jointly and severally liable with the applicant for council tax in respect of a dwelling and who was, at any time during the period of eight weeks prior to

his becoming so liable, a non-dependant of one or more of the other residents in that dwelling who are so liable for the tax, unless the authority is satisfied that the change giving rise to the new liability was not made to take advantage of the support scheme.

4.0 Requirement to provide a National Insurance Number¹⁴

4.1 No person shall be entitled to support unless the criteria below in 4.2 is satisfied in relation both to the person making the claim and to any other person in respect of whom he is claiming support.

4.2 This subsection is satisfied in relation to a person if—

- a. the claim for support is accompanied by;
 - i. a statement of the person’s national insurance number and information or evidence establishing that that number has been allocated to the person; or
 - ii. information or evidence enabling the national insurance number that has been allocated to the person to be ascertained; or
- b. the person makes an application for a national insurance number to be allocated to him which is accompanied by information or evidence enabling such a number to be so allocated and the application for reduction is accompanied by evidence of the application and information to enable it to be allocated.

4.3 Paragraph 4.2 shall not apply—

- a. in the case of a child or young person in respect of whom council tax support is claimed;
- b. to a person who;
 - i. is a person in respect of whom a claim for council tax support is made;
 - ii. is subject to immigration control within the meaning of section 115(9)(a) of the Immigration and Asylum Act;
 - iii. is a person from abroad for the purposes of this scheme; and
 - iv. has not previously been allocated a national insurance number.

5.0 Persons who have attained the qualifying age for state pension credit

5.1 This scheme applies to a person if:

- (i) he has not attained the qualifying age for state pension credit; or
- (ii) he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is;
 - (a) a person on income support, on income-based jobseeker’s allowance or an income-related employment and support allowance; or
 - (b) a person with an award of universal credit.

6.0 Remunerative work

6.1 Subject to the following provisions of this section, a person shall be treated for the purposes of this scheme as engaged in remunerative work if he is engaged, or, where his hours of work fluctuate, he is engaged on average, for not less than 16 hours a week, in work for which payment is made or which is done in expectation of payment.

6.2 Subject to paragraph 6.3, in determining the number of hours for which a person is engaged in work where his hours of work fluctuate, regard shall be had to the average of hours worked over;

- a. if there is a recognisable cycle of work, the period of one complete cycle (including, where the cycle involves periods in which the person does no work, those periods but disregarding any other absences);
- b. in any other case, the period of 5 weeks immediately prior to that date of claim, or such other length of time as may, in the particular case, enable the person’s weekly

¹⁴ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

average hours of work to be determined more accurately,

- 6.3 Where, for the purposes of paragraph 6.2 a), a person's recognisable cycle of work at a school, other educational establishment or other place of employment is one year and includes periods of school holidays or similar vacations during which he does not work, those periods and any other periods not forming part of such holidays or vacations during which he is not required to work shall be disregarded in establishing the average hours for which he is engaged in work.
- 6.4 Where no recognisable cycle has been established in respect of a person's work, regard shall be had to the number of hours or, where those hours will fluctuate, the average of the hours, which he is expected to work in a week.
- 6.5 A person shall be treated as engaged in remunerative work during any period for which he is absent from work referred to in paragraph 6.1 if the absence is either without good cause or by reason of a recognised customary or other holiday.
- 6.6 A person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance for more than 3 days in any reduction week shall be treated as not being in remunerative work in that week.
- 6.7 A person shall not be treated as engaged in remunerative work on any day on which the person is on maternity leave, paternity leave or adoption leave, or is absent from work because he is ill.
- 6.8 A person shall not be treated as engaged in remunerative work on any day on which he is engaged in an activity in respect of which;
- a. a sports award has been made, or is to be made, to him; and
 - b. no other payment is made or is expected to be made to him.

7.0 Persons treated as not being in Great Britain and Persons Subject to Immigration Control

Persons treated as not being in Great Britain

- 7.1 Persons treated as not being in Great Britain are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in an authority's scheme.
- 7.2 Except where a person falls within paragraph (5) or (6), a person is to be treated as not being in Great Britain if the person is not habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland.
- 7.3 A person must not be treated as habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland unless the person has a right to reside in one of those places.
- 7.4 For the purposes of paragraph (3), a right to reside does not include a right, which exists by virtue of, or in accordance with—
- (a) regulation 13 of the EEA Regulations;
 - (aa) regulation 14 of the EEA Regulations, but only in a case where the right exists under that regulation because the person is—
 - (i) a jobseeker for the purpose of the definition of "qualified person" in regulation 6(1) of those Regulations, or
 - (ii) a family member (within the meaning of regulation 7 of those Regulations) of such a jobseeker;
 - (b) regulation 15A(1) of the EEA Regulations, but only in a case where the right exists under that regulation because the applicant satisfies the criteria in paragraph (5) of that regulation of the Treaty on the Functioning of the European Union (in a case where the right to reside arises because a British citizen would otherwise be deprived of the genuine enjoyment of their rights as a European Union citizen).

- 7.4A For the purposes of paragraph (3), a right to reside does not include a right which exists by virtue of a person having been granted limited leave to enter, or remain in, the United Kingdom under the Immigration Act 1971 by virtue of—
- (za) (za) a person granted leave in accordance with the immigration rules made under section 3(2) of the Immigration Act 1971¹⁵, where such leave is granted by virtue of—
 - (i) the Afghan Relocations and Assistance Policy; or
 - (ii) the previous scheme for locally-employed staff in Afghanistan (sometimes referred to as the ex-gratia scheme);
 - (zb) a person in Great Britain not coming within sub-paragraph (za) or (e)(iv) who left Afghanistan in connection with the collapse of the Afghan government that took place on 15th August 2020
 - (a) (Removed by the Council Tax Reductions Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2021
 - (b) Appendix EU to the immigration rules made under section 3(2) of that Act;
 - (c) being a person with a Zambrano right to reside as defined in Annex 1 of Appendix EU to the immigration rules made under section 3(2) of that Act; or
 - (d) having arrived in the United Kingdom with an entry clearance that was granted under Appendix EU (Family Permit) to the immigration rules made under section 3(2) of that Act.
- 7.4B Paragraph (4A)(b) does not apply to a person who—
- (a) has a right to reside granted by virtue of being a family member of a relevant person of Northern Ireland; and
 - (b) would have a right to reside under the EEA Regulations if the relevant person of Northern Ireland were an EEA national, provided that the right to reside does not fall within paragraph (4)(a) or (b)
- 7.5 A person falls within this paragraph if the person is—
- (a) a qualified person for the purposes of regulation 6 of the EEA Regulations as a worker or a self-employed person;
 - (b) a family member of a person referred to in sub-paragraph (a);
 - (c) a person who has a right to reside permanently in the United Kingdom by virtue of regulation 15(1)(c), (d) or (e) of the EEA Regulations;
 - (ca) a family member of a relevant person of Northern Ireland, with a right to reside which falls within paragraph (4A)(b), provided that the relevant person of Northern Ireland falls within paragraph (5)(a), or would do so but for the fact that they are not an EEA national;
 - (cb) a frontier worker within the meaning of regulation 3 of the Citizens’ Rights (Frontier Workers) (EU Exit) Regulations 2020;
 - (cc) a family member of a person referred to in sub-paragraph (cb), who has been granted limited leave to enter, or remain in, the United Kingdom by virtue of Appendix EU to the immigration rules made under section 3(2) of the Immigration Act 1971
 - (d) a person recorded by the Secretary of State as a refugee within the definition in Article 1 of the Convention relating to the Status of Refugees done at Geneva on 28th July 1951, as extended by Article 1(2) of the Protocol relating to the Status of Refugees done at New York on 31st January 1967;
 - (e) a person who has been granted, or who is deemed to have been granted, leave outside the rules made under section 3(2) of the Immigration Act 1971¹⁵ where that leave is—
 - (i) discretionary leave to enter or remain in the United Kingdom,
 - (ii) leave to remain under the Destitution Domestic Violence concession which came into effect on 1st April 2012;

¹⁵ As amended by the Immigration Act 2014 and the Immigration Act 2014 (Commencement No. 2) Order 2014

- (iii) leave deemed to have been granted by virtue of regulation 3 of the Displaced Persons (Temporary Protection) Regulations 2005; or
- (iv) granted under the Afghan Citizens Resettlement Scheme.

- (f) a person who has humanitarian protection granted under those rules;
- (g) a person who is not a person subject to immigration control within the meaning of section 115(9) of the Immigration and Asylum Act 1999 and who is in the United Kingdom as a result of his deportation, expulsion or other removal by compulsion of law from another country to the United Kingdom;
- (h) in receipt of income support or on an income-related employment and support allowance; or
- (ha) in receipt of an income-based jobseeker's allowance and has a right to reside other than a right to reside falling within paragraph (4).

7.6 A person falls within this paragraph if the person is a Crown servant or member of Her Majesty's forces posted overseas.

7.7 A person mentioned in sub-paragraph (6) is posted overseas if the person is performing overseas the duties of a Crown servant or member of Her Majesty's forces and was, immediately before the posting or the first of consecutive postings, habitually resident in the United Kingdom.

7.8 In this regulation—
 "claim for asylum" has the same meaning as in section 94(1) of the Immigration and Asylum Act 1999;
 "Crown servant" means a person holding an office or employment under the Crown;
 "EEA Regulations" means the Immigration (European Economic Area) Regulations 2006; and the Immigration (European Economic Area) (Amendment) (No. 2) Regulations 2014 and references to the EEA Regulations are to be read with Schedule 4 to the Immigration and Social Security Co-ordination (EU Withdrawal) Act 2020 (Consequential, Saving, Transitional and Transitory Provisions) Regulations 2020
 "EEA national" has the meaning given in regulation 2(1) of the EEA Regulations;
 "family member" has the meaning given in regulation 7(1)(a), (b) or (c) of the EEA Regulations, except that regulation 7(4) of the EEA Regulations does not apply for the purposes of paragraphs (4B) and (5)(ca);
 "relevant person of Northern Ireland" has the meaning given in Annex 1 of Appendix EU to the immigration rules made under section 3(2) of the Immigration Act 1971; and
 "Her Majesty's forces" has the same meaning as in the Armed Forces Act 2006.

Persons subject to immigration control

7.9 Persons subject to immigration control are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in an authority's scheme.

7.10 A person who is a national of a state which has ratified the European Convention on Social and Medical Assistance (done in Paris on 11th December 1953) or a state which has ratified the Council of Europe Social Charter (signed in Turin on 18th October 1961) and who is lawfully present in the United Kingdom is not a person subject to immigration control for the purpose of paragraph 7.9

7.11 "Person subject to immigration control" has the same meaning as in section 115(9) of the Immigration and Asylum Act 1999.

7A.0 Transitional provision

7A.1 The above does not apply to a person who, on 31st March 2015—

- (a) is liable to pay council tax at a reduced rate by virtue of a council tax reduction under an authority's scheme established under section 13A(2) of the Act; and

- (b) is entitled to an income-based jobseeker's allowance, until the first of the events in paragraph 7A.2 occurs.

7A.2 The events are—

- (a) the person makes a new application for a reduction under an authority's scheme established under section 13A(2) of the Act; or
- (b) the person ceases to be entitled to an income-based jobseeker's allowance.

7A.3 In this section "the Act" means the Local Government Finance Act 1992.

8.0 Temporary Absence (period of absence)

8.1 Where a person is absent from the dwelling throughout any day then no support shall be payable

8.2 A person shall not, in relation to any day, which falls within a period of temporary absence from that dwelling, be a prescribed person under paragraph 8.1.

8.3 In paragraph 8.2, a 'period of temporary absence' means—

- a. a period of absence not exceeding 13 weeks, beginning with the first whole day on which a person resides in residential accommodation where and for so long as;
 - i. the person resides in that accommodation;
 - ii. the part of the dwelling in which he usually resided is not let or sub-let; and
 - iii. that period of absence does not form part of a longer period of absence from the dwelling of more than 52 weeks,

where he has entered the accommodation for the purpose of ascertaining whether it suits his needs and with the intention of returning to the dwelling if it proves not to suit his needs;

- b. a period of absence not exceeding 13 weeks, beginning with the first whole day of absence from the dwelling, where and for so long as;
 - i. the person intends to return to the dwelling;
 - ii. the part of the dwelling in which he usually resided is not let or sub-let; and
 - iii. that period is unlikely to exceed 13 weeks; and

- c. a period of absence not exceeding 52 weeks, beginning with the first whole day of absence, where and for so long as
 - i. the person intends to return to the dwelling;
 - ii. the part of the dwelling in which he usually resided is not let or sub-let;
 - iii. the person is a person to whom paragraph 8.4 applies; and
 - iv. the period of absence is unlikely to exceed 52 weeks or, in exceptional circumstances, is unlikely substantially to exceed that period.

8.4 This paragraph applies to a person who is;

- a. detained in custody on remand pending trial or required, as a condition of bail, to reside;
 - i. in a dwelling, other than the dwelling referred to in paragraph 8.1, or
 - ii. in premises approved under section 13 of the Offender Management Act 2007 as amended by the Offender Rehabilitation Act 2014, or, detained in custody pending sentence upon conviction;
- b. resident in a hospital or similar institution as a patient;
- c. undergoing, or his partner or his dependent child is undergoing, in the United Kingdom or elsewhere, medical treatment, or medically approved convalescence, in accommodation other than residential accommodation;
- d. following, in the United Kingdom or elsewhere, a training course;
- e. undertaking medically approved care of a person residing in the United Kingdom or elsewhere;
- f. undertaking the care of a child whose parent or guardian is temporarily absent from the dwelling normally occupied by that parent or guardian for the purpose of receiving medically approved care of medical treatment;

- g. in the United Kingdom or elsewhere, receiving medically approved care provided in accommodation other than residential accommodation;
- h. a student;
- i. receiving care provided in residential accommodation other than a person to whom paragraph 8.3a) applies; or
- j. has left the dwelling he resides in through fear of violence, in that dwelling, or by a person who was formerly a member of the family of the person first mentioned.

8.5 This paragraph applies to a person who is:

- a. detained in custody pending sentence upon conviction or under a sentence imposed by a court (other than a person who is detained in hospital under the provisions of the Mental Health Act 1983 (as amended by the Mental Health (Discrimination) Act 2013), or, in Scotland, under the provisions of the Mental Health (Care and Treatment) (Scotland) Act 2003 or the Criminal Procedure (Scotland) Act 1995) or, in Northern Ireland, under Article 4 or 12 of the Mental Health (Northern Ireland) Order 1986; and
- b. on temporary release from detention in accordance with Rules made under the provisions of the Prison Act 1952 or the Prisons (Scotland) Act 1989

8.6 Where paragraph 8.5 applies to a person, then, for any day when he is on temporary release—

- a. if such temporary release was immediately preceded by a period of temporary absence under paragraph 8.3 b) or c), he shall be treated, for the purposes of paragraph 8.1, as if he continues to be absent from the dwelling, despite any return to the dwelling;
- b. for the purposes of paragraph 8.4 a), he shall be treated as if he remains in detention;
- c. If he does not fall within sub-paragraph a), he is not considered to be a person who is liable to pay Council Tax in respect of a dwelling of which he is resident

8.7 In this section;

- ‘medically approved’ means certified by a medical practitioner;
- ‘patient’ means a person who is undergoing medical or other treatment as an in-patient in any hospital or similar institution; ‘residential accommodation’ means accommodation which is provided;
 - a. in a care home;
 - b. in an independent hospital;
 - c. in an Abbeyfield Home; or
 - d. in an establishment managed or provided by a body incorporated by Royal Charter or constituted by Act of Parliament other than a local social services authority;

‘training course’ means a course of training or instruction provided wholly or partly by or on behalf of or in pursuance of arrangements made with, or approved by or on behalf of, Skills Development Scotland, Scottish Enterprise, Highlands and Islands Enterprise, a government department or the Secretary of State.

Sections 9 - 11

The family for Council Tax Support purposes

9.0 Membership of a family

- 9.1 Within the support scheme adopted by the Council 'family' means;
- a. a married or unmarried couple;
 - b. married or unmarried couple and a member of the same household for whom one of them is or both are responsible and who is a child or a young person;
 - c. two people of the same sex who are civil partners of each other and are members of the same household (with or without children);
 - d. two people of the same sex who are not civil partners of each other but are living together as if they were civil partners (with or without children),
 - e. and for the purposes of sub-paragraph (d) two people of the same sex are to be regarded as living together as if they were civil partners if, but only if, they would be regarded as living together as husband and wife were they instead two people of the opposite sex;
 - f. except in prescribed circumstances, a person who is not a member of a married or unmarried couple and a member of the same household for whom that person is responsible and who is a child or a young person;

For the purposes of the scheme a child is further defined as a 'child or young person'

A 'child' means a person under the age of 16 and a 'Young Person' is someone aged 16 or over but under 20 and who satisfies other conditions. These conditions are:

- they are aged 16, have left 'relevant education' or training, and 31 August following the sixteenth birthday has not yet been passed;
- they are aged 16 or 17, have left education or training, are registered for work, education or training, are not in remunerative work and are still within their 'extension period';
- they are on a course of full-time non-advanced education, or are doing 'approved training', and they began that education or training before reaching the age of 19;
- they have finished a course of full-time non-advanced education, but are enrolled on another such course (other than one provided as a result of their employment);
- they have left 'relevant education' or 'approved training' but have not yet passed their 'terminal date'.

- 9.2 Paragraph 9.1 the definition of child or young person shall not apply to a person who is;
- a. on income support ;
 - b. an income-based jobseeker's allowance or an income related employment and support allowance; or be entitled to an award of Universal Credit; or
 - c. a person to whom section 6 of the Children (Leaving Care) Act 2000 applies.

- 9.3 The definition also includes a child or young person in respect of whom there is an entitlement to child benefit but only for the period that Child Benefit is payable

10.0 Circumstances in which a person is to be treated as responsible (or not responsible) for a child or young person.

- 10.1 Subject to the following paragraphs a person shall be treated as responsible for a child or young person who is normally living with him and this includes a child or young person to whom paragraph 9.3 applies

- 10.2 Where a child or young person spends equal amounts of time in different households, or where there is a question as to which household he is living in, the child or young person shall be treated for the purposes of paragraph 9.1 as normally living with;
- a. the person who is receiving child benefit in respect of him; or
 - b. if there is no such person;
 - i. where only one claim for child benefit has been made in respect of him, the person who made that claim; or
 - ii. in any other case the person who has the primary responsibility for him.

10.3 For the purposes of this scheme a child or young person shall be the responsibility of only one person in any reduction week and any person other than the one treated as responsible for the child or young person under this section shall be treated as not so responsible.

11.0 Circumstances in which a child or young person is to be treated as being or not being a member of the household

11.1 Subject to paragraphs 11.2 and 11.3, the applicant and any partner and, where the applicant or his partner is treated as responsible by virtue of section 10 (circumstances in which a person is to be treated as responsible or not responsible for a child or young person) for a child or young person, that child or young person and any child of that child or young person, shall be treated as members of the same household notwithstanding that any of them is temporarily absent from that household.

11.2 A child or young person shall not be treated as a member of the applicant's household where he is—

- a. placed with the applicant or his partner by a local authority under section 23(2)(a) of the Children Act 1989 or by a voluntary organisation under section 59(1)(a) of that Act, or in Scotland boarded out with the applicant or his partner under a relevant enactment; or
- b. placed, or in Scotland boarded out, with the applicant or his partner prior to adoption; or
- c. placed for adoption with the applicant or his partner in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009.

11.3 Subject to paragraph 11.4, paragraph 11.1 shall not apply to a child or young person who is not living with the applicant and he—

- a. is being looked after by, or in Scotland is in the care of, a local authority under a relevant enactment; or
- b. has been placed, or in Scotland boarded out, with a person other than the applicant prior to adoption; or
- c. has been placed for adoption in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009; or in accordance with an adoption allowance scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (adoption allowances schemes).

11.4 An authority shall treat a child or young person to whom paragraph 11.3 a) applies as being a member of the applicant's household in any reduction week where;

- a. that child or young person lives with the applicant for part or all of that reduction week; and
- b. the authority considers that it is responsible to do so taking into account the nature and frequency of that child's or young person's visits.

11.5 In this paragraph 'relevant enactment' means the Army Act 1955, the Air Force Act 1955, the Naval Discipline Act 1957, the Matrimonial Proceedings (Children) Act 1958, the Social Work (Scotland) Act 1968, the Family Law Reform Act 1969, the Children and Young Persons Act 1969, the Matrimonial Causes Act 1973, the Children Act 1975, the Domestic Proceedings and Magistrates' Courts Act 1978, the Adoption and Children (Scotland) Act 1978 Act 1978, the Family Law Act 1986, the Children Act 1989, the Children (Scotland) Act 1995 and the Legal Aid, Sentencing and Punishment of Offenders Act 2012 as amended.

Sections 12 – 14 & Schedule 1

Applicable Amounts for Council Tax Support purposes

12.0 Applicable amounts

12.1 Subject to sections 13 and 14, an applicant's weekly applicable amount shall be aggregate of such of the following amounts as may apply in his case;

- a. an amount in respect of himself or, if he is a member of a couple, an amount in respect of both of them, determined in accordance with paragraph 1 as the case may be, of Schedule 1 of this scheme;
- b. an amount determined in accordance with paragraph 2 of Schedule 1 of this scheme in respect of any child or young person who is a member of his family;
- c. if he is a member of a family of which at least one member is a child or young person, an amount determined in accordance with paragraph 3 of Schedule 1 (family premium);
- d. the amount of any premiums which may be applicable to him, determined in accordance with paragraphs 4 to 16 of Schedule 1 of this document (premiums).
- e. the amount of either the
 - i. work-related activity component; or
 - ii. support component which may be applicable to him in accordance with paragraph 17 and 18 of Schedule 1 of this document (the components)
- f. the amount of any transitional addition which may be applicable to him in accordance with paragraph 19 to 20 of Schedule 1 of this scheme (transitional addition).

13.0 Polygamous marriages

13.1 Subject to section 14, where an applicant is a member of a polygamous marriage, his weekly applicable amount shall be the aggregate of such of the following amounts as may apply in his case;

- a. the amount applicable to him and one of his partners determined in accordance with paragraph 1 of Schedule 1 of this scheme as if he and that partner were a couple;
- b. an amount equal to the lowest amount within paragraph 1 of Schedule 1 of this scheme in respect of each of his other partners;
- c. an amount determined in accordance with paragraph 2 of Schedule 1 of this scheme (applicable amounts or living allowances) in respect of any child or young person for whom he or a partner of his is responsible and who is a member of the same household;
- d. if he or another partner of the polygamous marriage is responsible for a child or young person who is a member of the same household, the amount specified in paragraph 3 of Schedule 1 of this scheme (family premium);
- e. the amount of any premiums which may be applicable to him determined in accordance with paragraphs 4 to 16 of Schedule 1 of this scheme (premiums).
- f. the amount of either the;
 - i. work-related activity component; or
 - ii. support component which may be applicable to him in accordance with paragraph 17 and 18 of Schedule 1 (the components).
- g. the amount of any transitional addition which may be applicable to him in accordance with paragraphs 19 and 20 of Schedule 1 of this scheme (transitional addition)

14.0 Applicable amount: persons who are not pensioners who have an award of universal credit

14.1 In determining the applicable amount for a week of an applicant—

(a) who has, or

(b) who (jointly with his partner) has,

an award of universal credit, the authority must use the calculation or estimate of the maximum amount of the applicant, or the applicant and his partner jointly (as the case may be), subject to the adjustment described in sub-paragraph (2).

(2) The adjustment referred to in sub-paragraph (1) is to multiply the maximum amount by 12 and divide the product by 52.

(3) In this paragraph “maximum amount” means the maximum amount calculated by the Secretary of State in accordance with section 8(2) of the Welfare Reform Act 2012

Sections 15 – 32 & Schedules 3 & 4

Definition and the treatment of income for Council Tax Support purposes

15.0 Calculation of income and capital of members of applicant's family and of a polygamous marriage

15.1 The income and capital of an applicant's partner within this scheme and for the purposes of claiming council tax support is to be treated as income and capital of the applicant and shall be calculated or estimated in accordance with the following provisions in like manner as for the applicant; and any reference to the 'applicant' shall, except where the context otherwise requires be construed for the purposes of this scheme as if it were a reference to his partner.

15.2 Where an applicant or the partner of is married polygamously to two or more members of his household—

- a. the applicant shall be treated as possessing capital and income belonging to each such member; and
- b. the income and capital of that member shall be calculated in accordance with the following provisions of this scheme in like manner as for the applicant.

15.2 The income and capital of a child or young person shall not be treated as the income and capital of the applicant.

15A.0 Calculation of income and capital: persons who are not pensioners who have an award of universal credit

15A.1 In determining the income of an applicant

(a) who has, or

(b) who (jointly with his partner) has,

an award of universal credit the authority must, subject to the following provisions of this paragraph, use the calculation or estimate of the income of the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining the award of universal credit.

15A.2 The authority must adjust the amount referred to in sub-paragraph (1) to take account of

(a) income consisting of the award of universal credit, determined in accordance with subparagraph (3);

(b) any sum to be disregarded under paragraphs of Schedule 3 to this scheme (sums to be disregarded in the calculation of earnings: persons who are not pensioners);

(c) any sum to be disregarded under paragraphs of Schedule 4 to this scheme (sums to be disregarded in the calculation of income other than earnings: persons who are not pensioners);

(d) section 33 (circumstances in which income and capital of non-dependant is to be treated as applicant's), if the authority determines that the provision applies in the applicant's case;

(e) such further reduction (if any) as the authority thinks fit under section 13A(1)(c) of the 1992 Act (power of billing authority to reduce amount of council tax payable).

15A.3 The amount for the award of universal credit is to be determined by multiplying the amount of the award by 12 and dividing the product by 52.

15A.4 sections 33 (income and capital of non-dependant to be treated as applicant's) and 52 and 53 (disregards from income) apply (so far as relevant) for the purpose of determining any adjustments, which fall to be made to the figure for income under sub-paragraph (2)

15A.5 In determining the capital of an applicant;

(a) who has, or

(b) who (jointly with his partner) has,

an award of universal credit, the authority must use the calculation or estimate of the capital of

the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining that award

16.0 Circumstances in which capital and income of non-dependant is to be treated as applicant's

16.1 Where it appears to the authority that a non-dependant and the applicant have entered into arrangements in order to take advantage of the council tax support scheme and the non-dependant has more capital and income than the applicant, that authority shall, except where the applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, treat the applicant as possessing capital and income belonging to that non-dependant, and, in such a case, shall disregard any capital and income which the applicant does possess.

16.2 Where an applicant is treated as possessing capital and income belonging to a non-dependant under paragraph 16.1 the capital and income of that non-dependant shall be calculated in accordance with the following provisions in like manner as for the applicant and any reference to the 'applicant' shall, except where the context otherwise requires, be construed for the purposes of this scheme as if it were a reference to that non-dependant.

17.0 Calculation of income on a weekly basis

17.1 For the purposes of this scheme and in line with regulation 34 of the Housing Benefit Regulations 2006 (disregard to changes in tax, contributions etc.), the income of an applicant shall be calculated on a weekly basis;

- a. by estimating the amount which is likely to be his average weekly income in accordance with this Section and in line with Sections 2, 3, 4 and 5 of the Housing Benefit Regulations 2006;
- b. by adding to that amount the weekly income calculated in line with regulation 52 of the Housing Benefit Regulations 2006 (calculation to tariff income from capital); and
- c. by then deducting any relevant child care charges to which section 18 (treatment of child care charges) applies from any earnings which form part of the average weekly income or, in a case where the conditions in paragraph 18.2 are met, from those earnings plus whichever credit specified in sub-paragraph (b) of that paragraph is appropriate, up to a maximum deduction in respect of the applicant's family of whichever of the sums specified in paragraph (3) applies in his case.

17.2 The conditions of this paragraph are that;

- a. the applicant's earnings which form part of his average weekly income are less than the lower of either his relevant child care charges or whichever of the deductions specified in paragraph (3) otherwise applies in his case; and
- b. that applicant or, if he is a member of a couple either the applicant or his partner, is in receipt of either working tax credit or child tax credit.

17.3 The maximum deduction to which paragraph 17.1 c) above refers shall be;

- a. where the applicant's family includes only one child in respect of whom relevant child care charges are paid, £175.00 per week.
- b. where the applicant's family includes more than one child in respect of whom relevant child care charges are paid, £300.00 per week.

The amounts stated in this paragraph shall be amended in accordance with the Housing Benefit Regulations 2006 (as amended).

17.4 For the purposes of paragraph 17.1 'income' includes capital treated as income under section 31 (capital treated as income) and income, which an applicant is treated as possessing under section 32 (notional income).

18.0 Treatment of child care charges

18.1 This section applies where an applicant is incurring relevant child-care charges and;

- a. is a lone parent and is engaged in remunerative work;

- b. is a member of a couple both of whom are engaged in remunerative work; or
 - c. is a member of a couple where one member is engaged in remunerative work and the other;
 - i. is incapacitated;
 - ii. is an in-patient in hospital; or
 - iii. is in prison (whether serving a custodial sentence or remanded in custody awaiting trial or sentence).
- 18.2 For the purposes of paragraph 18.1 and subject to paragraph 18.4, a person to whom paragraph 18.3 applies shall be treated as engaged in remunerative work for a period not exceeding 28 weeks during which he—
- a. is paid statutory sick pay;
 - b. is paid short-term incapacity benefit at the lower rate under sections 30A to 30E of the Act;
 - c. is paid an employment and support allowance;
 - d. is paid income support on the grounds of incapacity for work under regulation 4ZA of, and paragraph 7 or 14 of Schedule 1B to, the Income Support Regulations 1987; or
 - e. is credited with earnings on the grounds of incapacity for work or limited capability for work under regulation 8B of the Social Security (Credits) Regulations 1975.
- 18.3 This paragraph applies to a person who was engaged in remunerative work immediately before
- a. the first day of the period in respect of which he was first paid statutory sick pay, short-term incapacity benefit, an employment and support allowance or income support on the grounds of incapacity for work; or
 - b. the first day of the period in respect of which earnings are credited, as the case may be.
- 18.4 In a case to which paragraph 18.2 d) or e) applies, the period of 28 weeks begins on the day on which the person is first paid income support or on the first day of the period in respect of which earnings are credited, as the case may be.
- 18.5 Relevant child care charges are those charges for care to which paragraphs 18.6 and 18.7 apply, and shall be calculated on a weekly basis in accordance with paragraph 18.10.
- 18.6 The charges are paid by the applicant for care, which is provided
- a. in the case of any child of the applicant's family who is not disabled, in respect of the period beginning on that child's date of birth and ending on the day preceding the first Monday in September following that child's fifteenth birthday; or
 - b. in the case of any child of the applicant's family who is disabled, in respect of the period beginning on that person's date of birth and ending on the day preceding the first Monday in September following that person's sixteenth birthday.
- 18.7 The charges are paid for care, which is provided by one, or more of the care providers listed in paragraph 18.8 and are not paid—
- a. in respect of the child's compulsory education;
 - b. by an applicant to a partner or by a partner to an applicant in respect of any child for whom either or any of them is responsible in accordance with section 10 (circumstances in which a person is treated as responsible or not responsible for another); or
 - c. in respect of care provided by a relative of the child wholly or mainly in the child's home.
- 18.8 The care to which paragraph 18.7 refers may be provided;
- a. out of school hours, by a school on school premises or by a local authority;
 - i. for children who are not disabled in respect of the period beginning on their eight birthday and ending on the day preceding the first Monday in September following their fifteenth birthday; or
 - ii. for children who are disabled in respect of the period beginning on their eight birthday and ending on the day preceding the first Monday in September following their sixteenth birthday; or

- b. by a child care provider approved in accordance with by the Tax Credit (New Category of Child Care Provider) Regulations 1999;
- c. by persons registered under Part 2 of the Children and Families (Wales) Measure 2010; or
- d. by a person who is excepted from registration under Part 2 of the Children and Families (Wales) Measure 2010 because the child care that person provides is in a school or establishment referred to in article 11, 12 or 14 of the Child Minding and Day Care Exceptions (Wales) order 2010; or
- e. by;
 - i. persons registered under section 59(1) of the Public Services Reform Scotland Act 2010; or
 - ii. local authorities registered under section 8(1) of that Act, where the care provided is child minding or daycare within the meaning of that Act; or
- f. by a person prescribed in regulations made pursuant to section 12(4) of the Tax Credits Act 2002 or
- g. by a person who is registered under Chapter 2 or 3 of Part 3 of the Childcare Act 2006; or
- h. by any of the schools mentioned in section 34(2) of the Childcare Act 2006 in circumstances where the requirement to register under Chapter 2 of Part 3 of that Act does not apply by virtue of section 34(2) of that Act; or
- i. by any of the schools mentioned in section 53(2) of the Childcare Act 2006 in circumstances where the requirement to register under Chapter 3 of Part 3 of that Act does not apply by virtue of section 53(2) of that Act; or
- j. by any of the establishments mentioned in section 18(5) of the Childcare Act 2006 in circumstances where the care is not included in the meaning of 'childcare' for the purposes of Part 1 and Part 3 of that Act by virtue of that subsection; or
- k. by a foster parent or kinship carer under the Fostering Services Regulations 2002, the Fostering Services (Wales) Regulations 2003 or the Looked After Children (Scotland) Regulations 2009 in relation to a child other than one whom the foster parent is fostering or kinship carer is looking after; or
- l. by a domiciliary care worker under the Domiciliary Care Agencies Regulations 2002 or the Domiciliary Care Agencies (Wales) Regulations 2004; or
- m. by a person who is not a relative of the child wholly or mainly in the child's home.

18.9 In paragraphs 18.6 and 18.8 a), 'the first Monday in September' means the Monday which first occurs in the month of September in any year.

18.10 Relevant child care charges shall be estimated over such period, not exceeding a year, as is appropriate in order that the average weekly charge may be estimated accurately having regard to information as to the amount of that charge provided by the child minder or person providing the care.

18.11 For the purposes of paragraph 18.1 c) the other member of a couple is incapacitated where

- a. the applicant's applicable amount includes a disability premium on account of the other member's incapacity or the support component or the work-related activity component on account of his having limited capability for work
- b. the applicant's applicable amount would include a disability premium on account of the other member's incapacity but for that other member being treated as capable of work by virtue of a determination made in accordance with regulation made under section 171E of the Act;
- c. the applicant's applicable amount would include the support component or the work-related activity component on account of the other member having limited capability for work but for that other member being treated as not having limited capability for work by virtue of a determination made in accordance with the Employment and Support Allowance Regulations 2008 or Employment and Support Regulations 2013;

- d. the applicant (within the meaning of this scheme) is, or is treated as, incapable of work and has been so incapable, or has been so treated as incapable, of work in accordance with the provisions of, and regulations made under, Part 12A of the Act (incapacity for work) for a continuous period of not less than 196 days; and for this purpose any two or more separate periods separated by a break of not more than 56 days shall be treated as one continuous period;
- e. the applicant (within the meaning of this scheme) has, or is treated as having, limited capability for work and has had, or been treated as having, limited capability for work in accordance with the Employment and Support Allowance Regulations 20018 or Employment and Support Regulations 2013 for a continuous period of not less than 196 days and for this purpose any two or more separate periods separated by a break of not more than 84 days must be treated as one continuous period;
- f. there is payable in respect of him one or more of the following pensions or allowances—
 - i. long-term incapacity benefit or short-term incapacity benefit at the higher rate under Schedule 4 to the Act;
 - ii. attendance allowance under section 64 of the Act;
 - iii. severe disablement allowance under section 68 of the Act;
 - iv. disability living allowance under section 71 of the Act;
 - v. personal independence payment under the Welfare Reform Act 2012;
 - vi. an AFIP;
 - vii. increase of disablement pension under section 104 of the Act;
 - viii. a pension increase paid as part of a war disablement pension or under an industrial injuries scheme which is analogous to an allowance or increase of disablement pension under head (ii), (iv) or (vii) above;
 - ix. main phase employment and support allowance;
- g. a pension or allowance to which head (ii), (iv), (vi) or (viii) of sub-paragraph (f) above refers was payable on account of his incapacity but has ceased to be payable in consequence of his becoming a patient, which in this section shall mean a person (other than a person who is serving a sentence of imprisonment or detention in a youth custody institution) who is regarded as receiving free in-patient treatment within the meaning of social security (Hospital In-Patients) Regulations 2005.
- h. an AFIP would be payable to that person but for any suspension of payment in accordance with any terms of the armed and reserve forces compensation scheme which allow for a suspension because a person is undergoing medical treatment in a hospital or similar institution;
- i. paragraphs (f) or (g) would apply to him if the legislative provisions referred to in those sub-paragraphs were provisions under any corresponding enactment having effect in Northern Ireland; or
- j. he has an invalid carriage or other vehicle provided to him by the Secretary of State under section 5(2)(a) of and Schedule 2 to the National Health Service Act 1977 or under section 46 of the National Health Service (Scotland) Act 1978 or provided by the Department of Health, Social Services and Public Safety in Northern Ireland under Article 30(1) of the Health and Personal Social Services (Northern Ireland) Order 1972.

18.12 For the purposes of paragraph 18.11 once paragraph 18.11d) applies to the applicant, if he then ceases, for a period of 56 days or less, to be incapable, or to be treated as incapable, of work, that paragraph shall, on his again becoming so incapable, or so treated as incapable, of work at the end of that period, immediately thereafter apply to him for so long as he remains incapable, or is treated as remaining incapable, of work.

18.12A For the purposes of paragraph 18.11, once paragraph 18.11e) applies to the applicant, if he then ceases, for a period of 84 days or less, to have, or to be treated as having, limited capability for work, that paragraph is, on his again having, or being treated as having, limited capability for work at the end of that period, immediately thereafter apply to him for so long as he has, or is treated as having, limited capability for work.

- 18.13 For the purposes of paragraphs 18.6 and 18.8 a), a person is disabled if he is a person—
- a. in respect of whom disability living allowance or personal independence payment is payable, or has ceased to be payable solely because he is a patient;
 - b. who is registered as blind in a register compiled under section 29 of the National Assistance Act 1948 (welfare services) or, in Scotland, has been certified as blind and in consequence he is registered as blind in a register maintained by or on behalf of a council constituted under section 2 of the Local Government (Scotland) Act 1994; or
 - c. who ceased to be registered as blind in such a register within the period beginning 28 weeks before the first Monday in September following that person's fifteenth birthday and ending on the day preceding that person's sixteenth birthday.

- 18.14 For the purposes of paragraph 18.1 a woman on maternity leave, paternity leave or adoption leave shall be treated as if she is engaged in remunerative work for the period specified in paragraph 18.15 ('the relevant period') provided that—
- a. in the week before the period of maternity leave, paternity leave or shared parental leave effective from 5/4/2015 or adoption leave began she was in remunerative work or adoption leave began she was in remunerative work;
 - b. the applicant is incurring relevant child care charges within the meaning of paragraph 18.5; and
 - c. she is entitled to either statutory maternity pay under section 164 of the Act, statutory paternity pay by virtue of section 171ZA or 171ZB of the Act statutory adoption pay by of section 171ZL of the Act, maternity allowance under section 35 of the Act or qualifying support.

- 18.15 For the purposes of paragraph 18.14 the relevant period shall begin on the day on which the person's maternity, paternity leave or adoption leave commences and shall end on—
- a. the date that leave ends;
 - b. if no child care element of working tax credit is in payment on the date that entitlement to maternity allowance, qualifying support, statutory maternity pay, statutory paternity pay or statutory adoption pay ends, the date that entitlement ends; or
 - c. if a child care element of working tax credit is in payment on the date that entitlement to maternity allowance or qualifying support, statutory maternity pay or statutory adoption pay ends, the date that entitlement to that award of the child care element of the working tax credits ends.
- whichever shall occur first.

- 18.16 In paragraphs 18.14 and 18.15
- a. 'qualifying support' means income support to which that person is entitled by virtue of paragraph 14B of Schedule 1B to the Income Support Regulations 1987; and
 - b. 'child care element' of working tax credit means the element of working tax credit prescribed under section 12 of the Tax Credits Act (child care element) 2002.

- 18.17 In this section 'applicant' does not include an applicant;
- (a) who has, or
 - (b) who (jointly with his partner) has,
- an award of universal credit

19.0 Average weekly earnings of employed earners

- 19.1 Where an applicant's income consists of earnings from employment as an employed earner his average weekly earnings shall be estimated by reference to his earnings from that employment—
- a. over a period immediately preceding the reduction week in which the claim is made or treated as made and being a period of
 - i. 5 weeks, if he is paid weekly; or
 - ii. 2 months, if he is paid monthly; or
 - b. whether or not sub-paragraph 19.1a i) or ii) applies, where an applicant's earnings fluctuate,

over such other period preceding the reduction week in which the claim is made or treated as made as may, in any particular case, enable his average weekly earnings to be estimated more accurately.

19.2 Where the applicant has been in his employment for less than the period specified in paragraph 19.1 a)(i) or (ii)

- a. if he has received any earnings for the period that he has been in that employment and those earnings are likely to represent his average weekly earnings from that employment his average weekly earnings shall be estimated by reference to those earnings;
- b. in any other case, the authority shall require the applicant's employer to furnish an estimate of the applicant's likely weekly earnings over such period as the authority may require and the applicant's average weekly earnings shall be estimated by reference to that estimate.

19.3 Where the amount of an applicant's earnings changes during an award the authority shall estimate his average weekly earnings by reference to his likely earnings from the employment over such period as is appropriate in order that his average weekly earnings may be estimated accurately but the length of the period shall not in any case exceed 52 weeks.

19.4 For the purposes of this section the applicant's earnings shall be calculated in accordance with sections 25 and 26

20.0 Average weekly earnings of self-employed earners

20.1 Where an applicant's income consists of earnings from employment as a self-employed earner his average weekly earnings shall be estimated by reference to his earnings from that employment over such period as is appropriate in order that his average weekly earnings may be estimated accurately but the length of the period shall not in any case exceed a year.

20.2 For the purposes of this section the applicant's earnings shall be calculated in accordance with section 27 to 29 of this scheme

21.0 Average weekly income other than earnings

21.1 An applicant's income which does not consist of earnings shall, except where paragraph 18.2 applies, be estimated over such period as is appropriate in order that his average weekly income may be estimated accurately but the length of the period shall not in any case exceed 52 weeks; and nothing in this paragraph shall authorise an authority to disregard any such income other than that specified in Schedule 4 of this scheme

21.2 The period over which any benefit under the benefit Acts is to be taken into account shall be the period in respect of which that support is payable.

21.3 For the purposes of this section income other than earnings shall be calculated in accordance with paragraphs 30 to 32 of this scheme

22.0 Calculation of average weekly income from tax credits

22.1 This section applies where an applicant receives a tax credit.

22.2 Where this section applies, the period over which a tax credit is to be taken into account shall be the period set out in paragraph 22.3

22.3 Where the instalment in respect of which payment of a tax credit is made is;

- a. a daily instalment, the period is 1 day, being the day in respect of which the instalment is paid;

- b. a weekly instalment, the period is 7 days, ending on the day on which the instalment is due to be paid;
- c. a two weekly instalment, the period is 14 days, commencing 6 days before the day on which the instalment is due to be paid;
- d. a four weekly instalment, the period is 28 days, ending on the day on which the instalment is due to be paid.

22.4 For the purposes of this section 'tax credit' means child tax credit or working tax credit.

23.0 Calculation of weekly income

23.1 For the purposes of sections 19 (average weekly earnings of employed earners), 21 (average weekly income other than earnings) and 22 (calculation of average weekly income from tax credits), where the period in respect of which a payment is made;

- a. does not exceed a week, the weekly amount shall be the amount of that payment;
- b. exceeds a week, the weekly amount shall be determined–
 - i. in a case where that period is a month, by multiplying the amount of the payment by 12 and dividing the product by 52;
 - ii. in any other case, by dividing the amount of the payment by the number equal to the number of days in the period to which it relates and multiplying the quotient by 7.

23.2 For the purpose of section 20 (average weekly earnings of self-employed earners) the weekly amount of earnings of an applicant shall be determined by dividing his earnings over the assessment period by the number equal to the number of days in that period and multiplying the quotient by 7.

24.0 Disregard of changes in tax, contributions etc.

24.1 In calculating the applicant's income the appropriate authority may disregard any legislative change

- a. in the basic or other rates of income tax;
- b. in the amount of any personal tax relief;
- c. in the rates of national insurance contributions payable under the Act or in the lower earnings limit or upper earnings limit for Class 1 contributions under the Act, the lower or upper limits applicable to Class 4 contributions under the Act or the amount specified in section 11(4) of the Act (small profits threshold in relation to Class 2 contributions);
- d. in the amount of tax payable as a result of an increase in the weekly rate of Category A, B, C or D retirement pension or any addition thereto or any graduated pension payable under the Act;
- e. in the maximum rate of child tax credit or working tax credit,

for a period not exceeding 30 reduction weeks beginning with the reduction week immediately following the date from which the change is effective.

25.0 Earnings of employed earners

25.1 Subject to paragraph 25.2, 'earnings' means in the case of employment as an employed earner, any remuneration or profit derived from that employment and includes–

- a. any bonus or commission;
- b. any payment in lieu of remuneration except any periodic sum paid to an applicant on account of the termination of his employment by reason of redundancy;
- c. any payment in lieu of notice or any lump sum payment intended as compensation for the loss of employment but only in so far as it represents loss of income;
- d. any holiday pay except any payable more than 4 weeks after termination or interruption of the employment;
- e. any payment by way of a retainer;

- f. any payment made by the applicant's employer in respect of expenses not wholly, exclusively and necessarily incurred in the performance of the duties of the employment, including any payment made by the applicant's employer in respect of—
- g. (i) travelling expenses incurred by the applicant between his home and his place of employment;
- (ii) expenses incurred by the applicant under arrangements made for the care of a member of his family owing to the applicant's absence from home;
- h. any award of compensation made under section 112(4) or 117(3)(a) of the Employment Rights Act 1996 (remedies and compensation for unfair dismissal);
- i. any payment or remuneration made under section 28, 34, 64, 68 or 70 of the Employment Rights Act 1996 (right to guarantee payments, remuneration on suspension on medical or maternity grounds, complaints to employment tribunals);
- j. any such sum as is referred to in section 112 of the Act (certain sums to be earnings for social security purposes);
- k. any statutory sick pay, statutory maternity pay, statutory paternity pay, shared parental pay or statutory adoption pay, or a corresponding payment under any enactment having effect in Northern Ireland;
- l. any remuneration paid by or on behalf of an employer to the applicant who for the time being is on maternity leave, paternity leave, shared parental pay or adoption leave or is absent from work because he is ill;
- m. the amount of any payment by way of a non-cash voucher which has been taken into account in the computation of a person's earnings in accordance with Part 5 of Schedule 3 to the Social Security (Contributions) Regulations 2001 as amended.

25.2 Earnings shall not include—

- a. subject to paragraph 25.3, any payment in kind;
- b. any payment in respect of expenses wholly, exclusively and necessarily incurred in the performance of the duties of employment;
- c. any occupational pension
- d. any payment in respect of expenses arising out of an applicant participating as a service user.

25.3 Paragraph 25.2 a) shall not apply in respect of any non-cash voucher referred to in paragraph 25.1 l)

26.0 Calculation of net earnings of employed earners

26.1 For the purposes of section 19 (average weekly earnings of employed earners), the earnings of an applicant derived or likely to be derived from employment as an employed earner to be taken into account shall, subject to paragraph 26.2, be his net earnings.

26.2 There shall be disregarded from an applicant's net earnings, any sum, where applicable, specified in paragraphs 1 to 14 of Schedule 3.

26.3 For the purposes of paragraph 26.1 net earnings shall, except where paragraph 26.6 applies, be calculated by taking into account the gross earnings of the applicant from that employment over the assessment period, less;

- a. any amount deducted from those earnings by way of
 - i) income tax;
 - ii) primary Class 1 contributions under the Act;
- b. one-half of any sum paid by the applicant by way of a contribution towards an occupational pension scheme;
- c. one-half of the amount calculated in accordance with paragraph 26.5 in respect of any qualifying contribution payable by the applicant; and
- d. where those earnings include a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay, statutory

maternity pay, statutory paternity pay or statutory adoption pay, any amount deducted for those earnings by way of any contributions which are payable under any enactment having effect in Northern Ireland and which correspond to primary Class 1 contributions under the Act.

26.4 In this section 'qualifying contribution' means any sum which is payable periodically as a contribution towards a personal pension scheme.

26.5 The amount in respect of any qualifying contribution shall be calculated by multiplying the daily amount of the qualifying contribution by the number equal to the number of days in the assessment period; and for the purposes of this section the daily amount of the qualifying contribution shall be determined—

- a. where the qualifying contribution is payable monthly, by multiplying the amount of the qualifying contribution by 12 and dividing the product by 365;
- b. in any other case, by dividing the amount of the qualifying contribution by the number equal to the number of days in the period to which the qualifying contribution relates.

26.6 Where the earnings of an applicant are estimated under sub-paragraph (b) of paragraph 2) of the section 19 (average weekly earnings of employment earners), his net earnings shall be calculated by taking into account those earnings over the assessment period, less—

- a. an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 257(1) of the Income and Corporation Taxes Act 1988 (personal allowances) as is appropriate to his circumstances but, if the assessment period is less than a year, the earnings to which the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax is to be applied and the amount of the personal relief deductible under this sub-paragraph shall be calculated on a pro rata basis;
- b. an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the Act in respect of those earnings if such contributions were payable; and
- c. one-half of any sum which would be payable by the applicant by way of a contribution towards an occupational or personal pension scheme, if the earnings so estimated were actual earnings.

27.0 Earnings of self-employed earners

27.1 Subject to paragraph 27.2, 'earnings', in the case of employment as a self-employed earner, means the gross income of the employment any allowance paid under section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990 to the applicant for the purpose of assisting him in carrying on his business unless at the date of claim the allowance has been terminated.

27.2 'Earnings' shall not include any payment to which paragraph 27 or 28 of Schedule 4 refers (payments in respect of a person accommodate with the applicant under arrangements made by a local authority or voluntary organisation and payments made to the applicant by a health authority, local authority or voluntary organisation in respect of persons temporarily in the applicant's care) nor shall it include any sports award.

27.3 This paragraph applies to—

- a. royalties or other sums paid as a consideration for the use of, or the right to use, any copyright, design, patent or trade mark; or
- b. any payment in respect of any—
 - (i) book registered under the Public Lending Right Scheme 1982; or
 - (ii) work made under any international public lending right scheme that is analogous to the Public Lending Right Scheme 1982, where the applicant is the first owner of the

copyright, design, patent or trade mark, or an original contributor to the book of work concerned.

- 27.4 Where the applicant's earnings consist of any items to which paragraph 27.3 applies, those earnings shall be taken into account over a period equal to such number of weeks as is equal to the number obtained (and any fraction is to be treated as a corresponding fraction of a week) by dividing the earnings by:
- a. the amount of the reduction under this scheme which would be payable had the payment not been made; plus
- an amount equal to the total of the sums which would fall to be disregarded from the payment under Schedule 3 (sums to be disregarded in the calculation of earnings) as appropriate in the applicant's case

28.0 Calculation of net profit of self-employed earners

- 28.1 For the purposes of section 20 (average weekly earnings of self-employed earners) the earnings of an applicant to be taken into account shall be
- a. in the case of a self-employed earner who is engaged in employment on his own account, the net profit derived from that employment;
 - b. in the case of a self-employed earner whose employment is carried on in partnership or is that of a share fisherman within the meaning of the Social Security (Mariners' Benefits) Regulations 1975, his share of the net profit derived from that employment, less—
 - i. an amount in respect of income tax and of national insurance contributions payable under the Act calculated in accordance with section 29 (deduction of tax and contributions for self-employed earners); and
 - ii. one-half of the amount calculated in accordance with paragraph (11) in respect of any qualifying premium.
- 28.2 There shall be disregarded from an applicant's net profit, any sum, where applicable, specified in paragraph 1 to 14 of Schedule 3.
- 28.3 For the purposes of paragraph 28.1 a) the net profit of the employment must, except where paragraph 28.9 applies, be calculated by taking into account the earnings for the employment over the assessment period less
- a. subject to paragraphs 28.5 to 28.7, any expenses wholly and exclusively incurred in that period for the purposes of that employment;
 - b. an amount in respect of;
 - (i) income tax, and
 - (ii) national insurance contributions payable under the Act, calculated in accordance with section 29 (deduction of tax and contributions for self-employed earners); and
 - c. one-half of the amount calculated in accordance with paragraph (28.11) in respect of any qualifying premium.
- 28.4 For the purposes of paragraph 28.1b) the net profit of the employment shall be calculated by taking into account the earnings of the employment over the assessment period less, subject to paragraphs 28.5 to 28.8, any expenses wholly and exclusively incurred in that period for the purposes of the employment.
- 28.5 Subject to paragraph 28.6 no deduction shall be made under paragraph 28.3 a) or 28.4, in respect of—
- a. any capital expenditure;
 - b. the depreciation of any capital asset;
 - c. any sum employed or intended to be employed in the setting up or expansion of the employment;
 - d. any loss incurred before the beginning of the assessment period;
 - e. the repayment of capital on any loan taken out for the purposes of the employment;

- f. any expenses incurred in providing business entertainment, and
 - g. any debts, except bad debts proved to be such, but this sub-paragraph shall not apply to any expenses incurred in the recovery of a debt.
- 28.6 A deduction shall be made under paragraph 28.3 a) or 28.4 in respect of the repayment of capital on any loan used for–
- a. the replacement in the course of business of equipment or machinery; and
 - b. the repair of an existing business asset except to the extent that any sum is payable under an insurance policy for its repair.
- 28.7 The authority shall refuse to make deduction in respect of any expenses under paragraph 28.3 a) or 28.4 where it is not satisfied given the nature and the amount of the expense that it has been reasonably incurred.
- 28.8 For the avoidance of doubt–
- a. deduction shall not be made under paragraph 28.3 a) or 28.4 in respect of any sum unless it has been expended for the purposes of the business;
 - b. a deduction shall be made thereunder in respect of–
 - i. the excess of any value added tax paid over value added tax received in the assessment period;
 - ii. any income expended in the repair of an existing business asset except to the extent that any sum is payable under an insurance policy for its repair;
 - iii. any payment of interest on a loan taken out for the purposes of the employment
- 28.9 Where an applicant is engaged in employment, as a child minder the net profit of the employment shall be one-third of the earnings of that employment, less an amount in respect of
- a. income tax; and
 - b. national insurance contributions payable under the Act, calculated in accordance with section 29 (deduction of tax and contributions for self-employed earners); and
 - c. one-half of the amount calculated in accordance with paragraph 28.1 in respect of any qualifying contribution
- 28.10 For the avoidance of doubt where an applicant is engaged in employment as a self-employed earner and he is also engaged in one or more other employments as a self-employed or employed earner any loss incurred in any one of his employments shall not be offset against his earnings in any other of his employments.
- 28.11 The amount in respect of any qualifying premium shall be calculated by multiplying the daily amount of the qualifying premium by the number equal to the number of days in the assessment period; and for the purposes of this section the daily amount of the qualifying premium shall be determined
- a. where the qualifying premium is payable monthly, by multiplying the amount of the qualifying premium by 12 and divided the product by 365;
 - b. in any other case, by dividing the amount of the qualifying premium by the number equal to the number of days in the period to which the qualifying premium relates.
- 28.12 In this section, ‘qualifying premium’ means any premium which is payable periodically in respect of a personal pension scheme and is so payable on or after the date of claim.
- 29.0 Deduction of tax and contributions of self-employed earners**
- 29.1 The amount to be deducted in respect of income tax under section 28.1b) i), 28.3 b) i) or 28.9 a) i) (calculation of net profit of self-employed earners) shall be calculated on the basis of the amount of chargeable income and as if that income were assessable to income tax at the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax applicable to the

assessment period less only the personal relief to which the applicant is entitled under section 257(1) of the Income and Corporation Taxes Act 1988 (personal allowances) as is appropriate to his circumstances; but, if the assessment period is less than a year, the earnings to which the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax is to be applied and the amount of the personal reliefs deductible under this paragraph shall be calculated on a pro rata basis.

29.2 The amount to be deducted in respect of national insurance contributions under paragraphs 28.1 1 b(i); 28.3 b ii) or 28.9 a shall be the total of—

- a. the amount of Class 2 contributions payable under section 11(1) or, as the case may be, 11(3) of the Act at the rate applicable to the assessment period except where the applicant's chargeable income is less than the amount specified in section 11(4) of the Act (small profits threshold) for the tax year applicable to the assessment period; but if the assessment period is less than a year, the amount specified for that tax year shall be reduced pro rata; and
- b. the amount of Class 4 contributions (if any) which would be payable under section 15 of the Act (Class 4 contributions recoverable under the Income Tax Acts) at the percentage rate applicable to the assessment period on so much of the chargeable income as exceeds the lower limit but does not exceed the upper limit of profits and gains applicable for the tax year applicable to the assessment period; but if the assessment period is less than a year, those limits shall be reduced pro rata.

29.3 In this section 'chargeable income' means—

- a. except where sub-paragraph (b) applies, the earnings derived from the employment less any expenses deducted under paragraph (28.3)(a) or, as the case may be, (28.4) of section 28;
- b. in the case of employment as a child minder, one-third of the earnings of that employment.

30.0 Calculation of income other than earnings

30.1 For the purposes of section 21 (average weekly income other than earnings), the income of an applicant which does not consist of earnings to be taken into account shall, subject to paragraphs 27.2 to 27.4, be his gross income and any capital treated as income under section 31 (capital treated as income).

30.2 There shall be disregarded from the calculation of an applicant's gross income under paragraph 30.2, any sum, where applicable, specified in Schedule 4.

30.3 Where the payment of any benefit under the benefit Acts is subject to any deduction by way of recovery the amount to be taken into account under paragraph 30.1 shall be the gross amount payable.

30.4 Where the applicant or, where he is a member of a couple, his partner is receiving a contributory employment and support allowance and that benefit has been reduced under regulation 63 of the Employment and Support Allowance Regulations, the amount of that benefit to be taken into account is the amount as if it had not been reduced.

30.5 Where an award of any working tax credit or child tax credit under the Tax Credits Act is subject to a deduction by way of recovery of an overpayment of working tax credit or child tax credit which arose in a previous tax year the amount to be taken into account under paragraph 27.1 shall be the amount of working tax credit or child tax credit awarded less the amount of that deduction.

30.6 In paragraph 30.5 'tax year' means a period beginning with 6th April in one year and ending with 5th April in the next.

30.7 Paragraph 30.8 and 30.9 apply where a relevant payment has been made to a person in an academic year; and that person abandons, or is dismissed from, his course of study before the payment to him of the final instalment of the relevant payment.

30.8 Where a relevant payment is made quarterly, the amount of a relevant payment to be taken into account for the assessment period for the purposes of paragraph 30.1 in respect of a person to whom paragraph 30.7 applies, shall be calculated by applying the formula—

$$\frac{A - (B \times C)}{D}$$

D

Where

A = the total amount of the relevant payment which that person would have received had he remained a student until the last day of the academic term in which he abandoned, or was dismissed from, his course, less any deduction under paragraph 51.5

B = the number of reduction weeks from the reduction week immediately following that which includes the first day of that academic year to the reduction week which includes the day on which the person abandoned, or was dismissed from, his course;

C = the weekly amount of the relevant payment, before the application of the £10 disregard, which would have been taken into account as income under paragraph 51.2 had the person not abandoned or been dismissed from, his course and, in the case of a person who was not entitled to council tax support immediately before he abandoned or was dismissed from his course, had that person, at that time, been entitled to housing benefit;

D = the number of reduction weeks in the assessment period.

30.9 Where a relevant payment is made by two or more instalments in a quarter, the amount of a relevant payment to be taken into account for the assessment period for the purposes of paragraph 30.1 in respect of a person to whom paragraph (30.8) applies, shall be calculated by applying the formula in paragraph 30.8 but as if—

A = the total amount of relevant payments which that person received, or would have received, from the first day of the academic year to the day the person abandoned the course, or was dismissed from it, less any deduction under paragraph 51.5

30.10 In this section— ‘academic year’ and ‘student loan’ shall have the same meanings as for the purposes of sections 43 to 45, ‘assessment period’ means—

a. in a case where a relevant payment is made quarterly, the period beginning with the reduction week which includes the day on which the person abandoned, or was dismissed from, his course and ending with the reduction week which includes the last day of the last quarter for which an instalment of the relevant payment was payable to that person;

b. in a case where the relevant payment is made by two or more instalments in a quarter, the period beginning with the reduction week which includes the day on which the person abandoned, or was dismissed from, his course and ending with the reduction week which includes—

i. the day immediately before the day on which the next instalment of the relevant payment would have been due had the payments continued; or

ii. the last day of the last quarter for which an instalment of the relevant payment was payable to that person.

whichever of those dates is earlier

‘quarter’ in relation to an assessment period means a period in that year beginning on;

a. 1st January and ending on 31st March;

b. 1st April and ending on 30th June;

c. 1st July and ending on 31st August; or

d. 1st September and ending on 31st December;

‘relevant payment’ means either a student loan or an amount intended for the maintenance of dependants referred to in paragraph 46.7 or both.

30.11 For the avoidance of doubt there shall be included as income to be taken into account under

paragraph 30.1

- a. any payment to which paragraph 25.2 (payments not earnings) applies; or
- b. in the case of an applicant who is receiving support under section 95 or 98 of the Immigration and Asylum Act including support provided by virtue of regulations made under Schedule 9 to that Act, the amount of such support provided in respect of essential living needs of the applicant and his dependants (if any) as is specified in regulations made under paragraph 3 of Schedule 8 to the Immigration and Asylum Act.

31.0 Capital treated as income

31.1 Any capital payable by instalments which are outstanding at the date on which the claim is made or treated as made, or, at the date of any subsequent revision or supersession, shall, if the aggregate of the instalments outstanding and the amount of the applicant's capital otherwise calculated in accordance with sections 33 to 42 of this scheme exceeds £6,000, be treated as income.

31.2 Any payment received under an annuity shall be treated as income.

31.3 Any earnings to the extent that they are not a payment of income shall be treated as income.

31.4 Any Career Development Loan paid pursuant to section 2 of the Employment and Training Act 1973 Act shall be treated as income

31.5 Where an agreement or court order provides that payments shall be made to the applicant in consequence of any personal injury to the applicant and that such payments are to be made, wholly or partly, by way of periodic payments, any such periodic payments received by the applicant (but not a payment which is treated as capital), shall be treated as income.

32.0 Notional income

32.1 An applicant shall be treated as possessing income of which he has deprived himself for the purpose of securing entitlement of support or increasing the amount of that support.

32.2 Except in the case of—

- a. a discretionary trust;
- b. a trust derived from a payment made in consequence of a personal injury;
- c. a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund where the applicant has not attained the qualifying age for state pension credit;
- d. any sum to which paragraph 47(2)(a) of Schedule 5 (capital to be disregarded) applies which is administered in the way referred to in paragraph 47(1)(a);
- e. any sum to which paragraph 48(a) of Schedule 5 refers;
- f. rehabilitation allowance made under section 2 of the 1973 Act;
- g. child tax credit; or
- h. working tax credit,
- i. any sum to which paragraph 32.13 applies;

any income which would become available to the applicant upon application being made, but which has not been acquired by him, shall be treated as possessed by the applicant but only from the date on which it could be expected to be acquired were an application made.

32.3 – 32.5 Not used

32.6 Any payment of income, other than a payment of income specified in paragraph 32.7 made—
a. to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) shall, where that payment is a payment of an occupational pension, a pension or other periodical payment made under or by a

- personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
- b. to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) shall, where it is not a payment referred to in sub-paragraph a), be treated as possessed by that single applicant or by that member to the extent that it is used for the food, ordinary clothing or footwear, household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;
- c. to a single applicant or a member of the family in respect of a third party (but not in respect of another member of that family) shall be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.

32.7 Paragraph 32.6 shall not apply in respect of a payment of income made:

- a. under the Macfarlane Trust, the Macfarlane (Special Payments) Trust, the Macfarlane (Special Payments) (No. 2) Trust, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006);
- b. pursuant to section 19(1)(a) of the Coal Industry Act 1994 (concessionary coal);
- c. pursuant to section 2 of the 1973 Act in respect of a person's participation—
 - (i) in an employment programme specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations;
 - (ii) in a training scheme specified in regulation 75(1)(b)(ii) of those Regulations;
 - (iii) in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations;
 - (iv) in a qualifying course within the meaning specified in regulation 17A(7) of those Regulations or;
 - (v) in the Flexible New Deal specified in regulation 75(1)(a)(v) of those Regulations;
- d. in respect of a person's participation in the Work for Your Benefit Pilot Scheme
- e. in respect of a previous participation in the Mandatory Work Activity Scheme;
- f. in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme;
- g. under an occupational pension scheme, in respect of a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where—
 - (i) a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;
 - (ii) the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and
 - (iii) the person referred to in (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.

32.8 Where an applicant is in receipt of any benefit (other than council tax support) under the benefit Acts and the rate of that benefit is altered with effect from a date on or after 1st April in any year but not more than 14 days thereafter, the authority shall treat the applicant as possessing such benefit at the altered rate from either 1st April or the first Monday in April in that year, whichever date the authority shall select to apply in its area, to the date on which the altered rate is to take effect.

32.9 Subject to paragraph 32.10, where—

- a. applicant performs a service for another person; and
- b. that person makes no payment of earnings or pays less than that paid for a comparable employment in the area, the authority shall treat the applicant as possessing such earnings (if any) as is reasonable for that employment unless the applicant satisfies the authority that the means of that person are insufficient for him to pay or to pay more for

the service.

32.10 Paragraph 32.9 shall not apply–

- a. to an applicant who is engaged by a charitable or voluntary organisation or who is a volunteer if the authority is satisfied in any of those cases that it is reasonable for him to provide those services free of charge; or
- b. in a case where the service is performed in connection with–
 - (i) the applicant’s participation in an employment or training programme in accordance with regulation 19(1)(q) of the Jobseeker’s Allowance Regulations, other than where the service is performed in connection with the applicant’s participation in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations or
 - (ii) the applicant’s or the applicant’s partner’s participation in an employment or training programme as defined in regulation 19(3) of those Regulations for which a training allowance is not payable or, where such an allowance is payable, it is payable for the sole purpose of reimbursement of travelling or meal expenses to the person participating in that programme ; or
- c. to an applicant who is participating in a work placement approved by the Secretary of State (or a person providing services to the Secretary of State) before the placement starts.

32.10A In paragraph 32.10 (c) ‘work placement’ means practical work experience which is not undertaken in expectation of payment.

32.11 Where an applicant is treated as possessing any income under any of paragraph 32.1 to (32.8), the foregoing provisions of this scheme shall apply for the purposes of calculating the amount of that income as if a payment has actually been made and as if it were actual income which he does possess.

32.12 Where an applicant is treated a possessing any earnings under paragraph 32.9 the foregoing provisions of this scheme shall apply for the purposes of calculating the amount of those earnings as if a payment had actually been made and as if they were actual earnings which he does possess except that paragraph (3) of section 26 (calculation of net earnings of employed earners) shall not apply and his net earnings shall be calculated by taking into account those earnings which he is treated as possessing, less;

- a. an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the starting rate or, as the case may be, the starting rate and the basic rate or in the case of a Scottish taxpayer, the Scottish basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 257(1) of the Income and Corporation Taxes Act 1988 (personal allowances) as is appropriate to his circumstances; but, if the assessment period is less than a year, the earnings to which the starting rate of tax is to be applied and the amount of the personal relief deductible under this sub-paragraph shall be calculated on a pro rate basis;
- b. an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the Act in respect of those earnings if such contributions were payable; and
- c. one-half of any sum payable by the applicant by way of a contribution towards an occupational or personal pension scheme.

32.13 Paragraphs (32.1), (32.2), (32.6) and (32.9) shall not apply in respect of any amount of income other than earnings, or earnings of an employed earner, arising out of the applicant’s participation as a service user.

Sections 33 – 42 & Schedule 5

Definition and the treatment of capital for Council Tax Support purposes

33.0 Capital limit

33.1 For the purposes of this scheme, the prescribed amount is £16,000 and no support shall be granted when the applicant has an amount greater than this level.

34.0 Calculation of capital

34.1 For the purposes of this scheme, the capital of an applicant to be taken into account shall, subject to paragraph (34.2), be the whole of his capital calculated in accordance with this scheme and any income treated as capital under section 36 (income treated as capital).

34.2 There shall be disregarded from the calculation of an applicant's capital under paragraph (34.1), any capital, where applicable, specified in Schedule 5.

35.0 Disregard of capital of child and young person

35.1 The capital of a child or young person who is a member of the applicant's family shall not be treated as capital of the applicant.

36.0 Income treated as capital

36.1 Any bounty derived from employment to which paragraph 8 of Schedule 3 applies and paid at intervals of at least one year shall be treated as capital.

36.2 Any amount by way of a refund of income tax deducted from profits or emoluments chargeable to income tax under Schedule D or E shall be treated as capital.

36.3 Any holiday pay which is not earnings under section 25(1)(d) (earnings of employed earners) shall be treated as capital.

36.4 Except any income derived from capital disregarded under paragraphs 1, 2, 4, 8, 14 or 25 to 28, 47 or 48 of Schedule 5, any income derived from capital shall be treated as capital but only from the date it is normally due to be credited to the applicant's account.

36.5 In the case of employment as an employed earner, any advance of earnings or any loan made by the applicant's employer shall be treated as capital.

36.6 Any charitable or voluntary payment which is not made or due to be made at regular intervals, other than a payment which is made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Independent Living Fund (2006) or the London Bombings Charitable Relief Fund, shall be treated as capital.

36.7 There shall be treated as capital the gross receipts of any commercial activity carried on by a person in respect of which assistance is received under the self-employment route, but only in so far as those receipts were payable into a special account during the period in which that person was receiving such assistance.

36.8 Any arrears of subsistence allowance which are paid to an applicant as a lump sum shall be treated as capital.

36.9 Any arrears of working tax credit or child tax credit shall be treated as capital.

37.0 Calculation of capital in the United Kingdom

37.1 Capital which an applicant possesses in the United Kingdom shall be calculated at its current market or surrender value less—

- a. where there would be expenses attributable to the sale, 10 per cent.; and
- b. the amount of any encumbrance secured on it;

38.0 Calculation of capital outside the United Kingdom

38.1 Capital which an applicant possesses in a country outside the United Kingdom shall be calculated

- a. in a case where there is no prohibition in that country against the transfer to the United Kingdom of an amount equal to its current market or surrender value in that country, at that value.
- b. in a case where there is such a prohibition, at the price which it would realise if sold in the United Kingdom to a willing buyer,
less, where there would be expenses attributable to sale, 10 per cent. and the amount of any encumbrances secured on it.

39.0 Notional capital

39.1 An applicant shall be treated as possessing capital of which he has deprived himself for the purpose of securing entitlement to council tax support or increasing the amount of that support except to the extent that that capital is reduced in accordance with section 40 (diminishing notional capital rule).

39.2 Except in the case of

- (a) a discretionary trust; or
- (b) a trust derived from a payment made in consequence of a personal injury; or
- (c) any loan which would be obtained only if secured against capital disregarded under Schedule 5; or
- (d) a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund; or
- (e) any sum to which paragraph 47(2)(a) of Schedule 5 (capital to be disregarded) applies which is administered in the way referred to in paragraph 47(1)(a); or
- (f) any sum to which paragraph 48(a) of Schedule 5 refers; or
- (g) child tax credit; or
- (h) working tax credit,

any capital which would become available to the applicant upon application being made, but which has not been acquired by him, shall be treated as possessed by him but only from the date on which it could be expected to be acquired were an application made.

39.3 Any payment of capital, other than a payment of capital specified in paragraph (39.4), made

- (a) to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) shall, where that payment is a payment of an occupational pension, a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
- (b) to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) shall, where it is not a payment referred to in sub-paragraph (a), be treated as possessed by that single applicant or by that member to the extent that it is used for the food, ordinary clothing or footwear, household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;
- (c) to a single applicant or a member of the family in respect of a third party (but not in respect of another member of that family) shall be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.

39.4 Paragraph 39.3 shall not apply in respect of a payment of capital made:

- a. under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent

Living Fund (2006), the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund;

- b. pursuant to section 2 of the 1973 Act in respect of a person's participation:
 - i. in an employment programme specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations;
 - ii. in a training scheme specified in regulation 75(1)(b)(ii) of those Regulations;
 - iii. in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations;
 - iv. in a qualifying course within the meaning specified in regulation 17A(7) of those Regulations; or
 - v. in the Flexible New Deal specified in regulation 75(1)(a)(v) of those Regulations;
- c. in respect of a person's participation in the Mandatory Work Activity Scheme;
- d. Enterprise Scheme;
- e. in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme or Back to Work Scheme;
- f. under an occupational pension scheme, in respect of a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where—
 - i. a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;
 - ii. the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and
 - iii. the person referred to in (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.

39.5 Where an applicant stands in relation to a company in a position analogous to that of a sole owner or partner in the business of that company, he may be treated as if he were such sole owner or partner and in such a case

- (a) the value of his holding in that company shall, notwithstanding section 34 (calculation of capital) be disregarded; and
- (b) he shall, subject to paragraph 39.6, be treated as possessing an amount of capital equal to the value or, as the case may be, his share of the value of the capital of that company and the foregoing provisions of this Section shall apply for the purposes of calculating that amount as if it were actual capital which he does possess.

39.6 For so long as the applicant undertakes activities in the course of the business of the company, the amount which, he is treated as possessing under paragraph 39.5 shall be disregarded.

39.7 Where an applicant is treated as possessing capital under any of paragraphs 39.1 to 39.2 the foregoing provisions of this Section shall apply for the purposes of calculating its amount as if it were actual capital, which he does possess.

40.0 Diminishing notional capital rule

40.1 Where an applicant is treated as possessing capital under section 39.1 (notional capital), the amount which he is treated as possessing;

- (a) in the case of a week that is subsequent to
 - (i) the relevant week in respect of which the conditions set out in paragraph 40.2 are satisfied; or
 - (ii) a week which follows that relevant week and which satisfies those conditions, shall be reduced by an amount determined under paragraph 40.3;
- (b) in the case of a week in respect of which paragraph 40.1(a) does not apply but where
 - (i) that week is a week subsequent to the relevant week; and
 - (ii) that relevant week is a week in which the condition in paragraph 40.4 is satisfied, shall be reduced by the amount determined under paragraph 40.4.

40.2 This paragraph applies to a reduction week or part-week where the applicant satisfies the

conditions that

- (a) he is in receipt of council tax support; and
- (b) but for paragraph 39.1, he would have received an additional amount of council tax support in that week.

40.3 In a case to which paragraph 40.2 applies, the amount of the reduction for the purposes of paragraph 40.1(a) shall be equal to the aggregate of

- (a) In a case to which paragraph 40.2 applies, the amount of the reduction for the purposes of paragraph 40.1(a) shall be equal to the aggregate of:
 - a. the additional amount to which sub-paragraph 40.2 (b) refers;
 - b. where the applicant has also claimed housing benefit, the amount of any housing benefit or any additional amount of that benefit to which he would have been entitled in respect of the whole or part of the reduction week to which paragraph 40.2 refers but for the application of regulation 49(1) of the Housing Benefit Regulations 2006 (notional capital);
 - c. where the applicant has also claimed income support, the amount of income support to which he would have been entitled in respect of the whole or part of the reduction week to which paragraph 40.2 refers but for the application of regulation 51(1) of the Income Support Regulations (notional capital);
 - d. where the applicant has also claimed a jobseeker's allowance, the amount of an income-based jobseeker's allowance to which he would have been entitled in respect of the whole or part of the reduction week to which paragraph 40.2 refers but for the application of regulation 113 of the Jobseeker's Allowance Regulations 1996 (notional capital) and
 - e. where the applicant has also claimed an employment and support allowance, the amount of an income-related employment and support allowance to which he would have been entitled in respect of the whole or part of reduction week to which paragraph 40.2 refers but for the application of regulation 115 of the Employment and Support Allowance Regulations 2008 (notional capital).

40.4 Subject to paragraph 40.5, for the purposes of paragraph 40.1(b) the condition is that the applicant would have been entitled to council tax support in the relevant week but for paragraph 39.1, and in such a case the amount of the reduction shall be equal to the aggregate of

- (a) the amount of council tax support to which the applicant would have been entitled in the relevant week but for paragraph 39.1; and for the purposes of this sub-paragraph is the amount is in respect of a part-week, that amount shall be determined by dividing the amount of council tax support to which he would have been so entitled by the number equal to the number of days in the part-week and multiplying the quotient so obtained by 7;
- (b) if the applicant would, but for regulation 49(1) of the Housing Benefit Regulations, have been entitled to housing benefit or to an additional amount of housing benefit in respect of the reduction week which includes the last day of the relevant week, the amount which is equal to—
 - (i) in a case where no housing benefit is payable, the amount to which he would have been entitled; or
 - (ii) in any other case, the amount equal to the additional amount of housing benefit to which he would have been entitled,and, for the purposes of this sub-paragraph, if the amount is in respect of a part-week, that amount shall be determined by dividing the amount of housing benefit to which he would have been so entitled by the number equal to that number of days in the part-week and multiplying the quotient so obtained by 7;
- (c) if the applicant would, but for regulation 51(1) of the Income Support Regulations, have been entitled to income support in respect of the reduction week, within the meaning of regulation 2(1) of those Regulations, which includes the last day of the relevant week, the amount to which he would have been entitled and, for the purposes of this sub-paragraph, if the amount is in respect of a part-week, that amount shall be determined by dividing the amount of the income support to which he would have been so entitled by the number equal to the number of days in the part- week and multiplying the quotient so obtained by 7

- (d) if the applicant would, but for regulation 113 of the Jobseeker's Allowance Regulations, have been entitled to an income-based jobseeker's allowance in respect of the reduction week, within the meaning of this scheme, which includes the last day of the relevant week, the amount to which he would have been entitled and, for the purposes of this sub-paragraph, if the amount is in respect of a part-week, that amount shall be determined by dividing the amount of the income-based jobseeker's allowance to which he would have been so entitled by the number equal to the number of days in the part-week and multiplying the quotient so obtained by 7; and
- (e) if the applicant would, but for regulation 115 of the Employment and Support Allowance Regulations, have been entitled to an income-related employment and support allowance in respect of the reduction week, within the meaning of regulation 2(1) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled and, for the purposes of this sub-paragraph, if the amount is in respect of a part-week, that amount must be determined by dividing the amount of the income-related employment and support allowance to which he would have been so entitled by the number equal to the number of days in that part-week and multiplying the quotient so obtained by 7.

40.5 The amount determined under paragraph 40.4 shall be re-determined under that paragraph if the applicant makes a further claim for council tax support and the conditions in paragraph 40.6 are satisfied, and in such a case—

- (a) sub-paragraphs (a) to (d) of paragraph 40.4 shall apply as if for the words 'relevant week' there were substituted the words 'relevant subsequent week'; and
- (b) subject to paragraph 40.7, the amount as re-determined shall have effect from the first week following the relevant subsequent week in question.

40.6 The conditions are that

- (a) a further claim is made 26 or more weeks after
 - (i) the date on which the applicant made a claim for council tax support in respect of which he was first treated as possessing the capital in question under paragraph 39.1;
 - (ii) in a case where there has been at least one re-determination in accordance with paragraph 40.5, the date on which he last made a claim for council tax support which resulted in the weekly amount being re-determined, or
 - (iii) the date on which he last ceased to be entitled to council tax support, whichever last occurred; and
- (b) the applicant would have been entitled to council tax support but for paragraph 39.1.

40.7 The amount as re-determined pursuant to paragraph 40.5 shall not have effect if it is less than the amount which applied in that case immediately before the re-determination and in such a case the higher amount shall continue to have effect.

40.8 For the purposes of this section

- (a) 'part-week'
 - (i) in paragraph 40.4(a) means a period of less than a week for which council tax support is allowed;
 - (ii) in paragraph 40.4(b) means a period of less than a week for which housing benefit is payable;
 - (iii) in paragraph 40.4 (c),(d) and (e) means—
- (aa) a period of less than a week which is the whole period for which income support, an income-related employment and support allowance or, as the case may be, an income-based jobseeker's allowance is payable; and
- (bb) any other period of less than a week for which it is payable;
- (b) 'relevant week' means the reduction week or part-week in which the capital in question of which the applicant has deprived himself within the meaning of section 39.1
 - (i) was first taken into account for the purpose of determining his entitlement to council tax support; or
 - (ii) was taken into account on a subsequent occasion for the purpose of determining or

re-determining his entitlement to council tax support on that subsequent occasion and that determination or re-determination resulted in his beginning to receive, or ceasing to receive, council tax support;
and where more than one reduction week is identified by reference to heads (i) and (ii) of this sub-paragraph the later or latest such reduction week or, as the case may be, the later or latest such part-week;

- (c) 'relevant subsequent week' means the reduction week or part-week which includes the day on which the further claim or, if more than one further claim has been made, the last such claim was made.

41.0 Capital jointly held

- 41.1 Except where an applicant possesses capital which is disregarded under paragraph 39(5) (notional capital) where an applicant and one or more persons are beneficially entitled in possession to any capital asset they shall be treated as if each of them were entitled in possession to the whole beneficial interest therein in an equal share and the foregoing provisions of this Section shall apply for the purposes of calculating the amount of capital which the applicant is treated as possessing as if it were actual capital which the applicant does possess

42.0 Calculation of tariff income from capital

- 42.1 Where the applicant's capital is calculated in accordance with this scheme exceeds £6,000 it shall be treated as equivalent to a weekly income of £1 for each complete £250 of in excess of £6,000 but not exceeding £16,000
- 42.3 Notwithstanding paragraph 42.1 where any part of the excess is not a complete £250 that part shall be treated as equivalent to a weekly tariff income of £1.
- 42.4 For the purposes of paragraph 42.1, capital includes any income treated as capital under section 36 (income treated as capital).

Sections 43 - 56

Definition and the treatment of students for Council Tax Support purposes¹⁶

¹⁶ Amounts shown in sections 43 to 56 will be updated in line with the Housing Benefit Regulations 2006 (as amended)

43.0 Student related definitions

43.1 In this scheme the following definitions apply;

'academic year' means the period of twelve months beginning on 1st January, 1st April, 1st July or 1st September according to whether the course in question begins in the winter, the spring, the summer or the autumn respectively but if students are required to begin attending the course during August or September and to continue attending through the autumn, the academic year of the course shall be considered to begin in the autumn rather than the summer;

'access funds' means;

- a. grants made under section 68 of the Further and Higher Education Act 1992 for the purpose of providing funds on a discretionary basis to be paid to students;
- b. grants made under section 73(a) and (c) and 74(1) of the Education (Scotland) Act 1980;
- c. grants made under Article 30 of the Education and Libraries (Northern Ireland) Order 1993 or grants, loans or other payments made under Article 5 of the Further Education (Northern Ireland) Order 1997 in each case being grants, or grants, loans or other payments as the case may be, for the purpose of assisting students in financial difficulties;
- d. discretionary payments, known as "learner support funds", which are made available to students in further education by institutions out of funds provided by the Secretary of State under section 14 of the Education Act 2002 or the Chief Executive of Skills Funding under sections 100 and 101 of the Apprenticeships, Skills, Children and Learning Act 2009; or
- e. Financial Contingency Funds made available by the Welsh Ministers;

'college of further education' means a college of further education within the meaning of Part 1 of the Further and Higher Education (Scotland) Act 1992;

'contribution' means;

- a. any contribution in respect of the income of a student or any person which the Secretary of State, the Scottish Ministers or an education authority takes into account in ascertaining the amount of a student's grant or student loan; or
- b. any sums, which in determining the amount of a student's allowance or bursary in Scotland under the Education (Scotland) Act 1980, the Scottish Ministers or education authority takes into account being sums which the Scottish Ministers or education authority consider that it is reasonable for the following person to contribute towards the holder's expenses;
 - (i) the holder of the allowance or bursary;
 - (ii) the holder's parents;
 - (iii) the holder's parent's spouse, civil partner or a person ordinarily living with the holder's parent as if he or she were the spouse or civil partner of that parent; or
 - (iv) the holder's spouse or civil partner;

'course of study' means any course of study, whether or not it is a sandwich course and whether or not a grant is made for attending or undertaking it;

'covenant income' means the gross income payable to a full-time student under a Deed of Covenant by his parent;

'education authority' means a government department, a local authority as defined in section 579 of the Education Act 1996 (interpretation), a local education authority as defined in section 123 of the Local Government (Scotland) Act 1973, an education and library board established under Article 3 of the Education and Libraries (Northern Ireland) Order 1986, any body which is a research council for the purposes of the Science and Technology Act 1965 or any analogous government department, authority, board or body, of the Channel Islands, Isle of Man or any other country outside Great Britain;

'full-time course of study' means a full time course of study which;

- (a) is not funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, the Chief Executive of Skills Funding or by the Welsh Ministers or a full-time course of study which is not funded in whole or in part by the Scottish Ministers

- at a college of further education or a full-time course of study which is a course of higher education and is funded in whole or in part by the Scottish Ministers;;
- (b) is funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, the Chief Executive of Skills Funding or by the Welsh Ministers if it involves more than 16 guided learning hours per week for the student in question, according to the number of guided learning hours per week for that student set out—
- (i) in the case of a course funded by the Secretary of State under section 14 of the Education Act 2002 or the Chief Executive of Skills Funding, in the student’s learning agreement signed on behalf of the establishment which is funded by either of those persons for the delivery of that course; or
- (ii) in the case of a course funded by the Welsh Ministers, in a document signed on behalf of the establishment which is funded by that Council for the delivery of that course; or
- (c) is not higher education and is funded in whole or in part by the Scottish Ministers at a college of further education and involves—
- (i) more than 16 hours per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff according to the number of hours set out in a document signed on behalf of the college; or
- (ii) 16 hours or less per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff and additional hours using structured learning packages supported by the teaching staff where the combined total of hours exceeds 21 hours per week, according to the number of hours set out in a document signed on behalf of the college;

‘full-time student’ means a person attending or undertaking a full-time course of study and includes a student on a sandwich course;

‘grant’ (except in the definition of ‘access funds’) means any kind of educational grant or award and includes any scholarship, studentship, exhibition allowance or bursary but does not include a payment from access funds or any payment to which paragraph 12 of Schedule 4 or paragraph 53 of Schedule 5 applies;

‘grant income’ means

- (a) any income by way of a grant;
- (b) any contribution whether or not it is paid;

‘higher education’ means higher education within the meaning of Part 2 of the Further and Higher Education (Scotland) Act 1992; ‘last day of the course’ means;

- a. in the case of a qualifying course, the date on which the last day of that course falls or the date on which the final examination relating to that course is completed, whichever is the later;
- b. in any other case, the date on which the last day of the final academic term falls in respect of the course in which the student is enrolled;

‘period of study’ means—

- a. in the case of a course of study for one year or less, the period beginning with the start of the course and ending with the last day of the course;
- b. in the case of a course of study for more than one year, in the first or, as the case may be, any subsequent year of the course, other than the final year of the course, the period beginning with the start of the course or, as the case may be, the year’s start and ending with either—
- (i) the day before the start of the next year of the course in a case where the student’s grant or loan is assessed at a rate appropriate to his studying throughout the year, or, if he does not have a grant or loan, where a loan would have been assessed at such a rate had he had one; or
- (ii) in any other case, the day before the start of the normal summer vacation appropriate to his course;
- c. in the final year of a course of study of more than one year, the period beginning with that year’s start and ending with the last day of the course;

‘periods of experience’ means periods of work experience which form part of a sandwich course;

‘qualifying course’ means a qualifying course as defined for the purposes of Parts 2 and 4 of the

Jobseeker's Allowance Regulations;

'modular course' means a course of study which consists of two or more modules, the successful completion of a specified number of which is required before a person is considered by the educational establishment to have completed the course.

'sandwich course' has the meaning prescribed in regulation 2(9) of the Education (Student Support) Regulations 2008, regulation 4(2) of the Education (Student Loans), (Scotland), Regulations 2007 or regulation 2(8) of the Education (Student Support) Regulations (Northern Ireland) 2007, as the case may be;

'standard maintenance grant' means—

- (a) except where paragraph (b) or (c) applies, in the case of a student attending or undertaking a course of study at the University of London or an establishment within the area comprising the City of London and the Metropolitan Police District, the amount specified for the time being in paragraph 2(2)(a) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 ('the 2003 Regulations') for such a student;
- (b) except where paragraph (c) applies, in the case of a student residing at his parent's home, the amount specified in paragraph 3 thereof;
- (c) in the case of a student receiving an allowance or bursary under the Education (Scotland) Act 1980, the amount of money specified as 'standard maintenance allowance' for the relevant year appropriate for the student set out in the Student Support in Scotland Guide issued by the student Awards Agency for Scotland, or its nearest equivalent in the case of a bursary provided by a college of further education or a local education authority;
- (d) in any other case, the amount specified in paragraph 2(2) of Schedule 2 to the 2003 Regulations other than in sub-paragraph (a) or (b) thereof;

'student' means a person, other than a person in receipt of a training allowance, who is attending or undertaking—

- (a) a course of study at an educational establishment; or
- (b) a qualifying course;

'student loan' means a loan towards a student's maintenance pursuant to any regulations made under section 22 of the Teaching and Higher Education Act 1998, section 73 of the Education (Scotland) Act 1980 or Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 and shall include, in Scotland, a young student's bursary paid under regulation 4(1)(c) of the Student's Allowances (Scotland) Regulations 2007

- 43.2 For the purposes of the definition of 'full-time student', a person shall be regarded as attending or, as the case may be, undertaking a full-time course of study or as being on a sandwich course
- (a) in the case of a person attending or undertaking a part of a modular course which would be a full-time course of study for the purposes of this Part, for the period beginning on the day on which that part of the course starts and ending:
 - (i) on the last day on which he is registered with the educational establishment as attending or undertaking that part as a full-time course of study; or
 - (ii) on such earlier date (if any) as he finally abandons the course or is dismissed from it;
 - (b) in any other case, throughout the period beginning on the date on which he starts attending or undertaking the course and ending on the last day of the course or on such earlier date (if any) as he finally abandons it or is dismissed from it.
- 43.3 For the purposes of sub-paragraph (a) of paragraph 43.2, the period referred to in that sub-paragraph shall include;
- (a) where a person has failed examinations or has failed to successfully complete a module relating to a period when he was attending or undertaking a part of the course as a full-time course of study, any period in respect of which he attends or undertakes the course for the purpose of retaking those examinations or that module;
 - (b) any period of vacation within the period specified in that paragraph or immediately following that period except where the person has registered with the educational establishment to attend or undertake the final module in the course and the vacation immediately follows the last day on which he is required to attend or undertake the course.

44.0 Treatment of students

44.1 The following sections relate to students who claim Council Tax Support

45.0 Students who are excluded from entitlement to council tax support

45.1 Students (except those specified in paragraph 45.3) are not able to claim Council Tax Support under Classes D and E of the Council's reduction scheme.

45.2 To be eligible for support, the student must be liable for Council Tax under Section 6 of the Local Government Finance Act 1992 and they must not be deemed to be a full time student or a persons from abroad within the meaning of section 7 of this scheme (persons from aboard).

45.3 Paragraph 45.2 shall not apply to a student

(a) who is a person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance;

(b) who is a lone parent;

(c) whose applicable amount would, but for this section, include the disability premium or severe disability premium;

(d) whose applicable amount would include the disability premium but for his being treated as capable of work by virtue of a determination made in accordance with regulations made under section 171E of the Act;

(e) who is, or is treated as, incapable of work and has been so incapable, or has been so treated as incapable, of work in accordance with the provisions of, and regulations made under, Part 12A of the Act (incapacity for work) for a continuous period of not less than 196 days; and for this purpose any two or more separate periods separated by a break of not more than 56 days shall be treated as one continuous period;

(f) who has, or is treated as having, limited capability for work and has had, or been treated as having, limited capability for work in accordance with the Employment and Support Allowance Regulations for a continuous period of not less than 196 days, and for this purpose any two or more separate periods separated by a break of not more than 84 days must be treated as one continuous period.

(g) who has a partner who is also a full-time student, if he or that partner is treated as responsible for a child or young person;

(h) who is a single applicant with whom a child is placed by a local authority or voluntary organisation within the meaning of the Children Act 1989, or, in Scotland, boarded out within the meaning of the Social Work (Scotland) Act 1968;

(i) who is;

(i) aged under 21 and whose course of study is not a course of higher education, or

(ii) a qualifying young person or child within the meaning of section 142 of the Act (child and qualifying young person);

(j) in respect of whom

i) a supplementary requirement has been determined under paragraph 9 of Part 2 of Schedule 2 to the Education (Mandatory Awards) Regulations 2003;

(ii) an allowance, or as the case may be, bursary has been granted which includes a sum under paragraph (1)(d) or regulation 4 of the Students' Allowances (Scotland) Regulations 1999 or, as the case may be, under paragraph (1)(d) of regulation 4 of the Education Authority (Bursaries) (Scotland) Regulations 1995, in respect of expenses incurred;

(iii) a payment has been made under section 2 of the Education Act 1962 or under or by virtue of regulations made under the Teaching and Higher Education Act 1998;

(iv) a grant has been made under regulation 13 of the Education (Student Support) Regulations 2005 or under regulation 13 of the Education (Student Support) Regulations (Northern Ireland) 2000; or

(v) a supplementary requirement has been determined under paragraph 9 of

Schedule 6 to the Students Awards Regulations (Northern Ireland) 1999 or a payment has been made under Article 50(3) of the Education and Libraries (Northern Ireland) Order 1986,

on account of his disability by reason of deafness.

45.3A For the purposes of paragraph 45.3(h)(i) the student must have begun, or been enrolled or accepted onto the course before attaining the age of 19

45.4 For the purposes of paragraph 45.3, once paragraph 45.3(e) applies to a full-time student, if he then ceases, for a period of 56 days or less, to be incapable, or to be treated as incapable, of work, that paragraph shall, on his again becoming so incapable, or so treated as incapable, of work at the end of that period, immediately thereafter apply to him for so long as he remains incapable or is treated as remaining incapable, of work.

45.5 In paragraph 45.3(h) the reference to a course of higher education is a reference to a course of any description mentioned in Schedule 6 to the Education Reform Act 1988.

45.6 A full-time student to whom sub-paragraph (i) of paragraph 45.3 applies, shall be treated as satisfying that sub-paragraph from the date on which he made a request for the supplementary requirement, allowance, bursary or payment as the case may be.

45.7 Paragraph 45.2 shall not apply to a full-time student for the period specified in paragraph 45.8 if;

- (a) at any time during an academic year, with the consent of the relevant educational establishment, he ceases to attend or undertake a course because he is;
 - (i) engaged in caring for another person; or
 - (ii) ill;
- (b) he has subsequently ceased to be engaged in caring for that person or, as the case may be, he has subsequently recovered from that illness; and
- (c) he is not eligible for a grant or a student loan in respect of the period specified in paragraph 45.8.

45.8 The period specified for the purposes of paragraph 45.7 is the period, not exceeding one year, beginning on the day on which he ceased to be engaged in caring for that person or, as the case may be, the day on which he recovered from that illness and ending on the day before;

- (a) the day on which he resumes attending or undertaking the course; or
- (b) the day from which the relevant educational establishment has agreed that he may resume attending or undertaking the course, which shall first occur.

46.0 Calculation of grant income

46.1 The amount of a student's grant income to be taken into account shall, subject to paragraphs 46.2 and 46.3, be the whole of his grant income.

46.2 There shall be excluded from a student's grant income any payment;

- (a) intended to meet tuition fees or examination fees;
- (b) in respect of the student's disability;
- (c) intended to meet additional expenditure connected with term time residential study away from the student's educational establishment;
- (d) on account of the student maintaining a home at a place other than that at which he resides during his course;
- (e) on account of any other person but only if that person is residing outside of the United

- Kingdom and there is no applicable amount in respect of him;
- (f) intended to meet the cost of books and equipment;
- (g) intended to meet travel expenses incurred as a result of his attendance on the course;
- (h) intended for the child care costs of a child dependant.
- (i) of higher education bursary for care leavers made under Part III of the Children Act 1989.

46.3 Where a student does not have a student loan and is not treated as possessing such a loan, there shall be excluded from the student's grant income;

- (a) the sum of £303 per academic year in respect of travel costs; and
- (b) the sum of £390 per academic year towards the costs of books and equipment, whether or not any such costs are incurred.

The above figures will be increased annually in line with the Housing Benefit Regulations 2006 (as amended).

46.4 There shall also be excluded from a student's grant income the grant for dependants known as the parents' learning allowance paid pursuant to regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 or section 22 of the Teaching and Higher Education Act 1998.

46.5 Subject to paragraphs 46.6 and 46.7, a student's grant income shall be apportioned;

- (a) subject to paragraph 46.8, in a case where it is attributable to the period of study, equally between the weeks in that period beginning with the reduction week, the first day of which coincides with, or immediately follows the first day of the period of study and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study;
- (b) in any other case, equally between the weeks in the period beginning with the reduction week, the first day of which coincides with, or immediately follows, the first day of the period for which it is payable and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period for which it is payable.

46.6 Any grant in respect of dependants paid under section 63(6) of the Health Services and Public Health Act 1968 (grants in respect of the provision of instruction to officers of hospital authorities) and any amount intended for the maintenance of dependants under Part 3 of Schedule 2 to the Education (Mandatory Awards) Regulations 2004 shall be apportioned equally over the period of 52 weeks or, if there are 53 reduction weeks (including part-weeks) in the year, 53.

46.7 In a case where a student is in receipt of a student loan or where he could have acquired a student loan by taking reasonable steps but had not done so, any amount intended for the maintenance of dependants to which neither paragraph 46.6 nor section 50 (other amounts to be disregarded) apply, shall be apportioned over the same period as the student's loan is apportioned or, as the case may be, would have been apportioned.

46.8 In the case if a student on a sandwich course, any periods of experience within the period of study shall be excluded and the student's grant income shall be apportioned equally between the weeks in the period beginning with the reduction week, the first day of which immediately follows the last day of the period of experience and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study.

47.0 Calculation of covenant income where a contribution is assessed

47.1 Where a student is in receipt of income by way of a grant during a period of study and a contribution has been assessed, the amount of his covenant income to be taken into account for that period and any summer vacation immediately following shall be the whole amount of the covenant income less, subject to paragraph 47.3, the amount of the contribution.

- 47.2 The weekly amount of the student's covenant shall be determined–
- (a) by dividing the amount of income which falls to be taken into account under paragraph 47.1 by 52 or 53, whichever is reasonable in the circumstances; and
 - (b) by disregarding from the resulting amount, £5.

47.3 For the purposes of paragraph 47.1, the contribution shall be treated as increased by the amount (if any) by which the amount excluded under paragraph 46.2(g) (calculation of grant income) falls short of the amount specified in paragraph 7(2) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 (travel expenditure).

48.0 Covenant income where no grant income or no contribution is assessed

48.1 Where a student is not in receipt of income by way of a grant the amount of his covenant income shall be calculated as follows;

- (a) any sums intended for any expenditure specified in paragraph 46.2 (a) to (e) (calculation of grant income) necessary as a result of his attendance on the course shall be disregarded;
- (b) any covenant income, up to the amount of the standard maintenance grant, which is not so disregarded, shall be apportioned equally between the weeks of the period of study;
- (c) there shall be disregarded from the amount so apportioned the amount which would have been disregarded under paragraph 46.2(f) and 46.3 (calculation of grant income) had the student been in receipt of the standard maintenance grant; and
- (d) the balance, if any, shall be divided by 52 or 53 whichever is reasonable in the circumstances and treated as weekly income of which £5 shall be disregarded.

48.2 Where a student is in receipt of income by way of a grant and no contribution has been assessed, the amount of his covenanted income shall be calculated in accordance with sub-paragraphs (a) to (d) of paragraph 48.1, except that;

- (a) the value of the standard maintenance grant shall be abated by the amount of such grant income less an amount equal to the amount of any sums disregarded under paragraph 46.2 (a) to (e); and
- (b) the amount to be disregarded under paragraph 48.1(c) shall be abated by an amount equal to the amount of any sums disregarded under paragraph 46.2(f) and (g) and 46.3.

49.0 Student Covenant Income and Grant income – non disregard

49.1 No part of a student's covenant income or grant income shall be disregarded under paragraph 15 of Schedule 4 to this scheme

50.0 Other amounts to be disregarded

50.1 For the purposes of ascertaining income other than grant income, covenant income and loans treated as income in accordance with section 51, any amounts intended for any expenditure specified in paragraph 46.2 (calculation of grant income), necessary as a result of his attendance on the course shall be disregarded but only if, and to the extent that, the necessary expenditure exceeds or is likely to exceed the amount of the sums disregarded under paragraphs 46.2 or 46.3, 47.3, 48.1(a) or (c) or 51.5 (calculation of grant income, covenant income and treatment of student loans) on like expenditure.

51.0 Treatment of student loans

51.1 A student loan shall be treated as income.

51.2 In calculating the weekly amount of the loan to be taken into account as income

- (a) in respect of a course that is of a single academic year's duration or less, a loan which is

payable in respect of that period shall be apportioned equally between the weeks in the period beginning with;

- (i) except in a case where (ii) applies, the reduction week, the first day of which coincides with, or immediately follows, the first day of the single academic year;
 - (ii) where the student is required to start attending the course in August or where the course is less than an academic year's duration, the reduction week, the first day of which coincides with, or immediately follows, the first day of the course, and ending with the reduction week, the last day of which coincides with, or immediately precedes with last day of the course,
- (b) in respect of an academic year of a course which starts other than on 1st September, a loan which is payable in respect of that academic year shall be apportioned equally between the weeks in the period beginning with the reduction week, the first day of which coincides with or immediately follows, the first day of that academic year and ending with the reduction week, the last day of which coincides with or immediately precedes, the last day of that academic year but excluding any reduction weeks falling entirely within the quarter during which, in the opinion of the Secretary of State, the longest of any vacation is taken and for the purposes of this sub-paragraph, 'quarter' shall have the same meaning as for the purposes of the Education (Student Support) Regulations 2005;
- (c) in respect of the final academic year of a course (not being a course of a single year's duration), a loan which is payable in respect of that final academic year shall be apportioned equally between the weeks in the period beginning with;
- (i) except in a case where (ii) applies, the reduction week, the first day of which coincides with or immediately follows, the first day of that academic year;
 - (ii) where the final academic year starts on 1st September, the reduction week, the first day of which coincide with, or immediately follows, the earlier of 1st September or the first day of the autumn term, and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the course;
- (d) in any other case, the loan shall be apportioned equally between the weeks in the period beginning with the earlier of;
- (i) the first day of the first reduction week in September; or
 - (ii) the reduction week, the first day of which coincides with, or immediately follows the first day of the autumn term, and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the course;

and, in all cases, from the weekly amount so apportioned there shall be disregarded £10.

51.3 A student shall be treated as possessing a student loan in respect of an academic year where;

- (a) a student loan has been made to him in respect of that year; or
- (b) he could acquire such a loan in respect of that year by taking reasonable steps to do so.

51.4 Where a student is treated as possessing a student loan under paragraph 51.3, the amount of the student loan to be taken into account as income shall be, subject to paragraph 51.5

- (a) in the case of a student to whom a student loan is made in respect of an academic year, a sum equal to
 - (i) the maximum student loan he is able to acquire in respect of that year by taking reasonable steps to do so; and
 - (ii) any contribution whether or not it has been paid to him;
- (b) in the case of a student to whom a student loan is not made in respect of an academic year, the maximum student loan that would be made to the student if;
 - (i) he took all reasonable steps to obtain the maximum student loan he is able to acquire in respect of that year; and

(ii) no deduction in that loan was made by virtue of the application of a means test.

- 51.5 There shall be deducted from the amount of income taken into account under paragraph 51.4
- (a) the sum of £303 per academic year in respect of travel costs; and
 - (b) the sum of £390 per academic year towards the cost of books and equipment, whether or not any such costs are incurred.

The above figures will be increased annually in line with the Housing Benefit Regulations 2006 (as amended).

51A.0 Treatment of fee loans

- 51A. 1A loan for fees, known as a fee loan or a fee contribution loan, made pursuant to regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998, section 22 of the Teaching and Higher Education Act 1998 or section 73(f) of the Education (Scotland) Act 1980, shall be disregarded as income.

52.0 Treatment of payments from access funds

- 52.1 This paragraph applies to payments from access funds that are not payments to which paragraph 55.2 or 55.3 (income treated as capital) applies.

- 52.2 A payment from access funds, other than a payment to which paragraph 52.3 applies, shall be disregarded as income.

- 52.3 Subject to paragraph 52.4 of this section and paragraph 35 of Schedule 4,
- a) any payments from access funds which are intended and used for an item of food, ordinary clothing or footwear, household fuel, or rent of a single applicant or, as the case may be, of the applicant or any other member of his family and
 - b) any payments from access funds which are used for any council tax or water charges for which that applicant or member is liable, shall be disregarded as income to the extent of £20 per week.

- 52.4 Where a payment from access funds is made—
- (a) on or after 1st September or the first day of the course, whichever first occurs, but before receipt of any student loan in respect of that year and that payment is intended for the purpose of bridging the period until receipt of the student loan; or
 - (b) before the first day of the course to a person in anticipation of that person becoming a student,
- that payment shall be disregarded as income.

53.0 Disregard of contribution

- 53.1 Where the applicant or his partner is a student and for the purposes of assessing a contribution to the student's grant or student loan, the other partner's income has been taken into account, an amount equal to that contribution shall be disregarded for the purposes of assessing that other partner's income.

54.0 Further disregard of student's income

- 54.1 Where any part of a student's income has already been taken into account for the purpose of assessing his entitlement to a grant or student loan, the amount taken into account shall be disregarded in assessing that student's income.

55.0 Income treated as capital

55.1 Any amount by way of a refund of tax deducted from a student's covenant income shall be treated as capital.

55.2 Any amount paid from access funds as a single lump sum shall be treated as capital.

55.3 An amount paid from access fund as a single lump sum which is intended and used for an item other than food, ordinary clothing or footwear, household fuel or rent, or which is used for an item other than any council tax or water charges for which that applicant or member is liable, shall be disregarded as capital but only for a period of 52 weeks from the date of the payment.

56.0 Disregard of changes occurring during summer vacation

56.1 In calculating a student's income the authority shall disregard any change in the standard maintenance grant, occurring in the recognised summer vacation appropriate to the student's course, if that vacation does not form part of his period of study from the date on which the change occurred to the end of that vacation.

Sections 57 – 63

The calculation and amount of Council Tax Support

57.0 Maximum council tax support

57.1 Subject to paragraphs 57.2 to 57.4, the amount of a person's maximum council tax support in respect of a day for which he is liable to pay council tax, shall be 100 per cent, of the amount A divided by B where;

- (a) A is the amount set by the appropriate authority as the council tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and
- (b) B is the number of days in that financial year,

less any deductions in respect of non-dependants which fall to be made under section 58 (non-dependant deductions).

In this paragraph "relevant financial year" means, in relation to any particular day, financial year within which the day in question falls.

57.2 In calculating a person's maximum council tax support any reduction in the amount that person is liable to pay in respect of council tax, which is made in consequence of any enactment in, or made under, the 1992 Act, shall be taken into account.

57.3 Subject to paragraph 57.4, where an applicant is jointly and severally liable for council tax in respect of a dwelling in which he is resident with one or more other persons but excepting any person so residing with the applicant who is a student to whom paragraph 45.2 (students who are excluded from entitlement to council tax support) applies, in determining the maximum council tax support in his case in accordance with paragraph 57.1, the amount A shall be divided by the number of persons who are jointly and severally liable for that tax.

57.4 Where an applicant is jointly and severally liable for council tax in respect of a dwelling with only his partner, paragraph 57.3 shall not apply in his case

57.5 The amount awarded as CTR shall be reduced by a further 20%, unless the applicant or partner meets any of the following conditions, ,

- the claimant or partner or any dependant is in receipt of an enhanced disability premium within either Council Tax Support or within any means tested benefit; or
- the claimant or partner is in receipt of a severe disability premium within either Council Tax Support or within any means tested benefit; or
- the claimant or partner is in receipt of a support component within either Council Tax Support or within their Employment and Support Allowance; or
- the claimant or partner is in receipt of a Universal Credit Limited Capability for Work element; or
- the claimant or partner or any dependant is in receipt of Disability Living Allowance (or equivalent within Personal Independence Payment at any rate; or
- the claimant or partner is in receipt of a War Disablement Pension or a War Widow's/Widower's Pension, or any similar payment from another country; or
- the claimant or partner is in receipt of an Armed Forces Independence Payment; or
- the claimant is a lone parent who is responsible for and resides with a dependant who is aged under 5 years.

57.6 For the sake of clarity, the Council Tax reduction shall be:

- (a) Maximum Council Tax as calculated by the Billing Authority in accordance with the 1992 Act. Less any relevant non disqualifying discount or disregard as applied by the Billing Authority in accordance with the 1992 Act.

Sums (a) and (b) represent the Council Tax Liability.

- (b) The Council Tax liability shall be reduced for the purposes of calculating Council Tax reduction an amount for non dependant deductions as defined in this scheme.

The Council Tax liability less non dependant deduction represents the maximum amount of Council Tax reduction that can be claimed by a taxpayer.

- (c) The maximum amount of Council Tax reduction shall be further reduced by the contribution required as a result of comparing income and needs allowances as defined by this scheme

This will be the maximum Council Tax reduction for a taxpayer defined in 57.5 above.

- (d) Where the taxpayer is not a vulnerable person, as defined in 57.5 of this scheme, the total award as defined in 57.6 (d) will then be further reduced by 20%.

The taxpayer shall for the period of this award be liable to pay the difference between 57.6 (a) and 57.6 (d), in addition to any recovery costs, court charges and other encumbrances relating to Council Tax that fall outside of the scope of the scheme or the period being claimed for.

58.0 Non-dependant deductions¹⁷

58.1 Subject to the following provisions of this paragraph, the non-dependant deductions in respect of a day referred to in section 57 (maximum council tax reduction) shall be £5 x1/7

58.2 Only one deduction shall be made under this section in respect of a couple or, as the case may be, members of a polygamous marriage and, where, but for this paragraph, the amount that would fall to be deducted in respect of one member of a couple or polygamous marriage is higher than the amount (if any) that would fall to be deducted in respect of the other, or any other, member, the higher amount shall be deducted.

58.3 Where in respect of a day–

- (a) a person is a resident in a dwelling but is not himself liable for council tax in respect of that dwelling and that day;
- (b) other residents in that dwelling (the liable persons) have joint and several liability for council tax in respect of that dwelling and that day otherwise than by virtue of section 9 or 77 or 77A of the 1992 Act (liability of spouses and civil partners); and
- (c) the person to whom sub-paragraph (a) refers is a non-dependant of two or more of the liable persons, the deduction in respect of that non-dependant shall be apportioned equally between those liable persons.

58.4 No deduction shall be made in respect of any non-dependants occupying an applicant's dwelling if the applicant or his partner is–

- a. blind or treated as blind by virtue of paragraph 9 of Schedule 1 (additional condition for the disability premium); or
- b. receiving in respect of himself:
 - attendance allowance, or would be receiving that allowance but for:
 - i. a suspension of benefit in accordance with regulations under section 113(2) of The Act; or
 - ii. an abatement as a result of hospitalisation; or
 - the care component of the disability living allowance, or would be receiving that component but for:
 - i. a suspension of benefit in accordance with regulations under section 113(2) of The Act; or

¹⁷ The amounts shown within this section shall be uprated in line with the Council Tax Reduction Schemes (Prescribed Requirements) Regulations.

- ii. an abatement as a result of hospitalisation; or
- c. the daily living component of personal independence payment, or would be receiving that allowance but for a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012 (hospital in-patients);
- d. an AFIP, or would be receiving that payment but for a suspension of it in accordance with any terms of the armed and reserve forces compensation scheme which allows for a suspension because a person is undergoing medical treatment in a hospital or similar institution;

58.5 No deduction shall be made in respect of a non-dependant if:

- a. although he resides with the applicant, it appears to the authority that his normal home is elsewhere; or
- b. he is in receipt of a training allowance paid in connection with a youth training established under section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990; or
- c. he is a full time student within the meaning of section 44.0 (Students); or
- d. he is not residing with the applicant because he has been a patient for a period of excess of 52 weeks, and for these purposes;
- e. 'patient' has the meaning given within this scheme, and
- f. where a person has been a patient for two or more distinct periods separated by one or more intervals each not exceeding 28 days, he shall be treated as having been a patient continuously for a period equal in duration to the total of those distinct periods;
- g. he is not residing with the claimant because he is a member of the armed forces away on operations

58.6 No deduction shall be made in respect of a non-dependant;

- a. who is on income support, state pension credit, an income-based jobseeker's allowance or an income-related employment and support allowance;
- b. to whom Schedule 1 of the 1992 Act applies (persons disregarded for purposes of discount) but this sub-paragraph shall not apply to a non-dependant who is a student to whom paragraph 4 of that Schedule refers;
- c. who is entitled to an award of universal credit where the award is calculated on the basis that the person does not have any earned income.”;

For the purposes of sub-paragraph c. “earned income” has the meaning given in regulation 52 of the Universal Credit Regulations 2013

59.0 Council tax support taper (applies to persons defined within Class D)

59.1 The prescribed daily percentage for the purpose of calculating support as a percentage of excess of income over the applicable amount which is deducted from maximum council tax support, shall be $2\frac{6}{7}$ per cent. Where an applicant's income exceeds their applicable amount, their council tax support shall be calculated by deducting their excess income multiplied by the taper from their maximum council tax support as defined within section 57 of this scheme

60.0 Extended reductions

60.1 An applicant who is entitled to council tax support (by virtue of the general conditions of entitlement) shall be entitled to an extended reduction where;

- (a) the applicant or the applicant's partner was entitled to a qualifying income- related benefit;
- (b) entitlement to a qualifying income-related benefit ceased because the applicant or the applicant's partner–
 - (i) commenced employment as an employed or self-employed earner;
 - (ii) increased their earnings from such employment; or
 - (iii) increased the number of hours worked in such employment,

and that employment is or, as the case may be, increased earnings or increased number of hours are expected to last five weeks or more; and

- (c) the applicant or the applicant's partner had been entitled to and in receipt of a qualifying income-related benefit, jobseeker's allowance or a combination of those benefits for a continuous period of at least 26 weeks before the day on which the entitlement to a qualifying income-related benefit ceased.

60.2 For the purpose of paragraph 60.1(c), an applicant or an applicant's partner is to be treated as having been entitled to and in receipt of a qualifying income-related benefit or jobseeker's allowance during any period of less than five weeks in respect of which the applicant or the applicant's partner was not entitled to any of those benefits because the applicant or the applicant's partner was engaged in remunerative work as a consequence of their participation in an employment zone programme.

60.3 For the purpose of this section, where an applicant or an applicant's partner is entitled to and in receipt of joint-claim jobseeker's allowance they shall be treated as being entitled to and in receipt of jobseeker's allowance.

60.4 An applicant must be treated as entitled to council tax support by virtue of the general conditions of entitlement where—

- (a) the applicant ceased to be entitled to council tax support because the applicant vacated the dwelling in which the applicant was resident;
- (b) the day on which the applicant vacated the dwelling was either in the week in which entitlement to a qualifying income-related benefit ceased, or in the preceding week; and
- (c) entitlement to the qualifying income-related benefit ceased in any of the circumstances listed in paragraph 60.1(b).

60.5 This section shall not apply where, on the day before an applicant's entitlement to income support ceased, regulation 6(5) of the Income Support Regulations (remunerative work: housing costs) applied to that applicant.

60A.0 Duration of extended reduction period

60A.1 Where an applicant is entitled to an extended reduction, the extended reduction period starts on the first day of the reduction week immediately following the reduction week in which the applicant, or the applicant's partner, ceased to be entitled to a qualifying income-related benefit.

60A.2 For the purpose of paragraph (60A.1), an applicant or an applicant's partner ceases to be entitled to a qualifying income-related benefit on the day immediately following the last day of entitlement to that benefit.

60A.3 The extended reduction period ends;

- (a) at the end of a period of four weeks; or
- (b) on the date on which the applicant to whom the extended reduction is payable has no liability for council tax, if that occurs first.

60B.0 Amount of extended reduction

60B.1 For any week during the extended reduction period the amount of the extended reduction payable to an applicant shall be the higher of—

- (a) the amount of council tax support to which the applicant was entitled under the general conditions of entitlement in the last reduction week before the applicant or the applicant's partner ceased to be entitled to a qualifying income-related benefit;
- (b) the amount of council tax support to which the applicant would be entitled under the

- general conditions of entitlement for any reduction week during the extended reduction period, if section 60 (extended reductions) did not apply to the applicant; or
- (c) the amount of council tax support to which the applicant's partner would be entitled under the general conditions of entitlement, if section 60 did not apply to the applicant.

60B.2 Paragraph 60B1 does not apply in the case of a mover.

60B.3 Where an applicant is in receipt of an extended reduction under this section and the applicant's partner makes a claim for council tax support, no amount of council tax support shall be payable by the appropriate authority during the extended reduction period.

60C Extended reductions – movers

60C.1 This section applies;

- (a) to a mover; and
(b) from the Monday following the day of the move.

60C.2 The amount of the extended reduction payable from the Monday from which this section applies until the end of the extended reduction period shall be the amount of council tax support which was payable to the mover for the last reduction week before the mover, or the mover's partner, ceased to be entitled to a qualifying income-related benefit.

60C.3 Where a mover's liability to pay council tax in respect of the new dwelling is to the second authority, the extended reduction may take the form of a payment from the appropriate authority to;

- (a) the second authority; or
(b) the mover directly.

60C.4 Where—

- (a) a mover, or the mover's partner, makes a claim for council tax support to the second authority after the mover, or the mover's partner, ceased to be entitled to a qualifying income-related benefit; and
(b) the mover, or the mover's partner, is in receipt of an extended reduction from the appropriate authority, the second authority shall reduce the weekly amount of council tax support that the mover, or the mover's partner, is entitled to by a sum equal to the amount of the extended reduction until the end of the extended reduction period.

60D.0 Relationship between extended reduction and entitlement to council tax support under the general conditions of entitlement

60D.1 Where an applicant's council tax support award would have ended when the applicant ceased to be entitled to a qualifying income-related benefit in the circumstances listed in paragraph 60.1(b), that award will not cease until the end of the extended reduction period.

60D.2 Changes of circumstances and increases for exceptional circumstances shall not apply to any extended reduction payable in accordance with paragraph 60B.1(a) or 60C.2 (amount of extended reduction – movers).

61.0 Extended reductions (qualifying contributory benefits)

61.1 An applicant who is entitled to council tax support (by virtue of the general conditions of entitlement) shall be entitled to an extended reduction (qualifying contributory benefits) where;

- (a) the applicant or the applicant's partner was entitled to a qualifying contributory benefit;
(b) entitlement to a qualifying contributory benefit ceased because the applicant or the applicant's partner;
(i) commenced employment as an employed or self-employed earner;
(ii) increased their earnings from such employment; or

- (iii) increased the number of hours worked in such employment, and that employment is or, as the case may be, increased earnings or increased number of hours are expected to last five weeks or more;
- (c) the applicant or the applicant's partner had been entitled to and in receipt of a qualifying contributory benefit or a combination of qualifying contributory benefits for a continuous period of at least 26 weeks before the day on which the entitlement to a qualifying contributory benefit ceased; and
- (d) the applicant or the applicant's partner was not entitled to and not in receipt of a qualifying income-related benefit in the last reduction week in which the applicant, or the applicant's partner, was entitled to a qualifying contributory benefit.

61.2 An applicant must be treated as entitled to council tax support by virtue of the general conditions of entitlement where;

- (a) the applicant ceased to be entitled to council tax support because the applicant vacated the dwelling in which the applicant was resident;
- (b) the day on which the applicant vacated the dwelling was either in the week in which entitlement to a qualifying contributory benefit ceased, or in the preceding week; and
- (c) entitlement to the qualifying contributory benefit ceased in any of the circumstances listed in paragraph 61.1(b).

61A.0 Duration of extended reduction period (qualifying contributory benefits)

61A.1 Where an applicant is entitled to an extended reduction (qualifying contributory benefits), the extended reduction period starts on the first day of the reduction week immediately following the reduction week in which the applicant, or the applicant's partner, ceased to be entitled to a qualifying contributory benefit.

61A.2 For the purpose of paragraph 61A.1, an applicant or an applicant's partner ceases to be entitled to a qualifying contributory benefit on the day immediately following the last day of entitlement to that benefit.

61A.3 The extended reduction period ends;

- (a) at the end of a period of four weeks; or
- (b) on the date on which the applicant to whom the extended reduction (qualifying contributory benefits) is payable has no liability for council tax, if that occurs first.

61B.0 Amount of extended reduction (qualifying contributory benefits)

61B.1 For any week during the extended reduction period the amount of the extended reduction (qualifying contributory benefits) payable to an applicant shall be the higher of;

- (a) the amount of council tax support to which the applicant was entitled under the general conditions of entitlement in the last reduction week before the applicant or the applicant's partner ceased to be entitled to a qualifying contributory benefit;
- (b) the amount of council tax support to which the applicant would be entitled under the general conditions of entitlement for any reduction week during the extended reduction period, if section 61 (extended reductions (qualifying contributory benefits)) did not apply to the applicant; or
- (c) the amount of council tax support to which the applicant's partner would be entitled under the general conditions of entitlement, if section 61 did not apply to the applicant.

61B .2 Paragraph 61B.1 does not apply in the case of a mover.

61B.3 Where an applicant is in receipt of an extended reduction (qualifying contributory benefits) under this section and the applicant's partner makes a claim for council tax support, no amount of council tax support shall be payable by the appropriate authority during the extended reduction period.

61C.0 Extended reductions (qualifying contributory benefits) – movers

61C.1 This section applies;

- (a) to a mover; and
- (b) from the Monday following the day of the move.

61C.2 The amount of the extended reduction (qualifying contributory benefit) payable from the Monday from which this section applies until the end of the extended reduction period shall be the amount of council tax support which was payable to the mover for the last reduction week before the mover, or the mover's partner, ceased to be entitled to a qualifying contributory benefit.

61C.3 Where a mover's liability to pay council tax in respect of the new dwelling is to the second authority, the extended reduction (qualifying contributory benefits) may take the form of a payment from the appropriate authority to–

- (a) the second authority; or
- (b) the mover directly.

61C.4 Where

- (a) a mover, or the mover's partner, makes a claim for council tax support to the second authority after the mover, or the mover's partner, ceased to be entitled to a qualifying contributory benefit; and
- (b) the mover, or the mover's partner, is in receipt of an extended reduction (qualifying contributory benefits) from the appropriate authority, the second authority shall reduce the weekly amount of council tax support that the mover, or the mover's partner, is entitled to by a sum equal to the amount of the extended reduction (qualifying contributory benefits) until the end of the extended reduction period.

61D.0 Relationship between extended reduction (qualifying contributory benefits) and entitlement to council tax support under the general conditions of entitlement

61D.1 Where an applicant's council tax support award would have ended when the applicant ceased to be entitled to a qualifying contributory benefit in the circumstances listed in paragraph 61.1 (b), that award will not cease until the end of the extended reduction period.

61D.2 Changes of circumstances and increases for exceptional circumstances shall not apply to any extended reduction (qualifying contributory benefits) payable in accordance with paragraph 61B.1(a) or 61C.2 (amount of extended reduction– movers).

61E.0 Extended reductions: - Movers Generally ¹⁸

61E.1 Where;

- a. an application is made to the authority for a reduction under its scheme, and
- b. the applicant or the partner of the applicant, is in receipt of an extended reduction from;
 - (i) another billing authority in England; or
 - (ii) a billing authority in Wales,the current authority must reduce any reduction to which the applicant is entitled under its Council Tax Reduction scheme by the amount of that extended reduction.

¹⁸ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

Sections 64 – 67

Dates on which entitlement and changes of circumstances are to take effect

64.0 Date on which entitlement is to begin

64.1 Subject to paragraph 64.2, any person to whom or in respect of whom a claim for council tax support is made and who is otherwise entitled to that support shall be so entitled from the reduction week following the date on which that claim is made or is treated as made.

64.2 Where a person is otherwise entitled to council tax support and becomes liable for the first time for the authority's council tax in respect of a dwelling of which he is a resident in the reduction week in which his claim is made or is treated as made, he shall be so entitled from that reduction week.

65.0 - 66.0 Not Used

67.0 Date on which change of circumstances is to take effect

67.1 Except in cases where section 24 (disregard of changes in tax, contributions, etc.) applies and subject to the following provisions of this paragraph, a change of circumstances which affects entitlement to, or the amount of, a reduction under an authority's scheme ("change of circumstances"), takes effect from the first day of the reduction week following the date on which the change actually occurs, and where that change is cessation of entitlement to any benefit under the benefit Acts, the date on which the change actually occurs shall be the day immediately following the last day of entitlement to that benefit.

67.2 Subject to paragraph (3), where the change of circumstances is a change in the amount of council tax payable, it takes effect from the day on which it actually occurs.

67.3 Where the change of circumstances is a change in the amount a person is liable to pay in respect of council tax in consequence of regulations under section 13 of the 1992 Act (reduced amounts of council tax) or changes in the discount to which a dwelling may be subject under sections 11 or 12 of that Act, it shall take effect from the day on which the change in amount has effect.

67.4 Where the change of circumstances is the applicant's acquisition of a partner, the change takes effect on the day on which the acquisition takes place.

67.5 Where the change of circumstances is the death of an applicant's partner or their separation, it takes effect on the day the death or separation occurs.

67.6 If two or more changes of circumstances occurring in the same reduction week would, but for this paragraph, take effect in different reduction weeks in accordance with paragraphs (1) to (5) they take effect from the day to which the appropriate paragraph from (2) to (5) above refers, or, where more than one day is concerned, from the earlier day.

67.7 Where the change of circumstances is that income, or an increase in the amount of income, other than a benefit or an increase in the amount of a benefit under the Act, is paid in respect of a past period and there was no entitlement to income of that amount during that period, the change of circumstances shall take effect from the first day on which such income, had it been paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this scheme.

67.8 Without prejudice to paragraph (7), where the change of circumstances is the payment of income, or arrears of income, in respect of a past period, the change of circumstances takes effect from the first day on which such income, had it been timeously paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this scheme.

67.9 Where any change of circumstance occurs that would increase the amount of support, the claimant **must** notify the authority within one calendar month of the happening of the event.

Where the claimant fails to do so, any increase in support shall only take effect from the reduction week following the date of the notification of change.

Sections 68– 74A

Claiming and the treatment of claims for Council Tax Support purposes

68.0 Who may claim¹⁹

68.1 In the case of a couple or members of a polygamous marriage an application shall be made by whichever one of them they agree should so apply or, in default of agreement, by such one of them as the authority determines.

68.2 Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act, and;

- (a) a deputy has been appointed by the Court of Protection with power to apply, or as the case may be, receive benefit on his behalf; or
- (b) in Scotland, his estate is being administered by a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 who has power to apply or, as the case may be, receive benefit on his behalf; or
- (c) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise,

that deputy, judicial factor, guardian or attorney, as the case may be, may make an application on behalf of that person.

68.3 Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act and paragraph (2) does not apply to him, an authority may, upon written application made to them by a person who, if a natural person, is over the age of 18, appoint that person to exercise on behalf of the person who is unable to act, any right to which that person might be entitled under the authority's scheme and to receive and deal on his behalf with any sums payable to him.

68.4 Where the authority has made an appointment under paragraph (3) or treated a person as an appointee under paragraph (5);

- (a) it may at any time revoke the appointment;
- (b) the person appointed may resign his office after having given 4 weeks notice in writing to the authority of his intention to do so;
- (c) any such appointment shall terminate when the authority is notified of the appointment of a person mentioned in paragraph (2).

68.5 Where a person who is liable to pay council tax in respect of a dwelling is for the time being unable to act and the Secretary of State has appointed a person to act on his behalf under regulation 33 of the Social Security (Claims and Payments) Regulations 1987 (persons unable to act), the authority may if that person agrees, treat him as if he had been appointed by them under paragraph (3).

68.6 Anything required by an authority's scheme to be done by or to any person who is for the time being unable to act may be done by or to the persons mentioned paragraph (2) above or by or to the person appointed or treated as appointed under this paragraph and the receipt of any such person so appointed shall be a good discharge to the authority for any sum paid.

69.0 Procedure by which a person may apply for a reduction under an authority's scheme²⁰

69.1 Paragraphs 2 to 8 apply to an application for a reduction under an authority's scheme.

69.2 An application may be made—

- (a) in writing,
- (b) by means of an electronic communication in accordance with Part 4 of Schedule 7 Council Tax Reductions (Prescribed requirements) Regulations 2012 or

¹⁹ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

²⁰ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- (c) (where the authority has published a telephone number for the purpose of receiving such applications) by telephone.

69.3 (1) An application which is made in writing must be made to the offices of the authority on a properly completed form.
(2) The form will be provided free of charge by the authority for the purpose.

69.4. Where an application received by the authority is defective because

- (a) it was made on the form supplied for the purpose but that form is not accepted by the authority as being properly completed; or
- (b) it was made in writing but not on the form approved for the purpose and the authority does not accept the application as being in a written form which is sufficient in the circumstances of the case having regard to the sufficiency of the written information and evidence,

the authority may, in a case to which sub-paragraph (a) applies, request the applicant to complete the defective application or, in the case to which sub-paragraph (b) applies, supply the applicant with the approved form or request further information and evidence.

69.5. (1) Where an application made in writing is defective because—

- (a) the form provided by the authority has not been properly completed; or
- (b) if it is made in writing, but not on the form provided by the authority, and the authority does not consider the application as being in a written form which is sufficient in the circumstances of the case;

the authority may request the applicant to complete the defective application or (as the case may be) supply the applicant with the form to complete or request further information or evidence.

(2) An application made on a form provided by the authority is properly completed if completed in accordance with the instructions on the form, including any instructions to provide information and evidence in connection with the application.

69.6. (1) If an application made by electronic communication is defective the authority will provide the person making the application with an opportunity to correct the defect.
(2) An application made by electronic communication is defective if the applicant does not provide all the information the authority requires.

69.7. In a particular case the authority may determine that an application made by telephone is only valid if the person making the application approves a written statement of his circumstances provided by the authority.

69.8. (1) If an application made by telephone is defective the authority will provide the person making the application with an opportunity to correct the defect.
(2) An application made by telephone is defective if the applicant does not provide all the information the authority requests during the telephone call.

69.9 Notwithstanding other paragraphs within this section, the authority will determine the method by which claims are to be made as well as where claims should be sent or delivered.

69A.0 Date on which a claim made

69A.1 Subject to sub-paragraph (7), the date on which an application is made is

- (a) in a case where;
 - (i) an award of income support, an income-based jobseeker's allowance or an income-related employment and support allowance or an award of universal credit

has been made to the applicant or his partner, and
(ii) the application for a reduction under this scheme is made within one month of the date on which the claim for that income support, jobseeker's allowance, employment and support allowance or universal credit was received,
the first day of entitlement to income support, an income-based jobseeker's allowance, an income-related employment and support allowance or universal credit arising from that claim;

(b) in a case where—

(i) an applicant or his partner is a person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance or has an award of universal credit,

(ii) the applicant becomes liable for the first time to pay council tax in respect of the dwelling which he occupies as his home, and

(iii) the application to the authority is received at the authority's offices within one month of the date of the change,

the date on which the change takes place;

(c) in a case where—

(i) the applicant is the former partner of a person who was, at the date of his death or their separation, entitled to a reduction under this scheme, and

(ii) where the applicant makes an application for a reduction under this scheme within one month of the date of the death or the separation,

the date of the death or separation;

(d) except where paragraph (a), (b) or (c) is satisfied, in a case where a properly completed application is received within one month (or such longer period as the authority considers reasonable) of the date on which an application form was issued to the applicant following the applicant first notifying, by whatever means, the authority of an intention to make an application, the date of first notification;

(e) in any other case, the date on which the application is received at the offices of the authority.

69A.2 For the purposes only of sub-paragraph (1)(a) a person who has been awarded an income-based jobseeker's allowance or an income-related employment and support allowance is to be treated as entitled to that allowance for any days which immediately precede the first day in that award and on which he would, but for regulations made under—

(a) in the case of income-based jobseeker's allowance, paragraph 4 of Schedule 1 to the Jobseekers Act 1995 (waiting days); or

(b) in the case of income-related employment and support allowance, paragraph 2 of Schedule 2 to the Welfare Reform Act 2007 (waiting days),
have been entitled to that allowance.

69A.3 Where the defect in an application by telephone:

(a) is corrected within one month (or such longer period as the authority considers reasonable) of the date the authority last drew attention to it, the authority is to treat the application as if it had been duly made in the first instance;

(b) is not corrected within one month (or such longer period as the authority considers reasonable) of the date the authority last drew attention to it, the authority is to treat the application as if it had been duly made in the first instance where it considers it has sufficient information to decide on the application.

69A.4 The authority is to treat a defective application as if it had been validly made in the first instance if, in any particular case, the conditions specified in sub-paragraph (5)(a), (b) or (c) are satisfied.

69A.5 The conditions are that—

(a) where the authority receives the properly completed application or the information requested to complete it or the evidence within one month of the request, or such longer period as the authority may consider reasonable; or

(b) where an application is not on approved form or further information requested by authority applies;

(i) the approved form sent to the applicant is received at the offices of the authority properly completed within one month of it having been sent to him; or, as the case may be;
(ii) the applicant supplies whatever information or evidence was requested within one month of the request; or,
in either case, within such longer period as the authority may consider reasonable; or
(c) where the authority has requested further information, the authority receives at its offices the properly completed application or the information requested to complete it within one month of the request or within such longer period as the authority considers reasonable.

69A.6 Except in the case of an application made by a person treated as not being in United Kingdom, where a person has not become liable for council tax to the authority but it is anticipated that he will become so liable within the period of 8 weeks (the relevant period), he may apply for a reduction under this scheme at any time in that period in respect of that tax and, provided that liability arises within the relevant period, the authority is to treat the application as having been made on the day on which the liability for the tax arises.

69A.7 Except in the case of an application made by a person treated as not being in United Kingdom, where the applicant is not entitled to a reduction under this scheme in the reduction week immediately following the date of his application but the authority is of the opinion that unless there is a change of circumstances he will be entitled to a reduction under this scheme for a period beginning not later than:
(a) in the case of an application made by a pensioner, the seventeenth reduction week following the date on which the application is made, or
(b) in the case of an application made by a person who is not a pensioner, the thirteenth reduction week following the date on which the application is made,
the authority may treat the application as made on a date in the reduction week immediately preceding the first reduction week of that period of entitlement and award a reduction accordingly.

69A.8 Sub-paragraph (7) applies in the case of a person who has attained, or whose partner has attained, the age which is 17 weeks younger than the qualifying age for state pension credit.

70.0 Submission of evidence electronically

70.1 The authority may accept such evidence, documents and certificates to support the claim electronically where it feels that this would be acceptable given the nature of the claim

71.0 Use of telephone provided evidence

71.1 The authority may accept such evidence to support the claim by telephone where it feels that this would be acceptable given the nature of the claim

72.0 Evidence and information²¹

72.1 Subject to paragraph (2), a person who makes an application, or a person to whom a reduction under an authority's scheme has been awarded, shall furnish such certificates, documents, information and evidence in connection with the application or the award, or any question arising out of the application or the award, as may reasonably be required by the authority in order to determine that person's entitlement to, or continuing entitlement to a reduction under its scheme and shall do so within one month of the authority requiring him to do so or such longer period as the authority may consider reasonable.

72.2 Nothing in this paragraph requires a person to furnish any certificates, documents, information or evidence relating to a payment to which sub-paragraph (4) applies.

²¹ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

- 72.3 Where a request is made under sub-paragraph (1), the authority shall;
- (a) inform the applicant or the person to whom a reduction under its scheme has been awarded of his duty to notify the authority of any change of circumstances; and
 - (b) without prejudice to the extent of the duty owed, indicate to him either orally or by notice or by reference to some other document available to him on application and without charge, the kind of change of circumstances which is to be notified.
- 72.4 This sub-paragraph applies to any of the following payments—
- (a) a payment which is made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund;
 - (b) a payment which is disregarded under paragraph 16 of Schedule 9 (payments made under certain trusts and certain other payments), other than a payment under the Independent Living Fund (2006);
 - (c) a payment which is disregarded under paragraph 29(9)(b) or (c) (non-dependant deductions) or paragraph 2(b) or (c) of Schedule 4 (second adult's gross income) other than a payment under the Independent Living Fund (2006).
- 72.5 Where an applicant or a person to whom a reduction under this scheme has been awarded or any partner has attained the qualifying age for state pension credit and is a member of, or a person deriving entitlement to a pension under, a personal pension scheme, he must where the authority so requires furnish the following information
- (a) the name and address of the pension fund holder;
 - (b) such other information including any reference or policy number as is needed to enable the personal pension scheme to be identified.
- 73.0 Amendment and withdrawal of claim ²²**
- 73.1 A person who has made an application may amend it at any time before a decision has been made on it by a notice in writing delivered or sent to the offices of the authority.
- 73.2 Where the application was made by telephone in accordance with this scheme, the amendment may also be made by telephone.
- 73.3 Any application amended in accordance with paragraph (1) or (2) will be treated as if it had been amended in the first instance.
- 73.4 A person who has made an application may withdraw it at any time before a decision has been made on it by notice to the offices of the authority.
- 73.5 Where the application was made by telephone in accordance with this scheme, the withdrawal may also be made by telephone.
- 73.6 Any notice of withdrawal given in accordance with paragraph (4) or (5) shall have effect when it is received.

²² Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

74.0 Duty to notify changes of circumstances²³

- 74.1 Subject to paragraph (2), if at any time between the making of an application to an authority and a decision being made on it there is a change of circumstances which the applicant (or any person acting on his behalf) might reasonably be expected to know might affect his entitlement to, or the amount of, a reduction under that authority's scheme, that person is under a duty to notify that change of circumstances by giving notice to the authority;
- (a) in writing; or
 - (b) by telephone;
 - (i) where the authority has published a telephone number for that purpose unless the authority determines that in any particular case or class of case notification may not be given by telephone; or
 - (ii) in any case or class of case where the authority determines that notice may be given by telephone; or
 - (c) by any other means which the authority agrees to accept in any particular case.
- 74.2 The duty imposed on a person by sub-paragraph (1) does not extend to notifying changes in;
- (a) the amount of a council tax payable to the authority;
 - (b) the age of the applicant or that of any member of his family;
 - (c) in the case of an applicant on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, or who has an award of universal credit, in circumstances which affect the amount of income support, an income-based jobseeker's allowance, an income-related employment and support allowance or universal credit but not the amount of the reduction under this scheme to which he is entitled, other than the cessation of that entitlement to income support, an income-based jobseeker's allowance, an income-related employment and support allowance or universal credit.
- 74.3 Notwithstanding paragraph (2)(b) or (c) an applicant is required by paragraph (1) to notify the authority of any change in the composition of his family arising from the fact that a person who was a member of his family is now no longer such a person because he ceases to be a child or young person.
- 74.5 All changes in circumstances should be notified to the authority in writing (or by whatever format agreed by the authority) within one calendar month of the happening of the event or change in circumstance. This timescale may be extended at the discretion of the authority. Where such a change is not received within that timescale and where the change would increase the level of reduction payable, the authority may use a date later than the actual change of circumstances
- 74.6 In relation to the duty to notify a change in circumstance, reference should be made to paragraph 67.9 regarding the effective date of any change that would increase the level of support.

²³ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

Sections 75- 90

Decisions, decision notices and awards of Council Tax Support

75.0 Decisions by the authority²⁴

75.1 An authority must make a decision on an application under its scheme within 14 days of paragraphs 4 and 7 and Part 1 of Schedule 7 of the Council Tax Reduction Scheme (Prescribed Requirements) Regulations 2012 being satisfied, or as soon as reasonably practicable thereafter.

76.0 Notification of decision²⁵

76.1 The authority must notify in writing any person affected by a decision made by it under this scheme

- (a) in the case of a decision on an application, forthwith or as soon as reasonably practicable thereafter;
- (b) in any other case, within 14 days of that decision or as soon as reasonably practicable thereafter.

76.2 Where the decision is to award a reduction the notification under sub-paragraph (1) must include a statement—

- (a) informing the person affected of the duty imposed by paragraph 74.1;
- (b) explaining the possible consequences (including prosecution) of failing to comply with that duty; and
- (c) setting out the circumstances a change in which might affect entitlement to the reduction or its amount.

76.3 A person affected to whom the authority sends or delivers a notification of decision may, within one month of the date of the notification of that decision request in writing the authority to provide a written statement setting out the reasons for its decision on any matter set out in the notice.

76.4 The written statement referred to in sub-paragraph (3) must be sent to the person requesting it within 14 days or as soon as reasonably practicable thereafter.

76.5 For the purposes of this paragraph a person is to be treated as a person affected by a decision of the authority under this scheme where the rights, duties or obligations of that person are affected by that decision and the person falls within sub-paragraph (6).

76.6 This sub-paragraph applies to—

- a) the applicant;
- b) in the case of a person who is liable to pay council tax in respect of a dwelling and is unable for the time being to act—
 - (i) a deputy appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or
 - (ii) in Scotland, a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 who has power to apply or, as the case may be, receive benefit on the person's behalf; or
 - (iii) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise, a person appointed by the authority under paragraph 68.2.
- c) a person appointed by the authority under paragraph 68.3

²⁴ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

²⁵ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

77.0 Time and manner of granting council tax support²⁶

77.1 Where a person is entitled to a reduction under this authority's scheme in respect of his liability for the authority's council tax as it has effect in respect of a chargeable financial year ("the chargeable year"), the authority must discharge his entitlement;

- (a) by reducing, so far as possible, the amount of his liability to which regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 refers; or
- (b) where;
 - (i) such a reduction is not possible; or
 - (ii) such a reduction would be insufficient to discharge the entitlement to a reduction under the authority's scheme; or
 - (iii) the person entitled to the reduction is jointly and severally liable for the council tax and the authority determines that such a reduction would be inappropriate, by making payment to him of the amount of reduction to which he is entitled, rounded where necessary to the nearest penny.

77.2 The authority must notify the person entitled to a reduction under this scheme of the amount of that reduction and how his entitlement is to be discharged in pursuance of paragraph (1).

77.3 In a case to which paragraph (1)(b) refers;

- (a) if the amount of the council tax for which he remains liable in respect of the chargeable year, after any reduction to which sub-paragraph (1)(a) refers has been made, is insufficient to enable his entitlement to a reduction under the authority's scheme in respect thereof to be discharged, upon the final instalment of that tax becoming due any outstanding reduction;
 - (i) must be paid to that person if he so requires; or
 - (ii) in any other case must (as the authority determines) either be repaid or credited against any subsequent liability of the person to make a payment in respect of the authority's council tax as it has effect for any subsequent year;
- (b) if that person has ceased to be liable for the authority's council tax and has discharged the liability for that tax, the outstanding balance (if any) of the reduction under the authority's scheme in respect thereof must be paid within 14 days or, if that is not reasonably practicable, as soon as practicable thereafter
- (c) in any other case, the reduction under the authority's scheme must be paid within 14 days of the receipt of the application at the offices of the authority or, if that is not reasonably practicable, as soon as practicable thereafter.

77.4 For the purposes of this paragraph "instalment" means any instalment of the authority's council tax to which regulation 19 of the Council Tax (Administration and Enforcement) Regulations 1992 refers (council tax payments).

78.0 Persons to whom support is to be paid ²⁷

78.1 Subject to section 80 (payment on death) and paragraph (2), any payment of the amount of a reduction must be made to that person.

78.2 Where a person other than a person who is entitled to a reduction under this authority's scheme made the application for the reduction and that first person is a person acting pursuant to an appointment or is treated as having been so appointed, the amount of the reduction may be paid to that person.

²⁶ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

²⁷ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

79.0 Shortfall in support / reduction²⁸

79.1 Where, on the revision of a decision allowing a reduction under an authority's scheme to a person, it is determined that the amount allowed was less than the amount to which that person was entitled, the authority must either;

- (a) make good any shortfall in reduction which is due to that person, by reducing so far as possible the next and any subsequent payments he is liable to make in respect of the council tax of the authority as it has effect for the chargeable financial year until that shortfall is made good; or
- (b) where this is not possible or the person concerned so requests, pay the amount of any shortfall in reduction due to that person within 14 days of the revision of the decision being made or if that is not reasonable practicable, as soon as possible afterwards.

80.0 Payment on the death of the person entitled²⁹

80.1 Where the person entitled to any reduction under this scheme has died and it is not possible to award the reduction which is due in the form of a reduction of the council tax for which he was liable, the authority must make payment of the amount of the reduction to his executor or administrator in accordance with regulation 58(4) of the Council Tax (Administration and Enforcement) Regulations 1992.

81.0 Offsetting

81.1 Where a person has been allowed or paid a sum of council tax support under a decision which is subsequently revised or further revised, any sum allowed or paid in respect of a period covered by the subsequent decision shall be offset against arrears of entitlement under the subsequent decision except to the extent that the sum exceeds the arrears and shall be treated as properly awarded or paid on account of them.

82 – 90 Not used

²⁸ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

²⁹ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

Sections 91 – 94

Collection, holding and forwarding of information for Council Tax Support purposes

91.0 Use of information from and to the Department of Work and Pensions (DWP) and Her Majesty's Revenues and Customs (HMRC)

91.1 The authority will use information provided by the DWP and HMRC for the purposes of Council Tax Reduction, council tax liability, billing, administration and enforcement as outlined within Schedule 2 of the Local Government Finance Act 1992 as amended by the Local Government Finance Act 2012 and the Social Security (Information-sharing in relation to Welfare Services etc.) (Amendment) Regulations 2013

91.2 Where required by the relevant department and where required by law, the authority will share information obtained for Council Tax Reduction with the DWP or HMRC as appropriate and in accordance with Data Protections requirements³⁰.

92.0 Collection of information

92.1 The authority may receive and obtain information and evidence relating to claims for Council Tax Reduction, the council may receive or obtain the information or evidence from:

- a. persons making claims for Council Tax Reduction;
- b. other persons in connection with such claims;
- c. other local authorities; or
- d. central government departments including the DWP and HMRC

92.2 The authority may verify relevant information supplied to, or obtained.

93.0 Recording and holding information

93.1 The authority may:

- a. may make a record of such information; and
- b. may hold that information, whether as supplied or obtained or recorded, for the purpose of forwarding it to the person or authority for the time being administering Council Tax Reduction.

94.0 Forwarding of information

94.1 The authority may forward it to the person or authority for the time being administering claims to or awards of Council Tax Reduction to which the relevant information relates, being:

- a. a local authority;
- b. a person providing services to a local authority; or
- c. a person authorised to exercise any function of a local authority relating to Council Tax Reduction.

³⁰ Data Retention and Investigatory Powers Act 2014 and Data Retention Regulations 2014

Sections 95 – 98

Revisions, Written Statements, Termination of Council Tax Support

95.0 Persons affected by Decisions

- 95.1 A person is to be treated as a person affected by a relevant decision of the authority here that person is;
- a. an applicant;
 - b. in the case of a person who is liable to make payments in respect of a dwelling and is unable for the time being to act
 - (i) a Deputy appointed by the Court of Protection with power to claim, or as the case may be, receive benefit or support on his behalf,
 - (ii) in Scotland, a tutor, curator, judicial factor or other guardian acting or appointed in terms of law administering that person's estate, or
 - (iii) an attorney with a general power or a power to receive benefit or support appointed by the person liable to make those payments under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise;
 - c. a person appointed by the authority under this scheme;

96.0 Revisions of Decisions

- 96.1 Subject to the provisions in this scheme, a relevant decision ('the original decision') may be revised or further revised by the authority, which made the decision where the person affected makes an application for a revision within;
- (i) one month of the date of notification of the original decision; or
 - (ii) such extended time as the authority may allow.
- 96.2 The authority may revise or further revise that original decision at any time. Where further information is required from the person affected, the authority shall request such information and evidence as it feels is reasonable. Such information must be supplied within;
- i) one month of the date of notification of the additional information; or
 - (ii) such extended time as the authority may allow

97.0 Written Statements

- 97.1 Subject to the provisions in the scheme, the authority may upon a written request issue a written statement to a person affected to further explain the decision of the authority in relation to Council Tax Support. The request must be received within one month of the date of the notification being issued by the authority.

98.0 Terminations

- 98.1 The authority may terminate support in whole or in part the Council Tax Support where it appears to the authority that an issue arises whether;
- a. the conditions for entitlement to Council Tax Support are or were fulfilled; or
 - b. a decision as to an award of such a support should be revised or superseded.
- 98.2 The authority may terminate, in whole or in part the Council Tax Support where it appears to the authority that an issue arises whether;
- a. the conditions for entitlement to Council Tax Support are or were fulfilled; or
 - b. a decision as to an award of such a support should be revised or superseded.
- Where the person fails to provide information to the authority as requested in relation to any matter relating to their liability for Council Tax

Section 99

Appeals against the authority's decisions

99.0 Procedure by which a person may make an appeal against certain decisions of the authority³¹

- 99.1 A person who is aggrieved by a decision of the authority, which affects;
- a. the person's entitlement to a reduction under its scheme, or
 - b. the amount of any reduction to which that person is entitled,
- may serve a written notice on the authority stating the matter by which, and the grounds on which, he is aggrieved.
- 99.2 The authority must
- a. consider the matter to which the notice relates;
 - b. notify the aggrieved person in writing;
 - i. that the ground is not well founded, giving reasons for that belief; or
 - ii. that steps have been taken to deal with the grievance, stating the steps taken.
- 99.3 Where, following notification under sub-paragraph (2)(b)(i) or (ii), the person is still aggrieved, or if the authority fails to notify the person aggrieved in accordance with sub-paragraph (2)(b) within two months of the service of his notice, he may appeal to the valuation tribunal under section 16 of the 1992 Act³².

³¹ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

³² As amended by the Tribunal Procedure (Amendment No 3) Rules 2014

Section 100

Procedure for applying for a discretionary reduction

100.0 Procedure for an application to the authority for a reduction under section 13A(1)(c) of the 1992 Act³³

100.1 An application to the authority for a reduction under section 13A(1)(c) of the 1992 Act may be made:

- a. in writing,
- b. by means of an electronic communication in accordance this scheme or
- c. where the authority has published a telephone number for the purpose of receiving such applications, by telephone.

100.2 Where:

- a. the authority has made a determination under section 13A(1)(c) in relation to a class of case in which liability is to be reduced; and
- b. a person in that class would otherwise be entitled to a reduction under its scheme, that person's application for a reduction under the authority's scheme may also be treated as an application for a reduction under section 13A(1)(c).

³³ Inserted by Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

Section 101 – 106A³⁴

Electronic Communication

³⁴ Inserted by Council Tax Reductions Schemes (Prescribed Requirements) (England) Regulations 2012

101.0 Interpretation

101.1 In this Part;
“**information**” includes an application, a certificate, notice or other evidence; and
“**official computer system**” means a computer system maintained by or on behalf of an authority for sending, receiving, processing or storing of any information.

102.0 Conditions for the use of electronic communication

102.1 The authority may use an electronic communication in connection with applications for, and awards of, reductions under its scheme.

102.2 A person other than the authority may use an electronic communication in connection with the matters referred to in paragraph (1) if the conditions specified in paragraphs (3) to (6) are satisfied.

102.3 The first condition is that the person is for the time being permitted to use an electronic communication by an authorisation given by means of a direction of the Chief Executive of the authority.

102.4 The second condition is that the person uses an approved method of:

- a. authenticating the identity of the sender of the communication;
- b. electronic communication;
- c. authenticating any application or notice delivered by means of an electronic communication; and
- d. subject to sub-paragraph (7), submitting to the authority any information.

102.5 The third condition is that any information sent by means of an electronic communication is in a form approved for the purposes.

102.6 The fourth condition is that the person maintains such records in written or electronic form as may be specified in a direction given by the Chief Executive of the authority.

102.7 Where the person uses any method other than the method approved of submitting any information, that information is to be treated as not having been submitted.

102.8 In this paragraph “approved” means approved by means of a direction given by the Chief Executive of the authority for the purposes of this section.

103.0 Use of intermediaries

103.1 The authority may use intermediaries in connection with;

- a. the delivery of any information by means of an electronic communication; and
- b. the authentication or security of anything transmitted by such means,

and may require other persons to use intermediaries in connection with those matters.

104.0 Effect of delivering information by means of electronic communication

104.1 Any information which is delivered by means of an electronic communication is to be treated as having been delivered in the manner or form required by any provision of an authority’s scheme on the day the conditions imposed:

- a. by this section; and
- b. by or under an enactment,

are satisfied.

104.2 The authority may determine that any information is to be treated as delivered on a different day (whether earlier or later) from the day provided for in sub-paragraph (1).

104.3 Information may not be taken to have been delivered to an official computer system by means of an electronic communication unless it is accepted by the system to which it is delivered.

105.0 Proof of identity of sender or recipient of information

105.1 If it is necessary to prove, for the purpose of any legal proceedings, the identity of:

- a. the sender of any information delivered by means of an electronic communication to an official computer system; or
- b. the recipient of any such information delivered by means of an electronic communication from an official computer system,

the sender or recipient, as the case may be, is to be presumed to be the person whose name is recorded as such on that official computer system.

106.0 Proof of delivery of information

106.1 If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any information this is presumed to have been the case where;

- (a) any such information has been delivered to the relevant authority, if the delivery of that information has been recorded on an official computer system; or
- (b) any such information has been delivered by the relevant authority, if the delivery of that information has been recorded on an official computer system.

106.2 If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any such information, this is presumed not to be the case, if that information delivered to the relevant authority has not been recorded on an official computer system.

106.3 If it is necessary to prove, for the purpose of any legal proceedings, when any such information sent by means of an electronic communication has been received, the time and date of receipt is presumed to be that recorded on an official computer system.

106A.0 Proof of content of information

106A.1 If it is necessary to prove, for the purpose of any legal proceedings, the content of any information sent by means of an electronic communication, the content is presumed to be that recorded on an official computer system.

Section 107
Counter Fraud and Compliance

107.0 Counter Fraud and compliance

107.1 In order to protect the finances of the authority and also in the interests of all council taxpayers, the authority will undertake such actions as allowed by law to:

- a. Prevent and detect fraudulent claims and actions in respect of Council Tax Reduction;
- b. Carry out investigations fairly, professionally and in accordance with the law; and
- c. Ensure that sanctions are applied in appropriate cases

107.2 The authority believes that it is important to minimise the opportunity for fraud and;

- a. will implement rigorous procedures for the verification of claims for Council Tax Reduction;
- b. will employ sufficient Officers to fulfil the authority's commitment to combat fraud;
- c. will actively tackle fraud where it occurs in accordance with this scheme;
- d. will co-operate with the Department for Work and Pensions (DWP), Her Majesty's Revenues and Customs and take part in joint working including prosecutions; and
- e. will in all cases seek to recover all outstanding council tax.

107.3 The authority shall put into place such administrative policies, procedures and processes as are necessary to ensure that the actions outlined within paragraph 107.1 and 107.2 can be carried out successfully. In particular the authority shall undertake actions provided by the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

Schedule 1
Applicable Amounts ³⁵

³⁵ ³⁵ The amounts shown within this schedule shall be updated in line with the Housing Benefit Regulations 2006 as amended

Personal Allowance

- 1 The amounts specified in column (2) below in respect of each person or couple specified in column (1) shall be the amounts specified for the purposes the main scheme;

Column 1 Person or Couple	Column 2
1. A Single applicant who; a) is entitled to main phase employment and support allowance	£77.00
b) is aged not less than 25	£77.00
c) is aged not less than 18 but less than 25	£61.05
2. Lone Parent	£77.00
3. Couple; a) Where the applicant is entitled to the main phase of employment and support allowance	£121.05
b) Where one member is aged not less than 18	£121.05

For the purposes of paragraph 1 an applicant is entitled to main phase employment and support allowance if;

- a. Paragraph 17 or 18 is satisfied in relation to the applicant; or
- b. The applicant is entitled to a converted employment and support allowance

- 2 (1) The amount specified in column (2) below in respect of each person specified in column (1) shall, for the relevant period specified in column (1), be the amounts specified for the purposes of the main scheme

Column 1 Child or Young Person	Column 2
Person in respect of the period– (a) beginning on that person’s date of birth and ending on the day preceding the first Monday in September following that person’s sixteenth birthday;	£70.80
(b) beginning on the first Monday in September following that person’s sixteenth birthday and ending on the day preceding that person’s twentieth birthday.	£70.80

(2) In column (1) of the table in paragraph (1), “the first Monday in September” means the Monday which first occurs in the month of September in any year.

Family Premiums

3. (1) The amount for the purposes of this scheme in respect of a family of which at least one member is a child or young person shall be
- a. where the applicant is a lone parent to whom sub-paragraph (3) of Schedule 3 of the Housing Benefit Regulations 2006 applies, £22.20;
 - b. in any other case, £17.85;

Premiums

4. Except as provided in paragraph 5, the premiums specified this Schedule shall, for the purposes of this scheme, be applicable to an applicant who satisfies the condition specified in

paragraphs 4 to 16 in respect of that premium.

5. Subject to paragraph 6, where an applicant satisfies the conditions in respect of more than one premium in this this Schedule, only one premium shall be applicable to him and, if they are different amounts, the higher or highest amount shall apply.
- 6 (1) The following premiums, namely–
- a. severe disability premium to which paragraph 10 applies;
 - b. an enhanced disability premium to which paragraph 11 applies;
 - c. a disabled child premium to which paragraph 12 applies; and a
 - d. carer premium to which paragraph 13 applies,
- may be applicable in addition to any other premium which may apply under this Schedule
7. (1) Subject to sub-paragraph (2), for the purposes of this Schedule, once a premium is applicable to an applicant under this Part, a person shall be treated as being in receipt of any benefit for
- a. in the case of a benefit to which the Social Security (Overlapping Benefits) Regulations 1979 applies, any period during which, apart from the provisions of those Regulations, he would be in receipt of that benefit; and
 - b. any period spent by a person in undertaking a course of training or instruction provided or approved by the Secretary of State under section 2 of the 1973 Act or by Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise under or section 2 of the Enterprise and New Towns(Scotland) Act 1990 for any period during which he is in receipt of a training allowance.
- (2) For the purposes of the carer premium, a person shall be treated as being in receipt of carer's allowance by virtue of sub-paragraph (1)(a) only if and for so long as the person in respect of whose care the allowance has been claimed remains in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the Act or the daily living component of the personal independence payment under the Welfare Reform Act 2012 or an AFIP.

Disability Premium

8. The condition (s) to be met is contained in Schedule 3 (12) Housing Benefit Regulations 2006

Additional Condition for the Disability Premiums

9. The condition (s) to be met is contained in Schedule 3 (13) Housing Benefit Regulations 2006

Severe Disability Premiums

10. The condition (s) to be met is contained in Schedule 3 (14) Housing Benefit Regulations 2006

Enhanced Disability Premium

11. The condition (s) to be met is contained in Schedule 3 (15) Housing Benefit Regulations 2006

Disabled Child Premium

12. The condition (s) to be met is contained in Schedule 3 (16) Housing Benefit Regulations 2006

Carer Premium

13. The condition (s) to be met is contained in Schedule 3 (17) Housing Benefit Regulations 2006

Persons in receipt of concessionary payments

14. For the purpose of determining whether a premium is applicable to a person under paragraphs 8 to 13, any concessionary payment made to compensate that person for the non-payment of any benefit mentioned in those paragraphs shall be treated as if it were a payment of that benefit.

Persons in receipt of benefit for another

15. For the purposes of this Schedule, a person shall be regarded as being in receipt of any benefit if, and only if, it is paid in respect of him and shall be so regarded only for any period in respect

of which that benefit is paid.

Amounts of Premium

16. For the purposes of this Schedule, the following amounts shall apply;

Premium	Amount
Disability Premium	£36.20
a. where the applicant satisfies the condition in paragraph 12(a) of Schedule 3 Housing Benefit Regulations 2006	
b. where the applicant satisfies the condition in paragraph 12(b) of Schedule 3 Housing Benefit Regulations 2006	£51.60
Severe Disability Premium	£69.40
a. where the applicant satisfies the condition in paragraph 14(2)(a) of Schedule 3 Housing Benefit Regulations 2006	
b. where the applicant satisfies the condition in paragraph 14(2)(b) of Schedule 3 Housing Benefit Regulations 2006	£69.40
i. in a case where there is someone in receipt of carer's allowance or if he or any partner satisfies that condition only by virtue of paragraph 14(5);	
ii. in a case where there is no one in receipt of such an allowance	£138.80
Disabled Child Premium	£68.04 in respect of each child or young person in respect of whom the condition specified in paragraph 16 of Part 3 of Schedule 3 Housing Benefit Regulations 2006
Carer Premium	£38.85 in respect of each person who satisfies the condition specified in paragraph 17 of Part 3 of Schedule 3 Housing Benefit Regulations 2006
Enhanced Disability Premium	(a) £27.44 in respect of each child or young person in respect of whom the conditions specified in paragraph 15 of Part 3 of Schedule 3 Housing Benefit Regulations 2006 are satisfied; (b) £17.75 in respect of each person who is neither— (i) a child or young person; nor (ii) a member of a couple or a polygamous marriage, in respect of whom the conditions specified in paragraph 15 are satisfied; (c) £25.35 where the applicant is a member of a couple or a polygamous marriage and the conditions specified in paragraph 15 of Part 3 of Schedule 3 Housing

Premium	Amount
	Benefit Regulations 2006 are satisfied in respect of a member of that couple or polygamous marriage.

The components

- 17. The condition (s) to be met is contained in Schedule 3 (21 -24) Housing Benefit Regulations 2006 as amended by the Social Security (Miscellaneous Amendments) Regulations 2013
- 18. The amount of the work-related activity component is £30.60. The amount of the support component is £40.60.

Transitional Addition

- 19. The applicant is entitled to the transitional addition calculated in accordance with paragraph 30 of Schedule 3 of the Housing Benefit Regulations 2006 where the applicant or the applicant's partner meets the conditions contained within paragraphs 27 – 29 of Schedule 3 of the Housing Benefit Regulations 2006

Amount of transitional addition

- 20. The amount of any transitional addition is calculated in accordance with paragraphs 30 and 31 of Schedule 3 of the Housing Benefit Regulations 2006

Schedule 2

Not Used

Schedule 3
Sums to be disregarded in the calculation of earnings

- 1.** In the case of an applicant who has been engaged in remunerative work as an employed earner or, had the employment been in Great Britain, would have been so engaged—
- (a) where—
 - (i) the employment has been terminated because of retirement; and
 - (ii) on retirement he is entitled to a retirement pension under the Act, or is not so entitled solely because of his failure to satisfy the contribution conditions,
any earnings paid or due to be paid in respect of that employment, but only for a period commencing on the day immediately after the date on which the employment was terminated;
 - (b) where before the first day of entitlement to Council Tax Reduction the employment has been terminated otherwise than because of retirement, any earnings paid or due to be paid in respect of that employment except—
 - (i) any payment of the nature described in
 - (aa) paragraph 25.1(e), or
 - (bb) section 28, 64 or 68 of the Employment Rights Act 1996 (guarantee payments, suspension from work on medical or maternity grounds); and
 - (ii) any award, sum or payment of the nature described in
 - (aa) paragraph 25.1(g) or (h), or
 - (bb) section 34 or 70 of the Employment Rights Act 1996 (guarantee payments and suspension from work: complaints to employment tribunals),
including any payment made following the settlement of a complaint to an employment tribunal or of court proceedings;
 - (c) where before the first day of entitlement to Council Tax Reduction—
 - (i) the employment has not been terminated, but
 - (ii) the applicant is not engaged in remunerative work,

any earnings paid or due to be paid in respect of that employment except any payment or remuneration of the nature described in paragraph 1(b)(i) or (ii) (bb) or paragraph 25.1(i), or (j).
- 2.** In the case of an applicant who, before first day of entitlement to Council Tax Reduction;
- (a) has been engaged in part-time employment as an employed earner or, where the employment has been outside Great Britain, would have been so engaged had the employment been in Great Britain; and
 - (b) has ceased to be engaged in that employment, whether or not that employment has been terminated,
any earnings paid or due to be paid in respect of that employment except;
 - (i) where that employment has been terminated, any payment of the nature described in paragraph 1(b)(i) or (ii)(bb);
 - (ii) where that employment has not been terminated, any payment or remuneration of the nature described in paragraph 1(b)(i) or (ii)(bb) or paragraph 25.1(i), (i) or (j).
- 2A.** In the case of an applicant who has been engaged in remunerative work or part-time employment as a self-employed earner or, had the employment been in Great Britain would have been so engaged and who has ceased to be so employed, from the date of the cessation

of his employment any earnings derived from that employment except earnings to which paragraph 27.3 and paragraph 27.4 (earnings of self-employed earners) apply.

3. (1) In a case to which this paragraph applies and paragraph 4 does not apply, £20; but notwithstanding section 15 (calculation of income and capital of members of an applicant's family and of a polygamous marriage) if this paragraph applies to an applicant it shall not apply to his partner except where, and to the extent that, the earnings of the applicant which are to be disregarded under this paragraph are less than £20.
- (2) This paragraph applies where the applicant's applicable amount includes an amount by way of the disability premium, severe disability premium, work-related activity component or support component.
- (3) This paragraph applies where
 - (a) he is a member of a couple and his applicable amount includes an amount by way of the disability premium; and
 - (b) he or his partner has not attained the qualifying age for state pension credit and at least one is engaged in employment.
- (4)–(5) Not used
4. In a case where the applicant is a lone parent, £25.
5. (1) In a case to which neither paragraph 3 nor paragraph 4 applies to the applicant and, subject to sub-paragraph (2), where the applicant's applicable amount includes an amount by way of the carer premium, £20 of the earnings of the person who is, or at any time in the preceding eight weeks was, in receipt of carer's allowance or treated in accordance with this scheme as being in receipt of carer's allowance.
- (2) Where the carer premium is awarded in respect of the applicant and of any partner of his, their earnings shall for the purposes of this paragraph be aggregated, but the amount to be disregarded in accordance with sub-paragraph (1) shall not exceed £20 of the aggregated amount.
6. Where the carer premium is awarded in respect of an applicant who is a member of a couple and whose earnings are less than £20, but is not awarded in respect of the other member of the couple, and that other member is engaged in an employment;
 - (a) specified in paragraph 8(1), so much of the other member's earnings as would not when aggregated with the amount disregarded under paragraph 5 exceed £20;
 - (b) other than one specified in paragraph 8(1), so much of the other member's earnings from such other employment up to £10 as would not when aggregated with the amount disregarded under paragraph 5 exceed £20.
7. In a case where paragraphs 3, 5, 6 and 8 do not apply to the applicant and he is one of a couple and a member of that couple is in employment, £10; but, notwithstanding section 15 (calculation of income and capital of members of applicant's family and of a polygamous marriage), if this paragraph applies to an applicant it shall not apply to his partner except where, and to the extent that, the earnings of the applicant which are to be disregarded under this paragraph are less than £10.
8. (1) In a case where paragraphs 3, 4, 5 and 6 do not apply to the applicant, £20 of earnings derived from one or more employments as–
 - (a) as a part-time fire-fighter employed by a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies;
 - (b) a part-time fire-fighter employed by a fire and rescue authority (as defined in section

1 of the Fire (Scotland) Act 2005(a)) or a joint fire and rescue board constituted by an amalgamation scheme made under section 2(1) of that Act;

- (c) an auxiliary coastguard in respect of coast rescue activities;
- (d) a person engaged part-time in the manning or launching of a life boat;
- (e) a member of any territorial or reserve force prescribed in Part I of Schedule 6 to the Social Security (Contributions) Regulations 2001;

but, notwithstanding section 15 (calculation of income and capital of members of applicant's family and of a polygamous marriage), if this paragraph applies to an applicant it shall not apply to his partner except to the extent specified in sub-paragraph (2).

- (2) If the applicant's partner is engaged in employment;
 - (a) specified in sub-paragraph (1), so much of his earnings as would not in aggregate with the amount of the applicant's earnings disregarded under this paragraph exceed £20;
 - (b) other than one specified in sub-paragraph (1), so much of his earnings from that employment up to £10 as would not in aggregate with the applicant's earnings disregarded under this paragraph exceed £20.

9. Where the applicant is engaged in one or more employments specified in paragraph 8(1), but his earnings derived from such employments are less than £20 in any week and he is also engaged in any other employment so much of his earnings from that other employment, up to £5 if he is a single applicant, or up to £10 if he has a partner, as would not in aggregate with the amount of his earnings disregarded under paragraph 8 exceed £20.

10. In a case to which none of the paragraphs 3 to 9 applies, £5.

10A. (1) Where;

- (a) the applicant (or if the applicant is a member of a couple, at least one member of that couple) is a person to whom sub-paragraph (5) applies;
- (b) the Secretary of State is satisfied that that person is undertaking exempt work as defined in sub-paragraph (6); and
- (c) paragraph 12 does not apply,

the amount specified in sub-paragraph (7) ('the specified amount').

(2) Where this paragraph applies, paragraphs 3 to 10 do not apply; but in any case where the applicant is a lone parent, and the specified amount would be less than the amount specified in paragraph 4, then paragraph 4 applies instead of this paragraph.

(3) Notwithstanding section 15 (calculation of income and capital of members of applicant's family and of a polygamous marriage), if sub-paragraph (1) applies to one member of a couple ('A') it shall not apply to the other member of that couple ('B') except to the extent provided in sub-paragraph (4).

(4) Where A's earnings are less than the specified amount, there shall also be disregarded so much of B's earnings as would not when aggregated with A's earnings exceed the specified amount; but the amount of B's earnings which may be disregarded under this sub-paragraph is limited to a maximum of £20 unless the Secretary of State is satisfied that B is also undertaking exempt work.

(5) This sub-paragraph applies to a person who is;

- (a) in receipt of a contributory employment and support allowance;
- (b) in receipt of incapacity benefit;
- (c) in receipt of severe disablement allowance; or
- (d) being credited with earnings on the grounds of incapacity for work or limited capability for work under regulation 8B of the Social Security (Credits) Regulations 1975

(6) 'Exempt work' means work of the kind described in;

(a) regulation 45(2), (3) or (4) of the Employment and Support Allowance Regulations; or (as the case may be)
(b) regulation 17(2), (3) or (4) of the Social Security (Incapacity for Work) (General) Regulations 1995,
and, in determining for the purposes of this paragraph whether an applicant or a member of a couple is undertaking any type of exempt work, it is immaterial whether that person or their partner is also undertaking other work.

(7) The specified amount is the amount of money from time to time mentioned in any provision referred to in sub-paragraph (6) by virtue of which the work referred to in sub-paragraph (1) is exempt (or, where more than one such provision is relevant and those provisions mention different amounts of money, the highest of those amounts).

11. Any amount or the balance of any amount which would fall to be disregarded under paragraph 19 or 20 of Schedule 4 had the applicant's income which does not consist of earnings been sufficient to entitle him to the full disregard thereunder.

12. Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, his earnings.

13. Any earnings derived from employment, which are payable in a country outside the United Kingdom for such period during which there is a prohibition against the transfer to the United Kingdom of those earnings.

14. Where a payment of earnings is made in a currency other than Sterling, any banking charge or commission payable in converting that payment into Sterling.

15. Any earnings of a child or young person.

16. (1) In a case where the applicant is a person who satisfies at least one of the conditions set out in sub-paragraph (2), and his net earnings equal or exceed the total of the amounts set out in sub-paragraph (3), the amount of his earnings that falls to be disregarded under paragraphs 3 to 10A of this Schedule shall be increased by £17.10.

(2) The conditions of this sub-paragraph are that—

(a) the applicant, or if he is a member of a couple, either the applicant or his partner, is a person to whom regulation 20(1)(c) of the Working Tax Credit Regulations applies; or

(b) the applicant—

(i) is, or if he is a member of a couple, at least one member of that couple is aged at least 25 and is engaged in remunerative work for on average not less than 30 hours per week; or

(ii) is a member of a couple and

(aa) at least one member of that couple, is engaged in remunerative work for on average not less than 16 hours per week; and

(bb) his applicable amount includes a family premium; or

(iii) is a lone parent who is engaged in remunerative work for on average not less than 16 hours per week; or

(iv) is, or if he is a member of a couple, at least one member of that couple is engaged in remunerative work for on average not less than 16 hours per week; and;

(aa) the applicant's applicable amount includes a disability premium, the work-related activity component or the support component ;

(bb) where he is a member of a couple, at least one member of that couple satisfies the qualifying conditions for the disability premium or either of the components referred to in sub-head (aa) above and is engaged in remunerative work for on average not less than 16 hours per week.

(3) The following are the amounts referred to in sub-paragraph (1);

- (a) the amount calculated as disregardable from the applicant's earnings under paragraphs 3 to 10A of this Schedule;
- (b) the amount of child care charges calculated as deductible under paragraph 17(1)(c); and
- (c) £17.10

- (4) The provisions of section 6 shall apply in determining whether or not a person works for on average not less than 30 hours per week, but as if the reference to 16 hours in paragraph (1) of that section were a reference to 30 hours.

- 17.** In this Schedule 'part-time employment' means employment in which the person is engaged on average for less than 16 hours a week.

Schedule 4

Sums to be disregarded in the calculation of income other than earnings³⁶

³⁶ Any amounts shown in this schedule will be uprated in line with the Housing Benefit Regulations 2006 as amended

1. Any amount paid by way of tax on income, which is to be taken into account under section 30 (calculation of income other than earnings).
- A2. Any payment made to the claim and in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Mandatory Work Activity Scheme.
- A3. Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Employment, Skills and Enterprise Scheme or Back to Work Scheme, but only for 52 weeks beginning with the date of receipt of the payment.
2. Any payment in respect of any expenses incurred or to be incurred by an applicant who is–
 - (a) engaged by a charitable or voluntary organisation, or
 - (b) volunteer,
 if he otherwise derives no remuneration or profit from the employment and is not to be treated as possessing any earnings under section 32.0 (notional income).
- 2A. Any payment in respect of expenses arising out of the applicant’s participation as a service user.
3. In the case of employment as an employed earner, any payment in respect of expenses wholly, exclusively and necessarily incurred in the performance of the duties of the employment.
4. Where an applicant is on income support, an income-based jobseeker’s allowance or an income-related employment and support allowance the whole of his income.
5. Where the applicant is a member of a joint-claim couple for the purposes of the Jobseekers Act and his partner is on an income-based jobseeker’s allowance, the whole of the applicant’s income.
6. Where the applicant, or the person who was the partner of the applicant on 31st March 2003, was entitled on that date to income support or an income-based jobseeker’s allowance but ceased to be so entitled on or before 5th April 2003 by virtue only of regulation 13 of the Housing Benefit (General) Amendment (No. 3) Regulations 1999 as in force at that date, the whole of his income.
7. Any disability living allowance, personal independence payment or AFIP
8. Any concessionary payment made to compensate for the non-payment of;
 - (a) any payment specified in paragraph 7 or 10;
 - (b) income support;
 - (c) an income-based jobseeker’s allowance.
 - (d) an income-related employment and support allowance.
9. Any mobility supplement under article 20 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (including such a supplement by virtue of any other scheme or order) or under article 25A of the Personal Injuries (Civilians) Scheme 1983 or any payment intended to compensate for the non-payment of such a supplement.
10. Any attendance allowance.
11. Any payment to the applicant as holder of the Victoria Cross or of the George Cross or any analogous payment.
12. (1) Any payment–
 - (a) by way of an education maintenance allowance made pursuant to;
 - (i) regulations made under section 518 of the Education Act 1996 (payment of

school expenses; grant of scholarships etc);
(ii) regulations made under section 49 or 73(f) of the Education (Scotland) Act 1980 (power to assist persons to take advantage of educational facilities);
(iii) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992

- (b) corresponding to such an education maintenance allowance, made pursuant to;
(i) section 14 or section 181 of the Education Act 2002 (power of Secretary of State and National Assembly for Wales to give financial assistance for purposes related to education or childcare, and allowances in respect of education or training); or
(ii) regulations made under section 181 of that Act; or

(iii) in England, by way of financial assistance made pursuant to section 14 of the Education Act 2002.

- (2) Any payment, other than a payment to which sub-paragraph (1) applies, made pursuant to;
(a) regulations made under section 518 of the Education Act 1996;
(b) regulations made under section 49 of the Education (Scotland) Act 1980; or
(c) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992, in respect of a course of study attended by a child or a young person or a person who is in receipt of an education maintenance allowance or other payment made pursuant to any provision specified in sub-paragraph (1).

13. Any payment made to the applicant by way of a repayment under regulation 11(2) of the Education (Teacher Student Loans) (Repayment etc.) Regulations 2002.

- 14** (1) Any payment made pursuant to section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990 except a payment;
(a) made as a substitute for income support, a jobseeker's allowance, incapacity benefit, severe disablement allowance or an employment and support allowance;
(b) of an allowance referred to in section 2(3) of the 1973 Act or section 2(5) of the Enterprise and New Towns (Scotland) Act 1990; or
(c) intended to meet the cost of living expenses which relate to any one or more of the items specified in sub-paragraph (2) whilst an applicant is participating in an education, training or other scheme to help him enhance his employment prospects unless the payment is a Career Development Loan paid pursuant to section 2 of the 1973 Act and the period of education or training or the scheme, which is supported by that loan, has been completed.
(2) The items specified in this sub-paragraph for the purposes of sub-paragraph (1)(c) are food, ordinary clothing or footwear, household fuel or rent of the applicant or, where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.

- 15** (1) Subject to sub-paragraph (2), any of the following payments;
(a) a charitable payment;
(b) a voluntary payment;
(c) a payment (not falling within sub-paragraph (a) or (b) above) from a trust whose funds are derived from a payment made in consequence of any personal injury to the applicant;
(d) a payment under an annuity purchased;
(i) pursuant to any agreement or court order to make payments to the applicant; or
(ii) from funds derived from a payment made, in consequence of any personal injury to the applicant; or
(e) a payment (not falling within sub-paragraphs (a) to (d) received by virtue of any

agreement or court order to make payments to the applicant in consequence of any personal injury to the applicant.

- (2) Sub-paragraph (1) shall not apply to a payment, which is made or due to be made by–
 - (a) a former partner of the applicant, or a former partner of any member of the applicant's family; or
 - (b) the parent of a child or young person where that child or young person is a member of the applicant's family.
- 16.** 100% of any of the following, namely
 - (a) a war disablement pension (except insofar as such a pension falls to be disregarded under paragraph 9 or 10);
 - (b) a war widow's pension or war widower's pension;
 - (c) a pension payable to a person as a widow, widower or surviving civil partner under any power of Her Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;
 - (d) a guaranteed income payment;
 - (e) a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;
 - (f) a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in sub-paragraphs (a) to (d) above;
 - (g) pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.
- 17.** Subject to paragraph 35, £15 of any;
 - (a) widowed mother's allowance paid pursuant to section 37 of the Act;
 - (b) widowed parent's allowance paid pursuant to section 39A of the Act.
- 18.** (1) Any income derived from capital to which the applicant is or is treated under section 41 (capital jointly held) as beneficially entitled but, subject to sub-paragraph (2), not income derived from capital disregarded under paragraphs 1, 2, 4, 8, 14 or 25 to 28 of Schedule 5.
(2) Income derived from capital disregarded under paragraphs 2, 4 or 25 to 28 of Schedule 5 but only to the extent of–
 - (a) any mortgage repayments made in respect of the dwelling or premises in the period during which that income accrued; or
 - (b) any council tax or water charges which the applicant is liable to pay in respect of the dwelling or premises and which are paid in the period during which that income accrued.

(3) The definition of 'water charges' in paragraph 2(1) shall apply to sub-paragraph (2) of this paragraph with the omission of the words 'in so far as such charges are in respect of the dwelling which a person occupies as his home'.
- 19.** Where the applicant makes a parental contribution in respect of a student attending a course at an establishment in the United Kingdom or undergoing education in the United Kingdom, which contribution has been assessed for the purposes of calculating–
 - (a) under, or pursuant to regulations made under powers conferred by, sections 1 or 2 of the Education Act 1962 or section 22 of the Teaching and Higher Education Act 1998, that student's award;
 - (b) under regulations made in exercise of the powers conferred by section 49 of the Education (Scotland) Act 1980, that student's bursary, scholarship, or other allowance under that section or under regulations made in exercise of the powers conferred by section 73 of that Act of 1980, any payment to that student under that section; or
 - (c) the student's student loan,an amount equal to the weekly amount of that parental contribution, but only in respect of the period for which that contribution is assessed as being payable.

- 20.** (1) Where the applicant is the parent of a student aged under 25 in advanced education who either;
- (a) is not in receipt of any award, grant or student loan in respect of that education; or
 - (b) is in receipt of an award under section 2 of the Education Act 1962 (discretionary awards) or an award bestowed by virtue of the Teaching and Higher Education Act 1998, or regulations made thereunder, or a bursary, scholarship or other allowance under section 49(1) of the Education (Scotland) Act 1980, or a payment under section 73 of that Act of 1980,
- and the applicant makes payments by way of a contribution towards the student's maintenance, other than a parental contribution falling within paragraph 19, an amount specified in sub-paragraph (2) in respect of each week during the student's term.
- (2) For the purposes of sub-paragraph (1), the amount shall be equal to–
- (a) the weekly amount of the payments; or
 - (b) the amount by way of a personal allowance for a single applicant under 25 less the weekly amount of any award, bursary, scholarship, allowance or payment referred to in sub-paragraph (1)(b),
- whichever is less.
- 21.** Any payment made to the applicant by a child or young person or a non- dependant.
- 22.** Where the applicant occupies a dwelling as his home and the dwelling is also occupied by a person other than one to whom paragraph 21 or 23 refers and there is a contractual liability to make payments to the applicant in respect of the occupation of the dwelling by that person or a member of his family–
- (a) where the aggregate of any payments made in respect of any one week in respect of the occupation of the dwelling by that person or a member of his family, or by that person and a member of his family, is less than £20, the whole of that amount; or
 - (b) where the aggregate of any such payments is £20 or more per week, £20.
- 23.** (1) Where the applicant occupies a dwelling as his home and he provides in that dwelling board and lodging accommodation, an amount, in respect of each person for which such accommodation is provided for the whole or any part of a week, equal to–
- (a) where the aggregate of any payments made in respect of any one week in respect of such accommodation provided to such person does not exceed £20.00, 100 per cent. of such payments;
 - (b) where the aggregate of any such payments exceeds £20.00, £20.00 and 50 per cent. of the excess over £20.00.
- (2) In this paragraph, 'board and lodging accommodation' means accommodation provided to a person or, if he is a member of a family, to him or any other member of his family, for a charge which is inclusive of the provision of that accommodation and at least some cooked or prepared meals which both are cooked or prepared (by a person other than the person to whom the accommodation is provided or a member of his family) and are consumed in that accommodation or associated premises.
- 24.** (1) Any income in kind, except where regulation 30(11)(b) (provision of support under section 95 or 98 of the Immigration and Asylum Act in the calculation of income other than earnings) applies.
- (2) The reference in sub-paragraph (1) to 'income in kind' does not include a payment to a third party made in respect of the applicant which is used by the third party to provide benefits in kind to the applicant.
- 25.** Any income which is payable in a country outside the United Kingdom for such period during which there is a prohibition against the transfer to the United Kingdom of that income.

- 26.** (1) Any payment made to the applicant in respect of a person who is a member of his family—
- (a) pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002 or in accordance or with a scheme approved by the Scottish Ministers under section 51A of the Adoption (Scotland) Act 1978**(b)** (schemes for payments of allowances to adopters); or in accordance with an Adoption Allowance Scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (Adoption Allowances Schemes)
 - (b) not used
 - (ba) which is a payment made by a local authority in pursuance of section 15(1) of, and paragraph 15 of Schedule 1 to, the Children Act 1989 (local authority contribution to a child’s maintenance where the child is living with a person as a result of a residence order) or in Scotland section 50 of the Children Act 1975 (payments towards maintenance of children);
 - (c) which is a payment made by an authority, as defined in Article 2 of the Children Order, in pursuance of Article 15 of, and paragraph 17 of Schedule 1 to, that Order (contribution by an authority to child’s maintenance);
 - (d) in accordance with regulations made pursuant to section 14F of the Children Act 1989(c) (special guardianship support services);
- (2) Any payment, other than a payment to which sub-paragraph (1)(a) applies, made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.
- 27.** Any payment made to the applicant with whom a person is accommodated by virtue of arrangements made
- (a) by a local authority under—
 - (i) section 23(2)(a) of the Children Act 1989 (provision of accommodation and maintenance for a child whom they are looking after),
 - (ii) section 26 of the Children (Scotland) Act 1995 (manner of provision of accommodation to child looked after by local authority), or
 - (iii) regulations 33 or 51 of the Looked After Children (Scotland) Regulations 2009 (fostering and kinship care allowances and fostering allowances); or
 - (b) by a voluntary organisation under section 59(1)(a) of the Children Act 1989 (provision of accommodation by voluntary organisations).
- 28.** Any payment made to the applicant or his partner for a person (‘the person concerned’), who is not normally a member of the applicant’s household but is temporarily in his care, by—
- (a) a health authority;
 - (b) a local authority but excluding payments of housing benefit made in respect of the person concerned;
 - (c) a voluntary organisation;
 - (d) the person concerned pursuant to section 26(3A) of the National Assistance Act 1948;
 - (e) a primary care trust established under section 16A of the National Health Service Act 1977 or established by an order made under section 18(2)(c) of the National Health Service Act 2006; or
 - (f) a Local Health Board established under section 16BA of the National Health Service Act 1977 or established by an order made under section 11 of the National Health Service (Wales) Act 2006
- 29.** Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or section 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).
- 29A.** (1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989(e) or section 29 of the Children (Scotland) Act 1995(local authorities’ duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person (‘A’) which A passes on

to the applicant.

(2) Sub-paragraph (1) applies only where A;

(a) was formerly in the applicant's care, and

(b) is aged 18 or over, and

(c) continues to live with the applicant.

- 30.** (1) Subject to sub-paragraph (2), any payment received under an insurance policy taken out to insure against the risk of being unable to maintain repayments;
- (a) on a loan which is secured on the dwelling which the applicant occupies as his home; or
- (b) under a regulated agreement as defined for the purposes of the Consumer Credit Act 1974 or under a hire-purchase agreement or a conditional sale agreement as defined for the purposes of Part 3 of the Hire-Purchase Act 1964.
- (2) A payment referred to in sub-paragraph (1) shall only be disregarded to the extent that the payment received under that policy does not exceed the amounts, calculated on a weekly basis, which are used to—
- (a) maintain the repayments referred to in sub-paragraph (1)(a) or, as the case may be, (b); and
- (b) meet any amount due by way of premiums on—
- (i) that policy; or
- (ii) in a case to which sub-paragraph(1)(a) applies, an insurance policy taken out to insure against loss or damage to any building or part of a building which is occupied by the applicant as his home and which is required as a condition of the loan referred to in sub-paragraph (1)(a).
- 31.** Any payment of income which, by virtue of section 36 (income treated as capital) is to be treated as capital.
- 32.** Any social fund payment made pursuant to Part 8 of the Act (the Social Fund) or any local welfare provision as defined by the Social Security (Miscellaneous Amendments) Regulations 2013
- 33.** Any payment under Part 10 of the Act (Christmas bonus for pensioners).
- 34.** Where a payment of income is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.
- 35.** The total of an applicant's income or, if he is a member of a family, the family's income and the income of any person which he is treated as possessing under paragraph 15.2 (calculation of income and capital of members of applicant's family and of a polygamous marriage) to be disregarded under paragraph 47.2(b) and paragraph 48.1(d) (calculation of covenant income where a contribution assessed, covenant income where no grant income or no contribution is assessed), paragraph 51(2) (treatment of student loans), paragraph 52(3) (treatment of payments from access funds) and paragraphs 17 shall in no case exceed £20 per week.
- 36.** (1) Any payment made under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006).
- (2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—
- (a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;
- (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
- (c) any young person who is a member of that person's family or who was such a

member and who is a member of the applicant's family.

(3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person provided that the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced or, where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of;

- (a) the person who is suffering from haemophilia or who is a qualifying person;
- (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
- (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(4) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where;

- (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and
- (b) the payment is made either;
 - (i) to that person's parent or step-parent, or
 - (ii) where that person at the date of the payment is a child, a young person or a student who has not completed his full-time education and has no parent or step-parent, to his guardian,

but only for a period from the date of the payment until the end of two years from that person's death.

(5) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where;

- (a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who was or had been a member of his family; and
- (b) the payment is made either
 - (i) to that person's parent or step-parent, or
 - (ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian,

but only for a period of two years from the relevant date.

(6) In the case of a person to whom or for whose reduction payment referred to in this paragraph is made, any income which derives from any payment of income or capital made under or deriving from any of the Trusts.

(7) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts shall be construed as including a reference to the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation and the London Bombings Relief Charitable Fund.

37. Any housing benefit or council tax benefit.

38. Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.

39. - 40. not used

- 41.** Any payment to a juror or witness in respect of attendance at a court other than compensation for loss of earnings or for the loss of a benefit payable under the benefit Acts.
- 42.** Not used
- 43.** Any payment in consequence of a reduction of council tax under section 13 or section 80 of the 1992 Act (reduction of liability for council tax).
- 44.** Not used
- 45.** (1) Any payment or repayment made—
- (a) as respects England, under regulation 5, 6 or 12 of the National Health Service (Travel Expenses and Remission of Charges) Regulations 2003 (travelling expenses and health service supplies);
 - (b) as respects Wales, under regulation 5, 6 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Wales) Regulations 2007 (travelling expenses and health service supplies);
 - (c) as respects Scotland, under regulation 3, 5 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Scotland) (No. 2) Regulations 2003 (travelling expenses and health service supplies).
- (2) Any payment or repayment made by the Secretary of State for Health, the Scottish Ministers or the Welsh Ministers, which is analogous to a payment or repayment, mentioned in sub-paragraph (1).
- 46.** Any payment made to such persons entitled to receive benefits as may be determined by or under a scheme made pursuant to section 13 of the Social Security Act 1988 in lieu of vouchers or similar arrangements in connection with the provision of those benefits (including payments made in place of healthy start vouchers, milk tokens or the supply of vitamins).
- 47.** Any payment made by either the Secretary of State for Justice or by the Scottish Ministers under a scheme established to assist relatives and other persons to visit persons in custody.
- 48.** (1) Where an applicant's applicable amount includes an amount by way of a family premium, £15 of any payment of maintenance, other than child maintenance, whether under a court order or not, which is made or due to be made by the applicant's former partner, or the applicant's partner's former partner.
- (2) For the purpose of sub-paragraph (1) where more than one maintenance payment falls to be taken into account in any week, all such payments such be aggregated and treated as if they were a single payment.
- (3) A payment made by the Secretary of State in lieu of maintenance shall, for the purpose of sub-paragraph (1), be treated as a payment of maintenance made by a person specified in sub-paragraph (1).
- 48A.** (1) Any payment of child maintenance made or derived from a liable relative where the child or young person in respect of whom the payment is made is a member of the applicant's family, except where the person making the payment is the applicant or the applicant's partner.
- (2) In paragraph (1) 'child maintenance' means any payment towards the maintenance of a child or young person, including any payment made voluntarily and payments made under;
- (a) the Child Support Act 1991;
 - (b) the Child Support (Northern Ireland) Order 1991;
 - (c) a court order;
 - (d) a consent order;
 - (e) a maintenance agreement registered for execution in the Books of Council and Session or the sheriff court books;
- 'liable relative' means a person listed in regulation 54 (interpretation) of the Income Support (General) Regulations 1987, other than a person falling within sub-paragraph (d) of that

definition.

- 49.** Not used
- 50.** Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to obtain or retain employment despite their disability.
- 51.** Any guardian's allowance.
- 52.** (1) If the applicant is in receipt of any benefit under Parts 2, 3 or 5 of the Act, any increase in the rate of that benefit arising under Part 4 (increases for dependants) or section 106(a) (unemployability supplement) of the Act, where the dependant in respect of whom the increase is paid is not a member of the applicant's family.
- (2) If the applicant is in receipt of any pension or allowance under Part 2 or 3 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006, any increase in the rate of that pension or allowance under that Order, where the dependant in respect of whom the increase is paid is not a member of the applicant's family.
- 53.** Any supplementary pension under article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (pensions to surviving spouses and surviving civil partners) and any analogous payment made by the Secretary of State for Defence to any person who is not a person entitled under that Order.
- 54.** In the case of a pension awarded at the supplementary rate under article 27(3) of the Personal Injuries (Civilians) Scheme 1983(a) (pensions to widows, widowers or surviving civil partners), the sum specified in paragraph 1(c) of Schedule 4 to that Scheme.
- 55.** (1) Any payment which is
- (a) made under any of the Dispensing Instruments to a widow, widower or
 - (b) surviving civil partner of a person;
 - (i) whose death was attributable to service in a capacity analogous to service as a member of the armed forces of the Crown; and
 - (ii) whose service in such capacity terminated before 31st March 1973; and equal to the amount specified in article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006.
- (2) In this paragraph 'the Dispensing Instruments' means the Order in Council of 19th December 1881, the Royal Warrant of 27th October 1884 and the Order by His Majesty of 14th January 1922 (exceptional grants of pay, non-effective pay and allowances).
- 55A.** Any Council Tax Reduction or council tax benefit to which the applicant is entitled.
- 56.** Except in a case which falls under sub-paragraph (1) of paragraph 16 of Schedule 3, where the applicant is a person who satisfies any of the conditions of sub-paragraph (2) of that paragraph, any amount of working tax credit up to £17.10
- 56A.–56B.** Not used
- 57.** Any payment made under section 12B of the Social Work (Scotland) Act 1968, or under sections 12A to 12D of the National Health Service Act 2006 (direct payments for health care) or under regulations made under section 57 of the Health and Social Care Act 2001 (direct payments).
- 58.** (1) Subject to sub-paragraph (2), in respect of a person who is receiving, or who has received, assistance under the self-employment route, any payment to that person—
- (a) to meet expenses wholly and necessarily incurred whilst carrying on the commercial activity;

(b) which is used or intended to be used to maintain repayments on a loan taken out by that person for the purpose of establishing or carrying on the commercial activity, in respect of which such assistance is or was received.

(2) Sub-paragraph (1) shall apply only in respect of payments, which are paid to that person from the special account

- 59.** (1) Any payment of a sports award except to the extent that it has been made in respect of any one or more of the items specified in sub-paragraph (2).
(2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.
(3) For the purposes of sub-paragraph (2) 'food' does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.
- 60.** Where the amount of subsistence allowance paid to a person in a reduction week exceeds the amount of income-based jobseeker's allowance that person would have received in that reduction week had it been payable to him, less 50p, that excess amount.
- 61.** In the case of an applicant participating in an employment zone programme, any discretionary payment made by an employment zone contractor to the applicant, being a fee, grant, loan or otherwise.
- 62.** Any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001 as amended by the Welfare Reform Act 2012 (Consequential Amendments) Regulations 2013.
- 63.** (1) Any payment made by a local authority or by the Welsh Ministers to or on behalf of the applicant or his partner relating to a service which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.
(2) For the purposes of sub-paragraph (1) 'local authority' includes, in England, a county council.
- 64.** Not used
- 65.** Any payments to a claimant made under section 49 of the Children and Families Act 2014 (personal budgets and direct payments)
- 66.** Any payment of child benefit.

Schedule 5
Capital to be disregarded³⁷

³⁷ Any amounts shown in this schedule will be uprated in line with the Housing Benefit Regulations 2006 as amended

1. The dwelling together with any garage, garden and outbuildings, normally occupied by the applicant as his home including any premises not so occupied which it is impracticable or unreasonable to sell separately, in particular, in Scotland, any croft land on which the dwelling is situated; but, notwithstanding section 15 (calculation of income and capital of members of applicant's family and of polygamous marriage), only one dwelling shall be disregarded under this paragraph.
- A2. Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Mandatory Work Activity Scheme but only for 52 weeks beginning with the date of receipt of the payment.
- A3. Any payment made to the applicant in respect of any travel or other expenses incurred or to be incurred, by him in respect of his participation in the Employment, Skills and Enterprise Scheme or Back to Work Scheme but only for 52 weeks beginning with the date of receipt of the payment but only for 52 weeks beginning with the date of receipt of payment.
2. Any premises acquired for occupation by the applicant, which he intends to occupy as his home within 26 weeks of the date of acquisition or such longer period as is reasonable in the circumstances to enable the applicant to obtain possession and commence occupation of the premises.
3. Any sum directly attributable to the proceeds of sale of any premises formerly occupied by the applicant as his home which is to be used for the purchase of other premises intended for such occupation within 26 weeks of the date of sale or such longer period as is reasonable in the circumstances to enable the applicant to complete the purchase.
4. Any premises occupied in whole or in part–
 - (a) by a partner or relative of a single applicant or any member of the family as his home where that person has attained the qualifying age for state pension credit or is incapacitated;
 - (b) by the former partner of the applicant as his home; but this provision shall not apply where the former partner is a person from whom the applicant is estranged or divorced or with whom he had formed a civil partnership that has been dissolved.
5. Not used.
6. Not used.
7. Any future interest in property of any kind, other than land or premises in respect of which the applicant has granted a subsisting lease or tenancy, including sub-leases or sub-tenancies.
8. (1) The assets of any business owned in whole or in part by the applicant and for the purposes of which he is engaged as a self-employed earner, or if he has ceased to be so engaged, for such period as may be reasonable in the circumstances to allow for disposal of any such asset.
 (2) The assets of any business owned in whole or in part by the applicant where–
 - (a) he is not engaged as a self-employed earner in that business by reason of some disease or bodily or mental disablement; but
 - (b) he intends to become engaged or, as the case may be, re-engaged as a self-employed earner in that business as soon as he recovers or is able to become engaged or re-engaged in that business;

for a period of 26 weeks from the date on which the claim for Council Tax Reduction is made, or is treated as made, or, if it is unreasonable to expect him to become engaged or re-engaged in that business within that period, for such longer period as is reasonable in the circumstances to enable him to become so engaged or re-engaged.

(3) In the case of a person who is receiving assistance under the self-employment route, the assets acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is being received.

(4) In the case of a person who has ceased carrying on the commercial activity in respect of which assistance was received as specified in sub-paragraph (3), the assets relating to that activity for such period as may be reasonable in the circumstances to allow for disposal of any such asset.

9. (1) Subject to sub-paragraph (2), any arrears of, or any concessionary payment made to compensate for arrears due to the non-payment of;
- (a) any payment specified in paragraphs 7, 9 or 10 of Schedule 4;
 - (b) an income-related benefit under Part 7 of the Act;
 - (c) an income-based jobseeker's allowance;
 - (d) any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001;
 - (e) working tax credit and child tax credit
 - (f) an income-related employment and support allowance

but only for a period of 52 weeks from the date of the receipt of arrears or of the concessionary payment.

(2) In a case where the total of any arrears and, if appropriate, any concessionary payment referred to in sub-paragraph (1) relating to one of the specified payments, benefits or allowances amounts to £5,000 or more (referred to in this sub-paragraph and in sub-paragraph (3) as 'the relevant sum') and is

- (a) paid in order to rectify or to compensate for, an official error as defined in regulation 1(2) of the Decisions and Appeals Regulations; and
- (b) received by the applicant in full on or after 14th October 2001,

sub-paragraph (1) shall have effect in relation to such arrears or concessionary payment either for a period of 52 weeks from the date of receipt, or, if the relevant sum is received in its entirety during the award of Council Tax Reduction, for the remainder of that award if that is a longer period.

(3) For the purposes of sub-paragraph(2), 'the award of Council Tax Reduction' means–

- (a) the award in which the relevant sum is first received (or the first part thereof where it is paid in more than one instalment); and
- (b) where that award is followed by one or more further awards which, or each of which, begins immediately after the end of the previous award, such further award provided that for that further award the applicant;
 - (i) is the person who received the relevant sum; or
 - (ii) is the partner of the person who received the relevant sum, or was that person's partner at the date of his death.

10. Any sum

- (a) paid to the applicant in consequence of damage to, or loss of the home or any personal possession and intended for its repair or replacement; or
- (b) acquired by the applicant (whether as a loan or otherwise) on the express condition that it is to be used for effecting essential repairs or improvement to the home, which is to be used for the intended purpose, for a period of 26 weeks from the date on which it was so paid or acquired or such longer period as is reasonable in the circumstances to effect the repairs, replacement or improvement.

11. Any sum–

- (a) deposited with a housing association as defined in section 1(1) of the Housing Associations Act 1985 or section 338(1) of the Housing (Scotland) Act 1987 as a

condition of occupying the home;
(b) which was so deposited and which is to be used for the purchase of another home, for the period of 26 weeks or such longer period as may be reasonable in the circumstances to enable the applicant to complete the purchase.

- 12.** Any personal possessions except those which have been acquired by the applicant with the intention of reducing his capital in order to secure entitlement to Council Tax Reduction or to increase the amount of that reduction.
- 13.** The value of the right to receive any income under an annuity or the surrender value (if any) of such an annuity.
- 14.** Where the funds of a trust are derived from a payment made in consequence of any personal injury to the applicant or applicant's partner, the value of the trust fund and the value of the right to receive any payment under that trust.
- 14A.** (1) Any payment made to the applicant or the applicant's partner in consequence of any personal injury to the applicant or, as the case may be, the applicant's partner.
- (2) But sub-paragraph (1)
- (a) applies only for the period of 52 weeks beginning with the day on which the applicant first receives any payment in consequence of that personal injury;
- (b) does not apply to any subsequent payment made to him in consequence of that injury (whether it is made by the same person or another);
- (c) ceases to apply to the payment or any part of the payment from the day on which the applicant no longer possesses it;
- (d) does not apply to any payment from a trust where the funds of the trust are derived from a payment made in consequence of any personal injury to the applicant.
- (3) For the purposes of sub-paragraph (2)(c), the circumstances in which an applicant no longer possesses a payment or a part of it include where the applicant has used a payment or part of it to purchase an asset.
- (4) References in sub-paragraphs (2) and (3) to the applicant are to be construed as including references to his partner (where applicable).
- 15.** The value of the right to receive any income under a life interest or from a life rent.
- 16.** The value of the right to receive any income, which is disregarded under paragraph 13 of Schedule 3 or paragraph 25 of Schedule 4.
- 17.** The surrender value of any policy of life insurance.
- 18.** Where any payment of capital falls to be made by instalments, the value of the right to receive any outstanding instalments.
- 19.** Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or sections 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).
- 19A.** (1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989 or section 29 of the Children (Scotland) Act 1995 (local authorities' duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person ('A') which A passes on to the applicant.
- (2) Sub-paragraph (1) applies only where A;

- (a) was formerly in the applicant's care, and
- (b) is aged 18 or over, and
- (c) continues to live with the applicant.

- 20.** Any social fund payment made pursuant to Part 8 of the Act.
- 21.** Any refund of tax which falls to be deducted under section 369 of the Income and Corporation Taxes Act 1988 (deduction of tax from certain loan interest) on a payment of relevant loan interest for the purpose of acquiring an interest in the home or carrying out repairs or improvements to the home.
- 22.** Any capital which, by virtue of sections 31 or 51 (capital treated as income, treatment of student loans) is to be treated as income.
- 23.** Where any payment of capital is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.
- 24.** (1) Any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation or the Charitable Fund.
- (2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—
- (a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;
 - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
 - (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.
- (3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person provided that the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced or, where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—
- (a) the person who is suffering from haemophilia or who is a qualifying person;
 - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
 - (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.
- (4) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—
- (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and
 - (b) the payment is made either;
 - (i) to that person's parent or step-parent; or
 - (ii) where that person at the date of the payment is a child, a young person or a student who has not completed his full-time education and has no parent or step-parent, to his

guardian,
but only for a period from the date of the payment until the end of two years from that person's death.

(5) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or any of the Trusts to which sub-paragraph (1) refers, where

(a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he had formed a civil partnership that had not been dissolved, nor any child or young person who was or had been a member of his family; and

(b) the payment is made either;

(i) to that person's parent or step-parent; or

(ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian,

but only for a period of two years from the relevant date.

(6) In the case of a person to whom or for whose reduction payment referred to in this paragraph is made, any capital resource which derives from any payment of income or capital made under or deriving from any of the Trusts.

(7) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts shall be construed as including a reference to the Fund, the Eileen Trust, MFET Limited the Skipton Fund, the Caxton Foundation, and the London Bombings Relief Charitable Fund.

25. (1) Where an applicant has ceased to occupy what was formerly the dwelling occupied as the home following his estrangement or divorce from, or dissolution of his civil partnership with, his former partner, that dwelling for a period of 26 weeks from the date on which he ceased to occupy that dwelling or, where the dwelling is occupied as the home by the former partner who is a lone parent, for so long as it is so occupied.

(2) In this paragraph 'dwelling' includes any garage, garden and outbuildings, which were formerly occupied by the applicant as his home and any premises not so occupied which it is impracticable or unreasonable to sell separately, in particular, in Scotland, any croft land on which the dwelling is situated.

26. Any premises where the applicant is taking reasonable steps to dispose of those premises, for a period of 26 weeks from the date on which he first took such steps, or such longer period as is reasonable in the circumstances to enable him to dispose of those premises.

27. Any premises which the applicant intends to occupy as his home, and in respect of which he is taking steps to obtain possession and has sought legal advice, or has commenced legal proceedings, with a view to obtaining possession, for a period of 26 weeks from the date on which he first sought such advice or first commenced such proceedings whichever is the earlier, or such longer period as is reasonable in the circumstances to enable him to obtain possession and commence occupation of those premises.

28. Any premises which the applicant intends to occupy as his home to which essential repairs or alterations are required in order to render them fit for such occupation, for a period of 26 weeks from the date on which the applicant first takes steps to effect those repairs or alterations, or such longer period as is necessary to enable those repairs or alterations to be carried out.

29. Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.

30. Not used

31. The value of the right to receive an occupational or personal pension.
32. The value of any funds held under a personal pension scheme
33. The value of the right to receive any rent except where the applicant has a reversionary interest in the property in respect of which rent is due.
34. Any payment in kind made by a charity or under or by the Trusts, the Fund, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006).
35. Any payment made pursuant to section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990, but only for the period of 52 weeks beginning on the date of receipt of the payment.
36. Not used.
37. Any payment in consequence of a reduction of council tax under section 13 or, as the case may be, section 80 of the Local Government Finance Act 1992 (reduction of liability for council tax), but only for a period of 52 weeks from the date of the receipt of the payment.
38. Any grant made in accordance with a scheme made under section 129 of the Housing Act 1988 or section 66 of the Housing (Scotland) Act 1988 (schemes for payments to assist local housing authority and local authority tenants to obtain other accommodation) which is to be used–
 - (a) to purchase premises intended for occupation as his home; or
 - (b) to carry out repairs or alterations which are required to render premises fit for occupation as his home,
 for a period of 26 weeks from the date on which he received such a grant or such longer period as is reasonable in the circumstances to enable the purchase, repairs or alterations to be completed and the applicant to commence occupation of those premises as his home.
39. Any arrears of supplementary pension which is disregarded under paragraph 53 of Schedule 4 (sums to be disregarded in the calculation of income other than earnings) or of any amount which is disregarded under paragraph 54 or 55 of that Schedule, but only for a period of 52 weeks from the date of receipt of the arrears.
40. (1) Any payment or repayment made–
 - (a) as respects England, under regulation 5, 6 or 12 of the National Health Service (Travel Expenses and Remission of Charges) Regulations 2003 (travelling expenses and health service supplies);
 - (b) as respects Wales, under regulation 5, 6 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Wales) Regulations 2007 (travelling expenses and health service supplies);
 - (c) as respects Scotland, under regulation 3, 5 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Scotland) (No. 2) Regulations 2003 (travelling expenses and health service supplies),
 but only for a period of 52 weeks from the date of receipt of the payment or repayment.
 (2) Any payment or repayment made by the Secretary of State for Health, the Scottish Ministers or the Welsh Ministers, which is analogous to a payment, or repayment mentioned in subparagraph (1), but only for a period of 52 weeks from the date of the receipt of the payment or repayment.
41. Any payment made to such persons entitled to receive benefits as may be determined by or under a scheme made pursuant to section 13 of the Social Security Act 1988 in lieu of vouchers or similar arrangements in connection with the provision of those benefits (including payments made in place of healthy start vouchers, milk tokens or the supply of vitamins), but only for a period of 52 weeks from the date of receipt of the payment.

- 41A.** Any payment made under Part 8A of the Act (entitlement to health in pregnancy grant).
- 42.** Any payment made either by the Secretary of State for Justice or by Scottish Ministers under a scheme established to assist relatives and other persons to visit persons in custody, but only for a period of 52 weeks from the date of the receipt of the payment.
- 43.** Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to obtain or retain employment despite their disability.
- 44.** Not used
- 45.** Any payment made by a local authority under section 3 of the Disabled Persons (Employment) Act 1958 to homeworkers assisted under the Blind Homeworkers' Scheme.
- 46.** (1) Subject to sub-paragraph (2), where an applicant satisfies the conditions in section 131(3) and (6) of the Act (entitlement to alternative maximum Council Tax Reduction), the whole of his capital.
(2) Where in addition to satisfying the conditions in section 131(3) and (6) of the Act the applicant also satisfies the conditions in section 131(4) and (5) of the Act (entitlement to the maximum Council Tax Reduction), sub-paragraph (1) shall not have effect.
- 47.** (1) Any sum of capital to which sub-paragraph (2) applies and
(a) which is administered on behalf of a person by the High Court or the County Court under Rule 21.11(1) of the Civil Procedure Rules 1998 (as amended by the Civil Procedure (Amendment No. 7) Rule 2013) or by the Court of Protection;
(b) which can only be disposed of by order or direction of any such court; or
(c) where the person concerned is under the age of 18, which can only be disposed of by order or direction prior to that person attaining age 18.
(2) This sub-paragraph applies to a sum of capital which is derived from;
(a) an award of damages for a personal injury to that person; or
(b) compensation for the death of one or both parents where the person concerned is under the age of 18.
- 48.** Any sum of capital administered on behalf of a person in accordance with an order made under section 13 of the Children (Scotland) Act 1995, or under Rule 36.14 of the Ordinary Cause Rules 1993 or under Rule 128 of those Rules, where such sum derives from
(a) award of damages for a personal injury to that person; or
(b) compensation for the death of one or both parents where the person concerned is under the age of 18.
- 49.** Any payment to the applicant as holder of the Victoria Cross or George Cross.
- 50.** Not used
- 51.** In the case of a person who is receiving, or who has received, assistance under the self-employment route, any sum of capital which is acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is or was received but only for a period of 52 weeks from the date on which that sum was acquired.
- 52.** (1) Any payment of a sports award for a period of 26 weeks from the date of receipt of that payment except to the extent that it has been made in respect of any one or more of the items specified in sub-paragraph (2).

(2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or, where the applicant is a member of a

family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.

(3) For the purposes of sub-paragraph (2) 'food' does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.

- 53.** (1) Any payment;
- (a) by way of an education maintenance allowance made pursuant to–
 - (i) regulations made under section 518 of the Education Act 1996;
 - (ii) regulations made under section 49 or 73(f) of the Education (Scotland) Act 1980;
 - (iii) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992;
 - (b) corresponding to such an education maintenance allowance, made pursuant to;
 - (i) section 14 or section 181 of the Education Act 2002 (power of Secretary of State and National Assembly for Wales to give financial assistance for purposes related to education or childcare, and allowances in respect of education or training); or
 - (ii) regulations made under section 181 of that Act ;

or in England, by way of financial assistance made pursuant to section 14 of the Education Act 2002.

- (2) Any payment, other than a payment to which sub-paragraph (1) applies, made pursuant to;
- (a) regulations made under section 518 of the Education Act 1996;
 - (b) regulations made under section 49 of the Education (Scotland) Act 1980; or
 - (c) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992, in respect of a course of study attended by a child or a young person or a person who is in receipt of an education maintenance allowance or other payment made pursuant to any provision specified in sub-paragraph (1).

53A.-53B. Not used

54. In the case of an applicant participating in an employment zone programme, any discretionary payment made by an employment zone contractor to the applicant, being a fee, grant, loan or otherwise, but only for the period of 52 weeks from the date of receipt of the payment.

55. Any arrears of subsistence allowance paid as a lump sum but only for the period of 52 weeks from the date of receipt of the payment.

56. Where an ex-gratia payment of £10,000 has been made by the Secretary of State on or after 1st February 2001 in consequence of the imprisonment or interment of–

- (a) the applicant;
- (b) the applicant's partner;
- (c) the applicant's deceased spouse or deceased civil partner; or
- (d) the applicant's partner's deceased spouse or deceased civil partner,

by the Japanese during the Second World War, £10,000.

57. (1) Subject to sub-paragraph (2), the amount of any trust payment made to an applicant or a member of an applicant's family who is

- (a) a diagnosed person;
- (b) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
- (c) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or
- (d) a member of the diagnosed person's family (other than his partner) or a person

who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death.

- (2) Where a trust payment is made to;
 - (a) a person referred to in sub-paragraph (1)(a) or (b), that sub-paragraph shall apply for the period beginning on the date on which the trust payment is made and ending on the date on which that person dies;
 - (b) a person referred to in sub-paragraph (1)(c), that sub-paragraph shall apply for the period beginning on the date on which the trust payment is made and ending two years after that date;
 - (c) a person referred to in sub-paragraph (1)(d), that sub-paragraph shall apply for the period beginning on the date on which the trust payment is made and ending—
 - (i) two years after that date; or
 - (ii) on the day before the day on which that person—
 - (aa) ceases receiving full-time education; or
 - (bb) attains the age of 20,whichever is the latest.
- (3) Subject to sub-paragraph (4), the amount of any payment by a person to whom a trust payment has been made or of any payment out of the estate of a person to whom a trust payment has been made, which is made to an applicant or a member of an applicant's family who is—
 - (a) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
 - (b) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or
 - (c) a member of the diagnosed person's family (other than his partner) or a person who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death, but only to the extent that such payments do not exceed the total amount of any trust payments made to that person.
- (4) Where a payment as referred to in sub-paragraph (3) is made to—
 - (a) a person referred to in sub-paragraph (3)(a), that sub-paragraph shall apply for the period beginning on the date on which that payment is made and ending on the date on which that person dies;
 - (b) a person referred to in sub-paragraph (3)(b), that sub-paragraph shall apply for the period beginning on the date on which that payment is made and ending two years after that date; or
 - (c) person referred to in sub-paragraph (3)(c), that sub-paragraph shall apply for the period beginning on the date on which that payment is made and ending—
 - (i) two years after that date; or
 - (ii) on the day before the day on which that person—
 - (aa) ceases receiving full-time education; or
 - (bb) attains the age of 20,whichever is the latest.
- (5) In this paragraph, a reference to a person—
 - (a) being the diagnosed person's partner;
 - (b) being a member of a diagnosed person's family;
 - (c) acting in place of the diagnosed person's parents,at the date of the diagnosed person's death shall include a person who would have been such a person or a person who would have been so acting, but for the diagnosed person residing in a care home, an Abbeyfield Home or an independent hospital on that date.
- (6) In this paragraph— 'diagnosed person' means a person who has been diagnosed as suffering from, or who, after his death, has been diagnosed as having suffered from, variant Creutzfeld- Jakob disease;

'relevant trust' means a trust established out of funds provided by the Secretary of State in respect of persons who suffered, or who are suffering, from variant Creutzfeld-Jakob disease for the benefit of persons eligible for payments in accordance with its provisions; 'trust payment' means a payment under a relevant trust.

- 58.** The amount of any payment, other than a war pension, to compensate for the fact that the applicant, the applicant's partner, the applicant's deceased spouse or deceased civil partner or the applicant's partner's deceased spouse or deceased civil partner
- (a) was a slave labourer or a forced labourer;
 - (b) had suffered property loss or had suffered personal injury; or
 - (c) was a parent of a child who had died,
- during the Second World War.
- 58 (1)** Any payment made by a local authority, or by the Welsh Ministers, to or on behalf of the applicant or his partner relating to a service, which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.
- (2) For the purposes of sub-paragraph (1) 'local authority' includes in England a county council.
- 60.** Any payment made under regulations made under section 57 of the Health and Social Care Act 2001 or under section 12B of the Social Work (Scotland) Act 1968, or under section 12A to 12D of the National Health Service Act 2006 (direct payments for health care).
- 61.** Any payment made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.
- 62.** Any payment made to the applicant in accordance with regulations made pursuant to section 14F of the Children Act 1989 (special guardianship support services).
- 63.** Any payments to a claimant made under section 49 of the Children and Families Act 2014 (personal budgets and direct payments)

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Appendix 8

Schedule of Fees and Charges applicable from 1 April 2022

Index

Environmental Health Services
Housing Enforcement / HMO
Registration Services
Coroner Service
Trading Standards
Planning Service
Local Land Charges
Electoral Register
Business Insight
Adult Social Care
Waste Services
Cemeteries & Crematoria
Culture, Sports & Leisure

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref Service	Current Fees 2021/22				Proposed Fees 2022/23
	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	
Environmental Health Services					
EH1 Food Safety					
Food Export Certificate - Basic	£37				£38
Food Export Certificate - Enhanced (Where the LA determines additional checks required)	£72				£74
Food Export Certificate - with site visit	£216				£222
Food Export Certificate - additional scanned copy	£4				£4
Condemnation	£151 + officer time & disposal costs (if appropriate)				£155 + officer time & disposal costs (if appropriate)
Additional Official Control Charges	£134 + officer time				£138 + officer time
Food Hygiene Rating Scheme re-inspection	£159				£164
Investigating High Hedges complaints	£505				£505
Other Advisory visits and services	Officer time at cost				Officer time at cost
Fee for factual statement	£216				£222
Copies of Statutory notices and other official documents including Export Certificates	£33				£34
Establishment of a new Primary Authority	Price on application (depending on scope of agreement)				Price on application (depending on scope of agreement)
Annual fee for continued support of a Primary Authority	Price on application (depending on scope of agreement)				Price on application (depending on scope of agreement)
EH2 Training					
Replacement Certificate	£25				£26
Level 2 Award in Food Safety	£89				£92
Level 2 Award in Food Safety e-learning (per candidate)	£27				£28
EH3 Miscellaneous					
Public health funerals	Cost recovery of funeral/crem charges plus officer time				Cost recovery of funeral/crem charges plus officer time
Application for loudspeaker in street consent (legacy arrangement)		n/a	£44	n/a	£44
Application for consent to unload vehicles before 9.00 9 a.m. on Sunday (legacy arrangement)		n/a	£165	n/a	£165
Smoking in the workplace or work vehicle (£25.00 if paid in 15 days)	£50				£50
Failure to display no smoking signs (£150.00 if paid in 15 days)	£200				£200
EH4 Dog Fouling and Dog Control					
Dog Fouling Fixed Penalty Notice	£50				£50
CONTROL OF DOGS - Admin Charge		£20	£20	£20	These charges are due to be Harmonised by 1st April and will be published separately
CONTROL OF DOGS - Statutory Fee	£25				
Collection of fees charge (payable direct to kennels).		not offered	£15	not offered	
Stray Dog Collection Charge		not offered	£100	not offered	
Discretionary Stray dog returned to owner from Kennels		not offered	£75	not offered	
Discretionary charge if dog returned to owner not gone to kennel or in transit to kennel		not offered	£70	not offered	
CONTROL OF DOGS - Dog has no microchip or incorrect details registered		not offered	not offered	£25	
Kennelling Fees per day		£88 first day; £15 per day	£15	£18.60	
EH5 Pest Control					
Charges payable direct to contractor					These charges are due to be Harmonised by 1st APRIL and will be published separately
Rats	£44 except in Wycombe area where it is a free service				
Mice	£44				
Wasps	£49				
Glis	£93 (£36 returnable deposit)				
Squirrels	£93				
Other public health insects	£75 (for 3 living rooms, kitchen and bathroom then additional £20 for additional rooms)				
EH6 PRIVATE WATER SUPPLIES					
Undertake a risk assessment of a Private Water Supply / Distribution system	£500				£500
Undertake a sampling visit to a Private Water Supply / Distribution system	£100				£100
Undertake an investigation visit to a Private Water Supply / Distribution system	£100				£100
Undertake check monitoring analysis of a Private Water Supply / Distribution system	£100				£100
Undertake Audit monitoring analysis of a Private Water Supply / Distribution system	£500				£500
Grant authorisation to a Private Water Supply / Distribution system	£100				£100
EH7 Strategic Environment/ Pollution Reduction					
Contaminated Land:					
Professional Opinion - Contaminated land enquiries per hour -	Officer time				Officer time
Copies of plans and information regarding a contaminated land site.	£52 + officer time				£54 + officer time
NOISE CONTROL - Works in Default	Officer time				Officer time
Charge for provision of witness statements under various Acts of Parliament	£68 + officer time				£70 + officer time
ENVIRONMENTAL INFORMATION - Enquiries in respect of Land Contamination	£31				£32
Environmental Information Regulation requests	£41				£42

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Current Fees 2021/22				Proposed Fees 2022/23
		All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	
EH8	Environmental Permitting* These fees are set by DEFRA and renewed in April each year					
	Subsistence Reduced Fee Activity HIGH Risk	£548				£548
	Application Fee - Standard Process	£1,650				£1,650
	Application Reduced Fee Activity (except Vehicle Refinisher)	Low £79, Medium £158, High £237				Low £79, Medium £158, High £237
	Application PVR 1 & 2	£257				£257
	Application Vehicle Refinisher	£362				£362
	Application - Mobile Crusher first and second permits. For additional permits or reduced fees contact Service.	£1,650				£1,650
	Part B Standard Process Transfer	£169				£169
	Part B Standard Process Partial Transfer	£497				£497
	Part B New Operator at low risk Reduced Fee Activity	£78				£78
	Surrender all Part B Activities	£0				£0
	Part B Substantial Change - Standard Process	£1,050				£1,050
	Part B Substantial Change- Standard where substantial change results in new PPC activity	£1,650				£1,650
	Part B Substantial Change- Reduced Fee Activity	£102				£102
	Reduced Fee Activity - Partial Transfer	£47				£47
	QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge					£0
	Additional fee for operating without a permit - standard process	£1,188				£1,188
	Additional fee for operating without a permit - reduced fee	£71				£71
	Application fee - dry cleaner and PVRI only	£155				£155
	Subsistence - dry cleaner or PVRI only Low	£79				£79
	Subsistence - dry cleaner or PVRI only Medium	£158				£158
	Subsistence - dry cleaner or PVRI only High	£237				£237
	Subsistence PVR I and II combined Low	£113				£113
	Subsistence PVR I and II combined Medium	£226				£226
	Subsistence PVR I and II combined High	£341				£341
	Late payment fee for subsistence fee	£52				£52
	Temporary transfer - first transfer	£53				£53
	Temporary transfer - repeat following enforcement or warning	£53				£53
	A2 Additional fee for operating without a permit	£1,188				£1,188
	A2 Late payment fee	£52				£52
	A2 Variation	£1,368				£1,368
	A2 Substantial Variation (where 9 (2) (a) or 9 (2) (b) of the scheme applies)	£3,363				£3,363
	A2 Transfer	£235				£235
	A2 Partial transfer	£698				£698
	A2 Surrender	£698				£698
Housing Enforcement / HMO						
H1	HMO Licence fees (for properties with 5 bedrooms; for each additional bedroom there will be a fee of £25.)					
	New Proactive application	£800				£800
	New application through enforcement	£1,000				£1,000
	New Proactive application and Landlord Association member	£700				£700
	Proactive application renewal	£500				£500
	Application renewal through enforcement	£700				£700
	Proactive application renewal Landlord Association member	£400				£400
	Providing a copy of the full HMO public register		not charged	not charged	£50	NO CHANGE
H2	Enforcement Charges will be charged on an blended officer hourly rate					£0

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	2021/22 £	22/23 £
C10	Registration Services		
	Marriages and Civil Partnerships		
	Register Office (statutory fee)	£46.00	£46.00
	John Hampden Room, Disraeli Room & Midsomer Court		
	Monday - Saturday	£345.00	£385.00
	Sunday & Bank Holidays	£495.00	£540.00
	Registration Offices - fixed times		
	Disraeli Room (Beaconsfield Old Town) - Monday at 10am & 10.45am	£245.00	£285.00
	John Hampden Room (County Hall, Aylesbury) -Tuesday at 10am & 10.45am	£245.00	£285.00
	The Dashwood Room (High Wycombe) - Wednesday at 10am & 3.30pm	£245.00	£285.00
	Approved Venues		
	Monday - Saturday	£620.00	£665.00
	Sunday and Bank Holidays	£670.00	£715.00
	Anytime & Place	£860.00	£915.00
	Ceremonies at an Approved Venue between 5.30pm - 7pm on a Friday or Saturday - in addition to Approved Venue fee	£225.00	£255.00
	Venue licence fee (fee is the same for renewing a licence)	£2,165.00	£2,250.00
	Celebratory ceremonies -		
	Namings, Renewal of Vows		
	Commitment and Civil Partnership Conversion		
	All Approved Venues		
	Monday - Saturday	£340.00	£375.00
	Sunday and Bank Holidays	£475.00	£515.00
	Non-Approved venues (for ceremony and inspection of venue)		
	Monday - Saturday	£460.00	£500.00
	Sunday and Bank Holidays	£605.00	£645.00
	**Inspection Fee (to be added to ceremony fee)	£225.00	£231.75
	Civil Marriage/ Civil Partnership combined with a Celebratory Ceremony	£865.00	£890.95
	Converting a Civil Partnership to a Marriage		
	Passport forms for Newly Weds and Civil Partners (Completion of PD2 form)	£26.00	

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	2021/22 £	22/23 £
	Nationality and Citizenship Fees		
	Private Citizenship Ceremonies		
	Monday - Friday	£205.00	£220.00
	Saturday	£280.00	£310.00
	Sunday	£330.00	£350.00
	European Union Settlement Scheme	£14.00	£14.00
	All Birth, Death, Marriage or Civil Partnership certificates*		
	Standard Statutory Service includes 1 certificate and 2nd class postage*	£11.00	£11.00
	Priority Statutory Service (24 hour) includes 1 certificate and 1st class postage*	£35.00	£35.00
	Religious building, housebound and detained fees		
	Housebound Wedding - Registrar's Attendance	£84.00	£84.00
	Housebound Notice	£47.00	£47.00
	Detained Wedding - Registrar's Attendance	£94.00	£94.00
	Detained Notice	£68.00	£68.00
	Religious Wedding - Registrar's Attendance	£86.00	£86.00
	Certification of a place of meeting for religious worship	£29.00	£29.00
	Registration of a building for the solemnization of marriages between a man and a woman	£123.00	£123.00
	Registration of a building for the solemnization of marriages of same sex couples (previously registered for heterosexual marriage)	£64.00	£64.00
	Registration of a building for the solemnization of marriages of same sex couples (not previously registered for heterosexual marriage)	£123.00	£123.00
	Registration of a building for the solemnization of marriages of a man and a woman (not previously registered for same sex marriage)	£64.00	£64.00
	Joint application for the registration of a building for the marriage of a man and a woman and same sex couples	£123.00	£123.00
	Other fees		
	Ceremony Booking amendment fee	£49.00	£65.00
	Notice booking (coverts to statutory fee)	£35.00	£35.00
	Notice booking amendment	£26.50	£37.00
	Notice booking - non attendance	£35.00	£35.00
	Ceremony cancellation admin charge (non refundable)	£41.00	£42.23
	General Search of SR indexes up to hours	£18.00	£18.00
	Registrar General's Licence Notice	£3.00	£3.00
	Attending a Registrar General's marriage/CP (payable to Registrar)	£2.00	£2.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable :lusive of VAT where applicable

Ref	Service	Proposed Fees 2021/22	Proposed Fees 2022/23
C4	Coroner Service		
	Request for archived file	£27.00	Statutory - may need updating before Final Budget
	Request for post mortem report	£6.50	Statutory - may need updating before Final Budget
	Request for recording of inquest hearing	£11.50	Statutory - may need updating before Final Budget
	Request for confirmation of a transcript	£27.00	Statutory - may need updating before Final Budget
C5	Trading Standards		
	<u>Fees for Licensing</u>		
	<u>Petroleum Spirit</u>		
	<u>Petroleum Storage Certificate to keep petroleum spirit of a quantity:</u>	<u>1 Year Licence Fee</u>	<u>1 Year Licence Fee</u>
	Not exceeding 2,500 litres	£45.00	£46.35
	Exceeding 2,501 litres but not exceeding 50,000 litres	£61.00	£62.83
	Exceeding 50,000 litres	£128.00	£131.84
	<u>Environmental Survey Requests</u>		
	Site searches of premises where petroleum has been stored	£84.00	£86.52
	<u>Weights and Measures</u>		
	Hourly rate of charge based on average cost of supplying an officer, including the provision of technical and admin support staff and relevant overheads. Where more than one officer is supplied, the charge will be multiplied.	£100.80	£103.82
	Charge for 15 Mins	£25.20	£25.96
	Charge for 30 Mins	£50.40	£51.91
	Charge for 45 Mins	£75.60	£77.87
	Out of hours working (subject to staff being available) - 150% to be added to fee and call out charge	Outside 8.00am to 5.00pm Mon to Fri - 150% to be added to fee and call out charge - Bank Holidays - 150% to be added to fee and call out charge. (e.g. £100 fee becomes £250)	Outside 8.00am to 5.00pm Mon to Fri - 150% to be added to fee and call out charge - Bank Holidays - 150% to be added to fee and call out charge. (e.g. £100 fee becomes £250)
	Certificate of errors - fee for provision of certificate containing results of errors found on testing	£100.80	£103.82
	Merchant Shipping Act (hourly rate not applicable). Certification of a weighbridge operator. Charge call-out fee plus:	£100.80	£103.82
	Operator fails	£100.80	£103.82
	Operator passes	£100.80	£103.82
	Supply of replacement certificate (no call-out fee)	£25.20	£25.96
	<u>Business Advice and Information Services</u>		
	1st half hour of advice or information to a registered Buckinghamshire business	Free of charge	Free of charge
	Subsequent chargeable advice or information is charged at the prevailing hourly rate using 15 min units (minimum charge half hr)	£100.80	£103.82
	Submission of food or cosmetic samples to the services public analyst	Charged at cost payable to public analyst plus one hours consultancy at the prevailing hourly rate	Charged at cost payable to public analyst plus one hours consultancy at the prevailing hourly rate

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable :lusive of VAT where applicable

Ref	Service	Proposed Fees 2021/22	Proposed Fees 2022/23
	<u>Small Primary Authority Partnership (PAYG) other charges may also apply</u>		
	Easy 123 Partnership, set-up charge free, includes 3 hours of advice and 20% voucher for Skills for Work Consumer Rights e-learning	£0.00	£0.00
	Easy 123 Partnership renewal fee as Direct PAYG single regulator partnership (other options available)	£105.00	£108.15
	Subsequent chargeable advice or information at the prevailing hourly rate using 15 minute units (minimum charge half hour)	£84.00	£86.52
	Prepay Direct Primary Authority Partnership including 17 hours of advice or consultation (valid for 12 months)	£1,575.00	£1,622.25
	Prepay Coordinated Primary Authority Partnership Initial set-up fee including 17 hours of advice or consultation (valid for 12 months)	£1,730.00	£1,781.90
	Add initial set-up fee for Environmental Health as part of Primary Authority Partnership	£130.00	£133.90
	Add initial set-up fee for Surrey Fire & Rescue as part of Primary Authority Partnership	£130.00	£133.90
	Prepay Direct renewal fee including 17 hours of advice or consultation (valid for 12 months)	£1,365.00	£1,405.95
	Prepay Coordinated renewal fee including 17 hours of advice or consultation (valid for 12 months)	£1,397.00	£1,438.91
	Add renewal fee for Environmental Health as part of Primary Authority Partnership	£65.00	£66.95
	Add renewal fee for Surrey Fire & Rescue as part of Primary Authority Partnership	£65.00	£66.95
	Should additional hours be required during any year they may be purchased at the prevailing hourly rate	£84.00	£86.52
	<u>Pay As You Go (PAYG) other charges may also apply</u>		
	Set up charge for Direct (PAYG) Trading Standards Primary Authority Partnership	£315.00	£324.45
	Set-up charge for Coordinated (PAYG) Primary Authority Partnerships	£470.00	£484.10
	Set up charge for Single Point of Contact Direct (PAYG) Primary Authority Partnership Plus 1 regulator	£445.00	£458.35
	Set up charge for Single Point of Contact Direct (PAYG) Primary Authority Partnership Plus 2 regulator	£575.00	£592.25
	Set up charge for Single Point of Contact Direct (PAYG) Primary Authority Partnership Plus 3 regulator	£705.00	£726.15
	Set up charge for Single Point of Contact Coordinated (PAYG) Primary Authority Partnership Plus 1 regulator	£600.00	£618.00
	Set up charge for Single Point of Contact Coordinated (PAYG) Primary Authority Partnership Plus 2 regulator	£730.00	£751.90
	Set up charge for Single Point of Contact Coordinated (PAYG) Primary Authority Partnership Plus 3 regulator	£860.00	£885.80
	Renewal charge for Direct (PAYG) Trading Standards Primary Authority Partnership	£105.00	£108.15
	Renewal charge for Coordinated (PAYG) Trading Standards Primary Authority Partnership	£137.00	£141.11
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 1 regulator	£170.00	£175.10
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 2 regulator	£235.00	£242.05
	Renewal charge for Single point of contact PAYG Direct Primary Authority Partnership plus 3 regulator	£300.00	£309.00
	Renewal charge for Single point of contact PAYG Coordinated Primary Authority Partnership Plus 1 regulator	£202.00	£208.06
	Renewal charge for Single point of contact PAYG Coordinated Primary Authority Partnership Plus 2 regulator	£267.00	£275.01
	Renewal charge for Single point of contact PAYG Coordinated Primary Authority Partnership Plus 3 regulator	£332.00	£341.96
	Bespoke Primary Authority Partnerships quoted individually to specified services and renewals - Certain bespoke activities may attract VAT - you will be notified if this is the case	£0.00	£0.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable :lusive of VAT where applicable

Ref	Service	Proposed Fees 2021/22	Proposed Fees 2022/23
<u>Additional charges applicable to all Primary Authority Partnerships</u>			
	Mileage for the purpose of chargeable advice and Primary Authority inside Buckinghamshire & Surrey boundaries (excluding Environmental Health)	Free of charge	Free of charge
	Mileage for the purpose of chargeable advice and Primary Authority outside Buckinghamshire & Surrey boundaries and for Environmental Health officers <u>outside of the geographical boundaries of the District or Borough</u>	£0.45ppm	£0.45ppm
	Analysis and consultancy as part of business advice and or Primary Authority services	Charged at cost of analysis plus 1 hour	Charged at cost of analysis plus 1 hour
<u>Business training</u>			
	1/2 day	£302.00	£311.06
	Full day	£603.00	£621.09
	Training events e.g. Allergen training per individual delegate	Various, specific to each event	Various, specific to each event
	e-learning - http://skillsforwork.bucksandsurreytradingstandards.gov.uk/	Courses individually priced	Courses individually priced

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable :lusive of VAT where applicable

Ref	Service	Proposed Fees 2021/22	Proposed Fees 2022/23
C6	Pollution Reduction		0
	Contaminated Land:	£0.00	£0.00
	Professional Opinion - Contaminated land enquiries per hour	£100.00	£0.00
	Copies of plans and information regarding a contaminated land site.	£50+£47/hr	£0.00
	IPPC	£0.00	£0.00
	Permits Subsistence Charge - A2 Licence, LOW Risk Rated	£0.00	£0.00
	Permits Subsistence Charge -A2 Licence, MEDIUM Risk Rated	£0.00	£0.00
	Permits Subsistence Charge - A2 Licence HIGH Risk Rated	£0.00	£0.00
	Permits Subsistence Charge - Part B Licence, LOW Risk Rated	£0.00	£0.00
	Permits Subsistence Charge - Part B Licence, MEDIUM Risk Rated	£0.00	£0.00
	Permits Subsistence Charge - Part B Licence, HIGH Risk Rated	£0.00	£0.00
	Subsistence Mobile Crusher LOW	£0.00	£0.00
	Subsistence Mobile Crusher MEDIUM	£0.00	£0.00
	Subsistence Mobile Crusher HIGH	£0.00	£0.00
	Subsistence Vehicle Refinisher LOW Risk	£0.00	£0.00
	Subsistence Vehicle Refinisher MEDIUM Risk	£0.00	£0.00
	Subsistence Vehicle Refinisher HIGH Risk	£0.00	£0.00
	Subsistence Reduced Fee Activity LOW Risk	£0.00	£0.00
	Subsistence Reduced Fee Activity MEDIUM Risk	£0.00	£0.00
	Subsistence Reduced Fee Activity HIGH Risk	£0.00	£0.00
	Application Fee - Standard Process	£0.00	£0.00
	Application Reduced Fee Activity (except Vehicle Refinisher)	£0.00	£0.00
	Application PVR 1 & 2	£0.00	£0.00
	Application Vehicle Refinisher	£0.00	£0.00
	Application - Mobile Crusher	£0.00	£0.00
	Part B Standard Process Transfer	£0.00	£0.00
	Part B Standard Process Partial Transfer	£0.00	£0.00
	Part B New Operator at low risk Reduced Fee Activity	£0.00	£0.00
	Surrender all Part B Activates	£0.00	£0.00
	Part B Substantial Change - Standard Process	£0.00	£0.00
	Part B Substantial Change- Standard where substantial change results in new PPC activity	£0.00	£0.00
	Part B Substantial Change- Reduced Fee Activity	£0.00	£0.00
	Reduced Fee Activity - Partial Transfer	£0.00	£0.00
	QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge	£0.00	£0.00
	LAPPC (Local Authority Pollution Prevention and Control)	£0.00	£0.00
	Application fee – standard process (includes solvent emission)	£1,650.00	£0.00
	Additional fee for operating without a permit	£1,188.00	£0.00
	PVR I, SWOBS and dry cleaners	£155.00	£0.00
	PVR I & II combined	£257.00	£0.00
	VRs and other reduced fee activities	£362.00	£0.00
	Reduced fee activities – additional fee for operating without a permit	£71.00	£0.00
	Mobile plant	£1,650.00	£0.00
	Mobile plant for the third to seventh applications	£985.00	£0.00
	Mobile plant for the eighth and subsequent applications	£498.00	£0.00
	If application is for a combined part B and waste application add extra	£310.00	£0.00
	Annual Subsistence – standard process low	£772.00 (+£104.00)*	£0.00
	Annual Subsistence – standard process medium	£1,161.00 (+156.00)*	£0.00
	Annual Subsistence – standard process high	£1,747.00 (+£207.00)*	£0.00
	Annual Subsistence – PVR I, SWOBS and Dry Cleaners Low	£79.00	£0.00
	Annual Subsistence – PVR I, SWOBS and Dry Cleaners Medium	£158.00	£0.00
	Annual Subsistence – PVR I, SWOBS and Dry Cleaners High	£237.00	£0.00
	Annual Subsistence – PVR I & II combined Low	£113.00	£0.00
	Annual Subsistence – PVR I & II combined Medium	£226.00	£0.00
	Annual Subsistence – PVR I & II combined High	£341.00	£0.00
	Annual Subsistence – VRs and other reduced fees Low	£228.00	£0.00
	Annual Subsistence – VRs and other reduced fees Medium	£365.00	£0.00
	Annual Subsistence – VRs and other reduced fees High	£548.00	£0.00
	Annual Subsistence – Mobile plant for first and second permits Low	£626.00	£0.00
	Annual Subsistence – Mobile plant for first and second permits Medium	£1,034.00	£0.00
	Annual Subsistence – Mobile plant for first and second permits High	£1,551.00	£0.00
	Annual Subsistence – Mobile plant for third to seventh permits Low	£385.00	£0.00
	Annual Subsistence – Mobile plant for third to seventh permits Medium	£617.00	£0.00
	Annual Subsistence – Mobile plant for third to seventh permits High	£924.00	£0.00
	Annual Subsistence – Mobile plant for eighth & subsequent permits Low	£198.00	£0.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable :lusive of VAT where applicable

Ref	Service	Proposed Fees 2021/22	Proposed Fees 2022/23
	Annual Subsistence – Mobile plant for eighth & subsequent permits Med	£316.00	£0.00
	Annual Subsistence – Mobile plant for eighth & subsequent permits High	£473.00	£0.00
	*the additional amounts in brackets must be charged where a permit is for a combination Part B and waste installation	£0.00	£0.00
	Late payment fee	£52.00	£0.00
	Transfer and Surrender – Standard process	£169.00	£0.00
	Transfer and Surrender – Standard process partial transfer	£497.00	£0.00
	New operator at low risk fee activity	£78.00	£0.00
	Reduced fee activities – partial transfer	£47.00	£0.00
	Temporary transfer – first transfer	£53.00	£0.00
	Temporary transfer – repeat following enforcement or warning	£53.00	£0.00
	Substantial change – standard process	£1,050.00	£0.00
	Substantial change – where change results in a new PPC activity	£1,650.00	£0.00
	Substantial change – reduced fees activities	£102.00	£0.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Description	Proposed Fees	
			2021/22	2022/23
Planning Service				
P1	Find out if planning permission is required?	Email/letter informally confirming if planning permission	£80.34	£83.00
P2	Planning History Check	Email confirming recent planning history of your property	£123.60	£127.00
P3 Pre-Application Advice				
a) Householder and residential				
	Householder: extensions, outbuildings, etc.	Pilot: written advice only; Aylesbury Area only	£206.00	£212.00
		Planning officer site visit accompanied by applicant / agent and written response	£463.50	£477.00
	New single dwelling	Initial meeting with written advice	£463.50	£477.00
	2 to 9 dwellings (new or converted)	Initial meeting with written advice	£808.55	£833.00
	10 to 24 dwellings	Initial meeting with written response	£988.80	£1,018.00
	25 to 199 dwellings	Initial meeting with written response	£2,060.00	£2,122.00
	200+ dwellings	Initial meeting with written response	£4,120.00	£4,244.00
b) Commercial				
	Up to 100m2	Initial meeting with written response	£494.40	£509.00
	Over 100m2 up to 500m2	Initial meeting with written response	£618.00	£637.00
	Over 500m2 up to 1000m2	Initial meeting with written response	£927.00	£955.00
	Over 1000m2 to 5000m2	Initial meeting with written response	£1,236.00	£1,273.00
	Over 5000m2	Initial meeting with written response	£2,472.00	£2,546.00
c) Minerals & Waste Advice				
	Mineral and Land-Fill Energy From Waste Applications		£2,472.00	£2,546.00
	Waste Applications		£1,545.00	£1,591.00
d) Other				
	All other types of development (e.g. from fences to major infrastructure projects, etc)	Initial meeting with written response	Bespoke based on hourly rates	Bespoke based on hourly rates
P4 Follow-on planning advice				
	After you've been given initial advice, or following a planning decision, you may wish to use our follow-on advice service including PPA	This is a bespoke service intended to close down the last remaining issues of a proposal. If the follow-on advice includes any specialist input (for example, on trees or urban design) the will be included in a quote coordinated by the case officer.	Bespoke based on hourly rates	Bespoke based on hourly rates
P5 Validation advice service				
	a) Advice from a Planning Technician on how to make your planning application valid	Advice via telephone. (Level of service will be dependent on the complexity of your issues).	£25.75	£27.00
	b) Advice from a Planning Technician on how to make your planning application valid	Advice via a face-to-face meeting. (Level of service will be dependent on the complexity of your issues).	£51.50	£53.00
P6 Amending a live application				
	a) Stage 1 (request)	<i>Wycombe Area only pilot; interim fee, Review during 2020.</i> Request for amendment considered by case officer, with confirmation and discussion over telephone. If accepted quote issued for Stage 2.	£51.50	£53.00
	b) Stage 2 (instruction)	Amended application is validated and considered by your case officer, with specialist input if required.	Bespoke based on hourly rates	Bespoke based on hourly rates
P7 Fast Track				
	a) Householder	<i>Wycombe Area only pilot; interim fee, Review during 2020.</i> 25 working days. Additional payment on top of statutory fee. Applications requiring a press notice or certain external consultees excluded.	£247.20	£255.00
	b) Conditions discharge	Householder: 10 working days	£103.00	£106.00
		Minor / major: 10 working days	£309.00	£318.00
	c) Non-Minor Amendment	Householder: 10 working days	£103.00	£106.00
		Minor: 10 working days	£257.50	£265.00
		Major: 10 working days	£515.00	£530.00
P8 Enforcement/ Compliance				
	a) Was a notice complied with?	Check records and provide details of compliance check and case closure	£257.50	£265.00
	b) Will you withdraw a notice from the register	If Notice has been complied with and breach cannot reoccur withdraw it.	£257.50	£265.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Description	Proposed Fees	
			2021/22	2022/23
p9	Highways Development Management			
	Section 278 and 38 Agreements	12% of first 500k THEN 9% of £500k-1.5m THEN 6% of 1.5 to 2m THEN 4% of above 2m (minimum charge of £5,000)	Bespoke	Bespoke
	Section 184 Licence Fees	A Section 184 Agreement (Highways Act 1980) requires a developer to enter into an Agreement with the Highway Authority for the construction or alteration of an access	£1,957.00	£2,016.00
	Retrospective s184 Licence Fees	A Section 184 Agreement (Highways Act 1980) requires a developer to enter into an Agreement with the Highway Authority for the construction or alteration of an access relating to a new development (retrospective)	£2,575.00	£2,652.00
	Road Space Booking	Any works planned within the public highway must have an approved road space booking.	£164.80	£164.80
	Retrospective Road Space Booking	Any works planned within the public highway must have an approved road space booking (retrospective)	£329.60	£329.60
a)	Pre-application Advice - Householder and residential			
	Householder: extensions, outbuildings, etc.	Initial meeting with written response	£95.79	£99.00
	New single dwelling	Initial meeting with written response	£95.79	£99.00
	2 to 9 dwellings (new or converted)	Initial meeting with written response	£382.13	£394.00
	10 to 24 dwellings	Initial meeting with written response	£636.54	£656.00
	25 to 199 dwellings	Initial meeting with written response	£1,527.49	£1,573.00
	200+ dwellings	Initial meeting with written response	£5,092.32	£5,245.00
b)	Pre-application Advice - Commercial			
	Up to 100m2	Initial meeting with written response	£191.58	£197.00
	Over 100m2 up to 500m2	Initial meeting with written response	£764.26	£787.00
	Over 500m2 up to 1000m2	Initial meeting with written response	£1,273.08	£1,311.00
	Over 1000m2 to 5000m2	Initial meeting with written response	£2,291.75	£2,361.00
	Over 5000m2	Initial meeting with written response	£5,092.32	£5,245.00
	Highways DM PPA Charges	Hourly rate for Highway Project officers	£111.24	£115.00
P10	S106 Agreements			
	s106 compliance	Check records and provide details of compliance	£257.50	£265.00
	s106 monitoring contributions (Highway / Education)	Minor developments (less than 10 units) and/or 1000sqm commercial floor space	£1,030.00	£1,061.00
		Major (small) Development (10-100 units) and/or 1000sqm - 10,000sqm commercial floor space	£1,854.00	£1,910.00
		Major (large) Development (100-250 units) and/or 10,000sqm - 75,000sqm commercial floor space	£2,575.00	£2,652.00
		Exceptional Site (250+ units) and/or 75,000sqm commercial floor space	Bespoke	Bespoke
P11	Flood Management Sustainable Drainage			
	Minor application (less than 10 dwellings or 999 square metres of floor space or under 0.99ha)	Written advice	£90.00	£93.00
		Meeting at offices	£109.00	£112.00
		Site visit or meeting at external location	£163.00	£168.00
	Major application (10 to 200 dwellings or 1000 to 2500 square metres of floor space or 1ha to 19.9ha)	Written advice	£146.00	£150.00
		Meeting at offices	£251.00	£259.00
		Site visit or meeting at external location	£376.00	£387.00
	Large-major (201 dwellings or greater and 6001 square metres of floor space or greater OR 20ha or greater)	Written advice	£188.00	£194.00
		Meeting at offices	£282.00	£290.00
		Site visit or meeting at external location	£449.00	£462.00
	Application for land drainage consent		£50.00	£50.00
P12	Planning copying charges			
	Microfiche copy (where planning register held only on microfiche)	For each case, inclusive of decision notice	£12.88	£13.00
	Statutory documents	Planning decision notice, appeal decision, Tree preservation order, etc.	£12.88	£13.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Description	Proposed Fees	
			2021/22	2022/23
Statutory fees for Planning Applications as set out in The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017				
SP1	Householder		£206.00	£206.00
	Full Planning Permission		£93-£300,000	£93-£300,000
	Outline Planning Permission		£464-£150,000	£464-£150,000
	Permission in Principle		£402 per 0.1ha	£402 per 0.1ha
SP2	Listed Building Consent	Exempt from fees	£0.00	£0.00
SP3	Advertisement Consent	Business	£132.00	£132.00
		Other	£462.00	£462.00
SP4	Lawful Development Certificate (Existing)	Fee as shown or relevant full application fee	£234.00	£234.00
	Lawful Development Certificate (Proposed)	50% of full application fee	£0.00	£0.00
SP5	Certificate of Appropriate Alternative development		£234.00	£234.00
SP6	Approval of Reserved Matters	Full application fee or fee as shown if already paid	£462.00	£462.00
SP7	Removal or variation of condition		£234.00	£234.00
SP8	Approval of condition details	Householder	£34.00	£34.00
		Other	£116.00	£116.00
SP9	Technical Details Consent	Full application fee		
SP10	Non-material amendment	Householder	£34.00	£34.00
		Other	£234.00	£234.00
SP11	Application for tree works	Exempt from fees	Exempt	Exempt
SP12	Application for Hazardous Substances Consent	Exempt from fees	Exempt	Exempt
SP13	Permitted Development Applications			
	Part 1, Class A	Larger home extensions	£96.00	£96.00
	Part 1, Class AA	Enlargement of a dwellinghouse by construction of additional storeys	£96.00	£96.00
	Part 3, Class C	change of use from retail / betting office / pay day loan shop or casino to restaurant or café	£96.00	£96.00
		Including building operations associated with the change of use	£206.00	£206.00
	Part 3, Class J	change of use from retail / betting office or pay day loan shop to assembly and leisure	£96.00	£96.00
	Part 3, Class JA	change of use from retail / financial and professional services/ takeaway / betting office / payday loan shop or launderettes to offices	£96.00	£96.00
	Part 3, Class M	change of use from retail / financial and professional services/ takeaways / specific sui generis uses (betting office, pay day loan shop, laundrette, specified mixed use) to dwellinghouses	£96.00	£96.00
		Including building operations associated with the change of use	£206.00	£206.00
	Part 3, Class N	change of use from specific sui generis uses (amusement arcade, casino) to dwellinghouses	£96.00	£96.00
		Including building operations associated with the change of use	£206.00	£206.00
	Part 3, Class O	change of use from offices to dwellinghouses	£100 per dwelling	£100 per dwelling
	Part 3, Class P	change of use from storage or distribution centre to dwellinghouses	£96.00	£96.00
	Part 3, Class PA	change of use from light industrial buildings, or land within its curtilage, to dwellinghouses	£96.00	£96.00
	Part 3, Class Q	change of use from agricultural buildings, (with building operations reasonably necessary for the conversion) to dwellinghouses	£96.00	£96.00
		Including building operations associated with the change of use	£206.00	£206.00
	Part 3, Class R	change of use from agricultural buildings to flexible commercial use (shops, financial and professional services, restaurants and cafes, business, storage and distribution, hotels, or assembly and leisure)	£96.00	£96.00
	Part 3, Class S	change of use from agricultural buildings to state-funded school or registered nursery	£96.00	£96.00
	Part 3, Class T	change of use from business/hotels/etc,(B1 office, C1 hotels, C2 residential institution, C2a secure residential institution, D2 assembly and leisure) to state-funded school or registered nursery	£96.00	£96.00
	Part 4, Class CA	provision of a temporary state-funded school on previously vacant commercial land	£96.00	£96.00
	Part 4, Class E	temporary use of buildings or land for film-making processes	£96.00	£96.00
	Part 6, Class A	works on agricultural land (over 5 hectares in size)	£96.00	£96.00
	Part 6, Class B	works on agricultural land (between 0.4 and 5 hectares in size)	£96.00	£96.00
	Part 6, Class E	works on land for forestry	£96.00	£96.00
	Part 7, Class C	erection or construction of a click-and-collect facility	£96.00	£96.00
	Part 7, Class M	The erection, extension or alteration of a university building	£96.00	£96.00
	Part 9, Class D	toll road facilities	£96.00	£96.00
	Part 11, Class B	building operations associated with demolition of a building	£96.00	£96.00
	Part 14, Class J	installation or alteration of solar equipment on non-domestic buildings	£96.00	£96.00
	Part 16, Class A	works for communication development	£462.00	£462.00
	Part 18 Class A	Miscellaneous development under local or private Act of Parliament or Order approved by Houses of Parliament under the Harbours Act 1964	£96.00	£96.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Description	Proposed Fees	
			2021/22	2022/23
	Part 20, Class ZA	Demolition of buildings (single purpose built detached block of flats or a B1(a), B1(b) or B1(c) office building) and construction of new dwellinghouses in their place	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)
	Part 20, Class A	New dwellinghouses on detached blocks of flats	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwellinghouses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwellinghouses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)
	Part 20, Class AA	New dwellinghouses on detached buildings in commercial or mixed use	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)
	Part 20, Class AB	New dwellinghouses on terraced buildings in commercial or mixed use	Not more than 50 dwellinghouses £334 for each dwellinghouse. More than 50 dwellinghouses £16,525 + £100 for each dwellinghouse in excess of 50 (max fee £300,000)	Not more than 50 dwellinghouses £334 for each dwellinghouse. More than 50 dwellinghouses £16,525 + £100 for each dwellinghouse in excess of 50 (max fee £300,000)
	Part 20, Class AC	New dwellinghouses on terraced buildings in use as dwellinghouses	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)
	Part 20, Class AD	New dwellinghouses on detached buildings in use as dwelling-houses	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)	Not more than 50 dwelling houses £334 for each dwelling house. More than 50 dwelling houses £16,525 + £100 for each dwelling house in excess of 50 (max fee £300,000)
SP14	Hedgerow removal notice	installation or alteration of solar equipment on non-domestic buildings	Exempt	Exempt
SP15	Notification of proposed works to trees in conservation areas	works for communication development	Exempt	Exempt
SP16	Notification under Circular 14/90	Miscellaneous development under local or private Act of Parliament or Order approved by Houses of Parliament under the Harbours Act 1964	Exempt	Exempt
SP17	Consultations			

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Description	Proposed Fees	
			2021/22	2022/23
SP18	Waste and Mineral Applications	Not more than 15 hectares	£234/0.1ha	£234/0.1ha
		More than 15 hectares	£34,934 + £138/0.1ha	£34,934 + £138/0.1ha
	Operations connected with exploratory drilling of oil or natural gas	Not more than 7.5 hectares	£508/0.1ha	£508/0.1ha
		More than 7.5 hectares	£38,070 + £151/0.1ha	£38,070 + £151/0.1ha
	Operations for the winning and working of oil or natural gas	Not more than 15 hectares	£257/0.1ha	£257/0.1ha
		More than 15 hectares	£34,934 + £138/0.1ha	£34,934 + £138/0.1ha
	Other operations	Not coming within the above categories	£234/0.1ha to maximum of £2,028	£234/0.1ha to maximum of £2,028
	Monitoring of Waste and Mineral Sites		£397.00 per visit	£397.00 per visit

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service Description	Proposed Fees	
		2021/22	2022/23
Building Control			
B1	DOMESTIC FEES- Extensions (not including basements)		
	Extension including controllable conservatories up to 10m sq.- Plan and Inspection	£500.00	£500.00
	Extension including controllable conservatories up to 10m sq.- Building Notice Fee	£600.00	£600.00
	Extension including controllable conservatories 10-40m sq.- Plan and Inspection	£700.00	£700.00
	Extension including controllable conservatories 10-40m sq.- Building Notice Fee	£840.00	£840.00
	Extension including controllable conservatories 40-60m sq.- Plan	£450.00	£450.00
	Extension including controllable conservatories 40-60m sq.- Inspection	£400.00	£400.00
	Extension including controllable conservatories 40-60m sq.- Building Notice Fee	£1,020.00	£1,020.00
	Extension including controllable conservatories 60-100m sq.- Plan	£500.00	£500.00
	Extension including controllable conservatories 60-100m sq.- Inspection	£450.00	£450.00
	Extension including controllable conservatories 60-100m sq. Building Notice Fee	£1,140.00	£1,140.00
	Over 100m sq.	QUOTE	QUOTE
B2	DOMESTIC FEES- Detached or Attached used solely as domestic garage, carport and/or store		
	Garage/carport/store up to 40m sq. - Plan and Inspection fee	£400.00	£400.00
	Garage/carport/store up to 40m sq. - Building Notice fee	£480.00	£480.00
	Garage/carport/store up to 40m to 100m sq. - Plan and inspection Fee	£480.00	£480.00
	Garage/carport/store up to 40m to 100m sq. - Building Notice fee	£575.00	£575.00
B3	DOMESTIC FEES- Detached buildings (not solely a garage, carport or store) No basement		
	up to 60m sq. Plan	£450.00	£450.00
	up to 60m sq. Inspection	£400.00	£400.00
	up to 60m sq. building Notice Fee	£1,020.00	£1,020.00
	Over 60m sq. and up to 100m sq. Plan	£500.00	£500.00
	Over 60m sq. and up to 100m sq. Inspection	£450.00	£450.00
	Over 60m sq. and up to 100m sq. building Notice Fee	£1,140.00	£1,140.00
B4	Loft Conversions		
	Loft conversion up to 40m sq.- Plan and Inspection fee	£660.00	£660.00
	Loft conversion up to 40m sq.- Building Notice Fee	£790.00	£790.00
	Loft conversion 40-100m sq.- Plan	£450.00	£450.00
	Loft conversion 40-100m sq.- Inspection	£400.00	£400.00
	Loft conversion 40-100m sq.- Building Notice Fee	£1,020.00	£1,020.00
	Over 100m sq.	QUOTE	QUOTE
B5	Garage Conversion to habitable room/s (not forming self-contained living/unit)		
	Garage Conversion (any size) - Plan and Inspection fee	£450.00	£450.00
	Garage Conversion (any size) - Building Notice Fee	£540.00	£540.00
B6	Controllable electrical work (Not competent persons schemes)		
	Rewire/partial rewire of single home/dwelling Plan and inspection fee	£350.00	£350.00
	Rewire/partial rewire of single home/dwelling Building Notice Fee	£350.00	£350.00
	Any other controllable electrical work Plan and inspection fee	£350.00	£350.00
	Any other controllable electrical work Building Notice Fee	£350.00	£350.00
	Installation of solar panels Plan and inspection Fee	£350.00	£350.00
	Installation of solar panels Building Notice Fee	£350.00	£350.00
B7	Structural and Other Alterations to a Building		
	Estimated cost less than £5,000- Plan and Inspection	£350.00	£350.00
	Estimated cost less than £5,000- Building Notice Fee	£350.00	£350.00
	Estimated cost £5,000-£25,000- Plan and Inspection	£475.00	£475.00
	Estimated cost £5,000- £25,000- Building Notice Fee	£570.00	£570.00
	Estimated cost £25,000-£50,000- Plan and inspection fee	£700.00	£700.00
	Estimated cost £25,000- £50,000- Building Notice Fee	£840.00	£840.00
	Estimated cost £50,000-£100,000- Plan	£400.00	£400.00
	Estimated cost £50,000-£100,000- Inspection	£460.00	£460.00
	Estimated cost £50,000- £100,000- Building Notice Fee	£1,035.00	£1,035.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Description	Proposed Fees	
			2021/22	2022/23
B8	Energy Efficiency Improvements (not Competent Persons Scheme)			
	Windows/Doors- Up to 20 installed- Plan and inspection Fee		£200.00	£200.00
	Windows/Doors- Up to 20 installed- Building Notice Fee		£200.00	£200.00
	Windows/Doors- over 20 installed Plan and inspection Fee		£250.00	£250.00
	Windows/Doors- over 20 installed Building Notice Fee		£250.00	£250.00
	Renovation of a thermal element Plan and inspection Fee		£200.00	£200.00
	Renovation of a thermal element Building Notice Fee		£200.00	£200.00
	New and replacement boiler/heating appliance Plan and inspection Fee		£200.00	£200.00
	New and replacement boiler/heating appliance Building Notice Fee		£200.00	£200.00
B9	New Houses and Flats			
	1 Dwelling- Plan Fee		£400.00	£400.00
	1 Dwelling- Inspection Fee		£465.00	£465.00
	1 Dwelling- Building Notice Fee		£1,038.00	£1,038.00
	2 Dwellings- Plan Fee		£500.00	£500.00
	2 Dwellings-- Inspection Fee		£700.00	£700.00
	2 Dwellings- Building Notice Fee		£1,440.00	£1,440.00
	3 Dwellings-- Plan Fee		£650.00	£650.00
	3 Dwellings-- Inspection Fee		£850.00	£850.00
	3 Dwellings-- Building Notice Fee		£1,800.00	£1,800.00
	4 Dwellings-- Plan Fee		£750.00	£750.00
	4 Dwellings-- Inspection Fee		£1,100.00	£1,100.00
	4 Dwellings-- Building Notice Fee		£2,220.00	£2,220.00
	5 Dwellings-- Plan Fee		£850.00	£850.00
	5 Dwellings-- Inspection Fee		£1,250.00	£1,250.00
	5 Dwellings-- Building Notice Fee		£2,520.00	£2,520.00
	Over 5 Units - QUOTE		QUOTE	QUOTE
B10	Replacement Windows to Non Domestic Building (based on 1 phase)			
	Up to 20 Including New Shop Fronts- Plan & Inspection		£270.00	£270.00
B11	Renovation of Thermal Element to Non Domestic Building			
	Renovation of thermal element- Plan & inspection		£350.00	£350.00
	Renovation of thermal element- Building Notice Fee		£350.00	£350.00
B12	Structural and other Alterations to Non Domestic Buildings			
	less than £5,000- Plan & Inspection fee		£500.00	£500.00
	£5,000 to £25,000- Plan and inspection fee		£650.00	£650.00
	£25,000 to £50,000- Plan and inspection fee		£800.00	£800.00
B13	Other Charges			
	Demolition Notices		Free	Free
	Building Control Property History Search			
	Reopening of old applications less than 3 years since last visit		Free	Free
	Reopening of old applications 3 - 10 years since last visit		£50.00	£50.00
	Reopening of old applications Over 10 years since last visit		£75.00	£75.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Description	Proposed Fees	
			2021/22	2022/23
Environmental Specialist Fees				
E1	Archaeology Monitoring Visit		£139.00	£142.80
	Service Includes: - one-hour site visit - confirmation of sign-off normally provided within one day of site visit - additional time charged at hourly increments, hourly rate.			
E2	Ecology Screening Visit		£139.00	£142.80
	Service includes: up to one-hour site visit written response within 5 days of site visit			
E3	Environmental Specialist Standard Advice Service (ARB, ECO, CON, ARCHAEO)		£139.00	£142.80
	Service includes: - one hour desk-based research - written response within 20 working days of receipt - additional research time charged at hourly increments, hourly rate.			
E4	Environmental Specialist Standard Advice Service, plus Site Visit (ARB, ECO, CON, ARCHAEO)		£278.00	£286.00
	Service includes: - one-hour desk-based research - one hour site visit within 10 working days of receipt* - written response within 10 working days of site visit - additional research or site-visit time charged at hourly increments, hourly rate. *subject to client availability			
E5	Environmental Specialist Fast Track Service (ARB, ECO, CON ARCHAEO)		£93.00	£96.00
	Service includes*: - for Standard Advice, written response provided within 10 working days of receipt - for Standard Advice plus Site Visit, written response provided within 5 working days of site visit** *for an additional Fee **subject to client availability			
E6	Environmental Specialist Priority Service (Urgent/ Emergency)		£618.00	£637.00
	Service includes: - priority site meeting undertaken as a matter of urgency - written response provided within 5 working days of site visit.			
E7	Discretionary environmental specialist information services			
	Bucks and Milton Keynes Environmental Record Centre (BMERC) commercial data extraction	Package A - 1km search	£134.00	£138.00
		Package B - 2km search	£185.00	£191.00
		Package C - Parish boundary search	£51.50	£53.00
		Package D - 500m buffer - non-commercial enquiries only		[1]No charge
		Tight-search, watermarked to prevent commercial use		£86.00
		Custom search		
		Additional fee for extended search area for Packages A and B	£31.00	
		General services/project work (hourly rate)	£113.00	£31.00
		General services/project work (daily rate)	£484.00	£117.00
	<i>[1] Fees are discounted by 100% for Non-Commercial clients, organisations and individuals</i>			£498.00
	Historic Environment Record (HER) commercial data extraction	Strategic search	£113.00	
		Standard search (up to 50 records)	£113.00	
		Extended search (10 - 150 records)	£170.00	£116.00
		Large/complex search (> 150 records)		£116.00
		Visit to HER - standard search	£57.00	£175.00
		Visit to HER - extended search	£85.00	Bespoke
		Priority search (2 working days, additional fee)	£57.00	£59.00
	Environmental Stewardship Information and Advice	HER search and written advice (large holdings > 50)	£0.00	£88.00
		HER search and written advice (small holdings < 50)	£0.00	£59.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Description	Proposed Fees	
			2021/22	2022/23
Street Naming / Numbering				
S1	Numbering / House name change		£112.80	£97.00
	Alias house name addition/change		£112.80	£97.00
S2	Street Naming for New Properties		£0.00	
	1 property		£188.00	£194.00
	2 – 5 properties		£300.00	£309.00
	6 – 25 properties		£350.00	£361.00
	26 – 75 properties		£600.00	£618.00
	76-100 properties		£840.00	£865.00
	100+ properties		TBC with developer	TBC with developer
S3	Additional Costs of Street Naming & Numbering		£0.00	
	Additional charge where this includes naming of a street		£425.00	£438.00
S4	Rename or renumbering of street where requested by residents		£0.00	
	1 – 5 properties		£1,248.00	£1,071.00
	6 – 25 properties		£1,597.20	£1,371.00
	26 – 75 properties		£1,994.40	£1,712.00
	76+ properties		£2,748.00	£2,359.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Description	Proposed Fees	
			2021/22	2022/23
Definitive Map				
Commons land and town or village greens registration				
		Request a Common Land and Village Green sea per search	£12.56	£0.00
		Request a copy of the Common Land and Villag per copy	£33.87	£0.00
		Additional questions not included on the Con25 per question	£8.41	£0.00
Making changes to the definitive map				
		Non-refundable deposit to cover initial consultations	£259.56	£259.56
		Further payment when (and if) order is made (plus cost of newspaper advertisements)	£2,266.51	£2,266.51
		New roadside signage	£163.91	£0.00
		New waymark posts	£135.50	£0.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Refere nce	Service Description	Current Fees 2021/2022	Proposed Fees 2022/23	
Local Land Charges				
L1	Full Official Search Fee (note: LLC1 (Non VAT) & Con29 (VAT) combined)	£117.83	£121.38	
	LLC1 Form (First Parcel of Land)	£28.84	£29.71	
	LLC1 Form - Search in: the whole of the register	£28.84	£29.71	
	LLC1 Form - Search in: any one part of the register	£2.58	£2.66	
L2	Con29 Standard Enquires (First Parcel of Land)	£88.99	£91.67	
	Land Charge - Each Additional Parcel of Land LLC1	£8.24	£8.49	
	Land Charge - Each Additional Parcel of Land CON29	£19.16	£19.74	
L3	CON29 – Optional enquiries			
	- 4 Road proposals by private bodies	Variable	Variable	
	- 5 Advertisements	£16.07	£16.55	
	- 6 Completion notices	£16.07	£16.55	
	- 7 Parks & countryside	£16.07	£16.55	
	- 8 Pipelines	£16.07	£16.55	
	- 9 Houses in multiple occupation	£16.07	£16.55	
	- 10 Noise abatement	£16.07	£16.55	
	- 11 Urban development areas	£16.07	£16.55	
	- 12 Enterprise zones, local development order & bids	£16.07	£16.55	
	- 13 Inner urban improvement areas	£16.07	£16.55	
	- 14 Simplified planning zones	£16.07	£16.55	
	- 15 Land maintenance notices	£16.07	£16.55	
	- 17 Hazardous substance consents	£16.07	£16.55	
	- 18 Environmental & pollution notices	£16.07	£16.55	
	- 19 Food safety notices	£16.07	£16.55	
	- 20 Hedgerow notices	£16.07	£16.55	
	Planning Radius Enquiry	£7.42	£7.64	
	Development in Vicinity Enquiry (Con29)	£19.78	£20.37	
	Additional Enquiries (Solicitors own questions)	£18.54	£19.10	
	Personal Searches (Register inspection only)	Free of Charge	Free of Charge	
	L4	Other Services		
		*These fees continue to be prescribed by the Lord Chancellor		
Registration of a charge in Part 11 of the register (light obstruction notices)		£69.01	£71.08	
Filing a definitive certificate of the Lands Tribunal under rule 10(3)		£2.58	£2.66	
Filing a judgment, order or application for the variation or cancellation of any entry in Part 11 of the register (light obstruction charges)		£7.21	£7.43	
Inspection of documents filed under rule 10 in respect of each parcel of land		£2.58	£2.66	
* Personal search in the whole or in part of the register in respect of one parcel of land		Free	Free	

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Refere Service nce	Description	Current Fees 2021/2022	Proposed Fees 2022/23
	* In respect of each additional parcel, subject to a maximum of £16.00 (previously £13.00)	Free	Free
L5	Official search (including issue of official certificate of search) in respect of one parcel of land:		
	(a) in any one part of the register	£2.58	£2.66
	(b) in the whole of the register -		
	(i) where the requisition is made by electronic means in accordance with rule 16; and	£28.84	£29.71
	(ii) in any other case	£28.84	£29.71
	(iii) in respect of each additional parcel of land	£8.24	£8.49
	Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these Rules)	£0.52	£0.55
	Planning, highways and other related agreements	£206.00	£212.20
	Legal advice and representation for third party organisations by agreement	Variable	Variable
	Con29 Questions (Charges for Component Search Service)		
	Planning & Building Regulations		
	1.1 Planning & Building Decisions	£1.06	£1.09
	Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications or agreements:		
	(a) a planning permission		
	(b) a listed building consent	£1.06	£1.09
	(c) a conservation area consent	£1.06	£1.09
	(d) a certificate of lawfulness of existing use or development	£1.06	£1.09
	(e) a certificate of lawfulness of proposed use or development	£1.06	£1.09
	(f) a certificate of lawfulness of proposed works for listed buildings	£1.06	£1.09
	(g) a heritage partnership agreement	£1.06	£1.09
	(h) a listed building consent order	£1.06	£1.09
	(i) a local listed building consent order	£1.06	£1.09
	(j) building regulations approval	£1.18	£1.21
	(k) building regulation completion certificate	£1.18	£1.21
	(l) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme	£1.18	£1.21
	3.3 Drainage Matters (Information available on Buckinghamshire Website)	-	-
	3.7 Outstanding Notices	£1.06	£1.09
	Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this Schedule:-		
	(a) building works		
	(b) environment	£1.06	£1.09

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Refere nce	Service Description	Current Fees 2021/2022	Proposed Fees 2022/23
	(c) health and safety	£1.06	£1.09
	(d) housing	£1.06	£1.09
	(e) highways (LA fee)	£1.06	£1.09
	(f) public health	£1.06	£1.09
	3.8 Contravention of Building Regulations Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?	£1.18	£1.21
	3.9 Subsisting or Authorised Notices Orders etc Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following:-	£1.06	£1.09
	(a) enforcement notice		
	(b) stop notice	£1.06	£1.09
	(c) listed building enforcement notice	£1.06	£1.09
	(d) breach of condition notice	£1.06	£1.09
	(e) planning contravention notice	£1.06	£1.09
	(f) other notice relating to breach of planning control	£1.06	£1.09
	(g) listed building repairs notice	£1.06	£1.09
	(h) in the case of a listed building deliberately allowed to fall into disrepair; or a compulsory purchase with a direction for minimum compensation	£1.06	£1.09
	(i) building preservation notice	£1.06	£1.09
	(j) direction restricting permitted development	£1.06	£1.09
	(k) order revoking or modifying a planning permission	£1.06	£1.09
	(l) order requiring discontinuance of use or removal of building works	£1.06	£1.09
	(m) tree preservation order	£1.06	£1.09
	(n) proceedings to enforce a planning agreement or planning contribution	£1.06	£1.09
	3.10 Community Infrastructure Levy (a) Is there a CIL charging schedule? (b) If yes, do any of the following subsist in relation to the property, or has a local decided to issue, serve, make or commence any of the following:-(i) a liability notice? (ii) a notice of chargeable development? (iii) a demand notice?(iv) a default liability notice? (v) an assumption of liability notice? (vi) a commencement notice?	£1.24	£1.27
	(c) Has any demand notice been suspended? (d) Has the Local Authority received full or part payment of any CIL liability?		

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Refere nce	Service Description	Current Fees 2021/2022	Proposed Fees 2022/23
	<p>(e) Has the Local Authority received any appeal against any of the above?</p> <p>(f) Has a decision been taken to apply for a liability order?</p> <p>(g) Has a liability order been granted?</p> <p>(h) Have any other enforcement measures been taken?</p>		
	<p>3.11 Conservation Areas Do the following apply in relation to the property:-</p> <p>(a) the making of the area a Conservation Area before 31 August 1974</p>	£1.06	£1.09
	<p>(b) an unimplemented resolution to designate the area a Conservation Area</p>	£1.06	£1.09
	<p>3.12 Compulsory Purchase Has any enforceable order or decision been made to compulsorily purchase or acquire the property? (LA fee)</p>	£1.06	£1.09
	<p>3.13 Contaminated Land</p> <p>Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property):-</p> <p>(a) a contaminated land notice</p> <p>(b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990:-</p> <p>(i) a decision to make an entry</p> <p>(ii) an entry</p> <p>(c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice?</p>	£1.06	£1.09
	<p>3.14 Radon Gas</p> <p>Do records indicate that the property is in a "Radon Affected Area" as identified by the Public Health England or Public Health Wales?</p>	£1.06	£1.09
	<p>3.15 Assets of Community Value</p> <p>(a) Has the property been nominated as an asset of community value? If so:</p> <p>(i) Is it listed as an asset of community value?</p> <p>(ii) Was it excluded and placed on the "nominated but not listed" list?</p> <p>(iii) Has the listing expired?</p> <p>(iv) Is the Local Authority reviewing or proposing to review the listing?</p> <p>(v) Are there any subsisting appeals against the listing?</p>	£1.06	£1.09

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Refere Service nce	Description	Current Fees 2021/2022	Proposed Fees 2022/23
	(b) If the property is listed: (i) Has the Local Authority decided to apply to the Land Registry for an entry or cancellation of a restriction in respect of listed land affecting the property? (ii) Has the Local Authority received a notice of disposal? (iii) Has any community interest group requested to be treated as a bidder?		
Electoral Register			
R1			
	Paper copy of Electoral Register (per 1000 electors)	£5.00	£5.00
	Paper copy of Overseas Electoral Register - admin fee	£10.00	£10.00
	Paper copy of Overseas Register (per 100 electors)	£5.00	£5.00
	Paper copy of Electoral Register - admin fee	£10.00	£10.00
	Data copy of Electoral Register (per 1000 electors)	£1.50	£1.50
	Data copy of Overseas Electoral Register - admin fee	£20.00	£20.00
	Data copy of Overseas Register (per 100 electors)	£1.50	£1.50
	Data copy of Electoral Register - admin fee	£20.00	£20.00
	Credit Reference Agencies Monthly update of Register (per month)	£20.00	£20.00
	Marked copies of Registers – paper/data (admin fee)	£10.00	£10.00
	Marked copies of Registers - Paper (per 1000 entries)	£2.00	£2.00
	Marked copies of Registers - Data (per 1000 entries)	£1.00	£1.00
	Candidate Election Expense Returns - Copies per side	£0.20	£0.20
Business Insight			
R2	SMST Annual Buyback Package		
	Infant schools (maintained) - per pupil	£1.01	£1.05
	Junior schools (maintained) - per pupil	£0.78	£0.80
	Combined schools (maintained) - per pupil	£1.16	£1.20
	Secondary schools (maintained) - per school	£1,125.50	£1,159.20
	Special schools (maintained) - per pupil	£0.76	£0.78
	Infant schools (academy) - per pupil	£1.21	£1.25
	Junior schools (academy) - per pupil	£0.94	£0.95
	Combined schools (academy) - per pupil	£1.39	£1.40
	Secondary schools (academy) - per school	£1,350.60	£1,391.10
	Special schools (academy) - per pupil	£0.91	£0.95
	Free School Meal Eligibility Checking Service		
	Infant, Junior, Combined and Special Schools < 100 pupils (maintained)	£61.80	£63.65
	Infant, Junior, Combined and Special Schools >= 100 pupils (maintained)	£103.00	£106.10
	Secondary schools (maintained) - per school	£206.00	£212.20
	Infant, Junior, Combined and Special Schools < 100 pupils (academy) - p	£74.16	£76.40
	Infant, Junior, Combined and Special Schools >= 100 pupils (academy) -	£123.60	£127.30
	Secondary schools (academy) - per school	£247.20	£254.60
	FFT Subscription Service		
	Infant Schools (maintained) - per pupil element	£0.87	£0.87
	Infant Schools (maintained) - per school element	£68.00	£68.00

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Refere Service nce	Description	Current Fees 2021/2022	Proposed Fees 2022/23
	Junior and Combined Schools (maintained) - per pupil element	£0.87	£0.87
	Junior and Combined Schools (maintained) - per school element	£86.00	£86.00
	Secondary Schools (maintained) - per pupil element	£0.87	£0.87
	Secondary Schools (maintained) - per school element	£495.00	£495.00
	Sepcial Schools and PRUs (maintained) - per pupil element	£0.87	£0.87
	Special Schools and PRUs (maintained) - per school element	£86.00	£86.00
	Infant Schools (academy) - per pupil element	£1.04	£1.04
	Infant Schools (academy) - per school element	£81.60	£81.60
	Junior and Combined Schools (academy) - per pupil element	£1.04	£1.04
	Junior and Combined Schools (academy) - per school element	£103.20	£103.20
	Secondary Schools (academy) - per pupil element	£1.04	£1.04
	Secondary Schools (academy) - per school element	£594.00	£594.00
	Sepcial Schools and PRUs (academy) - per pupil element	£1.04	£1.04
	Special Schools and PRUs (academy) - per school element	£103.20	£103.20
	Pay As Used / Ad-hoc		
	ACORN Analysis (maintained)	£20.00	£20.60
	ACORN Analysis including Maps (maintained)	£90.00	£92.70
	IDACI Analysis including Pupil Data (maintained)	£20.00	£20.60
	IDACI Analysis including Pupil Data and Maps (maintained)	£90.00	£92.70
	Ward Analysis including Pupil Data (maintained)	£20.00	£20.60
	Ward Analysis including Pupil Data and Maps (maintained)	£90.00	£92.70
	Catchment Analysis (maintained)	£20.00	£20.60
	Bulk Buy Offer – ACORN, IDACI and Ward Analyses, including all maps,	£260.00	£267.80
	ACORN Analysis (academy)	£24.00	£24.70
	ACORN Analysis including Maps (academy)	£108.00	£111.25
	IDACI Analysis including Pupil Data (academy)	£24.00	£24.70
	IDACI Analysis including Pupil Data and Maps (academy)	£108.00	£111.25
	Ward Analysis including Pupil Data (academy)	£24.00	£24.70
	Ward Analysis including Pupil Data and Maps (academy)	£108.00	£111.25
	Catchment Analysis (academy)	£24.00	£24.70
	Bulk Buy Offer – ACORN, IDACI and Ward Analyses, including all maps,	£312.00	£321.35

Schedule of Fees and Charges applicable from 1 April 2022

Description	2021/22	2022/23
Deferred Payment set up Fee	£652.00	£671.00
Annual Administration Fee for Deferred Payment	£97.00	£100.00
Care Package set up fee (excluding VAT)	£306.00	£315.00
Short Breaks per week (this figure will vary depending on your need)	£740-£1,495.00	£740-£1,495.00
Money management – administration charge	nil	nil
If customer has under £1,000 capital		
If customer has more than £1,000 capital	£3.50 per week	£3.60 per week
Money management – Administration fee to wind up an Estate	nil	£750
Day Care per Day (excluding cost of a meal*)	£67.54	£69.56
High Dependency Day Care per Day (excluding cost of a meal*)	£88.54	£91.18
Meal in a Buckinghamshire Council day centre	£5.96	£6.14
Home Care per hour (single handed)	£19.68	£20.24
Home Care per hour (double handed)	£39.36	£40.48
Transport per return journey	£15.80	£16.26
Landline Telecare Service (weekly)	£4.48	£4.62
Mobile Telecare Service (weekly)	£7.84	£8.05
Medication calls, Telecare Service (per call)	£1.82	£1.87

Schedule of Fees and Charges applicable from 1 April 2021 **Schedule of Fees and Charges applicable from 1 April 2022**

Fees are inclusive of VAT where applicable

Fees are inclusive of VAT where applicable

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
Waste Services									
W1	REFUSE and RECYCLING Bin Replacements								
	Wheeled Bin and Delivery - 140 Litre		£31.00	£43.00	£43.00		£32.00	£44.00	£44.00
	Wheeled Bin and Delivery - 180 Litre		£31.00	£43.00	£43.00		£32.00	£44.00	£44.00
	Wheeled Bin and Delivery - 240 Litre		£31.00	£43.00	£43.00		£32.00	£44.00	£44.00
	Wheeled Bin and Delivery - 360 Litre		£31.00	£51.50	£51.50		£32.00	£53.00	£53.00
	Wheeled Bin and Delivery - 660 Litre		not offered	£243.10	£243.10		not offered	£250.40	£250.40
	Wheeled Bin and Delivery - 1100 Litre		not offered	£269.90	£269.90		not offered	£278.00	£278.00
	Wheeled Bin - Cost to exchange sizes		not offered	£12.40	£12.40		not offered	£12.80	£12.80
	Recycling Box and Lid - Delivered		not offered	£7.20	£7.20		not offered	£7.40	£7.40
	Recycling box and Lid - Pick Up Only (CDC offices?)		not offered	£5.20	£5.20		not offered	£5.40	£5.40
	Recycling Lid Only - Pick up Only (CDC Offices)		not offered	£2.10	£2.10		not offered	£2.20	£2.20
	Reusable Bag and Delivery		not offered	£6.20	£6.20		not offered	£6.40	£6.40
	Reusable Bag - Pick Up Only (CDC offices)		not offered	£5.20	£5.20		not offered	£5.40	£5.40
	AVDC supply non-reusable sacks for properties without bins		FOC	not offered	not offered		FOC	not offered	not offered
	Outdoor Food Bin and Delivery		£10.30	£6.20	£6.20		£10.60	£6.40	£6.40
	Outdoor Food Bin - Pick Up Only		not offered	£5.20	£5.20		not offered	£5.40	£5.40
	Indoor Small 5L Food Caddy (if stock available) - Pick Up Only		not offered	£4.10	£4.10		not offered	£4.20	£4.20
	Full set standard (140 litre refuse/ 240 recycling bin, food bin, caddy)		£123.60	not offered	not offered		£127.30	not offered	not offered
	Full set standard (180 litre, 240 recycling, 45 litre box, food bin, caddy)		not offered	£99.90	£99.90		not offered	£102.90	£102.90
	Sale of Litter Pickers		not offered	£15.50	£15.50		not offered	£16.00	£16.00
	Wheelie Bin Hire per year - 240 Litre		not offered	£35.00	£35.00		not offered	£36.10	£36.10
W2	Contract Services								
	Garden Waste								
	Garden Waste		£50.00	£50.00	Free		£50.00	£50.00	Free
	Green Waste Annual Charge - 2nd Subscription		£50.00	£50.00	£72.10		£50.00	£50.00	£72.10
	Street Bins								
	Dog Bin and Installation		£324.50	£254.40	£254.40		£334.20	£262.00	£262.00
	Dog Bin Relocation		£134.00	£134.00	£134.00		£138.00	£138.00	£138.00
	Dog Bin Empty – annual charge								
	- 52 empties		£65.40	not offered	£185.40		£67.40	not offered	£191.00
	- 78 empties		£94.00	not offered	£185.40		£97.00	not offered	£191.00
	- 104 empties		£122.60	not offered	£185.40		£126.30	not offered	£191.00
	Litter Bins		£121.50	not offered	not offered		£125.10	not offered	not offered
	public bin on parish council land - annual charge per bin (any bin type e.g. dog/ litter etc)		not offered	£67.00	£67.00		not offered	£69.00	£69.00
	Bulky Waste								
	Bulky Waste Collection - minimum charge for up to three items		£50.00	£50.00	£50.00		£50.00	£50.00	£50.00
	Bulky Waste Collection - 4-6 items		£100.00	£100.00	£100.00		£100.00	£100.00	£100.00
	Bulky Waste Collection - 7-9 items		£150.00	£150.00	£150.00		£150.00	£150.00	£150.00
	Bulky Waste Collection (for those on means tested benefits)		£18.00	£18.00	£18.00		£19.00	£19.00	£19.00
	Charges for Management Agents								
	Special Empty of Contaminated Bins - 2 Wheeled (per 240 l bin)		£62.00	£34.00	£34.00		£64.00	£35.00	£35.00
	Special Empty of Contaminated Bins - 2 Wheeled (per 360 l bin)		£62.00	£46.00	£46.00		£64.00	£47.00	£47.00
	Special Empty of Contaminated Bins - 4 Wheeled (per bin)		£62.00	£82.00	£82.00		£64.00	£84.00	£84.00
	Bulk Bins Bin Hire per year - 340 Litre		not offered	£49.00	£49.00		not offered	£50.00	£50.00
	Bulk Bins Bin Hire per year - 660 Litre		not offered	£93.00	£93.00		not offered	£96.00	£96.00
	Bulk Bins Bin Hire per year - 1100 Litre		not offered	£149.00	£149.00		not offered	£153.00	£153.00
	Schedule 2 - Residual Waste								
	Schools and Other Schedule 2 - Bin Rental 140L-240L		not offered	£71.00	£57.00		not offered	£73.00	£59.00
	Schools and Other Schedule 2 - Bin Rental 360L		£51.00	£89.00	£72.00		£53.00	£92.00	£74.00
	Schools and Other Schedule 2 - Bin Rental 660L		£96.00	£140.00	£80.00		£99.00	£144.00	£82.00
	Schools and Other Schedule 2 - Bin Rental 1100L		£112.00	£196.00	£129.00		£115.00	£202.00	£133.00
	Schools and Other Schedule 2 - Lift 360L - direct debit customers		£7.00	not offered	not offered		£7.00	not offered	not offered
	Schools and Other Schedule 2 - Lift 660L - direct debit customers		£8.00	not offered	not offered		£8.00	not offered	not offered
	Schools and Other Schedule 2 - Lift 1100L - direct debit customers		£9.00	not offered	not offered		£9.00	not offered	not offered
	Overspill (Side Waste) from a 360 litre bin - direct debit customers		£8.00	not offered	not offered		£8.00	not offered	not offered
	Overspill (Side Waste) from a 660 litre bin - direct debit customers		£10.00	not offered	not offered		£10.00	not offered	not offered
	Overspill (Side Waste) from a 1100 litre bin - direct debit customers		£12.00	not offered	not offered		£12.00	not offered	not offered
	Schools and Other Schedule 2 - Lift 140L-240L		not offered	£4.10	£4.10		not offered	£4.20	£4.20
	Schools and Other Schedule 2 - Lift 360L - invoiced customers		£7.20	£5.20	£5.20		£7.40	£5.40	£5.40
	Schools and Other Schedule 2 - Lift 660L - invoiced customers		£8.40	£5.20	£5.20		£8.70	£5.40	£5.40
	Schools and Other Schedule 2 - Lift 1100L - invoiced customers		£9.80	£5.20	£5.20		£10.10	£5.40	£5.40
	Overspill (Side Waste) from a 360 litre bin - invoiced customers		£8.20	Overspill not charged	Overspill not charged		£8.40	Overspill not charged	Overspill not charged
	Overspill (Side Waste) from a 660 litre bin - invoiced customers		£10.20	Overspill not charged	Overspill not charged		£10.50	Overspill not charged	Overspill not charged
	Overspill (Side Waste) from a 1100 litre bin - invoiced customers		£11.90	Overspill not charged	Overspill not charged		£12.30	Overspill not charged	Overspill not charged
	Recycling Schedule 2 Charges (per lift)								
	Schools and Other Schedule 2 - Lift 360L - invoiced customers		£2.70	not offered	not offered		£2.80	not offered	not offered
	Schools and Other Schedule 2 - Lift 660L - invoiced customers		£3.80	not offered	not offered		£3.90	not offered	not offered
	Schools and Other Schedule 2 - Lift 1100L - invoiced customers		£5.40	not offered	not offered		£5.60	not offered	not offered
	Overspill (Side Waste) from a 360 litre bin		£2.70	not offered	not offered		£2.80	not offered	not offered

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Overspill (Side Waste) from a 660 litre bin		£3.80	not offered	not offered		£3.90	not offered	not offered
	Overspill (Side Waste) from a 1100 litre bin		£5.40	not offered	not offered		£5.60	not offered	not offered
	Food Bin Empty		£6.40	not offered	not offered		£6.60	not offered	not offered
	Extra Food Sacks (per roll)		£5.60	not offered	not offered		£5.80	not offered	not offered
	Other								
	Removal of waste from private land (including managing agents requests)		£160.00	not offered	not offered		£165.00	not offered	not offered
	Abandoned Vehicle removal from private property		not offered	£87.60	£87.60		not offered	£90.20	£90.20
	Trade Residual Waste Collections								
	1,100 litre Hire charge per week (Direct Debit customers)		£2.70	not offered	not offered		£2.80	not offered	not offered
	660 litre Hire charge per week (Direct Debit)		£2.20	not offered	not offered		£2.30	not offered	not offered
	360 litre Hire charge per week (Direct Debit)		£1.10	not offered	not offered		£1.10	not offered	not offered
	1,100 Lt Cost per empty (Direct Debit)		£15.70	not offered	not offered		£16.20	not offered	not offered
	660 Lt Cost per empty (Direct Debit)		£12.90	not offered	not offered		£13.30	not offered	not offered
	360 Lt Cost per empty (Direct Debit)		£10.70	not offered	not offered		£11.00	not offered	not offered
	1,100 Lt Overspill (side waste) (Direct Debit)		£19.00	not offered	not offered		£19.60	not offered	not offered
	660 Lt Overspill (side waste) (Direct Debit)		£15.80	not offered	not offered		£16.30	not offered	not offered
	360 Lt Overspill (side waste) (Direct Debit)		£14.00	not offered	not offered		£14.40	not offered	not offered
	1,100 litre Hire charge per week (Invoiced customers)		£2.70	not offered	not offered		£2.80	not offered	not offered
	660 litre Hire charge per week (Invoiced customers)		£2.20	not offered	not offered		£2.30	not offered	not offered
	360 litre Hire charge per week (Invoiced customers)		£1.10	not offered	not offered		£1.10	not offered	not offered
	1,100 Lt Cost per empty (invoiced customers)		£16.70	not offered	not offered		£17.20	not offered	not offered
	660 Lt Cost per empty (invoiced customers)		£14.00	not offered	not offered		£14.40	not offered	not offered
	360 Lt Cost per empty (invoiced customers)		£11.70	not offered	not offered		£12.10	not offered	not offered
	1,100 Lt Overspill (side waste) (invoiced customers)		£20.30	not offered	not offered		£20.90	not offered	not offered
	660 Lt Overspill (side waste) (invoiced customers)		£18.00	not offered	not offered		£18.50	not offered	not offered
	360 Lt Overspill (side waste) (invoiced customers)		£14.50	not offered	not offered		£14.90	not offered	not offered
	Waste Sacks (50 sacks)		£97.90	not offered	not offered		£100.80	not offered	not offered
	Trade Recycling								
	Recycling Sacks (50 sacks)		£92.70	not offered	not offered		£95.50	not offered	not offered
	Dry Recyclables 1,100 Lt Cost per empty		£10.70	not offered	not offered		£11.00	not offered	not offered
	Dry Recyclables 660 Lt Cost per empty		£7.50	not offered	not offered		£7.70	not offered	not offered
	Dry Recyclables 360 Lt Cost per empty		£5.40	not offered	not offered		£5.60	not offered	not offered
	Food Waste -25litres ?		£8.60	not offered	not offered		£8.90	not offered	not offered
	Food Waste bags Per roll		£5.60	not offered	not offered		£5.80	not offered	not offered
W3	HRC Trade Waste								
	Trade Waste up to 250 Kilos		£59.30	£59.30	£59.30		£61.10	£61.10	£61.10
	Trade Waste 251 to 600 Kilos		£107.00	£107.00	£107.00		£110.20	£110.20	£110.20
	Trade Waste over 600 Kilos (price per tonne)		£178.40	£178.40	£178.40		£183.80	£183.80	£183.80
	Clean mixed recyclables up to 250 Kilos		£44.60	£44.60	£44.60		£45.90	£45.90	£45.90
	Clean mixed recyclables 251 to 750 Kilos		£81.50	£81.50	£81.50		£83.90	£83.90	£83.90
	Clean mixed recyclables over 750 Kilos (price per tonne)		£109.50	£109.50	£109.50		£112.80	£112.80	£112.80
	Garden Waste up to 250 Kilos		£37.80	£37.80	£37.80		£38.90	£38.90	£38.90
	Garden Waste 251 to 750 Kilos		£70.70	£70.70	£70.70		£72.80	£72.80	£72.80
	Garden Waste over 750 Kilos (price per tonne)		£94.20	£94.20	£94.20		£97.00	£97.00	£97.00
	Non-household waste items (as per WAAP) up to 250 Kilos		£79.70	£79.70	£79.70		£82.10	£82.10	£82.10
	Non-household waste items (as per WAAP) 251 to 600 Kilos		£191.30	£191.30	£191.30		£197.00	£197.00	£197.00
	Non-household waste items (as per WAAP) over 600 Kilos (price per tonne)		£318.90	£318.90	£318.90		£328.50	£328.50	£328.50
	Accept Non commercial fridge freezers		£31.80	£31.80	£31.80		£32.80	£32.80	£32.80
W4	Waste Access and Acceptance Policy								
	Hardcore & Soil per bag								
	Concrete, bricks, rubble, stones & any other building materials		£3.10	£3.10	£3.10		£3.20	£3.20	£3.20
	Soil		£3.10	£3.10	£3.10		£3.20	£3.20	£3.20
	Ceramic tiles		£3.10	£3.10	£3.10		£3.20	£3.20	£3.20
	Bathroom Suites								
	Bath		£6.20	£6.20	£6.20		£6.40	£6.40	£6.40
	Toilet pan or cistern		£10.30	£10.30	£10.30		£10.60	£10.60	£10.60
	Wash basin or kitchen sink		£3.10	£3.10	£3.10		£3.20	£3.20	£3.20
	Shower door or shower tray		£12.40	£12.40	£12.40		£12.80	£12.80	£12.80
	Kitchens								
	Kitchen work top		£9.30	£9.30	£9.30		£9.60	£9.60	£9.60
	Kitchen unit (with door) (wall or floor)		£6.20	£6.20	£6.20		£6.40	£6.40	£6.40
	Door or window (including panes of glass)		£12.40	£12.40	£12.40		£12.80	£12.80	£12.80
	Wood								
	Wood from construction/demolition - 2m x 1m		£3.10	£3.10	£3.10		£3.20	£3.20	£3.20
	External door		£12.40	£12.40	£12.40		£12.80	£12.80	£12.80
	Internal door		£3.10	£3.10	£3.10		£3.20	£3.20	£3.20
	Fence/shed panel		£3.10	£3.10	£3.10		£3.20	£3.20	£3.20
	Roofing Materials								
	3m length of guttering or drain pipe		£3.10	£3.10	£3.10		£3.20	£3.20	£3.20
	Roof felt tiles or sections of roof felt – smaller than 1.5m x1.5m		£3.10	£3.10	£3.10		£3.20	£3.20	£3.20
	Roll of roof felt up to 3mx5m		£3.10	£3.10	£3.10		£3.20	£3.20	£3.20
	Other								
	Asbestos sheet per 1m x 1m		£4.30	£4.30	£4.30		£4.40	£4.40	£4.40
	Plaster/plasterboard per bag		£7.40	£7.40	£7.40		£7.60	£7.60	£7.60
	Plasterboard sheet up to 2m x 1m		£8.70	£8.70	£8.70		£9.00	£9.00	£9.00
	Car or motorcycle tyre		£4.90	£4.90	£4.90		£5.00	£5.00	£5.00

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
Cemeteries & Crematoria Awaiting Committee Recommendation to Full Council Decision (Jan/Feb 22)									
C2 CREMATION -									
	For the cremation of the body of:- a foetus born dead before twenty four weeks gestation	£0.00				£0.00			
	A stillborn child or child/person whose age at time of death was less than 18 years	£0.00				£0.00			
	A person whose age at the time of death was 18 years or more	£670.00				£700.00			
	(i) cremation only (no use of chapel) (adult fee minus chapel fee)	£418.00				£320.00			
	Double funeral single chapel time	£1,088.00				£1,136.00			
	double funeral double chapel time	£1,340.00				£1,340.00			
	double funeral early chapel (chilterns only)	£982.00				£1,010.00			
	(ii) 9.15am or 9.30am chapel time (adult fee minus £106 21/22 £120 22/23)	£564.00				£580.00			
	For the cremation of body parts of:- (Fees do not include chapel fee which can be added if required)								
	a foetus born dead before twenty four weeks gestation who was cremated at either Crematoria	£0.00				£0.00			
	a stillborn child or child/person who was cremated at either Crematoria	£52.50				£0.00			
	a foetus born dead before twenty four weeks gestation, stillborn child/person who was not cremated at either Crematoria (double normal fee)	£84.50				£0.00			
	These fees include, where applicable, the Medical Referee's fee, use of the chapel (unless otherwise stated) provisions of recorded music, the temporary storage of the ashes for a period not exceeding one month, the dispersal of ashes in the garden of remembrance, provision of a temporary cardboard container for ashes, a certificate of cremation for disposal of cremation ashes or a copy of the entry in the cremation register. Note: Certificates of the Cremation Society and the Cremation Friendly Society will be accepted at the encashable value.								
	Disposal of Cremation Ashes								
	Temporary deposit of ashes (per month after the first month)	£15.50				£16.00			
	Dispersal of ashes in Garden of Remembrance when cremation has taken place elsewhere	£38.00				£40.00			
	Wooden casket with inscribed plaque for cremation ashes	£35.80				£40.00			
	Miscellaneous								
	Use of Coffin Waiting for 24 hours or part thereof (includes use of wheeled bier)	£31.00				£32.00			
	Use of Wheeled Bier	£9.00				£9.30			
	Additional Service Time (subject to chapel availability)	£194.00				£200.00			
	Chapel Fee (when not included in the cremation fee. The chapel can also be booked for burial or memorial services subject to availability)	£252.00				£380.00			
	Chapel fee for Memorial Service (Saturday mornings)	£252.00				£380.00			

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Webcast of Service	£78.50				£81.00			
	Audio Visual recording of Service on a DVD	£63.70				£65.60			
	- each additional copy	£25.50				£45.00			
	Audio Visual recording of Service Downloadable MP4	N/A				£30.00			
	Audio visual recording of service + Visual tribute Downloadable	N/A				£45.00			
	Audio recording of Service on CD	£56.90				£65.00			
	- each additional copy	£21.00				£45.00			
	Use of Audio Visual tribute system								
	Administration fee	£21.00				£21.60			
	1 still image					£18.00			
	slideshow - up to 25 images with no music					£40.00			
	(i) every additional 25 images					£25.00			
	slideshow - up to 25 images with music					£80.00			
	(i) every additional 25 images					£30.00			
	Per minute of video used	£8.50				£0.00			
	Family Video File	N/A				£20.00			
	DVD copy of visual tribute	£27.20				£28.00			
	Audio Visual recording of Service with visual tribute on a DVD	£68.80				£70.90			
	- each additional copy	£25.50				£26.30			
	late service charge visual tribute request after 48hrs - Tier 1	£112.00				£115.00			
	late service charge visual tribute request after 48hrs Tier 2	£150.00				£154.00			
	late service charge visual tribute request after 48hrs Tier 3	£180.00				£185.00			
	Inscription in the Book of Remembrance								
	Minimum 2 line entry	£47.30				£48.70			
	5 Line entry	£86.30				£88.90			
	8 Line entry	£125.20				£129.00			
	Additional lines, per line	£23.70				£24.40			
	Miniature Book of Remembrance								
	Purchase of Book, postage and Minimum 2	£68.80				£70.90			
	5 Line entry	£88.90				£91.60			
	8 Line entry	£108.90				£112.20			
	Additional lines, per line	£6.70				£6.90			

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Miniature Book of Remembrance - Additional Inscriptions								
	Minimum 2 Line entry	£13.30				£13.70			
	5 Line entry	£33.40				£34.40			
	8 Line entry	£53.40				£55.00			
	Additional lines, per line	£6.70				£6.90			
						£17.10			
	Packing and despatch for additional entry	£16.60							
	Memorial Card								
	Purchase of card, postage and Minimum 2	£25.60				£26.40			
	5 Line entry	£45.60				£47.00			
	8 Line entry	£65.60				£67.60			
	Additional lines, per line	£6.70				£6.90			
	Emblems, Badges etc.								
	Regimental badge or crest or floral emblems	£90.50				£93.20			
	Full Coat of Arms	£110.90				£114.20			
	Leather Memorial Plaques					#REF!			
	For the Right to a Leather memorial Plaque in the Chapel of remembrance for a period of 3 years	£80.20				£82.60			
	For the Right to a Leather memorial Plaque in the Chapel of remembrance for a period of 5 years	£133.70				£137.70			
	Provision and fixing of a leather Memorial Plaque	£62.40				£64.30			
	Replacement Plaque for an additional inscription	£62.40				£64.30			
	Garden Memorials								
	Provision & installation of Memorial Garden Seat	£738.40				£760.60			
	Plaque for Memorial Garden Seat up to 70 letters	£88.50				£91.20			
	Plaque for Memorial Garden Seat up to 115 letters	£153.30				£157.90			
	Right to have the seat in Garden of Remembrance for a five year period	£249.70				£257.20			
	Right to have the seat in Garden of Remembrance for a ten year period	£498.70				£513.70			
	For the Right to a Commemorative Shrubbery Plaque for a period of 3 years	£80.30				£82.70			
	For the Right to a Commemorative Shrubbery Plaque for a period of 5 years	£134.10				£138.10			
	Provision and fixing of a replacement plaque for an additional inscription	£45.70				£47.10			
	Stone Memorial Plaques								
	For the Right to a Stone Memorial Plaque on a base for a period of 5 yrs	£145.80				£150.20			
	For the Right to a Stone Memorial Plaque on a base for a period of 10 yrs	£289.80				£298.50			
	For the Right to a Sanctum 2000 above ground Vault for a period of 5 years	£275.60				£283.90			
	For the Right to a Sanctum 2000 above ground Vault for a period of 10 years	£482.70				£497.20			
	For the Right to a Sanctum 2000 above ground Vault for a period of 20 years	£964.10				£993.00			
	Provision of a 9" x 12" inscribed plaque fixed on a sandstone or granite base	£449.30				£462.80			
	Provision of a 9" x 12" inscribed plaque fixed on a renovated sandstone or granite base (subject to availability)	£310.20				£319.50			
	Provision of a 9" x 18" inscribed plaque fixed on a sandstone or granite base	£610.60				£628.90			
	Provision of a 9" x 18" inscribed plaque fixed on a renovated sandstone or granite base (subject to availability)	£473.40				£487.60			
	Provision of a 12" x 15" inscribed plaque fixed on a Sanctum 2000 above ground vault up to 150 characters	£1,027.10				£1,057.90			
	Provision of a 12" x 15" inscribed plaque fixed on a Sanctum 2000 above ground vault with over 150 characters	£1,095.10				£1,128.00			
	Inscribed motifs from	£85.30				£87.90			
	Replacement 7" x 12" inscribed plaque for an additional inscription	£206.40				£212.60			
	Replacement 9" x 12" inscribed plaque for an additional inscription	£229.90				£236.80			
	Replacement 9" x 18" inscribed plaque for an additional inscription	£305.90				£315.10			
	Replacement Sanctum 12" x 15" inscribed plaque for an additional inscription with up to 150 characters	£475.90				£490.20			
	Replacement Sanctum 12" x 15" inscribed plaque for an additional inscription with over 150 characters	£544.50				£560.80			
	Additional inscription on an existing Sanctum 12" x 15" inscribed plaque:- carriage/administration fee inscribed per letter	£76.00				£78.30			
		£1.20				£1.20			
	Porcelain photo plaque with one portrait	£171.80				£177.00			
		£252.10				£259.70			
	Porcelain photo plaque with two portraits								

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Porcelain photo plaque with three portraits	£286.10				£294.70			
	Administration fee and provision of foundation slab for new application by monumental mason	£47.60				£49.00			
	Administration fee for additional work my monumental mason	£40.20				£41.40			
	Token and keepsakes items								
	Scatter tubes:-								
	37cm	£32.10				£33.10			
	25cm	£23.50				£24.20			
	12cm	£17.50				£18.00			
	9cm	£15.50				£16.00			
	Brass Urns:-								
	spun metal urn	£30.78				£31.70			
	10.5"	£89.60				£92.30			
	7.25"	£64.00				£66.00			
	3"	£26.00				£26.80			
	vault ask box	£35.80				£41.20			
	warwick double casket	£113.43				£116.85			
	Large patterned urns	£102.00				£105.10			
	Hearts	£32.10				£38.70			
	Teddy bear hearts	£44.35				£45.70			
	wooden heart	£42.20				£43.50			
	wooden candle ash holder	£27.38				£28.20			
	engravement for wooden tokens	£24.26				£25.00			
	Stand (for hearts)	£13.00				£13.40			
	Floral Bio Urns								
	Large	£70.50				£72.60			
	Small	£35.20				£36.30			
	sand ocean urn with footprint	£130.90				£134.85			
	quartz white ocean urn with footprint	£130.90				£134.85			
	athena himalayan roack salt urn	£151.12				£155.65			
	journey eath urn adult	£54.52				£56.15			
	journey eath urn mini	£26.46				£27.25			
C3	Cemetery								
	<i>Residents Fees (Parkside, Holtspur and Shepherds Lane) - surcharges are applicable to non-residents additional £260</i>								
	Burials								
	<i>Earthen Grave</i>								
	All Plots (1 - 2 full burials)	£885.00				£910.00			
	<i>Woodland Burials</i>								
	Plot (1 - 2 burials)	£885.00				£910.00			
	Childrens Plot	£155.00				£160.00			
	Interment fee (no charge for under 18's)	£140.00				£144.00			
	Cremation Plots								
	<i>Cremated Remains</i>								
	Plot for 1-2 interments	£360.00				£370.00			
	<i>Woodland Area</i>								
	Plot (2 interments)	£360.00				£370.00			
	Interment fee (no charge for under 18's)	£140.00				£144.00			
	Grave Preparation Fees (Cremated Remains)	£160.00				£165.00			
	Grave Preparation Fees (graves)	£525.00				from £540 POA			
	Memorial Permits								
	Flat tablets and Wedges	£103.00				£106.00			
	Additional Inscription (Woodland)	£77.00				£79.00			
	Headstones (Holtspur/Shepherds Lane)	£52.00				£54.00			
	Full size Kerb stones (Holtspur/Shepherds Lane)	£165.00				£170.00			
	Small Headstone & Kerb (Children's Sections only - Holtspur)	£113.00				£116.00			
	£167.00					£172.00			
	Other Charges								
	Book of Remembrance (per line)	£26.00				£30.00			
	1 further interment on existing plot	£310.00				£320.00			
	Transfer fee	£77.00				£79.00			
	Copy of Deed	£36.00				£37.00			
	Interment of Ashes in grave (Holtspur/Shepherds Lane)	£310.00				£320.00			
	£720.00					£740.00			
	Tree (Incl planting & aftercare - Holtspur)								
	Memorial Gardens (surcharges applicable to non-residents £103)								
	Centre of lawn (1)	£355.00				£365.00			
	Edge of shrubbery AC	£1,020.00				£1,050.00			
	Edge of shrubbery SH6	£950.00				£980.00			
	Main Avenue Trees (4)	£2,060.00				£2,120.00			
	B 6 G-H (4)	£2,160.00				£2,225.00			
	C Section - Standard Rose (4)	£2,010.00				£2,070.00			

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	E 5 A (4)	£1,960.00				£2,020.00			
	E 5 F (2)	£1,020.00				£1,050.00			
	G 121-145 Edge of Shrubbery	£950.00				£980.00			
	Garden H Section 34 A C (4)	£1,960.00				£2,020.00			
	Garden H Section 60 C (4)	£1,960.00				£2,020.00			
	Garden H Section 92 A (4)	£1,960.00				£2,020.00			
	Garden H Section 92 B (4)	£1,960.00				£2,020.00			
	KG Colonnade	£2,470.00				£2,545.00			
	L 19 A-B (2)	£2,060.00				£2,120.00			
	L124 D or E	£3,090.00				£3,200.00			
	L230-233, 236, 237-241 (2) & L7C	£1,750.00				£1,800.00			
		£3,040.00				£3,130.00			
	L234-235 partial view lake/golf course (4)								
	M Gardens M265-298,M420-440 (2)	£1,750.00				£1,800.00			
		£4,850.00				£4,995.00			
	M Shrubs M 315 B-E, M 310 A-B, M 309 (4)								
	M 441-450 (2)	£950.00				£980.00			
	NG 2-14	£6,700.00				£6,900.00			
	NG 2-14 with stone bench	£7,700.00				£7,930.00			
	NR & N	£3,600.00				£3,700.00			
	Oak Dell Scattering (1)	£240.00				£247.00			
	O1-10 Edge of Shrubbery (2)	£950.00				£980.00			
	P204-255 Edge of Shrubbery (2)	£950.00				£980.00			
	R54 Gated Garden (6)	£4,900.00				£5,050.00			
	R55 Gated Garden (8)	£5,900.00				£6,080.00			
	R56 Gated Garden (10)	£6,900.00				£7,100.00			
	R60-65 Magnolia (4)	£2,370.00				£2,440.00			
	R70-R110 Edge of Shrubbery (2)	£950.00				£980.00			
	Sum-Ho 31, 32, 34, 35 (2)	£1,750.00				£1,800.00			
	Bespoke family gardens available, starting from	£6,500.00				£6,695.00			
	Other Fees								
	Interment Fee (no charge for under 18's)	£140.00				£144.00			
	Grave Preparation	£160.00				£165.00			
	Plaques Staked (Wording over 60 letter £1 each)	£175.00				£180.00			
	Out of Area fee, applies to plot purchase	£103.00				£106.00			
	Out of Area fee, applies to interment fees	£103.00				£106.00			
	Plaques Mounted (Wording over 60 letter £1 each)	£225.00				£230.00			
	Plaque refurbishment	£52.00				£53.00			
	Book of Remembrance	£26.00				£30.00			
	Transfer ashes to Biodegradable Container	£26.00				£27.00			
	Licence Transfer Fee (Owner Deceased)	£77.00				£79.00			
	Licence Reprint (Add Name)	£36.00				£37.00			
	Memorial Wall Plaque & Licence 6X2	£140.00				£145.00			
		£280.00				£290.00			
	Memorial Wall Plaque & Licence 6X4 Z area								
	Relicense fee each	£310.00				£320.00			
	Relicense fee for Scattering Lawn (1)	£118.00				£120.00			
	Grave buy back 10% or £150 whichever is greater	£155.00				£160.00			
	Memorial Seat - renewable lease	£290.00				£300.00			
	Maintenance of Individual Garden	POA				POA			
	Trees for Sale (from)	POA				POA			
	Benches	POA				POA			
	Bench Maintenance (coat with teak oil)	£51.50				£53.00			
	Carved lettering	POA				POA			
	Stone Benches – straights	POA				POA			
	Stone Benches – curved	POA				POA			
	Venue for wedding photographs	£46.50				£48.00			
	Venue for filming per day from	£536.00				£550.00			
	Perpetuity Licences								
	1st & 2nd interment	£5.25				£5.25			
	3rd & 4th interment	£10.50				£10.50			
	5th & subsequent interments	£15.75				£15.75			
	Memorial Trees								
	Pink-flowering Hawthorne incl. plaque, in R section	£720.00				£740.00			
	Avenue tree, no interments	£925.00				£950.00			
	(Great Missenden Cemetery)								
	Fees for the Use of the Cemetery for Interments:								
	* a double fee surcharge is applicable to non-residents								
	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 *	£25.00				£0.00			
	ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	£113.00				£116.00			

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	iii) A person whose age at the time of death exceeded eighteen years *	£247.00				£254.00			
	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 *	£113.00				£116.00			
	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 *	£25.00				£0.00			
	ii) A person who age at the time of death exceeded one month but did not exceed twelve years *	£113.00				£116.00			
	iii) A person whose age at the time of death exceeded eighteen years *	£247.00				£254.00			
	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 *	£113.00				£116.00			
	Transfer of ownership of Exclusive Right of Burial	£65.00				£67.00			
	Exclusive Rights of Burial in Perpetuity in an Earthen Grave								
	i) One Plot	£420.00				£433.00			
	ii) Two Plots	£721.00				£743.00			
	iii) Three Plots	£990.00				£1,020.00			
	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 *	£175.00				£180.00			
	ii) A tablet on any grave or vault, or in the Lawn Cemetery, a plaque on a grave *	£175.00				£180.00			
	iii) Any inscription after the first on a gravestone, tablet or memorial *	£93.00				£96.00			
	Purchase of plot measuring 2ft x 2ft in Old Section of cemetery for burial of cremated remains *	£140.00				£144.00			
	Burial of Cremated remains *	£113.00				£116.00			

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
Licensing									
L1	Personal Licence - Statutory Fees								
	Personal Licence Application	£37.00				£37.00			
	Copy Personal Licence	£10.50				£10.50			
	Change of name or address notification for Personal Licence	£10.50				£10.50			
L2	Street Trading (fee set by Zone)								
	Consent Daytime (Annual)		£6,775.00				£6,775.00		
	Consent Evening (Annual)		£4,246.00				£4,246.00		
	Consent Wendover (Annual)		£2,121.00				£2,121.00		
	Kingsbury Pavement licence application fee (Annual)		£616.00				£616.00		
	Kingsbury Pavement licence application fee – annual renewal fee		£616.00				£616.00		
	Street Trading Consent: per day or part Monday- Thursday.			£33.00				£33.00	
	Street Trading Consent: per day or part Friday - Sunday.			£52.00				£52.00	
	Street Trading day time trading hourly rate				£1.65				£1.65
	Street Trading night time trading hourly rate				£2.00				£2.00
	Street Trading Consent: Application Fee			£66.00	£144.00			£66.00	£144.00
L3	Scrap Metal								
	Scrap Metal site – new application (3 year licence)	£488.33				£488.33			
	Scrap Metal site – renewal (3 year renewal)	£396.00				£396.00			
	Scrap Metal Collectors – new application (3 year licence)	£297.67				£297.67			
	Scrap Metal Collectors – renewal (3 year licence)	£225.33				£225.33			
	Variation of licence type i.e. change from site to collector	£161.00				£161.00			
	Variation of licence i.e. name, site address, named site managers	£60.00				£60.00			
	Reprint of licence	£32.00				£32.00			
	Vehicle window cards	£45.40				£45.40			
	Application assistance	£83.00				£83.00			
L4	Hackney Carriage/Private Hire Vehicle					Buckinghamshire Council fee (July 21)			
	One year Hackney Carriage Vehicle Licence Grant					£176.00			
	One year Hackney Carriage Vehicle Licence Renewal					£152.00			
	One year Private Hire Vehicle Licence Grant					£183.00			
	One year Private Hire Vehicle Licence Renewal					£159.00			
	Replacement internal licence					£18.00			
	Replacement plate					£24.00			
	Replacement plate, holder and door stickers					£33.00			
	Replacement paperwork					£18.00			
	Transfer of Vehicle (from one owner to another)					£64.00			
	Insurance vehicle/change of vehicle					£51.00			
	Change of details					£18.00			
	Vehicle MOT/compliance test at Pembroke Road testing centre					£56.00			
	Vehicle retest at Pembroke Road testing centre (not tested within statutory free retest period)					£26.00			
	Non-attendance of a booked vehicle inspection at Pembroke Road testing centre					£75.00			
	Operators Licences								
	one vehicle only - one year					£228.00			
	one vehicle only - five years					£285.00			
	under 10 vehicles - one year					£303.00			
	under 10 vehicles - five year					£559.00			
	under 50 vehicles - one year					£341.00			
	under 50 vehicles - five year					£927.00			
	50+ Vehicles - One Year					£379.00			
	50+ Vehicles - Five Years					£1,457.00			
	Replacement Licence					£18.00			
	replacement paperwork					£18.00			
	Variation of licence					£55.00			
	Drivers' Licences								
	Three Year Hackney Carriage Drivers Licence Grant					£303.00			
	Three Year Hackney Carriage Drivers Licence Renewal					£303.00			
	Three Year Private Hire Vehicle Drivers Licence Grant					£303.00			
	Three Year Private Hire Vehicle Drivers Licence Renewal					£303.00			
	Three year dual private hire/hackney carriage licence					£303.00			
	Three year renewal dual					£303.00			
	Extension of licence (visa)					£53.00			
	Change of details					£22.00			
	Initial Enhanced Disclosure and Barring Service check					£55.00			
	Replacement identity badge					£42.00			
	Replacement paperwork					£14.00			
L10	Animal Licensing (fee set by Zone)								
	Home Boarding of Dogs								
	New licence	£290.00	£294.11	£520.00		£290.00	£294.11	£520.00	
	Home Boarding (as additional activity)	£165.00	N/A	£200.00		£165.00	N/A	£200.00	
	Renewal Home Boarding	£290.00	£294.11	£520.00		£290.00	£294.11	£520.00	

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Variation fee		£115.00	£136.92	£400.00		£115.00	£136.92	£400.00
	Reinspection fee		£115.00	£136.92	£400.00		£115.00	£136.92	£400.00
L11	Animal Boarding Establishment (fee set by Zone)						£0.00	£0.00	£0.00
	New Licence		£357.00	£362.00	£520.00		£357.00	£362.00	£520.00
	Animal Boarding Establishment Licence Fee (as additional activity)		£230.00	N/A	£200.00		£230.00	N/A	£200.00
	Renewal Animal Boarding		£357.00	£362.00	£520.00		£357.00	£362.00	£520.00
	Variation fee		£115.00	£136.92	£400.00		£115.00	£136.92	£400.00
	Reinspection fee		£115.00	£136.92	£400.00		£115.00	£136.92	£400.00
L12	Dog Breeding (fee set by Zone)						£0.00	£0.00	£0.00
	New Licence (Plus Vet fees)		£335.00	£160.78	£520.00		£335.00	£160.78	£520.00
	Breeding of Dogs Licence Fee (as additional activity) (plus vet fees)		£208.00	N/A	£200.00		£208.00	N/A	£200.00
	Renewal Dog Breeding		£335.00	£160.78	£520.00		£335.00	£160.78	£520.00
	Variation fee		£115.00	£39.37	£400.00		£115.00	£39.37	£400.00
	Reinspection fee		£115.00	£136.92	£400.00		£115.00	£136.92	£400.00
L13	Pet Shops (fee set by Zone)						£0.00	£0.00	£0.00
	Pet Shop Licence Fee		£357.00	£362.21	£520.00		£357.00	£362.21	£520.00
	Renewal		£230.00	N/A	£200.00		£230.00	N/A	£200.00
	Pet Shop Licence Fee (as additional activity)								
	Renewal		£357.00	£362.21	£520.00		£357.00	£362.21	£520.00
	Variation fee		£115.00	£136.92	£400.00		£115.00	£136.92	£400.00
	Reinspection fee		£115.00	£136.92	£400.00		£115.00	£136.92	£400.00
L14	Riding Establishments (fee set by Zone)						£0.00	£0.00	£0.00
	New Licence plus vet fees (plus vet fees)		See below	£160.78	£520.00		See below	£160.78	£520.00
	New Licence (as additional activity) (plus vet fees)		See below	N/A	£200.00		See below	N/A	£200.00
	Renewal of Riding establishments (plus vet fees)		See below	£160.78	£520.00		See below	£160.78	£520.00
	Hiring of Horses (up to 10 horses) (plus vet fees)		£355.00	£160.78	£520.00		£355.00	£160.78	£520.00
	Hiring of Horses (up to 10 horses) as additional activity (plus vet fees)		£230.00	N/A	£200.00		£230.00	N/A	£200.00
	Hiring of Horses (10-20 horses) (plus vet fees)		£400.00	£160.78	£520.00		£400.00	£160.78	£520.00
	Hiring of Horses (10-20 horses) as additional activity (plus vet fees)		£272.00	N/A	£200.00		£272.00	N/A	£200.00
	Hiring of Horses (over 20 horses) (plus vet fees)		£442.00	£160.78	£520.00		£442.00	£160.78	£520.00
	Hiring of Horses (over 20 horses) as additional activity (plus vet fees)		£315.00	N/A	£200.00		£315.00	N/A	£200.00
	Hiring of Horses – additional horse admin fee		£15.00	N/A	N/A		£15.00	N/A	N/A
	Variation fee (plus vet fees)		£115.00	£39.37	£400.00		£115.00	£39.37	£400.00
	Reinspection fee (plus vet fees)		£115.00	£136.92	£400.00		£115.00	£136.92	£400.00
L15	Keeping or Training Animals for Exhibition (fee set by Zone)						£0.00	£0.00	£0.00
	Keeping or Training Animals for Exhibit (New)		£227.00	£264.66	£520.00		£227.00	£264.66	£520.00
	Keeping or Training Animals for Exhibit (as additional activity)		£163.00	N/A	£200.00		£163.00	N/A	£200.00
	Keeping or Training Animals for Exhibit (renewal)		£227.00	£264.66	£520.00		£227.00	£264.66	£520.00
	Variation fee		£115.00	£136.92	£400.00		£115.00	£136.92	£400.00
	Reinspection fee		£115.00	£136.92	£400.00		£115.00	£136.92	£400.00
	*may incur additional vet fees						£0.00	£0.00	£0.00
L16	Dangerous Wild Animals (fee set by Zone)						£0.00	£0.00	£0.00
	New Licence (Plus Vet fees)		£410.00	£400.00	£710.00		£410.00	£400.00	£710.00
	Renewal (Plus Vet fees)		£261.00	£150.00	£453.00		£261.00	£150.00	£453.00
L17	Zoo Licence (fee set by Zone)						£0.00	£0.00	£0.00
	Zoo Licence (New) (plus vet fee)		£666.00	N/A	£1,236.00		£666.00	N/A	£1,236.00
	Zoo Licence (Renewal) (plus vet fee)		£666.00	N/A	N/A		£666.00	N/A	N/A
	Administration Fee – replacement licence, change of address etc.		£27.00	N/A	N/A		£27.00	N/A	N/A
L18	Gambling Act fees for implementation 01/04/22								
	Large Casino								
	App. Fee						£8,000.00		
	Annual fee						£5,000.00		
	Transfer						£1,475.00		
	Variation						£3,595.00		
	Prov statement						£8,000.00		
	Re-instatement						£1,475.00		
	Lic app(Prov Statement)						£3,000.00		
	Licence copy						£14.00		
	Notice of change						£28.00		
	Small Casino								
	App. Fee						£2,112.00		
	Annual fee						£555.00		
	Transfer						£690.00		
	Variation						£1,072.00		
	Prov statement						£2,112.00		
	Re-instatement						£690.00		
	Lic app(Prov Statement)						£690.00		
	Licence copy						£14.00		
	Notice of change						£28.00		
	Bingo Hall								
	App. Fee						£1,512.00		
	Annual fee						£533.00		

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Transfer					£690.00			
	Variation					£702.00			
	Prov statement					£1,512.00			
	Re-instatement					£690.00			
	Lic app(Prov Statement)					£690.00			
	Licence copy					£14.00			
	Notice of change					£28.00			
	Adult Gaming Centre								
	App. Fee					£1,723.00			
	Annual fee					£611.00			
	Transfer					£690.00			
	Variation					£789.00			
	Prov statement					£1,723.00			
	Re-instatement					£690.00			
	Lic app(Prov Statement)					£690.00			
	Licence copy					£14.00			
	Notice of change					£28.00			
	Betting premises (Track)								
	App. Fee					£1,512.00			
	Annual fee					£533.00			
	Transfer					£690.00			
	Variation					£702.00			
	Prov statement					£1,512.00			
	Re-instatement					£690.00			
	Lic app(Prov Statement)					£690.00			
	Licence copy					£14.00			
	Notice of change					£28.00			
	Family Entertainment Centre								
	App. Fee					£1,956.00			
	Annual fee					£415.00			
	Transfer					£690.00			
	Variation					£1,072.00			
	Prov statement					£1,956.00			
	Re-instatement					£690.00			
	Lic app(Prov Statement)					£690.00			
	Licence copy					£14.00			
	Notice of change					£28.00			
	Betting Premises (Other)								
	App. Fee					£1,956			
	Annual fee					£415			
	Transfer					£690			
	Variation					£1,072			
	Prov statement					£1,956			
	Re-instatement					£690			
	Lic app(Prov Statement)					£690			
	Licence copy					£14.00			
	Notice of change					£28.00			
	Licensed Premises Gaming Machine Permit (statutory fee)								
	New Applications					£150.00			
	Variation					£100.00			
	Transfer					£25.00			
	Annual Fee					£50.00			
	Change of name					£25.00			
	Copy of Permit					£15.00			
	Licensed Premises Automatic Notification Process (statutory fee)								
	On notification					£50.00			
	Club Gaming Permits (statutory fee)								
	New Application					£200.00			
	Grant (Club Premises Certificate holder)					£100.00			
	Variation					£100.00			
	Renewal					£200.00			
	Renewal (Club Premises Certificate holder)					£100.00			
	Annual Fee					£50.00			
	Copy of Permit					£15.00			
	Renewal - Fast Track Clubs					£100.00			
	Renewal - Transitional Application Fee					£100.00			
	Club Machine Permits (statutory fee)								
	New Application					£200.00			
	Grant (Club Premises Certificate holder)					£100.00			
	Variation					£100.00			
	Renewal					£200.00			
	Renewal (Club Premises Certificate holder)					£100.00			
	Annual Fee					£50.00			
	Copy of Permit					£15.00			
	Renewal - Fast Track Clubs					£100.00			
	Renewal - Transitional Application Fee					£100.00			
	Family Entertainment Centre Gaming Machine Permits (statutory fee)								
	Grant					£300.00			
	Renewal					£300.00			
	Existing operator Grant					£100.00			

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	Change of name					£25.00			
	Copy of Permit					£15.00			
	Prize Gaming Permits (statutory fee)								
	Grant					£300.00			
	Renewal					£300.00			
	Existing operator Grant					£100.00			
	Change of name					£25.00			
	Copy of Permit					£15.00			
	Small Lotteries & Amusement for Raffles (statutory fee)								
	Registration					£40.00			
	Annual Fee					£20.00			
L34	Sex Establishments/Sexual Entertainment Venues (fee set by Zone)								
	Fee in respect of an application for grant, transfer or renewal of a licence for a sex establishment.		£2,075.00	£3,500.00	£4,500.00		£2,075.00	£3,500.00	£4,500.00
	Grant of Licence		£2,075.00	£3,500.00	£0.00		£2,075.00	£3,500.00	£0.00
	Annual Renewal of Licence		£2,075.00	£3,500.00	£1,200.00		£2,075.00	£3,500.00	£1,200.00
	Non Contested Sex Establishment licence (Renewal)		£490.00	N/A	N/A		£490.00	N/A	N/A
	Transfers		£2,075.00	£3,500.00	N/A		£2,075.00	£3,500.00	N/A
	Variations		£2,075.00	£3,500.00	N/A		£2,075.00	£3,500.00	N/A
	Grant of Licence		N/A	£3,500.00	N/A		N/A	£3,500.00	N/A
	Annual Renewal of Licence		£2,075.00	£3,500.00	N/A		£2,075.00	£3,500.00	N/A
	Non Contested Sex Establishment licence (Renewal)		£490.00	N/A	N/A		£490.00	N/A	N/A
L35	Other Licensing - miscellaneous (fee set by Zone)								
	Registration of:- Acupuncturists Tattoosists, Ear Piercing and Electrolysis Premises		£158.00	£185.00	£232.00		£163.00	£191.00	£239.00
	ADDITIONAL OPERATOR AT NEW ACUPUNCTURE / EAR PIERCING / TATTOOING / ELECTROLYSIS BUSINESS (ONE OPERATOR)		N/A	£70.00	£24.00		N/A	£72.00	£25.00
	ADDITIONAL OPERATOR AT EXISTING ACUPUNCTURE / EAR PIERCING / TATTOOING / ELECTROLYSIS BUSINESS (ONE OPERATOR)		£28.00	£70.00	£59.00		£29.00	£72.00	£61.00
	Licensing Act 2003 Fees – Statutory Fees								
L36	New Premises/Club Premises/Variation applications (NDRV)								
	Band A 0 - £4,300	£100.00				£100.00			
	Band B £4,300 - £33,000	£190.00				£190.00			
	Band C £33,000 - £87,000	£315.00				£315.00			
	Band D £87,000 - £125,000	£450.00				£450.00			
	Band D* £87,000 - £125,000	£900.00				£900.00			
	Band E £125,001 – and above	£635.00				£635.00			
	Band E* £125,001 – and above	£1,905.00				£1,905.00			
	Applications for Minor variations to Premises Licences or Club Premises Certificate	£89.00				£89.00			
	Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences	£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			
L37	New Premises /Club Premises Applications / Variation applications – Additional Fees (NDRV)								
	Where 5000 or more people will be on the premises the following additional fees are payable:-								
	5,000 – 9,999	£1,000.00				£1,000.00			
	10,000 – 14,999	£2,000.00				£2,000.00			
	15,000 – 19,999	£4,000.00				£4,000.00			
	20,000 – 29,999	£8,000.00				£8,000.00			
	30,000 – 39,999	£16,000.00				£16,000.00			
	40,000 – 49,999	£24,000.00				£24,000.00			
	50,000 – 59,999	£32,000.00				£32,000.00			
	60,000 – 69,999	£40,000.00				£40,000.00			
	70,000 – 79,999	£48,000.00				£48,000.00			
	80,000 – 89,999	£56,000.00				£56,000.00			
	90,000 and over	£64,000.00				£64,000.00			
L38	Annual Maintenance Fees - Premises /Club Premises (NDRV)								
	Band A 0 - £4,300	£70.00				£70.00			
	Band B £4,300 - £33,000	£180.00				£180.00			
	Band C £33,000 - £87,000	£295.00				£295.00			
	Band D £87,000 - £125,000	£320.00				£320.00			
	Band D* £87,000 - £125,000	£640.00				£640.00			
	Band E £125,001 – and above	£350.00				£350.00			
	Band E* £125,001 – and above	£1,050.00				£1,050.00			
L39	Additional Annual Maintenance Fees (NDRV)								
	Where 5000 or more people will be on the premises the following additional fees are payable:-								

Ref	Service	All Buckinghamshire areas £	Aylesbury Vale £	Chiltern & South Bucks £	Wycombe £	All Buckinghamshire areas £	Aylesbury Vale	Chiltern & South Bucks	Wycombe
	5,000 – 9,999	£500.00				£500.00			
	10,000 – 14,999	£1,000.00				£1,000.00			
	15,000 – 19,999	£2,000.00				£2,000.00			
	20,000 – 29,999	£4,000.00				£4,000.00			
	30,000 – 39,999	£8,000.00				£8,000.00			
	40,000 – 49,999	£12,000.00				£12,000.00			
	50,000 – 59,999	£16,000.00				£16,000.00			
	60,000 – 69,999	£20,000.00				£20,000.00			
	70,000 – 79,999	£24,000.00				£24,000.00			
	80,000 – 89,999	£28,000.00				£28,000.00			
	90,000 and over	£32,000.00				£32,000.00			
L40	Other Fees Payable								
	Supply of Copies of Information Contained in Register								
	Application for Copy of Licence	£10.50				£10.50			
	Provisional Statement Applications	£315.00				£315.00			
	Replacement Licence after loss/theft	£10.50				£10.50			
		£10.50				£10.50			
	Notification of change of name or address								
	Application to vary a Designated Premises Supervisor	£23.00				£23.00			
	Transfer of a premises licence/club premises certificate	£23.00				£23.00			
	Interim Authority Notice	£23.00				£23.00			
	Notification of Interest by Freeholder	£21.00				£21.00			
	Temporary Event Notices	£21.00				£21.00			
	Application for Notice on theft, loss etc of Temporary Event Notice	£10.50				£10.50			
L41	Public Space Protection Order								
	Breach of order, Fixed Penalty Notice - paid within 10 days	£60.00				£60.00			
	Breach of order, Fixed Penalty Notice - paid within 10-14 days	£100.00				£100.00			
L42	Caravan and Mobile Homes								
	New Site Licence Application Fee			£534.00			n/a	£550.00	n/a
	Annual Fee			£297.00			n/a	£306.00	n/a
	Deposit/Change of Site Rules			£40.00			n/a	£41.00	n/a
	Transfer/amendment of a Site Licence			£138.00			n/a	£142.00	n/a

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Charge type	Current Fees 2021/22	Proposed Fees 2022/23
Culture, Sports & Leisure				
C1 Leisure				
Wycombe Park Events				
-	Registered Charity	-		
-	School's Cross Country	-		
	Community Events - operating day		£236.00	£243.00
	Hazlemere 6s		£338.00	£348.00
	Commercial Events		By negotiation	By negotiation
	Fairs / Circus - operating day		£395.00	£407.00
	Hebborns Small Childs Fair - operating day		£80.00	£82.50
	Commercial Photography - operating day		£140.00	£144.00
	Commercial Filming - operating day		By negotiation	By negotiation
Higginson Park				
	Mooring - per night		£15.00	£15.50
	Traylens		£3,340.00	£3,440.00
Regular Activities				
	Tuesday Club		£7.90	£8.10
	Tuesday Club - 10 Week Booking		£74.00	£76.00
	Tuesday Club - Half Session		£4.00	£4.10
	Thursday Club		£6.40	£6.60
	Thursday Club - 10 Week Booking		£60.00	£62.00
	Thursday Club - Half Session		£4.00	£4.10
	Thursday Club - Swimming Only (10 Session Block)			£72.00
	Doorways		£6.10	£6.30
	Ladies only swimming - 10 week booking		£76.00	£78.00
Play Around the Parishes				
	Earlybird offer - if session booked before December			£457.20
	2 hour session		£457.20	£471.00
	2 hours with sports		£571.00	£588.00
	Family fun day 5 hours with sports		£1,000.80	£1,030.00
Events on Aylesbury Vale area land - Per Week				
			£12.36	£12.73
	Regular Activity i.e. Commercial Fitness trainer / personal trainer 1 or 2 sessions per week.			
	Regular Activity - 3 or 4 sessions per week.		£19.80	£20.40
	Regular Activity - 5 or more sessions per week.		£25.92	£26.70
Events on Aylesbury Vale area land - Per Day				
			£32.40	£33.40
	Birthday party with only a small bouncy castle or small gazebo (for individuals looking to hire a park for a family party excluding 18th or 21st parties). This fee is not eligible for charity or public sector discount.		£64.80	£67.00
	Birthday party with a large bouncy castle, marquee or other equipment (for individuals looking to hire a park for a family party excluding 18th or 21st parties). This fee is not eligible for charity or public sector discount.		£123.60	£127.50
	Mini Event (up to 200 people per day)		£123.60	£127.50

Ref	Service	Charge type	Current Fees 2021/22	Proposed Fees 2022/23
	Small event (i.e. expected attendance up to 400 people per day)		£262.80	£271.00
	Medium sized event (expected attendance of up to 999 per day)		£361.20	£372.00
	Fair or ticketed event and also other events with expected attendance over 1000 per day.		£525.60	£541.00
	Get in/out days (for events which require the use of the land on days either side of the event day to set up and /or clear down)		£130.80	£135.00
	Large commercial events			By negotiation
C7	Country Parks - CSL			
	Timber sales available on request		By negotiation	By negotiation
	Car parking			
	Black Park (prices are not inclusive of RingGo fee, if used)	0-2 hours	£3.80	£3.80
		2-4 hours	£4.60	£4.60
		4+ hours	£5.60	£5.60
	Black Park Off Peak	0-2 hours	£2.70	£2.70
	-	2-4 hours	£3.50	£3.50
	-	4+ hours	£4.50	£4.50
	Black Park Early bird (before 9.00am) - (prices are not inclusive of RingGo fee, if used)	2 hours	£2.80	£2.80
	Denham & Langley Park (prices are not inclusive of RingGo fee, if used)	0-3 hours	£3.80	£3.80
		3+ hours	£4.60	£4.60
	Denham & Langley Park Off Peak	0-3 hours	£2.70	£2.70
		3+ hours	£3.50	£3.50
	Annual Parking Permit (Black Park, Langley Park & Denham) - 1 car	Yearly(1 veh)	£50.00	£60.00
	- 2 cars	Yearly(2 veh)	£60.00	£70.00
	- 3 cars	Yearly(3 veh)	£70.00	£80.00
	Annual Parking Permit Replacement (Black Park, Langley Park & Denham)	per permit	£10.00	£10.00
	Annual Parking Permit Change (Black Park, Langley Park & Denham)	per permit	£10.00	£10.00
	Filming Rights fees - available on request		By negotiation	By negotiation
	Fishing permits (Black Park) - Prices not inclusive of Eventbrite fee			
	Adult (age 17-64) Annual pass	annual	£60.00	£60.00
	Adult (age 17-64) Day pass	day ticket	£6.00	£6.00
	Concessionary (disabled, age 12-17 or 65+)	annual	£45.00	£45.00
	Annual pass - Prices not inclusive of Eventbrite fee			
	Concessionary - Day pass	day ticket	£4.50	£4.50
	Child (under 12 years) Annual pass	annual	£10.00	£10.00
	Child (under 12 years) Day pass	day ticket	£1.00	£1.00
	Room Hire			
	Foxley Copse	Full day	£110.00	£113.30
	Meadow View	Full day	£110.00	£113.30
	Orienteering pack at Black Park on site	Per Item	£1.50	£1.50
	Events - Price on event		By negotiation	By negotiation

Ref	Service	Charge type	Current Fees 2021/22	Proposed Fees 2022/23
C8	Libraries - CSL			
	Membership			
	Joining the library		No fee	No fee
	Replacement library card		£2.60	£2.60
	Annual subscription for Reading Groups		£25.00	£25.00
	Reservations			
	All reservations from Buckinghamshire libraries		£0.60	£0.60
	Books from SELMS libraries		£3.00	£3.00
	Books from non-SELMS libraries		£7.50	£7.50
	Vocal scores and orchestral sets from Buckinghamshire libraries (up to 40 copies per set)		£20.60	£20.60
	Notifications			
	Postal notification for reservations and overdue		£1.00	£1.00
	Email notification for reservations and overdue		No fee	No fee
	Loans			
	Audiobooks (3 weeks)			
	1 - 4 tape or CD set		£1.20	£1.30
	5 - 11 tape or CD set		£2.20	£2.30
	12+ tape or CD set		£3.20	£3.30
	Playaways		£2.20	£2.30
	DVDs (1 week)			
	Blue category DVD		£1.50	£1.60
	Red category DVD		£2.80	£2.90
	Overdue Charges - Per day			
	Children's books		£0.05	£0.05
	Maximum total charge per item		£1.05	£1.05
	Adult's books		£0.25	£0.25
	Maximum total charge per item		£5.25	£5.25
	DVD's		£0.50	£0.50
	Maximum total charge per item		£10.50	£10.50
	Reading Group sets		£1.00	£1.00
	Maximum total charge per item		£21.00	£21.00
	Vocal scores and orchestral sets		£1.00	£1.00
	Maximum total charge per item		£21.00	£21.00
	All other items		£0.25	£0.25
	Maximum total charge per item		£5.25	£5.25
	Lost or damaged items are charged at cost of replacing		At cost	At cost
	Printing			
	A4 Black and White		£0.20	£0.20
	A4 Colour		£0.50	£0.50
	A3 Black and White		£0.30	£0.30
	A3 Colour		£0.80	£0.80
	Scanning			
	1 page		£1.00	£1.00
	Each subsequent page		£0.25	£0.25
	Meeting Rooms			
	Flipboard and Pen Hire- All rooms			£3.70
	Touchscreen - All rooms			£10.60

Ref	Service	Charge type	Current Fees 2021/22	Proposed Fees 2022/23
	Aylesbury Library			
	Large Meeting Room - Clipsham Room (16 seated)			
	Concessionary use			£12.00
	Standard use			£17.00
	Small Meeting Room (6 seated)			
	Concessionary use			£10.00
	Standard use			£13.00
	Beaconsfield Library			
	Beaconsfield Meeting Room (6 seated conference style)			
	Concessionary use			£10.00
	Standard use			£12.00
	Bourne End Community Library			
	Jackson Mill Room (35 seated conference style)			
	Concessionary use		£13.40	£13.40
	Standard use		£17.50	£17.50
	Soho Mill Room (35 seated conference style)			
	Concessionary use		£13.40	£13.40
	Standard use		£17.50	£17.50
	Charges to hire both rooms, connected (up to 100 people + garden access)			
	Concessionary use		£19.60	£19.60
	Standard use		£26.80	£26.80
	Lantern Room (25 seated conference style)			
	Concessionary use		£10.30	£10.30
	Standard use		£13.40	£13.40
	Buckingham Library			
	Community Room (29 chairs)			
	Concessionary use		£11.30	£11.30
	Standard use		£15.50	£15.50
	Meeting Room (25 seated theatre style)			
	Concessionary use		£11.30	£11.30
	Standard use		£15.50	£15.50
	Burnham Community Library			
	Large Meeting Room (60 seated theatre style)			
	Concessionary use		£8.20	£8.20
	Standard use		£24.70	£24.70
	Small Meeting Room (50 seated theatre style)			
	Concessionary use		£8.20	£8.20
	Standard use		£21.60	£21.60
	Chesham Library			
	Harding Room (25 seated theatre style)			
	Concessionary use		£13.40	£14.00
	Standard use		£15.50	£16.00
	Small Meeting Room (4-5 seated)			
	Concessionary use		£5.70	£6.50
	Standard use		£8.80	£9.50
	Tardis Room (8 seated)			
	Concessionary use		£5.70	£6.50
	Standard use		£8.80	£9.50
	High Wycombe Library			
	David Shakespeare Room (35-40 people)			
	Concessionary use		£18.50	£18.50
	Standard use		£25.80	£25.80
	Margaret Dewar Room (35-40 people)			
	Concessionary use		£18.50	£18.50
	Standard use		£25.80	£25.80

Ref	Service	Charge type	Current Fees 2021/22	Proposed Fees 2022/23
	Charges to hire both rooms, connected (80 people)			
	Concessionary use		£37.10	£37.10
	Standard use		£51.50	£51.50
	Wessex Room (5-6 people)			
	Concessionary use		£11.30	£11.30
	Standard use		£18.50	£18.50
	Marlow Library			
	Marlow Library Meeting Room			
	Concessionary use			£10.00
	Standard use			£13.00
	Micklefield Library			
	Large Meeting Room (40 theatre style)			
	Concessionary use			£9.20
	Standard use			£13.00
	Small Meeting Room (6 seated)			
	Concessionary use			£7.20
	Standard use			£10.00
	Kitchen		£4.60	£4.60
	Princes Risborough Library			
	Princes Risborough Library Meeting Room			
	Concessionary use			£13.00
	Standard use			£18.00
	Wendover Community Library			
	Meeting Room (35-40 people)			
	Concessionary use		£10.80	£10.80
	Standard use		£18.20	£18.20
	Small Meeting Room (8 people 1st floor)			
	Concessionary use		£10.80	£10.80
	Standard use		£17.20	£18.20
	Schools Library Service			
	Primary Schools/Academies			
	Full Primary package (1 project collection per class per term)	price per pupil	£6.00	£6.00
	Additional options			
	Project Collections - 1-4 Boxes	price per box	£65.00	£65.00
	Project Collections - 5-8 Boxes	price per box	£62.50	£62.50
	Project Collections - 9-12 Boxes	price per box	£58.00	£58.00
	Project Collections - 13-25 Boxes	price per box	£55.00	£55.00
	Project Collections - 26+ Boxes	price per box	£50.00	£50.00
	Artefact Collections			
	Artefact Collection hire - members		£40.00	£40.00
	Artefact Collection hire - non-members		£50.00	£50.00
	Artefact Bundle Hire (Artefact Box + up to 10 books) - members		£50.00	£50.00
	Artefact Bundle Hire (Artefact Box + up to 10 books) - non-members		£65.00	£65.00
	Themed Boxes and Storysacks			
	Puppet-themed project box (4 week hire) - members		£40.00	£40.00
	Puppet-themed project box (4 week hire) - non-members		£50.00	£50.00
	Storysack (4 week hire) - members		£40.00	£40.00
	Storysack (4 week hire) - non-members		£50.00	£50.00

Ref	Service	Charge type	Current Fees 2021/22	Proposed Fees 2022/23
	Secondary Schools			
	Pick and Mix' Services - 4-10 stars	price per star	£125.00	£125.00
	Pick and Mix' Services - 11-30 stars	price per star	£120.00	£120.00
	Pick and Mix' Services - 31+ stars	price per star	£115.00	£115.00
	Professional Consultancy Service			
	1 hour professional support - members		£80.00	£80.00
	1 hour professional support - non-members		£90.00	£90.00
	Half day professional support - members		£250.00	£250.00
	Half day professional support - non-members		£280.00	£280.00
	1 day professional support - members		£495.00	£495.00
	1 day professional support - non-members		£550.00	£550.00
C9	Buckinghamshire Archives			
	Copying			
	Photocopies of items in Local Studies and Archive search-rooms		£0.20	£0.20
	Colour copy		£1.00	£1.00
	Photocopies of documents produced from the Archive strong-rooms		£1.00	£1.00
	Colour copy		£1.50	£1.50
	Photocopy of a will within 10 working days		£10.50	£10.50
	Photocopy of marriage licence records within 10 working days		£10.50	£10.50
	Print-outs from microfilm			
	Self-service		£0.50	£0.50
	Print-outs made by staff			£1.00
	PDF Copies Sent by E-mail			
	PDF copy of a document (sent by email within 5-10 working days) per scan			£1.00
	PDF of a microfilm printout per scan			£2.00
	Print-outs from computer			
	Black and white		£0.20	£0.20
	Colour copy		£1.00	£1.00
	Minimum charge for items sent by post			
	Minimum charge for items sent by post		£10.30	£10.30
	Certified Copies of Documents			
	To certify a copy of a document in the care of Buckinghamshire Archives, or for a formal letter confirming details contained in an original document in our care. This is in addition to the fees to make the copies / locate the required information, and postage and packing.		£26.00	£26.00
	Camera Permits			
	Charge for using a camera per half day		£5.00	£5.00
	Charge for using a camera per day		£8.00	£8.00
	Charge for using a camera per week			£23.00
	Charge for using a camera per year		£95.00	£120.00
	camera charges			
	Postage and packaging			
	1-5 Items		£2.60	£2.65
	6-10 Items		£5.20	£5.35
	11+ Items		£10.30	£10.60
	Digital copying			
	Colour image, up to A3, 300dpi, supplied as PDF file by email (up to 10mb)			
	First Image (non commercial use)		£10.50	£10.50
	Subsequent Images from the same document (non commercial use)		£3.60	£3.70
	First Image (commercial use)			£25.00
	Subsequent Images from the same document (commercial use)			£20.00
	Research Service			
	Research by staff / staff time to create quotes to copy between 9 and 12 documents - half hour			£20.00
	Research by staff / staff time to create quotes to copy between 12+ documents - per hour		£37.00	£38.00
	Research fee for commercial purposes		£74.00	£76.00
	Transcriptions of documents (whole or part of a document) per hour			£45.00
	Additional Services			
	Consultation fee for professional advise from a member of the Service's team - per hour			£80.00
	Priority Service, by agreement only. Fast tracked copying / research completed within two working days. In addition to standard fees to make copies or carry out the research.			£30.00

Ref	Service	Charge type	Current Fees 2021/22	Proposed Fees 2022/23
	Licensing fees (in addition to the costs to produce the images/copies)			
	Not for profit: Publication of documents in the care of the Service in print, online or on film, including use in free to access exhibitions.			
	First Image			£10.00
	Subsequent Images			£5.00
	Commercial: Publication in print (print run up to 1000 copies); online and use in exhibitions that charge to access.			
	First Image			£40.00
	Subsequent Images			£20.00
	Commercial: Publication in print (print run 1001+ copies); online and use in exhibitions that charge to access.			
	First Image			£80.00
	Subsequent Images			£60.00
	Commercial: TV/film company using documents in the Service's care			
	First Image			£100.00
	Subsequent Images			£80.00
	Filming at Buckinghamshire Archives during normal office hours (not for profit) per hour			£40.00
	Filming at Buckinghamshire Archives outside normal office hours (not for profit) per hour			£60.00
	Filming at Buckinghamshire Archives during normal office hours (commercial) per hour			£100.00
	Filming at Buckinghamshire Archives outside normal office hours (commercial) per hour			£150.00
	Use of film held in the Service's care by agreement. The Service will check for any copyright issues and contact the owner of the film as necessary before fees are agreed.			
	Certificates			
	Marriage certificates (post-1837), plus postage and packing costs		£11.00	£11.00
			£14.00	£14.00
	Baptism certificates (post-1813), plus postage and packing costs			
	Outreach			
	Introductory presentation on the work of the Archives Service lasting approximately 30 minutes, during normal office hours only. FREE			£0.00
	Tour of the Archives or presentation/classes during normal office hours		£74.00	£76.00
	Tour of the Archives or presentation/classes outside office hours			£100.00
	Bespoke lectures / presentations			By negotiation
	Items for sale			
	Pencils		£0.30	£0.30
	USB Pen		£6.50	£6.50
	Tea & Coffee		£0.50	£0.50

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Current Fees 2021/22		Proposed Fees 2022/23				
		All Buckinghamshire areas	Aylesbury Vale	All Buckinghamshire areas	Aylesbury Vale			
T7	PUBLIC TRANSPORT							
	Bucks Driving test standard	£110.00		£113.00				
	Short Notice One off standing test	£130.00		£134.00				
	Bus Stop Closure Charge	£90.00		£93.00				
T8	FLEET MANAGEMENT							
	Leases of 16 or 17 seat mini buses (to Academy schools)	£5,000 - £8,000		£5,000 - £8,000				
	Spot Hire Charges - Daily	£90.00		POA				
	Spot Hire Charges - 5 Day Week	£420.00		POA				
	Spot Hire Charges - 7 Day Week	£490.00		POA				
	Cancellation charge (less than one calendar week notice)	£90.00		£90.00				
	Private MOT at Aylesbury Depot workshop	£0.00	£40.00	£0.00	£40.00			
T9	PAID FOR HOME TO SCHOOL TRANSPORT							
	In County Resident fares							
	Pre-16		£289.00		£297.00			
			£261.00		£268.00			
			£237.00		£244.00			
			£761.00		£783.00			
			£98.38		£101.13			
	Post-16		£289.00		£297.00			
			£261.00		£268.00			
			£237.00		£244.00			
			£761.00		£783.00			
			£98.38		£101.13			
	Boarding Point (to school)	Under 4 miles (Band 1)	£289.00		£297.00			
			£261.00		£268.00			
			£237.00		£244.00			
			£761.00		£783.00			
			£98.38		£101.13			
			4 - 4.99 miles (Band 2)		£335.00		£345.00	
					£303.00		£312.00	
					£276.00		£283.00	
					£888.00		£914.00	
					£114.25		£117.50	
			5 - 6.99 miles (Band 3)		£383.00		£394.00	
					£346.00		£356.00	
					£314.00		£323.00	
					£1,016.00		£1,046.00	
					£130.25		£134.00	
	7 - 9.99 miles (Band 4)		£430.00		£442.00			
			£388.00		£399.00			
			£353.00		£363.00			
			£1,145.00		£1,178.00			
			£146.38		£150.50			
	10 miles or more (Band 5)		£478.00		£491.00			
			£431.00		£443.00			
			£391.00		£402.00			
			£1,274.00		£1,311.00			
			£162.50		£167.13			
	Post-16 SEN with an Education Health & Care Plan (EHCP)							
					TBC			
	Out of County Resident (boarding <u>within</u> Bucks) fares	Boarding Point (to school)	Under 4 miles (Band 1)		£289.00	£297.00		
					£261.00	£268.00		
					£237.00	£244.00		
					£761.00	£783.00		
					£98.38	£101.13		
			4 - 4.99 miles (Band 2)		£335.00	£345.00		
					£303.00	£312.00		
					£276.00	£283.00		

	£888.00	£914.00
	£114.25	£117.50
5 - 6.99 miles (Band 3)	£383.00	£394.00
	£346.00	£356.00
	£314.00	£323.00
	£1,016.00	£1,046.00
	£130.25	£134.00
7 - 9.99 miles (Band 4)	£430.00	£442.00
	£388.00	£399.00
	£353.00	£363.00
	£1,145.00	£1,178.00
	£146.38	£150.50
10 miles or more (Band 5)	£478.00	£491.00
	£431.00	£443.00
	£391.00	£402.00
	£1,274.00	£1,311.00
	£162.50	£167.13
Out of County Resident (boarding <u>outside</u> Bucks) fares		
Pre-16	£525.00	£540.00
	£474.00	£487.00
	£430.00	£442.00
	£1,402.00	£1,443.00
	£178.50	£183.63
Post-16	£620.00	£638.00
	£559.00	£575.00
	£507.00	£522.00
	£1,660.00	£1,709.00
	£210.75	£216.88

Schedule of Fees and Charges applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Current Fees 2021/22	Proposed Fees 2022/23
Transportation			
FILMING ON HIGHWAYS	Temporary Traffic Regulation Orders	£1,820.00	£1,874.60
	Administration fixed fee for filming applications	£320.00	£329.60
	Officers to attend site meetings to discuss filming requirements (per visit)	£165.00	£169.95
	Filming Notices requiring road closures lasting no more than 24 hours	£1,090.00	£1,122.70
	Filming Orders requiring road closures lasting more than 24 hours	£2,700.00	£2,781.00
ROAD SPACE MANAGEMENT			
	Scaffolding		
	Initial application	£225.00	£235.00
	Renewal	£37.00	£40.00
	Retrospective licence	£440.00	£453.20
	Hoarding		
	Initial application	£220.00	£226.60
	Renewal	£37.00	£40.00
	Retrospective licence	£440.00	£470.00
	Section 50 licence (excavation of Highway to install apparatus)		
	Install apparatus	£640.00	£659.20
	Retrospective section 50 install apparatus	£1,270.00	£1,308.10
	Section 50 licence (excavation of Highway/ works on existing Apparatus)	£640.00	£659.20
	Retrospective section 50 working on existing apparatus	£1,270.00	£1,308.10
	Further phase of works (i.e. Remedial works) (New Service)	£110.00	£113.30
	Section 50 per additional 200 metres (New Service)	£160.00	£164.80
	Section 171 Licence	£108.00	£165.00
	Retrospective Section 171	£215.00	£221.45
	Road space bookings (non excavation of Highway)		
	Road space booking	£160.00	£164.80
	Retrospective Road space booking (New Service)	£320.00	£329.60
	A Boards	£50.00	£51.50
	Temp Event/AA/Development Signs	£100.00	£103.00
	Skips		
	Initial application	£108.00	£111.24
	Renewal	£37.00	£38.11
	Retrospective licence	£320.00	£329.60

Ref	Service	Current Fees 2021/22	Proposed Fees 2022/23
	Apply to put tables and chairs on public land		
	Up to 5 tables including chairs	£380.00	£391.40
	Up to 5 tables including chairs - Renewal	£185.00	£190.55
	Over 5 tables including chairs	£820.00	£844.60
	Over 5 tables including chairs - Renewal	£390.00	£401.70
	Retrospective - up to 5 tables including chairs	£790.00	£813.70
	Retrospective - over 5 tables including chairs	£1,640.00	£1,689.20
	Permit - PA Major Activity - 4 to 10 days	£140.00	£144.20
	Traffic light switch off	£1,090.00	£1,122.70
	Traffic counting Equipment	£23.00	£23.69
	Vehicle access/dropped kerb	£295.00	£303.85
	Pre start meeting	£110.00	£113.30
	Retrospective Vehicle access (New Service)	£440.00	£453.20
	Apply to put materials on the highway	£110.00	£113.30
	Retrospective material of highway	£215.00	£221.45
	Apply to plant shrubs on public land		
	Cultivation licence	£110.00	£113.30
	Pre start meeting	£110.00	£113.30
	Apply to suspend a bus stop		
	Bus Stop closure	£90.00	£92.70
	Apply for private access markings		
	Road markings	£110.00	£113.30
NETWORK SAFETY			
	Road Safety Audit	£1,150.00	£1,450.00
	Collision Data for Developers	£200.00	£206.00
	Speed Limit assessment	£895.00	£921.85
	Young driver assessments and older/mature driver assessments	£37.00	£45.00
	Driving for work assessment	£55.00	£56.65
ASSET TRAFFIC DATA			
	Installation of traffic monitoring equipment licence (individual installation)	£23.00	£23.69
	Supply of traffic data (single dataset)	£220.00	£226.60
	Speed survey for Parish Councils and Community Groups	£490.00	£504.70
	Vehicle activate sign	£340.00	£350.20
	Moveable vehicle activated sign	£455.00	£468.65

Ref	Service	Current Fees 2021/22	Proposed Fees 2022/23
TRANSPORT MODELLING			
	Approx. Jacobs charge for undertaking model run	£3,200.00	£3,296.00
	BCC client charge for model admin/ access	£2,000.00	£2,060.00
	BCC client charge for model maintenance (30% of sub total)	£1,550.00	£1,596.50
	Total BCC charge to developer	£6,750.00	£6,952.50
Definitive Map			
Commons land and town or village greens registration			
	Request a Common Land and Village Green search	£12.56	£12.94
	Request a copy of the Common Land and Village Green register	£33.87	£34.89
	Additional questions not included on the Con29 form	£8.41	£8.66
Making changes to the definitive map			
	Non-refundable deposit to cover initial consultations	£259.56	£267.35
	Further payment when (and if) order is made (plus cost of newspaper advertisements)	£2,266.51	£2,334.51
	New roadside signage	£163.91	£168.83
	New waymark posts	£135.50	£139.56
	Removal of old signage	£124.57	£128.31
	Request a copy of the Definitive Map and Statement	£33.87	£34.89
Landowner Deposits			
	Combined CA16 Land and Highway Statement	£328.57	£338.43
	Additional parcel of land for combined Land and Highway Statement	£31.93	£32.89
	CA16 Highway Statement only	£207.03	£213.24
	Additional parcel of land for Highway Statement only	£15.96	£16.44
	Declaration	£31.93	£32.89
Corrections under Part 1 of the Commons Act 2006 para 6-9			
	Initial payment received with application	£1,625.09	£1,673.84
	Additional payment required if objections received from parties with legal interest in land	£1,260.56	£1,298.38
	Additional payment required if objections received are not from parties with a legal interest in the land	£1,328.10	£1,367.94
Temporary Traffic Order Regulations			
	Application for a Temporary Traffic Regulation Order	£1,820.00	£1,870.00
	Extension for a Temporary Traffic Regulation Order	£910.00	£935.00
	Emergency Traffic Regulation Order	£910.00	£935.00

Ref	Service	Charging Periods	Up to 15 mins	Up to 20 mins	Up to 30 min	Up to 40 mins	Up to 45 mins	Up to 50 mins	Up to 1h	Up to 2h (bought before 9am)	Up to 2h	Up to 3h	Over 3h	Up to 4h	Over 4h	Up to 5h	Over 5h	Up to 6h	Up to 7h	Up to 8h	Over 8h	Up to 9h	Over 9h	Up to 9.5h	Up to 10.5h	Up to 12h	Up to 24h	
Parking Services - On Street Parking																												
Aylesbury Vale																												
	Walton Street	8am – 5.30pm							£1.00	£2.00																		
	Buckingham Street	8am – 6pm							£1.00	£2.00																		
	High St Aylesbury	8am – 6pm							£1.00	£2.00																		
	Britannia Street	8am – 6pm							£1.00	£2.00																		
	Railway Street	8am – 6pm							£1.00	£2.00																		
	Anchor Lane	8am – 6pm							£1.00	£2.00																		
	Cambridge Street	8am – 6pm							£1.00	£2.00																		
	Kingsbury Square	8am – 6pm							£1.00	£2.00																		
	Rickfords Hill	8am – 6pm							£1.00	£2.00																		
	Great Western Street	8am – 6pm							£1.00	£2.00																		
Wycombe																												
	Benjamin Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00																
	Cryers Hill Road	10am – 2pm							£0.50	£1.00	£1.50	£2.00																
	Desborough Street	9am – 4pm							£0.50	£1.00	£1.50	£2.00																
	Hampden Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00																
	Harlow Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00																
	Kitchener Road	9am – 4pm							£0.50	£1.00	£1.50	£2.00																
	Oakridge Road	9am – 4pm							£0.50	£1.00	£1.50	£2.00																
	Peterborough Avenue	9am – 4pm							£0.50	£1.00	£1.50	£2.00																
	Queens Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00																
	Rectory Avenue	9am – 4pm							£0.50	£1.00	£1.50	£2.00																
	Roberts Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00																
	Saffron Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00																
	Shaftsbury Street	9am – 4pm							£0.50	£1.00	£1.50	£2.00																
	Stuart Road	8am – 5pm							£0.50	£1.00	£1.50	£2.00																
	Temple End	8am – 5pm							£0.50	£1.00	£1.50	£2.00																
	Victoria Street	9am – 4pm							£0.50	£1.00	£1.50	£2.00																
	West Wycombe Road	9am – 4pm							£0.50	£1.00	£1.50	£2.00																
	Westbourne Street	8am – 5pm							£0.50	£1.00	£1.50	£2.00																
	Baker Street	8am – 5pm							£1.00	£2.00	£3.00	£4.00																
	Brook Street	8am – 5pm							£1.00	£2.00	£3.00	£4.00																
	East Richardson Street	8am – 5pm							£1.00	£2.00	£3.00	£4.00																
	George Street	8am – 5pm							£1.00	£2.00	£3.00	£4.00																
	Mendy Street	8am – 5pm			£0.50																							
	Queen Alexandra Road	9am – 6pm							£1.00	£2.00																		
	Short Street	8am – 5pm							£1.00	£2.00	£3.00	£4.00																
	Suffield Road	8am – 5pm							£1.00	£2.00	£3.00	£4.00																
	Wendover Street	8am – 5pm							£1.00	£2.00	£3.00	£4.00																
	West End Road	8am – 5pm							£1.00	£2.00	£3.00	£4.00																
	Castle Street	8am – 5pm							£2.00	£4.00	£6.00	£8.00																
	Cedar Terrace	8am – 5pm							£2.00	£4.00	£6.00	£8.00																
	Dovecot Road	9am – 6pm							£2.00																			
	Easton Street	8am – 5pm							£2.00	£4.00																		
	Frogmoor	7am – 7pm							£2.00																			
	Priory Road	8am – 5pm							£2.00	£4.00	£6.00	£8.00																
	Priory Road	9am – 6pm							£2.00	£4.00																		
	Priory Road	9am – 6pm			£1.00																							
	West Richardson Street	9am – 4pm							£2.00	£4.00	£6.00	£8.00																
	Bridge Street	8am – 5pm	£0.50	£1.00	£1.50	£2.00																						
	Desborough Road	8am – 5pm	£0.50	£1.00	£1.50	£2.00																						
	Rutland Street	8am – 5pm	£0.50	£1.00	£1.50	£2.00																						
	Duke Street	8am – 5pm							£1.00									£3.50									£5.00	
	Gordon Road	8am – 6pm							£1.00									£3.50									£5.00	
	Priory Avenue	9am – 6pm							£1.00	£2.00																	£5.00	
	Slater Street	8am – 5pm							£1.00									£3.50									£5.00	
	The Greenway	8am – 5pm							£1.00									£3.50									£5.00	
	Cressex Business Park	24Hr							£0.50		£1.50									£5.00							£10.00	
Chiltern & South Bucks																												
	Whielden Street	8am – 5pm							£1.50	£3.00	£4.50	£6.00	£7.50	£9	£10.50	£12.00	£13.50											
	King George V Avenue	8am – 5pm							£0.50	£1.00																		
	Station Road, Chesham	8am – 7pm							£1.00																			
	Little Chalfont	8am – 6pm							£0.60	£1.20																	£5.00	
	Little Chalfont	8am – 6pm							£0.60	£1.20																	£1.50	

Schedule of Fees and Charges applicable from 1 April 2022

No increase to car parking tariffs this year due to Covid impact on 2020/21 and aligning charges

Fees are inclusive of VAT where applicable

Location	Car park	Permit Type	1 month	2 months	3 months	4 months	6 months	12 months	12 months Resident's permit	12 Month DD Terms	6 Month DD Terms	Comments
Aylesbury	• Coopers Yard • Friarscroft (1/2/3 floor) • Hampden House (2/3 floor)	G1					£700.00	£1,400.00		1 x	1 x	
	• Whitehall St • Walton Green • Exchange St (until further notice)	G3					£300.00	£600.00		12 x £50.00	6 x £50.00	
	• Friarscroft • Walton Green • Walton Street (Card)	G3A					£350.00	£700.00		1 x £58.37	1 x £58.35	
	• Friarscroft	G4					£350.00	£700.00		1 x £58.37	1 x £58.35	Only (proof required)
	• Hampden House • Walton Green											
Aylesbury	• Friarscroft • Hampden House • Walton Green	G5					£291.50	£583.00		1 x £48.62, 11 x £48.58	1 x £48.60, 5 x £48.58	Town Centre Employees Only (proof required)
	• Exchange Street (under review) • Hampden House • Waterside (Top Floor Only)	HW					£40.00		£80.00	1 x £6.63, 11 x £6.67	1 x £6.65, 5 x £6.67	Highbridge Walk Residents (proof required)
	• Exchange Street (under review) • Coopers Yard • Friarscroft • Whitehall Street • Walton Green	OA					£40.00		£80.00	1 x £6.63,	1 x £6.65, 5	(proof required)
	Easton Street, Swan, Railway Place, Totteridge Road, Duke Street, Desborough Street, Desborough Railway Place, Totteridge Road, Duke Street	day		£294.00		£588.00	£882.00	£1,764.00				
	Desborough Street, Desborough Square, Richardson Street, Kingsmead, Dean Street, Pound Lane	day		£242.00		£483.00	£725.00	£1,450.00				
Wycombe	Desborough Street, Desborough Square, Richardson Street, Kingsmead, The Mount, Wakeman Road	day		£163.00		£327.00	£490.00	£980.00				
	Kingsmead, The Mount, Wakeman Road	day		£131.00		£261.00	£392.00	£784.00				
	Kingsmead	day		£163.00		£327.00	£490.00	£980.00				
	WDC Offices - Rear	Staff only		£105.00		£209.00	£314.00	£627.00				
	Handy Cross		£60.00	£120.00	£180.00	£240.00	£360.00	£720.00				£60pm
	Amersham Multi Storey		£99.00	£293.00	£580.00	£972.00						
	Sycamore Road		£99.00	£293.00	£580.00	£972.00						
	Sycamore Road	Business	£71.00	£211.00	£374.00	£702.00						only (proof req'd)
	Amersham Old Town		£64.00		£191.00	£355.00	£655.00					
	Chalfont St Giles	Church Lane		£45.00		£136.00	£273.00	£437.00				
Chesham	Blizzards Yard		£64.00		£191.00	£355.00	£655.00					
	Albany		£71.00		£211.00	£374.00	£702.00					
	East Street		£71.00		£211.00	£374.00	£702.00					
	Star Yard		£71.00		£211.00	£374.00	£702.00					
Great Missenden	Water Meadow		£71.00		£211.00	£374.00	£702.00	£80.00				req'd
	Buryfield		£110.00		£327.00	£582.00	£1,092.00					
	Buryfield	Business	£71.00		£211.00	£374.00	£702.00					only (proof req'd)
	Link Road		£110.00		£327.00	£582.00	£1,092.00					
Little Chalfont	Snells Wood		£64.00		£191.00	£355.00	£655.00					
	High Street, Prestwood		£64.00		£191.00	£355.00	£655.00					
Beaconsfield	Altons				£293.00		£552.00	£1,035.00	£275.00			Resident Permits valid Mon-Fri 18:00 to 08:00. All day Sat/Sun until 08:00 Mon (+ B/Hol until 08:00 the following day)
	Penncroft				£322.00		£607.00	£1,138.00	£297.00			Proof South Bucks resident required
	Warwick Road				£293.00		£552.00	£1,035.00	£282.00			
Burnham	Jennery Lane				£133.00		£250.00	£468.00	£168.00			
	Neville Court				£72.00		£135.00	£254.00	£54.00			
	Summers Road				£133.00		£250.00	£468.00	£146.00			
Farnham Common	The Broadway				£94.00		£177.00	£332.00	£48.00			
	Bulstrode Way				£317.00		£598.00	£298.00				
Gerrards Cross	Packhorse Road				£351.00		£662.00	£312.00				
	Station Road Car Park				£317.00		£598.00	£282.00				
	Black Park Country Park							£50.00				
	Langley Park Country Park							£50.00				
	Denham Country Park							£50.00				
County Wide	Permits	First	Second	Third		Book of 10						
	Resident Permits	£55.00	£70.00	£90.00								
	Visitor Vouchers					£12.00						
	School Permits	£26.00										
Suspensions & dispensations		Day	Week	Month								
		£15.00	£75.00	£300.00	per 6 Meter Space							

Schedule of Fees and Charges Schedule of Fees and Charges
applicable from 1 April 2021 applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Aylesbury Vale £	Wycombe £	Aylesbury Vale £	Wycombe £
High Wycombe Town Committee - Special Expenses - SUBJECT TO COMMITTEE RECOMMENDATION					
SE1	Leisure				
	High Wycombe Town Committee				
	Football Pitch Senior		£38.00		£38.00
	Changing Room, Nets & Pegs Senior		£30.00		£30.00
	Football Pitch Junior		£19.00		£19.00
	Changing Room, Nets & Pegs Junior		£15.00		£15.00
	Football Pitch Mini		£10.00		£10.00
	Changing Room Mini		£15.00		£15.00
	Football Pitch 9v9		£19.00		£19.00
	Changing Room 9v9		£15.00		£15.00
SE2	Allotments				
	125m2		£24.00		£24.00
	250m2		£48.00		£48.00
	125m2 without water		£18.00		£18.00
	250m2 without water		£36.00		£36.00
	125m2 60+		£12.00		£12.00
	250m2 60+		£24.00		£24.00
SE3	High Wycombe & Penn Rd Cemetery*				
	* Fees are doubled for non-residents				
	Purchase of burial rights - adult*		£771.00		£821.00
	Purchase of burial rights - child*		£386.00		£0
	Purchase of burial rights - cremated remains*		£450.00		£500.00
	Adult interment - new grave		£343.00		£366.00
	Child interment - new grave		£0.00		£0.00
	Cremated remains interment - new grave		£181.00		£76.00
	Reopen grave adult interment				£308.00
	Reopen grave child interment				£231.00
	Concrete burial chamber interment - new grave		£680.00		£814.00
	Burial chamber interment				£781.00
	Burial vault interment				£966.00
	Saturday adult interment - new grave				£547.00
	Saturday child interment - new grave				£0.00
	Saturday cremated remains interment - new grave				£190.00
	Saturday concrete burial chamber interment - new grave				£934.00
	Saturday burial chamber interment				£962.00
	Saturday burial vault interment				£1,147.00
	Memorial permit - adult*		£206.00		£212.00
	Memorial permit - child*		£101.00		£0.00
	Memorial permit - cremated remains*		£101.00		£104.00
	Right to erect kerb/headstone - adult		£206.00		£212.00
	Right to erect kerb/headstone - child		£101.00		£0.00
	Right to erect kerb/headstone - cremated remains		£101.00		£104.00
	Right to erect vase/tablet - cremated remains		£101.00		£104.00
	Right to add inscription after first		£39.00		£40.00
	Transfer of rights		£26.00		£27.00
	Certified copy of records		£26.00		£27.00
	Replacement deed		£26.00		£27.00
	Grave maintenance - annual		£55.00		£57.00
	Grave reservation - booking fee*		£237.00		£244.00
	Grave reservation - annual charge*		£184.00		£190.00
	Interment extra large casket/coffin additional charge		£159.00		£164.00
	For the Right to a columbarium ashes above ground vault for a period of 5 years*				£284.00
	For the Right to a columbarium ashes above ground vault for a period of 10 years*				£497.00
	For the Right to a columbarium ashes above ground vault for a period of 20 years*				£993.00
	Provision of an inscribed plaque fixed on a columbarium above ground vault up to 150				£1,058.00
	Provision of an inscribed plaque fixed on a columbarium above ground vault with over 150				£1,128.00
	Inscribed motifs form				£88.00
	Replacement columbarium inscribed plaque for an additional inscription with up to 150				£490.00
	Replacement columbarium inscribed plaque for an additional inscription with over 150				£561.00
	Additional inscription on an existing columbarium inscribed plaque				£78.00
	Photoplaque form				£177.00

Schedule of Fees and Charges Schedule of Fees and Charges
 applicable from 1 April 2021 applicable from 1 April 2022

Fees are inclusive of VAT where applicable

Ref	Service	Aylesbury Vale £	Wycombe £	Aylesbury Vale £	Wycombe £
Aylesbury Vale - Special Expenses					
SE4	Leisure				
	All Weather Pitch - Meadowcroft				
	Peak Time-1/3rd area per hour	£28.60		£29.50	
	Peak Time-2/3rd area per hour	£57.10		£58.80	
	Peak Time-full area per hour	£85.70		£88.30	
	Off peak time-1/3rd area per hour	£21.20		£21.80	
	Off peak time-2/3rd area per hour	£43.40		£44.70	
	Off peak time-full area per hour	£63.50		£65.40	
	Flood lights-1/3rd area per hour	£13.80		£14.20	
	Flood lights-2/3rd area per hour	£21.20		£21.80	
	Flood lights-full area per hour	£34.90		£35.90	
	Football Pitches Grass				
	Adult pitch - per match	£87.80		£90.40	
	Juniors aged 14 to 17 years playing on an adult pitch - per match	£61.40		£63.20	
	Juniors aged 13 years and under, playing on a junior pitch - per match	£53.90		£55.50	
	Mini-Soccer pitch - used by 10 year olds and under - per hour	£12.70		£13.10	
	Off-pitch - space adjacent to pitches and changing room facilities.	£45.50		£46.90	
	Cricket Square				
	Adult-afternoon-per match (14:00 - 19:00)	£104.70		£107.80	
	Insurance				
	Insurance for any pitch hire	£3.70		£3.80	
SE5	Community Centres				
	Alfred Rose, Bedgrove, Hawkslade Farm, Prebendal Farm and Southcourt				
	Community Bookings				
	Monday to Friday				
	8.00 - 13.00	£32.40		£33.40	
	13.30 - 17.15	£32.40		£33.40	
	17.45 - Close	£50.50		£52.00	
	Saturday and Sunday				
	8.00 - 13.00	£36.60		£37.70	
	13.30 - 17.15	£36.60		£37.70	
	17.45 - Close	£68.00		£70.00	
	Private and Commercial Bookings				
	Monday to Thursday				
	8.00 - 13.00	£74.20		£76.40	
	13.30 - 17.15	£74.20		£76.40	
	17.45 - Close	£154.50		£159.10	
	Friday Saturday and Sunday				
	8.00 - 13.00	£74.20		£76.40	
	13.30 - 17.15	£74.20		£76.40	
	17.45 - Close (Friday and Saturday)	£197.80		£203.70	
	17.45 - Close (Sunday Only)	£154.50		£159.10	
	Early evening finish (Friday , Sat or Sun)	£120.50		£124.10	
	Alfred Rose - Committee Room				
	Monday to Friday				
	8.00 - 13.00	£23.20		£23.90	
	13.30 - 17.15	£23.20		£23.90	
	17.45 - Close	£32.40		£33.40	
	Saturday and Sunday				
	8.00 - 13.00	£23.20		£23.90	
	13.30 - 17.15	£23.20		£23.90	
	17.45 - Close	£45.80		£47.20	
	Alfred Rose Committee Room (If Main Hall is booked, hire committee room for just an additional £10.00 per session)	£10.30		£10.60	
	Adhoc Prices				
	2 Hour Mon - Fri 9.00-17.30 promotional rate	£22.10		£22.80	
	2 Hour Mon - Fri early evening promotional rate	£33.00		£34.00	
	New Years Eve	£300.80		£309.80	
	Public Liability Insurance for voluntary groups, individuals and private parties	£8.20		£8.40	

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
ADULT LEARNING		Charge from 01.08.2020 £	Charge from 01.08.2021 £	Charge from 01.08.2022 £
English for Speakers of Other languages (ESOL)	per hour	3.95	4.10	4.30
Adults with Learning Difficulties and Disabilities (ALDD)	per hour	4.85	5.00	5.25
All other Subjects	per hour	5.95	6.80	7.10
Lip-reading	per hour	4.85	5.00	5.25
Learning for Personal Development (LPD)	per hour	5.95	6.80	7.10
Adults with Learning Difficulties and Disabilities (ALDD)	per hour	4.85	5.00	5.25
Small group (5-8 learners)	per hour	8.25	9.50	9.80
Workshops of six hours and less	per hour	9.10	9.50	9.80
Fitness non-funded	per hour		8.25	8.50
Language/ other non-funded				8.50
Specialist creative non-funded				9.80
All overseas/nonfunded	per hour	11.25	12.00	12.00
Annual registration fee	per learner	10.00	10.50	10.50
English Speaking Board				
Ascentis Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 1)	per learner/ exam	40.00	34.00	35.00
Ascentis Entry Level Award in ESOL Skills for Life (Reading) (Entry 1,2 & 3)	per learner/ exam	13.50	18.00	19.00
Ascentis Entry Level Award in ESOL Skills for Life (Writing) (Entry 1, 2 & 3)	per learner/ exam	13.50	18.00	19.00
Ascentis Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 2)	per learner/ exam	41.00	34.00	35.00
Ascentis Entry Level Award in ESOL Skills for Life (Speaking and Listening) (Entry 3)	per learner/ exam	41.00	34.00	35.00
Re-sit - No charge is made at present			Free re-sit	Free re-sit

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
GCSE				
Pearson GCSE Maths (Exam cost only)	per learner/ exam	42.50	45.00	47.00
Re-sit	per learner/ exam	56.00	60.00	62.00
AQA GCSE English	per learner/ exam	39.50	42.00	44.00
Re-sit	per learner/ exam	56.00	57.00	59.00
Signature (British Sign Language)				
BSL Level 1 (BSL101)	per learner/ exam	22.50	37.50	39.00
BSL Level 1 (BSL102 & 103)	per learner/ exam	38.00	53.00	54.50
BSL Level 2 (BSL201)	per learner/ exam	43.00	55.00	57.00
BSL Level 2 (BSL202 & 203)	per learner/ exam	53.00	65.00	67.00
Re-sit - a £10 admin charge is normally added	per learner/ exam	10.00	10.00	10.00
Additional costs associated with specific curriculum areas (materials, use of equipment and demonstration costs):				
Cake decorating				
courses (charge per learner per hour)	per learner per hr	1.00	1.20	1.30
workshops (charge per learner)	per workshop	5.00	5.50	5.60
Cookery				
courses (charge per learner per hour)	per learner per hr	1.00	1.20	1.20
workshops (charge per learner)	per workshop	5.00	6.00	6.00
Decoupage				
Courses (charge per learner per hour)				3.00
Workshop (charge per learner)				3.00

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
Flower arranging/ floristry workshop				
courses	per learner per hr	1.00	1.20	1.30
workshops	per learner per session	5.00	6.00	6.20
Interior design/ upcycling				
	per learner per hr	0.50	0.80	0.90
Jewellery				
Jewellery making workshops (charge per learner)	per learner per workshop	5.00	6.00	6.10
Jewellery making - silver (charge per learner per hour)	per learner per hr	0.50	0.80	0.90
Jewellery making - silver, mixed metals and enamel (charge per learner per hour)	per learner per hr	0.50	0.80	0.90
Life Classes				
Life classes - additional model costs	per workshop		10.00	9.00
Life classes - additional model costs	per learner hr	1.70	2.00	1.90
Manicure/ make up workshops (charge per learner)				
	per workshop	3.00	3.50	3.50
Lino Printing				
Courses (charge per learner)				3.00
Workshops (charge per learner)				2.00
Mixed Media creative Art				
Course up to 5 weeks (charge per learner)				2.60
Workshops & 6 - 11 week courses (charge per learner)				5.00

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
Painting and drawing				
workshops	per workshop	1.00	2.00	2.00
10 hours (charge per learner)	per course	2.00	3.00	3.00
11-20 hours (charge per learner)			4.00	4.00
21-30 hours (charge per learner)			5.00	5.00
31-40 hours (charge per learner)			6.00	6.00
41- 50 hours (charge per learner)			7.00	7.00
51 60 hours (charge per learner)			8.00	8.00
>60 (charge per learner)			10.00	10.00
50-55 hours	per course	7.00		
20-22 hours	per course	3.00		
62 hours	per course	9.00		
Picture framing (Charge per learner for 10 hours)	10 hours	5.00	5.50	5.50
Pottery - Buckingham				
Supplementary costs including equipment replacement (charge per learner per hour)	per learner hr	1.00	1.20	1.30
Materials, use of equipment and demonstration costs (charge per learner per hour)	per learner hr	1.50	2.00	2.10
Pottery - Evreham (clay charged by weight)				
Supplementary costs including equipment replacement (charge per learner per hour)	per learner hr	2.00	2.20	2.30
Materials, use of equipment and demonstration costs (charge per learner per hour)	per learner hr	0.50	1.00	1.00

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
Sewing, textiles (where machines are involved)				
Workshops (charge per learner)	per learner per 20 hrs	2.00	1.00	3.00
up to 20 hours (charge per learner)	per learner per 20 hrs	2.00	3.00	5.00
>20 hours (charge per learner)			6.00	6.20
Specialist workshops				in line with costs
Stained glass				
workshops (charge per learner per workshop)	per workshop	5.00	5.50	5.60
Course (charge per learner per hour)	per learner hr	0.50	0.60	0.70
Upcycling				
workshops (charge per learner)				
Course (charge per learner per course)				4.00
				9.00
Upholstery (charge per learner per course)				
				5.20
Woodwork	per learner per 10 weeks			
Workshop (charge per learner)				1.50
Course (charge per learner for 10 week course)		5.00	5.50	5.60

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
SCHOOLS (ACADEMIES)		Charge from 01.09.2020 £	Charge from 01.09.2021 £	Charge from 01.09.2022 £
Administration and co-ordination of Appeal Cases				
Initial appeal (charged each time appeal case is compiled for each year group)	per year group	132.00	136.00	140.00
Compilation of child case papers	per appeal scheduled	23.00	24.00	25.00
Provision of Local Authority Consultant				
To attend appeal and support the headteacher	per appeal held	56.00	58.00	60.00
Visit school to discuss case prior to taking the case to the appeal panel (including attending appeal)	per appeal held	56.00	58.00	60.00
Admissions Services to schools/academies				
Direct or shortest walking distances (including any ad-hoc requests for measurements as required)	per academic year	165.00	170.00	175.00
EMSAR services	per case	54.00	56.00	58.00
Late Entry testing service (charge per school taking part in the process)	per academic year	726.00	748.00	770.00
County Attendance Team				
Pay as used	per 10 hour block	567.00	567.00	567.00

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
Educational Visits				
Academy grammar, upper and independent schools	per academic year	£50 per sch + £1 per pupil	£50 per sch + £1 per pupil	£50 per sch + £1 per pupil
Academy junior, combined and Special academies	per academic year	£50 per School plus £4 per place (special academies)	£50 per School plus £4 per place (special academies)	£50 per School plus £4 per place (special academies)
Academy infants and PRUs	per academic year	£50 per School plus £4 per place (PRU academies)	£50 per School plus £4 per place (PRU academies)	£50 per School plus £4 per place (PRU academies)
Free School Meals Eligibility Checking Service				
Primary/special academies - (<100 pupils on roll)	per academic year	74.16	74.16	74.16
Primary/special academies - (>100 pupils)	per academic year	123.60	123.60	123.60
Secondary Academies	per academic year	247.20	247.20	247.20
Primary/special maintained schools - (<100 pupils on roll)	per academic year	61.80	61.80	61.80
Primary/special maintained schools - (>100 pupils)	per academic year	103.00	103.00	103.00
Secondary maintained schools	per academic year	206.00	206.00	206.00
Core buyback package for infant academies (annual)	per student	1.21	0.72	0.72
Core buyback package for junior academies (annual)	per student	0.94	0.60	0.60
Core buyback package for combined academies (annual)	per student	1.39	0.84	0.84
Core buyback package for secondary academies (annual)	per secondary academy	1,350.60	810.00	810.00
Core buyback package for special academies (annual)	per student	0.91	0.48	0.48
Core buyback package for infant maintained schools (annual)	per student	1.01	0.60	0.60
Core buyback package for junior maintained schools (annual)	per student	0.78	0.50	0.50

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
Core buyback package for combined maintained schools (annual)	per student	1.16	0.70	0.70
Core buyback package for secondary maintained schools (annual)	per secondary academy	1,125.50	675.00	675.00
Core buyback package for special maintained schools (annual)	per student	0.76	0.40	0.40

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
FFT subscription service				
Infant academies	per academic year - school level cost + per pupil	£65 per school + £0.83 per pupil + VAT	£68 per school + £0.87 per pupil + VAT	£68 per school + £0.87 per pupil + VAT
Junior and Combined academies	per academic year - school level cost + per pupil	£82 per school + £0.83 per pupil + VAT	£86 per school + £0.87 per pupil + VAT	£86 per school + £0.87 per pupil + VAT
Secondary academies	per academic year - school level cost + per pupil	£475 per school + £0.83 per pupil + VAT	£495 per school + £0.87 per pupil + VAT	£495 per school + £0.87 per pupil + VAT
Special and PRU academies	per academic year - school level cost + per pupil	£82 per school + £0.83 per pupil + VAT	£86 per school + £0.87 per pupil + VAT	£86 per school + £0.87 per pupil + VAT
Infant maintained schools	per academic year - school level cost + per pupil	£65 per school + £0.83 per pupil	£68 per school + £0.87 per pupil	£68 per school + £0.87 per pupil
Junior and Combined maintained schools	per academic year - school level cost + per pupil	£82 per school + £0.83 per pupil	£86 per school + £0.87 per pupil	£86 per school + £0.87 per pupil
Secondary maintained schools	per academic year - school level cost + per pupil	£475 per school + £0.83 per pupil	£495 per school + £0.87 per pupil	£495 per school + £0.87 per pupil
Special and PRU maintained schools	per academic year - school level cost + per pupil	£82 per school + £0.83 per pupil	£86 per school + £0.87 per pupil	£86 per school + £0.87 per pupil

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
County Attendance Team				
Penalty notices for unauthorised absence from school				
Payment of a Penalty Notice within 21 days		60.00	60.00	60.00
Payment of a Penalty Notice after 21 days, but within 28 days		120.00	120.00	120.00
Academies can use the expertise of the County Attendance Team in a variety of ways to support regular attendance. Examples of support include: conducting parenting contract meetings, consultation visits, reviewing an attendance policy and processes, late gates, please contact us to discuss your individual requirements.	Standard	680.00	680.00	680.00

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
Education Safeguarding Advisory Service		Charge from 01.04.2020 £	Charge from 01.04.2021 £	Charge from 01.04.2022 £
Whole School Training Independents	Online course (5 hours)		35.00	35.00
INSET Training - Independents	Online course (3 hours)	450.00	35.00	35.00
TWILIGHT - Independents	Course (2 hours)	330.00	no longer delivered	no longer delivered
Governor Training	Course		no longer delivered	no longer delivered
DSL Training - Independents	Online course	580.00	500.00	500.00
DSL Refresher Training - Independents	Online course	200.00	220.00	220.00
FGM Training - Independents	Course	220.00	no longer delivered	no longer delivered
CSE Training - Independents	Course	220.00	no longer delivered	no longer delivered
Safe Working Practice - Independents	Course	220.00	no longer delivered	no longer delivered
Train the Trainer - Independents	Delegate	225.00	no longer delivered	no longer delivered
Healthcare Check – Bucks	School	300.00	300.00	300.00
Healthcare Check – Independent	School	300.00	375.00	375.00
Healthcare Check Boarding	School	575.00	555.00	555.00
Annual healthcare check		230.00		
Whole School Training - Bucks	Online course (5 hours)		35.00	35.00
INSET Training - Bucks	Online course (5 hours)	220.00	35.00	35.00
TWILIGHT - Bucks	Course (2 hours)	185.00	no longer delivered	no longer delivered
Governor Training	Course		no longer delivered	no longer delivered
DSL Training - Bucks	Online course	435.00	450.00	450.00
DSL Refresher Training - Bucks	Online course	130.00	150.00	150.00
FGM Training - Bucks	Course	185.00	no longer delivered	no longer delivered
CSE Training - Bucks	Course	185.00	no longer delivered	no longer delivered
Safe Working Practice - Bucks	Course	170.00	no longer delivered	no longer delivered
Train the Trainer - Bucks	Delegate	155.00	no longer delivered	no longer delivered
Annual Light Safeguarding Review			300.00	300.00

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
Assessment & Moderation Training		Charge from 01.04.2020 £	Charge from 01.04.2021 £	Charge from 01.04.2022 £
Statutory assessment requirements and standardisation training for new teachers	Day	82.00	80.00	85.00
Statutory assessment requirements and standardisation training for new teachers (online)	Day (online)			45.00
Standardisation training for experienced teachers	Half Day	52.00	50.00	55.00
Standardisation training for experienced teachers (online)	Half Day (online)			30.00
Joint Moderation: Securing Judgement Session	Day	82.00		
KS1 Securing Judgement Sessions	Day		65.00	65.00
KS1 Securing Judgement Sessions (online)	Day (online)			45.00
KS2 Securing Judgement Sessions	AM/PM		30.00	35.00
KS2 Securing Judgement Sessions (online)	AM/PM (online)			30.00
Moderation and Monitoring KS2 Independents (32)		515.00	500.00	550.00
Moderation and Monitoring KS1 Independents (32)		309.00	300.00	330.00
Early Years Services		Charge from 01.04.2020 £	Charge from 01.04.2021 £	Charge from 01.04.2022 £
Autism Education Trust Tier 1 Making Sense of Autism	2 hour session	310.00	310.00	310.00
Autism Education Trust Tier 2 Good Autism Practice	Full day	620.00	620.00	620.00
Assessment pack		78.00	no longer delivered	no longer delivered
Assessment pack with consultancy		385.00	no longer delivered	no longer delivered
Early interaction programme	5 half hour sessions	310.00	310.00	310.00
Early Bird programme book		22.00	22.00	22.00
ECERS		620.00	620.00	620.00
EYFS in house training	3 hour session	310.00	310.00	310.00
Half day EYFS consultancy	Half day	310.00	310.00	310.00
ITERS	Half day	620.00	620.00	620.00
PALS training and pack		515.00	no longer delivered	no longer delivered

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
PALS training for settings with own pack		205.00	205.00	205.00
Visual supports pack (download)		12.00	no longer delivered	no longer delivered
Interaction audit	full day		515.00	515.00

Charge	Unit	Charge from 01.09.2020 incl. VAT (if applicable) £	Charge from 01.09.2021 incl. VAT (if applicable) £	Charge from 01.09.2022 incl. VAT (if applicable) £
Adult Learning				
Greek - Beginners 1	Per course/year	£132.00	£136.00	£142.00
(i) AAT Advanced Diploma in Accounting L3	Per course/year	£3,143.00	£3,230.00	£2,573.00
(i) AAT Foundation Certificate in Book Keeping L2	Per course/year	£395.00	£406.00	£724.00
(i) ALDD - All about Art	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - All about me	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Communication and Technology	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Communication and Technology	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Community Participation	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Develop Communication Skills through Drama	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop Communication Skills through Drama	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop Communication Skills through Drama	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop confidence through Art	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Develop everyday English and Maths Skills through IT	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday English and Maths Skills through IT	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday English and Maths Skills through IT	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday English and Maths Skills through IT	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday English and Maths Skills through IT	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday English and Maths Skills through IT	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday English and Maths Skills through IT	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday English Skills through Cooking	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday English Skills through Cooking	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday English Skills through Cooking	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday English Skills through Cooking	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday English Skills through Cooking	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday English Skills through Cooking	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday Maths Skills through Cooking	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday Maths Skills through Cooking	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Develop everyday Maths Skills through Cooking	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Exploring Art	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Exploring Art	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Exploring Art	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Exploring Art	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Exploring Art	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Exploring Art	Per course/year	£117.64	£121.28	£127.34
(i) ALDD - Exploring Art	Per course/year	£117.64	£121.28	£127.34
(i) ALDD - Exploring Textiles	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Fun with Art	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Fun with Cooking	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Fun with Craft	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Household Shopping and Money Management	Per course/year	£0.00	£0.00	£0.00
(i) ALDD - Lets be Healthy	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Making Gifts for Family and Friends	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Movers and Shakers (Trinity Church High Wycombe)	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Movers and Shakers (Trinity Church High Wycombe)	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Music Adventures	Per course/year	£156.85	£161.70	£169.79
(i) ALDD - Personal and Social Development	Per course/year	£156.85	£161.70	£169.79
(i) Apprenticeship Diploma in Management (QCF)	Per course/year	£3,143.00	£3,230.00	£3,230.00
(i) Apprenticeship in Business and Administration (QCF) - L2	Per course/year	£2,807.00	£2,885.00	£2,885.00
(i) Apprenticeship in Business and Administration (QCF) - L3	Per course/year	£3,143.00	£3,230.00	£3,230.00
(i) Apprenticeship in Customer Service (QCF) - L3	Per course/year	£3,143.00	£3,230.00	£3,230.00
(i) Apprenticeship in Team Leading (QCF) - L2 (Buckscc)	Per course/year	£2,807.00	£2,885.00	£2,885.00
(i) Bridge - Beginners (Part 1) RW	Per course/year	£130.87	£134.84	£140.79
(i) Bridge - BFA Year 2 (Part 1) RW	Per course/year	£143.28	£147.62	£154.14
(i) Bridge - BFA Year 3 (RW)	Per course/year	£143.28	£147.62	£154.14
(i) CG Award in Education and Training (PTLLS)	Per course/year	£483.33	£490.33	£490.33
(i) Creative Writing - Beginners (RW)	Per course/year	£143.28	£147.62	£154.14
(i) Creative Writing - Beginners and Improvers (RW)	Per course/year	£143.28	£147.62	£154.14
(i) Creative Writing - Developing Writing Skills - Beginners (RW)	Per course/year	£65.44	£67.42	£70.39
(i) Creative Writing - Developing Writing Skills - Beginners and Improvers (RW)	Per course/year	£143.28	£147.62	£154.14
(i) Digital Photography - Beginners and Improvers (RW)	Per course/year	£143.28	£147.62	£154.14
(i) Digital Photography - Improvers	Per course/year	£65.44	£67.42	£70.39
(i) Drawing and Painting - Beginners and Improvers (RW)	Per course/year	£146.67	£151.11	£157.78
(i) Drawing and Painting - Intermediate	Per course/year	£146.67	£151.11	£157.78
(i) Drawing for Beginners (RW)	Per course/year	£134.26	£138.32	£144.43
(i) English	Per course/year	£0.00	£0.00	£0.00
(i) English	Per course/year	£0.00	£0.00	£0.00
(i) English	Per course/year	£0.00	£0.00	£0.00
(i) English	Per course/year	£0.00	£0.00	£0.00
(i) English	Per course/year	£0.00	£0.00	£0.00
(i) English	Per course/year	£0.00	£0.00	£0.00
(i) English - GCSE - Fast Track	Per course/year	£536.67	£544.67	£724.00
(i) English - GCSE - Fast Track	Per course/year	£536.67	£544.67	£724.00
(i) English - GCSE - Fast Track	Per course/year	£536.67	£544.67	£724.00
(i) English - GCSE - Fast Track	Per course/year	£536.67	£544.67	£724.00
(i) English Plus	Per course/year	£0.00	£0.00	£0.00
(i) English Plus	Per course/year	£0.00	£0.00	£0.00
(i) English Plus	Per course/year	£0.00	£0.00	£0.00
(i) English Plus	Per course/year	£0.00	£0.00	£0.00

(i) English Plus	Per course/year	£0.00	£0.00	£0.00
(i) English Plus	Per course/year	£0.00	£0.00	£0.00
(i) English Plus	Per course/year	£0.00	£0.00	£0.00
(i) English Plus	Per course/year	£0.00	£0.00	£0.00
(i) English Plus	Per course/year	£0.00	£0.00	£0.00
(i) ESOL - Entry 1 and Entry 2 Part 1	Per course/year	£389.80	£404.61	£424.34
(i) ESOL - Entry 1 Part 1	Per course/year	£389.80	£404.61	£424.34
(i) ESOL - Entry 1 Part 1	Per course/year	£389.80	£404.61	£424.34
(i) ESOL - Entry 1 Part 1	Per course/year	£389.80	£404.61	£424.34
(i) ESOL - Entry 1 Part 1 for Ladies	Per course/year	£426.18	£442.37	£463.95
(i) ESOL - Entry 2 and Entry 3 Part 1	Per course/year	£389.80	£404.61	£424.34
(i) ESOL - Entry 2 Part 1	Per course/year	£389.80	£404.61	£424.34
(i) ESOL - Entry 2 Part 1	Per course/year	£389.80	£404.61	£424.34
(i) ESOL - Entry 2 Part 1	Per course/year	£389.80	£404.61	£424.34
(i) ESOL - Entry 2 Part 1 for Ladies	Per course/year	£426.18	£442.37	£463.95
(i) ESOL - Entry 3 Part 1	Per course/year	£389.80	£404.61	£424.34
(i) ESOL - Entry 3 Part 1	Per course/year	£389.80	£404.61	£424.34
(i) ESOL - Entry 3 Part 1	Per course/year	£389.80	£404.61	£424.34
(i) ESOL - Entry 3 Part 1 for Ladies	Per course/year	£426.18	£442.37	£463.95
(i) ESOL - Entry 3 Part 1 for Ladies	Per course/year	£389.80	£404.61	£424.34
(i) ESOL - Pre-Entry and Entry 1 Part 1	Per course/year	£307.68	£319.37	£334.95
(i) ESOL - Pre-Entry Part 1	Per course/year	£307.68	£319.37	£334.95
(i) ESOL - Pre-Entry Part 1	Per course/year	£307.68	£319.37	£334.95
(i) ESOL - Pre-Entry Part 1 for Ladies	Per course/year	£341.99	£354.97	£372.29
(i) ESOL - Preparation for Functional Skills	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Preparation for Functional Skills	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Preparation for Functional Skills	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Preparation for Functional Skills	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Preparation for Functional Skills	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Preparation for Functional Skills (Entry 3 exam)	Per course/year	£251.55	£261.11	£273.84
(i) ESOL - Preparation for Functional Skills (Entry 3 exam)	Per course/year	£251.55	£261.11	£273.84
(i) ESOL - Preparation for Functional Skills (Entry 3 exam)	Per course/year	£251.55	£261.11	£273.84
(i) ESOL - Preparation for Functional Skills (High level)	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Preparation for Functional Skills (High level)	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Preparation for Functional Skills (High level)	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Preparation for Functional Skills (High level)	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Preparation for Functional Skills (moving up)	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Preparation for Functional Skills (moving up)	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Preparation for Functional Skills (moving up)	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Reading and Writing Entry 2 and Entry 3 for Work	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Reading and Writing Pre-Entry and Entry 1 for Work	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Speaking and Listening Entry 2 and Entry 3 for Work	Per course/year	£234.92	£243.84	£255.74
(i) ESOL - Speaking and Listening Pre-Entry and Entry 1 for Work	Per course/year	£234.92	£243.84	£255.74
(i) Exploring Creative Photography (Monthly Sessions)	Per course/year	£326.05	£335.93	£350.75
(i) Floristry - Introduction (RW)	Per course/year	£76.72	£79.04	£82.53
(i) French - Advanced	Per course/year	£403.90	£416.14	£434.50
(i) French - Advanced (RW)	Per course/year	£326.05	£335.93	£350.75
(i) French - Advanced (RW)	Per course/year	£403.90	£416.14	£434.50
(i) French - Advanced (RW)	Per course/year	£403.90	£416.14	£434.50
(i) French - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
(i) French - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
(i) French - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
(i) French - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
(i) French - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
(i) French - Beginners 2 (RW)	Per course/year	£403.90	£416.14	£434.50
(i) French - Beginners 2 (RW)	Per course/year	£403.90	£416.14	£434.50
(i) French - Intermediate 2	Per course/year	£403.90	£416.14	£434.50
(i) French - Intermediate 2 (RW)	Per course/year	£403.90	£416.14	£434.50
(i) French - Refresh and Practise (Intensive)	Per course/year	£98.15	£101.13	£105.59
(i) Garden Plants and Design	Per course/year	£416.31	£428.92	£447.85
(i) German - Advanced (RW)	Per course/year	£403.90	£416.14	£434.50
(i) German - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
(i) Get Fit Exercise for Women over Fifty	Per course/year	£79.32	£81.79	£84.27
(i) Getting more out of MS Office	Per course/year	£130.87	£134.84	£140.79
(i) Getting To Know Your iPad - Part 2	Per course/year	£104.92	£108.10	£112.87
(i) ICT for Jobseekers (RoRo)	Per course/year	£156.82	£161.57	£0.00
(i) ICT for Jobseekers (RoRo)	Per course/year	£156.82	£161.57	£0.00
(i) ICT for Jobseekers (RoRo)	Per course/year	£156.82	£161.57	£0.00
(i) ICT for Jobseekers (RoRo)	Per course/year	£156.82	£161.57	£0.00
(i) Interior Design - For the Home (RW)	Per course/year	£443.38	£456.82	£476.97
(i) Introduction to Fused Glass	Per course/year	£56.41	£58.12	£60.68
(i) Italian - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
(i) Italian - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
(i) Italian - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
(i) Italian - Beginners 2 (RW)	Per course/year	£403.90	£416.14	£434.50
(i) Italian - Intermediate 2	Per course/year	£403.90	£416.14	£434.50
(i) Making the Most of Your iPad	Per course/year	£62.05	£63.93	£66.75
(i) Maths - Are You Ready for GCSE	Per course/year	£0.00	£0.00	£0.00
(i) Maths - Are You Ready for GCSE	Per course/year	£0.00	£0.00	£0.00
(i) Maths - Are You Ready for GCSE	Per course/year	£0.00	£0.00	£0.00
(i) Maths - Are You Ready for GCSE	Per course/year	£0.00	£0.00	£0.00
(i) Maths - Are You Ready for GCSE	Per course/year	£0.00	£0.00	£0.00
(i) Maths - GCSE - Fast Track	Per course/year	£536.67	£544.67	£724.00
(i) Maths - GCSE - Fast Track	Per course/year	£536.67	£544.67	£724.00
(i) Maths - GCSE - Fast Track	Per course/year	£536.67	£544.67	£724.00
(i) Maths - GCSE - Fast Track	Per course/year	£536.67	£544.67	£724.00
(i) Maths - GCSE - Fast Track	Per course/year	£536.67	£544.67	£724.00
(i) Maths - GCSE - Fast Track	Per course/year	£536.67	£544.67	£724.00

(i) Maths Entry level	Per course/year	£0.00	£0.00	£0.00
(i) Maths Entry level	Per course/year	£0.00	£0.00	£0.00
(i) Maths Entry level	Per course/year	£0.00	£0.00	£0.00
(i) Maths Entry Level	Per course/year	£0.00	£0.00	£0.00
(i) Maths Entry/L1/L2	Per course/year	£0.00	£0.00	£0.00
(i) Maths L1/L2	Per course/year	£0.00	£0.00	£0.00
(i) Maths L1/L2	Per course/year	£0.00	£0.00	£0.00
(i) Maths L1/L2	Per course/year	£0.00	£0.00	£0.00
(i) Maths L1/L2	Per course/year	£0.00	£0.00	£0.00
(i) Maths L1/L2	Per course/year	£0.00	£0.00	£0.00
(i) Maths L1/L2	Per course/year	£0.00	£0.00	£0.00
(i) MS Publisher and MS PowerPoint (RW)	Per course/year	£130.87	£134.84	£140.79
(i) Painting for Pleasure - Intermediate	Per course/year	£146.67	£151.11	£157.78
(i) Pilates for Health - Beginners	Per course/year	£87.52	£90.26	£92.99
(i) Pilates for Health - Beginners and Improvers (RW)	Per course/year	£87.52	£90.26	£92.99
(i) Pilates for Health - Beginners and Improvers (RW)	Per course/year	£87.52	£90.26	£92.99
(i) Portrait Drawing and Painting (fee inc Model) RW	Per course/year	£476.10	£490.53	£512.17
(i) Sewing - Garment Making - Beginners and Improvers (RW)	Per course/year	£350.87	£361.50	£377.45
(i) Sewing - Garment Making - Beginners and Improvers (RW)	Per course/year	£147.79	£152.27	£158.99
(i) Sewing - Garment Making - Beginners and Improvers (RW)	Per course/year	£145.54	£149.95	£156.56
(i) Sewing - Garment Making - Beginners and Improvers (RW)	Per course/year	£147.79	£152.27	£158.99
(i) Sewing - Garment Making - Improvers (RW)	Per course/year	£147.79	£152.27	£158.99
(i) Spanish - Advanced (RW)	Per course/year	£403.90	£416.14	£434.50
(i) Spanish - Advanced (RW)	Per course/year	£403.90	£416.14	£434.50
(i) Spanish - Advanced (RW)	Per course/year	£403.90	£416.14	£434.50
(i) Spanish - Advanced (RW)	Per course/year	£403.90	£416.14	£434.50
(i) Spanish - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
(i) Spanish - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
(i) Spanish - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
(i) Spanish - Beginners 1 (Intensive) - Continuation	Per course/year	£78.97	£81.37	£84.96
(i) Spanish - Beginners 2	Per course/year	£403.90	£416.14	£434.50
(i) Spanish - Beginners 2 (RW)	Per course/year	£403.90	£416.14	£434.50
(i) Spanish - Beginners 2 (RW)	Per course/year	£403.90	£416.14	£434.50
(i) Spanish - Beginners 2 (RW)	Per course/year	£403.90	£416.14	£434.50
(i) Spanish - Intermediate 1 (RW)	Per course/year	£403.90	£416.14	£434.50
(i) Spanish - Intermediate 2	Per course/year	£403.90	£416.14	£434.50
(i) Spanish - Intermediate 2	Per course/year	£403.90	£416.14	£434.50
(i) Stained Glass - Beginners (RW)	Per course/year	£196.31	£202.26	£211.18
(i) Stained Glass - Beginners and Intermediate (RW)	Per course/year	£196.31	£202.26	£211.18
(i) Still Life and Figure Drawing	Per course/year	£134.26	£138.32	£144.43
(i) Tai Chi - Beginners 1	Per course/year	£99.83	£102.95	£106.07
(i) Tai Chi - Beginners 1	Per course/year	£99.83	£102.95	£106.07
(i) Tai Chi - Beginners 1 (RW)	Per course/year	£99.83	£102.95	£106.07
(i) Tai Chi - Improvers (RW)	Per course/year	£99.83	£102.95	£106.07
(i) Tai Chi - Improvers (RW)	Per course/year	£99.83	£102.95	£106.07
(i) Tai Chi and Chi Kung - Beginners (RW)	Per course/year	£99.83	£102.95	£106.07
(i) Upholstery - Home and Small Business	Per course/year	£102.67	£105.78	£110.44
(i) Upholstery Traditional - Beginners and Improvers (RW)	Per course/year	£215.49	£222.02	£231.81
(i) Upholstery Traditional - Improvers (RW)	Per course/year	£217.74	£224.34	£234.24
(i) Yoga - Beginners and Improvers	Per course/year	£118.97	£122.69	£126.41
(i) Yoga - Improvers (RW)	Per course/year	£118.97	£122.69	£126.41
(i) This course started in T3-16/17 / Sewing - Garment Making - Beginners and Improvers - Summer Term	Per course/year	£72.21	£74.39	£77.68
3D Art Designs Using Mixed Media - Discover Your Inner Artist	Per course/year	£78.97	£81.37	£84.96
Acrylic Painting - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Acrylic Painting - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Advanced Ceramics - Summer Course (fee does NOT inc. clay)	Per course/year	£120.72	£124.38	£129.86
Advanced Ceramics (fee does NOT inc. clay)	Per course/year	£260.62	£268.51	£280.36
African Dance	Per course/year	£25.95	£26.74	£27.91
African Drumming	Per course/year	£20.31	£20.92	£21.85
ALDD - Summer Drama School	Per course/year	£26.83	£27.66	£29.04
Alexander Technique for Postural Alignment and Correction	Per course/year	£129.91	£133.97	£138.16
Alexander Technique for Postural Alignment and Correction	Per course/year	£129.91	£133.97	£138.16
An Introduction to Drawing and Animation	Per course/year	£50.77	£52.31	£54.62
Apprenticeship - Certificate in Accounting (AAT)	Per course/year	£2,807.00	£2,885.00	£2,885.00
Apprenticeship Advanced Marketing (Maybe Magazine)	Per course/year	£100.00	£100.00	£100.00
Apprenticeship Certificate for the Children and Young People's Workforce (QCF)	Per course/year	£2,807.00	£2,885.00	£2,885.00
Apprenticeship Certificate for the Children and Young People's Workforce (QCF)	Per course/year	£2,807.00	£2,885.00	£2,885.00
Apprenticeship Diploma for the Early Years Workforce (Early Years Educator) (QCF)	Per course/year	£3,143.00	£3,230.00	£3,230.00
Apprenticeship Diploma for the Early Years Workforce (Early Years Educator) (QCF)	Per course/year	£3,143.00	£3,230.00	£3,230.00
Apprenticeship Diploma in Management (QCF) L5	Per course/year	£3,056.00	£3,056.00	£3,056.00
Apprenticeship Diploma in Management (QCF) L5 - (BSE)	Per course/year	£3,056.00	£3,056.00	£3,056.00
Apprenticeship Diploma in Specialist Support for Teaching and Learning in Schools (QCF)	Per course/year	£3,143.00	£3,230.00	£3,230.00
Apprenticeship Diploma in Specialist Support for Teaching and Learning in Schools (QCF)	Per course/year	£3,143.00	£3,230.00	£3,230.00
Apprenticeship in Business and Administration (QCF) - L2	Per course/year	£2,807.00	£2,885.00	£2,885.00
Apprenticeship in Business and Administration (QCF) - L3	Per course/year	£3,143.00	£3,230.00	£3,230.00
Apprenticeship in Management (QCF) L3 - (BSE)	Per course/year	£3,143.00	£3,230.00	£3,230.00
Apprenticeship in Team Leading (QCF) - L2 (BSE)	Per course/year	£2,807.00	£2,885.00	£2,885.00
Apprenticeship L2 Foundation Certificate in Accounting (AAT)	Per course/year	£2,807.00	£2,885.00	£2,885.00
Apprenticeship L3 Advanced Diploma in Accounting (AAT)	Per course/year	£3,143.00	£3,230.00	£3,230.00
Apprenticeship Level 2 Health and Social Care (CTS)	Per course/year	£3,143.00	£3,230.00	£3,230.00
Apprenticeship Level 3 Health and Social Care (CTS)	Per course/year	£3,143.00	£3,230.00	£3,230.00
Apprenticeship Level 3 Health and Social Care (eTraining)	Per course/year	£3,143.00	£3,230.00	£3,230.00
Arabic - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Assertiveness and Confidence Building	Per course/year	£50.77	£52.31	£54.62
Associate Project Manager	Per course/year	£0.00		
Basic First Aid	Per course/year	£0.00	£0.00	£0.00

Be Your Own Garden Designer - Design and Planting Principles	Per course/year	£143.28	£147.62	£154.14
Be Your Own Interior Designer - Part 1	Per course/year	£71.08	£73.23	£76.46
Beginners iPad (Bucks Mind)	Per course/year	£0.00	£0.00	£0.00
Bridge - Beginners - Have a Try	Per course/year	£13.54	£13.95	£14.56
Bridge - Beginners (Part 1)	Per course/year	£143.28	£147.62	£154.14
Bridge - Beginners (Part 2)	Per course/year	£130.87	£134.84	£140.79
Bridge - BFA Year 2 (Part 1)	Per course/year	£143.28	£147.62	£154.14
Building Confidence and Reducing Anxiety	Per course/year	£0.00	£0.00	£0.00
Cake Decorating	Per course/year	£56.41	£58.12	£60.68
Cake Decorating - Using fondant and other icing techniques	Per course/year	£76.72	£79.04	£82.53
Cameras and Computers	Per course/year	£65.44	£67.42	£70.39
Certificate in Supporting Teaching and Learning in Schools (QCF) - Framework code 420	Per course/year	£2,807.00	£2,885.00	£2,885.00
Certificate in Supporting Teaching and Learning in Schools L2 (NVQ only)	Per course/year	£2,807.00	£2,885.00	£2,885.00
Certificate in Youth Work Practice (QCF)	Per course/year	£2,807.00	£2,885.00	£2,885.00
Chair Based Exercise	Per course/year	£20.31	£20.92	£21.85
Chinese - Mandarin - Beginners 1 - Part 1 (Small Group)	Per course/year	£72.21	£74.39	£77.68
Chinese - Mandarin - Beginners 1 - Part 2 (Small Group)	Per course/year	£486.26	£500.99	£523.09
Christmas Cake Decorating - Using fondant and other icing techniques	Per course/year	£56.41	£58.12	£60.68
Computers for Complete Beginners Part 2	Per course/year	£130.87	£134.84	£140.79
Confidence and Assertiveness Workshop	Per course/year	£0.00	£0.00	£0.00
Confidence Building and Anxiety	Per course/year	£0.00	£0.00	£0.00
Confidence Building through Effective Communication	Per course/year	£0.00	£0.00	£0.00
Cookery - Cooking with Herbs (Sauces, Meats and Marinades)	Per course/year	£100.41	£103.45	£108.02
Cookery - Curries to Spice Up your Palate	Per course/year	£100.41	£103.45	£108.02
Cookery - Dish up the Fish - A Variety of Ways to Cook with Fish	Per course/year	£100.41	£103.45	£108.02
Cookery - Exciting Vegetarian Recipes	Per course/year	£100.41	£103.45	£108.02
Cookery - Fish Dishes - Advanced Skills	Per course/year	£100.41	£103.45	£108.02
Cookery - Men's Kitchen	Per course/year	£76.72	£79.04	£82.53
Cookery - Tasty Fish Dishes	Per course/year	£76.72	£79.04	£82.53
Cookery - Truly Scrumptious Baking	Per course/year	£92.51	£95.32	£99.52
Creative Poetry	Per course/year	£50.77	£52.31	£54.62
Creative Writing - Beginners	Per course/year	£65.44	£67.42	£70.39
Creative Writing - Characters and Dialogue	Per course/year	£40.62	£41.85	£43.69
Creative Writing - Developing Writing Skills - Beginners	Per course/year	£65.44	£67.42	£70.39
Creative Writing - Further Writing Skills for Improvers	Per course/year	£143.28	£147.62	£154.14
Creative Writing - Improvers	Per course/year	£143.28	£147.62	£154.14
Creative Writing - Improvers	Per course/year	£130.87	£134.84	£140.79
Creative Writing - Improvers	Per course/year	£143.28	£147.62	£154.14
Creative Writing - Improvers	Per course/year	£143.28	£147.62	£154.14
Creative Writing - Non-Fiction	Per course/year	£40.62	£41.85	£43.69
Curtain Making for Beginners	Per course/year	£81.23	£83.69	£87.38
Customer Service Manager	Per course/year	£0.00	£3,230.00	£3,230.00
Digital Photography - Beginners	Per course/year	£65.44	£67.42	£70.39
Digital Photography - Beginners	Per course/year	£65.44	£67.42	£70.39
Digital Photography - Beginners	Per course/year	£65.44	£67.42	£70.39
Digital Photography - Beginners	Per course/year	£65.44	£67.42	£70.39
Digital Photography - Beginners	Per course/year	£65.44	£67.42	£70.39
Digital Photography - Beginners and Improvers	Per course/year	£130.87	£134.84	£140.79
Digital Photography - Improvers	Per course/year	£163.59	£168.55	£175.98
Digital Photography - Improvers	Per course/year	£190.67	£196.44	£205.11
Digital Photography - Mastering Still Life and Macro Photography	Per course/year	£65.44	£67.42	£70.39
Digital Photography - Photographing Landscapes	Per course/year	£65.44	£67.42	£70.39
Digital Photography - Photoshop Elements	Per course/year	£130.87	£134.84	£140.79
Digital Photography - Portrait Lighting	Per course/year	£50.77	£52.31	£54.62
Digital Photography - The Basics	Per course/year	£50.77	£52.31	£54.62
Digital Photography for Beginners - Confidence with Your Camera	Per course/year	£51.90	£53.47	£55.83
Digital Photography Masterclass - The Christmas Experience	Per course/year	£50.77	£52.31	£54.62
Diploma for the Early Years Workforce (Early Years Educator) (QCF) - Framework code 445	Per course/year	£3,143.00	£3,230.00	£3,230.00
Diploma in Adult Care (England) (QCF) (Care Training Solutions - C&G)	Per course/year	£3,143.00	£3,230.00	£3,230.00
Diploma in Business Administration (QCF) - Framework code 490	Per course/year	£3,143.00	£3,230.00	£3,230.00
Diploma in Business Administration (QCF) - Framework code 490	Per course/year	£3,143.00	£3,230.00	£3,230.00
Diploma in Customer Service (QCF) - L2	Per course/year	£2,807.00	£2,885.00	£2,885.00
Diploma in IT User Skills (QCF) - Framework code 419	Per course/year	£3,143.00	£3,230.00	£3,230.00
Diploma in IT User Skills (QCF) - Framework code 445	Per course/year	£3,143.00	£3,230.00	£3,230.00
Diploma in IT User Skills (QCF) - L2	Per course/year	£2,807.00	£2,885.00	£2,885.00
Diploma in IT User Skills (QCF) - L2	Per course/year	£2,807.00	£2,885.00	£2,885.00
Diploma in IT User Skills (QCF) - L3	Per course/year	£3,143.00	£3,230.00	£3,230.00
Diploma in Specialist Support for Teaching and Learning in Schools (QCF) - Framework code 420	Per course/year	£3,143.00	£3,230.00	£3,230.00
Drawing - Zentangle Art	Per course/year	£51.90	£53.47	£55.83
Drawing and Painting - Beginners	Per course/year	£51.90	£53.47	£55.83
Drawing and Painting - Beginners and Improvers	Per course/year	£134.26	£138.32	£144.43
Drawing and Painting - Beginners and Improvers	Per course/year	£134.26	£138.32	£144.43
Drawing and Painting - Beginners and Improvers	Per course/year	£182.77	£188.31	£196.62
Drawing and Painting - Beginners and Improvers	Per course/year	£182.77	£188.31	£196.62
Drawing and Painting - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Drawing and Painting - Beginners and Improvers	Per course/year	£134.26	£138.32	£144.43
Drawing and Painting - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Drawing and Painting - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Drawing and Painting - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Drawing and Painting - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Drawing and Painting - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Drawing and Painting - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Drawing and Painting - Beginners and Intermediate	Per course/year	£146.67	£151.11	£157.78
Drawing and Painting - Beginners and Intermediate	Per course/year	£134.26	£138.32	£144.43
Drawing and Painting - Intermediate	Per course/year	£146.67	£151.11	£157.78
Drawing and Painting - Intermediate	Per course/year	£134.26	£138.32	£144.43
Drawing and Painting - Intermediate	Per course/year	£146.67	£151.11	£157.78
Drawing and Watercolour - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78

Drawing and Watercolour - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Drawing and Watercolour - Beginners and Improvers	Per course/year	£134.26	£138.32	£144.43
Drawing and Watercolour - Improvers and Intermediate	Per course/year	£427.59	£440.55	£459.98
Drawing and Watercolour - Improvers and Intermediate	Per course/year	£424.21	£437.06	£456.34
Drawing and Watercolour - Improvers and Intermediate	Per course/year	£427.59	£440.55	£459.98
Drawing at the Victoria and Albert Museum	Per course/year	£51.90	£53.47	£55.83
Drawing for Beginners	Per course/year	£134.26	£138.32	£144.43
Drawing for Beginners	Per course/year	£67.69	£69.74	£72.82
Drawing Horses in a Landscape	Per course/year	£51.90	£53.47	£55.83
Dress and Other Garment Making	Per course/year	£133.13	£137.16	£143.21
English - Are You Ready for GCSE?	Per course/year	£0.00	£0.00	£0.00
English - Are You Ready for GCSE?	Per course/year	£0.00	£0.00	£0.00
English - Are You Ready for GCSE?	Per course/year	£0.00	£0.00	£0.00
English - Are You Ready for GCSE?	Per course/year	£0.00	£0.00	£0.00
English - Are You Ready for GCSE?	Per course/year	£0.00	£0.00	£0.00
English - Are You Ready for GCSE?	Per course/year	£0.00	£0.00	£0.00
English - Are You Ready for GCSE?	Per course/year	£0.00	£0.00	£0.00
English - Are You Ready for GCSE?	Per course/year	£0.00	£0.00	£0.00
English - Are You Ready for GCSE?	Per course/year	£0.00	£0.00	£0.00
English - Are You Ready for GCSE?	Per course/year	£0.00	£0.00	£0.00
English for Jobseekers	Per course/year	£0.00	£0.00	£0.00
English for Jobseekers	Per course/year	£0.00	£0.00	£0.00
English for Jobseekers	Per course/year	£0.00	£0.00	£0.00
English for Jobseekers	Per course/year	£0.00	£0.00	£0.00
E-Safety	Per course/year	£0.00	£0.00	£0.00
E-Safety Workshop	Per course/year	£0.00	£0.00	£0.00
Excel - Beginners	Per course/year	£59.50	£61.04	£63.73
Excel - Improvers	Per course/year	£59.50	£61.04	£63.73
Excel Basics	Per course/year	£27.70	£28.41	£29.67
Exploring Photoshop	Per course/year	£46.16	£47.36	£49.45
Fairy Tale Feast	Per course/year	£0.00	£0.00	£0.00
First Aid	Per course/year	£0.00	£0.00	£0.00
First Aid Workshop	Per course/year	£0.00	£0.00	£0.00
First Aid workshop (Bucks Mind)	Per course/year	£0.00	£0.00	£0.00
Floristry - Christmas Wreath Making and Decorations	Per course/year	£46.26	£47.66	£49.76
Floristry - Door Wreaths and Christmas Decorations	Per course/year	£56.41	£58.12	£60.68
Floristry - Door Wreaths and Christmas Decorations	Per course/year	£56.41	£58.12	£60.68
Floristry - Hand Tied Bouquets in a Day	Per course/year	£56.41	£58.12	£60.68
Floristry - With a Modern Twist	Per course/year	£46.26	£47.66	£49.76
Floristry - Xmas Wreath Making and Decorations	Per course/year	£56.41	£58.12	£60.68
Floristry and Flower Arranging	Per course/year	£169.23	£174.36	£182.05
Floristry and Flower Arranging	Per course/year	£153.44	£158.09	£165.06
Floristry and Flower Arranging	Per course/year	£169.23	£174.36	£182.05
Floristry and Flower Arranging	Per course/year	£169.23	£174.36	£182.05
Floristry and Flower Arranging	Per course/year	£153.44	£158.09	£165.06
Floristry and Flower Arranging	Per course/year	£153.44	£158.09	£165.06
Floristry and Flower Arranging - Seasonal Christmas	Per course/year	£92.51	£95.32	£99.52
Frame It	Per course/year	£0.00	£0.00	£0.00
French - Advanced	Per course/year	£403.90	£416.14	£434.50
French - Advanced	Per course/year	£403.90	£416.14	£434.50
French - Advanced	Per course/year	£403.90	£416.14	£434.50
French - Advanced	Per course/year	£326.05	£335.93	£350.75
French - Advanced	Per course/year	£326.05	£335.93	£350.75
French - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
French - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
French - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
French - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
French - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
French - Intermediate 1	Per course/year	£403.90	£416.14	£434.50
French - Intermediate 1	Per course/year	£403.90	£416.14	£434.50
French - Intermediate 1	Per course/year	£403.90	£416.14	£434.50
French - Intermediate 2	Per course/year	£403.90	£416.14	£434.50
Fun Fitness for the over Fifties	Per course/year	£87.52	£90.26	£92.99
Fused Glass - Beginners and Improvers	Per course/year	£235.79	£242.94	£253.66
Garden and Planting Design - All Year Round Scent and Colour	Per course/year	£130.87	£134.84	£140.79
German - Advanced	Per course/year	£403.90	£416.14	£434.50
German - Advanced	Per course/year	£403.90	£416.14	£434.50
German - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
German - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
German - Beginners 2	Per course/year	£403.90	£416.14	£434.50
German - Beginners 2	Per course/year	£403.90	£416.14	£434.50
German - Intermediate 1	Per course/year	£403.90	£416.14	£434.50
Get Creative with Publisher	Per course/year	£130.87	£134.84	£140.79
Getting To Know Your iPad - Part 1	Per course/year	£104.92	£108.10	£112.87
Getting To Know Your iPad - Part 3	Per course/year	£104.92	£108.10	£112.87
Guitar - Advanced 3	Per course/year	£143.28	£147.62	£154.14
Guitar - Advanced 3	Per course/year	£143.28	£147.62	£154.14
Guitar - Beginners	Per course/year	£143.28	£147.62	£154.14
Guitar - Improvers 3	Per course/year	£143.28	£147.62	£154.14
Hairdressing for Family and Friends	Per course/year	£55.28	£56.96	£59.47
Hairdressing for Family and Friends	Per course/year	£55.28	£56.96	£59.47
Hairdressing for Family and Friends	Per course/year	£93.64	£96.48	£100.74
Indian Head Massage for Family and Friends	Per course/year	£50.77	£52.31	£54.62
Introduction to Crochet	Per course/year	£50.77	£52.31	£54.62
Introduction to Meditation and Yoga	Per course/year	£21.44	£22.09	£23.06
Introduction to Stained Glass	Per course/year	£56.41	£58.12	£60.68
Introduction to Upholstery	Per course/year	£109.44	£112.75	£117.73
Introduction to Woodworking	Per course/year	£65.44	£67.42	£70.39

Introduction to Woodworking	Per course/year	£65.44	£67.42	£70.39
iPad Basics	Per course/year	£30.46	£31.38	£32.77
iPad Basics	Per course/year	£30.46	£31.38	£32.77
Italian - Advanced	Per course/year	£403.90	£416.14	£434.50
Italian - Advanced	Per course/year	£403.90	£416.14	£434.50
Italian - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Italian - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Italian - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Italian - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Italian - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Italian - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Italian - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Italian - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Italian - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Italian - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Italian - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Italian - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Italian - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Italian - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Italian - Beginners 1 (Intensive)	Per course/year	£78.97	£81.37	£84.96
Italian - Beginners 2	Per course/year	£403.90	£416.14	£434.50
Italian - Beginners 2	Per course/year	£403.90	£416.14	£434.50
Italian - Beginners 2	Per course/year	£403.90	£416.14	£434.50
Italian - Intermediate 1	Per course/year	£403.90	£416.14	£434.50
Italian - Intermediate 2	Per course/year	£403.90	£416.14	£434.50
Italian - Intermediate 2	Per course/year	£403.90	£416.14	£434.50
Italian - Intermediate 2	Per course/year	£403.90	£416.14	£434.50
Jewellery Making - Silver	Per course/year	£391.49	£403.35	£421.15
Jewellery Making - Silver Term 1	Per course/year	£156.82	£161.57	£168.70
Jewellery Making - Silver Term 1	Per course/year	£156.82	£161.57	£168.70
Jewellery Making - Silver Term 2	Per course/year	£143.28	£147.62	£154.14
Jewellery Making in Metal	Per course/year	£156.82	£161.57	£168.70
Just Drawing - Beginners and Improvers	Per course/year	£67.69	£69.74	£72.82
Just Drawing - Beginners and Improvers	Per course/year	£67.69	£69.74	£72.82
Just Drawing - Improvers	Per course/year	£134.26	£138.32	£144.43
Just Drawing - Improvers	Per course/year	£134.26	£138.32	£144.43
Let's Get Motivated	Per course/year	£0.00	£0.00	£0.00
Lets make Pizza	Per course/year	£0.00	£0.00	£0.00
Lets make Pizza	Per course/year	£0.00	£0.00	£0.00
Life Drawing and Painting (fee inc Model)	Per course/year	£476.10	£490.53	£512.17
Lip-reading - Free Taster	Per course/year	£0.00	£0.00	£0.00
Lip-reading and Managing Hearing Loss - Term 1	Per course/year	£108.35	£111.70	£117.29
Lip-reading and Managing Hearing Loss - Term 1	Per course/year	£108.35	£111.70	£117.29
Making Curtains and Roman Blinds	Per course/year	£53.03	£54.63	£57.04
Manage Files and Folders	Per course/year	£65.44	£67.42	£70.39
Manage my Emotions (Oxford Health)	Per course/year	£0.00	£0.00	£0.00
Massage for Family and Friends	Per course/year	£50.77	£52.31	£54.62
Maths - Are You Ready for GCSE	Per course/year	£0.00	£0.00	£0.00
Maths for Jobseekers (All Levels)	Per course/year	£0.00	£0.00	£0.00
Maths for Jobseekers (All Levels)	Per course/year	£0.00	£0.00	£0.00
MS Word - Beginners	Per course/year	£65.44	£67.42	£70.39
MS Word - Improvers	Per course/year	£65.44	£67.42	£70.39
Nature Craft	Per course/year	£0.00	£0.00	£0.00
Non regulated provision, Level 2, Administration	Per course/year	£0.00	£0.00	£0.00
Non regulated provision, Level 4, Business Management	Per course/year	£0.00	£0.00	£0.00
NVQ Diploma in Business Administration L4 (QCF)	Per course/year	£3,056.00	£3,056.00	£3,056.00
Oil Painting - Intermediate and Advanced	Per course/year	£182.77	£188.31	£196.62
Oil Painting - Intermediate and Advanced	Per course/year	£182.77	£188.31	£196.62
Oil Painting - Introduction	Per course/year	£51.90	£53.47	£55.83
Painting - Advanced (Individual Projects)	Per course/year	£427.59	£440.55	£459.98
Painting for Pleasure - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Patchwork and Quilting - Advanced	Per course/year	£222.26	£228.99	£239.09
Patchwork and Quilting - Beginners and Improvers	Per course/year	£135.38	£139.49	£145.64
Patchwork and Quilting - Beginners and Improvers	Per course/year	£135.38	£139.49	£145.64
Patchwork and Quilting - Beginners and Improvers	Per course/year	£135.38	£139.49	£145.64
Patchwork and Quilting - Beginners and Intermediate	Per course/year	£147.79	£152.27	£158.99
Patchwork and Quilting - Beginners and Intermediate	Per course/year	£147.79	£152.27	£158.99
Patchwork and Quilting - Beginners and Intermediate	Per course/year	£147.79	£152.27	£158.99
Patchwork and Quilting for Beginners	Per course/year	£56.41	£58.12	£60.68
Photo's, Pictures and Publishing	Per course/year	£130.87	£134.84	£140.79
Pilates for Health - Beginners	Per course/year	£96.81	£99.83	£102.86
Pilates for Health - Beginners and Improvers	Per course/year	£86.05	£88.74	£91.43
Pilates for Health - Beginners and Improvers	Per course/year	£86.05	£88.74	£91.43
Pilates for Health - Improvers - Term 1	Per course/year	£86.05	£88.74	£91.43
Positive Thinking	Per course/year	£50.77	£52.31	£54.62
Pottery - Advanced (fee does NOT inc. clay)	Per course/year	£622.77	£641.64	£669.95
Pottery - Beginners (fee does NOT inc. clay)	Per course/year	£260.62	£268.51	£280.36
Pottery - Beginners and Improvers - Summer Course (fee does NOT inc. clay)	Per course/year	£120.72	£124.38	£129.86
Pottery - Beginners and Improvers (fee does NOT inc. clay)	Per course/year	£260.62	£268.51	£280.36
Pottery - Beginners and Improvers (fee does NOT inc. clay)	Per course/year	£236.92	£244.10	£254.87
Pottery - Beginners and Improvers (fee does NOT inc. clay)	Per course/year	£283.18	£291.76	£304.63
Pottery - Beginners and Improvers (fee does NOT inc. clay)	Per course/year	£312.51	£321.98	£336.19
Pottery - Beginners and Improvers (fee does NOT inc. clay)	Per course/year	£312.51	£321.98	£336.19
Pottery - Beginners and Improvers (fee does NOT inc. clay)	Per course/year	£283.18	£291.76	£304.63
Pottery - Beginners and Improvers (fee includes clay)	Per course/year	£188.41	£194.12	£202.68
Pottery - Beginners and Improvers (fee includes clay)	Per course/year	£188.41	£194.12	£202.68
Pottery - Beginners and Improvers (fee includes clay)	Per course/year	£188.41	£194.12	£202.68

Pottery - Beginners and Improvers (fee includes clay)	Per course/year	£188.41	£194.12	£202.68
Pottery - Beginners and Improvers (fee includes clay)	Per course/year	£188.41	£194.12	£202.68
Pottery - For Home and Garden (fee does NOT inc. clay)	Per course/year	£260.62	£268.51	£280.36
Practical Gardening	Per course/year	£65.44	£67.42	£70.39
Practical Gardening - Beginners	Per course/year	£391.49	£403.35	£421.15
Practical Gardening - Beginners	Per course/year	£391.49	£403.35	£421.15
Psychology - Introduction	Per course/year	£50.77	£52.31	£54.62
Psychology - Towards an Understanding of Yourself and Others	Per course/year	£50.77	£52.31	£54.62
Psychology - Towards an Understanding of Yourself and Others	Per course/year	£50.77	£52.31	£54.62
Raku Workshop with Studio Access	Per course/year	£77.98	£80.42	£83.97
Reiki Healing - Level 1	Per course/year	£119.66	£123.40	£128.85
Sewing - Cushion Covers with Stylish or Fun Embellishments	Per course/year	£53.03	£54.63	£57.04
Sewing - Garment Making - Beginners and Improvers	Per course/year	£350.87	£361.50	£377.45
Sewing - Garment Making - Beginners and Improvers	Per course/year	£215.49	£222.02	£231.81
Sewing - Garment Making - Beginners and Improvers	Per course/year	£147.79	£152.27	£158.99
Sewing - Garment Making - Beginners and Improvers	Per course/year	£135.38	£139.49	£145.64
Sewing - Garment Making - Beginners and Improvers	Per course/year	£147.79	£152.27	£158.99
Sewing - Garment Making - Beginners and Improvers	Per course/year	£135.38	£139.49	£145.64
Sewing - Garment Making - Improvers	Per course/year	£135.38	£139.49	£145.64
Sewing - Garment Making - Improvers	Per course/year	£147.79	£152.27	£158.99
Sewing - Garment Making - Improvers	Per course/year	£135.38	£139.49	£145.64
Sewing - Garment Making - Introduction to Pattern Cutting	Per course/year	£102.67	£105.78	£110.44
Sewing - Garment Making - Simple Alterations	Per course/year	£53.03	£54.63	£57.04
Sewing - Learn to Love and Use Your Sewing Machine (Beyond the Basics)	Per course/year	£53.03	£54.63	£57.04
Sewing - Learn to Love and Use Your Sewing Machine (The Basics)	Per course/year	£53.03	£54.63	£57.04
Sign Language BSL Level 1	Per course/year	£544.92	£561.44	£586.21
Sign Language BSL Level 1	Per course/year	£544.92	£561.44	£586.21
Silver Jewellery Making	Per course/year	£142.15	£146.46	£152.92
Silver Jewellery Making - Have a Go	Per course/year	£36.10	£37.20	£38.84
Silver Jewellery Making - Introduction	Per course/year	£56.41	£58.12	£60.68
Spanish - Advanced	Per course/year	£403.90	£416.14	£434.50
Spanish - Advanced	Per course/year	£403.90	£416.14	£434.50
Spanish - Advanced	Per course/year	£403.90	£416.14	£434.50
Spanish - Basics for Your Holiday	Per course/year	£50.77	£52.31	£54.62
Spanish - Beginners 1 - Part 1	Per course/year	£78.97	£81.37	£84.96
Spanish - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Spanish - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Spanish - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Spanish - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Spanish - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Spanish - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Spanish - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Spanish - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Spanish - Beginners 1 - Part 1	Per course/year	£53.03	£54.63	£57.04
Spanish - Beginners 1 - Part 2	Per course/year	£53.03	£54.63	£57.04
Spanish - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Spanish - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Spanish - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Spanish - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Spanish - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Spanish - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Spanish - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Spanish - Beginners 1 - Part 2	Per course/year	£352.00	£362.67	£378.67
Spanish - Beginners 1 (Intensive)	Per course/year	£352.00	£362.67	£378.67
Spanish - Beginners 2	Per course/year	£403.90	£416.14	£434.50
Spanish - Beginners 2	Per course/year	£403.90	£416.14	£434.50
Spanish - Beginners 2	Per course/year	£403.90	£416.14	£434.50
Spanish - Intermediate 1	Per course/year	£403.90	£416.14	£434.50
Spanish - Intermediate 1	Per course/year	£403.90	£416.14	£434.50
Spanish - Intermediate 2	Per course/year	£403.90	£416.14	£434.50
Spanish - Intermediate 2	Per course/year	£403.90	£416.14	£434.50
Spanish for Beginners - Get By for Your Holiday	Per course/year	£65.44	£67.42	£70.39
Speaking Confidently in Public	Per course/year	£40.62	£41.85	£43.69
Stained Glass - Beginners and Intermediate	Per course/year	£196.31	£202.26	£211.18
Stained Glass - Mixed Ability	Per course/year	£196.31	£202.26	£211.18
Stained Glass and Fused Glass - Beginners and Improvers	Per course/year	£71.08	£73.23	£76.46
Stained Glass and Fused Glass - Beginners and Improvers	Per course/year	£71.08	£73.23	£76.46
Stained Glass and Fused Glass - Beginners and Improvers	Per course/year	£71.08	£73.23	£76.46
Stained Glass and Fused Glass - Beginners and Improvers	Per course/year	£71.08	£73.23	£76.46
Stay Fit Exercise for Men over Fifty	Per course/year	£77.98	£80.42	£82.86
Tai Chi - Absolute Beginners - Term 1	Per course/year	£98.15	£101.22	£104.29
Tai Chi - Advanced	Per course/year	£98.15	£101.22	£104.29
Tai Chi - Advanced - Summer Term	Per course/year	£38.99	£40.21	£41.43
Tai Chi - Beginners	Per course/year	£116.97	£120.63	£124.29
Tai Chi - Beginners	Per course/year	£77.98	£80.42	£82.86
Tai Chi - Beginners - Term 1	Per course/year	£86.05	£88.74	£91.43
Tai Chi - Beginners 1	Per course/year	£98.15	£101.22	£104.29
Tai Chi - Beginners 1	Per course/year	£98.15	£101.22	£104.29
Tai Chi - Beginners 1	Per course/year	£98.15	£101.22	£104.29
Tai Chi - Beginners 1 - Summer Term	Per course/year	£38.99	£40.21	£41.43
Tai Chi - Beginners 1 - Summer Term	Per course/year	£38.99	£40.21	£41.43
Tai Chi - Beginners and Improvers	Per course/year	£86.05	£88.74	£91.43
Tai Chi - For Arthritis - Beginners	Per course/year	£86.05	£88.74	£91.43
Upcycling for the Home - Painted Furniture with simple Re-upholstered Techniques	Per course/year	£57.54	£59.28	£61.90
Upcycling for the Home - Painted Furniture with simple Re-upholstered Techniques	Per course/year	£57.54	£59.28	£61.90
Upholstery - Home and Small Business	Per course/year	£198.56	£204.58	£213.61
Upholstery - Restoration	Per course/year	£181.64	£187.15	£195.40
Upholstery - Restoration	Per course/year	£399.38	£411.49	£429.64
Upholstery - Restoration	Per course/year	£399.38	£411.49	£429.64

Upholstery Traditional - Improvers	Per course/year	£399.38	£411.49	£429.64
Using MS Excel Spreadsheets for Accounting	Per course/year	£65.44	£67.42	£70.39
Using MS PowerPoint for Presentations	Per course/year	£65.44	£67.42	£70.39
Using MS Word for Documents	Per course/year	£65.44	£67.42	£70.39
Watercolour - Advanced	Per course/year	£130.87	£134.84	£140.79
Watercolour - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Watercolour - Beginners and Improvers	Per course/year	£146.67	£151.11	£157.78
Watercolour - Beginners and Improvers	Per course/year	£134.26	£138.32	£144.43
Watercolour - Introduction	Per course/year	£146.67	£151.11	£157.78
Woodwork - Beginners for Home and Community Term 1	Per course/year	£67.69	£69.74	£72.82
Word Basics	Per course/year	£148.92	£153.44	£160.21
WP, DTP, Photos and Files	Per course/year	£30.46	£31.38	£32.77
Writing and Illustrating Children's Books	Per course/year	£82.36	£84.85	£88.60
Yoga - Beginners	Per course/year	£127.73	£131.72	£135.71
Yoga - Beginners	Per course/year	£127.73	£131.72	£135.71
Yoga - Beginners and Improvers	Per course/year	£127.73	£131.72	£135.71
Yoga - Beginners and Improvers	Per course/year	£127.73	£131.72	£135.71
Yoga - Beginners and Improvers	Per course/year	£127.73	£131.72	£135.71
Yoga - Beginners and Improvers	Per course/year	£59.16	£61.01	£62.86
Yoga (with Alexander Technique)	Per course/year	£59.16	£61.01	£62.86
Yoga (with Alexander Technique)	Per course/year	£82.02	£84.58	£87.14
Yoga (with Alexander Technique)	Per course/year	£77.98	£80.42	£82.86
Yoga (with Alexander Technique)	Per course/year	£77.98	£80.42	£82.86
Yoga (with Alexander Technique)	Per course/year	£96.81	£99.83	£102.86
Yoga (with Alexander Technique) - Summer Term	Per course/year	£77.98	£80.42	£82.86
Yoga (with Alexander Technique) - Summer Term	Per course/year	£107.56	£110.92	£114.29
Yoga (with Alexander Technique) - Summer Term	Per course/year	£116.97	£120.63	£124.29
Yoga with Alexander Technique - for Help to Regain Balance and Flexibility	Per course/year	£127.73	£131.72	£135.71
Yoga with Alexander Technique - for Help to Regain Balance and Flexibility - Summer Term	Per course/year	£82.02	£84.58	£87.14

Schedule of Fees and Charges applicable from 1 April 2022

Fees are exclusive of VAT

Ref	Service	CURRENT PRICING 21/22		Proposed Pricing 2022/23		
		Academies / External Customers	Maintained Schools	Academies / External Customers	Maintained Schools	
R1	HR Services					
	Employee Relations Advisory					
	Core package	per employee	£41.99	£41.99	£43.25	£43.25
	Consultancy	per hour	£85.00	£85.00	£87.55	£87.55
	Consultancy	per day			£615	£615
	Senior Consultancy support	per hour			£102.50	£102.50
	Mediation	per hour	£85.00	£85.00	£87.55	£87.55
	Independent Investigating Officer (external provider)	per day	£650.00	£650.00	£650	£650
	Independent Investigating Officer (external provider)	per job evaluation	£175.00	£175.00	£180.30	£180.30
	On-line/webinar/video training	per workshop	£20-£40	£20-£40	£20.50-£41.00	£20.50-£41.00
	Standard advertised training (half day)	per delegate			£108-£144	£108-£144
	Standard advertised training (full day)	per delegate			£166-£221	£166-£221
	Bespoke training design, co-ordination & delivery	per day			£615	£615
	Consultancy (including Academisation support)	per hour	£85.00	£85.00	£87.55	£87.55
	Consultancy (including Academisation support)	per day			£615	£615
	Recruitment					
	Charge per advertisement (PAU)	per advertisement	£140.00	£140.00	£144.20	£144.20
	Social media posting package	per posting	£125.00	£125.00	£128.75	£128.75
	Social media campaign (starting price)	per campaign	£365.00	£365.00	£376	£376
	Apprenticeship recruitment package	per advertisement	£750.00	£750.00	£617	£617
	Advert with TES or other external sites (not including TES/other advert price)	per advertisement	£50.00	£50.00	£51.50	£51.50
	Resourcing Consultancy (including training)	per hour	£80.00	£80.00	£87.55	£87.55
	Resourcing Consultancy (including training)	per day	£600.00	£600.00	£615	£615
	On-line/webinar/video training	per workshop	£20-£40	£20-£40	£20.50-£41.00	£20.50-£41.00
	Safeguarding					
	DBS Checks (PAU) Admin fee only	per check	£15.00	£15.00	£15.50	£15.50
	Consultancy - Training, Visits & Audits	per hour	£85.00	£85.00	£87.55	£87.55
	Consultancy - Training, Visits & Audits	per day	£425.00	£425.00	£615	£615
	On-line/webinar/video training	per workshop	£20-£40	£20-£40	£20.50-£41.00	£20.50-£41.00
	Sponsorship/visa application support	per application			£25	£25
	Payroll and Transactions					
	Single Academy / School - 1 year annual	per employee	£66.17	£62.27	£68.15	£64.15
	Payroll academisation support	per school			£300-£1,250	£300-£1,250
	Issuing of employment contracts, contractual change letters	per school			£250-£750	
	MAT - 1 year annual	per employee	£55.77		£57.50	
	Charities - 1 year annual	per employee	£45.37		£68.15	
	Emergency CHAPS payment (same day)			£100.00		£103
	Interim BACS payment (2 days)	per transaction	£65.00	£65.00	£67	£67
	Consultancy	per hour	£85.00	£85.00	£87.55	£87.55
	Overpayment Calculation/Administration Fee (prior to mid-year)	per overpayment			£67	£67
	Overpayment Calculation/Administration Fee (after mid-year)	per overpayment			£102.50	£102.50
	Non Standard Additional Reports	per request	£75.00	£75.00	£150	£150
	Provision of logo'd payslips	Per school			£75	
	Provision of ASHE return data	per request			£200	
	On-boarding of new payroll customer	Per school			£300-£1,250	£400
	Termination of payroll customer	per school			£400-£550	£400
	Access to historical data fee (6 years)				£100-£250	£100-£250
	Termination of charity payroll customer				£400-£550	
	LGPS					
	LGPS on-boarding fee	Per school			£100	£100-£250
	LGPS exit fee	Per school			£400	£400
	Access to historical data fee (6 years)	Per school			£100-£250	£100-£250
	Annual pensions admin fee	Per school			£100	£100
	Academies Annual Base rate	annual	£499.00		£514	
	Academies Annual per member	per member	£11.88		£12.25	
	Academies Annual Base rate (Non-Bucks)	per member	£13.99		£14.40	
	Adhoc Reports	per report			£150	
	Charities LGPS	annual	£250.00		£257.50	
	Charities Annual per member	per member	£11.88		£12.25	
	Charities Exit fee	one-off			£250	
	Alternative Provider Admin Fee	annual		£80.00		£100
	Teachers' Pay & Pensions					
	Academy - Annual Base rate	annual	£499.00		£514	
	Annual admin fee (non BC payroll users)	annual				£100
	On-boarding of new academy/academisation	one-off			£100	
	MAT - Annual Base rate (per site)	annual	£499.00		£514	
	Annual per teacher	per teacher	£11.88		£12.25	
	Non Standard Additional Reports	per request	£75.00	£75.00	£150	£150
	Exit arrangement fee	one-off			£350	
R2	PSN Broadband					

Ref	Service	CURRENT PRICING 21/22		Proposed Pricing 2022/23		
		Academies / External Customers	Maintained Schools	Academies / External Customers	Maintained Schools	
Networking (PSN)						
	Gold Package - BASE RATE	annual	£6,966.00	£6,966.00	£7,174.98	£7,174.98
	Gold Package - PER PUPIL	annual	£4.41	£4.41	£4.54	£4.54
	Silver Package - BASE RATE	annual	£2,420.00	£2,420.00	£2,492.60	£2,492.60
	Silver Package - PER PUPIL	annual	£2.26	£2.26	£2.33	£2.33
R3	SIMS & MIS					
	Platinum BASE rate (Primary/ PRU/ Nursery)	annual	£2,093.00	£2,093.00	£2,155.00	£2,155.00
	Platinum per pupil (Primary/ PRU/ Nursery)	annual	£3.66	£3.66	£3.66	£3.66
	Gold BASE RATE (Primary/ PRU/ Nursery)	annual	£1,269.00	£1,269.00	£1,307.00	£1,307.00
	Gold per pupil (Primary/ PRU/ Nursery)	annual	£2.34	£2.34	£2.34	£2.34
	Premium Support package - Base rate (Secondary)	annual	£2,617.00	£2,617.00	£2,696.00	£2,696.00
	Premium Support package - per pupil (Secondary)	annual	£1.03	£1.03	£1.03	£1.03
	Standard Support package - Base rate (Secondary)	annual	£1,772.00	£1,772.00	£1,825.00	£1,825.00
	Standard Support package - per pupil rate (Secondary)	annual	£0.90	£0.90	£0.90	£0.90
	Bursar service	per hour	£43.00	£43.00	£44.00	£44.00
	Admin support	per hour	£43.00	£43.00	£44.00	£44.00
	Full day remote training course (package)		£162.00	£162.00	£162.00	£162.00
	Full day remote training course (non-package)		£215.00	£215.00	£215.00	£215.00
	Full day classroom training course (package)		£215.00	£215.00	£220.00	£220.00
	Full day classroom training course (non package)		£245.00	£245.00	£250.00	£250.00
	Half day remote training course (package)		£105.00	£105.00	£105.00	£105.00
	Half day remote training course (non-package)		£140.00	£140.00	£140.00	£140.00
	Half day classroom training course (package)		£140.00	£140.00	£143.00	£143.00
	Half day classroom training course (non package)		£150.00	£150.00	£153.00	£153.00
	1-1 remote Workshop sessions (including Census)		£64.00	£64.00	£64.00	£64.00
	1-1 remote Workshop sessions (including Census)(non-package)		£125.00	£125.00	£125.00	£125.00
	Workshops - in person (package)		£140.00	£140.00	£143.00	£143.00
	Intro Webinar (package)		£25.00	£25.00	£25.00	£25.00
	Intro Webinar (non-package)		£45.00	£45.00	£45.00	£45.00
	Census Seminars		£140.00	£140.00	£143.00	£143.00
	Consultancy with core package	per hour	£64.00	£64.00	£65.00	£65.00
	Consultancy with core package	per day	£399.00	£399.00	£399.00	£399.00
	Consultancy without core package	per hour	£84.00	£84.00	£86.00	£86.00
	Consultancy without core package	per day	£530.00	£530.00	£530.00	£530.00
	Private Funds Manager (PFM) (package)	annual	£106.00	£106.00	£109.00	£109.00
	Secondary Schools SIMS Upgrade Service (per annum)	annual	£350.00	£350.00	£350.00	£350.00
	PS Financials Platinum - Base rate (Primary/ PRU/ Nursery)	annual	£1,004.00	£1,004.00	£1,034.00	£1,034.00
	PS Financials Platinum - per pupil rate (Primary/ PRU/ Nursery)	per pupil	£1.80	£1.80	£1.80	£1.80
	PS Financials Premium - Base rate (Secondary)	annual	£1,236.00	£1,236.00	£1,273.00	£1,273.00
	PS Financials Premium - per pupil rate (Secondary)	per pupil	£0.52	£0.52	£0.52	£0.52
	SIMS Hosted Solution - Primary Schools - Installation Charge	one off	£324.00	£324.00	£335.00	£335.00
	SIMS Hosted Solution - Primary Schools - Base Price Charge	annual	£790.00	£790.00	£815.00	£815.00
	SIMS Hosted Solution - Primary Schools - Per Pupil Price	annual	£1.45	£1.45	£1.50	£1.50
	SIMS Hosted Solution - Secondary Schools - Installation Charge	one off	£570.00	£570.00	£587.00	£587.00
	SIMS Hosted Solution - Secondary Schools - Base Price Charge	annual	£1,865.00	£1,865.00	£1,921.00	£1,921.00
	SIMS Hosted Solution - Secondary Schools - Per Pupil Price	annual	£1.55	£1.55	£1.60	£1.60
	SIMS Online Services Management	annual			£500.00	£500.00
Technical Support						
	Office 365 support service	annual	£350.00	£350.00	£350.00	£350.00
	Technical Support - 15 workstations	annual	£1,854.00	£1,854.00	£1,910.00	£1,910.00
	Technical Support - 25 workstations	annual	£3,077.00	£3,077.00	£3,170.00	£3,170.00
	Technical Support - 50 workstations	annual	£5,729.00	£5,729.00	£5,900.00	£5,900.00
	Technical Support - 75 workstations	annual	£8,381.00	£8,381.00	£8,635.00	£8,635.00
	Technical Support - 100 workstations	annual	£11,033.36	£11,033.36	£11,365.00	£11,365.00
	SIMS Technical Support for Secondary Schools	annual	£1,200.00	£1,200.00	£1,200.00	£1,200.00
	SOPHOS Antivirus Protection	per pupil	£5.50	£5.50	£6.00	£6.00
	Sophos Intercept Ransomware Protection	Workstation			£6.00	£6.00
	Sophos Intercept Ransomware Protection	Server			£12.00	£12.00
	Additional Remote Backup Service for Schools (RBUSS+) 50GB	annual	£340.00	£340.00	£350.00	£350.00
	Additional Remote Backup Service for Schools (RBUSS+) 100GB	annual	£504.00	£504.00	£520.00	£520.00
	Additional Remote Backup Service for Schools (RBUSS+) 200GB	annual	£732.00	£732.00	£754.00	£754.00
	Additional Remote Backup Service for Schools (RBUSS+) 300GB	annual	£945.00	£945.00	£975.00	£975.00
	Additional Remote Backup Service for Schools (RBUSS+) 400GB	annual	£1,199.00	£1,199.00	£1,235.00	£1,235.00
	Additional Remote Backup Service for Schools (RBUSS+) 500GB	annual	£1,411.00	£1,411.00	£1,455.00	£1,455.00
	Additional Remote Backup Service for Schools (RBUSS+) 600GB	annual	£1,633.00	£1,633.00	£1,680.00	£1,680.00
	Additional Remote Backup Service for Schools (RBUSS+) 700GB	annual	£1,846.00	£1,846.00	£1,900.00	£1,900.00
	Additional Remote Backup Service for Schools (RBUSS+) 800GB	annual	£2,069.00	£2,069.00	£2,130.00	£2,130.00

Ref	Service	CURRENT PRICING 21/22		Proposed Pricing 2022/23		
		Academies / External Customers	Maintained Schools	Academies / External Customers	Maintained Schools	
	Additional Remote Backup Service for Schools (RBUSS+) 900GB	annual	£2,281.00	£2,281.00	£2,350.00	£2,350.00
	Additional Remote Backup Service for Schools (RBUSS+) 1000GB	annual	£2,388.00	£2,388.00	£2,460.00	£2,460.00
	Additional Remote Backup Service for Schools (RBUSS+) 2000GB	annual	£4,722.00	£4,722.00	£4,865.00	£4,865.00
	PREVENT Software – Future Digital for Schools - PER PUPIL	annual	£2.00	£2.00	£3.50	£3.50
	3 x half day scheduled site visits	per package	£557.00	£557.00	£575.00	£575.00
	Scheduled Site Visits	per hour	£64.00	£64.00	£65.00	£65.00
	Scheduled Site Visits	per day	£399.00	£399.00	£399.00	£399.00
	Project support	per hour	£64.00	£64.00	£65.00	£65.00
	Project support	per day	£399.00	£399.00	£399.00	£399.00
	Consultancy	per hour	£64.00	£64.00	£65.00	£65.00
	Consultancy	per day	£399.00	£399.00	£399.00	£399.00
	Hardware Maintenance (excluding parts)	per hour	£64.00	£64.00	£65.00	£65.00

Buckinghamshire Business Group

Mr Richard Ambrose
Service Director – Corporate Finance & S151 Officer
Buckinghamshire Council
The Gateway
Gatehouse Road
Aylesbury
Bucks
HP19 8FF

1 February 2022

Dear Richard

BUCKINGHAMSHIRE COUNCIL BUDGET PROPOSALS

Thank you for providing an update at the recent Buckinghamshire Business Group (BBG) meeting on Buckinghamshire Council's proposed budget for the three year period 2022-2025, and the four year capital plans in place.

As agreed at the meeting, I am writing to provide formally the response from the business representative organisations and independent businesses that form the BBG. However, the BBG business members would firstly like to offer our sincere thanks to Buckinghamshire Council for the work done in maintaining the level of services provided to businesses and residents, alike, during the last very difficult few years.

It is recognised there are still challenges to be faced resulting from Covid-19, in addition to uncertainty around future funding regimes, tackling climate change and addressing changes in social care provision. The business community is very keen to work with the council to address specific challenges, eg around climate change, and provide innovative thinking where this is appropriate. We are also keen to see the council taking a leadership role in working with partners to ensure an integrated approach to change and development.

BBG members acknowledge the 3-year balanced budget presented has been set against the backdrop of a 1-year financial settlement from Government, and that the budget assumptions beyond this period bring with them an element of risk around future funding, not to mention significantly increasing inflation and interest rate pressures. You outlined a number of the measures being taken to mitigate for these pressures but, nonetheless, we recognise the risks remain.

With regards to income, BBG members note that council tax has again been set at 3.99%, utilising the additional 1% adult social care precept deferred from 2021/22, and that council tax for 2023/24 and 2024/25 is to be set at 2.99%. We also note the budget assumes continued recovery in the local economy and, therefore, in the council's income streams such as business rates, parking, leisure receipts, etc, offset by increased costs to meet demand pressures, particularly in adult and children's social care and in home to school transport.

Cont'd...

Buckinghamshire Business Group, c/o Buckinghamshire Business First,
Claydon House, 1 Edison Road, Rabans Lane Industrial Area, Aylesbury, Bucks HP19 8TE

BBG members are pleased to see continued investment in necessary capital projects and infrastructure, to the benefit of the local economy; budgeted investment totalling over £200m in the coming year.

Recognising the budgetary pressures, we encourage the Council to continue moves to make cost savings wherever possible, including in reviewing contracts, looking at staffing levels, weighing the benefits of outsourcing versus in house provision, seeking to support people in their own homes for longer, and driving efficiencies. You explained the use of funds in the corporate contingency budget line to address extreme demand pressures in high risk areas, but we consider the allocation of these should be identified in the final budget outcome for relevant years.

We are pleased to see the number of Councillors will be greatly reduced from 2025, as per the outcome of the Boundary Commission Review, achieving significant savings to be put to public services.

BBG members suggested there may be work for Buckinghamshire Council to do in developing a more effective communications strategy, both with businesses and with residents, sharing good news stories, such as Buckinghamshire being the highest achieving county for the roll out of electric vehicle charging points, but also in preparing those in the county for changes to come and sharing the rationale for these.

In conclusion, BBG members are supportive of the budget presented. We would ask that you continue your dialogue with us in the coming year so we can offer assistance (where appropriate), act as a critical friend, and so that we might fully understand the implications of future funding and social care regime changes and how these might impact the Buckinghamshire business community.

Yours sincerely

Elizabeth Adlington

Elizabeth Adlington
Chairman
Buckinghamshire Business Group

cc: Rachael Shimmin, Chief Executive, Buckinghamshire Council



Report to Cabinet

Date:	15 February 2022
Title:	Capital and Investment Strategy
Cabinet Member(s):	Councillor John Chilver, Cabinet Member for Finance, Resources, Property & Assets
Contact officer:	Mark Preston, Head of Projects & Pensions Mark.Preston@buckinghamshire.gov.uk
Ward(s) affected:	None Specific
Recommendations:	Cabinet are invited to AGREE the Capital & Investment Strategy attached at Appendix 1 and RECOMMENDS that Full Council APPROVE it.
Reason for decision:	N/A

1. Executive summary

- 1.1 The Council is required to approve its Capital & Investment Strategy on an annual basis. The draft Capital & Investment Strategy is included at Appendix 1.

2. Content of report

- 2.1 The Capital & Investment Strategy provides the framework within which to deliver its Corporate Plan objectives through the effective investment of its limited capital resources.
- 2.2 As well as the Council's immediate statutory responsibilities, the strategy also reflects the important role that it has to play in the regeneration and growth, affordable housing and climate change agendas, especially in the context of a post-Covid recovery and the significant housing growth in the area.

3. Other options considered

3.1 N/A.

4. Legal and financial implications

4.1 There are no direct legal or financial implications as a result of this report. The Capital and Investment Strategy does set out the strategic framework within which it sets its Capital Programme annually and the basis on which it will consider future investment opportunities.

5. Corporate implications

5.1 This section will need to include the relevant corporate plan priority relating to this report and make reference to any other implication that need to be taken into account such as:-

- a) Property – The strategy makes reference to the Property Asset Management Plan and the Accommodation Strategy.
- b) HR – No direct HR implications.
- c) Climate change – Reference is made to the Councils Climate Change and Air Quality Strategy.
- d) Sustainability – Sustainability is an important aspect of capital investment and is considered in capital programme bids and investment business cases.
- e) Equality - An equality impact assessment is not required
- f) Data - A data protection impact assessment is not required
- g) Value for money – The strategy provides the framework for the areas of capital investment to meet Corporate Plan requirements and value for money considerations are taken into account with bids to the capital programme and in-year investment business cases.

6. Local councillors & community boards consultation & views

6.1 The views of the Corporate Capital Investment Board have been considered in developing the Capital and Investment Strategy.

7. Communication, engagement & further consultation

7.1 The Capital and Investment Strategy will be published alongside the MTFP Budget agreed by Council.

8. Next steps and review

8.1 The Capital & Investment Strategy is reviewed annually.

9. Background papers

9.1 None.

10. Your questions and views (for key decisions)

10.1 If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the democratic services team. This can be done by telephone 01296 382343 or email democracy@buckinghamshire.gov.uk.

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Appendix 1

Capital & Investment Strategy 2022/23

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1. Purpose of the Capital & Investment Strategy

- 1.1 The main purpose of the Capital & Investment Strategy is to define how Buckinghamshire Council will maximise the impact of its limited capital resources to deliver its key aims and priorities. It considers future capital investment needs, especially in relation to regeneration and the growth agenda, and ensures the optimum impact of those investments. It also helps the Council to be clear on its priorities for bidding for external funding.
- 1.2 In managing its Capital and Investment Strategy, the Council will have regard to its statutory obligations within the context of a changing operational environment, the longer-term impact of its decisions, the delivery of value for money and the risks associated with any particular course of action.
- 1.3 The strategy is designed to fully comply with the Prudential Code of Practice for local authority capital investment by the Chartered Institute of Public Finance and Accountancy (CIPFA) in parallel with guidance to local authorities from the Ministry of Housing, Communities and Local Government (MHCLG). The main purpose of the Code is to ensure that capital investment proposals are affordable, prudent and sustainable.
- 1.4 By the very nature of capital investment, it is necessary that this strategy takes a longer-term view. However, the strategy also focusses on the medium term to fit in with the Medium-Term Financial Plan (MTFP) Capital Programme, the latest version of which covers the period 2022/23 – 2025/26. The Council wants to develop a longer-term strategic capital programme to better illustrate the strategic capital objectives of the Council and although work has started on this during 2021-22, it will look to complete this as part of the development of the MTFP for 2023/24 onwards. The Council will want time to review this strategy and ensure that it helps the Council to deliver its Corporate Plan.
- 1.5 There are several substantial strategies and programmes in regard to regeneration, which is going to be particularly important to the shaping of the Buckinghamshire response to a post-Covid environment. There are 2 partnership boards that have been established to provide oversight on the delivery of 2 major regeneration strategies: The Aylesbury Garden Town Board, which oversees the implementation of the Aylesbury Garden Town masterplan; and the High Wycombe Regeneration Board which oversees the delivery of the Wycombe Regeneration Strategy covering regeneration in the High Wycombe area.
- 1.6 This Capital and Investment Strategy is underpinned by a number of other key strategies and plans. As a new Council many of these are still being developed, but once agreed they will be key to informing the investment priorities for the Council. The relevant key [Council policies](#) developed or in the process of being developed are:
 - Strategic Asset Management Plan
 - Accommodation Strategy
 - Agricultural Estates Management Policy

- Housing Strategy
- Highways Asset Management Plan
- Leisure Strategy
- Schools Capacity Survey

1.7 The recent Chartered Institute of Public Finance and Accountancy (CIPFA) consultation has resulted in an updated Prudential Code for Capital Finance in Local Authorities (2021 Edition), which strengthens the basic principle that local authorities must not borrow to invest primarily for commercial return. Following the Prudential Code and guidance from MHCLG in February 2018 this Strategy includes the Investment Strategy and needs to be read in conjunction with the Treasury Management Strategy. This strategy is also cognisant of the latest guidance issued by CIPFA on Prudential Property Investment.

2. The Context of the Capital Strategy

2.1 The Council's Aims and Priorities

2.1.1 The Council's aims and priorities are set out in the [Corporate Plan](#), the latest version of which covers the period 2020-23, although the underpinning service delivery plans are refreshed annually.

The key priorities set out in the Corporate Plan are:

- Strengthening our communities
- Protecting the vulnerable
- Improving our environment
- Increasing prosperity

2.1.2 Of course, all that the Council does is set within a legislative context, so meeting its statutory obligations is a key component determining the actions it takes. In the context of the capital strategy, examples of the statutory requirements are the need to provide sufficient school places, to maintain the highway infrastructure to certain standards and to provide suitable disposal facilities for waste.

2.2 Growth and Demographic Change in Buckinghamshire

2.2.1 The population of Buckinghamshire is significantly increasing, and the Council needs to take account of these changes in planning its future service provision. The Council in partnership with other agencies, the Local Enterprise Partnership in particular, has responsibility for facilitating the infrastructure to promote economic growth. Current local plans indicate housing growth in Buckinghamshire of around 46,500 by 2033

leading to a population increase from c. 547,060¹ to 638,000. This level of growth not only has implications for new infrastructure, but also for the wear and tear on existing infrastructure.

- 2.2.2 Beyond the current confirmed plans for housing growth there are many pressures in the system to go further as indicated by the Government figures mentioned in the previous paragraph. The Government has been keen to push forward housing growth through the concept of Garden Towns and the Council has agreed with Homes England Housing Infrastructure Fund (HIF) forward funding of just over £172m to create the infrastructure to support the development of the Aylesbury Garden Town. The Council also has HIF funding of £12m for the Princes Risborough expansion area and £7.5m for Abbey Barn Lane.
- 2.2.3 Notwithstanding the overall growth in the population the nature of the population is also changing. Buckinghamshire already has one of the highest rates of increase in people aged over 85 of all county areas in the country. The diversity of the ethnic and socio-economic make-up of Buckinghamshire is also increasing. These changes are likely to increase the demand on a range of public services, particularly care services. This too will need to be factored into the longer-term planning of service provision. Although there is anticipated to be an overall increase in children over the next decade, the birth rate has dropped in the last 2 years, although an overall increase in school places is expected over the next decade due to the anticipated housing growth, which adds to the challenge of the timing of school place provision.
- 2.2.4 The location of Buckinghamshire also creates a unique set of circumstances which impacts on economic development and other infrastructure demands which are likely to have capital implications. The high-speed rail line (HS2) will run through the county and have significant knock-on impacts as it is developed. The proximity of the south of the county to London and Heathrow Airport is likely to place an increased burden on transport infrastructure. The north of the county lies at the heart of plans to link Oxford and Cambridge with the East-West Railway.

2.3 Changes in Innovation and Digital Infrastructure

- 2.3.1 As well as changes to the profile of the population, developing the economy needs to reflect changes to the way we work and better still to reflect the way we will work in the future. The pace of change in technological advancement appears to get ever faster, so keeping up with these changes presents a range of challenges.
- 2.3.2 The Council has a role in putting in place, or at least facilitating, enabling infrastructure. A good example of this currently might be the increasingly developing market in electric vehicles that will require a more comprehensive network of charging points. However, as is often the case with emerging technologies there are a

¹ ONS Population Statistics Mid-Year 2020

number of different options available, so identifying which particular solution to support is a key challenge if capital investment is not to be wasted.

- 2.3.3 By contrast the economic development role the Council plays may need to facilitate experimentation, such as creating space for start-up businesses in emerging technologies. The very nature of this means that there is likely to be a fair degree of failure and the Council needs to determine the degree of risk it is prepared to take and the mitigations that can be put in place.
- 2.3.4 The Buckinghamshire Integrated Care Partnership is part of the wider Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System. The partnership provides an opportunity for the Council to collaborate with the Clinical Commissioning Group (CCG) and Buckinghamshire Healthcare NHS Trust in particular to deliver improvements to the health and care system, including digital and technological developments, that benefit the residents of Buckinghamshire and deliver excellent value for money for the local health sector and the Council.
- 2.3.5 An earmarked reserve has been established for the implementation of new systems. The revenue contribution funding that would have been used to fund the new ERP system replacing SAP is being used to establish this reserve, but it is important to recognise that most system solutions are cloud based these days, and the implementation costs of these are revenue in nature not capital. By creating this earmarked reserve, it will allow the Council the flexibility to use the optimum systems solution regardless of whether it is a revenue or a capital solution as the reserve can be a revenue contribution to capital if a capital solution needs to be implemented.

2.4 Post-Covid Landscape

- 2.4.1 The Coronavirus pandemic has had a significant impact on the national and local economy and a necessary change to the working arrangements of the residents of Buckinghamshire, with people working from home wherever possible, including a significant proportion of the Council's own staff. As part of the transition to the new unitary Council, there was an expectation that the properties held by the 5 councils would be able to be rationalised. The Work Smart programme is providing the framework for future office working for the Council and ensuring the technological infrastructure is in place to support significant homeworking and office collaboration. The future needs and requirements of the Council will be set out in the Council's accommodation strategy, which will enable the Council to either sell surplus properties to produce capital receipts or to repurpose to generate a revenue rental income.
- 2.4.2 All public sector bodies are under financial pressure as well as there being a need to offer the public a more coherent means of accessing services, and the One Public Estate (OPE) project aims to achieve the rationalisation of publicly held assets. The Council will work closely with its strategic partners to look for opportunities to utilise our collective assets to improve public services and generate savings.

- 2.4.3 The financial pressures on local authorities, caused in large part by huge cuts in Government grant funding, but also significant increases in demand for services, lead to the exploration of alternative sources of income. The increase in surplus assets provides an opportunity for the Council to invest in the repurposing of assets in order to be able to generate additional income and help the Council to shape the post-Covid recovery in Buckinghamshire from a regeneration and economic recovery perspective. Any additional surplus assets may also provide opportunities to deliver other important objectives such as an increase in affordable and key worker housing in Buckinghamshire. It is important however, that sufficient capital receipts are realised to enable the capital programme to be funded and the close monitoring of delivery will be important.
- 2.4.4 In November 2020, the Buckinghamshire Growth Board submitted a 'Buckinghamshire Recovery and Growth Deal' devolution bid to Government. Outlined in the bid are the key priorities for Buckinghamshire Council and its partners in Buckinghamshire's recovery from the coronavirus pandemic. Although there is no guarantee that the bid will be successful, it forms a blueprint for other external funding should it become available.

3 Capital Investment Objectives

- 3.1 On 9th October 2019, HM Treasury increased Public Works Loan Board (PWLB) rates by 1% on the back of concerns that Local Authorities were borrowing from the PWLB in order to invest in commercial investments (retail, offices, industrial parks etc) purely for a yield on that investment.
- 3.2 The 1% increase was reversed on 26th November 2020 following the end of the HM Treasury consultation on PWLB, but with new restrictions on borrowing to ensure that councils are not buying investment assets (land or buildings) primarily for a yield. The Council should not have any proposals to invest primarily for yield in its Capital Programme over a 3-year period, nor can it finance such investments from other sources as an alternative to PWLB borrowing, otherwise the Council will have to pay back any PWLB borrowing taken out during the year and may be prevented from accessing PWLB in the future.
- 3.3 The key objectives of capital investment during this strategy period will be to:
- **Support service delivery** in line with the Council's strategic objectives. The challenge of Covid has led to an acceleration in innovation and the improvement of customer service using digital channels. This will continue to be a key feature during the Better Buckinghamshire service reviews and the focus on continuous improvement following the reviews will enable best practice and new technologies to be adopted where appropriate.

- **Support regeneration, economic development, housing delivery and the wider growth agenda**, especially given the impact of the Covid pandemic on the local economy and residents of Buckinghamshire. The scale of ambition is best illustrated in the Recovery and Growth Deal for Buckinghamshire submission “Succeeding as a Place, Succeeding as a Country: A scalable Buckinghamshire proposition to accelerate UK recovery”, which was developed in conjunction with our public and private sector partners. Ensuring that there are sufficient school places to meet the demand created by substantial population growth and help to build on the excellent quality of education in Buckinghamshire is a key requirement. The regeneration of towns in Buckinghamshire and the delivery of affordable housing is also a key priority for the Council.
- **Implementation of the Climate Change and Air Quality Strategy.** The Council has a target to achieve its net zero-carbon target by 2050 at the latest. It will achieve this through various measures such as building rationalisation, building and streetlight energy efficiency, boiler replacements, using electric/low carbon vehicles (including refuse vehicles), solar car ports and tree planting.
- **Supporting local communities.** The condition of our highways and footpaths is consistently a priority for our residents and the ease of movement around Buckinghamshire is important for social connectivity and integration, outdoor leisure, such as walking and cycling, as well as the local economy. The Covid pandemic has brought into sharper focus the importance of leisure activities, especially in outdoor settings, with new users being introduced to our parks and public footpaths and as well as taking up cycling on our road network. There is an opportunity to help many of our residents to maintain their increased level of activity by making sure that accessible indoor leisure facilities are available as part of the post-Covid recovery. There will also be pent up demand for cultural activities that have been subject to heavy restrictions during the pandemic.
- **Supporting healthy and independent lives.** With an expected 40% increase in the 60+ population and a 147% increase in the 90+ population in Buckinghamshire by 2038, the Council is looking to deliver a portfolio of assets that is sufficient to meet current need and requirements for at least the next 10 years. Achieving this objective will also involve moving away from ‘building based’ provision and promoting independent living for longer amongst all client groups, resulting in more care in the community. The ongoing development of the strategy for the use of Disabled Facility Grants as part of the Improved Better Care Fund will be instrumental in this. At the same time the Council will promote the development of locally based provision and local choice to reduce the need for out of county placements.
- **Facilitate the generation of income**, be that from existing commercial assets held predominantly for their rental yield, service-based assets capable of generating income as a by-product or the repurposing of existing assets to deliver the Council’s strategic objectives and where an income stream is deliverable as a by-product of that investment.

- **Enhance value for money** by helping to reduce or avoid costs. The Council has a comprehensive Better Buckinghamshire Reset and Recovery programme, which is looking to review all service areas to ensure the new council has a strong customer and outcome focus. This will partly involve learning from the improvement lessons from the Covid-19 response, as well as utilising technology to help deliver those service improvements and process efficiencies.

3.4 As well as the key objectives set out in 3.3 above there will also be regard for the following:

- Meeting legislative requirements, such as school place planning requirements, or health and safety, and the Social Value Act 2013.
- Maximise community benefits, working in partnership with other agencies.
- Ensure that investments are affordable and sustainable.
- Safeguard the on-going integrity of existing assets (property, highways, ICT, etc.) ensuring they remain fit for purpose, including reducing the maintenance backlog.
- Be forward looking in terms of investing in future technologies and recognising societal behaviour patterns and not the ways of the past.
- Ensure that investments are in line with the relevant approved strategies (i.e. Strategic Asset Management Plan, the Highways Asset Management Plan etc).

3.5 Where assets are held by the Council that do not fall into the above categories the Council will aim to dispose of such assets. However, it will seek to maximise the return in doing so and therefore will on occasions hold assets awaiting favourable market conditions. The retention of assets in this way will require an explicit decision to do so.

3.6 Based on the above objectives it is envisaged that capital investment will fall into four main categories:

- Assets owned by the Council to support the direct delivery of services by the Council itself.
- Assets owned by the Council to support the delivery of services by third parties where there is a strategic need/advantage in continuing to own the assets.
- Assets held for the purposes of regeneration or economic development.
- Assets held for a financial return to support the financial resilience of the Council.

3.7 In addition the Council may on occasions make capital investments in assets owned by third parties, where doing so facilitates the delivery of Council objectives, or legislative requirements.

3.8 Due to the scale of the Council's investment programme the Buckinghamshire Strategic Infrastructure Tool is being developed to provide an overview of all the strategic investment projects being undertaken to make sure all synergies and dependencies are identified. It works as a prioritisation tool so that no service areas are overcommitted from a resourcing perspective and funding gaps for infrastructure can be identified and addressed effectively.

4 Areas for Investment

4.1 Given both the Capital Investment Objectives and the Corporate Priorities described above the following list, whilst not necessarily exhaustive, describes key areas where one might expect to see investment directed.

- Investments that facilitate growth, economic development and regeneration in Buckinghamshire, such as Aylesbury Garden Town, Wycombe area regeneration, Princes Risborough growth areas, East West Rail etc
- New infrastructure such as roads and schools to support the growth in housing.
- Structural Maintenance of Highways Infrastructure.
- Structural Maintenance of Properties in which the Council has a continuing interest, including schools within the local authority family of schools.
- Meeting the statutory requirement to provide school places for all primary and secondary age children.
- Investment to increase availability of specialised accommodation to meet needs of increasing numbers of highly vulnerable adults and children.
- Assets which facilitate community involvement in services which meet corporate objectives.
- ICT Infrastructure, both to facilitate modern service delivery from the Council and within the local community, e.g. Broadband connectivity across the community, mobile phone coverage, gigabit connectivity to support the local economy.
- The re-design/re-configuration of assets or services that permit lower on-going revenue costs or halt a trend of increased revenue costs.
- New or enhanced existing assets that allow a secure revenue income stream to the Council.
- Assets that help the Council meet sustainability targets, such as reduced energy consumption/CO₂ emissions, reduced waste disposal via landfill and flood defence.
- Assets which facilitate easier access to services, including the Council's website.

- Assets which facilitate service improvements if these are identified corporate priorities and are financially sustainable on an on-going basis.
- Assets that facilitate the release of other assets, where the net effect is an increase in value to the Council.

4.2 Given that resources are limited it would not be expected that investments will be made in the following, although there might be exceptional circumstances that dictate otherwise.

- Assets which facilitate service improvements, but that are not corporate priorities.
- Assets which result in increased revenue expenditure unless meeting other key priorities.
- Assets that lead to an adverse environmental impact created by the Council unless this is unavoidable in achieving a statutory requirement, or Corporate Plan objective.
- Assets where the risk exposure exceeds the likely benefits.

4.3 Financial Investments

4.3.1 Financial Investments can fall into three categories, as defined by the Statutory Guidance issued under section 15(1)(a) of the Local Government Act 2003: Specified Investments; Loans and Non-specified Investments.

4.3.2 Specified and non-specified investments are only likely to be undertaken on either a short, or a long-term basis as part of managing the council's cash flows and are therefore covered by the Treasury Management Strategy rather than here.

4.3.3 Loans may also be used for treasury management purposes, but where they are used in support of service delivery objectives this is covered by the Loans and Guarantees Financial Instruction.

4.4 Non-Financial Investments

4.4.1 For the purposes of this strategy a non-financial investment is a non-financial asset held by the authority primarily or partially to generate a surplus. This might be through an anticipated appreciation in the capital value of the asset, or by way of

delivering a regular income stream, or a combination of both. However, in the current financial climate the emphasis is likely to be on assets that generate a regular income stream.

- 4.4.2 Although the Council remains open minded to consider a range of opportunities the high likelihood is that non-financial investments will involve property assets, however, it will not involve the investment in property assets purely for yield. Due to the consolidated portfolio inherited by Buckinghamshire Council, the impact that the Coronavirus pandemic will have on future office capacity requirements and the need to mitigate the revenue impacts on post-coronavirus income levels, the Council will look to repurpose some of its portfolio to produce an income stream and meet its corporate objectives, especially in respect of regeneration, affordable housing and economic development.
- 4.4.3 In addition, on occasions the Council may choose to purchase land or property for strategic reasons rather than just for a return and therefore expected rates of return may be narrower than a pure investment. This might be to protect existing service provision but will most likely be linked to its community leadership role in accommodating and facilitating regeneration, economic development and housing growth. This will require well documented business cases and formal decisions.

5 Funding Capital Investment

- 5.1 There are a number of potential sources of financing for the capital programme. These can be described as follows:
 - 5.1.1 **Grant Funding** - often specifically for capital purposes and also often from central government, but they may come from, or through, other agencies.
 - 5.1.2 **Capital Receipts** - receipts arising from the disposal of existing assets are constrained to only be useable for the purposes of funding new assets. Such funds when generated are held in a Capital Receipts Reserve until such time as used. The use of surplus land to deliver additional council priorities such as affordable housing, key worker housing, supported living etc can have an impact on the residual capital receipt value to the Council. These impacts will be reflected in the financial implications of reports and there is close monitoring of the delivery of capital receipts to ensure they are in line with the capital programme funding assumptions.
 - 5.1.3 **Developer Contributions** - S106 agreements and/or the Community Infrastructure Levy (CIL) effectively impose a tax on new development in order to fund infrastructure required as a consequence of the development. S106 agreements tend to relate to specific capital investment projects, but where it is more generic, the Council will use this funding to meet its capital investment priorities where these satisfy the conditions

of the s106 agreement. CIL funding is more flexible in its use and the element that is retained by the Council (15% or 25% is given to the parish/town council depending upon whether they have a neighbourhood plan) will be used to fund the Council's capital investment priorities in the Capital Programme that are able to be funded by CIL.

- 5.1.4 **Partner Contributions** - some projects may be jointly funded between the Council and other agencies, such as schools, other councils, or the Buckinghamshire Local Enterprise Partnership (BLEP). Under current arrangements the Council is the accountable body for the BLEP and thus capital expenditure on behalf of the BLEP is included in the Council's Capital Programme and funded by resources available to the BLEP.
- 5.1.5 **Prudential Borrowing** - the Council is able to borrow in order to fund its capital expenditure provided that the revenue financing costs of such borrowing are affordable and sustainable. Prudential borrowing will be considered as a source of capital funding in accordance with the Government's guidelines and with regard to the CIPFA Prudential Code for Capital Finance in Local Authorities.
- 5.1.6 **Revenue Contributions to Capital** - the Council is able to use its revenue resources to fund its capital expenditure, but obviously this then reduces the funding available for recurrent expenditure.
- 5.1.7 **Use of Earmarked Reserves** - essentially this is just a mechanism for deferring the application of one of the sources listed above, e.g. revenue contributions, or capital receipts. A typical example is the use of a Repairs and Renewals Fund.
- 5.1.8 **Leasing** - essentially this is a specialised form of borrowing linked directly to the rental of an asset.
- 5.2 The choice of funding for the capital programme and projects within it will depend upon the overall availability of resources and any constraints applicable to particular sources.
- Wherever possible external resources such as partner contributions, or grants will be the first preference for funding projects. It is likely that developer or partner contributions will only be available for specific projects. It is also possible that some grant funding is ring-fenced for specific purposes, although this tends not to be the case in recent times.
 - Prudential borrowing will be the second choice of funding but will only be used where there is a strong business case offering an appropriate rate of return. The use of the £100m Prudential Borrowing allocation approved by Council as part of the MTFP Capital Programme, will only be released following approval of a business case by Cabinet.
 - Finally, the Council's own resources (capital receipts and revenue contributions) will be used where available and affordable.

- 5.3 The Council will consider arranging borrowing via the Municipal Borrowing Agency (MBA) or other alternatives, providing it is prudent to do so and a rate below PWLB rates can be achieved. This borrowing route will be subject to approval by Cabinet before it is undertaken.
- 5.4 The Council will aim to maximise its funding for capital expenditure by bidding for grant funding, disposing of surplus assets, seeking to maximise its leverage with partners in respect of joint funding opportunities, etc. Indeed, the ability to respond to the very substantial growth agenda will be heavily dependent upon the ability to attract additional resources. This may come in the form of additional funding from Government, such as Housing Infrastructure Fund (HIF), developer contributions, or working in partnership with other bodies e.g. the BLEP, other public bodies, or the business community. A Location Asset Strategic Review (LASR) was carried out which identified opportunities to reduce the overall public property estate and thus generate capital receipts. However, this will need to be continually reviewed as there may be longer term strategic reasons to hold on to assets, improve the operational efficiency and/or repurpose to generate income as part of the consideration.
- 5.5 Although the Council will continue to bid for all the resources it can, the Government's austerity measures are leading to a tightening of grant funding and the levelling up agenda may place Buckinghamshire as a lower priority area than the rest of the country.
- 5.6 Historically the Council has provided a reasonable level of revenue contributions to fund the capital programme. However, as part of measures to keep the revenue budget in balance in the face of reduced funding and increasing service pressures the capacity to do this has been reduced to a relatively low level.
- 5.7 A £1m feasibility revenue budget has been identified and there are earmarked reserves available for feasibility work, but the Council may want to look at opportunities to increase the level of feasibility funding available when it has an opportunity to do so, given the increased importance of maximising the revenue earning potential of assets held. Generally, feasibility work is a one-off revenue cost, but it is important to mitigate risk and deliver an optimum investment solution.
- 5.8 Given the nature and lead in times in relation to regeneration and new road schemes, the Council wants to develop a longer-term strategic capital programme to cover the longer timeframes relating these significant areas of capital investment. Initial work has started on achieving this, but more work needs to be done as the key strategies identified in Section 1.6 above are developed and approved.
- 5.9 Any capital investment decision which involves prudential borrowing must include the cost of servicing the debt as part of a robust business case. Investment decisions will be approved by Cabinet and will be supported when the cashable cost reductions (or increased income) exceed the financing costs of any borrowing needed to fund the investment over its life, with a reasonable tolerance to cover off risk and scenario sensitivity. Any approval will be subject to appropriate due diligence and relevant surveys being undertaken. There will be an annual post-implementation review of projects that have been approved via the Prudential Borrowing facility to ensure that benefits have been delivered in line with approval and reported back to Cabinet.

- 5.10 Bids may be made against the prudential borrowing facility to provide loans to our companies or partners such as Consilio, Enterprise Zone, Aylesbury Vale Estates, but will ensure that the business case is robust and there is no risk to the Council.

6. Minimum Revenue Provision

- 6.1 Minimum Revenue Provision (MRP) is the charge to revenue made in respect of paying off the principal sum of the borrowing undertaken to finance the capital programme. MRP, which is largely defined by regulation, is aimed at ensuring that the council does not have time expired/fully depreciated assets, but still has associated outstanding debt.
- 6.2 Where capital expenditure was incurred before 1 April 2008 MRP will be charged on a straight-line basis over 50 years (from 1 April 2016) in line with previous budget approvals. For capital expenditure incurred on or after 1 April 2008 and funded through borrowing, the Council will calculate MRP using the asset life annuity method. Using this method MRP is calculated in a similar way as calculating the capital repayment element of a fixed rate repayment mortgage. Where borrowing relates to historic balances from the former County and District Councils, the calculation is based on the outstanding balances on 1 April 2020 and the remaining asset lives.
- 6.3 In accordance with provisions in the guidance, MRP will be first charged in the year following the date that an asset becomes operational.
- 6.4 The asset life annuity method calculation requires estimated useful lives of assets to be input into the calculations. These life periods will be determined under delegated powers to the Service Director Corporate Finance, with regard to the statutory guidance. However, the Council reserves the right to determine useful life periods and prudent MRP in exceptional circumstances where the asset life annuity method would not be appropriate.
- 6.5 As some types of capital expenditure incurred by the Council are not capable of being related to an individual asset, asset lives will be assessed on a basis which most reasonably reflects the anticipated period of benefit that arises from the expenditure. Also, whatever type of expenditure is involved, it will be grouped together in a manner which reflects the nature of the main component of expenditure and will only be divided up in cases where there are two or more major components with substantially different useful economic lives.
- 6.6 Recognising the impact of MRP on the revenue budget is an important element in determining the affordability and sustainability of borrowing to fund an asset. Essentially, if there is no on-going capacity within the revenue budget to afford the

MRP then one shouldn't take out the borrowing in the first place. This is why a robust business case demonstrating a rate of return in excess of costs (including MRP) is important.

7. Capital Risks

- 7.1 **Cost Inflation** – as well as general inflation, there is also the added HS2 construction cost pressures in the area. This is mitigated by ensuring there is sufficient contingency provided in capital project cost estimates and undertaking value engineering to stay within agreed budgets when cost pressures emerge. Funding can only be released where an appropriate business case is provided to release capital funding to the relevant capital governance board.
- 7.2 **Capital Maintenance** – Our assets will deteriorate if we do not invest sufficient capital maintenance in our existing assets. Work is still being undertaken to get condition surveys for our entire property portfolio, but when completed an assessment of the maintenance needs and provision will be made and maintenance expenditure closely monitored in the meantime for our property and highways assets.
- 7.3 **Capital Receipts** – A shortfall in the generation of capital receipts would impact on the available investment in the capital programme. Realisation of capital receipts is closely monitored and if there was any shortfall the programme would be reviewed for reductions to future years when looking at future years' capital programmes if alternative funding could not be found.
- 7.4 **Government Capital Grants** – Although the grant funding assumptions in the capital programme are prudent and realistic, there is always the risk that the Government's Levelling Up agenda could reduce the level of capital grant funding the council receives. Again, any shortfall in grant funding would be adjusted for when reviewing the capital programme each financial year if alternative funding could not be found.
- 7.5 **Capital Slippage** – If capital expenditure isn't profiled accurately then there is the risk of significant underspend against the programme. The profile of expenditure is reviewed and challenged each year to try and get it as accurate as possible. This is much more of a service delivery risk than a financial risk, but there can be financial implications from the delay in the delivery of benefits.
- 7.6 **Interest Rate Increases** – A prudent assumption is made for the likely interest rates for any borrowing costs in the programme or bids for prudential borrowing. The biggest impact could be on those capital schemes that the Council would like to support but which are only marginally viable, where any rise in interest rates may make a bid against the Prudential Borrowing facility unviable.

8. Capital Governance and Processes

8.1 Overview

- 8.1.1 This Capital Strategy sets out the framework for the governance of capital assets for the organisation. Primary responsibility for the development of the Strategy rests with the Service Director Corporate Finance, although ultimate accountability for its approval rests with Full Council in line with the Prudential Code.
- 8.1.2 The development or purchase of new assets, maintenance of existing assets and disposal of surplus assets are matters of operational and financial significance and therefore require robust governance arrangements. For this reason, the Corporate Management Team (CMT) will play a pivotal role in these governance arrangements, providing co-ordination and consistency across the organisation.
- 8.1.3 Whilst this Strategy sets out the framework for identifying, approving, implementing and reviewing capital projects, the details are set out in the Financial Instructions for Capital.

8.2 Governance Boards

- 8.2.1 Although the assets held by the Council can be as diverse as the services it delivers, they can be grouped into a few broad categories, namely: property; technology; and highways. For each of these broad categories there will be an appropriate governance board chaired by the relevant Cabinet Member and with further member representation. In addition, a Housing Infrastructure Fund Investment Board (HIF Investment Board) has been established to specifically monitor the delivery of the substantial HIF funded schemes, due to formal monitoring arrangements agreed with Homes England. These are capital governance advisory boards; Cabinet authority will still be required where a key decision is required.
- 8.2.2 The relationship between these Boards is illustrated in Appendix A. Each Board will have an officer group that will review all business cases before they go forward to the relevant Board to ensure that all due diligence has been undertaken beforehand. The Strategic Investment Assurance function in Planning Growth and Sustainability works across these boards and integrates projects and asks into the Buckinghamshire Strategic Infrastructure Tool. If it is determined that additional specialist boards are required to monitor the delivery of specific capital projects, then they will be established alongside the Property, ICT, Highways and HIF Investment Boards and report into the Corporate Capital Investment Board (CCIB).
- 8.2.3 The Growth Board is an external board which facilitates growth bids alongside the Council's partners and establishes the place-based ambition for Buckinghamshire. The Council will implement certain programmes of work to deliver the growth agenda

across Buckinghamshire. To this end, the Property, Highways and HIF Investment Boards will align to and advise the Growth Board where project delivery feeds into major growth projects they are considering, although the Growth Board is not a decision-making body of the Council.

- 8.2.4 The Property Board will cover all land and property whether held for service delivery purposes, or as an investment for financial return. It will be responsible for all land and property regardless of which services are delivered from those premises at any point in time. So, for example, it will cover multi use offices, but also care homes, highways depots, waste processing sites and other single service premises.
- 8.2.5 The ICT Board will cover all technology assets, be that laptops, screens, phones, or servers, cabling and other hidden infrastructure. It will also include capitalisable software licences and assistive technology. This will apply to technology assets owned by the council whether they are within council premises, or elsewhere.
- 8.2.6 The Highways Board will cover all highways assets, such as roads and footpaths, but also bridges, signals, road safety projects etc.
- 8.2.7 The HIF Investment Board will cover all projects that receive HIF funding from Homes England.
- 8.2.8 For any assets that do not fall readily into any of these major categories, potentially some items of plant and equipment, CMT will either allocate responsibility to one of the above Boards or exercise that responsibility directly itself.
- 8.2.9 To ensure that appropriate technical financial advice is available to each of the boards, the relevant directorate Head of Finance will be a representative on each board.
- 8.2.10 All the capital governance boards provide oversight on the delivery of the capital programme. The responsibility and accountability for the delivery of the individual schemes once funding has been released by the relevant governance board rests with Corporate Directors and their project managers.

8.3 Development of the Capital Programme

- 8.3.1 Each year the Capital Programme will be developed as part of the Medium-Term Financial Plan, culminating in approval by full Council in February each year. The table below sets out the broad timeline to be followed.

Jun – Aug	Portfolio groups/Directorates review existing programme and develop capital bids in line with relevant strategies where appropriate.
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	(Robust business cases produced and supported by the relevant Directorate Head of Finance)
Early Sep	Corporate Finance consolidates bids and reports summary to CMT CMT advise on strategy to resolve any gap.
Mid Sep	Property/ICT/Highways Capital Boards review bids and prioritise
Late Sept/ Early Oct	Service Director Corporate Finance (SDCF) convenes a Corporate Capital Investment Board meeting of Board lead Members/officers to scrutinise bids in detail and arrive at a proposal for a balanced capital programme.
Mid Oct/Nov	CMT reviews SDCF proposal and agrees recommendation to Cabinet
Dec	Cabinet approves draft capital programme for consultation
Jan -Feb	Follows MTFP approval process in parallel with the revenue budget

8.3.2 Bids to the capital programme should be prioritised by both Portfolio groups and the three governance boards taking guidance from this Capital Strategy and any relevant service priorities. The following criteria will be used to prioritise bids in order to close any gap to the available resources:

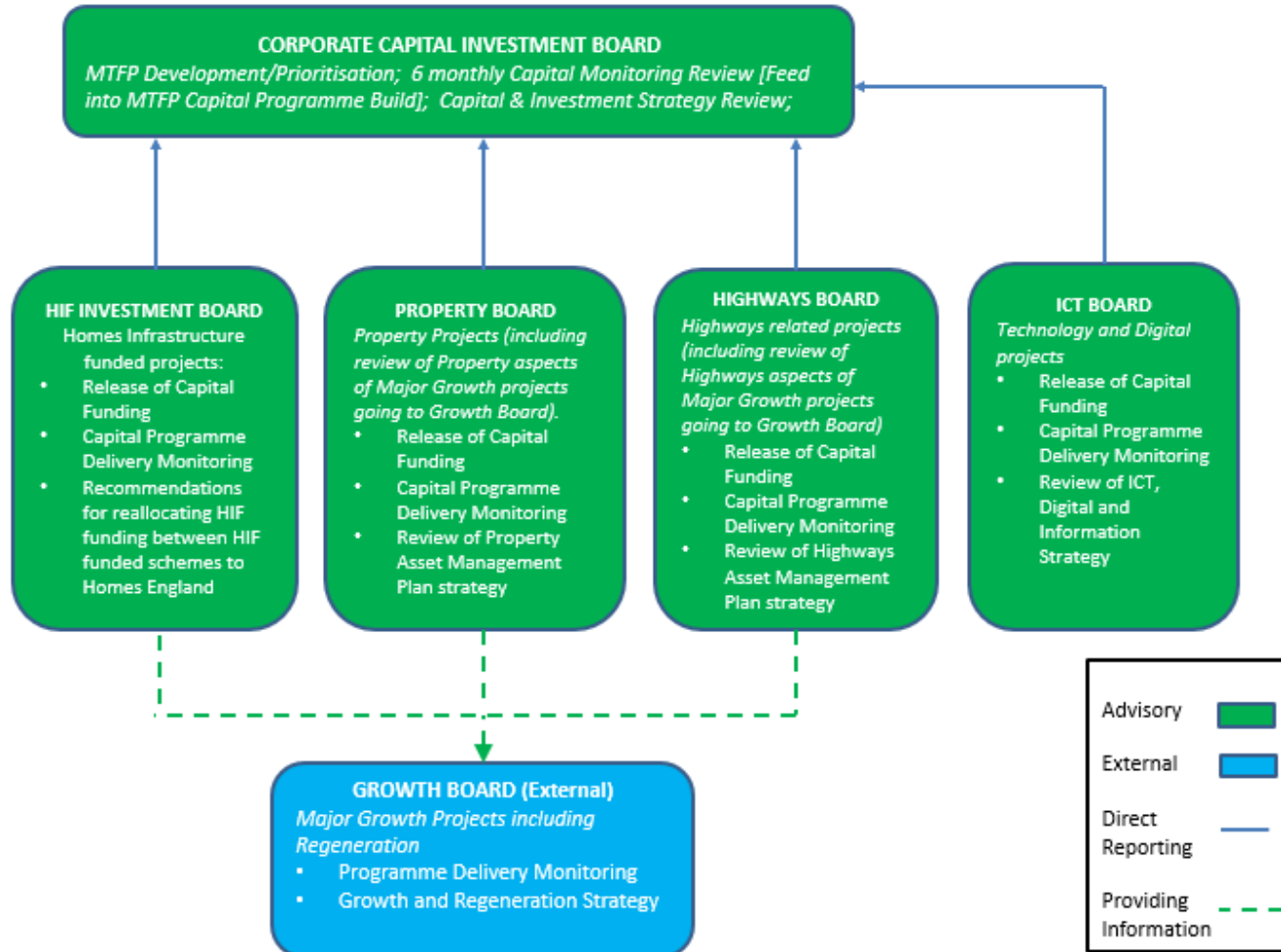
- a) Statutory requirement (e.g. H&S, school places, disabled facilities, waste collection, household waste recycling centres, statutory reporting – but only to the extent that is statutorily required).
- b) Ringfenced funding has been identified (i.e. s106 or genuinely ringfenced government grants), the scheme is fully funded, **and** aligns with corporate priorities.
- c) Strong financial business case resulting in savings paying back the cost of investment within 7 years or less or a capital receipt is generated in excess of the investment assisting with COVID recovery and financial sustainability.
- d) Maintains the life and/or quality of our assets.
- e) The scheme leverages ringfenced external funding (i.e. s106 or genuinely ringfenced government grants), the scheme is at least 50% funded **and** aligns with corporate priorities.
- f) In line with corporate and directorate priorities as set out in the Capital and Investment Strategy and the Buckinghamshire Strategic Infrastructure Tool.
- g) Provides a geographic balance to the consistency of service provision across the Council area.

8.4 Monitoring of Progress

- 8.4.1 Once the Capital Programme is approved individual schemes will be allocated to the most appropriate governance board. Each Board will then have the authority to release resources on individual schemes to project managers in line with the Capital Gateway Process, subject to the necessary requirements at that stage, e.g. outline business case, full business case, etc.
- 8.4.2 Each Board will put in place appropriate arrangements to monitor progress and drive delivery of the individual projects both in financial terms and practical delivery, effectively carrying out a high-level Programme Management Office role.
- 8.4.3 The Corporate Capital Investment Board will be convened at least on a 6 monthly basis to review the delivery of the overall capital programme for the Council.

The Buckinghamshire Council Capital Programme for 2022/23-25/26 can be found here <Link>

CAPITAL INVESTMENT GOVERNANCE ADVISORY BOARDS



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Report to Cabinet

Date:	15th February 2022
Title:	Buckinghamshire Council Homelessness Strategy
Cabinet Member(s):	Councillor Nick Naylor Cabinet Member for Housing, Homelessness and Regulatory Services
Contact officer:	Nigel Dicker (Service Director – Housing and Regulatory Services) / Michael Veryard (Head of Housing)
Ward(s) affected:	None specific
Recommendations:	<ol style="list-style-type: none"> 1. That Members consider the draft Buckinghamshire Council Homelessness Strategy and comment as appropriate 2. That the Leader of the Council be given delegated authority to make any final amendments to the draft Homelessness Strategy (following feedback from Members and the completion of the public consultation exercise) and to agree the final version of the Homelessness Strategy in consultation with the Cabinet Member for Housing, Homelessness and Regulatory Services. 3. That the final version of the Homelessness Strategy as agreed by the Leader of the Council is then reported to full Council for consideration and adoption.
Reason for decision:	The recommended option will ensure that the Buckinghamshire Council Homelessness Strategy is in place in accordance with the statutory requirements of the Homelessness Act 2002 and the Transitional Arrangements No.2 Regulations 2008.

1. Executive summary

- 1.1 The Transitional Arrangements No.2 Regulations 2008 require a new Buckinghamshire Council Homelessness Strategy in place by 1/4/2022. Following delays arising from the pandemic and service restructure, work has now been undertaken to develop a new draft strategy for consideration and adoption. In order to ensure that the Council can adopt its new Homelessness Strategy within a reasonable timeframe, Cabinet is being asked to consider and comment on the draft strategy ahead of a public consultation process and to give delegated authority to the Leader of the Council to agree the final version of the Strategy document for presentation to full Council for consideration and adoption on 27/4/2022. The Department of Levelling Up, Housing and Communities has been updated and notified of the timetable for adopting the Strategy by the end of April 2022.

2. Content of report

- 2.1 The Homelessness Act 2002 requires the Council to publish a Homelessness Strategy document every five years. The overarching purpose of this document is to set down the Council's strategy for preventing homelessness wherever possible and for securing that sufficient accommodation and support is available for people who are (or may become) homeless.

- 2.2 On vesting day (1/4/2020), the three existing Homelessness Strategies in Buckinghamshire were carried forward from the former District Councils to the new authority:

- Aylesbury Vale Housing and Homelessness Strategy 2019-2022
- Chiltern and South Bucks Joint Housing Strategy 2018-2021 (Affordable Housing and Homelessness)
- Wycombe Area Homelessness Strategy and Action Plan 2014-19

These three strategies have remained in place to date underpinned by Action Plans and quarterly Homelessness forum meetings involving key internal and external stakeholders.

- 2.3 The Transitional Arrangements No.2 Regulations 2008 required that Buckinghamshire Council had a new single Homelessness Strategy in place by 1/4/2022 (two years after vesting day).

- 2.4 The impacts of both the Covid pandemic and the subsequent restructuring of the Housing Service during 2021 resulted in a delay in undertaking the review and development of the Buckinghamshire Council Homelessness Strategy. In October 2021, the Council appointed an external specialist housing consultant, Housing Quality Network, to support the development of the new strategy including:
- Reviewing the existing Homelessness Strategies carried forward from the District Councils
 - Reviewing levels of homelessness in Buckinghamshire and current and future trends
 - Undertaking consultation workshops with Members and key internal and external stakeholders (including Council Homelessness Officer)
 - Drafting a Strategy document for consideration
- 2.5 As part of the above a series of stakeholder events were held during November and December 2021 comprising:
- Two sessions with external stakeholders, agencies and partners in the north and south of Buckinghamshire
 - One session with internal Council stakeholders and services outside of the housing service (e.g. social care)
 - One session with Council Homelessness Officers
 - One session with Members
- 2.6 Following the above, a draft Buckinghamshire Council Homelessness Strategy document has been drafted for consideration. In view of the limited time that is available to get the Strategy drafted and agreed in line with the Transitional Regulations, the draft has been assembled to provide an overview of the current and future homelessness situation in Buckinghamshire and high level priorities for the next three years 2022 – 2025. It is intended that when the strategy is adopted, the Council will move forward in updating and revising its existing Homelessness Service Operational Action Plans which will sit beneath the Strategy and set down the detail of how the Council and its partners will operationally deliver the priorities in the strategy. The existing Action Plans are already used by the Council and its partner agencies (via the quarterly Homelessness Forum meetings) to monitor how the Council is meeting its strategic homelessness commitments and this will continue going forward under the new strategy. We will also review the overall Homelessness Strategy document annually to ensure that it continues to remain fit for purpose and identify any amendments to priorities that may be needed to reflect changes in local and national circumstances over the next few years.

2.7 As stated above, the Council has consulted key stakeholders and partners on the development of the new Buckinghamshire Homelessness Strategy via a series of workshops. However, the limited time available has also meant that it has not been possible to undertake a formal public consultation on the new draft strategy ahead of bringing it to Cabinet for consideration. In view of this, a public consultation exercise on the draft document is being carried out alongside reporting it to Cabinet. It is proposed that the Leader of the Council be given delegated authority to make any final amendments to the draft documents (in light of the feedback from Members and the public consultation exercise) and to agree the final version of the Buckinghamshire Council Homelessness Strategy (in consultation with the Cabinet Member for Housing, Homelessness and Regulatory Services) to then take forward to full Council on 27th April 2022 for consideration and adoption. Although this means that adoption will be after 1st April 2022, the Council is updating the Department of Levelling Up, Housing and Communities on the progress of the new Homelessness Strategy and the timetable for adoption by the end of April 2022.

2.8 A copy of the draft Buckinghamshire Council Homelessness Strategy 2022-2025 is in the appendices. The document comprises the following sections:

- A strategy document setting out key findings and the high level priorities and action plan going forward (**Appendix 1**)
- An evidence base showing the current position including key information on housing and homelessness in Buckinghamshire and emerging themes and challenges. This document also includes a summary of the stakeholder consultation exercise that took place to support preparation of the strategy (**Appendix 2**)

Overall, the content and priorities set down in the draft do not represent any significant changes to those set down in the three existing Homelessness Strategies that are in place (see Paragraph 2.2).

2.9 Although the approach above is intended to get an adopted Buckinghamshire Council Homelessness Strategy in place as soon as possible after 1/4/22, the Council and its partners will still have scope to continue to influence and adapt the Strategy going forward. It is intended going forward that the Council will review the high level priorities and action plan in the Homelessness Strategy on an annual basis in regular consultation with key stakeholders and partner agencies. This will be done via the Council's regular Homelessness Forum meetings and other engagement. This will allow us to regularly re-visit the Strategy document and, where necessary, bring forward any amendments or changes to the document for consideration in response to the wider homelessness situation.

3. Other options considered

- 3.1 The Council could continue with the existing Homelessness Strategies which were carried forward from the former District Councils and then look to adopt a new Buckinghamshire Council Homelessness Strategy at a later date. However, as stated in Paragraph 2.3, this would not meet the requirement of the Transitional Arrangements No.2 Regulations 2008 which require that Buckinghamshire Council has a new single Homelessness Strategy in place by 1/4/2022. Therefore, delaying the adoption of a new Homelessness Strategy to a later date could leave the Council open to challenge going forward because it may be deemed not to have a current Homelessness Strategy in place. As well as the potential reputational damage arising from this, there is also the risk of legal challenge as the Council is required (under s1(5) on the Homelessness Act 2002) to have regard to its Homelessness Strategy when exercising its functions.
- 3.2 The Council could move forward with adopting a new Homelessness Strategy without undertaking a formal public consultation exercise. The Homelessness Act 2002 does not require the Council to undertake a formal public consultation exercise before adopting or modifying a homelessness strategy and states instead that the authority “shall consult such public or local authorities, voluntary organisations or other persons as they consider appropriate” (S. 1(8) of the Homelessness Act 2002). However, although the Council has undertaken stakeholder events and consultation as part of the preparation of the draft, it is likely to face challenge and reputational damage if the Council were to seek to adopt the Strategy without undertaking any public consultation on the draft.

4. Legal and financial implications

- 4.1 The Legal context implications of the options under consideration are set down within the report (including Paragraphs 3.1 and 3.2 above)
- 4.2 There are no specific financial implications linked to this report. The report deals with the adoption of the new Buckinghamshire Council Homelessness Strategy and setting high level priorities and actions going forward. The report is not seeking any financial commitments at this stage.
- 4.3 The Financial implications of the Strategy are not yet quantified; the Strategy will set out direction of travel and high level priorities, which will then be later formalised into a more detailed, costed action plans. There are existing, uncommitted Capital budgets in the MTFP, totalling £4.8m, which are earmarked for the delivery of the affordable housing and homelessness strategies. There is no growth (additional funding) set aside in the MTFP for additional activity on homelessness. However, there is flexibility in the use of the annual Homelessness Prevention Grant (currently

£1.6m), and opportunity to bid to the Rough Sleepers Grant and other grant opportunities which arise ad hoc, to fund activity which delivers the strategy.

5. Corporate implications

- 5.1 The Buckinghamshire Homelessness Strategy will directly contribute to the delivery of the Corporate Plan priority for “Protecting the Vulnerable”.
- 5.2 The Strategy will be subject to an Equality Impact Assessment.

6. Local councillors & community boards consultation & views

- 6.1 A virtual Member Workshop event on the development of the Homelessness Strategy was held on 16th December 2021 and the contributions to this workshop and been fed into the drafting of the draft Strategy document.
- 6.2 The Community Boards will be advised of the consultation on the draft Homelessness Strategy document.

7. Communication, engagement & further consultation

- 7.1 As stated in the report, the draft Strategy document will be subject to a public consultation exercise.

8. Next steps and review

- 8.1 The draft strategy will be subject to a public consultation exercise. Following the input from Cabinet and the review of the responses to the public consultation, the Leader of the Council will make any final amendments to the draft strategy and agree the final version of the Buckinghamshire Council Homelessness Strategy (in consultation with the Cabinet Member for Housing, Homelessness and Regulatory Services) which will be presented to full Council for consideration and adoption.

9. Background papers

- 9.1 It is a legal requirement to make available background papers relied on to prepare a report and these should be listed at the end of the report (copies of background papers for executive decisions must be provided to democratic services). **Hyperlinks to papers published online should be used where possible. Where there are no background papers, insert none.**

10. Your questions and views (for key decisions)

- 10.1 If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the democratic services team. This can be done by telephone [01296 382343] or email [democracy@buckinghamshire.gov.uk]

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Buckinghamshire Council – Draft Homelessness and Rough Sleeping Strategy 2022 - 2025

Foreword

This is a consultation draft of our new homeless prevention and rough sleeping strategy.

Buckinghamshire is an attractive area with high employment, and high housing costs. The availability of good quality affordable accommodation to rent and to buy is key to preventing homelessness. A stable home makes it easier to secure and sustain employment, and to manage physical and mental health. As a new local authority, we have set four key priorities, one of which is to reduce homelessness. This strategy will make a significant contribution to reducing homelessness across Buckinghamshire, as well as supporting our other key priorities: to strengthen our communities, protect vulnerable households, improve the environment and increase prosperity.

This strategy represents the first single homelessness strategy document for the Buckinghamshire Council following its creation from 1st April 2020. The strategy has been drafted following on from the intensive work undertaken by the Council in response to the Covid-19 pandemic. The Government's 'Everyone In' campaign during 2020/21 required all local authorities to take urgent action to house rough sleepers, and those at risk of rough sleeping, in order to protect people's health and reduce wider transmission of Covid-19. This required 'self-contained' rooms with minimal sharing of facilities to enable people to practise social distancing and self-isolate, as appropriate. Partnership working between local authorities, voluntary-sector organisations and partners within the localities supported rough sleepers and those at risk of rough sleeping into the most appropriate type of accommodation available. Over 300 individuals were accommodated across Buckinghamshire during the "Everybody In" campaign as a result of this work 'Everybody In' and the Council and its partners has supported the majority of these persons to subsequently move on to alternate accommodation, including supported housing and private rented accommodation. Providing both this immediate and longer term accommodation is a key part of an overall response evidenced to have prevented deaths and hospital admissions among those experiencing or at risk of homelessness. In September 2020, there was further allocations to local authorities to pay for immediate support to ensure that vulnerable people supported during the pandemic did not return to the streets. To date, the Council has moved clients on to a wide range of accommodation options.

As well as the options that were already in place pre-pandemic, the Council has successfully bid for funding from the Government's NSAP (Next Steps Accommodation Programme), RSAP (Rough Sleeper Accommodation Programme), RSI 4 (Rough Sleeper Initiative 4) and the Accommodation for Ex-Offenders Scheme in order to deliver new and additional accommodation. This includes

the Ardenham House scheme in Aylesbury which provides 9 self-contained units for medium/high support needs clients opened in April 2021 and was a project delivered by Hightown Housing Association and supported with funding from NSAP.

Within Buckinghamshire, our already strong history of working with our stakeholders: the many voluntary and charitable sector organisations who deliver vital services, including our housing association partners enabled this pandemic response to house our most vulnerable to operate as smoothly as possible. This has built upon the strong foundations of our regularly held Rough Sleeper core group meetings in High Wycombe and our two Homelessness Forums, which operate in the North and the South of the county. The Homelessness Forums allows regular policy and performance updates from the Council to be shared with stakeholders and partnership agencies. This sits alongside regular monitoring, intervention and scrutiny as part of the Rough Sleepers Initiative and demonstrates the Council's commitment to and participation in measures to prevent homelessness wherever possible and relieve homelessness where necessary to do so.

In 2020/21, the first full year of operation for the new authority, around 2,000 households approached us for help. This number was no doubt reduced because of the impact of Covid and some of the temporary safety nets which were put in place. The Covid legislation that initially delayed evictions (except in the most severe cases of antisocial behaviour) and was later amended to require landlords to provide 6 months' notice prior to evicting households, had an impact on these figures. These factors may have a bearing on an increase in evictions in future months following to end of the safety net measures and associated support needs which will be required.

Of those households who approached the Council for assistance during 2020/21, we were able to prevent over half becoming homeless, through interventions with landlords, assistance with debt and arrears, and mediation to allow people to remain in their homes for longer. We were able to 'relieve' homelessness with a planned move to alternative accommodation for around a third of households. The numbers who became statutorily homeless and were owed a main duty under the legislation were, therefore, relatively small. But the impact of homelessness affects a much greater number of people: families, friends and others in the community who work to offer support. It also negatively impacts on other public services, particularly the health and criminal justice services. Homelessness adversely affects employment, education and the quality of life for the residents of Buckinghamshire.

This Homelessness Strategy builds on strong foundations put into place by the former local authorities who came together to form the new Buckinghamshire Council. It will reflect the wider shared priorities and goals that will come forward within the forthcoming planned Buckinghamshire Housing Strategy This forthcoming strategy will act as guide for potential investment and a framework for housing project management, meeting locally identified accommodation needs, including the addressing wider support needs that

contribute to individual experiences of homelessness. It is aligned to various health and wellbeing priorities, at a national, and local level, because good housing is a closely linked healthy communities.

The Homelessness Strategy and the future Housing Strategy will also feed into the construction of the Buckinghamshire Local Plan which must be produced by April 2025. One of the central functions of the Local Plan is to ensure an adequate and continuous supply of land for housing development but must also recognise that any new housing development is consistent with the Green Belt and other environmental objectives of the Plan. To this end, the Council is seeking to identify further sites for housing on brownfield land, which might be suitable for redevelopment or regeneration, to ensure the optimum use of surplus land and facilities to accommodate need.

The Homelessness Strategy also builds on the strong partnership history with stakeholders and partner agencies, who have provided valuable contribution to this during its consultation process. Working together with our partners we can successfully prevent homelessness for many households, and ensure that necessary support is in place for those households who do face losing their home. We will also identify suitable options and work with partner agencies to support our most vulnerable residents and address their support needs appropriately. This includes effective joint working across different Council service areas such as Housing and Social Care. One example if this is the Council receiving funding to employ a Housing Occupational Therapist to work within the Housing Team to assist with timely adaptations and plans for changes to accommodation to assist those with health and disability needs (potentially averting a potential homelessness situation at a later date to accommodation no longer being suitable to occupy)

1. Introduction

It is a statutory requirement that every local authority has a strategy for preventing homelessness and rough sleeping. This strategy has been drawn up from a robust evidence base, which looks at patterns and trends in homelessness, the personal and structural factors that lead to people becoming homeless, and the effectiveness of different interventions in preventing homelessness. The evidence base is published alongside this draft strategy.

This strategy has been developed to reflect and conform to statutory requirements, including the updated Homelessness Code of Guidance for Local Authorities 2018.

The Housing Act 1996 and Homelessness Reduction Act 2017 (HRA) sets the statutory framework for the Council's homelessness duties. The ethos of the HRA is to:

- Prevent more people from becoming homeless in the first place by identifying people at risk and intervening earlier;
- Intervene rapidly if a homelessness crisis occurs, so it is brief and non-recurrent; and
- Help more people to recover from and exit homelessness by getting them back on their feet.

This strategy reflects the requirements of the HRA and the recognised need to continue to intervene at the earliest possible stage to prevent homelessness.

2. Key challenges

In order to prevent homelessness effectively, the strategy needs to tackle the root causes. These are many and often complex; ranging from financial issues and employment challenges to broader lifestyle issues, which might impact on tenancy sustainment. The Council and its partners are working to ensure that everyone in Buckinghamshire has secure and affordable housing, access to employment, and support where needed.

The evidence base highlights some key challenges including:

- The number of people, particularly young people, being asked to leave by family and friends. Many of these have never held a tenancy in their own right;
- The number of households with debt and financial challenges affecting their ability to pay their current rent;
- The number of households threatened with homelessness when their private sector tenancy is ended;
- The number of people threatened with homelessness as a result of a relationship breakdown, many involving domestic abuse;
- Encouraging those threatened with homelessness to make early contact with the service in order to resolve the situation and prevent homelessness;
- Increasing the proportion of households where homelessness can be prevented either by retaining the existing tenancy or making a planned move;
- To virtually eliminate rough sleeping

- Continuing to manage temporary accommodation tightly; minimise the use of B&B type accommodation; and ensure move-on from temporary accommodation at the earliest possible opportunity to affordable, sustainable, settled accommodation; and
- Ensuring appropriate support is available for vulnerable households. We will continue to ensure consistent and appropriate support for mental health needs across the Buckinghamshire area

3. What the data review is telling us

As noted above, in 2020/21, almost 2,000 households approached the Council for advice and support in relation to homelessness. The Council had a statutory duty to assist (i.e. to prevent and/or relieve homelessness) in over 90% of cases. Homelessness was successfully prevented in over half of these cases, meaning that the household was able to remain in the existing accommodation with support and/or intervention from the Council. Around one third of cases were supported to make a planned move to alternative accommodation, generally either a private sector let or social housing (including supported housing).

The majority of those where a housing duty applied were single people without children. The HRA requires the Council to prevent and relieve homelessness for this group and there is no test of vulnerability or other threshold criteria at this stage. The next largest group were single parents. Not surprisingly, most of the heads of households were aged 25 – 44. Just under one third were in work; around one third were unemployed. One in ten were unable to work due to a disability.

The main reasons people became homeless were:

- Friends/family no longer willing to accommodate
- Ending of private sector tenancy
- Non-violent relationship breakdown
- Domestic abuse
- End of social rented tenancy
- Other reasons include leaving an institution (prison, hospital etc) harassment and eviction from supported housing

In many cases, there are underlying reasons for homelessness; often these include debt, ill-health, or another vulnerability.

Most households threatened with becoming homeless live either in the private rented sector, or with family or friends. A smaller number live in social rented housing, are homeless on leaving an institution, or have no fixed abode. Some will have been rough sleeping.

Many households threatened with homelessness have a support need. The main reasons for needing support include:

- Mental health
- Physical health and disability
- Domestic abuse
- Offending history
- Repeat homelessness
- Drug/Alcohol dependency
- History of rough sleeping
- Learning disability
- 18-25 requiring support to manage independently

4. Vision and Priorities

Our vision is:

That everyone has a secure and affordable place to live; advice and support is available for those threatened with homelessness; effective early intervention means that no-one becomes homeless or has to sleep rough

Our priorities are:

- To provide advice, information and support on housing and related issues to enable those at risk of becoming homeless to take steps to remain in their accommodation where feasible and appropriate, or to undertake a planned move if required
- To ensure that the services provided are appropriate and consistent across the Buckinghamshire area, but ensure the individual needs of different areas are recognised.

- To identify those at risk of becoming homeless at the earliest possible stage, and to intervene proactively to prevent them becoming homeless
- Where a household does become homeless, to support them to find appropriate alternative accommodation as quickly as possible
- To prevent anyone having to sleep rough
- To maximise the supply of affordable rented accommodation

In addition to these priorities, there are two cross-cutting themes to which we will continue to address with associated plans and ideas. These are:

- Making best use of resources
- Partnership working

5. How we will measure success

These will be refreshed once the new strategy has been adopted; measures may include (but are not limited to):

- To continue to increase the proportion of people for whom homelessness can be prevented each year. As the proportion of achievement is already high, the year-on-year increase may be 1 – 2%
- To continue to increase the proportion of households where homelessness can be relieved each year. Again, the proportion is already high so the year-on-year increase may be 1 – 2%
- To continue to refer to complimentary priorities within the proposed housing strategy and local plan
- To virtually eliminate rough sleeping and support anyone who finds themselves at risk of rough sleeping.
- To minimise accommodating homeless families in B&B accommodation and where this is unavoidable to ensure that placements are for no longer than 6 weeks
- To minimise the amount of time in temporary accommodation for those with disabilities and requiring adaptations
- To continue developing effective joint working between the Council's Housing and Childrens' Services including joint protocols and considering joint measures to ensure young people can manage tenancies.
- To continue working towards improving outcomes for our young people in care, ensuring they are best equipped and able to manage their tenancies.

- To ensure that victims of domestic abuse are able to access safe accommodation and ensure that all those in the refuge as a result of domestic abuse achieve a planned move to long-term accommodation within an agreed timescale.

6. Action plan

Key to the delivery of this strategy is the collaborative work across the council and its partners. We are committed to maintaining and building on existing partnership working to support people to stay in their properties, or to find lasting and affordable housing options.

The strategy will be underpinned with an action plan which will be flexible and respond to emerging needs, trends and policy changes. The three-year strategy below is therefore more detailed for year one and indicative thereafter. Although significant progress has been made in bringing the former District Council homelessness services together within the Housing Service re-structure, the action plan recognises a need for a Year 1 of ‘consolidation,’ where we ensure that services are consistent across the Buckinghamshire Council area, while still being sensitive to individual needs in different locations. We will continue to ensure that the Council and its partners are achieving a ‘one door’ service, where a household will be given the same service regardless of the first point of contact.

We will build on this with a Year 2 of ‘foundation’ where we ensure effective working practices, including awareness, information-sharing and shared risk assessments. This will ensure that by Year 3 of the action plan we can begin to ‘innovate’ from a consolidated position of strong foundations.

The following high level action plan is split into priority areas with each specific action linked to Year 1, 2 or 3 for delivery.

Priority One: To provide advice, information and support on housing and related issues to enable those at risk of becoming homeless to take steps to remain in their accommodation where feasible and appropriate, or to undertake a planned move if required

Ref	Action	Target/outcome	Year
1.1	Review and develop on-line housing options information by updating signposting and self-delivery systems on the website.	One Council approach; increase customer confidence in ability to resolve own issues	1

	Consideration to be given to launching an online Homelessness Triage service		
1.2	Ensure consistent access to services across the area with appropriate thresholds and eligibility criteria.	One Council approach; simpler for customers and partners to understand what's available	1
1.3	Ensure on-line advice includes tailored information for those being asked to leave private rented sector accommodation, with signposting to other services as appropriate	Increase the number of households able to resolve own housing issues and remain in existing accommodation	1
1.4	Continue to raise awareness of mediation services and ensure they are offered at earliest possible opportunity for intervention.	Greater use of mediation could enable more people to remain with family or friends:	1
1.5	Continue to work with the DWP to ensure homelessness is prevented and that the Council and its partners can intervene and support clients as early as possible. Explore direct rent payments to landlords where there are known financial risk factors.	Increased number of households enabled to remain in existing accommodation	1
1.6	Review the need and develop possible options and expansion for existing tenancy sustainment services.	Increased number of households enabled to remain in existing accommodation	2
1.7	Increase awareness in other frontline services around how to help people with mental health difficulties; ensure that appropriate housing officers are trained in mental health issues	Empathetic and effective services for those with mental health difficulties	2
1.8	Explore a gap analysis of homelessness prevention education delivered through	Earlier intervention leading to reduced numbers becoming	3

	schools, colleges and youth services	threatened with homelessness. Improved knowledge and awareness	
1.9	Develop longer-term monitoring of outcomes to identify and respond to repeat homelessness	Establish baseline for repeat homelessness if possible then set target to reduce	2
1.10	Roll out the financial inclusion partnerships money advice campaign 'Back on Track' to the whole area	Increase the number of households able to resolve own issues and remain in existing accommodation	1
1.11	Continue to work with services for children and young people to review options for early education around financial issues, especially for young people (including those in care)	Establish good financial habits and awareness to prevent people getting into difficulties that affect rent/mortgage payments	3/2

Priority two: To identify those at risk of becoming homeless at the earliest possible stage, and to intervene proactively to prevent them becoming homeless

Ref	Action	Target/outcome	Year
2.1	Develop agreed indicators of early signs of potential homelessness to promote and encourage early referrals to service	Short set of agreed indicators used by all relevant agencies/partners	1
2.2	With RPs and other partners, develop a 'tenancy ready' approach which incentivises those who have not had a previous tenancy, or whose previous tenancy failed, to undertake appropriate preparatory work for their tenancy;	Fewer tenancies failing in first 2 years	2

2.3	Continue to work with health partners to maximise impact of self-referral services, befriending, social prescribing and other initiatives in support of homelessness prevention.	Support created for households with low level mental health issues including isolation	2
2.4	Review data sharing process with partner agencies	Agreed criteria for risk of homelessness and support needs, used by all relevant agencies/partners	2
2.5	Continue to work with partners to develop and implement a 'tell us once' referral pathway for victims and survivors of domestic violence and abuse, including exploring a Safeguarding Information Sharing Agreement	Improved service for victims and survivors of domestic violence and abuse (linked to the Council's Domestic Abuse Strategy)	2
2.6	Ensure housing officers are trained and aware of the potential complexities of dealing with domestic violence and abuse in LGBTQ+ communities, with male victims, minority ethnic groups and other minoritized communities	Improved service for victims and survivors of domestic violence and abuse (linked to the Council's Domestic Abuse Strategy)	2
2.7	Together with the Community Safety department team and in line with the Domestic Abuse Strategy, conduct a comprehensive needs analysis of housing options for survivors of domestic violence and abuse Ensure a wide range of safe accommodation options are available to victims, survivors and their children. 2This may include refuges, sanctuary	Improved service for victims and survivors of domestic violence and abuse (linked to the Council's Domestic Abuse Strategy)	2

	schemes and specialist accommodation as required		
2.8	Encourage landlords to contact the Council at an earlier stage. Consider improving options for direct contact and discussion. Continue to negotiate with landlords to secure retention of the tenancy wherever possible	Preventing homelessness for more households where private sector tenancy is coming to an end	1
2.9	Improve application and review process of the Council's Homelessness Prevention Fund to help address rent arrears as soon as practicable.	Preventing homelessness for more households where private sector tenancy is coming to an end	1
2.10	Continuing to work with mental health services to identify clients at risk of becoming homeless	Preventing homelessness for more people with mental health issues	2
2.11	Review eligibility criteria for rent deposit schemes to maximise their impact	More people able to access private rented sector	3
2.12	Ensure that 'Duty to Refer' policy is fully understood and being implemented by all statutory agencies	Earlier notice where people are likely to be homeless	1
2.13	Explore and investigate links with probation and prison resettlement teams to enable engagement with ex-offenders at risk of becoming homeless.	Improved service for ex-offenders	2
2.14	Continue to work with partnership agencies to enable accommodation for offenders to be sourced prior to release	Improved service for ex-offenders	1
2.15	Investigate further options for emergency accommodation on release from prison or other institution for both	Improved service for ex-offenders	2

	male and female medium to high risk ex-offenders		
2.16	Work with prisons to encourage an assessment of housing options when people first go into prison, including options for retaining a tenancy where appropriate	Improved service for ex-offenders	3 -
2.17	Continue to work with armed forces champion and ensure clear information is available for those who've served in the armed forces (and make every effort to identify applicants who are serving or have served in the armed forces at an early stage)	Continue to supports our commitment in the armed services covenant and ensure service personnel and their families can access all available homelessness and housing services	3
2.18	Continue to operate and follow shared protocols between Housing and Children's Services and continue to improve joint working between Housing and Children's Services to ensure a clear understanding of the responsibilities of both services both internally and with partners	Better understanding for officers and partners of respective roles. Improved joined up services	2
2.19	Continue to operate close and effective joint working between the Housing Service and Adult Social Care teams within the council to improve joint working, provide staff training. Explore shared protocols where this will improve the service to clients.	Better understanding for officers and partners of respective roles. Improved joined up services	2

Priority three: Where a household does become homeless, to support them to find appropriate alternative accommodation as quickly as possible

Ref	Action	Target/outcome	Year
3.1	Continue to work proactively with partners to find effective ways to prevent homelessness and to intervene and support clients as early as possible.	Fewer households becoming homeless	On-going
3.2	Where homelessness cannot be prevented, work proactively to relieve homelessness within the timescales set by law	Homelessness relieved wherever possible	On-going
3.3	Ensure an appropriate supply of emergency and temporary accommodation; ensure that those in emergency and temporary accommodation are supported to find a permanent home as quickly as possible	Able to house those requiring emergency and temporary accommodation while moving people on quickly	On-going
3.4	Minimise the use of bed and breakfast accommodation and other temporary accommodation with shared facilities. Where it is unavoidable, limit its provision to emergency and short term stays only.	Self-contained emergency and temporary accommodation wherever possible	On-going

Priority four: To prevent anyone having to sleep rough

Ref	Action	Target/outcome	Year
4.1	Continue to work with partners to sustain and build on the arrangements already in place, from initial outreach through a variety of support services to finding accommodation and preparing people for employment	Virtually eliminate rough sleeping by early earning and quick assessment; assist ex-rough sleepers to obtain appropriate accommodation as quickly as possible with support as required	On-going

4.2	Deliver the Housing First initiative to provide supported accommodation for rough sleepers; review after six full months of operation	Clear understanding of costs and benefits and long-term plan for taking forward if agreed	1
4.3	Review accommodation options for ex-rough sleepers, including whether additional provision is needed for those with high and complex needs, and whether there is a requirement for additional long-term supported accommodation for this group	Appropriate accommodation for wide range of needs; no-one returns to sleeping rough	3

Priority five: To maximise the supply of affordable rented accommodation

(Note – Some aspects of the actions below are linked to the development and delivery of the Council’s wider Housing Strategy and Local Plan)

Ref	Action	Target/outcome	Year
5.1	Explore ways to access more privately rented accommodation at an affordable rent, including options for incentives to encourage existing private landlords to work with us	Increased supply of accessible and affordable private rented accommodation for clients	2
5.2	Re-establish the private landlords forum	Engagement with a wider range of private landlords and increased supply of accessible and affordable private rented accommodation for clients	1
5.3	Work with RPs and other partners to increase supply of affordable rented accommodation; consider whether any existing stock can be used more effectively	Increased supply of social housing/affordable rented housing for clients	2

5.4	Research the feasibility of a social lettings agency to increase the supply of affordable rented housing	Increased supply of affordable rented housing	3
5.5	To explore additional one bedroom accommodation need within Buckinghamshire	Increased supply of affordable housing	2
5.6	To explore provision for large families with registered providers and private landlords	Increased supply of affordable housing	3

Cross-cutting theme 1: Partnership working

Ref	Action	Target/outcome	Year
6.1	Continue work of two homelessness forums (North and South); continue to share data to monitor trends and outcomes; work with partners to flex services in response to changing need	Greater understanding of underlying causes of homelessness and current trends	On-going
6.2	Provide partners with an updated database of contacts within the housing service following restructure and any new appointments.	Partners find it easier to contact the person they need	1
6.3	Participate in exploring potential new protocols with Registered Providers; could cover a range of areas including early warning of potential evictions, possible asset management strategy to reflect local needs	Reduced number of households evicted from social housing	2
6.4	Review options to work with credit unions to help households to achieve financial stability	Fewer households getting into debt	2

6.5	Improve our working in partnership with appropriate agencies who can supply furniture packs etc to enable people to set up home	Tenancies established more quickly	1
6.6	Contribute to cross-service training to ensure a better shared understanding of different services and the contributions made to preventing and tackling homelessness	Greater understanding across the Council and partners	1
6.7	Ensure all staff (Council and stakeholders) are trained in any information-sharing policies and procedures	Ensure information-sharing protocols are understood and used	1
6.8	Extend information-sharing protocols and shared risk assessments to all appropriate partners	Wider range of partners involved	3
6.9	Develop innovative solutions with partner agencies in the employment and charitable sectors to support clients to access volunteering and employment opportunities.	Active engagement with wide range of partners and clients supported to access employment opportunities to help them sustain themselves going forward	2

Cross-cutting theme 2: Make best use of resources

Ref	Action	Target/outcome	Year
7.1	Ensure that Discretionary Hardship payments continue to prevent or relieve homelessness where appropriate	Fewer households becoming homeless	1
7.2	Continue to maximise external funding, exploring opportunities to bid for funding as they become available	Maintain external funding at current levels where possible	On-going

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Evidence base for preventing homelessness and rough sleeping strategy v3

Buckinghamshire Council

JANUARY 2022

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1 Introduction

This evidence base has been prepared by HQN for Buckinghamshire Council, following DLUHC guidance. The Council is required by law to have a homelessness strategy which should be reviewed at least every five years. As a new council, Buckinghamshire is required to adopt a new strategy by April 2022.

The evidence base sets out the current position. It begins with some basic information about Buckinghamshire and its population, and a summary of key strategies and plans that the homelessness strategy should reflect. It then looks briefly at the overall housing market, supply and affordability. The section on homelessness sets out the legislative background, the national picture, some information on the impact of the pandemic, and the latest figures for Buckinghamshire. The evidence base concludes with emerging themes and challenges which will need to be taken forward into the new strategy.

2 Buckinghamshire and its population

Buckinghamshire is a new unitary authority, bringing together services previously run by the four district councils (South Buckinghamshire, Aylesbury Vale, Wycombe, Chilterns) and Buckinghamshire County Council. The authority covers an area stretching from Greater London and Berkshire to the south, Oxfordshire to the West, Northamptonshire, Bedfordshire and Hertfordshire to the north and east. The area has a number of market towns, including Aylesbury, Buckingham and High Wycombe. Over a quarter of the area falls within the Chilterns Area of Outstanding Natural Beauty and a further third is covered by the Metropolitan Green Belt.

The area has low unemployment and higher than average incomes, with strong links to London and the Oxford to Cambridge arc. This also results in higher than average house prices and rents.

According to the 2014 mid-year estimates, Buckinghamshire had a slightly higher than average proportion of 5 – 19 year olds when compared to England; 18.8% compared to 17.7%. There is a lower proportion of adults aged 20 – 39, 23.2% compared to 27%. This will include those who go away for higher education and may also include younger people moving to larger urban areas/cities for work. The Corporate Plan 2020 – 2023 (see below) states that 50% of young people go to university, 95% of these outside the area, many of whom do not return. There is also a higher proportion of adults aged 40 – 59, 28.9% compared to 26.7%, suggesting either that some of those who have moved away return or others in this age group are attracted to Buckinghamshire because of the lifestyle it offers. The number of older people living in Buckinghamshire is expected to increase in line with averages for England as a whole: a 23% increase in those aged 65+ and a 42% increase in those aged 85+.

On the whole, these differences are not significant from a homelessness perspective. In theory the slightly lower proportion of the population in the 20 – 39 age group could result in a lower number of homelessness approaches, but this is balanced out by the high cost of housing in the area relative to wages/salaries. Although the number and proportion of older

people is expected to increase, very few homelessness approaches come from this age group (both in Buckinghamshire and in England as a whole).

3 Corporate Plan 2020/23

The Corporate Plan puts some emphasis on partnership working, both across public sector bodies and with wider stakeholders. The Buckinghamshire Growth Board will work with the Local Enterprise Partnership and other public sector bodies to deliver innovative, sustainable and appropriate growth. This includes 50,000 new homes by 2036.

The key priorities are:

- Strengthening our communities, including delivery of new homes
- Protecting the vulnerable, including work to reduce homelessness, tackle drug and alcohol addiction etc
- Improving the environment, including work to tackle climate change
- Increasing prosperity – range of actions from skills development to innovation to promoting tourism.

£21m is spent on communities, which includes work to prevent homelessness.

4 Local Plan

The Council will be drawing up a new Local Plan for Buckinghamshire, reflecting recent changes in planning law and proposals in the recent White Paper: Planning for the Future. The proposed plan for Chiltern and South Bucks was formally withdrawn to allow time for further work. The Wycombe District Local Plan was adopted in 2019; it identifies a need for 13,200 new homes up to 2033, or around 550 new homes a year. These will mainly be built in Wycombe, Princes Risborough and Bourne End. Around half will be on brownfield sites. This includes provision of affordable housing and housing to meet the needs of older people. The Vale of Aylesbury Local Plan was adopted in 2021. This identifies a need for 22,475 new homes to be delivered up to 2033, or 1,405 new homes each year. These numbers meet the objectively assessed need for the previous Vale of Aylesbury district and also provide additional homes to meet need arising in other districts of what is now the Buckinghamshire Council area.

The lack of affordable housing is a key driver of homelessness; being able to meet objectively assessed need with the delivery of new homes is a key part of preventing homelessness. Much will depend on the agreed numbers and tenure mix of the affordable housing element, as well as the potential for new properties available to let at market rents.

5 Health and wellbeing

The health and wellbeing board for Buckinghamshire carried out a Joint Strategic Needs Assessment in 2016. This highlighted a number of areas relevant to homelessness, including:

- Alcohol abuse
- Drug abuse
- Mental health and wellbeing
- Physical and sensory disability
- Older people.

6 Domestic violence and abuse

The Domestic Abuse Act 2021 aims to raise awareness and understanding of domestic violence and abuse (DVA), improve the effectiveness of the justice system and strengthen support for victims of abuse. Local authorities are required to have a strategy for preventing and tackling DVA.

From a homelessness perspective, eligible victims of domestic abuse are automatically considered a priority under homelessness legislation, and where a new tenancy is offered to someone moving as a result of domestic abuse, a lifetime tenancy should be offered if one was held previously.

Buckinghamshire Council has a strong Local Partnership Board working to prevent and tackle DVA. The 2021 Annual Report from the Director of Public Health highlights awareness raising, education and training and the provision of good quality support and advocacy services. The case studies include work with perpetrators to tackle their behaviours. The report prioritises a number of areas moving forwards:

- County-wide participation in the national campaign to raise awareness of DVA
- Bystander training to tackle harmful attitudes, language and behaviour
- Increasing diversity within the DVA champions scheme
- High-quality shared training for key stakeholders and front-line staff
- The development of a DVA referral pathway
- Evidence-based commissioning of services to tackle perpetrators.

Buckinghamshire Council has recently adopted a new strategy to tackle DVA (Domestic Abuse Strategy 2021 – 2024, agreed by Cabinet on 7 December 2021). The Homelessness Strategy should support the aims of the DA strategy; implementing the DA strategy should help to reduce the number of people who become homeless as a result of DVA.

The priorities in the DA strategy are:

- Early intervention and prevention
- Effective services that meet the needs of victims and their families
- Tackling perpetrators to reduce reoffending
- Supporting professionals to make a difference.

A number of actions are laid out under each priority. Almost all the actions are relevant to the homelessness strategy, a few of the key ones include:

- A 'tell us once' referral pathway and a safeguarding information sharing agreement
- Understanding the uniqueness and potential complexities of LGBTQ+ communities, male victims, minority ethnic groups and other minoritized communities
- Ensure a wide range of safe accommodation options are available to victims, survivors and their children. This may include refuges, sanctuary schemes and specialist accommodation as required
- Conduct a comprehensive needs analysis of housing
- Ensure victims of DVA are treated as high priority need for housing .

7 Housing market areas

A report commissioned by the previous Councils from ORS and Atkins, published in 2015, looked at the Housing Market Areas and Functional Economic Market Areas for what is now the new County, and neighbouring authorities. The report identified four distinct housing markets: Aylesbury Town, High Wycombe/Amersham, Milton Keynes and Slough/Maidenhead. These areas also correlate to the *broad market rental areas* as defined by ONS. However, only Milton Keynes met the threshold for *travel to work* to be identified as a *strategic housing market area*, the others should be considered as local housing market areas or sub-markets. Strong links were identified between what was then the South Bucks area and the Reading and Slough housing market area.

From a homelessness perspective, it is sufficient to note that there are different housing markets in the area. In practical terms, long-term homelessness is best prevented if households can remain within areas where they have support from family or friends, and where children can remain within the same school and friendship group. This has to be balanced with the shortage of accommodation overall. The question of affordability is also complex: some areas may have slightly lower rents but if this reduces access to public transport and local facilities, the overall cost of living may be similar or even higher.

8 Affordable housing supply

Like many councils, Buckinghamshire is reliant upon its housing association partners (Registered Providers or RPs) to deliver new affordable homes. These will include homes purchased under S106 agreements with developers, those funded through the National Affordable Housing Programme through Homes England and those funded by the RPs themselves.

The figures below show the supply of new social housing delivered in 2020/21, broken down by the previous local authority areas (Chilterns and South Bucks amalgamated).

Table 1 – supply of new affordable homes

	C&SB	WYC	AV	BC Total
Social Rent	0	25	23	48
Affordable Rent	12	20	262	294
Intermediate	14	17	129	160
Total	26	62	414	502

Source: Bucks Council

NB: These figures include both new builds and acquisitions/purchases. The 14 intermediate properties shown under C&SB were built by South Bucks Council and sold to a private company. They are managed by an RP.

9 Affordability

The following tables give the local housing allowance rates for the two largest BMRA (Broad Market Rental Areas) in Buckinghamshire – Aylesbury BMRA and Chiltern BMRA. Overall, there are 8 BMRA's covering parts of Buckinghamshire. The figures are provided for the Aylesbury and Chiltern areas below to illustrate that affordability issues that exist generally with local housing allowance rates in Buckinghamshire.

Table 2 – local housing allowance rates for benefit calculations

	Aylesbury Weekly figure	Aylesbury Monthly equivalent	Chilterns Weekly figure	Chilterns Monthly equivalent
Single room rate	78.59	340.56	89.75	388.92
1 bed	155.34	673.14	172.60	747.93
2 bed	184.11	797.81	224.38	972.31
3 bed	241.64	1,047.11	287.67	1,246.57
4+ bed	322.19	1,396.16	379.73	1,645.50

Source: Gov.uk website, rates for 2021/22

Table 3 – private sector rents

	Mean	LQ	Median	UQ
Single room	580	550	575	600
1 bed	769	695	750	825
2 bed	975	850	900	1,075
3 bed	1,294	1,100	1,250	1,425
4+ bed	2,084	1,475	1,850	2,400

Source: ONS private rental market statistics to April 21

It is clear from the figures above that even the cheapest single room is unaffordable for anyone on benefits, including working households on low incomes. A 1 bed flat is potentially more affordable: the lower quartile market rent is above the LHA rate for Aylesbury Vale but below that for Chilterns. The LHA rate for Chilterns is also below the median market rent. It should be noted however that the LHA rate is higher for Chilterns precisely because rents are higher and it may not be possible to secure any property at the lower quartile or median rates. The figure should also be treated with some caution as the ONS figures are to April 2021 and rents may have risen since then.

There is a similar pattern for 2 and 3 beds. The LHA rate for 2 and 3 beds in Aylesbury is below even the lower quartile market rent, meaning this would be unaffordable. The Chilterns LHA rate for 2 beds is above both the lower quartile and the median rate, so in theory is more affordable, with similar caveats to above. For 3 beds the Chilterns LHA rate is above the lower quartile market rent but below the median, meaning affordability is worsening. For four beds, nothing is affordable in Aylesbury, but a lower quartile market rent is below LHA rates in Chilterns, if a property can be found at the lower quartile rate.

This pattern is not unusual across southern England. The government policy of freezing LHA rates between 2016 and 2020 saw an increasing gap between LHA rates and market rents. Although LHA rates have increased in 2021, this does little to address the underlying gap.

10 Choice based lettings

The current Buckinghamshire choice based lettings (CBL) policy has been in place since 2019, although the four local authorities have been operating a common allocations policy and process for some time. As with most CBL schemes, only those with an evidenced housing need may join the housing register. Local connection criteria also apply, and there are exclusions for those with a history of arrears or anti-social behaviour. Those with higher incomes or who have significant assets are also excluded. Restrictions do not apply to those for whom a statutory homelessness duty has been accepted.

Applicants for whom a main duty has been accepted under homelessness legislation (ie it has not been possible to prevent or relieve homelessness, they are homeless, not intentionally so and in priority need) are placed in Band D. Applicants for whom a prevention or relief duty applies are placed in Band E. This banding was changed last year to try and secure better outcomes for those for whom a statutory homelessness duty was accepted. Procedures have been put into place to guard against perverse outcomes eg households not complying with activities to relieve homelessness in the hope that they will be placed in Band D.

Outcomes should be closely monitored but at this stage it is not recommended to amend the banding again.

The figures below are for 2020/21. The low number of lettings in Band A reflects the relatively low numbers placed in this band, which is intended for more urgent cases. The high number of lettings in Band D indicates that a reasonable number of households for whom a statutory homelessness duty has been accepted are being allocated social housing (Band D is not

exclusively for homeless households but they do make up a significant proportion of this band).

Table 4 – CBL lettings by band

A	118
B	572
C	138
D	397
E	97

Lettings by bed size obviously reflect stock availability, which is a combination of stock profile and turnover rates, rather than demand.

Table 5 – CBL lettings by bed size

Studio	12
1 Bed	499
2 Bed	553
3 Bed	225
4 Bed	32
5 Bed	1

11 Tenancy strategy

The four local authorities produced a joint tenancy strategy in 2013. Work was carried out to update this in 2018 but any revisions to the strategy were held pending the formation of the new Council.

The current strategy expects Registered Providers to use fixed term tenancies with a minimum tenancy period of five years, following a one-year introductory tenancy. Tenancies should be renewed if there have been no major changes in the household or breaches of the tenancy conditions. Where the tenancy is not being renewed, the RP is expected to work with the tenant to find an appropriate housing solution; both the tenant and the Council should be given at least six months' notice, to prevent the tenant becoming homeless. The tenancy strategy does not state the grounds on which a tenancy could be ended, leaving this up to RPs to determine. The strategy also states that life-time tenancies should be considered where appropriate.

When reviewing the tenancy strategy, Bucks should ensure that all appropriate steps are taken to prevent a tenant becoming homeless when a tenancy is not renewed. Bucks will also want to be reassured that wherever practical, steps are taken to move tenants on from property which no longer meets their needs eg an adapted property where no-one in the household requires those adaptations, or a property which is being under-occupied.

12 Homelessness – legislative background

The Homelessness Reduction Act (HRA) 2017 introduced significant legislative changes into how local authorities responded to homelessness. Whilst the legislation reflected the way working practices were evolving to emphasise the prevention of homelessness, the new duties brought significant additional work and financial pressures. Prior to the HRA, a statutory duty to a homelessness household only crystallised where they were shown to be at risk of becoming homeless in the next 28 days, priority need (either because there were children in the household or because of a significant need that would make finding accommodation more difficult) and not intentionally homeless. Although the statutory duty was to procure accommodation, the majority of households where a statutory duty was accepted went into social rented housing.

Since the HRA, the duty to initially prevent homelessness where possible applies to all households, regardless of intentionality or priority need. The prevention duty focuses on keeping people in their existing homes or facilitating a planned move where this is not possible. If homelessness cannot be prevented, there is a duty to relieve homelessness by supporting the household to find alternative accommodation. A significant number of homeless households now go into the private rented sector, although social rented housing and in particular supported housing also play key roles.

The HRA also introduced a 'duty to refer' for specified public sector bodies to refer clients who are at risk of becoming homeless. The specified bodies include prisons, probation, job centres, social services and hospitals.

13 National homelessness trends before the pandemic

Statutory homelessness began to rise in 2010/11; prior to that there had been consistent reductions since 2003/4 when work to prevent homelessness was first introduced. The rise in homelessness was attributed to a number of things, chiefly the reduction in the amount of social housing available and benefit restrictions which made accessing the private rented sector more difficult for those on low incomes. The rise in the number of statutory homeless households led to a greater number of these going into temporary accommodation (TA); often bed and breakfast, sometimes remaining there for a number of years (particularly in London). The number of households in temporary accommodation in England almost doubled between 1998 and 2002. Numbers continued to rise until mid-2004 when they stabilised and began to fall slowly. By 2011 they were almost back to 1998 levels but beginning to rise again. They have continued to rise – by mid-2021 there were 96,600 households in TA in England.

The number of rough sleepers also grew significantly from 2010, gradually levelling off by 2019. A number of core cities saw significant increases though, and there were concerns about EU migrants with no recourse to public funds. MHCLG responded with targeted funding and programmes to tackle rough sleeping. Housing First schemes were developed which prioritised giving someone a stable home alongside tackling the problems that had led them to sleep rough.

Welfare benefit changes have also impacted on homelessness over the past three to four years. From 2018, those aged under 35 were only eligible for the shared room rate of the local housing allowance (used to calculate housing benefit); previously the restriction had applied to those under 25.

An ICF report for MHCLG on the initial implementation of the new HRA powers and their impact published in March 2020 highlighted that the majority of local authorities had commissioned new services from third parties in response to the legislation. This may in part reflect significant reductions in some services in the preceding years: a WPI report for St Mungo's and Homeless Link estimated that between 2008/9 and 2017/18 spending on single homelessness reduced by 50%, almost entirely due to changes in funding for Supporting People activities.

The ICF report also noted that the majority of local authorities felt that the lack of affordable housing was the biggest barrier to resolving homelessness.

Finally, in 2020 the Ministry of Justice established homelessness prevention task forces to find accommodation for those leaving prison to prevent them ending up rough sleeping. There is some early evidence that this is leading to significantly more homelessness approaches from those with an offending history.

Table 6 below shows the reason for loss of last settled accommodation for those households for whom a statutory duty was accepted by the local authority. Figures are shown for 2015, 2016 and 2017, prior to the introduction of the HRA. Because they show only households where the statutory duty applied, these will be mainly families with dependent children or households with a support need or other barrier to finding their own housing.

Table 6 – reason for loss of last settled accommodation – statutory homelessness acceptances, England, shown as percentage of all acceptances

	2015	2016	2017
Parents no longer willing to accommodate	15	15	14
Other family/friend no longer willing to accommodate	12	12	12
Violent relationship breakdown	12	11	12
Non-violent relationship breakdown	5	5	6
Mortgage arrears	1	1	1
Rent arrears	3	3	3
Loss of AST	30	32	28
Loss of other rented/tied	6	7	6

Other	16	16	18
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Source: Gov.uk statistics

Around 30% of all acceptances were due to loss of an assured shorthold tenancy, generally a private sector tenancy. Parents, other family or friends no longer willing to accommodate was the reason for more than a quarter of homelessness acceptances. Violent relationship breakdown/domestic abuse was the next largest group. These reasons for loss of last settled accommodation had been consistent since 2010.

Table 7 below shows the reason households were awarded priority status in line with the legislation. Not surprisingly, the vast majority were households with dependent children; a smaller number were households where someone was pregnant. Mental health issues accounted for around 10% of applications, with physical disability slightly lower. The low number of households awarded priority status due to domestic violence/abuse reflects the fact that many of these applications will have included a family with children.

Table 7 – reason for priority need where statutory duty accepted, England, shown as percentage of all acceptances

	2015	2016	2017
Household with dependent children	68	68	66
Household member pregnant	7	6	7
Old Age	2	1	1
Physical disability	7	7	8
Mental health	9	9	10
Young person	2	2	2
Domestic violence	2	2	2
Other	4	3	3
Homeless in emergency	0	0	1

Source: Gov.uk statistics

These tables are included to paint a picture of the national trends prior to the HRA.

14 National picture 2020/21

During 20/21 the number of households owed a prevention duty dropped by 20% on the previous year. It is somewhat surprising that it didn't drop by a greater amount during the pandemic; however, there were significant rises in approaches from rough sleepers, from single households who are likely to have been 'sofa surfing' prior to the pandemic and from those suffering domestic abuse.

The number of households owed a prevention duty because of the ending of an AST dropped by over 50%, reflecting legislation which was put into place to prevent evictions in

the short term. The number of households owed a relief duty went up slightly, by 6%, this may reflect difficulties in persuading friends and family to continue to offer accommodation in the short-term. The number of households with children at risk of becoming homeless because of domestic abuse rose by 14% , representing a fifth of all households with children at risk of becoming homeless.

The number of households assessed as rough sleeping went up by almost 40%, reflecting the drive to get people off the streets under the '*Everyone In*' initiative. The number of households owed a prevention or relief duty with a support need due to an offending history also increased, by 26%; this may also reflect the '*Everyone In*' campaign where people were accommodated to prevent them sleeping rough.

Households whose lead applicant is black were over-represented, making up almost 10% of total households owed a duty; it is estimated that these households comprise only 3.5% of the population. This may reflect the disproportionate impact that Covid is known to have had on BME households. The number of households where the lead applicant was unemployed also rose by 18%, again reflecting increased unemployment during the pandemic.

The majority of households with children where the prevention duty ended were able to secure a new tenancy for six months or more. A third of these were able to remain in their existing accommodation. The number of households in temporary accommodation increased by 14% when compared to the previous year; the number of single households in temporary accommodation increased by 46% (this figure includes those housed under '*Everyone In*').

A similar number of main homelessness duty decisions were made in 20/21 as in the previous year, with a slight drop in the number of main duty accepted decisions. This is likely to reflect the additional work that was done with households during the pandemic under the prevention and relief duties.

For households with children owed a prevention duty, the main reasons for loss of last settled accommodation were:

- Ending of AST
- Family and friends no longer willing to accommodate
- Domestic abuse.

It is noted that these were the main reasons for loss of last settled accommodation prior to the HRA and to the pandemic.

For households with children owed the relief duty it was:

- Domestic abuse
- Family and friends no longer willing to accommodate
- Other/not known.

For households with children owed a prevention duty, accommodation at time of application was:

- Private rented sector
- Living with family
- Social rented.

For households with children owed the relief duty, the top 3 were as above; there were also smaller but significant numbers living with friends and having no fixed abode.

For households with children the main reasons for support needs were:

- Domestic abuse
- Mental health
- Physical health/disability.

For households with children, the main accommodation outcomes were:

- Private rented sector
- Social housing
- Family/friends
- For the relief duty, a significant number not known.

Taken together, these figures suggest a number of things. Where domestic abuse was not a factor, more households were enabled to remain in their existing accommodation, allowing the prevention duty to be ended. It is not surprising that many of those unable to remain in their existing accommodation were those suffering domestic abuse and those where friends and family were no longer willing to accommodate. The shift towards greater use of the private rented sector reflects on-going trends prior to the pandemic; it may also reflect the increasing reduction in the number of social housing lettings year on year.

For single households, main reasons for homelessness are:

- Family/friends no longer able to accommodate
- Other/not known
- Ending of assured shorthold tenancy (generally private sector rent)
- Relationship breakdown (non-violent relationship breakdown accounts for a larger proportion of applications for single households than violent relationship breakdown).

The majority of single households were living with family/friends at time of application. Smaller numbers were in privately rented or social rented housing. For single households, the picture on support needs is quite different; the main support needs were:

- Mental health
- History of rough sleeping
- Physical health
- Drug and alcohol
- Offending.

The majority of households with children where there is a support need have only one support need, but up to a third of single households have two or three support needs.

2020/21 national figures also show a large increase in applications from households with a history of offending; as noted above this may be due to the work of the new Homelessness Prevention Task Forces established by the Ministry of Justice.

In terms of accommodation outcomes, single households are more likely to go into supported housing or a hostel.

In addition to the '*Everyone In*' campaign referred to above, legislative changes in response to the pandemic included restrictions on evictions from rented accommodation, lengthened notice periods for landlords, and restrictions on bailiff activities. Lenders were also required to offer mortgage holidays or reduced payments in appropriate cases.

15 Previous homelessness strategies

Chiltern and South Bucks Councils developed a joint housing and homelessness strategy 2018 – 2021. This identified the cost of housing in the area as a key challenge, leading to higher numbers of people seeking help from the shared housing service. Limited land availability and high costs also restrict the number of affordable new homes bought forward. Amongst the key challenges identified was implementing the requirements of the Homelessness Reduction Act and developing more temporary accommodation options to reduce the use of B&B and also reduce the cost to the council. The strategy also noted the problem of other local authorities using accommodation in the area for 'out of area' placement of homeless households; because they are often making payments to landlords for accommodating a homeless client, this can increase the expectations of landlords when housing a homeless client from Bucks Council. The strategy also predicted a significant increase in demand for temporary accommodation (TA) as a result of the HRA. The strategy includes a TA framework, a clear and transparent process for securing and allocating TA.

Wycombe's previous homelessness strategy covered 2014/2019. Priorities include:

- Increased options to prevent homelessness
- Improvements to existing TA
- Disposal of less appropriate TA, proceeds to be invested in new TA
- Closer working with private landlords; integrating relevant services
- Actions to tackle rough sleeping
- Better quality self-serve housing advice
- Investigating the feasibility of a social lettings agency
- Targeting services for particular client groups where appropriate.

Aylesbury Vale housing and homelessness strategy runs 2019 – 2022. Key achievements from the previous strategy (2014 – 2017) include:

- Delivery of 1200 new affordable homes (to March 2018)

- Revised nomination agreements to improve nominations for vulnerable households
- A building resilience project to seek out those at risk of homelessness at earliest opportunity
- Funding awards to local partners to encourage innovation and support work on winter emergency provision/severe weather emergency provision
- Hosting workshops by the Domestic Abuse Housing Alliance to build new accreditation scheme
- Increased engagement with partners including a quarterly homelessness prevention forum.

The key objectives for the new strategy are:

- Prevent and reduce homelessness and rough sleeping
- Continue to facilitate and maximise the supply of affordable housing
- Respond to the on-going challenges of welfare reform
- Contribute to the improvement of health and wellbeing services for those at risk of becoming homeless.

Not surprisingly, the three strategies have a good deal in common, with some differences of emphasis, which reflect both the varied geography of the areas, and differing levels and types of need. They also reflect the different times when the strategies were developed, with different local and national priorities at the time.

Areas to be carried forward into the new strategy might include:

- Maximising supply of affordable housing
- Ensuring appropriate supply of TA to match need and ensure value for money
- Increased options to prevent homelessness
- Improved access to the private rented sector
- High-quality self-serve housing advice
- Investigating the feasibility of a local lettings agency
- Preventing rough sleeping
- Responding to legislative change on domestic abuse
- Continuing engagement with partners.

16 Buckinghamshire homelessness stats 2020/21

The information below is for the financial year 2020/21, the first year that Buckinghamshire operated as the new unitary authority. The total number of households who were assessed under the legislation was 1,918, and a duty was owed to the vast majority: 1,767 (92%).

For most cases, only the prevention duty applied: 1,038 cases (54%). Of these, only a very small number (24) approached because of the ending of an assured shorthold tenancy.

The relief duty applied to 729 households (38%). A further 151 households (8%) were found not to be threatened with homelessness.

16.1 Reason for approach

The tables below give the reasons for clients approaching the service, broken down by year. This shows the main reasons people become at risk of homelessness.

Table 8 – reason for loss of last settled accommodation

Reason	Prevention numbers	Prevention %age	Relief numbers	Relief %age
Other	348	20	225	
Family/friends no longer willing to accommodate	223	13	205	12
End of private rented tenancy – AST	170	7	25	1
Relationship with partner ended (non-violent breakdown)	90	5	59	1
End of social rented	66	4	7	1
Domestic abuse	64	4	103	6
End of private tenancy – not AST	25	1	18	1
Left institution with no accommodation available	23	1	41	1
Non-racially motivated/other motivated violence or harassment	21	1	20	1
Eviction from supported housing	8	1	26	1
Required to leave home office accommodation	-	-	-	-
Total				

Source: MHCLG live tables

These figures are largely in line with the national picture. Approaches due to domestic abuse is perhaps slightly lower than might be expected, and given the period covered, ending of an assured shorthold tenancy may be slightly higher. Similarly, ending of social rented tenancies is higher than would be expected for this particular year, though may reflect the trend towards an increasingly harder line being taken by Registered Providers towards rent arrears. These differences are not significant but should continue to be closely monitored.

16.2 Accommodation at time of application

Table 9 – accommodation at time of application for those for whom a duty is owed

	Prevention Nos	Prevention &age	Relief Nos	Relief %age
Private rented sector	358	20	43	2
Living with family	253	14	96	5
No fixed abode	-	-	192	11
Social rented	193	11	43	2
Living with friends	74	4	65	4
Homeless leaving an Institution	34	2	72	4
Rough sleeping	-	-	76	4
Owner occupier (including shared ownership)	16	1	3	-
Temporary accommodation	9	1	35	2
NASS	-	-	-	-
Refuge	7	1	29	2
Other/Not known	94	5	75	4

Source: MHCLG live tables

Again, this is largely in line with the national picture. The fact that the majority of households living in social rented housing have their homelessness prevented suggests that local authority interventions are effective.

16.3 Household type

Table 10 – type of household owed a duty

	Prevention duty	Relief duty
Single parent with dependent children (male)	22	2
Single parent with dependent children (female)	281	92
Single parent with dependent children (other/n/k)	1	0
Single adult (male)	308	424
Single adult (female)	214	153
Single adult (other/n/k)	4	1
Couple with dependent children	126	16
Couple/two adults no children	67	37
Three or more adults with dependent children	7	3
Three or more adults no children	8	1

Source: MHCLG live tables.

The most common household type owed both the prevention and relief duties is single men, followed by single women. This is likely to reflect the increased emphasis on tackling rough sleeping and the more limited opportunities for sofa surfing during the pandemic. Female single parents with dependent children are the next largest group, again this is in line with the national picture.

16.4 Employment status

Table 11 – employment status of main adult owed a duty (2018/19)

	Numbers	% age
Registered unemployed	589	33
Not working due to long term illness or disability	185	10
Working full-time	276	16
Working part-time	198	11
Not seeking work/at home	122	7
Not registered unemployed but seeking work	91	5
Retired	31	2
Student/training	22	1
Other	177	10
Not known	76	4

Source: MHCLG live tables

A third of all households owed a duty were headed by someone who was unemployed. Just under a third were headed by someone working full or part time.

16.5 Age

Table 12 – age of main adult owed a duty (2018/19)

Age	Numbers	% age
16/17	8	1
18 – 24	315	18
25 – 34	597	34
35 – 44	429	24
45 – 54	254	14
55 – 64	122	7
65 – 74	34	2
75+	8	1

Source: MHCLG live tables

The age profile is largely in line with the national picture – the majority of households owed a duty were headed by someone aged 25 – 34. The numbers who are aged 65+ are small.

16.6 Duty to refer

Table 13 – households assessed as a result of referral, including ‘duty to refer’

	Numbers	%age
Total households assessed as a result of a referral	333	100
Household referred under ‘duty to refer’	182	55
Adult secure estate (prison)	13	4
Youth secure estate	-	-
National probation service	44	13
Community rehabilitation company	13	4
Hospital A&E urgent treatment centre or in-patient care	16	5
Mental health in-patient care	12	4
Job Centre Plus	16	5
Adult social services	14	4
Children’s social services	16	5
Other/not known	38	11
Referrals from agencies not subject to ‘duty to refer’	151	45

Source: MHCLG live tables

The duty to refer is an important part of the HRA, enabling local authorities to begin work to prevent homelessness at the earliest possible stage. Table 13 looks both at the total number of households assessed as a result of a referral, and the source of those referrals. 17% of all households assessed were as a result of a referral. This is relatively high, which may be down to two factors. A significant number of referrals came from agencies not subject to the legislative duty, which is very encouraging – Buckinghamshire is clearly getting the message out to stakeholders that it is actively seeking referrals. It also suggests that referral mechanisms are working.

The sources of referral are widely spread, with the probation service accounting for 13% of referrals, and the remainder evenly spread across other stakeholders. The majority of referrals not subject to the duty are coming from voluntary sector agencies, including RPs.

16.7 Ethnicity

Table 14 – ethnicity of main applicants owed a prevention or relief duty

	Numbers	%age
White	1,259	71
Black/African/Caribbean/Black British	144	8
Asian/Asian British	194	11
Mixed/multiple ethnic groups	79	4
Other ethnic groups	29	2
Not known	62	3

Source: MHCLG live tables

This table again reflects the national picture, where black/African/Caribbean/black British households are over-represented. They make up 8% of households owed a duty, compared to 3.5% of the population (Census 2011 figures, I'll see if I can find something more up to date). While the percentage of Asian/Asian British households is higher at 11%, this is more in line with the population figure of 8% (same source, ditto).

16.8 Nationality

Table 15 – nationality of main applicants owed a prevention or relief duty

	Numbers	%age
UK	1,590	90
non-EEA	80	4
A8, A2 and Croatia	47	3
Other EEA	39	2
Ireland	750	

Source: MHCLG live tables

Unsurprisingly, the vast majority of households owed a duty were UK nationals.

16.9 Sexual identification

Table 16 – sexual identification of main applicants owed a duty

	Numbers	% age
Heterosexual	1,479	84
Homosexual (lesbian/gay)	20	1
Other	102	6
Prefer not to say	166	9

Source: MHCLG live tables

The number identifying as homosexual is low – around half of the UK-wide figure. It is likely that some lesbian/gay applicants may have chosen ‘other’ or ‘prefer not to say’; this is not particularly significant but the homelessness strategy must reflect the needs of all applicants, regardless of sexual orientation.

16.10 Support needs

Table 17 – Support needs of applicants owed prevention or relief duty

Support need	Numbers	%age
History of mental health problems	634	36
Physical health and disability	390	22
At risk of/experienced domestic abuse	356	20
Offending history	316	18
History of repeat homelessness	312	18
Drug dependency	156	9
History of rough sleeping	204	12
Alcohol dependency	119	7
Learning disability	215	12
18-25 requiring support to manage independently	75	4
Access to education employment or training	43	2
At risk of/experienced non-domestic abuse	87	5
At risk of/experienced sexual exploitation	105	6
Old age	22	1
Care leaver 21+	22	1
Care leaver 18 - 20	19	1
16/17 year olds	15	1
Young parent requiring support	7	1
Former asylum seeker	13	1
Served in HM forces	32	2

Source: MHCLG live tables

Again, these are largely in line with the national picture. The repeat homelessness figure is not untypical; in developing the strategy we will look at ways to reduce this. We will also examine support available to those with mental health needs; nationally we have seen increasing pressure on homelessness services arising from cuts to community mental health services and long waiting times to access treatment.

17 Temporary accommodation

The previous district councils had prioritised increasing the supply of temporary accommodation (TA) following the introduction of the HRA. This reflected both the additional households who may need access to TA and the longer length of time they may spend occupying it.

The table below shows the number of temporary accommodation schemes units which are mainly self-contained accommodation and are owned/managed by the Council or a Registered Provider partner. Placements are subject to availability and the needs of the household concerned. These figures do not include specialist TA for those who have been sleeping rough.

Accommodation Type	Number of units	Former Legacy District Council area	Provider
Bedsits	33	Wycombe	Bucks Council
	9	Chiltern	Paradigm Housing
	15	Aylesbury Vale	Bromford Housing
1 Bedroom	60	Aylesbury Vale	Bromford Housing
	3	South Bucks	Bucks Housing Association (leased from Bucks Council)
	2	South Bucks	Buck Housing Association
	11	Chiltern	Paradigm
2 Bedroom	1	Wycombe	Bucks Council
	1	Wycombe	Home Group
	9	South Bucks	Bucks Housing Association (leased from Bucks Council)
	1	South Bucks	Bucks Housing Association
3 Bedroom	1	Wycombe	Bucks Council

	2	South Bucks	Bucks Housing Association (leased from Bucks Council)
	2	Wycombe	Bucks Housing Association
4 Bedroom	1	Wycombe	Buckinghamshire Council
Other	46 (varying sizes)	Wycombe	Red Kite – Contractual agreement to use stock as TA
	Variable	Aylesbury Vale	Rent Connect – Securing private sector tenancies
	27 (varying sizes)	Chiltern/South Bucks	Paradigm – Private Sector Leasing Schemes

In addition to the above, the Council also has a number of third party private temporary accommodation providers who it will procure accommodation from on a case by case basis when required due to pressures on availability or the specific needs of the client. These are predominantly located in the Wycombe and Slough areas and include self-contained and stand-alone units (ie no shared facilities etc).

18 Rough sleeping

The legacy District Councils had a strong track record of tackling rough sleeping supported by the RSI (Rough Sleeper Initiative) and working in a multi-agency environment with stakeholders in the statutory and voluntary sector. The commencement of the new authority coincided with the onset of the Covid emergency and the Government's "*Everybody In*" instruction. The Council's successful implementation of "*Everybody In*" locally was underpinned by the existing rough sleeper working arrangements and stakeholder partnerships that were already in place in Bucks at that time. This included working with Public Health to pro-actively roll out vaccinations to clients and working with partners to support clients within the accommodation on a day-to-day basis, including drug and alcohol services to support safe use within accommodation.

As a result, the Council was able to accommodate over 300 verified rough sleepers during the Covid emergency period, the vast majority of these in bed and breakfast units across Buckinghamshire, mainly in High Wycombe with some provision in Aylesbury. In Aylesbury, an agreement was also reached with a local hotel to provide rooms during the pandemic.

Many of these households have moved on from emergency accommodation with the majority moving on to alternate accommodation, including supported housing and private rented accommodation. The Council is taking a measured approach to the end of '*Everybody In*', providing short-term emergency accommodation for those who are engaged with support and actively looking for somewhere to live. It is likely that a small number of people will return to sleeping rough, but the outreach programme will continue to work with these to support and encourage them to find a home.

The Council has successfully bid for funding from the Government's NSAP (Next Steps Accommodation Programme), RSAP (Rough Sleeper Accommodation Programme), RSI 4 (Rough Sleeper Initiative 4) and the Accommodation for Ex-Offenders Scheme in order to deliver new and additional accommodation. The Council will continue to deliver a comprehensive outreach and support service for rough sleepers in the post "*Everybody In*" environment. This includes:

- A range of measures to identify those at risk of sleeping rough at the earliest possible stage. Measures in place include landlord mediation; funding is also available to reduce benefit shortfalls, reduce rent arrears and support a planned move to alternative accommodation. The measures are supported by internal and external stakeholders including Connection Support, One Recovery Bucks, Oasis drug and alcohol outreach, P3 support, Wycombe Homeless Connection and Aylesbury Homeless Action
- The '*Blue Light*' project which draws on public health funding to target those with a history of problem drinking and substance misuse, providing support and recovery work. Again a range of internal and external stakeholders are involved including One Recovery Bucks, Buckinghamshire Council (Housing, Community Safety and Social Care), Public Health, Thames Valley Police, Probation, Mental Health Service, Ambulance Service
- A scheme for ex-offenders, funded through DLUHC and MOJ, which employs two support officers to help people find appropriate accommodation, with some financial assistance as required
- Tenancy sustainment measures for ex-rough sleepers to support them in their new accommodation; these include specialist mental health and drug and alcohol support workers. Partners include Connection Support, Bucks MIND
- 11 units of accommodation provided under the Rough sleeper accommodation programme, in partnership with Wycombe YMCA
- A programme to enable those housed in hotels and emergency accommodation to move on, with one-to-one support and access to funding as required. Partners include Connection Support, Aylesbury Homeless Action Group, Wycombe Homeless Connection etc.
- Measures to minimise the time people spend sleeping rough, including expansion of the outreach service, increased and flexible provision of emergency beds, a seven day accommodation offer for verified rough sleepers and expanded provision of specialist mental health and drug and alcohol support
- A skills and education hub will open in 2022 to provide bespoke practical education and training to support people into employment.

Accommodation options for ex-rough sleepers include:

- Supported housing schemes mainly in Aylesbury and High Wycombe; generally these are low support with some providing medium/higher support
- Non-supported housing: a small number of units provided for move-on by Harrow Churches and Vale of Aylesbury Housing Trust
- Social housing – although demand for one beds is high and there are long wait times
- Temporary Accommodation (under the Statutory Homelessness Duty, only for those with a priority need who are not intentionally homeless)
- Private rented sector – Wycombe Rent Deposit Guarantee Scheme is aimed at single people including ex-rough sleepers; Aylesbury Homeless Action Group support ex rough sleepers into PRS accommodation; council officers will also work with private landlords to secure accommodation for this group
- Support to EU/EEA Nationals not eligible for public funds: Connection Support have funding from central government to work with this group.

The move to the new Council has also supported the development of further joint working arrangements between the housing and social care services. This includes the introduction of dedicated complex case officers in the new housing service structure, cross-service complex case panels (to review and monitor challenging cases) and the ongoing work with children's services to support care leavers and other vulnerable young people and their families. These joint working arrangements support the early identification of potential rough sleepers or single person homelessness and help to ensure that appropriate preventative measures are put in place.

Winter provision – measures are in place across the Council area, working with RSI partners. There are slightly different conditions attached to placements; it would be helpful to align these if possible although the differences are not sufficiently material to give rise to any legal challenges. The report for the South area includes a risk assessment which could usefully be extended to the North. Provision in both areas is contingent upon people being sufficiently engaged with support services. Accommodation is being block booked ahead of time to ensure sufficient provision.

19 Mortgage repossession

Mortgage repossession has not been a significant factor in homelessness for more than a decade, largely due to historically low interest rates. During the pandemic temporary measures were put in place which further reduced the number of cases. This has started to rise again in 2021 although numbers are still very small.

Mortgage repossession cases 2021 – first three quarters

	Q1	Q2	Q3	Total
Mortgage claims	4	17	28	49
Mortgage outright	-	4	3	7
Mortgage warrants	1	1	8	10

It is important to continue to monitor the figures and to continue work to prevent homelessness through repossession but it is unlikely to be a significant factor unless interest rates rise considerably.

20 Looking ahead

The evidence base captures current statistics and trends; it's also important to consider what is changing in the wider context and the impact this might have. This has been done at a detailed level, mainly as part of the consultation (more information below). It is tricky to do at a wider level, partly because the longer-term impacts of the pandemic remain uncertain. While it seems likely that more people will continue to work from home, at least some of the time, this is likely to be less the case for those in lower-paid and insecure employment. Some landlords are beginning to look at design and lettings criteria to facilitate home working but the intense pressure on social housing means that routine under-occupation (to allow for a bedroom to be used as a home office, for example) is less likely.

The pandemic has increased the pace of channel shift for customers, with more people accessing information on-line. This is reflected in the strategy, which prioritises reviewing and strengthening this information. During the life of the strategy, it is likely that artificial intelligence (AI) will begin to be used in homelessness, but it is unlikely that it will have been widely adopted. The role of AI is certainly something that will need to be considered when the post-2025 strategy is being drawn up.

21 Consultation

DLUHC guidance on developing a homelessness strategy requires that they are developed with, and have the support of, other local authority departments, and relevant external partners. To ensure this engagement and to maximise commitment to delivering the new strategy, a number of consultation events were held. These are listed below, together with a brief summary of the outcomes.

Local authorities should also consider the best way to get the views of service users, who may have very different experiences and circumstances. In view of this and the difficulties of organising consultation events with Covid restrictions in place, the strategy has relied on the views put forward by third sector organisations supporting homeless households.

21.1 Stakeholder forums

There are two stakeholder forums for Buckinghamshire which meet regularly to discuss issues relating to homelessness and to monitor actions from previous actions plans. Attendees include those from third sector organisations and RPs. A consultation session was held with each forum. During the three-hour workshops, participants were asked to identify what was in place to support particular client groups or to address causes of homelessness, where there were gaps, and priorities for addressing these.

The strengths of current services include:

- Strong partnership working in many areas and for many different client groups, including protocols for sharing information
- Services which are able to develop and respond as needs change
- Strong focus on tackling financial exclusion with new partnerships being rolled out across the whole local authority area.

Key priorities which emerged from the sessions included:

- Earlier identification of those at risk of becoming homeless, ranging from survivors of domestic violence and abuse to those leaving prison
- More housing which is affordable and easier to access for those on low incomes; more options for people to retain tenancy where feasible
- More support services which are able to work with households for a longer period of time to ensure the tenancy is sustained
- Joined up services for those with multiple needs; navigators to support them to find appropriate services
- Training/awareness sessions around particular topics such as responding to people with mental health needs
- Reviewing thresholds for access to some services, so that people don't have to be in crisis before they can get help

- More focus on financial education/literacy, eg in schools
- Better monitoring of repeat homelessness
- A contact list for the housing and homelessness services to make it easier for external partners to contact the right person.

Organisations were also asked about what they would like to see in the new strategy, and how their organisation could contribute. These 'wants' and 'offers' are picked up in the strategy itself.

21.2 Internal stakeholder forum

This session was equally well-attended, with representation from most services, including adult care services, children's services, community safety, and housing benefit. Some of those attending had particular interests in certain client groups, such as those leaving the military, and gypsies, Romany gypsies, and travellers.

During the three-hour workshops, participants were asked to identify how their services contributed to preventing and tackling homelessness, any areas where services could be improved, and priorities for addressing these.

The strengths of current services include:

- Preventing and tackling homelessness is a key corporate priority
- Strong partnership working with a shared understanding of the causes of homelessness.

Key priorities which emerged from the session included:

- Developing a better understanding of 'intentional' homelessness where other factors, such as drug and alcohol abuse, are involved
- Greater emphasis on tenancy sustainment from all services
- More suitable accommodation options for various client groups.

There were specific references to those leaving prison, leaving the armed forces, and the gypsy, Romany and traveller communities.

21.3 Elected members

A workshop was held to give members the opportunity to input into the strategy at an early stage; members will obviously be responsible for signing off the draft strategy. Preventing and tackling homelessness has already been agreed as a corporate priority for the new council, and those who attended the workshop were keen to understand the ways in which the council could have real impact.

After a short presentation, there was an open discussion in smaller groups. Some of the priorities which emerged from this include:

- The need for more affordable housing, and easier access to the private rented sector
- Support to tackle some of the underlying causes of homelessness, such as debt, addiction, and mental health problems
- Support for some particular groups, such as those sleeping rough, survivors of domestic abuse, and those leaving the armed force.

Members were asked about priorities, but generally felt at this stage they had too little information to make informed decisions. They wanted the strategy to be deliverable, and to build on the many examples of good practice already in place. They also indicated that the strategy should meet a wide range of different needs and circumstances, focusing on actions that would make a real difference.

22 Key challenges to be addressed in the new strategy

This evidence base has highlighted some key challenges to be taken forward and addressed in the new strategy. These include:

- The number of people, particularly young people, being asked to leave by family and friends. Many of these have never held a tenancy in their own right
- The number of households with debt and financial challenges affecting their ability to pay their current rent
- The number of households threatened with homelessness when their private sector tenancy is ended
- The number of people threatened with homelessness as a result of a relationship breakdown, many involving domestic abuse
- Encouraging those threatened with homelessness to make early contact with the service in order to resolve the situation and prevent homelessness
- Increasing the proportion of households where homelessness can be prevented either by retaining the existing tenancy or making a planned move
- Virtually eliminating rough sleeping
- Continuing to manage temporary accommodation tightly; minimise the use of B&B type accommodation; and ensure move-on from temporary accommodation at the earliest possible opportunity to affordable, sustainable, settled accommodation
- Ensuring appropriate support is available for vulnerable households, with a particular focus on mental health needs.

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Report to Cabinet

Date: 15th February 2022.

Title: Withdrawal from the LHC Joint Committee

Cabinet Member(s): Cllr John Chilver, Cllr Nick Naylor

Contact officer: John Reed, Director of Property and Assets

Ward(s) affected: Non specific

Recommendations:

That Cabinet:

- 1a. **Agrees that Buckinghamshire Council , as one of the ten Constituent Authorities of the LHC Joint Committee, withdraws from the LHC Joint Committee, resulting in its potential disbandment in December 2022 at the earliest, thereby foregoing the £10,000 pa income from the LHC Joint Committee.**
- 1b. **Agrees that if it decides not to withdraw (by not agreeing with 1a) Buckinghamshire Council is willing to act as lead authority of the LHC Joint Committee should it continue, until that role becomes vacant.**
2. **That Buckinghamshire Council notifies LHC of this decision by 25th February 2022 at the latest.**
3. **Agrees that Buckinghamshire Council will consider in a future meeting, the options for continued participation in the new LHC corporate entity when it is known in March 2022.**

Reason for recommendation:

1. Decision 1a

1.1 The Council has been a Constituent Authority of LHC – formerly the London Housing Consortium – since May 2006 and has nominated Elected Members to serve on the LHC Joint Committee.

1.2 The rationale for joining the LHC Joint Committee was to work collaboratively with other London Councils to improve the procurement of housing and construction products and services. The London Housing Consortium was set up for that purpose in 1966. Up until recently LHC was one of the few providers of these services.

1.3 In addition, the Council benefitted annually from a share of LHC's surpluses.

1.4 Much has changed in recent years. The Council no longer relies on LHC for procurement solutions, preferring instead to use it's a mixture of: its own procurement capability; main contractor services; alternative procurement consortia sometimes including LHC.

1.5 As an organisation, LHC itself has expanded its operations widely throughout Great Britain servicing around 300 public sector organisations. LHC surpluses are now shared widely across the country resulting in a reduced annual return for the Council.

1.6 As a Constituent Member of LHC the council receives an annual community benefit fund from LHC surpluses (conditional on attendances by Elected Members at LHC meetings) of £10,000. It is envisaged that in a new LHC corporate entity such funds would continue to be available for former LHC Constituent Authorities.

1.7 The expansion of LHC's services has also added risk to the LHC Joint Committee, particularly relating to staffing and employer liability, arising from:

- The widespread geographic nature of LHC operations
- The widespread geographic location of LHC staff and offices
- The rapid growth of the LHC workforce

1.8 Members of the LHC Joint Committee recognised that the dynamic nature of LHC as a commercial enterprise is also at odds with the democratic and regulatory processes that are required by local authorities. It is felt that LHC would benefit from having more autonomy around:

- Governance and organisational design
- Job design and reward
- Future provision of pension

- Financial modelling and risk management.

1.9 Consequently, the members of the LHC Joint Committee asked for a review of LHC governance arrangements which concluded that the LHC Joint Committee be disbanded, and a new corporate entity established by LHC.

2.0 Decision 1b

2.1 In the event that the current lead authority, LB Hillingdon, withdraws from the Joint Committee and that two or more Constituent Authorities wish the Joint Committee to continue, one of them must act as lead authority.

The requirements for the lead authority are set out in the LHC Constitution and are extracted below:

2.2. Lead Borough Arrangements

2.3 Hillingdon shall act as lead borough for and on behalf of all the Authorities in relation to:

- (i) the employment of the staff of LHC,*
- (ii) insurance,*
- (iii) financial oversight,*
- (iv) the entering*
 - iv) the entering into of legal relations where LHC would enter such relations were it a competent legal entity,*
- (v) Secretary to the Joint Committee.*

2.4 The LHC Operations Group shall be employed by Hillingdon and the terms and conditions of staff within the LHC Operations Group shall be those used by Hillingdon.

2.5 Hillingdon shall effect insurance for all the insurable risks of LHC including employer's, public, professional and motor contingency liability insurance together with all other risks which it considers appropriate to cover, in order to protect the liabilities and assets of the Authorities.

2.6 Hillingdon shall enter all contractual and other legal relations for LHC and shall defend or settle any proceedings issued for liabilities arising from the activities of LHC.

2.7 The method of calculating the reimbursement of the costs of performing lead borough functions shall be on such basis as the Joint Committee shall from time to time approve.

Calculations relating to payments of reimbursement of costs to lead boroughs shall be presented to the Joint Committee for information.”

2.8 In that eventuality, staff TUPE arrangements and novation of contracts shall be executed with transfer from LB Hillingdon to the new lead authority.

2.9 Please note that if Hillingdon decides not to withdraw, the Joint Committee will continue (provided that at least one other Constituent Authority also decides not to withdraw).

3.0 Decision 3

3.1 The governance review leading to this proposal has identified new governance arrangements which are more appropriate to the current and future operations of LHC.

3.2 In establishing a new corporate entity LHC will be seeking participation from client organisations and other interested parties from across Great Britain, from local authorities, housing associations and other relevant sectors.

3.3 We anticipate a high degree of interest in organisations wishing to participate in order to:

- Influence the future direction of LHC including the identification of new products and services which could be beneficial to client organisations.
- Increase learning of technical know-how for use by clients carrying out their own procurement programmes, including such themes as:
 - Net zero buildings and decarbonisation of heat
 - Modern methods of construction
 - Building safety
- Increase learning of procurement practices to deliver greater social value.
- Access to LHC grant funding for community investment schemes

3.4 The design of the new LHC corporate entity will look to continue to offer grant funding to those Authorities continuing to participate in LHC.

3.5 LHC would encourage current Constituent Authorities to consider participation in the new corporate entity.

4. Risks and financial implications

4.1 It is anticipated that there should be a ‘clean break’ disbandment of the Joint Committee with all LHC’s assets and liabilities transferred from the Joint Committee to the new LHC corporate entity.

4.2 As the lead authority, LB Hillingdon will work with LHC to ensure effective TUPE transfer of staff and novation of contracts from LB Hillingdon to the new LHC corporate entity.

4.3 There will be no financial burden accruing to the Council from the disbandment of the Joint Committee. All costs shall be borne by LHC and LB Hillingdon as agreed between the two parties.

4.4 As a member of the Joint Committee the Council currently qualifies for a grant from LHC of up to £10,000 per annum (£15,000 for the lead authority) based on attendance at LHC Board meetings. The Council would lose the ability to claim our £10,000 grant for our membership of the Joint Committee. This will create a small funding pressure which will need to be managed within existing service budgets

4.5 It is anticipated in the new LHC corporate entity that such grants will be offered to client organisations participating in the governance of the new organisation.

4.6 Risks table and mitigating actions

Risk	Result	Mitigating action
A single Constituent Authority does not agree with Decision 1a (withdraw from the Joint Committee)	LHC cannot continue as a Joint Committee with one member. The Joint Committee is disbanded.	1.Ensure each Elected Member of the LHC Joint Committee is fully briefed on the reasons for the decision. 2. LHC to hold 1to1 meetings with Council if required
Two or more Constituent Authorities do not agree with Decision 1a	The LHC Joint Committee can continue but one of those authorities must act as lead authority. If not, the Joint Committee is disbanded.	As above. 3. Ensure Council is fully aware of the lead authority responsibilities.
Hillingdon does not agree with Decision 1a (withdraw from the Joint Committee)	The LHC Joint Committee can continue, provided that at least one other Authority decides not to withdraw. Otherwise, the Joint Committee is disbanded	As in risk 1 above.
One or more Constituent Authorities do not make a decision before the next meeting in March 2022.	A proposal will be put to the Joint Committee in March 2022 that LHC proceeds with the implementation of the 'Preferred Option' as planned until a decision is received from all ten Constituent Authorities	As in risk 1 above. 3. Continue to investigate alternative forms of legal entity for LHC.
All Constituent Authorities agree to withdraw from the Joint Committee but fail to make a decision in March 2022 on the exact form of new LHC corporate entity	A decision on the exact form of new LHC corporate entity must be made in March 2022.	As in risk 1 above. .

5. Other options considered

5.1 Do nothing – This is not the recommended option for the reasons set out in this report.

5.2 Agree to withdraw – This is the recommended option for the reasons set out in the report.

5.3 Not to withdraw – This is not the recommendation for the reasons set out in this report.

6. Legal and financial implications

6.1 The Council would lose the ability to claim our £10,000 grant for our membership of the Joint Committee. This will create a small funding pressure which will need to be managed within existing service budgets .

7. Corporate implications

7.1 Corporate Finance has reviewed this report and concurs with the financial implications set out above.

8. Local councillors & community boards consultation & views

8.1 A consultation meeting was held on 13th October 2021 between the Chairman, Vice Chairman and senior officers of LHC with senior officers and Elected Members of LB Hillingdon.

9. Communication, engagement & further consultation

9.1 Engagement with LHC to formalise the new arrangements will be necessary. LHC will need to make its own arrangements for communication. NO further internal communication or external communication beyond normal is anticipated as a result of this decision.

10. Next steps and review

10.1 This is set out in the report.

11. Background papers

11.1 LHC Governance Review board paper from the meeting of the LHC Joint Committee on 3rd December 2021.

12. Your questions and views (for key decisions)

12.1 If you have any questions about the matters contained in this report please get in touch with the author of this report. If you have any views that you would like the cabinet member to consider please inform the democratic services team. This can be done by telephone [01296 382343] or email [democracy@buckinghamshire.gov.uk]

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Report to Cabinet

Date:	Cabinet – 15th February
Title:	Future High Streets
Cabinet Member(s):	Cllr John Chilver; Cllr Gareth Williams
Contact officer:	Charles Brocklehurst
Ward(s) affected:	Abbey Ward
Recommendations:	<p>The Director of Property and Assets is authorised in consultation with the Deputy Leader and Cabinet Member for Planning and Regeneration, and Cabinet Member for Finance, Resources, Property and Assets and the S151 Officer to:</p> <ol style="list-style-type: none"> 1. Agree Heads of Terms, authorise and undertake necessary due diligence, agree contracts and exchange and complete contracts for the investment of Wycombe’s Future High Streets monies into the Eden Centre for the reasons set out in this report and in the confidential appendix to this report. 2. Agree Heads of Terms, agree contracts, exchange, and complete the disposal of 6-8 Frogmoor, High Wycombe for the reasons set out in this report and in the confidential appendix to this report.
Reason for decision:	The initial July 2021 Cabinet report on Future High Streets (‘FHS’) envisaged the need for further Cabinet approvals, to authorise other FHS projects
1. Executive summary	
1.1	In June 2021, the Council received from MHCLG, the first tranche of Wycombe’s Future High Streets grant (‘FHS’). This was reported upon to Cabinet in July 2021, pursuant to which progress has been made on part of the approved 3-year FHS

development programme (two vacant shop acquisitions have been acquired and are undergoing re-purposing).

- 1.2 It has not been possible to secure another targeted Year 1 project, but this may re-emerge as a project in 2022/23. Meanwhile, it is proposed that an alternative project be substituted (subject to Department for Levelling Up, Housing and Communities approval), to achieve Year 1 spend profile and thereby secure Year 2 grant. The proposed substitute project comprises the Council co-investing (alongside Eden's owners the long leasehold owners of the centre, the freeholders being the Council), in the proposed re-purposing of Eden's 13,000sm (140,000sqft) House of Fraser building in order to further economic activity and vitality in the town centre, as well as bringing forward much needed housing and associated benefits with re purposing underutilised space in the town centre
- 1.3 House of Fraser occupy the building on a temporary short term arrangement and there is no certainty that they will remain as tenant. Eden are in on-going discussions with them but regard it as prudent to look at alternative options. As with other shopping centres in the UK, these look at bringing in increased family friendly activity into the building. This will result in reduced retail floorspace, aimed at attracting a new anchor store.
- 1.4 The disposal of 6-8 Frogmoor will facilitate the redevelopment of Chiltern Shopping Centre for predominantly residential development, which will increase economic activity in the town centre and also reduce pressures on housing need elsewhere. Work is ongoing with the other tenants and operators that might be affected by the proposed redevelopment of the Chiltern Centre.
- 1.5 The terms of the proposed Eden co-investment, along with the terms of the proposed disposal of 6-8 Frogmoor to Dandara, which forms part of their redevelopment proposals, are set out in detail in the Confidential Annex.
- 1.6 The proposed investment and disposal will have a twofold regeneration benefit to the Council and the town centre. They will:
 - Create potential for new 'anchors' in Eden shopping centre. These will secure lease renewals/new leases with existing retailers in Eden, enhance its leisure offer and boost footfall, underpinning Eden as the town's largest retail destination. Incidental to this regeneration outcome, it will result in an enhanced ground rent payable to the Council.
 - unlock redevelopment of the Chilterns Shopping Centre site, removing large scale redundant retail floorspace, regenerating it with large scale in-town living, which will help drive vitality and economic activity. Incidental to this,

the redevelopment will generate for the Council both a capital receipt (from the disposal of 6-8 Frogmoor) and CIL/Section 106 monies.

2. Other options considered

- 2.1 Do nothing – This is not the recommended option because the proposed investment in Eden will reinforce it as the main retail destination in the town centre and the Chiltern Centre is likely to continue to decline as a retail destination and a comprehensive development is unlikely to be achieved. Furthermore, the amount of residential development and thereby the economic activity and regeneration outcomes will be reduced.
- 2.2 Negotiate an alternative deal – This is not the recommended option for the reasons set out in the report.

3. Legal and financial implications

- 3.1 The Council has received external legal property and procurement advice regarding the potential risk of State Subsidy rules (i.e. post Brexit State Aid), affecting the proposed Council intervention. Since the Council's co-investment can be said to be mainly for economic regeneration purposes (to rejuvenate Eden and in the process, facilitate redevelopment of Chiltern Shopping Centre), then the Council is performing a public function. As a result, the Council will not be deemed to be acting as a market operator (as it is not in a position of advantage as against other market operators).
- 3.2 Value for Money Considerations: This deal is for the purpose of regeneration and the use of the Future High Street Grant will deliver economic and social benefits to Wycombe Town Centre. The purpose of the Future High Street grant is to enable the Council to invest in Wycombe Town Centre and bridge the gap where the economic market fails to deliver regeneration activity.
- 3.3 Budget implications - Revenue: The repurposing of the House of Fraser building in the Eden centre will result in an increase in rental income for the centre. The Council will benefit from this by seeing an increase in its ground rent share, as set out in the confidential appendix. This will contribute towards the Council's assumption, built into the MTFP modelling on post-COVID rental income recovery, that the ground rent received from Eden Shopping Centre will make a healthy (but not full) recovery by 2024/25.
- 3.4 Budget implications – Capital: The deal includes a clawback protection such that, in the event of Eden disposing of their ground lease and making a gain, the Council will receive a share of this gain. Should it materialise, this would be an unbudgeted Capital Receipt for the council. A clawback provision will also apply to the owners

of the Chiltern Shopping Centre, in the event of them selling-on their completed scheme.

- 3.5 The capital expenditure for this deal is funded from the Future High Street Grant, and is included in the Council's capital programme. The effect of substituting this project in the Future High Streets approved development programme will mean that the Council is going a long way towards delivering on its Year 1 spend commitments. Thus positioning itself well to receive Year 2 Future High Streets grant (which is performance based).

4. Corporate implications

- a) HR – None
- b) Climate change – None
- c) Sustainability – None
- d) Equality - None
- e) Data - None
- f) Value for money – Future High Street funding is not there to generate a financial return. It was granted to regenerate the town centre. There are considered to be significant benefits, which are the subject of this report, from the proposed rejuvenation of the Eden centre and redeveloping Chiltern Shopping Centre - together they will significantly enhance the regeneration and economic activity in the town centre

g) Risks

The proposals are multi-party (and complex), so there is a risk that they will not be achieved. All negotiations to date are subject to contract. Both Eden and Chiltern Shopping Centre are subject to planning (although the latter is known to have been the subject of extensive Pre-App consultation). Were the proposal not to come to fruition, it could put at risk next year's Future High Streets grant (at it is performance dependent).

5. Local councillors & community boards consultation & views

- 5.1 The proposal was reported in outline to Wycombe Regeneration Board on 11 November 2021.. Local Members were informed (as not all were present at the Board) that this report was forthcoming and a meeting was held with them on 27 February 2022, to discuss it. They are supportive.

6. Communication, engagement & further consultation

- 6.1 If the application to Central Government is successful, further updates and presentations will be presented to the Wycombe Regeneration Board on the evolution of development, design, planning and delivery of both projects.

7. Next steps and review

- 7.1 Obtain MHCLG approval; agree detailed Heads of Terms with Eden and Dandara; appoint external solicitors, with the aim of completing the transaction by 31 March 2022, to meet the FHS financial commitments programme.

8. Background papers

Previous 20 July 2021 Cabinet paper on Future High Streets

9. Your questions and views (for key decisions)

If you have any questions about the matters contained in this report please get in touch with the author of this report. This can be done by email Charles.brocklehurst@buckinghamshire.gov.uk. If you have any views that you would like the cabinet member to consider please inform the democratic services team at democracy@buckinghamshire.gov.uk or 01296 382343.

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