

To: Councillor Lovelock (Chair)  
Councillors Page, Brock, Ennis, Hacker,  
Hoskin, James, Jones, O'Connell, Pearce,  
Skeats, Stevens, Terry, Vickers, Warman  
and White

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8 February 2019

Your contact is: **Simon Hill - Committee Services (simon.hill@reading.gov.uk)**

### NOTICE OF MEETING - POLICY COMMITTEE 18 FEBRUARY 2019

A meeting of the Policy Committee will be held on Monday, 18 February 2019 at 6.30 pm in the Council Chamber, Civic Offices, Reading, RG1 2LU. The Agenda for the meeting is set out below.

1. CHAIR'S ANNOUNCEMENTS
2. DECLARATIONS OF INTEREST
3. MINUTES 5 - 12
4. PETITIONS AND QUESTIONS  
  
To receive any petitions from the public and any questions from the public and Councillors.
5. DECISION BOOK REFERENCES
6. CONCESSIONARY TRAVEL SCHEME - INVESTIGATION OF BUDGET SAVING PROPOSALS BOROUGH WIDE 13 - 60  
  
Councillor Page / Director of Environment and Neighbourhood Services  
  
This report provides an update on proposed changes to the Concessionary Travel scheme for Older Person pass holders and disabled people using the Access Pass in Reading.
7. CHIEF FINANCE OFFICER'S REPORT ON THE ROBUSTNESS OF THE COUNCIL'S 2019/20 BUDGET BOROUGH WIDE 61 - 66

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Director of Resources

This report fulfils the requirement under Section 25 of the Local Government Act 2003 for the Council's Chief Financial Officer to report to Council on the robustness of the estimates made for the purposes of the calculations of the budget, and the adequacy of the proposed level of financial reserves.

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|-----------|---|---------------------|-----------------|
| <b>8.</b> | <b>DRAFT 2019/20 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY TO 2021/22</b> | <b>BOROUGH WIDE</b> | <b>67 - 178</b> |
|-----------|---|---------------------|-----------------|

Councillor Lovelock / Director of Resources

This report sets out the Council's draft Medium Term Financial Strategy and associated spending plans for the three years 2019/20 to 2021/22. The report covers all aspects of the Council's spend: General Fund revenue expenditure funded by the council tax payer, government grant and other sources of income, Housing Revenue Account (HRA) expenditure, funded by council tenants' rents, and the Council's Capital Programmes (General Fund and HRA) funded by grants and contributions, capital receipts, revenue and prudential borrowing.

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| <b>9.</b> | <b>SHAREHOLDER CONSENT: HOMES FOR READING LTD APPOINTMENT OF EXTERNAL AUDITOR FOR 2018/19</b> | <b>BOROUGH WIDE</b> | <b>179 - 182</b> |
|-----------|---|---------------------|------------------|

This report seeks approval from the Committee, acting as Shareholder of Homes for Reading Ltd, to appoint an external auditor to prepare the accounts for the 2018/19 financial year.

## WEBCASTING NOTICE

Please note that this meeting may be filmed for live and/or subsequent broadcast via the Council's website. At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during a webcast will be retained in accordance with the Council's published policy.

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Members of the public who participate in the meeting will be able to speak at an on-camera or off-camera microphone, according to their preference.

Please speak to a member of staff if you have any queries or concerns.

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**Present:** Councillor Lovelock (Chair);  
Councillors Page (Vice-Chair), Brock, Ennis, Hoskin, James, Jones, O'Connell, Pearce, Stevens, Terry, Vickers, Warman and White

**Apologies:** Councillors Hacker and Skeats

### RESOLVED ITEMS

#### 55. EXCLUSION OF THE PRESS AND PUBLIC

**Resolved -**

That pursuant to Section 100A of the Local Government Act 1972 (as amended), members of the press and public be excluded during consideration of items 56-57 below as it was likely that there would be a disclosure of exempt information as defined in the relevant paragraphs specified in Part 1 of Schedule 12A to that Act.

#### 56. READING TRANSPORT LIMITED - SHAREHOLDER REPORT

The Director of Resources submitted a report to the Committee acting as shareholder of Reading Transport Limited (RTL), setting out an annual review report submitted by RTL, to fulfil the reporting obligations set out in the company's Articles of Association. The RTL report and annexes were attached to the report at Appendix 1.

The report noted that the RTL report was seeking the Shareholders agreement to a number of recommendations, including approval of the fleet replacement programme and a proposed acquisition, and for the financial arrangements to support these. The report summarised issues arising from the RTL report, including an assessment of financial stability, acquisitions and company structure, for the Committee to take into account in considering the recommendations from RTL.

The Chief Executive, Chair and Chief Finance & Information Officer of RTL attended the meeting and, at the invitation of the Chair, addressed the Committee.

**Resolved -**

- (1) That the trading position of the Company in 2017/18 and the assumptions in its 2018/19 budget be noted;
- (2) That the requirements for any loans to the Company to be charged at state aid compliant rates be noted;
- (3) That the following recommendations to the shareholder set out in the Annual Review report from RTL be agreed:
  - a) That the content of the review be noted;

- b) That the updated fleet replacement programme be approved;
  - c) That the provision of lease finance to Reading Buses by means of an extension of the existing Master Lease Agreement, should it be required to facilitate the purchase of vehicles as set out in the report, be approved, and that the Head of Finance be authorised to agree terms with the Company;
  - d) That the completed acquisition of Newbury & District Ltd be noted;
  - e) That the proposed acquisition set out in Section 6 and Annex 2 of the report be approved;
  - f) That the provision of loan finance to Reading Buses to facilitate the proposed acquisition be agreed, and that the Director of Resources be authorised to agree terms with the Company;
  - g) That joint action be agreed to identify a preferred option to mitigate the balance sheet and profit & loss account impacts of the Local Government Pension Scheme and approve further detailed actuarial assessments to implement the preferred solution;
  - h) That the progress being made with developing and implementing the Strategic Action Plan following completion of the joint review project be noted;
- (4) That RTL be requested to provide more regular financial and operational performance reporting and submit their Budget and Business Plan to the Shareholder prior to the start of the company's financial year.

(Exempt information as defined in paragraph 3).

#### **57. EXTENSION OF THE PARKSIDE BUPA CONTRACT AND IMPLEMENTATION OF CARE HOME FRAMEWORK AGREEMENT**

The Director of Adult Care and Health Services submitted a report on the extension of a block contract with Bupa for nursing beds and a review of the Framework Agreement contracts with Care Homes.

The report explained that the Council had been in discussion with BUPA over the extension of and the rates, levels of care need and amendments to a block contract for nursing beds. In December 2018 BUPA had given the Council a final deadline to sign the negotiated deal and, in the absence of time to secure Committee approval for the contract, the Chief Executive had authorised the signing and sealing of the contract under the urgency provisions within the delegations register. The report explained the use of this delegated authority as required by the Delegations Register in such circumstances.

## POLICY COMMITTEE MEETING MINUTES - 14 JANUARY 2019

The report explained that in addition a wider review of all commissioned beds locally had been undertaken, which had resulted in the Council setting proposed usual cost-of-care rates. Alongside a new framework contract, these rates would be consulted on with 20 current care home providers, and the report sought authority for officers to award revised contracts to all current providers from 14 February 2019 if the proposed cost of care rates and revised contract were agreed.

### Resolved -

- (1) That the use of the Chief Executive's delegated authority to authorise the signing and sealing of the Bupa contract extension, in order to secure best value rates for these urgently needed nursing beds, be noted;
- (2) That the award of the new Framework Agreement for the provision of care home services, supporting over 292 vulnerable people of all needs groups, be endorsed;
- (3) That the Director of Adult Care and Health Services and the Head of Legal Services be authorised to award and execute the new Framework Agreement contracts with current care home providers.

(Exempt information as defined in paragraph 3).

### 58. MINUTES

The Minutes of the meeting held on 26 November 2018 were agreed as a correct record and signed by the Chair, subject to amendment of Minute 49, regarding the allocation of 15% Community Infrastructure Levy (CIL) Funds, to include in resolution (2) an allocation of £25k for the retention of heritage street lamps, which had been moved and agreed at the meeting.

### 59. PETITIONS AND QUESTIONS

Questions on the following matters were submitted by members of the public:

	Questioner	Subject	Reply
1.	Ayo Sokale	Period Poverty	Cllr Hoskin
2.	Ben Longworth	Former Loch Fyne Building	Cllr James
3.	Peter Burt	Closure of Arthur Hill Pool	Cllr Lovelock
4.	Peter Burt	New East Reading Pool	Cllr Hoskin
5.	Glenn Dennis	Universal Credit	Cllr Brock
6.	John Hoggett	Commercial Property Investments	Cllr Brock

Questions on the following matters were submitted by Councillors:

	Questioner	Subject	Reply
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## POLICY COMMITTEE MEETING MINUTES - 14 JANUARY 2019

1.	Cllr White	Fossil Fuel Divestment	Cllr Lovelock
2.	Cllr McGonigle	Licensing of Smaller Properties	Cllr Ennis

(The full text of the questions and responses was made available on the Reading Borough Council website).

### **60. LONG TERM EMPTY PREMIUM - COUNCIL TAX**

The Director of Resources submitted a report asking the Committee to consider a recommended increase in the Council Tax premium charged on long term empty properties, following the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 which allowed Local Authorities to increase the Premium.

The report noted that the Council currently charged long term empty dwellings at the previous maximum rate of an additional 50% after having been empty for two years. The new regulations allowed local discretion to increase the Premium charge up to 300% in stages, with exemptions that included premises owned by members of the armed forces, annexes, and properties that were genuinely on the market for sale or let. The report proposed implementing the permitted increases in premium, which would help increase the volume of local housing stock by incentivising owners of registered long term empty homes to take steps to bring those homes back into use. There were currently 115 properties which had been unoccupied and unfurnished for more than two years and were already subject to a Premium.

**Resolved -**

**That the premium on long term empty properties be increased as follows:**

- 100% premium from 1 April 2019 for those properties empty for 2 years and over;
- 200% premium from 1 April 2020 for those properties empty for 5 years and over;
- 300% premium from 1 April 2021 for those properties empty for 10 years and over.

### **61. APPROVAL OF THE LOCAL COUNCIL TAX SUPPORT SCHEME AND THE COUNCIL TAX BASE 2019/20**

The Director of Resources submitted a report asking the Committee to recommend to full Council the Council Tax Reduction Scheme and Council Tax Base for the 2019/20 financial year.

The report explained that Section 33 of the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 required the Council as the Billing Authority to calculate a Council Tax Base for its area by 31 January each year. The Welfare Reform Act 2012 and Local Government Finance Act 2012 had replaced the Council Tax Benefit scheme with a locally determined Council Tax



## POLICY COMMITTEE MEETING MINUTES - 14 JANUARY 2019

Reduction Scheme (also known as a local Council Tax Support Scheme), which was effectively a type of Council Tax discount. The legislation required the Council to approve the scheme by the end of January preceding the start of the financial year. The recommended scheme for 2019/20 was a continuation of the scheme that had been agreed by Council at its meeting on 23 January 2018 (Minute 28 refers) for the 2018/19 financial year.

The report also set out information on the Council Tax collection rate and the estimated surplus on the Council Tax Collection Fund.

### Recommended -

- (1) That a Council Tax collection rate of 99% for 2019-20 be noted;
- (2) That the existing Council Tax Local Reduction Scheme be retained for 2019/20;
- (3) That it be noted that the 2019/20 Council Tax Reduction Scheme allowances would be updated in line with the scheme's regulations;
- (4) That, with the approved increase in Long Term Premium on empty properties (Minute 60 above refers), the Council Tax Base for the financial year 2019/20 be set at 55,884;
- (5) That an estimated surplus on the Council Tax Collection Fund in 2018-19 of £200k, of which the Council's share was £173k, be noted.

### 62. RESPONSE TO THE WILLOWS/DISCHARGE TO ASSESS CONSULTATION AND FUTURE PROPOSAL

The Director of Adult Care and Health Services submitted a report on a consultation with stakeholders in relation to the ongoing use of The Willows (both the Residential Home element and the Discharge to Assess (D2A) service). The following documents were attached to the report:

- Appendix 1 - Willows/Discharge to Assess Consultation Report
- Appendix 2 - Equality Impact Assessment - Discharge To Assess/Charles Clore Court
- Appendix 3 - Equality Impact Assessment - Willows

The report explained that the consultation had proposed moving the Discharge to Assess beds from The Willows site to Charles Clore Court (an Extra Care provision), and closing The Willows as a residential care home for people with dementia. The proposals had been driven by NHS Improvement guidance which stated that bed-based services were a perverse incentive to the Home First ethos for a Discharge To Assess service, as they tended to be used by the hospital system as a quick and 'safe' discharge option particularly at times of higher pressure. The proposed relocation of the Discharge to Assess service from a residential setting to an extra care setting also supported the

## POLICY COMMITTEE MEETING MINUTES - 14 JANUARY 2019

national requirement (under the Better Care Fund) to implement the “High Impact Change Model” for reducing delayed transfers of care from hospital settings.

The report summarised the main themes emerging from the consultation and the associated Adult Social Care management responses, which were set out in detail at Appendix 1 attached to the report. The report also set out the staffing implications of the proposals. Potential options for use of The Willows site in the future would be considered in a review of internal services which was being carried out by the Transformation Team in Adult Social Care.

**Resolved -**

- (1) That the consultation themes and associated management response be noted;**
- (2) That the relocation of the Discharge to Assess service to Charles Clore Court be approved;**
- (3) That the temporary closure of the Willows site be approved and the potential staffing implications noted.**

### **63. CIVIL ENFORCEMENT (PARKING) CONTRACT EXTENSION**

The Director of Environment and Neighbourhood Services seeking approval to extend the Civil Enforcement Contract awarded to NSL Ltd in 2014 by one year, as per the terms of the original contract.

The report noted that the Parking Enforcement contract had been awarded to NSL Ltd in 2014 for an initial period of five years, with an option to extend the term of this contract by a period or periods of not less than one year. The contract had commenced on 1 November 2014, with a nine-month termination or extension notice period, any notice therefore had to be served to the contractor no later than 1 February 2019. NSL provided a wide range of services under the contract and had performed well against the Key Performance Indicators; a review of the contract had been carried out and concluded that the services provided good value to the Council.

The report explained that a wider review of enforcement, particularly of environmental offences, was underway. A pilot scheme had been running since April 2017 to enforce mooring within the Borough, with the possibility of a wider pilot to enforce environmental offences. Any pilot would inform a future decision on all enforcement activities, and it was therefore recommended that the current NSL contact be extended by one year, to allow the Council to review the best options available for all of its enforcement activities.

**Resolved -**

**That a one year extension to the current contract with NSL until 31 October 2020 be approved.**

**64. BRIGHTER FUTURES FOR CHILDREN - APPOINTMENT OF EXTERNAL AUDITORS**

The Director of Resources submitted a report seeking approval from the Committee, in its capacity as sole member for Brighter Futures for Children Limited (BFfC), for the appointment of UHY Hacker Young as external auditors for BFfC.

The report explained that BFfC had conducted a procurement process for an audit firm, and that following careful evaluation of the written bids and presentations, UHY Hacker Young had been selected as the preferred bidder and recommended to the BFfC Board. The Council's Chief Auditor had been a member of the selection panel and confirmed that the selection process had been completed correctly and in a compliant manner. The BFfC Board had approved the recommended appointment of UHY Hacker Young at their meeting on 18 December 2018.

The report noted that the appointment of external auditors was a "Reserved Matter" within the Articles of Association agreed between the Company and Council, and therefore sought the Committee's formal approval of the appointment of UHY Hacker Young as the Company's external auditors.

**Resolved -**

**That the appointment of UHY Hacker Young as BFfC's external auditors for a three year term, commencing as soon as possible and covering the 2018/19, 2019/20, 2020/21 financial statements, be approved.**

(The meeting started at 6.30 pm and closed at 8.04 pm)

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## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF ENVIRONMENT & NEIGHBOURHOOD SERVICES

<b>TO:</b>	<b>POLICY COMMITTEE</b>		
<b>DATE:</b>	<b>18 FEBRUARY 2019</b>		
<b>TITLE:</b>	<b>CONCESSIONARY TRAVEL SCHEME - INVESTIGATION OF BUDGET SAVING PROPOSALS</b>		
<b>LEAD COUNCILLOR:</b>	<b>TONY PAGE</b>	<b>PORTFOLIO:</b>	<b>STRATEGIC ENVIRONMENT, PLANNING &amp; TRANSPORT BOROUGHWIDE</b>
<b>SERVICE:</b>	<b>TRANSPORTATION &amp; STREETCARE</b>	<b>WARDS:</b>	<b>BOROUGHWIDE</b>
<b>LEAD OFFICER:</b>	<b>EMMA BAKER / JAMES TURNER</b>	<b>TEL:</b>	<b>0118 9374881 / 0118 9372451</b>
<b>JOB TITLE:</b>	<b>ACTING TRANSPORT PLANNING MANAGER / TRANSPORT PLANNER</b>	<b>E-MAIL:</b>	<a href="mailto:Emma.Baker@reading.gov.uk">Emma.Baker@reading.gov.uk</a> / <a href="mailto:James.Turner@reading.gov.uk">James.Turner@reading.gov.uk</a>

#### 1. PURPOSE OF REPORT

- 1.1 This report provides an update on proposed changes to the Concessionary Travel scheme for Older Person pass holders and disabled people using the Access Pass in Reading. In February 2018, Policy Committee agreed to investigate the potential removal of further discretionary elements of the Concessionary Travel scheme, following the implementation of initial changes to the Older Person's scheme in April 2017. The anticipated budget savings from these proposed changes, subject to the outcome of public consultation and an Equalities Impact Assessment (EIA) of the proposals, is approximately £200-250k per annum.
- 1.2 There are approximately 22,000 Older Person's pass holders in Reading, with around 2,000 registered to use the Readibus service; and over 6,000 Access pass holders, with over 2,400 of these having the additional Companion entitlement. An 8 week consultation was undertaken on the proposed changes for Access Pass holders in May 2018, which received 1,377 responses; and a 4 week consultation on the proposed changes for Older Person Pass holders was undertaken in November 2018, which received 724 responses. Results from the consultations are summarised within this report.
- 1.3 Following an initial review of the consultation results, it was announced by the Lead Member for Strategic Environment, Planning and Transport at the meeting of Policy Committee on 29<sup>th</sup> October 2018 that the Council did not intend to proceed with the proposed removal of the Companion Entitlement for eligible Access Pass holders (proposal 2 as set out at para 4.12 below), as this provides a vital lifeline for disabled residents who are unable to travel alone. However, the Committee is required to take a formal decision on this

element as part of the overall decision on the proposals contained within this report.

- 1.4 Appendix A - Equality Impact Assessment
- Appendix B - Consultation Questionnaires
- Appendix C - Consultation Response - Full Results
- Appendix D - Background Information - Administering Eligibility
- Appendix E - Background Information - Concessionary Fares Schemes in the South-East
- Appendix F & G - Readibus Consultation Responses

## **2. RECOMMENDED ACTION**

**That the Committee:**

- 2.1 **Note the report and the potential financial savings of £200 - 250k per annum that the proposed changes to the scheme could deliver.**
- 2.2 **Taking into account responses received to the public consultation and the Equality Impact Assessments undertaken, determine what changes the Committee wishes to make to the discretionary elements of the Concessionary Travel scheme.**
- 2.3 **Endorse the proposal to review the administration of eligibility criteria for Access passes as set out in Appendix D.**

## **3. POLICY CONTEXT**

- 3.1 The English National Concessionary Travel Scheme (ENCTS) was introduced in April 2008, under the Concessionary Bus Travel Act 2007. It provides free off-peak bus travel to eligible older and disabled people between 09:30am and 11:00pm on Monday to Fridays and at any time at weekends and on bank holidays anywhere in England.
- 3.2 The scheme is administered locally by Travel Concession Authorities (TCAs) which includes Reading Borough Council. TCAs are responsible for the administration, processing and issuing of a suitable smartcard to eligible applicants residing in the area, liaising with local bus operators to agree the setting of reimbursement rates using DfT prescribed tools, and processing reimbursements payments to operators based on the number of trips made by pass holders.
- 3.3 TCAs are also responsible for setting the local scheme rules including any additional local discretionary elements, which can be implemented using powers provided by the Transport Act 1985.

## **4. THE PROPOSAL**

- 4.1 Since the introduction of the ENCTS in 2008, the Council has offered a range of additional discretionary elements above the mandatory national scheme for eligible older and disabled pass holders. In addition, the Council has historically entered in to reciprocal arrangements with neighbouring local

authorities to allow cross border journeys to allow journey across the Reading Urban Area outside of the statutory national scheme times.

4.2 The Reading scheme currently provides the following discretionary elements for pass holders in addition to the national scheme:

1. Free travel at any time on weekdays within Reading borough for disabled persons (Access) pass holders.
2. Issuing a companion entitlement to eligible disabled persons (Access Plus Companion) pass holders who are unable to travel alone. This provides free travel for a companion when travelling with the pass holder at any time within Reading.
3. Free travel on ReadiBus dial-a-ride services for Older Person and Access pass holders who meet ReadiBus eligibility criteria (dial-a-ride services are not included in the national scheme).

4.3 This savings proposal as consulted upon is to remove the three discretionary elements as set out above. The majority of discretionary elements for Older Person pass holders were removed in April 2017, except for the ability for eligible pass holders to travel for free on ReadiBus dial-a-ride services.

4.4 An eight-week consultation on the budget saving proposals for Access pass holders took place from 25th May to 20th July 2018. The consultation involved 5,749 letters being sent to all Access and Access with Companion Pass holders and was promoted in the press release and via appropriate user groups, including the Physical Disability and Sensory Needs Partnership and Access and Disability Working Group. Promotion through these channels encouraged the submission of 1,377 responses.

4.5 Following the Access pass consultation, a four-week consultation on the proposal to remove free travel on ReadiBus for Older Person pass holders took place between 16<sup>th</sup> November and 19<sup>th</sup> December 2018, prompting 724 responses. A summary of both consultation responses is provided within this report.

**Proposal 1: Removing Off-Peak Weekday Free Travel (pre 9:30am / after 11:00pm) for Access Pass holders**

4.6 The proposal is to remove the allowance for Access and Access plus Companion pass holders to travel free before 9.30am and after 11.00pm on Mondays to Fridays.

4.7 Overall, 32% of respondents were supportive of the proposed changes to concessionary travel to remove free travel before 9:30am and after 11:00pm on weekdays and 66% were against this proposal, with 2% not answering this question.

4.8 Pass holders were asked to provide more information on their reason for needing to retain free travel before 9:30am by answering a multiple choice question on their trip purpose. The reasons for needing to travel before 9:30am were recorded as: 19% to go to work, 15% to attend school or college, 58% to attend medical appointments, 32% to visit shops, bank etc., 24% to

visit friends or relatives, 22% for leisure activities and 3% for other reasons. Only 19% of respondents stated they did not need to travel before 9:30am.

- 4.9 Respondents provided a variety of impacts that they would experience should the time of eligibility be restricted to the ENCTS statutory. The most prevalent issue was the inability to make medical appointments where travel would be needed before 9:30am along with the unaffordability of having to pay for travel before 9:30am. A large number of respondents also said that they would not be able to travel to work or school/college or would need to be late.
- 4.10 The impact of this change on Access pass holders, as outlined in the EIA, will be they need to either:
1. Travel after 9.30am which may delay then getting to appointments. However for the majority of concessionary pass journeys this delay will have no effect;
  2. Travel before 11.00pm which may require them to leave appointments or events earlier then they would otherwise intend. However for the majority of concessionary pass journeys this will have no effect;
  3. Pay the commercial bus fare to travel before 9.30am or after 11.00pm;
  4. Consider using alternative modes of transport including private vehicle use or taxi services.

#### **Proposal 2: Removing the Companion Entitlement for Eligible Access Pass Holders**

- 4.11 The proposal is to discontinue issuing the Companion Pass entitlement to allow eligible Access Pass holders free travel for a Companion to assist them with their travel.
- 4.12 76% of respondents were against this proposal and 17% in favour, with 7% not answering this question.
- 4.13 Pass holders were asked to provide more information on their reason for requiring companion entitlement by answering a multiple choice question on their trip purpose. The reasons for requiring a companion entitlement were recorded as; 7% required to go to work, 11% to attend school or college, 43% to attend medical appointments, 36% to visit shops, bank etc.. 29% to visit friends or relatives, 26% for leisure activities and 4% for other reasons. 27% of respondents stated they did not need a Companion Pass.
- 4.14 Respondents provided a variety of impacts that they would experience should the companion pass entitlement be removed. The most common issue was the unaffordability of having to pay for the companions to travel and the increased social isolation experienced as result with many respondents stating they would be 'housebound' with a significant negative impact on their quality of life.
- 4.15 Readibus responded to this element of the consultation stating that it would be discriminatory for a companion pass not to apply as this would mean those whose disability is such that they need a companion would be charged to travel when someone who did not need a companion to travel would not be.



However, to clarify the proposal is for only the companion entitlement to be withdrawn, the pass holder would still be entitled to use their pass for free for their own travel.

- 4.16 The impact on these pass holders outlined in the EIA will be they need to either:
1. Pay the commercial bus fare of a Companion to travel with them to assist in their journey.
  2. Use the Readibus dial-a-ride service for assisted travel but paying the Readibus standard fare.
  3. Continue to use their Access pass (with no Companion element) if the user feels they may now be able to travel without a Companion to assist them (this could be due to improvements in their personal circumstances or due to improvements in the bus vehicle and bus stop infrastructure (low floor, raised kerbs etc...)).
  4. Consider using alternative modes of transport including private vehicle use or taxi services.

**Proposal 3a: Removing the free use of Readibus dial-a-ride services for eligible Access Pass holders**

- 4.17 The proposal is to discontinue allowing eligible Access pass holders to use the Readibus services for free.
- 4.18 69% were against this proposal with 14% supportive and 17% not answering this question. As the Readibus scheme is only used by a number of Access Pass holders, and therefore did not affect all the members, a higher proportion of respondents did not complete this section.
- 4.19 Pass holders were asked to provide more information on their reason for requiring free use of the Readibus service by answering a multiple choice question on their trip purpose. The reasons for requiring free use on Readibus were recorded as; 4% to go to work, 6% to attend school or college, 21% to attend medical appointments, 18% to visit shops, bank etc.. 14% to visit friends or relatives, 14% for leisure activities and 4% for other reasons. 33% of respondents stated they did not currently need to use the Readibus services.
- 4.20 Readibus responded to the consultation setting out their concerns, the full response is included at Appendix F. These concerns included it is Readibus' view that the impact on Access pass users of Readibus would be disproportionately large compared to the modest savings the changes will bring in; the concessionary fare scheme helps to prevent additional social care service requirements and therefore saves the Council money in that area; and that the changes would contradict the priorities in the Council's Health and Well-being Strategy 2017-20 of 'reducing loneliness and social isolation'.
- 4.21 As with the removal of the Companion entitlement, a number of respondents stated the removal of free use of the Readibus service would result in greater social isolation as it would be more difficult for them to leave home alone and travel.

- 4.22 The impact on these pass holders outlined in the EIA will be they need to either:
1. Pay the commercial fare for Readibus services.
  2. Use local bus services if the user feels they may now be able to travel on these service (this could be due to improvements in their personal circumstances or due to improvements in the bus vehicle and bus stop infrastructure (low floor, raised kerbs etc...)).
  3. Consider using alternative modes of transport including private vehicle use or taxi services.
  4. Request alternative support from other Council services, such as social care.

**Proposal 3b: Removing the free use of Readibus Scheme by Older Person Pass holders**

- 4.23 The savings proposal is to remove free use of the Readibus dial-a-ride services for eligible Older Person Pass holders, to align with proposed changes to the Access Pass.
- 4.24 A four-week consultation on this budget saving proposals took place from 16<sup>th</sup> November to 19<sup>th</sup> December 2018 both online and with the option to complete a paper copy of the questionnaire. The consultation involved over 2,000 letters with the questionnaire being sent to all Older Person Pass holders registered to use Readibus services. The consultation was also promoted in a press release and via appropriate user groups, including the Older Persons Working Group. The Consultation generated a return of 724 responses as well as a number of written formal responses from organisations and a summary of consultation responses is outlined below.
- 4.25 When asked if the respondent agreed with the Council's proposal to end the free use of Readibus dial-a-ride services by eligible Older Person Bus Pass holders 78% were against this and 18% supportive with 4% not answering this question.
- 4.26 Respondents were asked to provide more information on their reason for requiring free use of the Readibus service by answering a multiple choice question on their trip purpose. The reasons for requiring free use on Readibus were recorded as; 2% to go to work, 4% to attend school or college, 35% to attend medical appointments, 45% to visit shops, bank etc.. 24% to visit friends or relatives, 29% for leisure activities and 19% for other reasons. 24% of respondents stated they did not currently need to use the Readibus services.
- 4.27 When asked on average how often respondents use the Readibus service 39% of all respondents stated they used the Readibus service 2-3 times per week or more often. 29% of respondents did not currently use any Readibus services.
- 4.28 Respondents were also asked what they would do if they were unable to use the Readibus service for free. Over half of all respondents at 52% stated that they would go out less often if Readibus services were no longer free. 30% of respondents stated they would pay the regular fare to use Readibus services and 22% of respondents stated they would use the local bus service instead,

either unassisted or with a companion. 13% stated they would use a taxi or minicab service.

4.29 Formal written responses were received from a number of organisations including ReadiBus, Reading Mencap, Age UK Berkshire and Age UK Reading. ReadiBus in their response raised their concerns including that this proposal would impact significantly on some Older Person pass holders and may result in “some residents travelling less frequently or not at all”. ReadiBus noted that some of the Older Person pass holders who would not be able to afford the fare are likely to be residents for which the Council will have some level of adult social care responsibility and these changes may be counter-productive as “the cost to the Council of that adult social care responsibility may be higher. ReadiBus also noted the impact on local community and some other Council services which rely on ReadiBus for participation of residents in these activities and if due to these proposals some residents are no longer able to attend these activities in may affect the viability of these services. ReadiBus also noted some residents may see and adverse effect on their health and well-being if they are no longer able to afford to use ReadiBus services. The full ReadiBus response can be seen in Appendix F.

4.30 The impact on these pass holders outlined in the EIA will be they need to either:

1. Pay the commercial fare for ReadiBus services.
2. Use local bus services if the user feels they may now be able to travel on these service (this could be due to improvements in their personal circumstances or due to improvements in the bus vehicle and bus stop infrastructure (low floor, raised kerbs etc...)).
3. Consider using alternative modes of transport including private vehicle use or taxi services.
4. Request alternative support from other Council services, such as social care.

### **Conclusions**

4.31 Overall, the consultations into the proposed budget savings generated a relatively high level of responses, with the Council also receiving a large number of phone calls and other correspondence, particularly when compared to the consultation on the initial changes to the Older Person’s scheme in 2016 which generated only 27 responses.

4.32 The total cost of these discretionary elements of the scheme is approximately £500k per year, however the estimated total proposed saving to the Concessionary Travel budget, including the removal of the companion pass, is approximately £250k due to the potential for significant transferal of trips as set out below.

4.33 The estimated cost saving for each element of the overall saving proposal is set out below, however these are estimated on the basis that all three of the proposals are implemented at the same time:

- Approximately £100k per year by removing free travel pre 9:30am and post 11:00pm on a weekday (assuming around 50% of trips will transfer travel times to still be eligible for free travel).
  - Approximately £50k per year by removing free travel for companions for eligible access pass holders.
  - Approximately £100k per year by removing free travel on Readibus dial-a-ride services (assuming around 50% of trips will transfer to other eligible free travel services).
- 4.34 As set out at 1.4, the Lead Councillor for Strategic Environment, Planning and Transport at the meeting of Policy Committee on 29<sup>th</sup> October 2018 confirmed that the Council did not intend not to proceed with the proposed removal of the Companion Entitlement for eligible Access Pass holders. The Council could consider making only one or a combination of the three changes outlined above, however it is not possible to assess fully the proposed level of savings that would be achieved if this approach is taken as there is likely to be displacement between the three elements, depending on which combination of proposals are implemented. Notwithstanding this complexity, anticipated savings would be in the region of £200-250k.
- 4.35 All of the proposals will remove a locally funded discretionary element which is currently offered in addition to the statutory scheme. Reading Borough Council's commitment to the full statutory scheme is unaffected by these proposals.
- 4.36 The discretionary elements currently offered to Access pass holders by other Travel Concession Authorities in the South East differs significantly between areas, set out in Appendix E and summarised in the table below:

**Concessionary Travel - Access Pass Discretionary Elements**

	Free travel outside of the hours of the statutory scheme	Free travel for companions	Free travel on additional services (i.e. dial-a-ride, travel vouchers scheme)
West Berkshire	No	No	No
Wokingham	Yes (from 9:00am)	Yes	Yes
Bracknell	Yes	No	No
RBWM	Yes	Yes	Yes (Travel Voucher Scheme)
Slough	No	No	No
Surrey	Yes*	Yes*	No
Hampshire	Yes	Yes	Yes
Swindon	No	No	Yes (Travel Voucher Scheme)

\* Note Surrey is currently consulting on the removal of these elements of their scheme.

- 4.37 Following the changes to the Older Person's scheme in April 2017, the Royal Berkshire Hospital has been advising residents of their ability to book medical

appointments within the revised hours of free travel provided by the scheme. If the budget savings proposal to restrict hours of Access Pass usage is approved, the Council will advise the Royal Berkshire Hospital of this change to ensure this policy is extended to residents impacted by the changes. Residents can then look to arrange their appointments at the Hospital or their registered GP surgery within the hours of free travel provided through the statutory scheme.

- 4.38 To help mitigate the impact of this proposal, Readibus could consider providing, as a commercial proposition, a reduced fare scheme for Access and/or Older Person pass holders. However, this would be entirely at the discretion of Readibus who would need to be content that it could be offered on a commercial basis. To be clear, Readibus have not committed to offering this and therefore it should not be considered as a mitigation measure to this proposal.
- 4.39 There is a risk that implementing this proposal could increase costs to the Education and Adult Social Care services provided by the Council, for instance through residents who currently use their Access Pass to travel to education and/or employment before 9.30am as they would be impacted by the proposed change in times for free travel through the national scheme. It is therefore proposed that, if the decision is taken to progress the proposals, all cases of residents requesting financial assistance with travel as a result of the changes to the Concessionary Travel scheme would be reviewed by the Council following implementation of the changes. The cost to the Council in additional travel assistance payments would need to be assessed and reallocated to the appropriate budgets from the overall budget saving, to ensure appropriate budgets remain available to promote resident's independence and provide support to ensure they claim any mobility benefits they would be entitled to receive.
- 4.40 In conclusion, officers recommend that the Committee takes account of the responses received to the public consultations and the Equality Impact Assessments undertaken for the budget saving proposals, and that the Committee decides whether or not to make the changes to the discretionary elements of the Concessionary Travel scheme.

## **5. CONTRIBUTION TO STRATEGIC AIMS**

- 5.1 These budget saving proposals have been developed to ensure the Council can continue to deliver our priorities and protect services alongside addressing budget challenges. These proposals will continue our focus on our service priorities whilst our budget is being reduced, therefore the proposals will enable us to:
- Protecting and enhancing the lives of vulnerable adults and children.
  - Ensure the Council is fit for the future.

## **6. COMMUNITY ENGAGEMENT AND INFORMATION**

- 6.1 In May 2018, Reading Borough Council opened an 8 week consultation in to the proposed changes to the Access pass holders scheme. A letter outlining the proposed changes with a paper version of consultation questionnaire to return

was sent to every Access and Access with Companion pass holder, a total of 5,749 pass holders. The consultation was promoted through a press release issued by the Council, promoted on-board buses, posted on the Council's website through the consultation hub and was open to general responses as well as being shared with the Access and Disability Working Group members, Physical Disability and Sensory Needs Partnership members and the Resident's Panel.

6.2 In November 2018, a second consultation was opened for a 4 week period regarding the proposed change to the Older Persons Pass holder scheme. A letter outlining the proposed changes with a paper version of consultation questionnaire to return was sent to every Older Person Pass holder registered for the Readibus service, approximately 2,000 users. The consultation was also posted online and open to general responses as well as being highlighted at working groups representing vulnerable people. A copy of both consultation questionnaires can be found in Appendix B

6.3 The two consultation periods ended with a total of 2,101 responses as set out below:

#### Consultation Responses

Access Pass Consultation	1,377
Older Persons Pass Consultation	724
Total	2,101

6.4 In addition, a number of detailed written responses to the consultation were also received and have been reviewed separately. All written consultation responses received have been included in the results into Appendix C.

## 7. EQUALITY IMPACT ASSESSMENT

7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 A full Equality Impact Assessment was undertaken for the proposed changes in advance of the consultation commencing in May 2018 and since been updated to reflect feedback given during the consultation (Appendix A).

7.3 The Equality Impact Assessment highlighted that the proposed changes to remove locally funded discretionary elements will negatively impact on disabled users, particularly the removal of Readibus from the scheme. However, the aim of the proposal is to protect the Council's ability to meet the statutory requirement of providing a bus pass to older and disabled people

for free travel at off-peak times in the face of great demand on finite resources and therefore on this basis the changes could be justified.

- 7.4 The EIA did not consider the proposed changes would impact any other groups specifically on the basis of racial, gender, sexual orientation, age or religious belief.

## **8. LEGAL IMPLICATIONS**

- 8.1 The Council would continue to fulfil its statutory duty to provide the English National Concessionary Travel Scheme, therefore there are not expected to be any legal implications resulting from this proposal. It should be noted that other Local Authorities have reverted to only providing the statutory scheme in recent years due to budget pressures as a result of reduced funding from Central Government.

## **9. FINANCIAL IMPLICATIONS**

- 9.1 Funding for the statutory scheme is provided to TCAs from Central Government as part of the overall Formula Grant administered by the Ministry for Housing, Communities and Local Government (MHCLG). The Council's budget for the entire concessionary travel bus pass scheme (ENCTS statutory and local discretionary elements) for 2018-19 is £4.3M.

- 9.2 The total cost of the discretionary elements of the Access pass scheme is approximately £500k per year, however the estimated total saving is approximately £200-250k. This is due to the potential that users currently taking free trips under the current scheme rules will transfer to continue to undertake free trips under the new scheme rules. For instance, it is likely that a proportion of people currently undertaking trips before 9:30am or after 11:00pm during the weekdays will adjust their travel time to still fall within the statutory period under the proposed scheme rules. In these circumstances the Council will still have to reimburse the bus operator for the trips undertaken. For the current financial year, all bus operators are being reimbursed on a per trip basis with monthly estimates paid and reconciliation taking place at the end of the financial year. It should be noted that concessionary pass use can vary substantially in relation to seasonality and wider economic circumstances that are difficult to predict. Therefore it is not possible to precisely measure the level of savings that will be achieved and the predicted savings are based on previous year's data.

- 9.3 It is possible that the estimated saving of £200-250k for the budget saving proposals are an underestimate and that fewer users will adjust their travel to fall within the statutory time still valid for free travel. However it is felt that a working assumption of 50% of trips transferring is prudent for estimating the likely budget saving.

- 9.4 The statutory and discretionary elements of the Concessionary Travel scheme are funded from the Council's General Fund through a mixture of Government grant and income from other sources, including income from Bus Lane Enforcement. If this budget saving is implemented, the Bus Lane Enforcement income would be used to support other Council transport revenue commitments as part of the Council's overall General Fund.

## **10. BACKGROUND PAPERS**

- 10.1 Budget 2018/19 & Medium Term Financial Strategy (Policy Committee, February 2018)
- 10.2 Budget Saving Proposal - Consultation Results for Changes to the Concessionary Fares Scheme for Older Persons, Policy Committee, 5<sup>th</sup> December 2016



**Provide basic details**

**Changes to Concessionary bus pass acceptance**

Directorate: DENS

Service: Transportation and Streetcare

Name and job title of person doing the assessment

Name: James Turner

Job Title: Transport Planner

Date of assessment: 21<sup>st</sup> January 2019

**Scope your proposal**

**What is the aim of your policy or new service/what changes are you proposing?**

To reduce the acceptance of Concessionary bus passes for free travel to the statutory English National Concessionary Travel Scheme (ENCTS) with effect from 1<sup>st</sup> April 2019. This would specifically remove the additional locally funded discretionary benefits, as set out below:

1. Free travel before 9.30am and after 11:00pm Mondays to Fridays for disabled Access pass holders in Reading.
2. Free travel for a companion of an Access pass holders who has been assessed and considered unable to travel on the bus independently during the same period.
- 3a. Free travel for Access pass holders on REDIbus dial-a-ride services.
- 3b. Free travel for Older Person Pass holders on the REDIbus dial-a-ride services.

**Who will benefit from this proposal and how?**

This proposal would revert the Concessionary bus pass scheme in Reading to the standard national concessionary fares scheme therefore no one will directly benefit from the proposal.

**What outcomes does the change aim to achieve and for whom?**

The aim is to reduce discretionary council spending in view of the unavailability of future budgets to support this cost.

**Who are the main stakeholders and what do they want?**

The proposal will impact a number of concessionary disabled Access pass holders who currently travel before 9.30am or after 11.00pm Mon-Fri. The proposal will also impact Access Companion Pass holders who currently can take a companion with them to assist them with their travel or use the Readibus service. The proposals will also impact Access and Older Person Pass holders who also currently use the Readibus dial-a-ride services for free. Since the proposal would mean that a free service will no longer be available, as noted above, it is considered likely that the affected stakeholders will not wish this to happen.

**Assess whether an EqlA is Relevant**

How does your proposal relate to eliminating discrimination; promoting equality of opportunity; promoting good community relations?

Do you have evidence or reason to believe that some (racial, disability, gender, sexuality, age and religious belief) groups may be affected differently than others? (Think about your monitoring information, research, national data/reports etc.)

Yes (delete as appropriate)

Is there already public concern about potentially discriminatory practices/impact or could there be? Think about your complaints, consultation, and feedback.

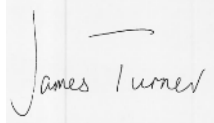
Yes (delete as appropriate)

If the answer is **Yes** to any of the above you need to do an Equality Impact Assessment.

If **No** you **MUST** complete this statement

An Equality Impact Assessment is not relevant because:

Signed (completing officer)



Date 21/01/2019

Signed (Lead Officer)



Date 21/01/2019

## Assess the Impact of the Proposal

Your assessment must include:

- Consultation
- Collection and Assessment of Data
- Judgement about whether the impact is negative or positive

### Consultation

How have you consulted with or do you plan to consult with relevant groups and experts. If you haven't already completed a Consultation form do it now. The checklist helps you make sure you follow good consultation practice.

[My Home > Info Pods > Community Involvement Pod - Inside Reading Borough Council](#)

Relevant groups/experts	How were/will the views of these groups be obtained	Date when contacted

<p>Access Concessionary pass holders, Access plus Companion pass holders also issued the Companion element for assisted travel and Access pass holders who use their bus pass to travel for free on the REDIbus services.</p> <p>REDIbus</p> <p>Reading Buses</p> <p>Access and Disability Working Group members (via Policy Team)</p> <p>Physical Disability and Sensory Needs Partnership members (via Adult Social Care)</p> <p>Citizen Panel</p>	<p>An 8 week consultation was carried out in May - July 2018 following a mail shot to all Access Pass holders (approx. 6,000) with a link to an online questionnaire as well as details of how to acquire and respond to a paper questionnaire, which was available in a variety of formats on request. Information was also distributed as printed media and on bus information screens.</p>	<p>May - July 2018</p>
<p>Older Person ENCTS Pass Holders</p> <p>Older Peoples Working Group (OPWG)</p> <p>Older Person Pass holders who use the REDIbus services</p>	<p>Further to above a 4 week consultation ran in Nov-Dec 18 ran with individual letters and questionnaires being sent to the 2,000 Older Person Pass holders who use the REDIbus services detailing the impact of removing free use. The consultation was also promoted via a press release, open online consultation and updates at meetings attended by vulnerable people, including the Older Peoples Working Group.</p>	<p>November - December 2018</p>

**Equality Impact Assessment: Changes to Concessionary bus pass acceptance.**

Using information from Census, residents survey data, service monitoring data, satisfaction or complaints, feedback, consultation, research, your knowledge and the knowledge of people in your team, staff groups etc. describe how the proposal could impact on each group. Include both positive and negative impacts.

The table below shows the gender profile of the current Access and Access Plus Companion holders who could be impacted by this proposal. This identifies a roughly even split of male and female users in each category but a slightly larger number of Access Pass holders than Access Plus Companion Pass holders who will be affected.

<b>Summary at 15/05/2018</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Access Pass holders	1642	1704	3346
Access Plus Companion Pass holders	1165	1246	2411
<b>Total Access and Access Plus Companion Pass holders</b>			<b>5757</b>
<b>Percentages</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Access Pass holders	49.1	50.9	100%
Access Plus Companion Pass holders	48.3	51.7	100%

The table below shows the age range of both the Access and the Access Plus Companion Pass holders. The largest percentage of age groups for both sets of users are of those aged between 40 and 59 years old. The lowest percentage of user groups are aged either 19 or under or 80 years old and above.

<b>Age Range (years)</b>	<b>Access Plus Companion</b>		<b>Access</b>	
	<b>Total</b>	<b>%</b>	<b>Total</b>	<b>%</b>
0-19	350	14.5	66	2.0
20-39	570	23.6	682	20.4
40-59	739	30.7	1335	39.9
60-79	562	23.3	1114	33.3
80+	190	7.9	149	4.5
<b>Total</b>	<b>2411</b>		<b>3346</b>	

**Describe how this proposal could impact on Racial groups**

This proposal does not impact on Racial groups

**Is there a negative impact?** No

**Describe how this proposal could impact on Gender/transgender (cover pregnancy and maternity, marriage)**

This proposal does not impact on Gender/transgender.

**Is there a negative impact?**                      No

**Describe how this proposal could impact on Disability**

The proposal to change the hours of acceptance of the Concessionary Access bus pass and the non-acceptance of Access passes before 9:30 and after 11:00pm on Mondays to Friday, the removal of Access Plus Companion Passes and no longer allowing free travel on REDIbus services for Access and Access Plus Companion pass holders has an impact on Disability as the passes are only issued to those who qualify on disability grounds.

Consultation responses reported the likely impacts as being social isolation, unaffordability of trips made by companion and the inability of using their pass to travel for medical appointments, commuting trips or to attend school/college.

The proposal to remove the allowance for Access and Access plus Companion pass holders to travel before 9.30am instead of on or after 9.30am on Mondays to Fridays and to remove travel after 11.00pm on Mondays to Fridays for free will impact pass holders ability to travel for free at these times. They would need to either;

1. Travel after 9.30am which may delay them getting to appointments. However for the majority of concessionary pass journeys this delay will have no effect as users could arrange for appointments to be scheduled within revised scheme hours and continue to use their pass for travel.
2. Travel before 11.00pm which may require them to leave appointments or events earlier than they would otherwise intend. However for the majority of concessionary pass journeys this will have no effect as the majority of journeys are undertaken during the day.
3. Pay the commercial bus fare to travel before 9.30am or after 11.00pm.
4. Consider using alternative modes of transport including private vehicle use or taxi services.

The proposal to discontinue issuing Access plus Companion passes to allow users free travel for a Companion to assist them with their travel will impact these pass holders ability to travel. They would need to either:

1. Pay the commercial bus fare for a Companion to travel with them to assist in their journey.
2. Use the REDIbus dial-a-ride service for assisted travel. It should be noted that the removal of free travel on REDIbus dial-a-ride services is also a proposal therefore this will not be an option if the decision is taken to remove this discretionary element.
3. Continue to use their Access pass (with no Companion element) if the user feels they may now be able to travel without a Companion to assist them (this could be due to improvements in their personal circumstances or due to improvements in the bus vehicle and bus stop infrastructure (low floor, raised kerbs etc...))

4. Consider using alternative modes of transport including private vehicle use or taxi services.

The proposal to discontinue allowing Access pass holders to use the ReadiBus dial-a-ride services for free will impact their ability to travel. They would need to either:

1. Pay the commercial fare for ReadiBus services.
2. Use local bus services if the user feels they may now be able to travel on these service (this could be due to improvements in their personal circumstances or due to improvements in the bus vehicle and bus stop infrastructure (low floor, raised kerbs etc...))
3. Consider using alternative modes of transport including private vehicle use or taxi services.
4. Request alternative support from other Council services, such as social care.

The proposal to remove free travel on ReadiBus services for Older Persons pass holders is also considered in this assessment to ensure that both schemes are consistent and do not negatively impact on one group more than the other.

All of the proposals will remove a locally funded discretionary element which is currently offered in addition to the statutory English National Concessionary Travel Scheme. Reading Borough Council's commitment to the full statutory scheme is unaffected by the proposals.

**Is there a negative impact?** Yes

**Describe how this proposal could impact on Sexual orientation (cover civil partnership)**

This proposal does not impact on sexual orientation.

**Is there a negative impact?** No

**Describe how this proposal could impact on Age**

This proposal does impact on Age.

In 2016 amendments to the use of the Older Persons ENCTS pass within Reading were made to revert to the national scheme and remove local discretionary elements. An EQIA was undertaken as part of this process.

Further consultation on the proposal to remove free use of the ReadiBus dial-a-ride service for eligible Older Person Pass holders took place in November on the proposal to take steps to ensure that the Access and Older Persons Pass schemes are aligned and do not negatively impact on one group more than the other.

As with the consultation on changes to the Access Pass, responses reported the likely impacts on Older Person Pass Holders as being social isolation, unaffordability of trips and the inability of using their pass to travel for medical appointments, shopping and leisure activities.

If the proposal to remove free use of the ReadiBus dial-a-ride service was to be taken forward, Older Persons Pass Holders would either need to:

1. Pay the commercial fare for Readibus services.
2. Use local bus services if the user feels they may now be able to travel on these service (this could be due to improvements in their personal circumstances or due to improvements in the bus vehicle and bus stop infrastructure (low floor, raised kerbs etc...)).
3. Consider using alternative modes of transport including private vehicle use or taxi services.
4. Request alternative support from other Council services, such as social care.

As with proposed changes to the Access Pass scheme, this proposal would remove a locally funded discretionary element which is currently offered in addition to the statutory English National Concessionary Travel Scheme. Reading Borough Council's commitment to the full statutory scheme is unaffected by the proposals.

**Is there a negative impact?**                      No

**Describe how this proposal could impact on Religious belief?**

This proposal does not impact on religious belief.

**Is there a negative impact?**                      No



## Make a Decision

If the impact is negative then you must consider whether you can legally justify it. If not you must set out how you will reduce or eliminate the impact. If you are not sure what the impact will be you **MUST** assume that there could be a negative impact. You may have to do further consultation or test out your proposal and monitor the impact before full implementation.

1. **No negative impact identified** — Go to sign off —

2. **Negative impact identified but there is a justifiable reason**

*You must give due regard or weight but this does not necessarily mean that the equality duty overrides other clearly conflicting statutory duties that you must comply with.*

### Reason

The proposal to remove locally funded discretionary elements offered in addition to the statutory ENCTS benefits is intended to help save money which the Council no longer has available in its budgets going forwards.

The impacts on disabled and older people who enjoy the benefits of using their concessionary bus pass do not compromise the intentions or rules of the ENCTS.

3. **Negative impact identified or uncertain**

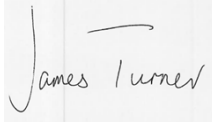
**What action will you take to eliminate or reduce the impact? Set out your actions and timescale?**

The Council could consider making only one or a combination of the three changes outlined above, however it is not possible to assess the proposed level of savings that would be achieved if this approach is taken as there is likely to be displacement between the three elements. For instance, if the Council removed the Companion entitlement but retained the free use of ReadiBus services, it may result in a rise in the demand for ReadiBus services from pass holders who are unable to travel on the regular bus network without a companion. This approach has the potential to increase the cost to the Council of providing the scheme as trips on Readibus are reimbursed at a higher rate than those on local bus services.

**How will you monitor for adverse impact in the future?**

Reading Borough Council will continue to monitor feedback from ENCTS pass users so as to assess the impacts of the decisions for future consideration.

Signed (completing officer)

Handwritten signature of James Turner in black ink on a light grey background.

Date 21/01/2019

Signed (Lead Officer)

Handwritten signature of the Lead Officer in black ink.

Date 21/01/2019

## CONCESSIONARY FARES CONSULTATIONS 2018

### Consultation 1: Access Pass Consultation

1. Are you an existing Concessionary Pass holder?

Yes	
No	

2. If yes, please select what pass you hold (please check your bus pass if you are unsure).

<i>Reading Borough Council Access Pass holder</i>	
<i>Reading Borough Council Access Plus Companion Pass holder</i>	
<i>Reading Borough Council Older Person's Bus Pass</i>	
<i>Other Local Authority Pass (Please state where from)</i>	

3. Do you agree with the Council's proposal to revert to the National Scheme where Disabled Access Pass holders would be permitted free travel within Reading only between 9:30am and 11:00pm on Mondays to Fridays and at any time on weekends and bank holidays?

Yes	
No	

4. Why do you need free bus travel before 09:30am or after 11:00pm on Monday to Friday? Please tick all that apply.

	<i>Before 9:30am</i>	<i>After 11:00pm</i>
<i>To go to work</i>		
<i>To go to school or college</i>		
<i>To go to medical appointments</i>		
<i>To go to the shops, bank etc.</i>		
<i>To visit friends or relatives</i>		
<i>For leisure activities</i>		
<i>Do not need free travel before 0930 or after 11:00</i>		
<i>For other reasons (please state)</i>		

5. What would the impact be on you if Disabled Access Pass holders were permitted free travel within Reading only after 9:30am and before 11:00pm on a weekday and at any time on weekends and bank holidays?

6. Do you agree with the Council's proposal to revert to the National Scheme and no longer issue or accept companion bus passes for eligible Disabled Access Pass holders?

<i>Yes</i>	
<i>No</i>	

7. Why do you need a companion bus pass?

<i>To go to work</i>	
<i>To go to school or college</i>	
<i>To go to medical appointments</i>	
<i>To go to the shops, bank etc.</i>	
<i>To visit friends or relatives</i>	
<i>For leisure activities</i>	
<i>Do not need a companion bus passes</i>	
<i>For other reasons (please state)</i>	

8. What would the impact be on you if eligible Access Pass holders were not permitted a companion bus pass?

9. Do you agree with the Council's proposal to end the free use of Readibus dial-a-ride services by eligible Disabled Access Pass holders?

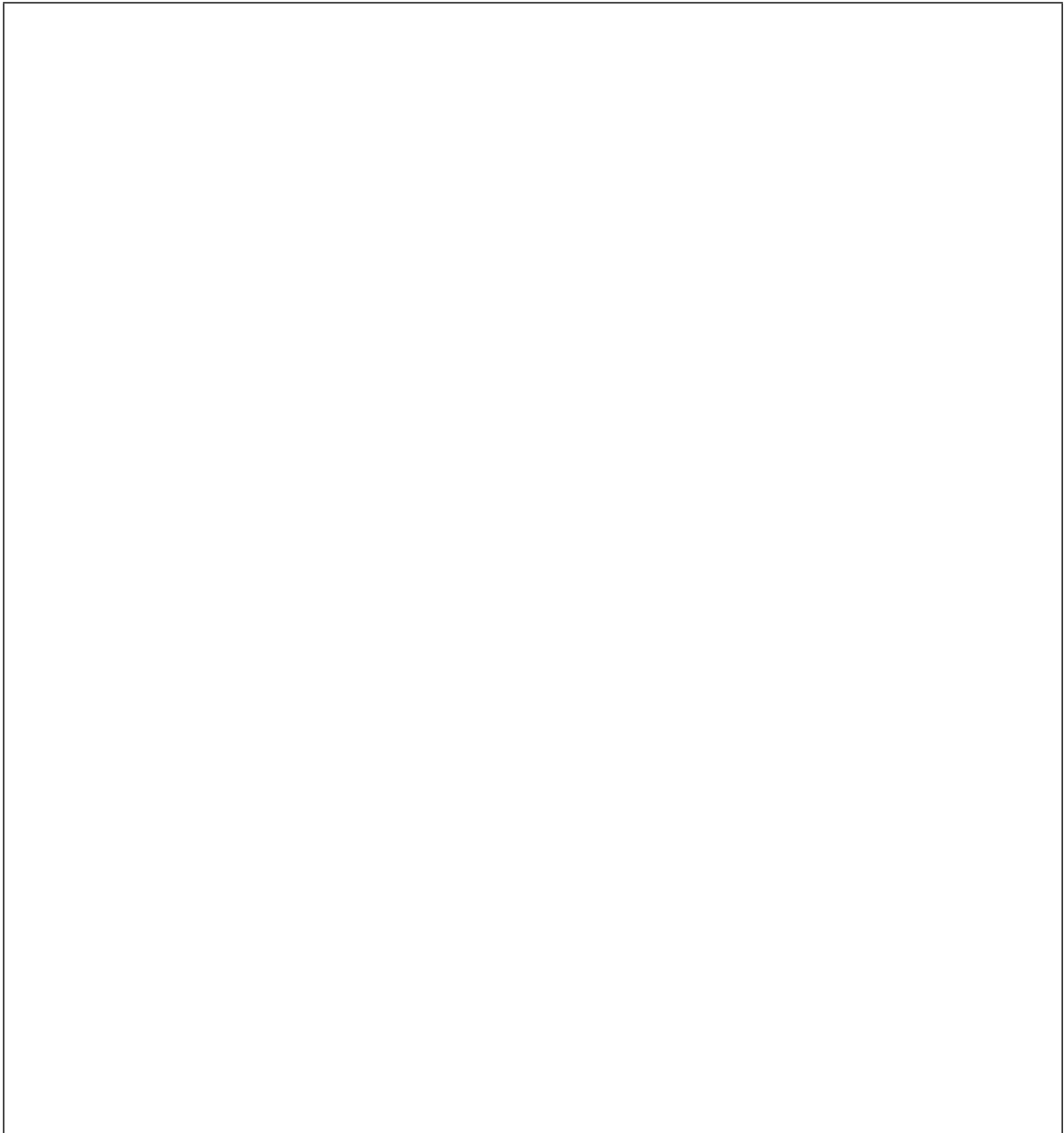
<i>Yes</i>	
<i>No</i>	

10. Why do you need free use of Readibus dial-a-ride services?

<i>To go to work</i>	
<i>To go to school or college</i>	
<i>To go to medical appointments</i>	
<i>To go to the shops, bank etc.</i>	
<i>To visit friends or relatives</i>	
<i>For leisure activities</i>	
<i>Do not need free use of Readibus dial-a-ride services</i>	
<i>For other reasons (please state)</i>	

11. What would the impact be on you if Disabled Access Pass holders were not permitted free use of Readibus dial-a-ride services?

**12. If you would like to make any other comments please write below.**

A large, empty rectangular box with a thin black border, intended for the respondent to write any additional comments or feedback.

Please return your completed questionnaire to:

**Reading Borough Council  
Concessionary Fares Consultation 2018  
Transport Planning  
Floor 1, Civic Offices  
Bridge Street  
Reading  
RG1 2LU**

## Consultation 2: Older Person Pass Consultation

[Please tick ✓ as appropriate]

1. Are you an existing user of Readibus services?

Yes	
No	

2. Do you hold a Reading Borough Council Older Persons Concessionary Bus Pass?

Yes	
No	

3. If not do you hold any other Concessionary Bus Pass?

<i>Reading Borough Council Access or Access Plus Companion Pass</i>	
<i>Other Local Authority Pass</i>	
<i>Do not hold a Concessionary Bus Pass</i>	

4. Do you agree with the Council's proposal to end the free use of Readibus dial-a-ride services by eligible Older Person Bus Pass holders?

Yes	
No	

5. Why do you need free use of Readibus dial-a-ride services?

<i>To go to work</i>	
<i>To go for education or college</i>	
<i>To go to medical appointments</i>	
<i>To go to the shops, bank etc.</i>	
<i>To visit friends or relatives</i>	
<i>For leisure activities</i>	
<i>For other reasons</i>	
<i>Do not need free use of Readibus dial-a-ride services</i>	



6. On average, how often do you currently use ReadiBus services?

<i>Daily</i>	
<i>2-3 times per week</i>	
<i>Fortnightly</i>	
<i>Monthly</i>	
<i>Less than once per month</i>	
<i>Do not use service</i>	

7. If you were not able to use ReadiBus services for free would you?

<i>Pay the regular fare to use ReadiBus services (minimum £5 return fare)</i>	
<i>Use local bus services unassisted</i>	
<i>Use local bus services with assistance from a companion</i>	
<i>Travel by taxi or minicab</i>	
<i>Travel by private vehicle, either as driver or passenger</i>	
<i>Go out less often</i>	

8. What would the impact be on you if Older Person Pass holders were not permitted free use of ReadiBus dial-a-ride services?

9. If you would like to make any other comments please write below.

**Please return your completed questionnaire to: Reading Borough Council, Concessionary Fares Consultation 2018, Civic Offices, Bridge Street, Reading RG1 2LU**

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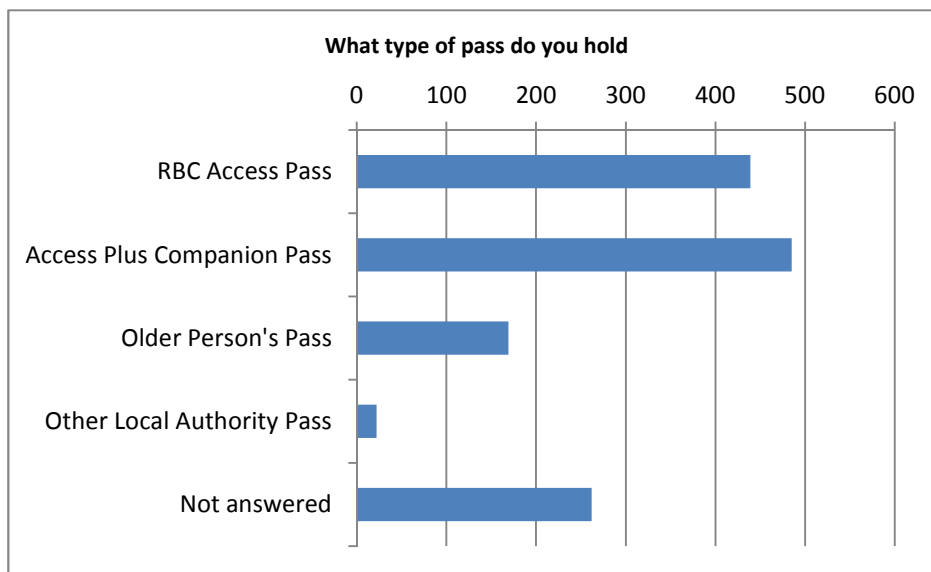
## Consultation 1: Proposals to changes to the Access Pass scheme

Question 1: Are you an existing Concessionary Pass holder?	Paper Total	Online Total	TOTAL	Percentage
Yes	844	285	1129	82
No	7	237	244	18
Not answered	1	3	4	0

1377

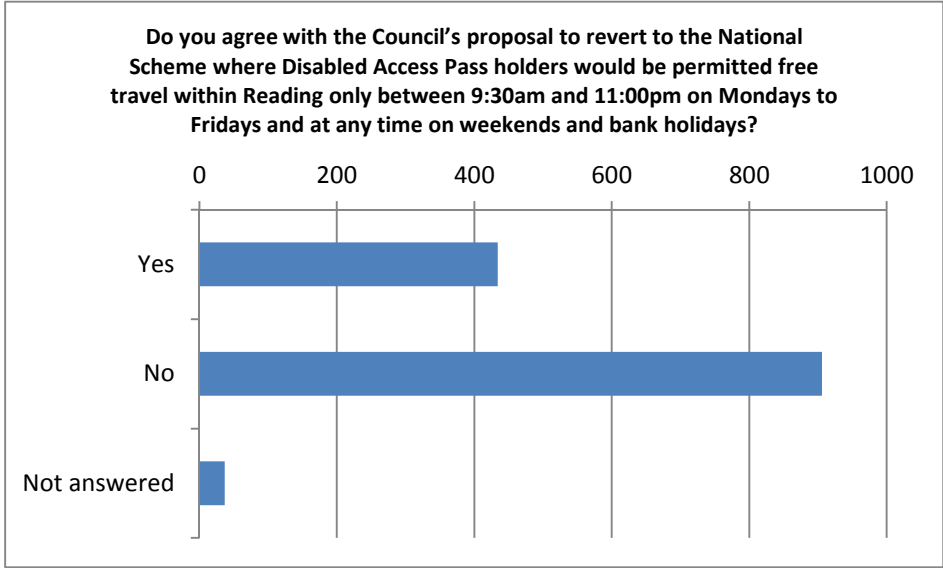
Question 2: If yes, please select what pass you hold	Paper Total	Online Total	TOTAL	Percentage
RBC Access Pass	359	80	439	32
Access Plus Companion Pass	400	85	485	35
Older Person's Pass	65	104	169	12
Other Local Authority Pass	6	16	22	2
Not answered	22	240	262	19

1377



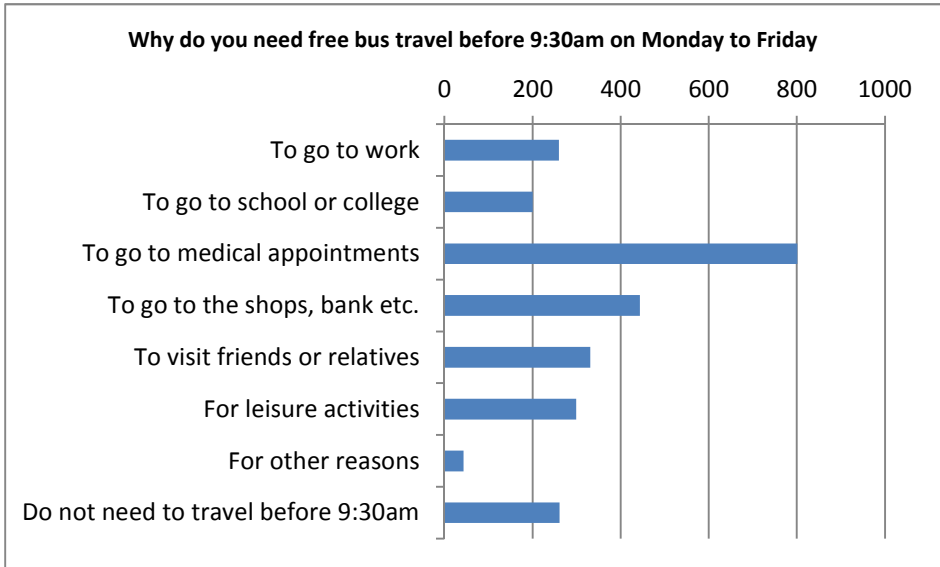
Question 3: Do you agree with the Council's proposal to revert to the National Scheme where Disabled Access Pass holders would be permitted free travel within Reading only between 9:30am and 11:00pm on Mondays to Fridays and at any time on weekends and bank	Paper Total	Online Total	TOTAL	Percentage
Yes	248	186	434	32
No	575	331	906	66
Not answered	29	8	37	3

1377

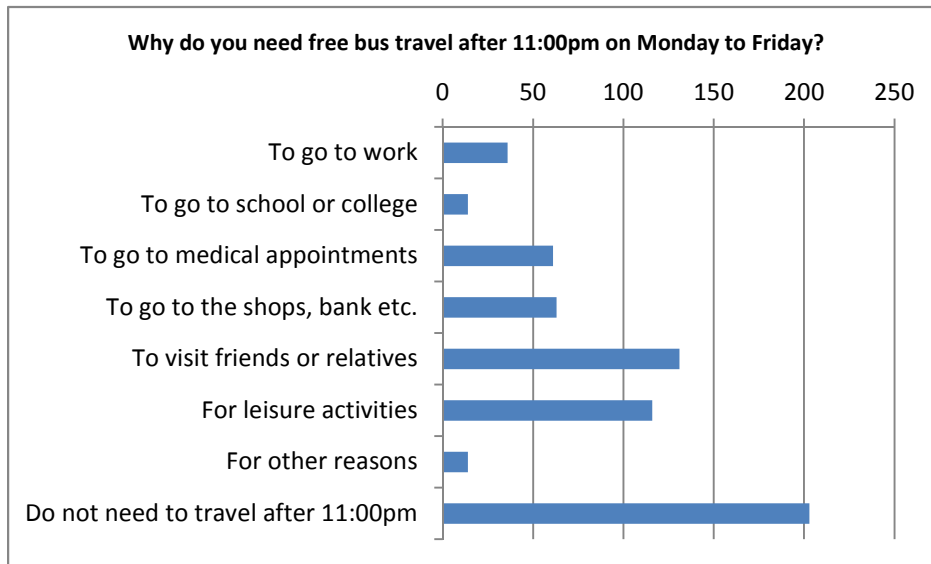


Question 4: Why do you need free bus travel <u>before 9:30am</u> on Monday to Friday	Paper Total	Online Total	TOTAL
To go to work	132	128	260
To go to school or college	91	109	200
To go to medical appointments	565	236	801
To go to the shops, bank etc.	336	108	444
To visit friends or relatives	240	91	331
For leisure activities	193	106	299
For other reasons	4	39	43
Do not need to travel before 9:30am	142	119	261

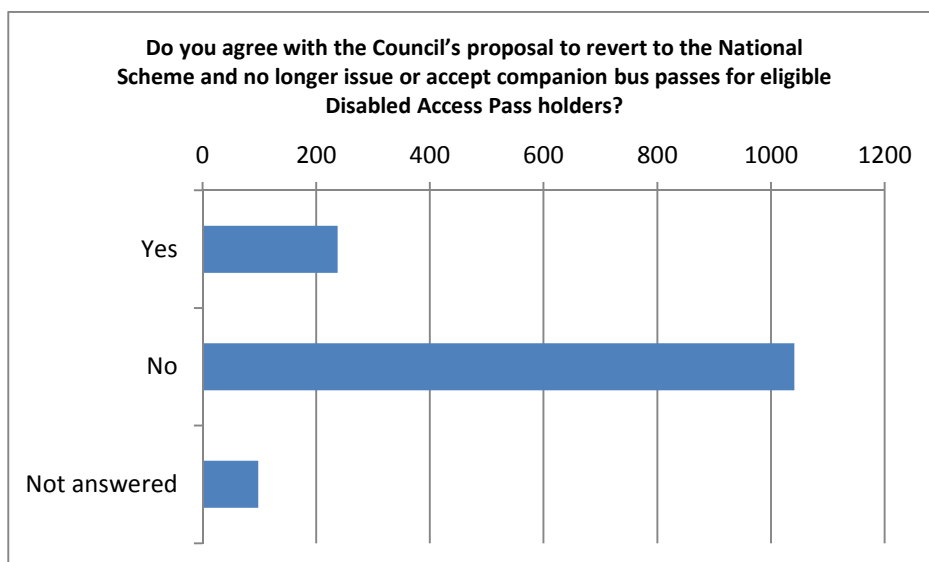
2639



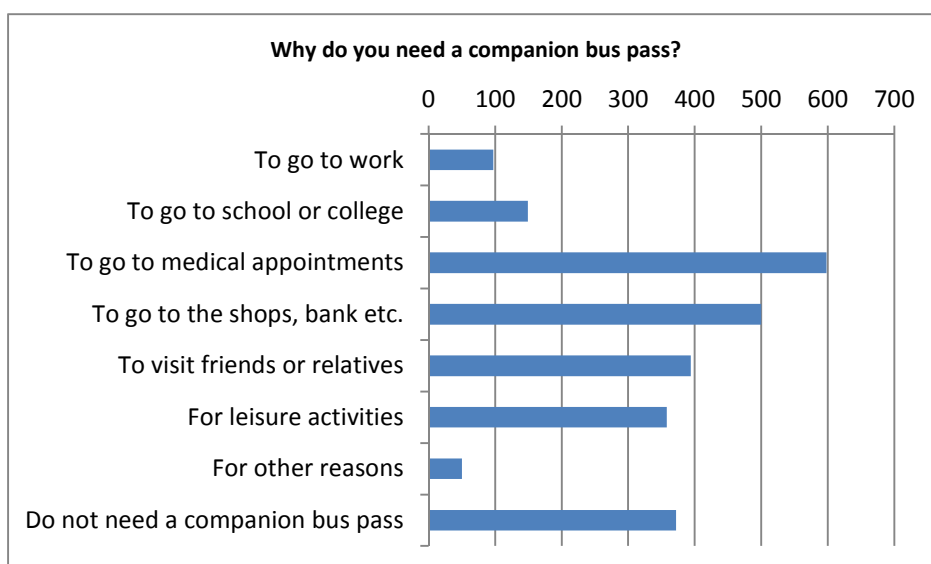
Question 4: Why do you need free bus travel after 11:00pm on Monday to Friday	Paper Total	Online Total	TOTAL
To go to work	16	20	36
To go to school or college	6	8	14
To go to medical appointments	50	11	61
To go to the shops, bank etc.	48	15	63
To visit friends or relatives	78	53	131
For leisure activities	57	59	116
For other reasons	0	14	14
Do not need to travel after 11:00pm	87	116	203



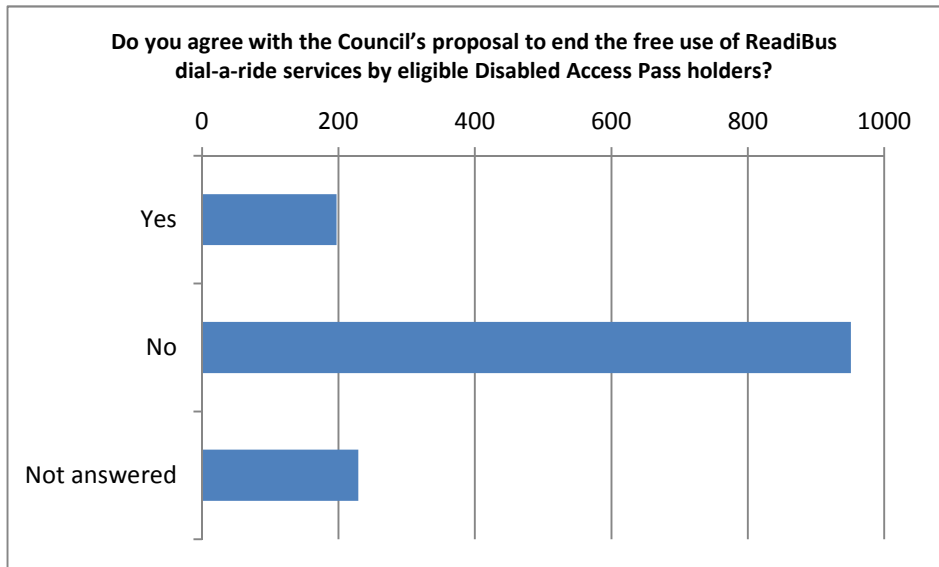
Question 6: Do you agree with the Council's proposal to revert to the National Scheme and no longer issue or accept companion bus passes for eligible Disabled Access Pass	Paper Total	Online Total	TOTAL	Percentage
Yes	120	118	238	17
No	647	394	1041	76
Not answered	85	13	98	7



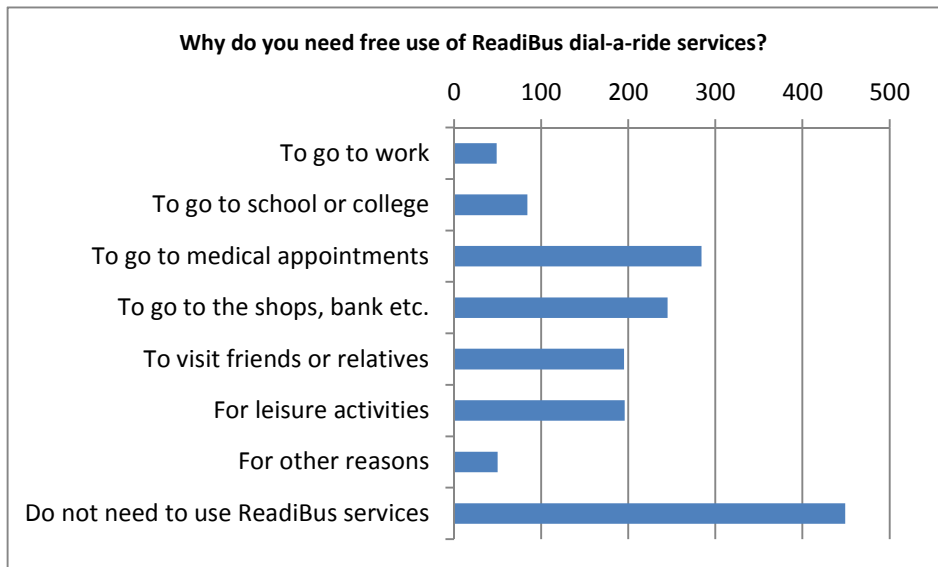
Question 7: Why do you need a companion bus pass?	Paper Total	Online Total	TOTAL
To go to work	46	51	97
To go to school or college	81	68	149
To go to medical appointments	459	139	598
To go to the shops, bank etc.	379	121	500
To visit friends or relatives	294	100	394
For leisure activities	248	110	358
For other reasons	11	39	50
Do not need a companion bus pass	190	182	372



Question 9: Do you agree with the Council's proposal to end the free use of ReadiBus dial-a-ride services by eligible Disabled Access Pass holders?	Paper Total	Online Total	TOTAL	Percentage
Yes	99	98	197	14
No	547	404	951	69
Not answered	206	23	229	17



Question 10: Why do you need free use of ReadiBus dial-a-ride services?	Paper Total	Online Total	TOTAL
To go to work	17	32	49
To go to school or college	41	43	84
To go to medical appointments	213	71	284
To go to the shops, bank etc.	178	67	245
To visit friends or relatives	135	60	195
For leisure activities	135	61	196
For other reasons	5	45	50
Do not need to use ReadiBus services	237	212	449



## Consultation 2: Proposal to end free use of Readibus for Older Person Pass holders.

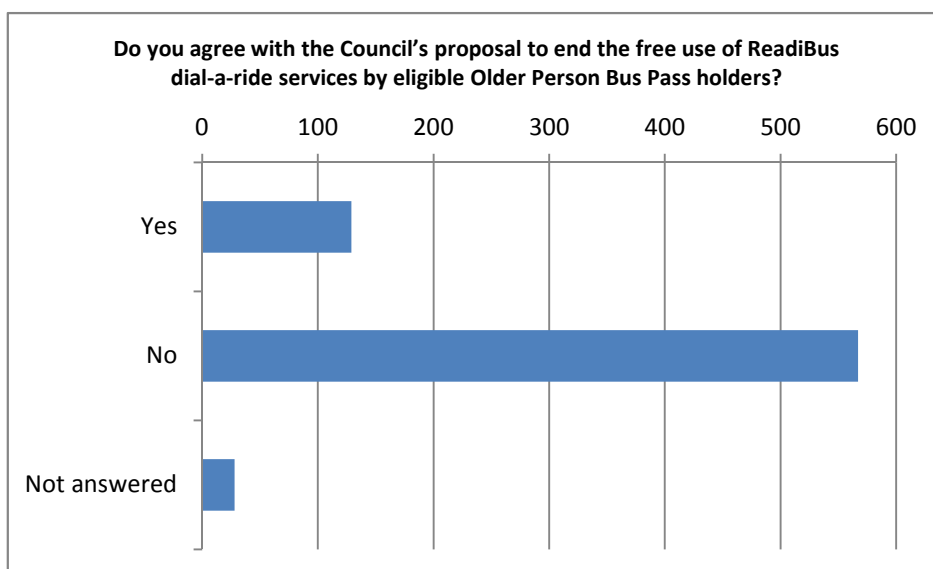
Question 1: Are you an existing user of Readibus services?	Paper Total	Online Total	TOTAL	Percentage
Yes	422	68	490	68
No	33	190	223	31
Not answered	8	3	11	2

724

Question 2: Do you hold a Reading Borough Council Older Persons Concessionary Bus Pass?	Paper Total	Online Total	TOTAL	Percentage
Yes	348	129	477	66
No	109	129	238	33
Not answered	6	3	9	1

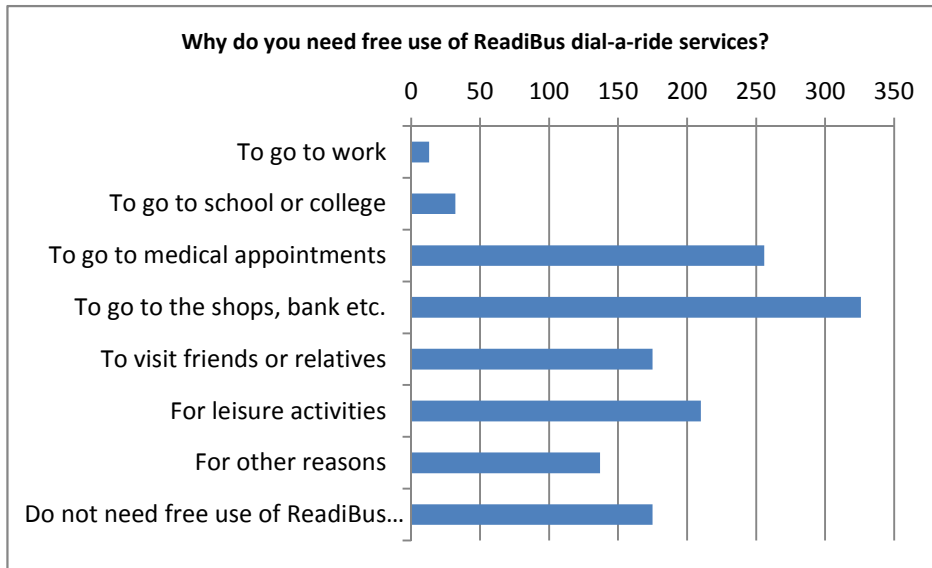
Question 3: Do you hold any other Concessionary Bus Pass?	Paper Total	Online Total	TOTAL
Reading Borough Council Access or Access Plus Companion Pass	79	27	106
Other Local Authority Pass	28	13	41
Do not hold a Concessionary Bus Pass	27	145	172
Not answered / Not Applicable	329	76	405

Question 4: Do you agree with the Council's proposal to end the free use of Readibus dial-a-ride services by eligible Older Person Bus Pass holders?	Paper Total	Online Total	TOTAL	Percentage
Yes	77	52	129	18
No	365	202	567	78
Not answered	21	7	28	4

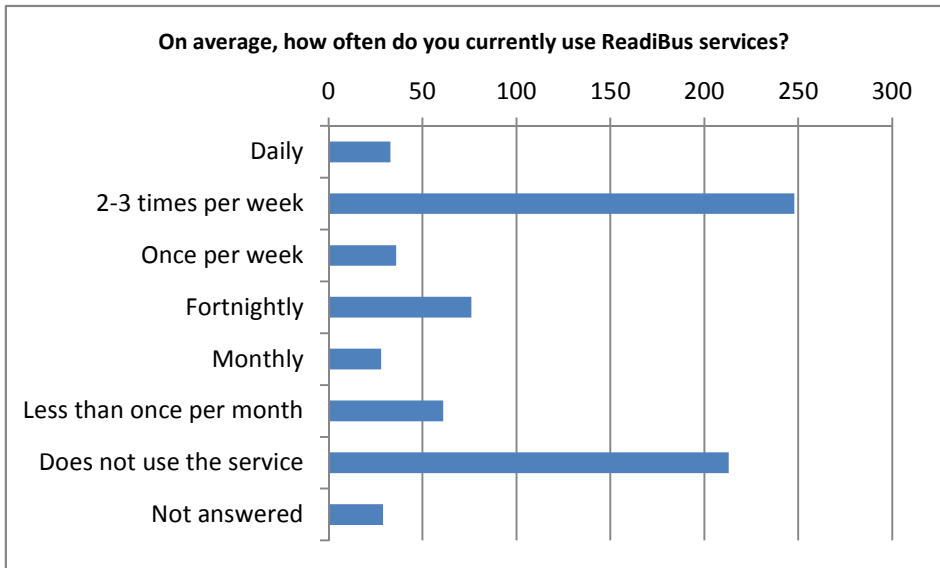




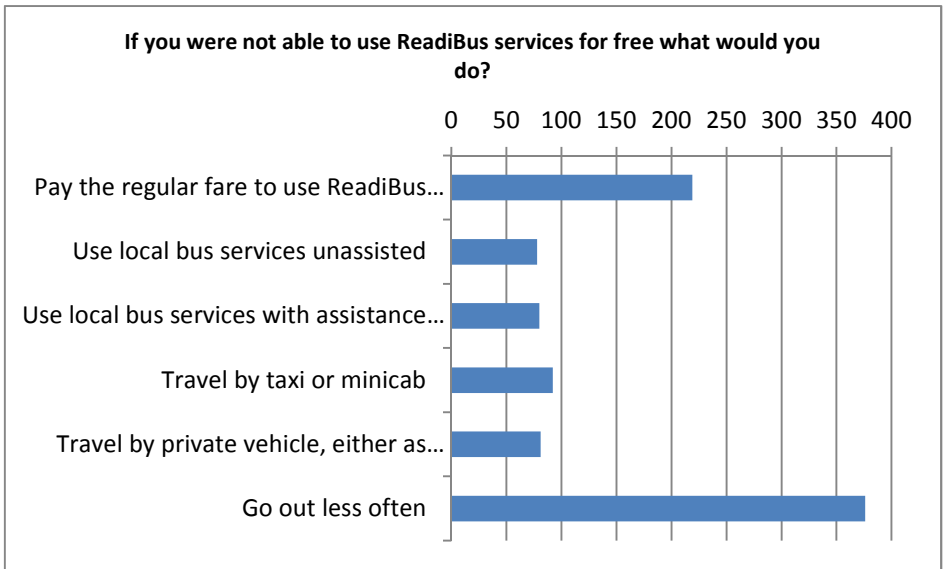
Question 5: Why do you need free use of ReadiBus dial-a-ride services?	Paper Total	Online Total	TOTAL
To go to work	11	2	13
To go to school or college	30	2	32
To go to medical appointments	208	48	256
To go to the shops, bank etc.	282	44	326
To visit friends or relatives	135	40	175
For leisure activities	179	31	210
For other reasons	107	30	137
Do not need free use of ReadiBus dial-a-ride services	45	130	175



Question 6: On average, how often do you currently use ReadiBus services?	Paper Total	Online Total	TOTAL	Percentage
Daily	28	5	33	5
2-3 times per week	219	29	248	34
Once per week	36	0	36	5
Fortnightly	58	18	76	10
Monthly	22	6	28	4
Less than once per month	47	14	61	8
Does not use the service	37	176	213	29
Not answered	16	13	29	4



Question 7: If you were not able to use ReadiBus services for free what would you do:	Paper Total	Online Total	TOTAL
Pay the regular fare to use ReadiBus services (minimum £5 return fare)	195	24	219
Use local bus services unassisted	51	27	78
Use local bus services with assistance from a companion	68	12	80
Travel by taxi or minicab	80	12	92
Travel by private vehicle, either as driver or passenger	54	27	81
Go out less often	267	109	376



## Appendix D

### Background Information - Administering Eligibility

#### 1.0 Government Guidance on Eligibility Criteria

- 1.1 The Department for Transport (DfT) provides guidance to Local Authorities / Travel Concession Authorities (TCAs) in administering the English National Concessionary Travel Scheme (ENCTS), including assessing resident's eligibility for an Access Pass as part of the managing the overall scheme. Eligibility for an access pass can be granted either through the "automatic" criteria outlined below or "non-automatic" which is subject to requiring further assessment.
- 1.2 Eligibility for a concessionary travel access pass may be considered "automatic" (not requiring further assessment) where a person is in receipt of one of the following state benefits, which link eligibility to receive the benefit to the ability to walk or, in the case of PIP, to communicate orally, provided that the person is of fare paying age and that the award of the benefit has been for at least 12 months or is expected to be for at least 12 months:
  - a. Higher Rate Mobility Component of Disability Living Allowance (HRMCDLA);
  - b. Personal Independence Payment (PIP), where the applicant has been awarded at least eight points against either the PIP "Moving around" and/or "Communicating verbally" activities;
  - c. War Pensioner's Mobility Supplement (WPMS).
- 1.3 If an applicant is 'non- automatic' and requiring further assessment there are seven categories of disabled person identified as eligible for concessionary bus travel which they can be assessed against. Under the legislation, an eligible disabled person is someone who:
  - a. Is blind or partially sighted
  - b. Is profoundly or severely deaf
  - c. Is without speech
  - d. Has a disability, or has suffered an injury, which has a substantial and long-term adverse effect on his ability to walk
  - e. Does not have arms or has long-term loss of the use of both arms
  - f. Has a learning disability, that is, a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning"
  - g. Would, if applied for the grant of a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, have their application refused pursuant to section 92 of the Act (physical fitness) otherwise than on the ground of persistent misuse of drugs or alcohol.
- 1.4 The DfT recommends that when a local authority issues a concessionary travel pass to an eligible disabled person, the authority keep a record of the particular category of disability under which a person qualifies (as well as details of how the assessment was carried out and by whom if applicable).

1.5 The Department also recommends that independent health professionals should undertake assessments in place of GPs. In the case of assessment of the inability to walk, for example, occupational therapists or physiotherapists are often best placed to assess eligibility due to their professional knowledge of mobility. It is suggested that transferring assessment to such specialists implicitly suggests the importance of making judgements based on physical mobility rather than medical conditions.

## 2.0 Reading Borough Council - Current Process

2.1 The Council currently has a single application form for both Older Person's and Disabled Person's (Access) concessionary bus passes. When completing and submitting the application form, applicants are required to provide a proof of identification and residency and for the Access Pass applicants are automatically eligible if they meet one of the following criteria and provide the appropriate evidence dated within the previous 12 months:

- Are in receipt of the High Rate Mobility Component of the Disability Living Allowance and provides a current award notice letter from the DWP (Department of Works & Pensions).
- Are in receipt of a Personal Independence Payment (PIP) and scores at least 8 points under the classifications of "Moving Around" or "Communicating Verbally" and provides a current award notice letter from the DWP.
- Are in receipt of the War Pensioners Mobility Supplement (requiring evidence of an award letter from the Service Personnel and Veterans Agency).
- Have been issued with a disabled persons' parking badge by a Berkshire authority (requiring evidence of a valid Blue Badge).
- Are sight impaired, either blind or partially sighted (requiring evidence of a Certificate of Vision Impairment).
- Are profoundly or severely deaf (the applicant must be registered with the local authority social services department, or able to supply a report from an aural specialist).

2.2 Where the applicant does not meet any of the above criteria, eligibility may also be granted if the applicant meets any of the following criteria and this is certified by a medical professional:

- Is without speech, in any language.
- Has a disability, or has suffered an injury, which has a substantial and long term adverse effect on their ability to walk.
- Does not have arms or has long-term loss of the use of both arms.
- Has a learning disability, that is, a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning.
- Would be refused a license to drive a motor vehicle, on grounds other than persistent misuse of drugs or alcohol.

2.3 Where the applicant is unable to travel without the aid of a companion then 'Companion' entitlement may be granted and this also needs to be certified by a medical professional.

- 2.4 The Council's current application form requires applicants who are applying under the automatic criteria to supply appropriate evidence to support their application from the documentation listed. Where applicants are applying 'subject to further assessment' they are required to provide support from a qualified medical professional, usually the applicants GP. This is in the form of an official stamp along with date and signature having selected one of the options 1 to 5 above. For an applicant to also be issued the Companion entitlement the medical professional needs to also confirm by tick box that the 'Applicant requires companion Entitlement'.
- 2.5 The Council's current process does not require the use of independent health professionals such as occupational therapists or physiotherapists. This is due to the additional costs involved in using independent health professionals to assess applications either through employing additional staff directly, or contracting a Mobility Assessment company to provide these services for the Council.
- 2.6 The Council currently has approx. 22,000 Older Person's Bus Passes and 6,000 Disabled Person's Bus Passes (including those with Companion entitlement). The passes are issued with a 5 year expiry date on, in line with the legislation. The expiry dates are staggered to avoid all of the passes to be reissued at the same time, given the significant resources pressure this would put on the Council. On expiry, passes are reissued automatically by a new pass being posted to existing pass holders and any returns are removed from the system.
- 2.7 Under the terms of the ENCTS scheme, pass holders are required to inform the Council if their circumstances change and they are no longer eligible for the scheme, for instance if they move and are no longer resident of Reading borough or their circumstances change and they no longer meet the eligibility criteria for an Access Pass. In these circumstances passes are deactivated and can no longer be used by pass holders. The database is also regularly updated as the Council is informed if a pass holder has moved out of the borough or has deceased.
- 2.8 The current renewal process does not require Access Pass holders or those with the Companion entitlement to re-confirm their eligibility for the scheme as they would do for a Blue Badge, which has only a 3 year life span. For some of the eligibility criteria there is likely to be no change in the condition (e.g for severely sight impaired, profoundly deaf etc...), however for some categories the condition can change or improve or is related to a time limited state benefit such as Higher Rate Mobility Component or Personal Independence Payments.
- 2.9 It is also the case that where pass holders are required to re-apply and reconfirm their eligibility there is an element of 'self-assessment' where pass holders who may no longer consider themselves to be eligible do not re-apply.
- 3.0 Reading Borough Council - Review of Current Process**
- 3.1 An internal review of the current process for assessing the eligibility of applications for Access Passes is currently being undertaken by the Council, to ensure the process provides value for money in line with government guidance.
- 3.2 Recommendations could include, for instance, the use of GP endorsement to be retained as this is common practice among local authorities; however the application form could be strengthened to require more information from the

medical professionals to confirm and applicants eligibility. Coordination with the Blue Badge application process is also being undertaken to consider whether there are elements of this that can be combined with the Access Pass process.

- 3.3 In addition, the renewal procedure could be amended to require pass holders to renew their eligibility for the scheme at the end of the 5 year lifespan of their pass. However, such a review will be sensitive to those pass holders who have a permanent disability (for instance blind or partially sighted). Where applicants have had their pass renewed due to loss, damage or theft with a later expiry date, their eligibility is reviewed in line with the original pass' expiry date.

## Appendix E

### Background Information - Concessionary Travel Schemes in the South-East

#### 1.0 Concessionary Travel Schemes in Berkshire

- 1.1 Due to the unitary set up of the Berkshire authorities there are variants in Concessionary Travel schemes offered across the county for Access pass holders, as set out below:
- 1.2 Bracknell Forest Borough Council allows, in addition to the statutory national scheme, free travel at any time within Bracknell for Access pass holders on local bus services. However, the Council does not issue any companion entitlement or permit the use of dial-a-ride services.
- 1.3 Slough Borough Council only offers the statutory national scheme for Access pass holders, having removed free bus use before 9:30am and the companion entitlement in April 2015. Slough's scheme does not permit the use of dial-a-ride services.
- 1.4 The Royal Borough of Windsor and Maidenhead allows free travel at any time with the borough as well as issuing the companion entitlement, in addition to the statutory national scheme. The scheme does not permit the use of dial-a-ride services, however does offer a Travel Assistance Payment Scheme (TAPS) providing residents with a personal budget of £100 with People to Places, the main community transport provider within the borough. Eligible residents receive pre-paid credits for eighteen one-way local journeys (defined as up to 2 miles) which must be used within a 12 month period and are not transferable.
- 1.5 Wokingham Borough Council offers free travel on local bus services within Wokingham from 9:00am for Access bus pass users in addition to the statutory scheme. In addition, Wokingham issues Companion passes to eligible Access Pass holders and permits free travel on dial-a-ride services operated by Readibus and Keep Mobile, and on medical trips offered by the Community Voluntary Transport Schemes.
- 1.6 West Berkshire Council only provides the statutory national scheme of free travel 9.30am to 11pm, Mondays to Fridays, and any time at weekends and bank holidays for Access pass holders. It does not provide any additional discretionary elements as these were removed in May 2016.

#### 2.0 Concessionary Travel Schemes in the Wider South East

- 2.1 In addition, a selection of the Concessionary Travel schemes offered by other authorities in the South East is set out below:
- 2.2 Brighton and Hove Council allows free travel from 9:00am on weekdays, 30 minute earlier than the statutory national scheme for both Older Person Pass holders and Disabled Person Pass holders, but it does not issue companion passes or allow free use of dial-a-ride services.

- 2.3 Hampshire County Council only offers the standard national off-peak scheme for older persons but free travel at any time for Access pass holders, except in Portsmouth and Southampton, who administer their own schemes. Southampton City Council offers the statutory scheme to older and disabled person's pass holders but allows free travel at any time on local bus service journeys starting within the city boundary for disabled pass holders who are registered Severely Sight Impaired or Blind, and also issues the companion entitlement.
- 2.4 It should be noted that Hampshire has recently consulted on charging a reduced fare for travel currently provided for free through the statutory scheme. However, this would require a change in legislation by central Government and therefore is not an option available to Travel Concession Authorities at the current time.
- 2.5 Surrey County Council only offer the statutory off-peak scheme for older person pass holders but does allow free travel at any time within Surrey for disabled person pass holders, and also issues a companion entitlement.
- 2.6 However Surrey has recently run a consultation on removing free travel at any time for disabled person pass holders and also removing the companion entitlement, with a decision is due on this in due course.
- 2.7 Swindon Borough Council only provides the statutory national scheme for local bus travel for its pass holders but it does provide a Travel Voucher Scheme (Mobility Impaired) for people of any age who have severe mobility problems and cannot use local public bus services. The vouchers are for use of Swindon Dial a Ride and other community transport, and if applicants are wheelchair dependent vouchers can also be used to travel on certain taxis and private hire car operators but cannot be used on local public bus services. The vouchers are for £80 a year and are used to pay towards the cost of the journey. This voucher can be used to travel at any time.



2<sup>nd</sup> July 2018

Mr Cris Butler  
Head of Transportation  
Reading Borough Council  
Civic Offices  
Reading  
RG1 2LU

Dear Cris,

**RE: Consultation on Changes to the Concessionary Fares Scheme for Access Pass Holders**

Further to your letter of 25<sup>th</sup> May 2018 regarding the consultation on changes to the concessionary fares scheme for Access Pass Holders, and in particular the proposed withdrawal of the entitlement to their use on ReadiBus, the following is the ReadiBus' Board's response to this proposal, as agreed at its meeting on 28<sup>th</sup> June 2018.

We are aware that Reading Borough Council faces significant financial pressures from reduced funding from central government and increasing demand for its services and have sympathy for the Council's need to make savings. However, we strongly believe that the Council should not withdraw the entitlement to use the Access Bus Pass on ReadiBus at any or all times of the day for the following reasons:-

- The impact of this on ReadiBus users with an Access Bus Pass would be disproportionately large and significant compared to the relatively modest savings that this aspect of the proposal would generate.
- Reading Borough Council is on record that use of the bus pass on ReadiBus is funded by bus lane enforcement revenue. There is no evidence presented to suggest that the revenue from bus lane enforcement has reduced or is insufficient to continue the funding of the use of the free bus pass on ReadiBus.
- An objective of the proposal as stated in your letter is that this proposal 'would bring the Reading Borough Council scheme for Access Pass holders in line with the current Older Person's pass holders scheme in Reading'. The current Older Person's bus pass can be used on ReadiBus at all times of the day. In order for the scheme for Access Pass holders to be in line with the current Older Person's pass holders scheme in Reading, the Access Pass should also continue to be able to be used on ReadiBus at all times of the day.
- A priority in Reading Borough Council's Health & Wellbeing Strategy 2017-2020 is 'reducing loneliness and social isolation'. Withdrawing the entitlement to use the Access Bus Pass on ReadiBus would not be in keeping with this priority.

For some holders of an Access Bus Pass, travel, even on ReadiBus, isn't possible without a companion. It would be discriminatory for the companion pass not to apply as it would mean that someone whose disability is such that they need a companion would be charged to travel when someone who did not need a companion in order to travel would not be. For the relatively small number of people who need to travel with a companion in order to travel on ReadiBus, we believe that the companion entitlement on ReadiBus should also be maintained.

The entitlement to use the free bus pass on ReadiBus generates savings to Reading Borough Council, particularly to its Adult Social Care budget. Enabling residents with restricted mobility to



freely use Readibus means that people are able to get out and about; to do things for themselves rather than relying on others; to participate in social activities and events; to get fresh air and exercise; and to meet people, helping to tackle the loneliness and isolation that can lead to a deterioration of mental and physical health and well-being. The prevention of just one person from needing adult social care services can save considerable sums of money. Readibus is used by 2,000 residents of the Borough of Reading who have restricted mobility. Many of these might not be able to use the service as much or even at all if they could not use their bus pass on Readibus. The entitlement to use the bus pass on Readibus represents outstanding value for money when viewed in this context and should be maintained not just despite the financial pressures that the Council is under but *because* of the financial pressures that the Council is under.

We hope that you will re-consider this proposal and maintain the entitlement to use the Access bus pass and companion pass on Readibus at all times of the day. We would be very happy to meet with you as you have offered if this would be helpful to you.

With best wishes,

Yours sincerely,



Peter Absolon  
General Manager  
Readibus



Sophie Bowlby (Prof)  
Chair

12<sup>th</sup> December 2018

Mr Cris Butler  
Head of Transportation  
Reading Borough Council  
Civic Offices  
Reading  
RG1 2LU

Dear Cris,

**RE: Consultation on Changes to the Concessionary Fares Scheme for Older Person Bus Pass Holders**

Further to your letter of 16<sup>th</sup> November 2018 regarding the consultation on changes to the concessionary fares scheme for Older Person Bus Pass Holders, and in particular the proposed withdrawal of the entitlement to their use on Readibus, the following is the Readibus Board's response to this proposal.

We are aware that Reading Borough Council faces significant financial pressures from reduced funding from central government and increasing demand for its adult social care services and have sympathy for the Council's need to make savings. However, we strongly believe that the Council should not withdraw the entitlement to use the Older Person Bus Pass on Readibus at any or all times of the day for the following reasons:-

- The impact of this on Readibus users with an Older Person Bus Pass could be significant and could result in some residents travelling less frequently or not at all.
- Those so affected are likely to be those who cannot afford to pay a fare, at least some of whom are likely to be residents for whom the Council will have some level of adult social care responsibility.
- At a time when Reading Borough Council is seeking to reduce the upward pressure on its adult social care expenditure in order to achieve sustainable budget savings going forward, withdrawal of use of the bus pass on Readibus may therefore be counter-productive in terms of the Council's objectives – and reasons for considering a change of policy – of reducing its overall expenditure, as the cost to the Council of that adult social care responsibility may be higher.
- Indeed, research by KPMG [Greener Journeys “*The Costs and Benefits of Concessionary Bus Travel for Older and Disabled People in Britain*” June 2017] and others shows that expenditure on use of the free bus pass generates benefits and savings of greater value than the expenditure (of 3.79 times greater value according to the latest report).
- Additionally, Reading Borough Council is on record that use of the bus pass on Readibus is funded by bus lane enforcement revenue. There is no evidence presented to suggest that the revenue from bus lane enforcement has reduced or is insufficient to continue the funding of the use of the free bus pass on Readibus.
- The Council only recently consulted on changes to the use of the Older Person Bus Pass with changes introduced from April 2017. The outcome of that was a positive decision to retain use of the Older Person Bus Pass on Readibus. This decision and the Council's long-term support for Readibus generally over more than three decades, has illustrated the Council's commitment to looking after the most vulnerable residents in the local community whilst developing Reading over that time as a growing and prosperous town. We would



encourage the Council to uphold that recent decision and to continue the retention of use of the Older Person Bus Pass on Readibus.

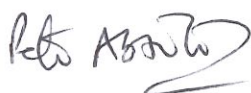
- A priority in Reading Borough Council's Health & Wellbeing Strategy 2017-2020 is 'reducing loneliness and social isolation'. Withdrawing the entitlement to use the Older Person Bus Pass on Readibus would not be in keeping with this strategic Council priority.
- The cost to Reading Borough Council of the use of the Older Person Bus Pass on Readibus is relatively small compared to the overall cost of the use of Older Person Bus Passes in Reading. A change of policy to implement a withdrawal of the entitlement to use these passes on Readibus would have a disproportionate impact on elderly people with restricted mobility compared to the proportionate saving to the overall concessionary fares budget. This would seem to be contrary to the requirements of The Equality Act 2010.
- For local elderly and disabled people who cannot use mainstream public transport for the journeys that they wish to make, Readibus is the only bus that they can use their bus pass on.
- Many local community services and indeed some Council services rely upon Readibus for the participation of residents in their activities. The impact of withdrawing the use of the Older Person and/or Access Bus Passes from use on Readibus will also impact on these services and organisations as well as on the residents themselves who use the Readibus if some residents subsequently cease to travel or travel less often. It could even potentially affect the viability of some of these services, which would then impact even more residents.
- Without access to such support networks, such residents could experience an adverse effect on their health and well-being.

Additionally, for a small number of holders of an Older Person Bus Pass, travel on Readibus may not be possible without a companion. For the relatively small number of people who need to travel with a companion in order to travel on Readibus, we believe that the companion entitlement on Readibus should also be maintained.

The entitlement to use the free bus pass on Readibus will generate savings to Reading Borough Council, particularly to its Adult Social Care budget. Enabling residents with restricted mobility to freely use Readibus means that people are more able to get out and about; to do things for themselves rather than relying on others; to participate in social activities and events; to get fresh air and exercise; and to meet people, helping to tackle the loneliness and isolation that can lead to a deterioration of mental and physical health and well-being. The prevention of just one resident from needing adult social care services can save considerable sums of money - Readibus is used by hundreds of residents of the Borough of Reading who have restricted mobility, thereby potentially helping to prevent a much higher rate of escalation of adult social care expenditure than might otherwise be the case. The entitlement to use the bus pass on Readibus represents good value for money when viewed in this context.

We hope that you will re-consider this proposal and maintain the entitlement to use the Older Person Bus Pass and companion pass on Readibus at all times of the day. We would be very happy to meet with you if this would be helpful to you.

Yours sincerely,



Peter Absolon  
General Manager  
Readibus



Sophie Bowlby (Prof)  
Chair

**READING BOROUGH COUNCIL  
REPORT BY DIRECTOR OF RESOURCES**

<b>TO:</b>	<b>POLICY COMMITTEE</b>		
<b>DATE:</b>	<b>18 FEBRUARY 2019</b>		
<b>TITLE:</b>	<b>CHIEF FINANCE OFFICER'S REPORT ON THE ROBUSTNESS OF THE COUNCIL'S 2019/20 BUDGET</b>		
<b>LEAD COUNCILLOR:</b>		<b>PORTFOLIO:</b>	
<b>SERVICE:</b>	<b>DIRECTORATE OF RESOURCES</b>	<b>LEAD OFFICER:</b>	<b>JACQUELINE YATES</b>
<b>JOB TITLE:</b>	<b>DIRECTOR OF RESOURCES &amp; SECTION 151 OFFICER</b>	<b>E-MAIL:</b>	<b>Jackie.Yates@reading.gov.uk</b>

## 1. PURPOSE OF THE REPORT AND EXECUTIVE SUMMARY

- 1.1 Under Section 25 of the Local Government Act 2003 there is a requirement for the Council's Chief Financial Officer (Director of Resources) to report to Council on:
- a. The robustness of the estimates made for the purposes of the calculations of the budget; and
  - b. The adequacy of the proposed level of financial reserves.

Council in considering its Budget should have regard to this advice.

## 2. RECOMMENDED ACTION

- 2.1 That Council notes this report in setting its budget for 2019/20 and indicative budgets for the subsequent two financial years 2020/21 and 2021/22:

**APPENDICIES:** Appendix 1 Statement of Reserves and Balances

## 3. POLICY CONTEXT

- 3.1 As outlined in the Medium Term Financial Strategy and budget report which appears elsewhere on the Agenda, the Council faces a number of significant uncertainties going forward in relation to the outcomes of the Fair Funding Review, Business Rates retention post 2019/20 and Brexit. Their impact on income streams and service costs could be significant.
- 3.2 As a Unitary authority the Council provides the broadest possible range of services and hence has an inherently higher level of risk than many other authorities simply due to the complexity and nature of the services it provides. Additionally, the Council has taken policy decisions to establish a number of

alternate delivery models including wholly owned companies and PFI arrangements which whilst having advantages also have the potential to increase the Council's risk profile.

- 3.3 Whilst positive progress is being made towards the completion of the Council's 2016/17 and 2017/18 accounts the audits have not yet concluded. It is not anticipated that this work will have an impact on either the 2019/20 budget or the MTFS.

#### 4. ROBUSTNESS OF THE ESTIMATES

##### **Approach to and Assumptions within the 2019/20 Budget and Medium Term Financial Strategy**

- 4.1 The Council has taken a prudent approach to developing its Medium Term Financial Strategy (MTFS). All savings and pressures previously identified within the February 2018 MTFS have been reviewed and where appropriate have been amended.
- 4.2 All aspects of the Council's budget, efficiency savings, additional income, service reductions and pressures have been subject to review, with Service Heads being required to review the plans they put forward in previous years and confirm delivery of the proposals. Budget proposals have subsequently been reviewed by:
- The Finance Team
  - Corporate Management Team
  - Lead Councillors
- 4.3 The Council's HRA and Capital Programme have been through similar review processes.
- 4.4 The assumptions on which the MTFS is based are contained within the main budget report presented elsewhere on the agenda, however, key assumptions include:
- **Council Tax increase**- 2.99% per annum for 2019-20 with 1.99% thereafter. This is below the 2019/20 referendum level of 3%
  - **Finance Settlement** - The figures are as per the Governments Final Settlement announcement
  - **Pay Assumptions** - 2% per annum
  - **Inflation** - Non pay budgets have been increased where necessary in order to maintain service levels by either CPI (assumed at 2%) or as contractually specified
  - **Provisions** - There are adequate provisions for bad debts and appeals against business rates valuations
- 4.5 To deliver the Council's policy priorities and a balanced budget in each year of its MTFS 2019/20 - 2021/22 savings of £30.1m are required over the period (£13.6m to be delivered in partnership with Brighter Futures for Children and £16.5m from retained Council services). To facilitate the delivery of service efficiencies and ongoing revenue savings transformation funding of £6.4m has

been provided for within the General Fund Capital Programme funded from the 'flexible use of capital receipts'. In addition, Brighter Futures for Children have secured a further £5m of transformation funding from Government over the two years 2019/20 and 2020/21.

- 4.6 The continued need to deliver a high level of savings poses an inherent risk to the delivery of a balanced budget position as over time they become more complex and difficult to deliver. Consequently it is important there is continued focus on savings delivery to ensure they are delivered as planned. Contingency sums of circa £4m have been allowed for in both 2019/2020 & 2020/21 and £3.5m in 2021/22 to mitigate any potential shortfall or slippage in the delivery of higher risk savings.
- 4.7 The Council has an ambitious Capital Programme over the next three years totalling £463.9m (£366.5m General Fund and £97.4m Housing Revenue Account). The net cost of which (after the application of specific grants and contributions) is predominantly funded from borrowing. The Council's external borrowing is projected to increase to £713million over the period. The associated capital financing costs together with the revenue implications of the specific schemes are provided for within the relevant revenue accounts.
- 4.8 It is imperative that close monitoring of the Capital Programme takes place to ensure projects are delivered to time and budget so that borrowing costs do not increase beyond what is provided for within revenue budgets.
- 4.9 For a second year the Council will have the benefit of being part of a Berkshire Business Rates Pilot. The additional funding arising is one off. Therefore it is essential it is used to increase the Council's financial resilience going forward.

### **Financial Management**

- 4.10 All reports to members have the associated financial implications identified within the report. Monitoring of the budget throughout the year is undertaken by Financial Services in conjunction with Heads of Service and Cost Centre Managers. During 2018/19 improvements have been made to the revenue monitoring process to improve the quality of reporting and ensure that variations are reported and acted on at an early stage. When budget pressures do emerge it is the responsibility of the service area to contain them in the first instance, failing that they should be managed within the Directorate and ultimately at a corporate level. If pressures remain at year end reserves will reduce and subsequently need to be replenished.
- 4.11 Monthly monitoring reports are considered by the Council's Corporate Management Team and quarterly performance reports are presented to the Council's Policy Committee.
- 4.12 Recognising the significant level of savings required to deliver a balanced budget and MTFs a series of Programme Boards; each chaired by a member of

the Corporate Management Team have been set up to manage and track savings delivery.

- 4.13 In recent years the Council has experienced significant overspends in demand led budgets. In 2017/18 these overspends reduced significantly with Adult Social Care (ASC) delivering to budget and Children's services reducing it's overspend by half. In the current year the latest outturn forecast is similar, with ASC projecting a small underspend at year end and Children's services a similar level of overspend to 2017/18.
- 4.14 As a result of containing pressures and the delivery of savings which enabled the release of contingency budgets the Council underspent against budget in 2017/18. This meant the Council only had to draw down £1m from reserves rather than the £4.3m budgeted.

### **Insurance and Risk Management**

- 4.15 The Council's Insurance arrangements are a mix of external premiums and internal self insurance funds. An external review of the Council's Insurance Reserve has recently been undertaken; it concluded the reserve was sufficient.
- 4.16 The Council has an internal risk manager and strategic risk management is being embedded across the Council.

## **5. ADEQUACY OF RESERVES AND BALANCES**

- 5.1 The prudent level of reserves a Council should maintain is a matter of judgement. The consequence of not having adequate reserves can be significant. In the event of a serious problem or a series of events, the Council could run the risk of a deficit or be forced to cut expenditure in a damaging or arbitrary way should reserves not be available.
- 5.2 CIPFA (Chartered Institute of Public and Finance and Accountancy) have stated that there should be no imposed limit on the level or nature of balances required be held by an individual Council. However, in light of recent high profile failures and funding concerns being raised by authorities they are about to launch a financial resilience index which uses a basket of 15 indicators to measure individual authorities financial resilience compared to their comparator group. Key indicators include:
- The level of reserves held as a percentage of net revenue expenditure
  - The average change in reserves over the last three years
  - The reserve "burn rate"
  - The cost of adult social care as a percentage of net revenue expenditure
  - The average cost of children's social care as a percentage of net revenue expenditure
  - OFSTED rating
  - Auditors value for money conclusion



It is anticipated that the requirement to formally report on these indicators will be incorporated into a new Financial Management Code.

5.3 The Council drew heavily on its reserves in 2016/17 (£12.5m) and as stated in paragraph 3.12 did not have to draw on them as heavily as planned in 2017/18. Going forward the Council faces significant financial uncertainty in terms of Business Rates Retention, the Fair Funding Review and Brexit. In addition, there is an ongoing need to manage the considerable demand pressures on Children's services and Adult Social Care. Consequently, for this authority the Section 151 Officer recommends that the level of working balance for the General Fund should be in the region of £7million or 5% of net revenue expenditure which will bring the authority more into line with the unitary average.

5.4 In total the Council's General Fund reserves and balances are forecast to be in the region of £26.6 million at 31st March 2019. A full schedule of reserves and balances including those which are ring fenced to the Housing Revenue Account and Schools is attached at Appendix 1 together with an explanation as to their intended use.

## **6. CONCLUSIONS**

6.1 The Council has taken a prudent approach to setting its budget and I would conclude that:

- The process for the formulation of General Fund, HRA and Capital budgets provides for a reasonable assurance of their robustness;
- The level of contingencies provided for slippage in, or non-delivery of higher risk savings is prudent;
- The provision of a transformation fund funded from the 'flexible use of capital receipts' facilitates the ongoing delivery of required savings; and
- The level of the Council's total reserves whilst below the average of similar types of authority are increasing and sufficient to provide for:
  - A working balance to cushion the impact of unexpected events or uneven cash flows; and
  - The setting aside of funds to meet known or anticipated liabilities (earmarked reserves).

## **7. LEGAL IMPLICATIONS**

7.1 The Council has a legal requirement to set a balanced budget. In agreeing its' budget Council is required to take into account the report of its S151 Officer as set out in paragraph 1.1 above.

## **8. FINANCIAL IMPLICATIONS**

8.1 These are set out in the body of the report.

## **9. EQUALITIES IMPLICATIONS**

9.1 There are no Equalities Implications arising directly from this report.

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## READING BOROUGH COUNCIL

### REPORT BY DIRECTOR OF RESOURCES

<b>TO: POLICY COMMITTEE</b>		
<b>DATE: 18 FEBRUARY 2019</b>		
<b>TITLE: DRAFT 2019/20 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY TO 2021/22</b>		
<b>LEAD COUNCILLOR: COUNCILLOR LOVELOCK</b>	<b>PORTFOLIO:</b>	<b>LEADER OF THE COUNCIL</b>
<b>SERVICE: ALL</b>	<b>WARDS:</b>	<b>BOROUGHWIDE</b>
<b>LEAD OFFICER: MATT DAVIS</b>	<b>TEL:</b>	<b>0118 937 3263</b>
<b>JOB TITLE: HEAD OF FINANCE</b>	<b>E-MAIL:</b>	<a href="mailto:Matthew.Davis@reading.gov.uk"><u>Matthew.Davis@reading.gov.uk</u></a>

#### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. This report sets out the Council's draft Medium Term Financial Strategy (MTFS) and associated spending plans for the three years 2019/20 to 2021/22. The report covers all aspects of the Council's spend: General Fund revenue expenditure funded by the council tax payer, government grant and other sources of income, Housing Revenue Account (HRA) expenditure, funded by council tenants' rents, and the Council's Capital Programmes (General Fund and HRA) funded by grants and contributions, capital receipts, revenue and prudential borrowing.
- 1.2. The proposed Medium Term Financial Strategy is informed by and supports delivery of the Council's Corporate Plan priorities and seeks to ensure that the Council is "fit for the future" with sound finances that allow the Council's future funding challenges and spending pressures to be met.
- 1.3. The underpinning rationale of the budget strategy set out in this report is to deliver a balanced and affordable budget that ensures the Council's finances are sustainable in both the short (one year) and medium term (three years). That in the longer term the Council's finances are not reliant on the unsustainable use of one-off reserves or funding and that reserves are increased to mitigate future funding challenges and risk. The budget strategy is also informed by the Council's Vision: "to ensure that Reading realises its potential - and that everyone who lives and works in Reading can share in the benefits of its success", and service delivery themes set out in its Corporate Plan:
  - Securing the economic success of Reading;
  - Improving access to decent housing to meet local needs;
  - Protecting and enhancing the life outcomes of vulnerable adults and children;
  - Keeping Reading's environment clean, green and safe;
  - Promoting great education, leisure and cultural opportunities for people in Reading; and

- Ensuring the Council is ‘fit for the future’.
- 1.4. The Draft Budget and MTFS are based on the latest information currently available. Full Council will meet to determine its budget, associated Council Tax level and precept for 2019-20 at its meeting on 26<sup>th</sup> February 2019.
  - 1.5. The MTFS 2019 - 2022 provides for a balanced budget position across the three years, as well as a net contribution to reserves over the three years of £2.4m using part of the benefit from the business rate pilot, which will enable reserves to move back towards a more robust level.
  - 1.6. The Strategy, which builds on work over the previous 12 - 18 months, provides for a robust financial position going forward in order that vital and valued services can continue to be delivered. It relies on significant service transformation to drive increased efficiency savings and income generation in order that service reductions can be minimised. In particular it assumes:
    - a) Revenue Support Grant from Government has effectively reduced to zero in 2019/20 due to the Business Rates pilot and will remain at zero following the Business Rates reset;
    - b) Council Tax increases of 2.99% in 2019/20 and 1.99% in both 2020/21 and 2021/22;
    - c) The benefit of Business rate growth forecast in 2019/20 has been discounted in 2020/21 because the impact of the planned business rate reset is as yet unknown;
    - d) £27.5m of efficiencies and increased income across the period;
    - e) A contingency provision over the three years (£4.4m 2019/20; £4.1m 2020/21; and £3.4m 2021/22) to mitigate possible slippage or non-achievement of higher risk savings and budget pressures over the period;
    - f) Facilitates capital investment of £464m over the period 2019/20 to 2021/22 of which £249m is for invest to save purposes;
    - g) £6.4 of transformation funding (over the period 2019/20 to 2021/22) to support delivery of efficiency savings assumed within the MTFS; and
    - h) Service reductions of £2.6m.
  - 1.7. On 1st December 2018 the Council incorporated a Local Authority Company, Brighter Futures for Children, to provide services previously provided directly by the Council. The cost of providing those services, as well as funding for transformational change (an additional £2.1m in 2019/20) is included in the Medium Term Financial Strategy.

For ease of reading; the remainder of the report is split into four sections:

<b>Section A</b>	Background and Context
<b>Section B</b>	General Fund Revenue Budget
<b>Section C</b>	Housing Revenue Account (HRA) Budget
<b>Section D</b>	Capital Programme

## 2. RECOMMENDED ACTION -

2.1. That Policy Committee endorse and recommend to Council the draft 2019-20 General Fund and Housing Revenue Account budgets, draft Capital Programme and Medium Term Financial Strategy as set out in Appendices 1-9, noting the following:

- a) the Council's General Fund Budget Requirement of £139.5m for 2019/20;
- b) the proposed service savings and efficiencies of £10.5m together with additional income of £4.4m in 2019/20 required to achieved a balanced budget for that year;
- c) the proposed growth in 2019/20 service budgets of £12.5m;
- d) the overall savings proposed within the MTFS of £30.1m (of which changes to income, fees and charges is £6.2m) and three-year growth changes to service budgets of £30.9m;
- e) the increase in the Band D Council Tax for the Council of 2.99% or £47.24 per annum representing a Band D Council Tax of £1,627.23 per annum as set out in paragraph 15.1;
- f) the Housing Revenue Account budget for 2019/20 of £42.7m as set out in Appendix 4 and a reduction of 1.00% (£/wk) in social dwelling rents from April 2019 giving a revised weekly average social rent of £99.39 as set out in paragraph 19.3;
- g) the General Fund and Housing Revenue Account Capital Programmes as set out in Appendix 5;
- h) the Strategy for the use of flexible capital receipts to deliver future transformation and ongoing savings as set out in Appendix 6;
- i) the changes to Fees and Charges outlined in Appendix 7 of the report;
- j) how the £76.4m dedicated schools grant is allocated as set out in Appendix 8;
- k) the Equality Impact Assessment requirements as set out in Appendix 9.

Appendix 1	Summary of General Fund Budget 2019-20 to 2021-22
Appendix 2	General Fund Revenue Budget by Service 2019-20 to 2021-22
Appendix 3	Detailed General Fund Budgets 2019-20 to 2021-22
Appendix 4	Housing Revenue Account Budget 2019-20 to 2021-22
Appendix 5	General Fund and HRA Capital Programme 2019-20 to 2021-22
Appendix 6	Flexible Capital Receipts Strategy
Appendix 7	Fees and Charges
Appendix 8	Dedicated Schools Grant 2019/20
Appendix 9	Equality Impact Assessment

## **Section A Background and Context**

### **3. Background**

3.1. The Medium Term Financial Strategy makes assumptions about income from Government grants, Council Tax, fees and charges and rents. The MTFs underpins service provision and the Council's priorities as set out in its Corporate Plan:

- Securing the economic success of Reading;
- Improving access to decent housing to meet local needs;
- Protecting and enhancing the life outcomes of vulnerable adults and children;
- Keeping Reading's environment clean, green and safe;
- Promoting great education, leisure and cultural opportunities for people in Reading; and
- Ensuring the Council is Fit for the Future

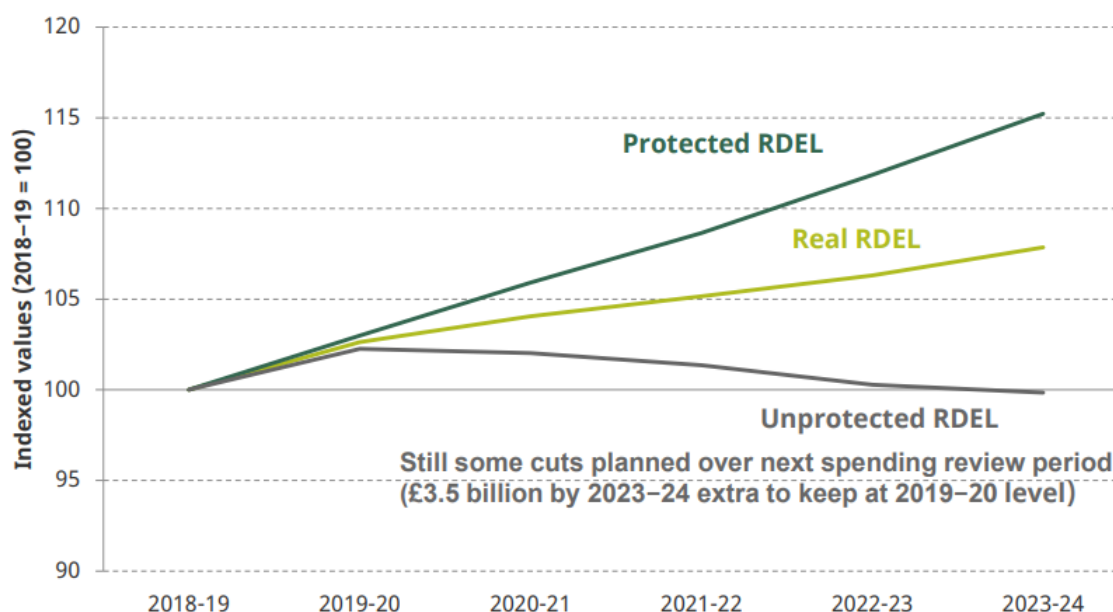
### **4. National Economic Position**

4.1. Brexit has the potential to have a significant impact for both the UK's economic future as well as the Council's financial position. The Chancellor's Autumn Budget set out the path for a 'soft' Brexit. If there is a 'hard' Brexit then there could be a further review of public spending with potential consequences for future government funding to local authorities. Whilst the assumptions underpinning this three year MTFs continue to assume future growth in Council Tax, to ensure the Council takes a prudent view of future income streams, growth in the business rate taxbase assumed in 2019/20 has been removed for the remainder of this MTFs, other than for expected CPI inflation. The Council Tax Base has been assumed to increase by 1.5% in 2020/21 and 2021/22.

4.2. The Chancellor's Autumn Budget Statement claimed "Austerity is over". However, whilst this may be the case for protected areas like the NHS, for "non-protected" departments like Local Government, Police and Fire there is likely to be reductions in funding from 2020/21 to 2023/24.

4.3. The Institute of Fiscal Studies published the planned change to Public Expenditure Resource - Departmental Expenditure Limits (RDEL) in October 2018, set out in the graph overleaf:

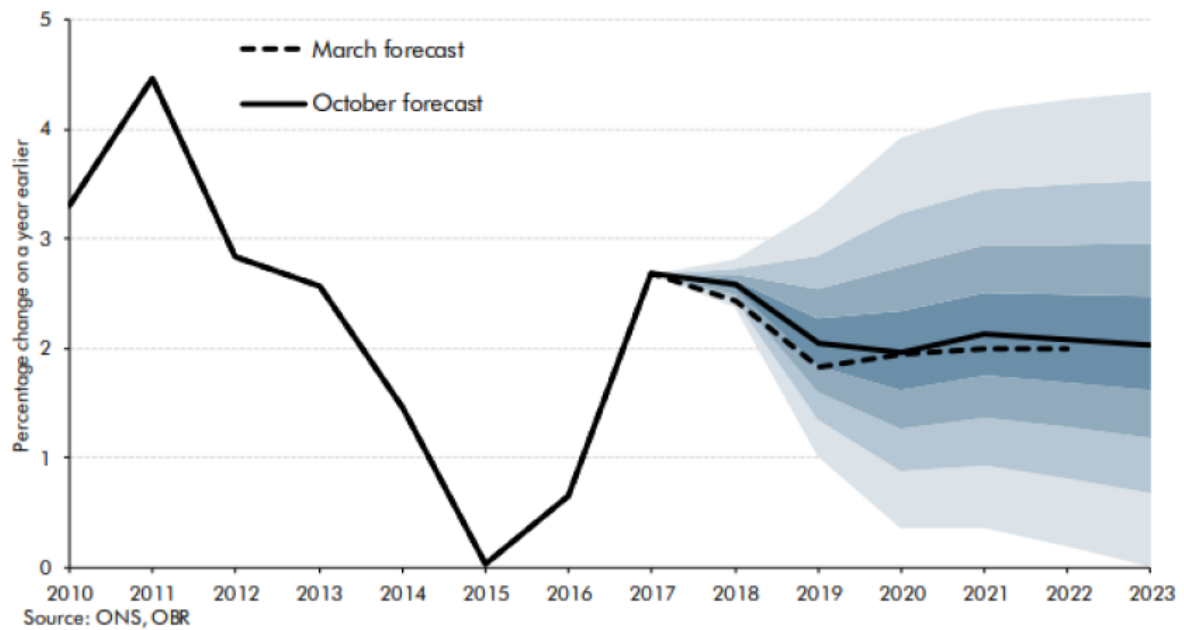
## Real freeze for unprotected departments between now and 2023–24



Note: RDEL refers to Public Sector Current Expenditure in Resource Departmental Expenditure Limits (PSCE in RDEL).  
Source: Author's calculations using OBR Economic and Fiscal Outlook, October 2018

- 4.4. The forecast position for Local Government as shown above, is a one-off cash increase in 2019/20, followed by real term reductions (excluding inflation) in subsequent years reducing government funding back to 2018/19 levels.
- 4.5. The funding position for local authorities generally will remain uncertain beyond 2019/20 until the new Comprehensive Spending Review (CSR) is announced in the latter part of 2019, after which Councils will need to review their funding forecasts.
- 4.6. During 2019/20 the Ministry for Housing, Communities and Local Government (MHCLG) are also reviewing the Local Government Funding Formula and proposing to roll out 75% business rates retention nationally from 2020/21. At this stage it is impossible to say what the overall impact will be for the Council.
- 4.7. The specific announcements made by the Chancellor in his Autumn Budget which affect the Council's finances were:
  - An additional £650m grant funding for Social Care in 2019-20. Reading's allocation is £1.541m (£0.569m from the £210m previously announced and £0.972m from the additional £410m subsequently announced for the whole country);
  - The National Living wage rise of 4.9% from April 2019, increasing from £7.83 to £8.21 per hour, while the National Minimum Wage average rate for all age groups will rise by 4.4%. This and future increases has the potential to impact on contract costs to the Council, in particular care costs.

- 4.8. Inflation is forecast to remain at around 2.0% over the three years of the MTFS as set out in the Office of National Statistics chart below:



- 4.9. The Council has assumed 2.0% general inflation per annum in this three-year MTFS.

## 5. Interest Rates

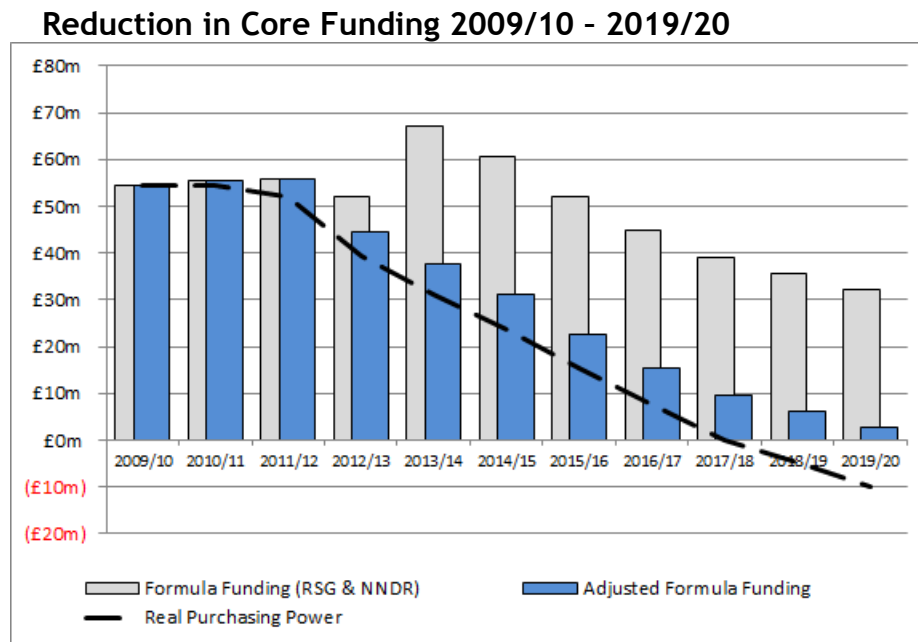
- 5.1. Interest rates currently remain at historically low levels. The Bank of England’s Monetary Policy Committee expectation is that there will be a slow rise in interest rates over the next few years. The Council’s Treasury Advisors, Arlingclose, predict the Bank Base Rate will rise twice in 2019 to 1.25% and this expectation has been reflected in the Council’s treasury management budget.
- 5.2. Clearly given the degree of uncertainty around Brexit and the future state of the UK and world economy, interest rate projections have the potential to change. On the timeline of most economic cycles however, (regardless of possible Brexit implications), we are potentially closer to the next economic downturn than we are past the onset of the last recession. This would potentially impact the level of business rate income received.

## 6. Local Government Finance Settlement

- 6.1. Local government generally has borne more than its share of public spending reductions as part of the Government’s austerity measures. Since 2009/10 Reading Borough Council has seen substantial reductions in government grant allocations as set out in the chart overleaf. Whilst the headline Settlement figures show that funding declined from £55m in 2009/10 to £32m in 2019/20, this masks the fact that specific or new grants have been rolled into the Revenue Support Grant during the period.
- 6.2. Comparing business rates and Revenue Support Grant (RSG) (the lighter columns) with the 2009/10 position less specific grants the equivalent government funding for 2019/20 would be just £3m (the darker columns). Taking into account the decline in purchasing power over the period by applying a CPI deflator (the black line), shows



that compared to the £55m received in 2009/10, the Council has seen a £65m real-terms reduction in that funding.



- 6.3. The current four-year settlement, of which 2019/20 is the final year, did not change. This means Reading, prior to the extension to a second year of the Berkshire Business Rate Pilot which is explained below, would have had a RSG of £1,998k.
- 6.4. All major funding announcements were made in the Chancellor’s Autumn Budget, and all the Provisional Settlement did was confirm the allocations of adult social care funding, which for Reading is as set out in para 4.7 above.
- 6.5. Authorities will also receive one-off funding in 2019/20 from the Government’s Levy Account surplus. A total of £180m will be distributed pro rata to Settlement Funding Assessment (SFA), Reading’s share is £463k.
- 6.6. Other changes in the Provisional Settlement were as expected but did not benefit Reading, in particular:
  - Negative RSG has been cancelled, with the cost of funding those authorities with negative RSG in 2019/20 being paid for by the Government;
  - Northamptonshire County Council were granted dispensation to increase their Council tax level by an additional 2.0%, 4.99% in total without having to have a referendum; and
  - Additional funding was found to ensure that the Rural Services Delivery Grant remained at the same level in 2019-20 as in 2018-19.
- 6.7. The Final Settlement figures for 2019/20 confirming the above were released on the 29<sup>th</sup> January. However, on the 28<sup>th</sup> January the Secretary of State announced the allocation of £56.5m of Brexit Funding to local authorities. All unitary authorities including Reading will receive £105k in each of 2018/19 and 2019/20. The funding is not ring fenced but is expected to be used to fund preparatory work in relation to Brexit.

6.8. Due to the late notification of the funding the 2019/20 sum has been added to the earmarked reserves for 2019/20.

6.9. The Secretary of State has indicated that further funding may be forthcoming from individual government departments to fund 'new burdens' placed on authorities as a consequence of Brexit if they arise.

## **7. 75% Retained Business Rates Pilot 2019/20**

7.1. The number of business rate pilots was increased to 15 for 2019/20, Berkshire being only one of three areas outside London and Devolution Areas to retain Pilot status. The Pilot is based on 75% Business Rate retention rather than the 100% in 2018/19. It will provide a one off benefit to the Council of approximately £3,440k in 2019/20 which will be used to increase reserves to more robust levels.

7.2. As in 2018/19 one of the conditions of the pilot scheme is that 50% of the additionally retained business rates must be pass-ported to the Local Enterprise Partnership (LEP) and used to fund strategic infrastructure improvements. Reading's contribution is £2.3m. The schemes to be funded have yet to be agreed by the LEP, but have the potential to further benefit the Borough.

## **8. Comprehensive Spending Review (CSR) 2019, Fair Funding Review and 75% Retained Business Rates post 2019/20.**

8.1. As indicated in para 4.5 above, local government is facing unprecedented uncertainty around its future funding due to three simultaneous reviews the Government is undertaking. The outcomes of these are unlikely to be announced before December 2019, giving local authorities very little time to plan for their 2020/21 budgets and beyond.

8.2. The objectives of the Fair Funding Review are to:

- Set new funding baselines for local authorities in England for implementation in 2020/21;
- Replace the current methodology which is considered out-of-date and complex;
- Provide a more transparent approach that does not undermine growth incentives;
- Update key cost drivers;
- Reflect 'future need' as far as possible; and
- Consider how to make a fair adjustment for 'relative resources' (e.g. council tax yield), and how to transition to new allocations quickly.

8.3. Transitional arrangements will be used to implement the new system, thereby providing some protection to individual authorities from major shifts in funding in any one year. The transitional arrangements are expected to taper out over the period of the next funding cycle and are intended to be "fiscally neutral", meaning that those authorities seeing reductions in funding will receive some protection, whilst those entitled to increased allocations will see gains delayed. The Government has stated it will be looking to achieve a balance between stability,

minimising an authority's change in funding and moving local authorities to their funding target as soon as possible.

- 8.4. Whilst the Fair Funding Review is welcomed by many councils, its focus will be on how finite resources are distributed rather than whether there are enough overall resources available in total.
- 8.5. Alongside the Fair Funding Review there is a full reset of the Business Rates Retention Scheme planned for 2020/21.
- 8.6. From 2020/21 local authorities will collectively be able to retain 75% of the Business Rates they collect and other Government grants, including Revenue Support Grant and potentially the Public Health Grant or other grants will be phased out to offset the increase in the business rates share locally retained. This will significantly change the composition of council funding, increasing potential rewards from business rate growth, but also risks, such as losses in income due to rating appeals.
- 8.7. Reading is unlikely to benefit to the extent it has from being part of the Berkshire Business Rates Retention Pilot as resources will be redistributed nationally rather than amongst those just in the pilot.
- 8.8. The key challenge for Government will be to balance meeting local authority funding need with providing an incentive to grow local economies whilst also providing individual local authorities with adequate funding and protection against business rate reductions.
- 8.9. 2019/20 is the last year of the current four-year Settlement Offer. The Comprehensive Spending Review which will be announced in Autumn 2019 will set the overall funding envelope for the public sector for the four year period from 2020/21 onwards.
- 8.10. The impact of these reviews as outlined above will not be known until very late in the Council's 2020/21 budget setting process. It is unlikely that there will be any meaningful data on which to base funding assumptions until the Provisional Settlement is announced in December 2019 which creates significant uncertainty.
- 8.11. Reading, along with other local authorities, will continue to engage with Government to better understand the potential impact of these changes and will feed any further data into the budget setting process as and when it is known.

## **9. Current Year Financial Position - As at the end of November 2018**

- 9.1. Detailed revenue monitoring is undertaken on a monthly basis. As of the end of November (Period 8) service areas are forecasting an overspend of £1.475m against the approved General Fund budget with further potential net weighted risks of £0.324m. Both of these amounts have been taken into account when setting the 2019/20 budget.
- 9.2. In setting its budget the Council prudently allowed for the delay or non-delivery of the planned £18.175m savings proposals (£17.278m for 2018/19 and £0.897m of slipped savings brought forward from 2017/18) by creating a contingency provision which will be applied to offset the projected overspend. The table below

summarises the General Fund projected outturn as at the end of November 2018 before applying the contingency:

	Approved Budget (£,000's)	Forecast Outturn (£,000's)	Full Year Variance (£,000's)
Directorate of Adults Care and Health Services	36,639	36,438	(201)
Directorate of Childrens, Education & Early Help	41,048	42,474	1,427
Directorate of Enviroment & Neighbourhood Services	23,459	23,633	174
Directorate of Resources	12,793	12,853	60
Corporate Items	24,973	24,988	15
	<b>138,912</b>	<b>140,386</b>	<b>1,475</b>
Business Rates (NNDR) Net Yield	(52,250)	(52,250)	-
Council Tax	(86,662)	(86,662)	-
	<b>-</b>	<b>1,475</b>	<b>1,475</b>

9.3. The Housing Revenue Account is projecting an underspend against its revenue budget of £0.350m as set out in the table below:

	Approved Budget (£,000's)	Forecast Outturn (£,000's)	Full Year Variance (£,000's)
Responsive Repairs	2,725	2,675	(50)
Planned Maintainance	3,165	3,115	(50)
Major Works	9,500	9,500	-
Managing Tenancies	1,302	1,302	-
Management, Policy & Support	5,474	5,474	-
Private Finance Initiative	6,823	6,823	-
Rent Collection	1,013	1,013	-
Building Cleaning, Energy and other	2,756	2,706	(50)
Capital Financing	10,325	10,325	-
HRA Income	(43,083)	(43,283)	(200)
	<b>-</b>	<b>(350)</b>	<b>(350)</b>

9.4. The General Fund Capital Programme is forecast to underspend in 2018/19 by £6.3m which is predominantly the result of slippage on two larger schemes (ICT Technical Infrastructure and phase three of the Accommodation Review) from 2018/19 into future years and changes to the General Fund New Build and Acquisition scheme, which following review has been transferred to the Housing Revenue Account Capital Programme). The table overleaf summarises the General Fund Capital position as at Period 8:

	Full Year Approved Budget			Full Year Forecast		
	2018/19 (£,000's)	2019/20 (£,000's)	2020/21 (£,000's)	2018/19 (£,000's)	2019/20 (£,000's)	2020/21 (£,000's)
<b>Gross Expenditure</b>	123,536	163,405	118,300	105,816	144,491	111,179
Funded by:						
Grants & Contributions	(26,400)	(49,285)	(24,135)	(17,733)	(37,790)	(18,891)
s106/CIL	(3,018)	(9,430)	(2,750)	(1,034)	(9,430)	(2,750)
Other	(1,387)	(4,521)	(867)	(652)	-	-
<b>Net Capital Spend</b>	<u>92,731</u>	<u>100,169</u>	<u>90,548</u>	<u>86,397</u>	<u>97,271</u>	<u>89,538</u>

9.5. The Housing Revenue Account Capital Programme is forecasting £6.3m of slippage into future years due to delays predominantly relating to the New Builds and Acquisitions programmes. The table below summarise the Period 8 monitoring forecasts:

	Full Year Approved Budget			Full Year Forecast		
	2018/19 (£,000's)	2019/20 (£,000's)	2020/21 (£,000's)	2018/19 (£,000's)	2019/20 (£,000's)	2020/21 (£,000's)
<b>Gross Expenditure</b>	25,318	14,528	8,537	18,977	21,223	8,512
Funded by:						
Other	(10,085)	(8,081)	(7,800)	(10,085)	(8,081)	(7,800)
<b>Net Capital Spend</b>	<u>15,233</u>	<u>6,447</u>	<u>737</u>	<u>8,892</u>	<u>13,142</u>	<u>712</u>

## Section B General Fund Revenue Budget

### 10. Overall Three-Year Budget Position

- 10.1. In February 2018 Full Council agreed a balanced budget for the three years of the MTFS. The strategy has been extended to 2021/22 and all income and expenditure and planning assumptions have been reviewed.
- 10.2. Each year of the revised 2019/20 - 2021/22 MTFS shows a balanced position. The net contribution to earmarked reserves over the three year period is £2.4m which together with the planned release of contingency sums as at 31<sup>st</sup> March 2019 will increase reserves back towards a more robust level. On the assumptions made, the Council does not have an underlying reliance on the use of one-off reserves in its base budget going into 2022/23.
- 10.3. The Council's General Fund Balance is planned to increase to £7.0m (approximately 5% of the Council's net budget) across each of the three years of the MTFS to reflect the additional risks facing the Council going forward. This percentage is more comparable to that of other unitary councils.
- 10.4. This draft budget includes £12.5m of service growth items for 2019/20 (£2.0m pay costs; £3.2m inflation; and £7.3m other pressures), £10.5m of service savings (£7.9m efficiencies and £2.6m service changes) plus £4.4m of increased income. This net reduction in service budgets for 2019/20 of £2.4m matches the expected changes in Corporate Items budgets and total core funding to maintain an overall balanced budget position for 2019/20.
- 10.5. The Strategy relies on achieving savings and additional income of £30.1m over the three years to 2021/22 - £14.9m of which is required to be achieved in 2019/20. Of the £30.1m due to be delivered over the 3 years of the Plan £13.6m relates to savings needing to be found in Children's Services and delivered in partnership with Brighter Futures for Children, the Council's wholly owned Children's company. The residual £16.5m has to be found from other directly managed Council services as summarised below:

#### **Savings Summary 2019/20 - 2021/22**

	<b>Efficiency Savings £000</b>	<b>Invest to Save Schemes £000</b>	<b>Income, Fees &amp; Charges £000</b>	<b>Service Reductions £000</b>	<b>Total £000</b>
Children's Services	11,208	274	0	2,160	13,642
Other Council Services	9,273	551	6,216	453	16,493
<b>Total</b>	<b>20,481</b>	<b>825</b>	<b>6,216</b>	<b>2,613</b>	<b>30,135</b>

- 10.6. A summary of directorate budgets and corporate funding are set out in the table overleaf. Further detail is provided in Appendices 1 - 3 attached:

#### **Directorate and Corporate Budgets: 3 year summary**

		Proposed Medium Term Financial Strategy		
		2019/20	2020/21	2021/22
		£000's	£000's	£000's
1	Adults Care and Health Services	35,600	37,777	40,218
2	Environment & Neighbourhood Services	21,188	19,941	19,467
3	Resources	12,841	13,126	13,183
4	Children's, Education & Early Help *	41,849	41,305	41,773
5	<b>Total Directorates</b>	<b>111,478</b>	<b>112,149</b>	<b>114,641</b>
6	Capital Financing Costs	13,680	14,880	14,880
7	Other Corporate Budgets	10,690	9,181	8,177
8	<b>Movements to/(from) Reserves</b>	<b>3,620</b>	<b>(1,802)</b>	<b>623</b>
9	<b>Total Corporate Budgets</b>	<b>27,990</b>	<b>22,259</b>	<b>23,680</b>
10	<b>Total Net Spend (Budget Requirement)</b>	<b>139,468</b>	<b>134,408</b>	<b>138,321</b>
<b>Financed by</b>				
11	Council Tax Income	(90,936)	(94,137)	(97,450)
12	Business Rates (NNDR) Local Share (Net of Tariff and Levy)	(41,957)	(34,461)	(35,231)
13	Business Rates (NNDR) Levy - one-off benefit in 2019/20	(463)	0	0
14	Small Business Rate Rebate (S31 Grant)	(2,200)	(2,200)	(2,200)
15	New Homes Bonus	(3,739)	(3,610)	(3,440)
16	Collection Fund - Council Tax Surplus - one-off	(173)	0	0
17	<b>Total Funding</b>	<b>(139,468)</b>	<b>(134,408)</b>	<b>(138,321)</b>

\* On 1st December 2018 the Council transferred responsibility for the delivery of the majority of its Children's Services to Brighter Futures for Children, a wholly owned company of Reading Borough Council.

## 11. Value for Money & Efficiency

- 11.1. During 2017/18 the Council delivered savings totalling £11.7m and as at the end of November 2018 had delivered £13.3m of the £18.2m due to be delivered in year.
- 11.2. An Improvement Plan put in place to improve accuracy in the processing of Housing Benefit claims has resulted in no deduction in Subsidy for 'local authority error' which is a significant achievement and an improvement of £0.4m and £0.6m on the previous two financial years.
- 11.3. Additionally, a review of Single Person Discount (SPD) eligibility for Council Tax is forecast to generate a Collection Fund surplus of £0.2m in 2018/19. A rolling review of entitlement to SPD will take place over the life of the MTFP.

- 11.4. Over the next three years the MTFS assumes delivery of a further £23.9m of savings as well as additional income of £6.2m, (£10.5m and £4.4m respectively assumed in 2019/20). The programme of cumulative efficiency savings are set out in detail in Appendix 3.
- 11.5. As in 2017/18 and 18/19, to support the delivery of efficiencies and ongoing savings, transformation funding has been made within the Council’s Capital Programme funded from Capital Receipts. Appendix 6 attached sets out the Council’s Strategy for the ‘flexible use of capital receipts’, together with the proposals to be funded and spend to date against those already agreed.
- 11.6. On the 1<sup>st</sup> December 2018 the Council transferred the delivery of the majority of its children’s services to Brighter Futures for Children, a wholly owned company of the Council. The objective being that the Company will drive improvements in service delivery and reduce cost pressures through changes to practice and process. To facilitate this the Department for Education and Skills (DFES) have allocated £5m of transformation funding to the Company over the two years 2019/20 and 2020/21 which is in addition to the £3.8m allocated within the Council’s own transformation fund. Details of the specific projects funded by Council resources are set out in Appendix 6.

**12. Reserve Levels**

- 12.1 The Council has had to use revenue reserves to balance its budget in previous years which has saw them reduce to £20.4m at 31<sup>st</sup> March 2018, proportionately one of the lowest levels when compared to other unitary councils.
- 12.2 The MTFS plans to increase revenue reserves to £29m and maintain them going forward. This is set out in the table below:

	<b>31.03.19</b>	<b>31.03.20</b>	<b>31.03.21</b>	<b>31.03.22</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
General Fund	7.0	7.0	7.0	7.0
Earmarked Reserves	19.6	23.2	21.4	22.0
<b>Total</b>	<b>26.6</b>	<b>30.2</b>	<b>28.4</b>	<b>29.0</b>

\* A further breakdown of reserves can be found in the S151 Officer’s report which appears elsewhere on the agenda.

\*\* Earmarked reserves are sums held for specific purposes and to mitigate potential known risks eg the insurance reserve and grants unapplied.

- 12.3 By the end of the current MTFS period in 2021/22 there will be no underlying reliance on reserves to balance future budgets.

**13. Dedicated Schools Grant**

- 13.1. Schools’ Budgets are funded through a combination of the Dedicated Schools Grant (DSG) and income from the Education & Skills Funding Agency (ESFA). The DSG is ring-fenced in order to fund education provision and is currently split into the following four blocks:



- Schools Block;
- Central School Services Block;
- Early Years Block; and
- High Needs Block.

13.2. Whilst funding can be transferred between the four blocks after consultation with schools and Schools Forum it cannot be diverted for other purposes. The ESFA have limited the movement of funds from the Schools Block to 0.5% of the total Schools Block.

13.3. The total amount of DSG the Council will receive in 2019/20 is £76.4m (£0.5m less after recouplement than in the current year). Appendix 8 attached sets out in detail how this money is distributed between blocks.

13.4. In addition to the Council's DSG the ESFA allocate £47.4m funding directly to academy schools. This is referred to as Recouplement in table 1 in appendix 8.

13.5. The Council has transferred responsibility for the management of its schools funding to Brighter Futures for Children, including consultation with Schools and the Schools Forum. The detailed distributions to individual schools will be published on both the Company's and Council's websites in due course.

#### 14. Planning Assumptions

14.1. The following planning assumptions are included within the Medium Term Financial Strategy:

- Base Budget** - The starting point for planning is the 2018-19 base budget as agreed by Council in February 2018, adjusted for any approved budget virements;
- Council Tax Increase** - A 2.99% rise for 2019/20 (in line with the 2019/20 Referendum limits) and a 1.99% rise in both 2020/21 and 2021/22 (in line with future Bank of England CPI targets);
- Local Council Tax Scheme** - Remains unchanged from 2018/19;
- Capital Borrowing Rates** - Current long term Public Works Loans Board rates (after including the certainty rate discount) are 2.65%. In line with information from our treasury management advisors, these are assumed to rise by 0.5% during 2019/20, and then remain static over the final two years of the MTF5;
- Investment Interest** - The Bank of England base rate is currently 0.75% and is not projected to change over the planning period. The Council currently also benefits from:
  - **Externally Managed Property Investments** - The Council has £15m invested in property funds. The Council makes a return of between 4% to 5% on a quarterly basis; and
  - **Investment Properties** - The Council own investment properties valued at £26m as at 31<sup>st</sup> March 2017. These properties provide a return of 6% pa.
- Inflation** - Most budgets are cash limited. Over the period CPI is assumed to be 2.0% per annum in line with the Bank of England target rate;

- g) **Pay Assumptions** - 2.0% per annum has been budgeted for over the three year period;
- h) **Pensions** - The MTFS includes an increase in the current contribution in line with pay inflation. The next triennial valuation of the Pension Fund is expected to take place over the course of 2019/20 and will potentially impact on the employer contribution rate from 2020/21;
- i) **Increases in Fees and Charges** - Details are set out in Appendix 7;
- j) **Demographic Growth** - demographic growth of £11.5m has been allowed for in demand-led service budgets;
- k) **Capital Financing** - The prudential borrowing costs associated with the proposed capital programmes are accommodated within the revenue budgets; and
- l) **Transformation Programme** - £6.4m of transformation funding to facilitate delivery of service efficiencies and savings over the three years 2019/20 - 2021/22 in General Fund revenue budgets is provided for within the General Fund Capital Programme.

14.2. The detail of the Council's Draft General Fund Budget is set out in Appendices 1, 2 and 3 attached.

## 15. Assumed Council Tax Levels

15.1. The MTFS assumes a 2.99% increase in 2019/20 for the Council's Band D Council Tax amount (which would be £1,627.23). The other preceptors in the Borough, Thames Valley Police Authority and the Berkshire Fire and Rescue Service have advised that their proposed increases will be 13% (or £24 for an average band D property (the maximum allowed for police authorities) and 2.99% respectively.

15.2. The impact on taxpayer bills (before any reduction for discounts) of the Council's proposed 2.99% increase represents an increase of 91p per week for a Band D Council Tax payer. The overall increase after taking account of the Police and Fire increases will be 4.0% or £1.41 per week, £1,899.79 in total.

15.3. The majority of properties in Reading are Band C and below (40% of properties are in Band C). The Reading element for Band C properties in 2019/20 will be £1,446.43, an increase of 81p per week. Including Police and Fire Band C Council Tax will be £1,688.71.

## 16. Risk Implications

16.1. Broadly the main risks to the balanced position of the Draft General Fund budget relate to achieving the agreed level of savings and income generation as assumed in the MTFS whilst containing spending pressures.

16.2. More specifically risks relating to the Council's General Fund budgets include:

- The ability to contain demographic demand pressures;
- Buoyancy of the general and local economy;

- Adverse interest rate movements;
- Increased inflationary pressures;
- Delivery of capital receipts to fund the flexible use for transformation purposes;
- Future local government financing settlements from central government;
- Delivery of savings and income projections in line with assumptions; and
- Slippage in the Capital Programme adversely impacting savings assumed within the MTFS.

16.3. In setting the new three-year MTFS, contingency provisions of £4.4m in 2019/20, £4.1m in 2020/21 and £3.4m in 2021/22 have been provided for to allow for slippage or non-delivery of higher risk savings and income targets. Also, as outlined above, the Council has made prudent assumptions in relation to Business Rate and income collection.

## Section C Housing Revenue Account

### 17. Housing Revenue Account (HRA) Budget

17.1. The HRA is a ring-fenced account which deals with the finances of Council housing. Budgets have been prepared in accordance with the budget guidelines and planned programmes of works to housing stock have been updated to take account of progress during 2018/19. The HRA budget must avoid a deficit on reserves over the 30 year HRA Business Plan. Although over the next three years reserves reduce they are still at reasonable levels and in the future the HRA is planned to move into a surplus.

17.2. A summary of the HRA revenue budget is set out below and detailed in Appendix 4:

	2019/20	2020/21	2021/22
	£000s	£000s	£000s
Expenditure	42,678	44,210	46,745
Income	40,049	41,706	43,493
Total (Surplus) / Deficit	2,629	2,504	3,252
HRA Reserves C/fwd	22,584	20,081	16,828

### 18. Planning Assumptions

18.1. The following planning assumptions are included in the HRA 30 year Business Plan and three year forward budget projections:

- **Rents** - 2019/20 is the final year of the rent reduction policy. Ongoing rent is assumed to revert to CPI + 1% in accordance with Government advice;
- **Void Rates** - are assumed at 2.5%;
- **Right to Buy** - sales assumed at 15 per annum;
- **Service Charges** - are assumed to increase by CPI year-on-year, but cannot exceed full cost recovery;
- **PFI Credit** - provision of £3.997m relating to 1,280 properties in North Whitley and managed by Infinity until 2035 has been included;
- **Capital Receipts** - sales of five properties per annum are assumed to Homes for Reading;
- **Interest on Balances** - assumed at 0.5%;
- **Inflation** - assumes CPI;
- **Bad Debt Provision** - 2.5% of rent and service charges; and
- **Debt Financing Costs** - are included within the revenue budget.

## 19. Works to Existing Stock

19.1. Following the Grenfell Tower fire the Council appointed an external, qualified Fire Engineer (FireSkills) to carry out a review of fire safety practices in respect of the management and maintenance of Council housing stock, including whether additional fire precautions were advised in any of the building types surveyed, to improve safety standards in the context of recent incidents. Overall FireSkills noted that the Council's Housing Service has a 'forward facing and proactive fire safety strategy' and whilst the Council is fully compliant with current legislation, FireSkills have recommended that the Council consider implementing a number of additional measures. Provision has been made in the HRA Capital Programme and Business Plan to fully implement the recommendations. The profile of spend is as follows:

2018/19 (£,000's)	2019/20 (£,000's)	2020/21 (£,000's)	2021/22 (£,000's)	Total (£,000's)
1,485	1,991	706	1,250	5,432

## 20. Rents

20.1. The Welfare Reform and Work Act 2016 (WRWA 2016) required that social housing rents reduce by 1% per annum for 4 years starting from 2016/17. The Council's HRA Business Plan has been updated to reflect the required 1% p.a. reduction with the exceptions noted below.

20.2. The Council has an option to increase rents in line with its normal policy in the Private Finance Initiative (PFI) area, which is an exemption allowed under the WRWA 2016 (as the contractual arrangement includes an inflationary uprate to costs which cannot be dis-applied). As reported in previous years, the Council effectively has three options in respect of PFI tenants' rents:

- notwithstanding that it is not obliged to, to apply the 1% rent reduction in line with the rest of the Council's directly managed stock;
- to fix rents at their existing level; or
- to increase rents by CPI+1% in line with the Council's adopted rent policy.

20.3. The Council needs to consider these options each financial year in the context of the HRA's financial viability. The Council did not apply a differentiated rent for PFI tenants in previous years and it is similarly not proposed for 2019/20. The anticipated effect of the 2019/20 rent proposals is therefore expected to be as follows:

	Actual 2018/19 £	Proposed 2019/20 £	Increase/ (Decrease) %
Average Rent per Week	100.40	99.39	(1.01)

20.4. For historic reasons current rents are, on average across the stock, @ 6% below the social housing formula rent set by Government, known as 'Target Rent'. As previously agreed by the Council, rent levels will be set in line with Target Rent whenever a property is re-let.

- 20.5. As agreed at Policy Committee in November 2018, an 'Adjusted Target Rent' will be charged as a default for permanent social housing developed as part of the Council's new build housing programme. This will reflect the expected rent levels of the existing stock, had the mandatory annual 1% rent decrease for all social housing not been imposed by Government in 2015 for 4 years. As noted above, the Government has announced that its previous national policy of CPI plus 1% will be restored for 5 years from 2020/21.
- 20.6. The proposed Adjusted Target Rent is significantly lower than Local Housing Allowance levels (the maximum amount of benefit payable to cover housing rental costs) and 'Affordable Rents' often used by Registered Providers (where the rent is set at 80% of market rent). Whilst this is a proposed default it is not intended to be a blanket policy for all new build schemes, thereby enabling future delivery of mixed tenure schemes, including regeneration, where letting all properties at the proposed Adjusted Target Rent level may not be viable. Also, schemes supported by Homes England grant awarded on the basis that properties will be let at social rent will not be let at Adjusted Target Rent.
- 20.7. Rent collection performance remains top quartile compared with the Council's comparator group, (most housing providers compare the level of rent arrears as a percentage of total annual rent). Reading's performance (2.14%) places the authority in the top performing quartile for the last full financial year). The bad debt provision has been increased by £400k p.a. to reflect the anticipated impact on arrears of Universal Credit implementation. As whilst 'managed migration' is on hold and under review, natural migration will continue as it has for the last year.
- 20.8. Temporary accommodation is included in the General Fund. Rents are set at 90% of the Local Housing Allowance rate for the relevant unit size.

## **21. Risks**

- 21.1. Many of the risks identified in respect of the delivering a balanced General Fund revenue budget (see para 16.2) also have relevance for the Housing Revenue Account. Particular risks that pertain additionally to the HRA include:
- Rent collection levels that may be affected by any downturn in the local economy;
  - Further extension and full roll-out of Universal Credit which again may impact on rent collection levels;
  - Increases in debt financing costs arising from inflationary cost increases in relation to the new build programme; and
  - Maintenance costs inflationary pressures - potentially additionally impacted by any change to workforce demographics that might arise due to Brexit.

## **Section D Capital Programme**

### **22. Overall Programme**

- 22.1. The overall Capital Programme for the three year period will commit £464m to improve the infrastructure, asset base and effectiveness of service provision for the residents of Reading.
- 22.2. The programme is broken down into two sections, the General Fund and the Housing Revenue Account. Against each scheme in the Programme is detailed the total cost, external contributions from, for example, government and developers and the net cost to the Council to be funded from borrowing.

### **23. General Fund Capital Programme**

- 23.1. The proposed General Fund Capital Programme shown in Appendix 5a totals £366.5m gross over the three year period 2019/20 to 2021/22.
- 23.2. Application of specific and corporate funding (including grants, Community Infrastructure Levy and available capital receipts), reduces the net borrowing requirement over the three year period to £260.9m.
- 23.3. Of this, £249.0m relates to invest-to-save projects with associated revenue savings assumed within the MTFS. The Schemes will not proceed however, without robust business cases that clearly demonstrate a positive net revenue benefit. Excluding invest-to-save schemes, future borrowing costs for general capital expenditure over the future three year period amounts to £11.9m. The costs of borrowing are provided for within the MTFS revenue budgets.
- 23.4. The Programme also provides for an additional £6.4m of transformation funding to fund the one-off cost of projects over the period 2019/20 and 2020/20 to facilitate the delivery of efficiency savings assumed within the MTFS. Appendix 6 attached sets out the detail of the Council's Flexible Use of Capital Receipts Strategy and the spending on each project.
- 23.5. Key areas of proposed investment within the General Fund Capital Programme include:

#### **Adult Social Care & Health**

- 23.6. The Draft Programme provides funding for a number of strategic reviews in relation to accommodation options for future service delivery. The service is currently undertaking a number of consultations to inform those options and ensure provision of more appropriate and fit for purpose facilities.

#### **Education and Early Help**

- 23.7. There are 3 main work streams: Sufficiency of Pupil Places; Condition related improvements to school buildings; and statutory Health and Safety.
- 23.8. The Government has announced provisional capital allocations for schools over the next 3 years to 2021/22. The allocations are based on pupil number returns and projections provided by all local authorities, the results of recent national building condition surveys, and details of the size of the overall school estate. In addition,

the Council has been successful in bidding for further Education and Skills Funding Agency (ESFA) funding, and negotiated project funding. The Council has also been successful in securing a £6m grant to part fund a new school at Dee Park.

- 23.9. Schools require regular maintenance to ensure that buildings comply with the appropriate Health and Safety legislation and that facilities are safe, warm and dry for teaching. This responsibility is shared by the Council and the Governing Body of maintained schools to ensure that pupils can access their 190 days of education each academic year.
- 23.10. Reading needs a new Secondary School and work has been ongoing to prepare the way for a successful bid under Wave 13 of the government's 'Free Schools' programme. Bids were submitted by potential sponsors in October 2018, with results announced in Spring 2019. This is a later programme than originally anticipated and means that a secondary school would now be unlikely to open until the 2022/23 academic year. A suitable location for the school has been identified at Richfield Avenue and site surveys are underway to de-risk the site (part of the site was previously used as a refuse tip). Agreement has been reached with Secondary schools to provide bulge class capacity during the build period of the proposed new school which now includes academic year 2021/22 due to the delay in the Government's Free School timetable and an estimated completion date for the new school of Summer 2022 (for 22/23 academic year).
- 23.11. The ESFA has gained planning permission for a new two form entry primary school, 'The Heights School', at Mapledurham Playing Fields (MPF). The permission is subject to a Section 106 agreement which secures a number of on and off site improvements to facilitate the school and provide mitigation to offset the impact of the development on the MPF.
- 23.12. Significant investment in Special education needs and disability (SEND) places is proposed at:
- Phoenix College- In 2015 the Council were successful in bidding for grant aid to renovate the main building at Phoenix College, however upon inspection by the ESFA, the main building was identified as wholly unsuited to its role as a school building. The ESFA have agreed, in principle at this stage, for the Council to either use the grant funds to improve the current building or re-provide the whole school elsewhere within the Borough. Options to relocate the school will be considered by a future Policy Committee
  - Avenue School Expansion - A further 30 SEND places are planned at the Avenue Centre through conversion of the training suite.

### **Housing**

- 23.13. Homes for Reading Ltd. the Council's wholly-owned housing company, is now trading. The Council's Capital Programme makes provision for loans and share capital consistent with the company's original business plan. A review of the company's business plan is currently under way and funding will only be released following its satisfactory conclusion.

### **Strategic Transport**



- 23.14. A programme of major transport schemes is planned, for which the vast majority of funding has been secured through central Government grants and match-funded by developer contributions. These schemes will provide significant benefits to Reading in terms of managing congestion, enabling sustainable economic growth and housing development; alongside increased public transport and cycling usage resulting in benefits in journey times, air quality, social inclusion, public health and safety.
- 23.15. The Council has been very successful in securing major Growth Deal Funding through the Local Enterprise Partnership (LEP) which, combined with developer contributions, has enabled it to commence delivery of a new £17.5m station and interchange at Green Park. Further funding of £10m has been secured via the LEP to help fund phases 3 and 4 of the Southern Mass Rapid Transit (MRT) and provide additional capacity for fast and frequent bus services along the A33 corridor. A further total investment of £1.3m is being made to the National Cycle Network number 422 which runs east-west through Reading.
- 23.16. The Council has also secured Government funding to upgrade a significant number of local buses to the highest environmental standards and by doing so secure better air quality. Funding has also been secured to install electric vehicle charging points on local streets to encourage a switch to zero and low emission cars.
- 23.17. A revised Local Transport Plan will be developed and include a public consultation to seek views on further options to reduce congestion, improve air quality, manage demand and provide safe and attractive options to walk and cycle.
- 23.18. Recognising the need to consider public realm improvements (including pedestrian and cyclists accessibility) within the town centre, funding to complete a feasibility study and design framework is included within the draft Capital Programme.

### **Highways**

- 23.19. Provision for bridge and carriageway maintenance is included within the draft Capital Programme, with the vast majority of funding from central government grants and a small proportion of borrowing.
- 23.20. The Council has been successful in securing grant funding via the LEP of almost £2m for a Smart City Cluster Project - to create an Internet of Things (IoT) communication platform to gather and distribute data such as environmental and traffic information.

### **Community, Leisure and Heritage**

- 23.21. The Council has commenced a process to secure a leisure operator to manage all its indoor leisure facilities. This includes the development of new facilities as well as investment in retained facilities.
- 23.22. Following a review of playground equipment the Programme provides for an extensive programme of replacement and upgrade. Additionally a programme of improvement works to parks and open spaces is planned for 2019/20.

### **Ensuring the Council is fit for the future**

23.23. In December 2016 the Council approved an Investment Property Acquisitions Policy. One of the principal aims of that Policy was to maintain an effective property-based investment portfolio to help sustain the Council's on-going finances. Further provision of £100m is made within the Programme for further acquisition and diversification of the portfolio.

23.24. Provision for ongoing investment in ICT and technology is included to modernise the way we work and support business transformation. In particular projects are included to:

- Enable delivery of savings that are directly dependent on new technology and the digitisation of services;
- Allow new ways of working across the Council that deliver indirect savings by making us more efficient and productive;
- Ensure we have sufficient data storage and network capacity and that we can connect and work securely with partners;
- Refresh and replace hardware and software so it is supported and compliant with required standards; and
- Invest in security measures to protect our systems and data from cyber-security threats.

23.25. Full detail of the Draft General Fund Capital Programme is provided in Appendix 5a.

## **24. Housing Revenue Account Capital Programme**

24.1. The draft HRA Capital Programme is intrinsically linked to the HRA Business Plan since the resources to fund the Programme are largely generated through housing rents. Appendix 5b provides full details of the draft HRA Capital Programme.

24.2. The Council's house building programme is well underway and most recently delivered 28 new modular units for temporary accommodation in Lowfield Road which were let in January 2018 to homeless households. The first 57 new affordable rented homes at Conwy Close were also handed over before Christmas 2018. In total the Council has made provision to invest a further £66m in its new build and acquisitions programme over the three years 2019/20 - 2021/22 providing additional new affordable homes, subject to approvals.

24.3. The Council also plans to continue to invest between £9m and £13m per annum in its existing housing stock over the next 3 years. This includes a £3.9m programme of Fire Safety works, with a particular focus on high-rise residential accommodation.

## **25. Risk Implications impacting the Capital Programme**

25.1. The main risks to the Capital Programme are summarised below:

- Cost overruns would impose additional borrowing costs (and associated financing charges to revenue) if unable to be met from scheme contingencies or other mitigating actions;
- Slippage in realisation of capital receipts impacts on available financing sources, with the potential to lead to additional capital borrowing. In particular, significant slippage could leave insufficient receipts to fully

finance the transformation costs - which impacts pound for pound on the revenue account;

- Slippage in delivery of spend to save initiatives results in associated revenue savings not being delivered as anticipated; and
- The cost of delivering the capital projects increases due to inflationary pressures.

## **25.2. Budget Next Steps**

25.3. The Budget will be considered by Council at its meeting on 26<sup>th</sup> February.

25.4. Statutory consultation based on the budget proposals contained in this report will be undertaken and responses reported back to Policy Committee and Full Council in February.

## **26. Financial Implications**

26.1. As set out in the report

## **27. Legal Implications**

27.1. The Council must set the budget in accordance with the provisions of the Local Government Finance Act 1992 and approval of a balanced budget each year is a statutory responsibility of the Council.

27.2. The provisions of section 25, Local Government Act 2003 require that, when the Council is making the calculation of its budget requirement, it must have regard to the report of the Chief Finance (s.151) Officer as to the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves. It is essential, as a matter of prudence that the financial position continues to be closely monitored. In particular, members must satisfy themselves that sufficient mechanisms are in place to ensure both that savings are delivered as agreed and that new expenditure is contained within available resources.

27.3. Members who are two months or more in arrears with their Council Tax must declare this to the meeting and must not vote on budget recommendations, as to do otherwise can be a criminal offence.

## **28. Risk**

28.1. As set out in the body of this report.

## **29. Equalities Impact Assessment**

29.1. Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- 29.2. An initial Assessment of the proposals as set out in the MTFS has been undertaken and Appendix 9 sets out the individual savings proposals where specific equality impact assessments will need to be undertaken prior to their implementation.
- 29.3. Additionally, when considering changes to service provision, local authorities are under a duty to consult representatives of a wide range of local stakeholders. Authorities must consult representatives of council tax payers, those who use or are likely to use services provided by the authority and those appearing to the authority to have an interest in any area within which the authority carries out functions.

### **30. BACKGROUND PAPERS**

- 2018-19 to 2020/21 Budget Setting and Medium Term Financial Strategy approved by Full Council 28 February 2018;
- MHCLG Provisional & Final Local Government Finance Settlement 2019/20; and
- Council Tax Base Report 14 January 2019.

Reading Borough Council Recommended General Fund  
Revenue Budget for 2019-20 & Future Year Proposals

Appendix 1

	Recommended Budget 2019/20 £'000	Proposed Budget 2020/21 £'000	Proposed Budget 2021/22 £'000
<b>Adult Social Care Directorate</b>	<b>35,600</b>	<b>37,777</b>	<b>40,218</b>
Commissioning and Improvement	1,131	1,165	1,201
Mental Health Support	2,330	2,675	2,759
Learning Disability Support	15,817	16,694	17,929
Group Homes & Properties	(278)	(278)	(278)
Adult Social Care Activities	23	1,355	1,532
Safeguarding Adults	425	446	468
Older People/Physical Disabilities Services	15,520	15,296	16,320
Directorate Other	1,007	994	838
Public Health Service	(851)	(1,055)	(1,045)
Preventative Services	476	485	494
<b>Environment &amp; Neighbourhood Services Directorate</b>	<b>21,188</b>	<b>19,941</b>	<b>19,467</b>
Transport & Street Care	14,808	14,134	13,884
Planning, Development & Regulatory Services	1,213	402	420
Housing and Neighbourhood Services	2,381	2,620	2,519
Economic and Cultural Development	2,031	1,977	1,770
Environment & Neighbourhood Services Overheads	755	808	874
<b>Resources Directorate</b>	<b>12,841</b>	<b>13,126</b>	<b>13,183</b>
Customer Services	8,635	8,605	8,425
HR & Organisational Development	1,570	1,608	1,665
Internal Audit	673	686	699
Procurement	322	327	332
Finance	(1,142)	(1,003)	(949)
Legal and Democratic	2,783	2,903	3,011
<b>Children's Services</b>	<b>41,849</b>	<b>41,305</b>	<b>41,773</b>
Brighter Futures for Children	41,110	40,631	41,179
Retained by Council	739	674	594
<b>Total Service Expenditure</b>	<b>111,478</b>	<b>112,149</b>	<b>114,641</b>
<b>Corporate Budgets</b>	<b>27,990</b>	<b>22,259</b>	<b>23,680</b>
Capital Financing Costs	13,680	14,880	14,880
Other Corporate Budgets	10,690	9,181	8,177
Movement to/(from) Reserves	3,620	(1,802)	623
<b>Net budget Requirement</b>	<b>139,468</b>	<b>134,408</b>	<b>138,321</b>
<b>Financed By:</b>			
Council Tax Income	(90,936)	(94,137)	(97,450)
NNDR Local Share	(41,957)	(34,461)	(35,231)
New Homes Bonus	(3,739)	(3,610)	(3,440)
Section 31 Grant	(2,200)	(2,200)	(2,200)
Business Rates Levy Rebate	(463)	0	0
Collection Fund - Council Tax Surplus	(173)	0	0
<b>Total Funding</b>	<b>(139,468)</b>	<b>(134,408)</b>	<b>(138,321)</b>
<b>(Over)/Under Budget</b>	<b>0</b>	<b>0</b>	<b>0</b>

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Reading Borough Council Revenue Budget at Service Level 2019-2020

Appendix 2

	Approved Budget 2018/19 *	Payroll Inflation	Contractual Inflation	Pressures	Efficiency Savings	Invest to Save	Income, Fees & Charges	Service Reductions	New Bids	Proposed Budget 2019/20
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Adult Social Care and Health Directorate</b>	<b>36,637</b>	<b>275</b>	<b>1,441</b>	<b>658</b>	<b>(1,590)</b>	<b>0</b>	<b>(2,071)</b>	<b>0</b>	<b>250</b>	<b>35,600</b>
Commissioning and Improvement	844	23	14	0	0	0	0	0	250	1,131
Mental Health Support	2,360	7	259	7	(295)	0	(8)	0	0	2,330
Learning Disability Support	15,568	25	336	452	(555)	0	(9)	0	0	15,817
Group Homes & Properties	(239)	0	1	0	0	0	(40)	0	0	(278)
Adult Social Care Activities	1,555	97	90	0	(319)	0	(1,400)	0	0	23
Safeguarding Adults	428	10	12	0	0	0	(25)	0	0	425
Older People/Physical Disabilities Services	14,388	79	722	199	150	0	(18)	0	0	15,520
Directorate Other	1,556	18	4	0	(571)	0	0	0	0	1,007
Public Health Service	(308)	10	0	0	0	0	(553)	0	0	(851)
Preventative Services	485	6	3	0	0	0	(18)	0	0	476
<b>Environment &amp; Neighbourhood Services Directorate</b>	<b>23,460</b>	<b>573</b>	<b>1,279</b>	<b>1,003</b>	<b>(2,682)</b>	<b>(8)</b>	<b>(2,134)</b>	<b>(453)</b>	<b>150</b>	<b>21,188</b>
Transport & Street Care	15,600	178	844	192	(667)	0	(1,307)	(32)	0	14,808
Planning, Development & Regulatory Services	1,706	176	215	611	(946)	(8)	(311)	(380)	150	1,213
Housing and Neighbourhood Services	3,520	80	45	0	(747)	0	(476)	(41)	0	2,381
Economic and Cultural Development	1,963	124	129	150	(295)	0	(40)	0	0	2,031
Environment & Neighbourhood Services Overheads	671	15	46	50	(27)	0	0	0	0	755
<b>Resources Directorate</b>	<b>12,178</b>	<b>311</b>	<b>226</b>	<b>746</b>	<b>(473)</b>	<b>0</b>	<b>(147)</b>	<b>0</b>	<b>0</b>	<b>12,841</b>
Customer Services	8,289	141	160	414	(314)	0	(55)	0	0	8,635
Human Resources	1,636	42	21	0	(129)	0	0	0	0	1,570
Internal Audit	622	13	0	40	0	0	(2)	0	0	673
Procurement	180	5	0	137	0	0	0	0	0	322
Finance	(1,290)	38	10	130	(30)	0	0	0	0	(1,142)
Legal and Democratic	2,741	72	35	25	0	0	(90)	0	0	2,783
<b>Children's Services</b>	<b>41,566</b>	<b>821</b>	<b>236</b>	<b>4,533</b>	<b>(2,873)</b>	<b>(274)</b>	<b>0</b>	<b>(2,160)</b>	<b>0</b>	<b>41,849</b>
Brighter Futures for Children	40,974	674	236	4,533	(2,873)	(274)	0	(2,160)	0	41,110
Retained by Council	592	147	0	0	0	0	0	0	0	739
<b>Total Budget at Service Level</b>	<b>113,841</b>	<b>1,980</b>	<b>3,182</b>	<b>6,940</b>	<b>(7,618)</b>	<b>(282)</b>	<b>(4,352)</b>	<b>(2,613)</b>	<b>400</b>	<b>111,478</b>

\*Approved Budget 2018-2019 includes in year budget virements

Reading Borough Council Revenue Budget at Service Level 2020-2021

Appendix 2

	Approved Budget 2019/20	Payroll Inflation	Contractual Inflation	Pressures	Efficiency Savings	Invest to Save	Income, Fees & Charges	Service Reductions	New Bids	Proposed Budget 2020/21
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Adult Social Care and Health Directorate</b>	<b>35,600</b>	<b>284</b>	<b>1,445</b>	<b>874</b>	<b>(1,505)</b>	<b>0</b>	<b>1,079</b>	<b>0</b>	<b>0</b>	<b>37,777</b>
Commissioning and Improvement	1,131	23	11	0	0	0	0	0	0	1,165
Mental Health Support	2,330	8	337	0	0	0	0	0	0	2,675
Learning Disability Support	15,817	25	401	451	0	0	0	0	0	16,694
Group Homes & Properties	(278)	0	0	0	0	0	0	0	0	(278)
Adult Social Care Activities	23	100	84	0	(145)	0	1,293	0	0	1,355
Safeguarding Adults	425	11	10	0	0	0	0	0	0	446
Older People/Physical Disabilities Services	15,520	82	595	299	(1,200)	0	0	0	0	15,296
Directorate Other	1,007	19	4	124	(160)	0	0	0	0	994
Public Health Service	(851)	10	0	0	0	0	(214)	0	0	(1,055)
Preventative Services	476	6	3	0	0	0	0	0	0	485
<b>Environment &amp; Neighbourhood Services Directorate</b>	<b>21,188</b>	<b>543</b>	<b>1,245</b>	<b>146</b>	<b>(1,406)</b>	<b>(253)</b>	<b>(1,522)</b>	<b>0</b>	<b>0</b>	<b>19,941</b>
Transport & Street Care	14,808	167	857	19	(156)	0	(1,561)	0	0	14,134
Planning, Development & Regulatory Services	1,213	178	142	207	(1,035)	(253)	(50)	0	0	402
Housing and Neighbourhood Services	2,381	80	51	0	9	0	99	0	0	2,620
Economic and Cultural Development	2,031	102	145	(80)	(211)	0	(10)	0	0	1,977
Environment & Neighbourhood Services Overheads	755	16	50	0	(13)	0	0	0	0	808
<b>Resources Directorate</b>	<b>12,841</b>	<b>316</b>	<b>225</b>	<b>255</b>	<b>(504)</b>	<b>0</b>	<b>(7)</b>	<b>0</b>	<b>0</b>	<b>13,126</b>
Customer Services	8,635	142	170	152	(489)	0	(5)	0	0	8,605
Human Resources	1,570	43	10	0	(15)	0	0	0	0	1,608
Internal Audit	673	13	0	0	0	0	0	0	0	686
Procurement	322	5	0	0	0	0	0	0	0	327
Finance	(1,142)	39	10	90	0	0	0	0	0	(1,003)
Legal and Democratic	2,783	74	35	13	0	0	(2)	0	0	2,903
<b>Children's Services</b>	<b>41,849</b>	<b>852</b>	<b>385</b>	<b>2,412</b>	<b>(4,193)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,305</b>
Brighter Futures for Children	41,110	852	385	2,412	(4,128)	0	0	0	0	40,631
Retained by Council	739	0	0	0	(65)	0	0	0	0	674
<b>Total Budget at Service Level</b>	<b>111,478</b>	<b>1,995</b>	<b>3,300</b>	<b>3,687</b>	<b>(7,608)</b>	<b>(253)</b>	<b>(450)</b>	<b>0</b>	<b>0</b>	<b>112,149</b>

\* Additional Social Grant Funding from November 2018 Budget Announcement was agreed for 2019-2020 and grant has been removed for 2020-2021



	Rcommended Budget 2021/22 £'000	Payroll Inflation £'000	Contractual Inflation £'000	Pressures £'000	Efficiency Savings £'000	Invest to Save £'000	Income, Fees & Charges £'000	Service Reductions £'000	New Bids £'000	Proposed Budget 2021/22 £'000
<b>Adult Social Care and Health Directorate</b>	<b>37,777</b>	<b>293</b>	<b>1,357</b>	<b>970</b>	<b>(179)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,218</b>
Commissioning and Improvement	1,165	24	12	0	0	0	0	0	0	1,201
Mental Health Support	2,675	8	76	0	0	0	0	0	0	2,759
Learning Disability Support	16,694	26	507	702	0	0	0	0	0	17,929
Group Homes & Properties	(278)	0	0	0	0	0	0	0	0	(278)
Adult Social Care Activities	1,355	103	74	0	0	0	0	0	0	1,532
Safeguarding Adults	446	11	11	0	0	0	0	0	0	468
Older People/Physical Disabilities Services	15,296	86	670	268	0	0	0	0	0	16,320
Directorate Other	994	19	4	0	(179)	0	0	0	0	838
Public Health Service	(1,055)	10	0	0	0	0	0	0	0	(1,045)
Preventative Services	485	6	3	0	0	0	0	0	0	494
<b>Environment &amp; Neighbourhood Services Directorate</b>	<b>19,941</b>	<b>530</b>	<b>1,200</b>	<b>8</b>	<b>(510)</b>	<b>(290)</b>	<b>(1,412)</b>	<b>0</b>	<b>0</b>	<b>19,467</b>
Transport & Street Care	14,134	170	790	8	0	0	(1,218)	0	0	13,884
Planning, Development & Regulatory Services	402	181	191	0	0	(290)	(64)	0	0	420
Housing and Neighbourhood Services	2,620	82	7	0	(60)	0	(130)	0	0	2,519
Economic and Cultural Development	1,977	80	163	0	(450)	0	0	0	0	1,770
Environment & Neighbourhood Services Overheads	808	17	49	0	0	0	0	0	0	874
<b>Resources Directorate</b>	<b>13,126</b>	<b>323</b>	<b>60</b>	<b>100</b>	<b>(424)</b>	<b>0</b>	<b>(2)</b>	<b>0</b>	<b>0</b>	<b>13,183</b>
Customer Services	8,605	143	14	87	(424)	0	0	0	0	8,425
Human Resources	1,608	45	12	0	0	0	0	0	0	1,665
Internal Audit	686	13	0	0	0	0	0	0	0	699
Procurement	327	5	0	0	0	0	0	0	0	332
Finance	(1,003)	41	0	13	0	0	0	0	0	(949)
Legal and Democratic	2,903	76	34	0	0	0	(2)	0	0	3,011
<b>Children's Services</b>	<b>41,305</b>	<b>963</b>	<b>438</b>	<b>3,209</b>	<b>(4,142)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41,773</b>
Brighter Futures for Children	40,631	963	438	3,209	(4,062)	0	0	0	0	41,179
Retained by Council	674	0	0	0	(80)	0	0	0	0	594
<b>Total Budget at Service Level</b>	<b>112,149</b>	<b>2,109</b>	<b>3,055</b>	<b>4,287</b>	<b>(5,255)</b>	<b>(290)</b>	<b>(1,414)</b>	<b>0</b>	<b>0</b>	<b>114,641</b>

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**SUMMARY OF GENERAL FUND BUDGET CHANGES 2019-2022**

**Appendix 3**

<b>Adult Social Care and Health Directorate</b>	<b>Payroll Inflation £'000</b>	<b>Contractual Inflation £'000</b>	<b>Pressures £'000</b>	<b>Efficiency Savings £'000</b>	<b>Invest to Save £'000</b>	<b>Income, Fees &amp; Charges £'000</b>	<b>Service Reductions £'000</b>	<b>New Bids £'000</b>	<b>Total £'000</b>
Commissioning and Improvement	70	37	0	0	0	0	0	250	357
Mental Health Support	23	672	7	(295)	0	(8)	0	0	399
Learning Disability Support	76	1,244	1,605	(555)	0	(9)	0	0	2,361
Group Homes & Properties	0	1	0	0	0	(40)	0	0	(39)
Adult Social Care Activities	300	248	0	(464)	0	(107)	0	0	(23)
Safeguarding Adults	32	33	0	0	0	(25)	0	0	40
Older People/Physical Disabilities Services	247	1,987	766	(1,050)	0	(18)	0	0	1,932
Directorate Other	56	12	124	(910)	0	0	0	0	(718)
Public Health Service	30	0	0	0	0	(767)	0	0	(737)
Preventative Services	18	9	0	0	0	(18)	0	0	9
<b>Total</b>	<b>852</b>	<b>4,243</b>	<b>2,502</b>	<b>(3,274)</b>	<b>0</b>	<b>(992)</b>	<b>0</b>	<b>250</b>	<b>3,581</b>
<b>Environment &amp; Neighbourhood Services Directorate</b>	<b>Payroll Inflation £'000</b>	<b>Contractual Inflation £'000</b>	<b>Pressures £'000</b>	<b>Efficiency Savings £'000</b>	<b>Invest to Save £'000</b>	<b>Income, Fees &amp; Charges £'000</b>	<b>Service Reductions £'000</b>	<b>New Bids £'000</b>	<b>Total £'000</b>
Transport & Street Care	515	2,491	219	(823)	0	(4,086)	(32)	0	(1,716)
Planning, Development & Regulatory Services	535	548	818	(1,981)	(551)	(425)	(380)	150	(1,286)
Housing and Neighbourhood Services GF	242	103	0	(798)	0	(507)	(41)	0	(1,001)
Economic and Cultural Development	306	437	70	(956)	0	(50)	0	0	(193)
Environment & Neighbourhood Services Overheads	48	145	50	(40)	0	0	0	0	203
<b>Total</b>	<b>1,646</b>	<b>3,724</b>	<b>1,157</b>	<b>(4,598)</b>	<b>(551)</b>	<b>(5,068)</b>	<b>(453)</b>	<b>150</b>	<b>(3,993)</b>
<b>Resources Directorate</b>	<b>Payroll Inflation £'000</b>	<b>Contractual Inflation £'000</b>	<b>Pressures £'000</b>	<b>Efficiency Savings £'000</b>	<b>Invest to Save £'000</b>	<b>Income, Fees &amp; Charges £'000</b>	<b>Service Reductions £'000</b>	<b>New Bids £'000</b>	<b>Total £'000</b>
Customer Services	426	344	653	(1,227)	0	(60)	0	0	136
Human Resources	130	43	0	(144)	0	0	0	0	29
Internal Audit	39	0	40	0	0	(2)	0	0	77
Procurement	15	0	137	0	0	0	0	0	152
Finance	118	20	233	(30)	0	0	0	0	341
Legal and Democratic	222	104	38	0	0	(94)	0	0	270
<b>Total</b>	<b>950</b>	<b>511</b>	<b>1,101</b>	<b>(1,401)</b>	<b>0</b>	<b>(156)</b>	<b>0</b>	<b>0</b>	<b>1,005</b>
<b>Children's Services</b>	<b>Payroll Inflation £'000</b>	<b>Contractual Inflation £'000</b>	<b>Pressures £'000</b>	<b>Efficiency Savings £'000</b>	<b>Invest to Save £'000</b>	<b>Income, Fees &amp; Charges £'000</b>	<b>Service Reductions £'000</b>	<b>New Bids £'000</b>	<b>Total £'000</b>
Brighter Futures for Children	2,489	1,059	10,154	(11,063)	(274)	0	(2,160)	0	205
Retained by Council	147	0	0	(145)	0	0	0	0	2
<b>Total</b>	<b>2,636</b>	<b>1,059</b>	<b>10,154</b>	<b>(11,208)</b>	<b>(274)</b>	<b>0</b>	<b>(2,160)</b>	<b>0</b>	<b>207</b>
<b>Overall Total</b>	<b>6,084</b>	<b>9,537</b>	<b>14,914</b>	<b>(20,481)</b>	<b>(825)</b>	<b>(6,216)</b>	<b>(2,613)</b>	<b>400</b>	<b>800</b>

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## Directorate of Adult Care & Health Services (DACHS)

NB. The highlighted figures reflect changes to the February 2018 Medium Term Financial Plan (MTFP). Figures not highlighted are as per the agreed February 2018 MTFP

Business Case	Service Area	Description	Risk Rating	Proposed Budget Changes			
				2019/20 (£,000's)	2020/21 (£,000's)	2021/22 (£,000's)	Total (£,000's)
1	<b><u>Commissioning and Improvement</u></b>						
2	Payroll Inflation	National Pay Award		23	23	24	70
3	Contractual Inflation	Increments - Commissioning and Improvement Team		14	11	12	37
4	New Bid	Contribution to the Voluntary Sector		250	-	-	250
5	<b><u>Mental Health Support</u></b>						
6	Payroll Inflation	National Pay Award		7	8	8	23
7	Contractual Inflation	Increments - Mental Health Teams		4	1	3	8
8		Utilities		1	-	-	1
9	AS4	Care Contract Costs		254	336	73	663
10	<b>Total Contractual Inflation</b>			259	337	76	672
11	AS5	Pressure		7	-	-	7
12	DACHS17A	Efficiency Savings	0%	(20)	-	-	(20)
13	DACHS3C	Commissioning Delivery Model	0%	(275)	-	-	(275)
14	<b>Total Efficiency Savings</b>			(295)	-	-	(295)
15		Income, Fees & Charges		(8)	-	-	(8)
16	<b><u>Learning Disability Support</u></b>						
17	Payroll Inflation	National Pay Award		25	25	26	76
18	Contractual Inflation	Increments - Learning Disability Teams		14	14	14	42
19		Utilities		3	-	-	3
20	AS4	Care Contract Costs		319	387	493	1,199
21	<b>Total Contractual Inflation</b>			336	401	507	1,244
22	AS1	Pressure		214	230	482	926
23	AS2	Demographic Growth - Transforming Care		208	221	156	585
24	AS5	Demographic Growth		30	-	64	94
25	<b>Total Pressure</b>			452	451	702	1,605
26	DACHS17A	Efficiency Savings	0%	(80)	-	-	(80)
27	DACHS3C	Commissioning Delivery Model	0%	(475)	-	-	(475)
28	<b>Total Efficiency Savings</b>			(555)	-	-	(555)
29		Income, Fees & Charges		(9)	-	-	(9)

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Business Case	Service Area	Description	Risk Rating	Proposed Budget Changes			
				2019/20 (£,000's)	2020/21 (£,000's)	2021/22 (£,000's)	Total (£,000's)
<b>30</b>	<b>Group Homes &amp; Properties</b>						
31		Contractual Inflation	Utilities	1	-	-	1
32	DACHS27A	Income, Fees & Charges	Rent Increase in Group Homes	(40)	-	-	(40)
<b>33</b>	<b>Adult Social Care Activities</b>						
34		Payroll Inflation	National Pay Award	97	100	103	300
35		Contractual Inflation	Increments - Adult Social Care Teams	74	54	64	192
36	AS4		Equipment/Assistive Technology	16	30	10	56
37		<b>Total Contractual Inflation</b>		90	84	74	248
38	AS3	Income, Fees & Charges	Changes in Better Care Fund Grant	(107)	-	-	(107)
39			Additional Funding - Nov 18 Budget Announcement	(1,293)	1,293	-	-
40		<b>Total Income, Fees &amp; Charges</b>		(1,400)	1,293	-	(107)
41	DACHS9C	Efficiency Savings	Business Support Restructure	(84)	-	-	(84)
42	DACHS10C		Mental Health and Locality Team Restructure	(235)	(145)	-	(380)
43		<b>Total Efficiency Savings</b>		(319)	(145)	-	(464)
<b>44</b>	<b>Safeguarding Adults</b>						
45		Payroll Inflation	National Pay Award	10	11	11	32
46		Contractual Inflation	Increments - Safeguarding	12	10	11	33
47	DACHS25A	Income, Fees & Charges	Deputies - Review the charging policy	(25)	-	-	(25)
<b>48</b>	<b>Older People/Physical Disabilities Services</b>						
49		Payroll Inflation	National Pay Award	79	82	86	247
50		Contractual Inflation	Increments - Older People/Physical Disabilities Services	85	86	85	256
51			Utilities	5	-	-	5
52	AS4		Care Cost Contracts	632	509	585	1,726
53		<b>Total Contractual Inflation</b>		722	595	670	1,987
54	AS5	Pressure	Demographic Growth	199	299	268	766
55	DACHS7C	Efficiency Savings	Direct Payments	(100)	(100)	-	(200)
56	DACHS24A		Charles Clore Court	(50)	-	-	(50)
57	DACHS1B (AS8)		Commissioning Delivery Model	300	(1,100)	-	(800)
58		<b>Total Efficiency Savings</b>		150	(1,200)	-	(1,050)
59		Income, Fees & Charges	Client Contribution Inflationary Increase	(18)	-	-	(18)

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<u>Business Case</u>	<u>Service Area</u>	<u>Description</u>	<u>Risk Rating</u>
60	<u>Directorate Other</u>		
61	Payroll Inflation	National Pay Award	
62	Pressure	Reverse 18/19 Savings - use of capital receipts for Transformation Team	
63	Contractual Inflation	Increments - Adults Management Team	
64	Efficiency Savings	Better use of Apprenticeship Levy	35%
65	AS6	Additional Contract Deductions	50%
66	AS9	Extension of Provider Services	50%
67	AS10	Extension of Assistive Technology Project	50%
68	AS11	Extension of Front Door Project	0%
69	AS12	Extension of Review & Right Sizing Project	0%
70	<b>Total Efficiency Savings</b>		
71	<u>Public Health Team Costs</u>		
72	Payroll Inflation	National Pay Award	
73	DACHS4B	Income, Fees & Charges	65%
74	<u>Preventative Services</u>		
75	Payroll Inflation	National Pay Award	
76	Contractual Inflation	Increments - Preventative Services	
77	DACHS2B	Income, Fees & Charges	0%
78	<b>Total</b>		

Proposed Budget Changes			
2019/20	2020/21	2021/22	Total
(£,000's)	(£,000's)	(£,000's)	(£,000's)
18	19	19	56
-	124	-	124
4	4	4	12
(21)	(10)	-	(31)
-	-	(179)	(179)
-	(100)	-	(100)
-	(50)	-	(50)
(50)	-	-	(50)
(500)	-	-	(500)
(571)	(160)	(179)	(910)
10	10	10	30
(553)	(214)	-	(767)
6	6	6	18
3	3	3	9
(18)	-	-	(18)
(1,037)	2,177	2,441	3,581

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**Directorate of Environment and Neighbourhoods services (DENs)**

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Business Case	Service Area	Description	Risk Rating	Proposed Budget Changes			
				2019/20 (£,000's)	2020/21 (£,000's)	2021/22 (£,000's)	Total (£,000's)
1	<b>Transport and Street Care</b>						
2	Payroll Inflation	National Pay Award		178	167	170	515
3	Contractual Inflation	Increments - Transport and Street Care		99	99	81	279
4		NSL Contract (Traffic Enforcement)		53	53	53	159
5		IT maintenance (Urban Traffic Control, Traffic Signal & CCTV)		2	2	2	6
6		Business Rates (Car Parks)		46	70	70	186
7		Greenwave Fares (Reading Buses)		24	24	24	72
8		General Waste Material & Disposal contract (Tipping Contract - 4%)		47	47	47	141
9	WD1	Fomento de Construcciones y Contratas (FCC) Waste Management Contract (RE3)		476	479	441	1,396
		Fleet services		25	11	-	36
		Street Lighting (Energy) - Scottish and Southern Electricity Contract		58	58	58	174
		Street Cleaning Materials		12	12	12	36
		Payments to Grundon		2	2	2	6
14	<b>Total Contractual Inflation</b>			<b>844</b>	<b>857</b>	<b>790</b>	<b>2,491</b>
15	Pressure	Demographic Growth - Additional Homes Waste Collection		180	-	-	180
16		Business Rates - Small Mead (Reading Only) & Long Shot Lane Premises (7%)		12	19	8	39
17	<b>Total Pressure</b>			<b>192</b>	<b>19</b>	<b>8</b>	<b>219</b>
18	T&S15	Efficiency Savings	Car park management process savings through IT improvements and staff reductions	(100)	(50)	-	(150)
19			Strategic Transportation Savings	(43)	(25)	-	(68)
20	T&S10		Increase in savings - Waste Operations	(361)	(31)	-	(392)
21	DENS34B		Implement an invest to save for a new tree gang	(13)	-	-	(13)
22	DENS35A		Transformation and rationalisation of the Neighbourhood Support Team	(100)	-	-	(100)
23	DENS31C		Increase in trading through Reading Commercial Services	(50)	(50)	-	(100)

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Business Case	Service Area	Description	Risk Rating	Proposed Budget Changes			
				2019/20 (£,000's)	2020/21 (£,000's)	2021/22 (£,000's)	Total (£,000's)
24	<b>Total Efficiency Savings</b>			<b>(667)</b>	<b>(156)</b>	-	<b>(823)</b>
25	T&S5	Income, Fees and Charges	Delayed Saving Target - Increased provision of Red Routes - moved to 20/21	50	(50)	-	-
26	DENS43AA	Increased provision of Red Routes thus increased enforcement		(75)	-	-	(75)
27	DENS11C	Introduce areas of pay and display in the town centre		(50)	-	-	(50)
28	DENS7C	Increase on-street pay and display charges		(19)	-	-	(19)
29	DENS13C	Introduce a 24/7 charge for all Town Centre Pay & Display		(25)	-	-	(25)
30	DENS34C	Extend residents parking permit areas		(100)	(200)	-	(300)
31	DENS4C	Review existing Parking Permit Charges		(256)	(53)	-	(309)
32	DENS30C	Review public car parking provision borough-wide		(200)	(200)	-	(400)
33	DENS10C	Revise existing access restriction (portman road bus gate)		(25)	-	-	(25)
34	DENS20B	Alternative funding for Real Time Passenger Information		(20)	-	-	(20)
35	T&S2 & 3	Workplace Parking Levy - Delay in implementation to 20/21 and fully implemented from 21/22		-	(800)	(1,000)	(1,800)
37	T&S4	Expansion of Pay & Display Proposal		(10)	(40)	-	(50)
38	T&S11	Off street car parking contract back in house		(200)	-	-	(200)
38	T&S12	Increase public parking charges		-	(200)	(200)	(400)
39	T&S6	Increased income from Greenwave Fares (Reading Buses)		(20)	-	-	(20)
40	T&S10	Increase in Saving - Trade Waste		(86)	-	-	(86)
41	T&S17	Additional Charge on Green Waste Collection		-	(18)	(18)	(36)
42	DENS49A DENS3C	Increase Green Waste collection charges		(180)	-	-	(180)
43	DENS2C	Increase Parks and Open Spaces revenue		(65)	-	-	(65)
44	DENS33B	Increase allotment rental charges and review plot sizes		(26)	-	-	(26)
45	<b>Total Income, Fees and Charges</b>			<b>(1,307)</b>	<b>(1,561)</b>	<b>(1,218)</b>	<b>(4,086)</b>
46	DENS32B	Service Reduction	Reduce frequency of public parks grass cutting	(32)	-	-	(32)
47	<b>Planning, Development and Regulatory Services</b>						
48	Payroll Inflation	National Pay Award		176	178	181	535
49	Contractual Inflation	Increments - Planning, Development and Regulatory Services		97	97	101	295
50	Contract Inflation - NNDR & Utilities on Corporate buildings			102	26	82	210
51	Contract Inflation - NNDR & Utilities on Business Parks			12	17	6	35
52	Control of Substances Hazardous to Health Regulations Software contract			4	2	2	8

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<u>Business Case</u>	<u>Service Area</u>	<u>Description</u>	<u>Risk Rating</u>
53	<b>Total Contractual Inflation</b>		
54	PDRS1	Pressure	Compliance works building rationalisation.
55	T&S13	Efficiency Savings	Review of Enforcement Contracts 50%
56	PDRS2		Remove one-off growth from 2018-19 0%
57	DENS33C		Extension of mandatory licensing of houses in multiple occupancy (HMO) 0%
58	DENS66C		Savings arising from the closure of Darwin Close, Hamilton Centre and more efficient use of Bennet Road 0%
59	DENS48C		Increase income from commercial property acquisitions 75%
60	DENS20A		Closure of a number of public conveniences following review. 0%
61	<b>Total Efficiency Savings</b>		
62	Invest to Save		Commercialisation of direct services 0%
63	DENS19A	Income, Fees and Charges	Increase Planning Fees and reduction of staff 0%
64	DENS50C		Town Centre Street Trading - New Pitches 0%
65	PDRS7		Additional administration charges via Community Infrastructure Levy 0%
66	PDRS10		Charge for pre-application for planning 0%
67	PDRS6&9		Licensing income 0%
68	DENS16A		Additional income raised from property holdings 0%
69	<b>Total Income, Fees and Charges</b>		
70	DENS04A	Service Reductions	Service changes in environmental protection 0%
71	DENS49C		Corporate Facilities Management reductions 0%
72	PDRS5		Review and Restructure of Cleaning Services 0%
73	<b>Total Service Reductions</b>		
74	New Bids		Consultancy Support for commercial property acquisitions

Proposed Budget Changes			
2019/20 (£,000's)	2020/21 (£,000's)	2021/22 (£,000's)	Total (£,000's)
215	142	191	548
611	207	-	818
(25)	(50)	-	(75)
(100)	-	-	(100)
(21)	(5)	-	(26)
-	(230)	-	(230)
(750)	(750)	-	(1,500)
(50)	-	-	(50)
(946)	(1,035)	-	(1,981)
(8)	(253)	(290)	(551)
(60)	-	-	(60)
(30)	-	-	(30)
(25)	-	-	(25)
(25)	(25)	(25)	(75)
(84)	(25)	(39)	(148)
(87)	-	-	(87)
(311)	(50)	(64)	(425)
(230)	-	-	(230)
(25)	-	-	(25)
(125)	-	-	(125)
(380)	-	-	(380)
150	-	-	150

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Business Case	Service Area	Description	Risk Rating	Proposed Budget Changes			
				2019/20 (£,000's)	2020/21 (£,000's)	2021/22 (£,000's)	Total (£,000's)
75	<b>Housing and Neighbourhood Services General Fund</b>						
76		Payroll Inflation	National Pay Award	80	80	82	242
77		Contractual Inflation	Increments - Housing and Neighbourhood Services	28	28	7	63
78			Book Stock & Business Rates within Libraries	17	23	-	40
79		<b>Total Contractual Inflation</b>		<b>45</b>	<b>51</b>	<b>7</b>	<b>103</b>
80	HNS9	Efficiency Savings	Housing Property Services - income generation	(30)	(60)	(60)	(150)
81			Housing Building Maintenance Income	(25)	(31)	-	(56)
82	DENS15A		Reconfiguring the services of the Homelessness Pathway contracts, the Floating Support contract and the Street Outreach contract.	(61)	-	-	(61)
83	DENS39B/DE NS17C		Reduce expenditure on homelessness, Bed and Breakfast and temporary accommodation.	(350)	(100)	-	(450)
84	DENS58C		Transfer of saving from Community Safety to Housing GF - Reduce contract value for housing related support to young people	(35)	-	-	(35)
85	HNS8		Reducing use of nightly paid emergency accommodation (inc B&B)	(200)	200	-	-
86	HNS12		Grant funding of Community Centres	(46)	-	-	(46)
87		<b>Total Efficiency Savings</b>		<b>(747)</b>	<b>9</b>	<b>(60)</b>	<b>(798)</b>
88	DENS44B	Income, Fees and Charges	Increased rents from Council owned/managed temporary accommodation.	(10)	-	-	(10)
89	HNS1		New income generating Visa Verification service	(37)	-	-	(37)
90	HNS4		Flexible Homelessness Support Grant (229k One off for 2019-2020)	(379)	229	-	(150)
91	PDRS3		Introduction of Discretionary HMO Licensing	-	(130)	(130)	(260)
92	HNS3		Income from visa verification programme starting at Central library. This is connected to HNS1 above.	(50)	-	-	(50)
93		<b>Total Income, Fees and Charges</b>		<b>(476)</b>	<b>99</b>	<b>(130)</b>	<b>(507)</b>
94	DENS41B	Service Reductions	Deletion of one Full Time Equivalent post in Housing Needs	(41)	-	-	(41)

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<u>Business Case</u>	<u>Service Area</u>	<u>Description</u>	<u>Risk Rating</u>
95	<b>Economic and Cultural Development</b>		
96	Payroll Inflation	National Pay Award	
97	Contractual Inflation	Increments - Economic and Cultural Development	
98		NNDR & Utilities on Leisure & Sport buildings	
99		NNDR & Utilities on Leisure, Culture & Sport buildings	
100		NNDR & Utilities on Museum and Town Hall	
101	<b>Total Contractual Inflation</b>		
102	ECD1	Pressure	Reduced income in Play Service for one year
103			Unachievable Income on Parks
104	ECD2		Electricity Charges for Hexagon (increased since Civic demolition)
105	<b>Total Pressure</b>		
106	ECD4/5	Efficiency Savings	Alternative Delivery Model for Cultural Services 60%
107	ECD6		Achieving additional income from Schools SLA Fees & Charges. 35%
108	<b>Total Efficiency Savings</b>		
109	ECD5	Income, Fees & Charges	Theatres Fees and Charges Increases 0%
110	<b>DENS Overhead</b>		
111	Payroll Inflation	National Pay Award	
112	Contractual Inflation	Increments - DENs Management	
113		NNDR & Utilities on Records Office	
114	<b>Total Contractual Inflation</b>		
115	Pressure	Coroners	
116	Efficiency Savings	Reductions on Training budget.	35%
117	<b>Total</b>		

Proposed Budget Changes			
2019/20 (£,000's)	2020/21 (£,000's)	2021/22 (£,000's)	Total (£,000's)
124	102	80	306
68	68	68	204
7	13	49	69
17	19	11	47
37	45	35	117
129	145	163	437
80	(80)	-	-
45	-	-	45
25	-	-	25
150	(80)	-	70
(145)	(101)	(450)	(696)
(150)	(110)	-	(260)
(295)	(211)	(450)	(956)
(40)	(10)	-	(50)
15	16	17	48
34	34	34	102
12	16	15	43
46	50	49	145
50	-	-	50
(27)	(13)	-	(40)
(2,272)	(1,247)	(474)	(3,993)

**Directorate of Resources**

NB. The highlighted figures reflect changes to the February 2018 Medium Term Financial Plan (MTFP). Figures not highlighted are as per the agreed February 2018 MTFP

Business Case	Service Area	Description	Risk Rating	Proposed Budget Changes			
				2019/20 (£,000's)	2020/21 (£,000's)	2021/22 (£,000's)	Total (£,000's)
1	<b>Customer Services</b>						
2	Payroll Inflation	National Pay Award		141	142	143	426
3	Contractual Inflation	Increments - Customer Services		50	55	4	109
4		Stopford Contract & NNDR within Records and Registrars		8	9	10	27
5		Northgate & Other IT Contracts		98	100	-	198
6		Financial and Data Systems (Revenue and Benefits)		4	6	-	10
7	<b>Total Contractual Inflation</b>			<b>160</b>	<b>170</b>	<b>14</b>	<b>344</b>
8	BRR1	Pressure	Removal of the Nationality Checking income budget	31	-	-	31
9	CS1		Delivery Fund Staff	-	78	87	165
10	IT1		Reprofiling of IT Programme	91	74	-	165
11			Unachieved IT saving removed within Revenue and Benefits	30	-	-	30
12			Growth due to Communications team restructure	12	-	-	12
13			Digitisation - Saving not realisable	250	-	-	250
14	<b>Total Pressure</b>			<b>414</b>	<b>152</b>	<b>87</b>	<b>653</b>
15	CCS-17C	Efficiency Savings	Efficiencies from mid-point contract review	(17)	(93)	-	(110)
16	CSS-1C		Reduction of cheque payments	(50)	(50)	-	(100)
17	IT2		Reprocurement of Northgate Contract	-	-	(250)	(250)
18			Adjustments on IT Supplies and Services	13	(20)	-	(7)
19	RB1		Revenues and Benefits alternative delivery model	(260)	(302)	(150)	(712)
20			Corporate Customer Services savings	-	(24)	(24)	(48)
21	<b>Total Efficiency Savings</b>			<b>(314)</b>	<b>(489)</b>	<b>(424)</b>	<b>(1,227)</b>
22	Income, Fees & Charges		Refugee Funding	(35)	-	-	(35)
23			Income from event sponsorship and selling advertising	(20)	(5)	-	(25)
24	<b>Total Income, Fees and Charges</b>			<b>(55)</b>	<b>(5)</b>	<b>-</b>	<b>(60)</b>

For the 2018-2021 MTFs, business cases were only provided for savings. For the new MTFs for 2019-2022, all proposed changes, with the exception of staffing costs, with an aggregate value over £50k required a business case.

NB. The highlighted figures reflect changes to the February 2018 Medium Term Financial Plan (MTFP). Figures not highlighted are as per the agreed February 2018 MTFP

Business Case	Service Area	Description	Risk Rating	Proposed Budget Changes			
				2019/20 (£,000's)	2020/21 (£,000's)	2021/22 (£,000's)	Total (£,000's)
25	<b>Human Resources and Organisational Development</b>						-
26		Payroll Inflation	National Pay Award	42	43	45	130
27		Contractual Inflation	Increments - Human Resources Team	10	10	12	32
28			Catering Contract - Kennet Day Nursery	11	-	-	11
29		<b>Total Contractual Inflation</b>		21	10	12	43
30		Efficiency Savings	Apprentice Levy savings	(29)	(15)	-	(44)
31	HR2		Agency Contract	(100)	-	-	(100)
32		<b>Total Efficiency Savings</b>		(129)	(15)	-	(144)
33	<b>Internal Audit</b>						-
34		Payroll Inflation	National Pay Award	13	13	13	39
35	AUD1	Pressure	Removal of the income budget to unrealisable project	40	-	-	40
36		Income, Fees & Charges	Inflationary increase on fees and charges	(2)	-	-	(2)
37	<b>Procurement</b>						-
38		Payroll Inflation	National Pay Award	5	5	5	15
39	PRO1	Pressure	New Contract Manager post for Children's Company	72	-	-	72
40	PRO2		Additional establishment changes in procurement services	65	-	-	65
41		<b>Total Pressure</b>		137	-	-	137
42	<b>Finance</b>						-
43		Payroll Inflation	National Pay Award	38	39	41	118
44		Contractual Inflation	Increments - Accountancy Team	10	10	-	20
45		Pressure	Inclusion of 2 posts in analysis team posts funded by Delivery fund	-	-	13	13
46			Finance re-organisation	-	90	-	90
47			Pressure on the Support Services recharge	130	-	-	130
48		<b>Total Pressure</b>		130	90	13	233
49		Efficiency Savings	Supplies and services	(30)	-	-	(30)

For the 2018-2021 MTFs, business cases were only provided for savings. For the new MTFs for 2019-2022, all proposed changes, with the exception of staffing costs, with an aggregate value over £50k required a business case.

NB. The highlighted figures reflect changes to the February 2018 Medium Term Financial Plan (MTFP). Figures not highlighted are as per the agreed February 2018 MTFP

<u>Business Case</u>	<u>Service Area</u>	<u>Description</u>	<u>Risk Rating</u>
50	<b>Legal and Democratic</b>		
51	Payroll Inflation	National Pay Award	
52	Contractual Inflation	Increments - Legal and Democratic Services	
53	<b>Total Contractual Inflation</b>		
54	Pressure	Child Care Solicitors - Pay Adjustment	
55		Review of Ward boundaries (one off project)	
56	<b>Total Pressure</b>		
57	L&D2	Income, Fees and Charges	0%
		Income generation from charging for services, assuming new delivery model for legal services implemented	
58	<b>Total</b>		

Proposed Budget Changes			
2019/20 (£,000's)	2020/21 (£,000's)	2021/22 (£,000's)	Total (£,000's)
			-
72	74	76	222
35	35	34	104
35	35	34	104
-	38	-	38
25	(25)	-	-
25	13	-	38
(90)	(2)	(2)	(94)
663	285	57	1,005

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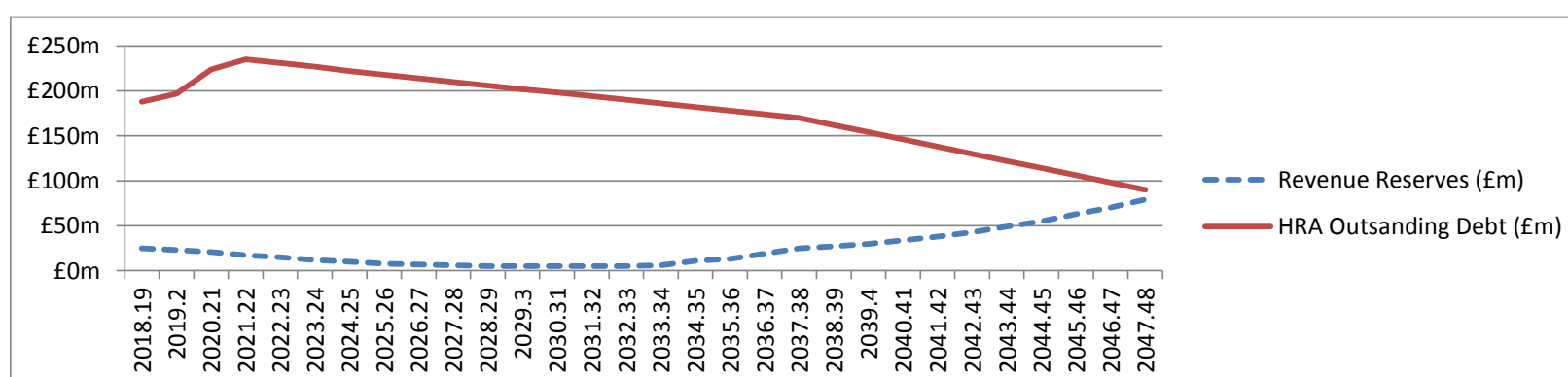


# Housing Revenue Account (HRA)

Appendix 4

Expenditure	Note	Recommended	Proposed	Proposed
		Budget 2019/20 £000s	Budget 2020/21 £000s	Budget 2021/22 £000s
Housing Management	1	7,938	8,031	8,232
Services	2	2,806	2,876	2,948
Revenue repairs costs	3	5,009	5,407	5,669
PFI Costs	4	7,066	7,193	7,324
Bad Debt Provision	5	1,317	959	1,006
Major Repairs	6	8,105	8,402	8,723
Debt Costs	7	10,269	11,169	12,667
Other Expenditure		168	172	177
		<b>42,678</b>	<b>44,210</b>	<b>46,745</b>
<b>Income</b>				
Dwelling Rents (net)	8	34,642	36,265	38,018
Service Charges	9	1,113	1,154	1,198
PFI Credit		3,997	3,997	3,997
Other Income		176	181	185
Interest on Balances		120	109	95
		<b>40,049</b>	<b>41,706</b>	<b>43,493</b>
<b>Total (Surplus) / Deficit</b>		<b>2,629</b>	<b>2,504</b>	<b>3,252</b>
<b>Balance Brought Forward</b>		<b>25,213</b>	<b>22,584</b>	<b>20,081</b>
<b>Total (Surplus) / Deficit</b>		<b>2,629</b>	<b>2,504</b>	<b>3,252</b>
<b>Balance Carried Forward</b>		<b>22,584</b>	<b>20,081</b>	<b>16,828</b>

1	Housing Management increases relate to inflation on staff and operational costs - assumed to be in line with CPI (2.5%)
2	Increases in Services relate to inflation on staff and operational costs - assumed to be in line with CPI (2.5%)
3	The reduction in 2019/20 reflects a reduction in minor voids and the removal of the Tenant Improvement Fund. Ongoing increases are the result of inflation and an increase in dwelling numbers and inflation.
4	PFI Costs are index linked; smoothing reserve covers any increases above 2.5% p.a.
5	Rent arrears suggest that this additional sum was unnecessary, so has been reduced back in future years.
6	Major repairs appear to reduce in 2019/20, however this is due to the amount of major works over and above the minimum MRA sum, is assumed to be funded from borrowing, and not revenue from 2019/20 onwards.
7	Debt cost increases to reflect the proposed investment in new dwellings in the HRA. The initial reduction between 2018/19 and 2019/20 is due to the 2018/19 budget being based on a higher level of borrowing that was actually required, due to slippage in the capital programme.
8	The Dwelling rent decrease in 2019/20 is due to the additional number of dwellings income being offset by the 1% rent reduction policy. Future year increases in rents are inline with Govt's CPI +1% rent policy and reflects the increase in the number of dwellings.
9	The Increase in service charges reflects an increase in dwellings and an assumed CPI inflationary increase.



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## Appendix 5a - General Fund Capital Budget

Project Name	18/19 Proposed Budget			19/20 Proposed Budget			20/21 Proposed Budget			21/22 Proposed Budget		
	Spend	Funding	Net	Spend	Funding	Net	Spend	Funding	Net	Spend	Funding	Net
	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)
Delivery Fund	5,911	-	5,911	4,254	-	4,254	2,112	-	2,112	-	-	-
<b>CORPORATE TOTAL</b>	<b>5,911</b>	<b>-</b>	<b>5,911</b>	<b>4,254</b>	<b>-</b>	<b>4,254</b>	<b>2,112</b>	<b>-</b>	<b>2,112</b>	<b>-</b>	<b>-</b>	<b>-</b>
Alternative premise for Learning Disability Respite Service & Learning Hub	-	-	-	150	-	150	-	-	-	-	-	-
Alternative premise for Mental Health Supported Living Service & Wellness Hub	-	-	-	375	-	375	50	-	50	-	-	-
Care and Support Dynamic Purchase Framework	-	-	-	138	(93)	45	-	-	-	-	-	-
Disabled Facilities Grants (Private Sector-Ringfenced Grant)	1,123	(1,123)	-	978	(978)	-	978	(978)	-	978	(978)	-
<b>DIRECTORATE OF ADULTS CARE AND HEALTH</b>	<b>1,123</b>	<b>(1,123)</b>	<b>-</b>	<b>1,641</b>	<b>(1,071)</b>	<b>570</b>	<b>1,028</b>	<b>(978)</b>	<b>50</b>	<b>978</b>	<b>(978)</b>	<b>-</b>
Additional Secondary School Places / Bulge Classes	-	-	-	-	-	-	-	-	-	526	(526)	-
Blessed Hugh Faringdon - Asperger Unit 30 place expansion (SEN)	1,841	(1,841)	-	38	(38)	-	-	-	-	-	-	-
Civitas- Synthetic Sports Pitch	-	-	-	329	(329)	-	-	-	-	-	-	-
Cranbury College at JMA	-	-	-	894	(294)	600	-	-	-	-	-	-
Crescent Road Playing Field Improvements	104	(104)	-	218	(218)	-	-	-	-	-	-	-
Critical Reactive Contingency	461	(461)	-	506	(506)	-	507	(507)	-	526	(526)	-
Devolved School Formula Capital	212	(212)	-	-	-	-	-	-	-	-	-	-
Foster Carer Extensions	217	-	217	100	-	100	100	-	100	100	-	100
Green Park Primary School	520	(520)	-	2,470	(2,470)	-	-	-	-	-	-	-
Heating and Electrical Programme - Manor Pry Power	-	-	-	157	(157)	-	-	-	-	-	-	-
Heating and Electrical Renewal Programme	324	(324)	-	545	(545)	-	507	(507)	-	526	(526)	-
Initial Viability work for the Free School at Richfield Avenue	90	(90)	-	170	(170)	-	-	-	-	-	-	-
Katesgrove Primary Trooper Potts Building	-	-	-	2,632	(2,632)	-	4,359	(4,359)	-	736	(736)	-
Meadway Early Years Building Renovation	-	-	-	243	(243)	-	10	(10)	-	-	-	-
New ESFA funded schools - St Michaels	58	(58)	-	2,632	(2,632)	-	101	(101)	-	-	-	-
Phoenix redevelopment Priority Schools Building Programme 2	78	(78)	-	4,074	(4,074)	-	3,548	(1,748)	1,800	421	(421)	-
Primary Schools Expansion Programme - 2013-2017	650	(650)	-	514	(514)	-	-	-	-	-	-	-
Ranikhet New School	-	-	-	-	-	-	6,083	(6,083)	-	1,052	(1,052)	-
Schools - Fire Risk Assessed remedial Works	50	(50)	-	202	(202)	-	203	(203)	-	210	(210)	-
Thameside SEN Expansion	-	-	-	66	(66)	-	-	-	-	-	-	-
The Avenue SEN Expansion Scheme	59	(59)	-	202	(202)	-	-	-	-	-	-	-
The Heights Permanent Site Mitigation	98	(4)	94	1,723	(1,506)	217	183	(87)	96	263	(263)	-
The Heights Temporary School	1,317	(1,317)	-	136	(136)	-	-	-	-	-	-	-
<b>DIRECTORATE OF CHILDRENS, EDUCATION AND EARLY HELP</b>	<b>6,079</b>	<b>(5,768)</b>	<b>311</b>	<b>17,851</b>	<b>(16,934)</b>	<b>917</b>	<b>15,601</b>	<b>(13,605)</b>	<b>1,996</b>	<b>4,360</b>	<b>(4,260)</b>	<b>100</b>
Abbey Quarter	660	(660)	-	405	(405)	-	120	(120)	-	-	-	-
Accommodation Review - Henley Road Cemetery	605	-	605	-	-	-	-	-	-	-	-	-
Accommodation Review - Phase 2A & B	650	(350)	300	-	-	-	-	-	-	-	-	-
Accommodation Review - Phase 2C (19 Bennet Road)	751	-	751	3,709	-	3,709	1,668	-	1,668	98	-	98
Accommodation Review - Town Hall	1,318	-	1,318	100	-	100	-	-	-	-	-	-
Air Quality Monitoring	3	(3)	-	97	(97)	-	-	-	-	-	-	-
Bridges and Carriageways	2,736	(2,326)	410	1,732	(1,322)	410	1,669	(1,259)	410	410	-	410
Car Parking - P&D, Red Routes, Equipment	100	(100)	-	100	(100)	-	100	(100)	-	-	-	-
Car Parks Development and Improvement	226	(226)	-	226	(226)	-	226	(226)	-	-	-	-
Cattle Market Car Park	-	-	-	523	(523)	-	-	-	-	-	-	-
CCTV	30	(30)	-	20	(20)	-	-	-	-	-	-	-
Cemeteries and Crematorium	67	-	67	30	-	30	-	-	-	-	-	-
Central Pool Regeneration	1,400	(1,400)	-	75	-	75	-	-	-	-	-	-
Chestnut Walk Improvements	-	-	-	25	(25)	-	129	(38)	91	6	-	6
CIL Local Funds - Community	-	-	-	25	(25)	-	27	(27)	-	-	-	-

Project Name	18/19 Proposed Budget			19/20 Proposed Budget			20/21 Proposed Budget			21/22 Proposed Budget		
	Spend	Funding	Net	Spend	Funding	Net	Spend	Funding	Net	Spend	Funding	Net
	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)
CIL Local Funds - Heritage and Culture	-	-	-	70	(70)	-	70	(70)	-	-	-	-
CIL Local Funds - Leisure and Play	-	-	-	301	(301)	-	302	(302)	-	-	-	-
CIL Local Funds - Transport	-	-	-	217	(217)	-	218	(218)	-	-	-	-
Community Hubs	688	(200)	488	554	(274)	280	-	-	-	-	-	-
Community Resilience	50	-	50	50	-	50	50	-	50	50	-	50
Culture & Leisure facilities	100	-	100	100	-	100	100	-	100	100	-	100
Defra Air Quality Grant - Go Electric Reading	19	(19)	-	5	(5)	-	50	(50)	-	-	-	-
Demountable Pool	60	-	60	-	-	-	-	-	-	-	-	-
Development of facilities at Prospect Park/Play	25	-	25	426	(200)	226	24	-	24	-	-	-
Eastern Area Access Works	-	-	-	340	(340)	-	-	-	-	-	-	-
Green Park Station	2,000	(2,000)	-	14,050	(14,050)	-	1,000	(1,000)	-	-	-	-
Grounds Maintenance Workshop Equipment	-	-	-	50	-	50	-	-	-	-	-	-
Homes for Reading - Loan Finance	11,000	-	11,000	19,250	-	19,250	19,250	-	19,250	-	-	-
Homes for Reading - Share Capital	9,000	-	9,000	15,750	-	15,750	15,750	-	15,750	-	-	-
Invest in council buildings/Health & safety works	2,500	-	2,500	2,000	-	2,000	1,500	-	1,500	1,500	-	1,500
Invest to save energy savings - Street lighting	-	-	-	54	-	54	100	-	100	100	-	100
Invest to Save Salix (match funding for Energy Efficiency Schemes)	260	-	260	348	-	348	250	-	250	-	-	-
Leisure Procurement	96	-	96	500	-	500	15,000	(750)	14,250	15,000	(750)	14,250
Local Traffic Management and Road Safety Schemes	200	(200)	-	200	(200)	-	197	(197)	-	-	-	-
Local Transport Plan Development	288	(288)	-	558	(558)	-	288	(288)	-	-	-	-
National Cycle Network Route 422	430	(430)	-	364	(364)	-	-	-	-	-	-	-
Oxford Rd Community Centre	166	(16)	150	-	-	-	-	-	-	-	-	-
Oxford Road Corridor Works	-	-	-	326	(326)	-	-	-	-	-	-	-
Playground equipment and Refreshment: Boroughwide	-	-	-	270	(44)	226	725	-	725	640	-	640
Private Sector Renewals	300	-	300	300	-	300	300	-	300	300	-	300
Pumping Station Upgrade Scheme (new)	-	-	-	250	-	250	-	-	-	-	-	-
re3 Receipt of Food Waste	50	(32)	18	50	(32)	18	-	-	-	-	-	-
Reading Football Club Social Inclusion Unit to SRLC	65	(42)	23	911	(934)	(23)	522	(522)	-	38	(38)	-
Reading West Station	-	-	-	200	(200)	-	-	-	-	-	-	-
Replacement Vehicles	2,170	-	2,170	350	-	350	460	-	460	2,800	-	2,800
S106 individual schemes list	-	-	-	334	(334)	-	-	-	-	-	-	-
Small Leisure Schemes	400	(400)	-	500	(200)	300	500	(150)	350	500	(100)	400
Smart City Cluster project and C-ITS	750	(750)	-	1,230	(1,230)	-	-	-	-	-	-	-
South Reading MRT (Phases 1 & 2)	650	(650)	-	353	(353)	-	-	-	-	-	-	-
South Reading MRT (Phases 3 & 4)	2,250	(2,250)	-	7,898	(7,898)	-	2,536	(2,536)	-	-	-	-
St George's Church Affordable Housing scheme	302	(302)	-	-	-	-	-	-	-	-	-	-
The Keep	-	-	-	94	-	94	-	-	-	-	-	-
Traffic Management Schools	-	-	-	295	(295)	-	-	-	-	-	-	-
Tree Planting	25	-	25	25	-	25	25	-	25	25	-	25
Waste Operations - In Cab Waste Management System	70	-	70	-	-	-	-	-	-	-	-	-
West Reading Transport Study - Southcote/Coley Improvements	400	-	400	-	-	-	-	-	-	-	-	-
Western Area Access Works	-	-	-	128	(128)	-	-	-	-	-	-	-
Whitley Wood Community Art	35	(35)	-	-	-	-	-	-	-	-	-	-
Reading Town Centre Feasibility Study	-	-	-	86	(86)	-	-	-	-	-	-	-
<b>DIRECTORATE OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES</b>	<b>42,895</b>	<b>(12,709)</b>	<b>30,186</b>	<b>75,854</b>	<b>(31,382)</b>	<b>44,472</b>	<b>63,156</b>	<b>(7,853)</b>	<b>55,303</b>	<b>21,567</b>	<b>(888)</b>	<b>20,679</b>

Project Name	18/19 Proposed Budget			19/20 Proposed Budget			20/21 Proposed Budget			21/22 Proposed Budget		
	Spend	Funding	Net	Spend	Funding	Net	Spend	Funding	Net	Spend	Funding	Net
	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)
Digital Solutions	572	-	572	1,291	-	1,291	460	-	460	410	-	410
Digital Transformation and Innovation	150	-	150	300	-	300	300	-	300	300	-	300
Future ICT & Digital Operating Model	-	-	-	490	-	490	1,580	-	1,580	250	-	250
ICT Technical Infrastructure	472	-	472	2,018	-	2,018	267	-	267	20	-	20
Lease to RTL (Bus Purchase)	600	-	600	-	-	-	-	-	-	-	-	-
Oracle Capital Works - financed through reduced rental	480	-	480	206	-	206	100	-	100	100	-	100
Purchase of Commercial Property	100,000	-	100,000	50,000	-	50,000	50,000	-	50,000	50,000	-	50,000
<b>DIRECTOR OF RESOURCES</b>	<b>102,274</b>	<b>-</b>	<b>102,274</b>	<b>54,305</b>	<b>-</b>	<b>54,305</b>	<b>52,707</b>	<b>-</b>	<b>52,707</b>	<b>51,080</b>	<b>-</b>	<b>51,080</b>
<b>Grand Total</b>	<b>158,282</b>	<b>(19,600)</b>	<b>138,682</b>	<b>153,905</b>	<b>(49,387)</b>	<b>104,518</b>	<b>134,604</b>	<b>(22,436)</b>	<b>112,168</b>	<b>77,985</b>	<b>(6,126)</b>	<b>71,859</b>

Net Cost of Schemes	138,682	104,518	112,168	71,859
Funded by: Community Infrastructure Levy	(4,296)	(3,000)	(2,500)	(3,300)
Capital Receipts	(10,556)	(10,750)	(5,673)	(2,442)
Prudential Borrowing	(123,830)	(90,768)	(103,995)	(66,117)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>of which borrowed to fund invest-to-save schemes:</i>	<i>(120,696)</i>	<i>(85,500)</i>	<i>(99,250)</i>	<i>(64,250)</i>
<i>borrowed to fund other capital expenditure:</i>	<i>(3,134)</i>	<i>(5,268)</i>	<i>(4,745)</i>	<i>(1,867)</i>

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## Appendix 5b - Housing Revenue Account Capital Budget

Project Name	18/19 Proposed Budget			19/20 Proposed Budget			20/21 Proposed Budget			21/22 Proposed Budget		
	Spend	Funding	Net	Spend	Funding	Net	Spend	Funding	Net	Spend	Funding	Net
	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)	(£,000's)
Major Repairs	7,099		7,099	8,687		8,687	6,692		6,692	7,817		7,817
Hexham Road	1,200		1,200	1,400		1,400	950		950	-		-
Disabled Facilities Grants	585		585	600		600	600		600	500		500
Fire Safety Works	1,485		1,485	1,991		1,991	706		706	1,250		1,250
New Build & Acquisitions - Phase 1	6,705		6,705	970		970	164		164			-
New Build & Acquisitions - Phase 2	1,360		1,360	8,524		8,524	3,606		3,606			-
New Build & Acquisitions - Phase 3	50		50	1,200		1,200	32,666	(8,840)	23,826	14,000	(2,900)	11,100
New Build & Acquisitions - (Ex General Fund)	633	(443)	190	210	(177)	33	3,900	(3,900)	-	1,000	(1,000)	-
<b>DIRECTORATE OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES</b>	<b>19,117</b>	<b>(443)</b>	<b>18,674</b>	<b>23,582</b>	<b>(177)</b>	<b>23,405</b>	<b>49,284</b>	<b>(12,740)</b>	<b>36,544</b>	<b>24,567</b>	<b>(3,900)</b>	<b>20,667</b>
<b>Grand Total</b>	<b>19,117</b>	<b>(443)</b>	<b>18,674</b>	<b>23,582</b>	<b>(177)</b>	<b>23,405</b>	<b>49,284</b>	<b>(12,740)</b>	<b>36,544</b>	<b>24,567</b>	<b>(3,900)</b>	<b>20,667</b>
Net Cost of Schemes			18,674			23,405			36,544			20,667
Funded by: Community Infrastructure Levy												
Capital Receipts			(2,508)			(2,881)			(1,131)			
Revenue Funding (Major Repairs Reserve)			(10,369)			(12,678)			(8,948)			(9,567)
Prudential Borrowing			(5,797)			(7,846)			(26,465)			(11,100)
			-			-			-			-

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## **Appendix 6      Flexible Capital Receipts Strategy**

### **1. Purpose**

- 1.1. This paper sets out and updates the Council's Strategy for the use of flexible capital receipts (the "Strategy") to deliver savings and transformation through the Delivery Fund created for this purpose. The Strategy:
  - 1.1.1. Describes how the Delivery Fund is being spent in line with Government Guidance for the use of flexible capital receipts
  - 1.1.2. Sets out a revised profile for the Delivery Fund taking account of additional funds allocated in 2018/19, the creation of Brighter Futures for Children and extension of the scheme into 2021/22 aligned with the revised MTFS.

### **2. Background**

- 2.1. The Council's Medium Term Financial Strategy (MTFS) agreed in February 2018 set challenging savings targets for the three years (2018/19 to 2020/21) amounting to £40.6m.
- 2.2. The scale and front end loading of these cost reductions, as identified in the report to Council, required significant investment up front in order to facilitate their implementation and generate the required savings and service improvement.
- 2.3. The MTFS set out the Council's intention to continue to use freedoms for the flexible use of capital receipts to create a Delivery Fund to provide the investment in change needed to achieve the savings.
- 2.4. A report to Council on 26 June 2018 set out in detail how the Delivery Fund would be invested to deliver the agreed savings and transformation.

### **3. Use of Capital Receipts**

- 3.1. Ordinarily much of the cost of delivering these savings and service improvements would not be eligible to be capitalised. However, to assist local authorities in investing in long term efficiency and improvement initiatives, the Minister for Housing Communities & Local Government issued Guidance in March 2016 (subsequently updated in February 2018) gave local authorities the freedom to use qualifying capital receipts from the sale of their own assets to help fund the revenue costs of transformation projects and savings delivery. Specifically the Guidance requires that expenditure:

- is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners;
- is properly incurred for the financial years that begin on 1 April 2016, 1 April 2017, 1 April 2018, 1 April 2019, 1 April 2020 and 1 April 2021; and
- that expenditure treated as capital expenditure in accordance with it only be met from capital receipts.

3.2. Although set-up and implementation costs of any new processes or arrangements can be classified as qualifying expenditure, the ongoing revenue costs of the new processes or arrangements are excluded. Failure to comply with the conditions of the Direction could result in such expenditure having to be charged back to the revenue budget.

3.3. An important feature of this flexibility requires the Council to demonstrate the highest standards of accountability and transparency, and each individual project that will be funded or part-funded through capital receipts flexibility must be disclosed and approved by full Council.

#### 4. Use of Delivery Fund

4.1. During 2017/18 a number of requests for use of capital receipts to support transformation and savings delivery (the Delivery Fund) were agreed. These included:

4.1.1. Core capacity to set up and deliver the Council's programme of change and transformation; and

4.1.2. Resources to deliver specific savings.

4.2. The Full Council Meeting of 26 June 2018 agreed use of a total of £13.6m of capital receipts and the individual projects that would be supported (including projects supported in 2017/18).

4.3. The report also noted the Gateway Review process in place to ensure that all expenditure against the Delivery Fund is validated and approved.

4.4. Regular monitoring and administration of the Gateway Review process takes place through the Council's Corporate Programme governance arrangements. Where there is a variation to the proposed use of Delivery Fund or additional requests consistent with the Strategy have arisen these are managed through the Corporate Programme Board and included in Table C below.

4.5. It should be noted that the Schedule includes some unallocated and provisional sums.

## 5. Spend to date and changes since June 2018

5.1. Expenditure to date is £3.2m (total for each year below):

5.1.1. 2017/18: £1.3m

5.1.2. 2018/19: £1.9m

5.2. The June 2018 Full Council Report noted that there may be some in year changes required to projects funded by the Delivery Fund. Details of changes to Delivery Fund use are summarised in Table A below, with further explanation in the text beneath (details are also included in Table C). In total, the requests total a further £2.6m.

**Table A: Changes to Delivery Fund since June 2018**

<b>Name of project</b>	<b>Total agreed (June 2018 Report) £000</b>	<b>Total proposed (February 2019 Report) £000</b>	<b>Additional Proposed £000</b>
Children's Transformation Workstream (see 5.2.1)	3,235 (2017-21)	3,832 (2017-20)	597
Transport and Parking (see 5.2.2)	n/a	1,368	1,368
Public Conveniences (see 5.2.2)	n/a	50	50
Assets Workstream (see 5.2.3)	n/a	169	169
Improvements to Electronic Social Care Record and Reporting (MOSAIC) (see 5.2.4)	115	156	41
I-Trent - improvements (see 5.2.4)	200	268	68
Commissioning Capacity at Senior Level - DACHS (see 5.2.4)	240	307	67
Revenue and Benefits legal and project management capacity (see 5.2.4)	145	366	221
<b>TOTAL</b>	<b>3,935</b>	<b>6,516</b>	<b>2,581</b>

**5.2.1. Children's Transformation Workstream:** A total of £3.2m was originally allocated for Children's Transformation (2017-21). Following the establishment of Brighter Futures for Children (BFFC) as the Council's provider of Children's and Education services in December 2018 a review of the savings and transformation plans has resulted in an update to the proposed use of the Delivery Fund agreed in June 2018. This amount has now been increased to £3.8m and now comprises spend against four projects agreed in June 2018 totalling £366k, revised plans for the remaining £1.37m allocated for 2018/19 and £2.1m in 2019/20. Projects for 2018-20 are contained in Table C.

**5.2.2. Transport and Parking Workstream/Public Conveniences:** A total of five requests to provide support from the Delivery Fund to Transport and Parking projects totalling £498k (supporting £600k of ongoing savings) and a request for £50k (resulting in £80k recurring savings) related to closure of public conveniences that were not included in the report to the June Council meeting were received. In addition, £870k was requested to develop and implement a new borough-wide car parking strategy and associated action plan.

**5.2.3. Assets Workstream:** A Strategic Project Manager was requested to manage the delivery of the former Civic Site and other key sites achieving capital receipts (£169k).

**5.2.4. Additional spend against existing projects:** A further £397k has been allocated to four existing Delivery Fund projects to extend their scope and associated impact. Details can be found in Table A above and Table C below.

## 6. Future spend

6.1. As part of the process of developing the business cases for the new savings and income-generation proposals included in the revised MTFs the requirement for investment from the Delivery Fund was considered. A total requirement of £500k (four requests) has been identified and included in the Strategy. In addition, a request for £41k for one off initial investment in the town hall project to deliver additional savings has been included. Also included is a request for £61k to recover single person discount Council Tax. The total of these six requests is £602k.

6.2. The balance of the Delivery Fund agreed in June 2018 that has not yet been allocated against specific projects is included in the Strategy as contingency (unallocated) and in order to make provision for funding of new or additional savings/transformation projects. This will be managed through the Corporate Programme Board with commitments reported back to Council in the next revision to the Strategy.

6.3. Detailed forecasting will be completed to establish expected spend across all projects. This will be fed into discussions at year end with the lead for each project to establish carry forward. Any underspend not carried forward will be returned to the unallocated funding envelope.

6.4. Based on the assumptions included in this report the £13.6m Delivery Fund spend would need to increase by £861k over the remaining four years of the programme 2018/19 - 2021/22 if all requests were funded in full. It is anticipated potential underspends against allocations and the application of a strict gateway review process by the Programme Board will enable the requirement to fund transformation limited to that level previously approved. A summary of this position is shown in Table B and in detail in Table C.

**Table B: Summary of Delivery Fund Allocation for 2017/18 - 2021/22**

Proposal type	2017/18 (£000's)	2018/19 allocation (£000's)	2019/20 allocation (£000's)	2020/21 allocation (£000's)	2021/22 allocation (£000's)	Total (£000's)
<b>June 2018</b>						
Capital Receipts Strategy (June 2018)	2,095	5,661	3,734	836	0	12,326
Unallocated (June 2018)	0	250	500	500	0	1,250
<b>TOTAL</b>	<b>2,095</b>	<b>5,911</b>	<b>4,234</b>	<b>1,336</b>	<b>0</b>	<b>13,576</b>
<b>February 2019</b>						
Capital Receipts Strategy Total Requests	1,319	6,405	6,098	615	0	14,437
Programme Board Re-Prioritisation	0	(494)	(1,864)	1,497	0	(861)
<b>TOTAL</b>	<b>1,319</b>	<b>5,911</b>	<b>4,234</b>	<b>2,112</b>	<b>0</b>	<b>13,576</b>

**Table C: Updated Delivery Fund Schedule**

Description of saving / transformation	Total Saving identified (£000's) OR Transformation	Delivery Fund Resource	2017-21 Total Delivery Fund allocation (June 2018) (£000's)	2017/18 Delivery Fund spend ACTUAL (£000's)	2018/19 Delivery Fund allocation (inc. 17/18 carry forward) (£000's)	2019/20 Delivery Fund allocation (£000's)	2020/21 Delivery Fund allocation (£000's)	2021/22 Delivery Fund allocation - NEW (£000's)	2017-22 Total Delivery Fund allocation (Feb 2019) (£000's)
<b>DOR Projects</b>									
Housing Benefit Overpayment Recovery	<b>345</b>	Housing Benefit Overpayment Recovery Officer	<b>122</b>	12	54	56	0	0	<b>122</b>
Capacity and leadership to deliver change and savings across programme, as well as delivery of specific savings, incl: Christmas Closure; Increased use of Apprenticeship Levy to fund training	<b>500</b>	Head of HR	<b>366</b>	-	n/a	n/a	n/a	-	<b>0*</b>
Contract Management Savings	<b>1,050</b>	Head of Procurement	<b>366</b>	-	n/a	n/a	n/a	-	<b>0*</b>

Service restructure and reconfiguration	<b>Transform</b>	Recruitment Costs	<b>42</b>	42	0	0	0	0	<b>42</b>
Supporting delivery of directorate savings and improving Accounts Payable processes	<b>Transform</b>	Strategic Business Partner - CSS	<b>103</b>	-	n/a	n/a	-	-	<b>0*</b>
Supporting delivery of directorate savings and improving Accounts Payable processes	<b>Transform</b>	Accounts Payable Assistant Improving efficiency of AP process to deliver ongoing efficiency and savings	<b>54</b>	27	27	0	0	0	<b>54</b>
Process improvements and more efficient accounts production	<b>Transform</b>	CIPFA Big Red Button	<b>19</b>	16	3	0	0	0	<b>19</b>
Improve Corporate Debt Collection - centralisation of invoices and transformation of service delivery	<b>Transform</b>	Improve Corporate Debt Collection - centralisation of invoices	<b>96</b>	-	64	32	0	0	<b>96</b>
Digitisation - cross cutting savings and redesign of Council-wide services	<b>490</b>	Firmstep developer X2	<b>92</b>	-	92	0	0	0	<b>92</b>
Service restructure and reconfiguration	<b>Transform</b>	SOLACE Recruitment Fees For Future Finance Function	<b>32</b>	17	15	0	0	0	<b>32</b>

Engagement of transformation partner to drive process efficiency and cost reduction in parallel with market testing of service	954	External Support to undertake Market Testing (outsourcing) of the Revenue and Benefits Services	115	-	116	50	0	0	166
		Additional legal and TUPE advice	20	-	90	100	0	0	190
		Associated project costs, supplies and services	10	-	10	0	0	0	10
Revenues and Benefits market testing									
Charging Financial Analysts to transformation pot for two years to support commercialisation work	Transform	One Finance Analyst (plus one interim for 4 months in 18/19)	306	-	69	47	48	0	164
Corporate Approach to Reducing Fraud	196	IT Costs	25	-	25	0	0	0	25
		Contingency	20	-	20	0	0	0	20
Management and Staffing Review	592	Change Management	50	-	50	0	0	0	50
Capacity and leadership to deliver change and savings across programme	Transform	Corporate Programme Manager	275	130	72	73	0	0	275
Working across Corporate Programme. Capacity and leadership to deliver change	Transform	NMT - Corporate Support	87	18	34	35	0	0	87



and savings across programme									
Legal support to deliver Corporate Programme and associated savings	Transform	Contracts Solicitor	55	-	28	27	0	0	55
		Employment Solicitor	26	-	13	13	0	0	26
		Conveyancing/Contracts Solicitor	47	-	23	24	0	0	47
HR support to deliver Corporate Programme and associated savings. Supporting recruitment and retention of social workers as part of improvement and to deliver savings	Transform	HR Support 1	20	14	6	0	0	0	20
Interim post to ensure delivery of savings in 2017/18 and construction of budget (inc. savings) for 2018/19 and 3 year MTFS	Transform	Finance Director	100	n/a	0	0	0	0	0*
Contract Management Savings	3,050	V4S Procurement Consultancy Support. Payments due as percentage of savings delivered	400	88	162	150	0	0	400
Improvements to Electronic Social Care Record and Reporting (MOSAIC) and provision for	Transform	Reporting and Performance	225	76	149	0	0	0	225
		Senior Consultant to act as System Owner	91	91	0	0	0	0	91
		Process review and MOSAIC improvement	23	23	0	0	0	0	23

improvement of other IT systems over term of Programme		for Children's Services							
		Programme Management funding to complete current phase (16/17 Programme)	<b>20</b>	-	20	0	0	0	<b>20</b>
		Early Help Implementation	<b>5</b>	-	5	0	0	0	<b>5</b>
		Interim reporting post in Children's Services	<b>43</b>	43	0	0	0	0	<b>43</b>
		Corporate Systems Owner	<b>107</b>	84	23	0	0	0	<b>107</b>
		Finance Specialist	<b>115</b>	74	82	0	0	0	<b>156</b>
		Project Manager on Business Objects Implementation	<b>16</b>	-	16	0	0	0	<b>16</b>
		Adult's Business Objects Implementation	<b>34</b>	-	34	0	0	0	<b>34</b>
		MOSAIC & FUSION Commitments Interface - implementation costs	<b>11</b>	-	11	0	0	0	<b>11</b>
		Business Objects Developer	<b>35</b>	-	35	0	0	0	<b>35</b>
		Provision for application management improvements in other systems (includes. 18/19 i-trent review)	<b>200</b>	-	122	146	0	0	<b>268</b>
Capacity to support delivery of change and savings across programme	<b>Transform</b>	Programme Officers X2	<b>276</b>	-	92	92	92	0	<b>276</b>
Capacity to manage and support HR and	<b>Transform</b>	HR Capacity	<b>450</b>	-	150	150	150	0	<b>450</b>

workforce change associated with Corporate Programme									
<b>DCEEH Projects</b>									
Working across workstream of Corporate Programme to deliver savings and transformation	<b>Transform</b>	Programme Manager	<b>188</b>	52	n/a	n/a	n/a	n/a	<b>52**</b>
Creation of Access to Resources Team	<b>1,000</b>	Senior Commissioner	<b>98</b>	-	n/a	n/a	n/a	n/a	<b>0**</b>
Increase capacity of local 'under 20 mile' placements for Looked After Children (LAC)  Revise under 5 offer. Generate income or reduction in staff	<b>3,576</b>	Project Manager	<b>55</b>	-	n/a	n/a	n/a	n/a	<b>0**</b>
Current level of additional	<b>500</b>	Recruitment and Workforce &	<b>500</b>	-	n/a	n/a	n/a	n/a	<b>0**</b>

investment will no longer be required following delivery of Improvement Plan		Management Training (Investment to secure ongoing savings)							
Balance of original Children's Transformation allocation	-	Various	2,393	n/a	n/a	n/a	n/a	n/a	0
<b>DACHS Projects</b>									
Resources used for the facilitation of the delivery of the Programme wide savings	979	Strategic Lead for Transformation	245	32	115	98	0	0	245
		Project Support	17	16	1	0	0	0	17
		Programme Officer	75	19	26	30	0	0	75
Changes to Adult Social Care Front Door; Group Home Rental Increase. Also supports delivery of CSS Digitisation savings and Review and Right Sizing Care Packages & Stretch Targets	432	Transformation Project Manager	192	63	64	65	0	0	192
Transformation of wellbeing; ASC Restructure	1,101	Transformation Project Manager 2	159	-	105	54	0	0	159
Effective Utilisation of Extra Care; Learning	837	Transformation Project Manager 3	169	27	88	54	0	0	169

Disabilities (Operations Team); Development of Home Care; VCS Development and Commissioning. Also supports wider digitisation & efficiency and Changes to the Adult Social Care Front Door									
Deputies - Review the charging policy; FAB Team Fees & Charges & Stretch Target; Increased usage of Assistive Technology and Equipment; Increased usage of Direct Payments	<b>1,370</b>	Transformation Project Manager 4	<b>162</b>	20	88	54	0	0	<b>162</b>
Review and Right Sizing Care Packages & Stretch Targets	<b>1,300</b>	Social Workers X6 (S117, LDX2, MH, OP, PD) Investment to secure ongoing savings	<b>818</b>	236	582	0	0	0	<b>818</b>
Reducing Adult Social Care contracts spend	<b>1,200</b>	Commissioning Capacity at Senior Level	<b>240</b>	49	174	84	0	0	<b>307</b>
ASC Mobile Working	<b>Transform</b>	Adult Social Care mobile working (Underpins the ability to achieve process efficiency and	<b>80</b>	-	80	0	0	0	<b>80</b>

		staffing restructures)							
Review of alternative delivery models for Public Health	<b>430</b>	Public Health Specialist	<b>30</b>	-	30	0	0	0	<b>30</b>
Delivery Models for Commissioning, Prevention & Quality Services	<b>800</b>	Contingency for consultancy advice for service shaping	<b>200</b>	-	100	50	50	0	<b>200</b>
Informs all commissioning projects to ensure demand is understood and markets are shaped accordingly	<b>Transform</b>	Specialist Needs Analysis	<b>30</b>	-	30	0	0	0	<b>30</b>
The resource supports restructures, wider remodelling of the workforce, and learning & development. Associated savings: Commissioning Team Realignment; Implementation of Business Support restructure; Locality Team Realignment	<b>562</b>	Workforce consultancy & Training Programmes (Including £100k of Partners for change)	<b>500</b>	-	300	100	100	0	<b>500</b>
To review the	<b>1,545</b>	Market shaping	<b>275</b>	-	75	100	100	0	<b>275</b>

operation of the Willows; Charles Clore Court (Commissioning); Undertake a commissioning exercise with the VCS; Continuation of review of Public Health (Mandated Services) contracts; Review of the Performance Function; Development of Maples Day Service; Review of alternative delivery models for Public Health; Adult Social Care Provider Services		consultancy, Project Management staff (Investment to secure ongoing savings)							
<b>DENS Projects</b>									
Working across workstream of Corporate Change Programme to deliver savings and transformation	<b>Transform</b>	Project Officer 1	<b>51</b>	8	21	22	0	0	<b>51</b>
Review of waste collection delivery models. Also	<b>1,544</b>	Specialist advice and support, administration resource, Contract	<b>200</b>	22	127	51	0	0	<b>200</b>

connected to Waste Operations-optimising collection routes; Increase Trade Waste Collection and Disposal service turn over by 100% (£650,000pa to £1.3m)		manager costs, Procurement of IT systems, Introduction of revised collection schedule							
Review option of trust model for Arts	<b>250</b>	Consultancy costs	<b>300</b>	-	150	150	0	0	<b>300</b>
Maximising Income from the Town Hall & Museum	<b>220</b>	Consultancy support to provide commercial advice on business plan and associated staffing structures	<b>30</b>	-	30	0	0	0	<b>30</b>
Review existing Parking Permit Charges	<b>309</b>	Comms Support, IT Support	<b>50</b>	-	50	0	0	0	<b>50</b>
Extend residents parking permit areas	<b>300</b>	Consultant support	<b>300</b>	-	150	150	0	0	<b>300</b>
Introduce Bus Lane Enforcement on Kings Road and Forbury Road bus lanes	<b>100</b>	DLO support to introduce new parking schemes	<b>70</b>	-	70	0	0	0	<b>70</b>
Make theatres break even through working with other operators	<b>150</b>	Independent consultants to market test (establish feasibility / business case)	<b>25</b>	-	25	0	0	0	<b>25</b>
		Project management (consultant) of	<b>50</b>	-	0	50	0	0	<b>50</b>



		procurement process (if it goes ahead based on 1st stage)							
Alternative delivery models - identify and prioritise those services that are most likely to yield a significant saving with the 3-year MTFS period	1,200	Specific requirements and resources to be confirmed (£42k for project manager 18/19) 31 July 2018	250	20	180	50	0	0	250
Extend houses in multiple occupation (HMO)/private rented sector (PRS) Licensing	40	New IT system required & ongoing software maintenance	75	-	75	0	0	0	75
<b>Unallocated Funds</b>									
Capacity to manage and support Corporate Programme of Change as delivery vehicle for £40m savings and projects to ensure transformation to underpin financial sustainability of the Council	n/a	Managing Change - unallocated funding	1250	-	0	0	0	0	0
<b>NEW Projects 2018/19</b>									

DENS: Develop and implement a new borough-wide Car Parking Strategy and associated action plan	<b>1,400</b>	Project Manager	<b>0</b>	n/a	<b>68</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>124</b>
		Communications Officer	<b>0</b>	n/a	<b>11</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>21</b>
		Consultant Support	<b>0</b>	n/a	<b>37</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>70</b>
		Consultant Support (Car park surveys / database set-up)	<b>0</b>	n/a	<b>52</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>108</b>
		Technical Support Officers x5	<b>0</b>	n/a	<b>0</b>	<b>175</b>	<b>0</b>	<b>0</b>	<b>175</b>
		Project Delivery	<b>0</b>	n/a	<b>120</b>	<b>750</b>	<b>0</b>	<b>0</b>	<b>870</b>
DENS: The project will focus on delivery of the former Civic Site and other key sites achieving capital receipts	<b>11,695</b>	Strategic Project Manger	<b>0</b>	n/a	<b>19</b>	<b>75</b>	<b>75</b>	<b>0</b>	<b>169</b>
DENS: Close half of public conveniences - costs related to carrying out a review of the provision	<b>80</b>	Consultancy costs and costs to improve remaining facilities	<b>0</b>	n/a	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>
DENS: Undertake a review of existing provision to inform the closure of a number of public conveniences			<b>0</b>	n/a		<b>0</b>	<b>0</b>	<b>0</b>	
BFFC: Workstream A: Improving Practice Standards	<b>n/a***</b>	Practice Improvement leadership. 18/19 start up	<b>0</b>	n/a	<b>80</b>	<b>0</b>	<b>n/a</b>	<b>n/a</b>	<b>80</b>
BFFC: Work stream B: Developing	<b>500</b>	Achieve a stable workforce by recruiting more permanent staff in	<b>0</b>	n/a	<b>85</b>	<b>10</b>	<b>n/a</b>	<b>n/a</b>	<b>95</b>

Workforce Excellence		Social Care							
	<b>Transform</b>	Training for Safety Standards Model. 18/9 project start up training	<b>0</b>	n/a	10	0	n/a	n/a	<b>10</b>
BFFC: Work stream C: Building Community Capacity	n/a***	Pre Birth Support Team. 18/19 start up	<b>0</b>	n/a	40	0	n/a	n/a	<b>40</b>
	n/a***	Family Reunification Team. 18/19 start up	<b>0</b>	n/a	40	0	n/a	n/a	<b>40</b>
	n/a***	Edge of Care Team, Adolescents. 18/19 start up	<b>0</b>	n/a	40	0	n/a	n/a	<b>40</b>
	<b>350</b>	Revised under 5 offer to make best use of Early Years and Children's Centre provision	<b>0</b>	n/a	0	10	n/a	n/a	<b>10</b>
BFFC: Work stream D: Stronger Stability for Children	n/a***	Re-imaging Foster Care. 18/19 start up	<b>0</b>	n/a	20	0	n/a	n/a	<b>20</b>
	n/a***	Placement Solutions Team. 19/20 start up	<b>0</b>	n/a	50	0	n/a	n/a	<b>50</b>
	n/a***	Education, therapeutic & support to ensure placement stability for YP moving within 20 miles. Linked to D12 - solutions team savings of £1.8M. 18/19 start up	<b>0</b>	n/a	30	255	n/a	n/a	<b>285</b>
BFFC: Work stream E: Consolidating Corporate Resilience	<b>1,025</b>	Strengthen Commissioning Function (provide senior Commissioning and Contract Management capacity) 18/19 start up. Savings linked to Improved Contract Management	<b>0</b>	n/a	55	239	n/a	n/a	<b>294</b>
	<b>390</b>	Design &	<b>0</b>	n/a	50	50	n/a	n/a	<b>100</b>

		implementation of supported lodgings for 16+							
	<b>250</b>	Review of Continued Health Contribution (CHC). 18/19 start up	<b>0</b>	n/a	15	60	n/a	n/a	<b>75</b>
	<b>500</b>	Enhanced utilisation of capacity at Pinecroft & Cressingham Children's Homes. 18/19 capital equipment	<b>0</b>	n/a	175	50	n/a	n/a	<b>225</b>
	<b>300</b>	Potential use of RBC property for additional childrens home or respite care. Funding for feasibility study if required	<b>0</b>	n/a	40	150	n/a	n/a	<b>190</b>
	<b>500</b>	SEND Commissioner. 18/19 start up	<b>0</b>	n/a	25	100	n/a	n/a	<b>125</b>
	<b>Transform</b>	Development of traded services	<b>0</b>	n/a	145	350	n/a	n/a	<b>495</b>
	<b>Transform</b>	Transformation Programme Team	<b>0</b>	n/a	300	550	n/a	n/a	<b>850</b>
	<b>Transform</b>	Contingency for restructure if required	<b>0</b>	n/a	400	0	n/a	n/a	<b>400</b>
	<b>Transform</b>	Funds to be allocated to projects in April 2019 post further diagnostics and completion of detailed business planning process	<b>0</b>	n/a	0	360	n/a	n/a	<b>360</b>
<b>NEW Projects 2019/20</b>									
DENS: Introduction of discretionary	<b>260</b>	Resource to scope out/take discretionary	<b>0</b>	n/a	0	50	0	0	<b>50</b>

HMO Licensing		scheme forward							
DENS: Car Park management processes through IT improvements and staff reductions	150	Car parking equipment and capital	0	n/a	0	350	0	0	350
DENS: Increase public parking charges	400	Change systems to reflect changes (including signs)	0	n/a	0	50	0	0	50
DENS: Review Enforcement Contracts	133	Consultancy support	0	n/a	0	50	0	0	50
DENS: Maximising Income from the Town Hall & Museum	220	One-off investment - equipment, marketing, consultancy	0	n/a	0	41	0	0	41
DOR: Single Person Discount Council Tax Recovery	170	Specialist Officer and provision for data matching	0	n/a	0	61	0	0	61
<b>TOTAL</b>	-	-	13,576	1,319	6,405	6,098	615	0	14,437
<b>Description of saving / transformation</b>	<b>Total Saving identified (£000's) OR Transformation</b>	<b>Delivery Fund Resource</b>	<b>2017-21 Total Delivery Fund allocation (June 2018) (£000's)</b>	<b>2017/18 Delivery Fund spend ACTUAL (£000's)</b>	<b>2018/19 Delivery Fund allocation (inc. 17/18 carry forward) (£000's)</b>	<b>2019/20 Delivery Fund allocation (£000's)</b>	<b>2020/21 Delivery Fund allocation (£000's)</b>	<b>2021/22 Delivery Fund allocation - NEW (£000's)</b>	<b>2017-22 Total Delivery Fund allocation (Feb 2019) (£000's)</b>

\* These projects have been removed from the Delivery Fund and are to be funded from the revenue budget

\*\* These projects are now included in the NEW Projects 2018/19 section

\*\*\* These projects are mainly funded by DfE and as such make a contribution to a total saving of £6.2m



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## Proposed Fees and Charges from 1st April 2019 - Directorate of Resources

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
<b>BEREAVEMENT SERVICES</b>						
<b>Reading Crematorium</b>						
Cremation Fee Cremation of the remains of:	Stillborn child or child under 18 years of age (includes use of chapel, strewing of any cremated remains or the provision of a container and medical referees fee)	Each	-		0.00	0.00%
	A person aged 18 years and over (includes strewing of cremated remains or the provision of a container and medical referee's fee). Including Environmental Levy 30min service, 45 min time slot	Each	810.00		25.00	3.18%
Cremation Fee	A person aged 18 years and over (includes strewing of cremated remains or the provision of a container and medical referee's fee). Including Environmental Levy 20 min service, 30 time slot	Each	615.00		20.00	3.36%
	Cremation Fee without service including environmental levy (DIRECT Crem)	Each	505.00		15.00	3.06%
	Memorial service or service of double length in addition to usual cremation or interment fee	Each	304.00		9.00	3.05%
	Saturday & Evening Surcharge	Each	335.00		10.00	3.08%
	Public Health Cremation Fee including environmental levy	Each	580.00		15.00	2.65%
Strewing of cremated remains	Remains received from another Crematorium	Each	88.50		3.00	3.51%
	Retention of remains on temporary deposit per month after the first month for a maximum of three months	Each	82.50		2.50	3.13%
	To witness the strewing of remains	Each	42.00		1.50	3.70%
	Unwitnessed strewing of remains	Each	42.00		1.50	3.70%
Certified extract from register		Each	37.00		2.00	5.71%
Book of remembrance	Two-line entry	Each	63.33	76.00	3.49	4.82%
	Five-line entry	Each	105.00	126.00	5.00	4.14%
	Five-line entry with illuminated capital	Each	160.00	192.00	8.50	4.63%
	Five-line entry with floral motif, service badge etc.	Each	179.00	214.80	9.30	4.53%
	Eight-line entry	Each	142.92	171.50	8.00	4.90%
	Eight-line entry with illuminated capital	Each	199.58	239.50	12.00	5.27%
	Eight-line entry with floral motif, service badge etc.	Each	260.00	312.00	15.00	5.05%
	Full coat of arms 5-8 lines	Each	332.08	398.50	19.00	5.01%
Extra Lines upto a maximum of 11	Each	23.58	28.30	0.79	2.88%	
Remembrance card	Copy of a two-line entry	Each	39.17	47.00	2.00	4.45%
	Copy of a five-line entry	Each	66.25	79.50	3.00	3.92%
	Copy of a five-line entry with any type of motif	Each	129.17	155.00	6.00	4.03%
	Copy of an eight-line entry	Each	92.50	111.00	4.50	4.23%
	Copy of an eight-line entry with any type of motif	Each	145.00	174.00	7.50	4.50%
Memorial vase and tablet	Purchase of vase and tablet	Each	221.00	265.20	13.20	5.24%
	Renewal for period of 10 years	Each	285.00	285.00	8.50	3.07%
Memorial plaques	Bronze memorial single plaque (includes fee for plaque and fee for 10 year lease of plaque space)	Each	265.25	281.30	13.30	4.96%
	Replacement single plaque	Each	80.25	96.30	4.80	5.25%
	Single plaque with motif (includes plaque fee and fee for 10 year lease of plaque space)	Each	281.25	300.50	14.00	4.89%
	Replacement single plaque with motif	Each	96.25	115.50	5.50	5.00%
	Lease of single plaque space for 10 years *Fees are doubled in the case of a 12" x 4" double plaque	Each	185.00	185.00	8.50	4.82%
	Renewal of lease for baby plaque	Each	22.20	22.20	0.70	3.26%
	Photo Cameo on Plaque additional cost (added to normal plaque cost)	Each	78.67	94.40	4.40	4.89%
Hall of Memory Tree Leaf	Aluminium plaque and intial 5 year lease	Each	124.67	136.00	6.00	4.62%
	Lease for 5 years renewal	Each	68.00	68.00	3.00	4.62%
	Replacement leaf	Each	56.67	68.00	3.00	4.62%
Memorial Tree	Provision of Tree, Surround and stem plaque	Each	390.00	468.00	23.00	5.17%
	Renewal of Lease for further 10 years	Each	590.00	590.00	28.00	4.98%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Resources

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
Memorial bench	Memorial bench (for a period of 10 years)	Each	1,241.00	1,356.00	48.00	3.67%
	Replacement Bench	Each	575.00	690.00	28.00	4.23%
	Renewal of Lease for a further 10 years	Each	666.00	666.00	20.00	3.10%
	Replacement plaque for tree or bench	Each	122.08	146.50	6.49	4.64%
Wall Plaque	Memorial granite wall plaque	Each	373.00	447.60	21.60	5.07%
	Purchase of memorial granite wall plaque	Each	131.00	157.20	7.20	4.80%
	Lease of space for memorial granite wall plaque	Each	285.00	285.00	8.50	3.07%
	Moving of Memorial Plaque to new location	Each	50.00	60.00	3.00	5.26%
Administrative	Administration Fee	Each	50.00	60.00	4.00	7.14%
Memorial Bed Garden	Memorial bed including 1 Memorial plaque + 10 year lease	Each	980.00	1,058.00	50.50	5.01%
	Replacement plaque and surround	Each	390.00	468.00	22.50	5.05%
	Lease renewal fee for further 10 years	Each	590.00	590.00	28.00	4.98%
Birdbath Memorial Plaques	Small Bird bath Plaque (row 1) in central Square + 10 yr	Each	375.00	393.00	13.50	3.56%
	Replacement Plaque (row 1)	Each	90.00	108.00	5.00	4.86%
	small Bird bath Plaque (row 2) in central Square + 10 yr	Each	414.00	439.80	15.30	3.60%
	Replacement Plaque (row 2)	Each	129.00	154.80	6.80	4.60%
	Medium Bird bath Plaque(row 3) in Central Square + 10 yr lease	Each	465.00	501.00	18.50	3.83%
	Replacement Plaque (row 3)	Each	180.00	216.00	10.00	4.85%
	medium Bird bath Plaque(row 4) in Central Square + 10 yr lease	Each	531.00	580.20	22.70	4.07%
	Replacement Plaque (row 4)	Each	246.00	295.20	14.20	5.05%
	Large Bird bath Plaque (row 5) in Central Square + 10 yr lease	Each	595.00	657.00	21.50	3.38%
	Replacement Plaque (row 5)	Each	310.00	372.00	13.00	3.62%
Sanctums	Sanctum for 2 sets cremated remains 25 yr lease	Each	1,030.00	1,102.00	109.00	10.98%
	Replacement Granite (no motif)	Each	360.00	432.00	89.00	25.95%
	Renewal Lease for further 25 years	Each	670.00	670.00	20.00	3.08%
Baby Grave Galvanised Sculpture	Plaque for baby grave	Each	112.08	134.50	4.50	3.46%
	Replacement plaque	Each	67.08	80.50	2.50	3.20%
<b>Reading Cemetery</b>						
Henley Road, Reading Cemetery, Caversham Cemetery - Exclusive rights of burial in earth graves (including certificates of grant)	For the exclusive right of burial for 75 years in an earth grave 9 feet by 4 feet:					
	Section B	Each	2,270.00		90.00	4.13%
	Section D	Each	1,814.00		72.00	4.13%
	Section G & Mayfield Traditional	Each	1,400.00		55.00	4.09%
	* For details of the locations of Sections B, D and G please call at the Cemetery office to see the plan					
	b) The lawn or park Cemetery in an earth grave 9 feet by 4 feet	Each	1,010.00		40.00	4.12%
	d) Desk Vase Tablet cremated remains plot for 2 set of	Each	536.00		21.00	4.08%
	e) Grave purchased/reserved for future use	Each	505.00		20.00	4.12%
	* Please note the charges payable for exclusive right of burial in any grave or vault will be trebled in the case of any person who was not an inhabitant of the Borough at the time of their death					
	*Extension to lease for exclusive rights of burial for 25yrs	Each	375.00		15.00	4.17%
*Extension to lease for exclusive rights of burial for 25yrs period on traditioanl graves	Each	515.00		25.00	5.10%	
Vaulted or walled graves	Charges to be individually agreed with the Cemeteries Manager according to size and depth of graves where an exclusive					
Burials	a) If stillborn or <5 yrs old	Each	56.00		2.00	3.70%
	b) If aged between 5 - 17 years old	Each	140.00		5.00	3.70%
	c) If the body is that of a person aged 18 years or over	Each	790.00		30.00	3.95%
	d) Cremated remains in an existing grave or a cremated remains plot	Each	135.00		6.00	4.65%
	Cremated remains 5-17 yrs	Each	31.00		1.00	3.33%
	cremated remains stillborn to 5 yrs	Each	-		0.00	0.00%
	f) Cremated Remains returned from elsewhere for Burial	Each	47.00		2.00	4.44%
	g) For any burial below 6 feet in depth an additional charge will be made per burial	Each	280.00		10.00	3.70%
	Additional depth for child under 18	Each	176.00		6.00	3.53%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Resources

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %	
Common grave	In a grave where an exclusive right of burial has not been granted:						
	a) If the body is that of a stillborn child or under 5 years old	Each	-		0.00	0.00%	
	b) If the body is that of a person over 5 years old	Each	135.00		6.00	4.65%	
	c) If the body is that of a person aged 18 years or over (Public Health)	Each	780.00		25.00	3.31%	
* The charge payable for burials in any grave where no exclusive right of burial has been granted will be doubled in the							
Monuments, Gravestones, Tablets and Stone kerbs	For the right to erect any gravestone or monument on a grave space:						
	a) Traditional	Each	273.00		10.00	3.80%	
	b) Lawn, Park and Mayfield Cemetery	Each	190.00		7.00	3.83%	
	c) Park cremated remains section flat stone & DVT's	Each	70.00		2.50	3.70%	
	f) Cremated Remains Headstone Section	Each	70.00		2.50	3.70%	
Other fees and charges	Transfer of grant of exclusive right of burial		Each	66.67	80.00	4.01	5.27%
	Search Fee - up to 4 records per enquiry		Each	12.50	15.00	1.25	11.11%
	Exhumation of Cremated Remains		Each	250.00		10.00	4.17%
	Use of chapel prior to burial for stillborn child or a child under 18 years old		Each	62.00		2.00	3.33%
	Chapel Fee Prior to a Burial for person over 18 years old		Each	304.00		19.00	6.67%
	Administration Fee for Public Health Funeral		Each	225.00	270.00	10.00	3.84%
	Charge for provision of a Quran grave		Each	790.00		25.00	3.27%
	Bench Maintenance (Powerwash and treatment with teak oil)		Each	69.17	83.00	3.00	3.75%
	Removal of trees from plots		Each	69.17	83.00	3.00	3.75%
	Grave Maintenance		Each	69.17	83.00	3.00	3.75%
	Webcast Services	Live Webcast (upto 20 viewers)		Each	27.50	33.00	0.00
Additional Viewers (per 10)		Each	Service Ended				
Live+On-Demand Webcast for up to 28 days and downloadable		Each	39.58	47.50	0.00	0.00%	
Physical copy of Webcast recording on DVD, blu-ray or USB memory stick and audio cd		Each	43.75	52.50	0.00	0.00%	
Webcast CD Audio		Each	Service Ended				
Additional Physical copy CD, DVD, Blu-ray or USB		Each	20.83	25.00	(10.01)	(28.59%)	
Webcast Digital Download		Each	Service Ended				
Visual Tributes	Single Photo		Each	10.83	13.00	0.00	0.00%
	Slideshow (up to 25)		Each	33.33	40.00	0.00	0.00%
	Photo Tribute (up to 25)		Each	60.00	72.00	0.00	0.00%
	Additional 25 photos		Each	20.83	25.00	0.00	0.00%
	Photos & Video Tribute (up to 2 minutes)		Each	78.33	94.00	3.00	3.30%
	Self Build Checking		Each	16.67	20.00	0.00	0.00%
	Additional Time for tributes etc:						
	DVD of Visual Tribute only		Each	Service Ended			
	DVD of Pro Photo tribute only		Each	20.83	25.00	0.00	0.00%
	Webcast DVD with Visual Tribute		Each	Service Ended			
	Physical Copy of Webcast revording including the Pro Photo Tribute on DVD, Memory Stick, Blu-ray		Each	64.58	77.50	0.00	0.00%
	Downloadable copy of Pro Photo tribute		Each	10.83	13.00	0.00	0.00%
	Extra Work required on tributes		Each	20.83	25.00	0.00	0.00%
	Reading Cemetery	<b>*NO NEW GRAVE SPACE AVAILABLE.</b> Charges for burials into existing graves and all other fees and charges are the same as for Henley Road Cemetery.					
Caversham Cemetery	<b>*NO NEW GRAVE SPACES AVAILABLE.</b> Charges for burials into existing graves and all other fees and charges are the same as						

## Proposed Fees and Charges from 1st April 2019 - Directorate of Resources

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
<b>REGISTRATION SERVICE</b>						
Registration Service	Notice of marriage or partnership	Per Person	35.00		0.00	0.00%
Registration Service	Registrar's attendance at Register Office marriage or civil	Per couple	46.00		0.00	0.00%
Registration Service	Registrar's attendance at outside church	Per couple	90.00		0.00	0.00%
Registration Service	Attendance at place of detention or house for notice of marriage or partnership	Per couple	300.00		0.00	0.00%
Certificates	Registration Certificate at first time of registering the event	Per Certificate	11.00		0.00	0.00%
	Express Service Replacement Certificate	Per Certificate	35.00		0.00	0.00%
	Replacement certificate Closed Register -Postal/Telephone/web Incl. admin fee	Per Certificate	11.00		(0.75)	(6.38%)
Citizenship Ceremonies	Individual Citizenship Ceremony at Yeomanry House (up to max of 30 people)	Per Person	93.33	112.00	6.00	5.66%
	Friday & Saturday Individual Citizenship Ceremony at Yeomanry House (up to max of 30 people)	Per Person	129.17	155.00	5.00	3.34%
Nationality Checking	Joint Citizenship and passport checking	Per Person	Service Ended			
Immigration services	EU Passport Return Service	Per Person	20.83	25.00	3.00	13.64%
Approved Premises Marriages - (9am to 5pm)	Monday to Thursday (9am to 5pm)	Per Couple	322.50	387.00	8.00	2.11%
	Friday & Saturday (9am to 5pm)	Per Couple	375.00	450.00	0.00	0.00%
	Sunday & Bank Hols (9am to 5pm)	Per Couple	404.17	485.00	0.00	0.00%
Approved Premises Marriages - After 5pm	Venue: Monday to Thursday	Per Couple	325.00	390.00	0.00	0.00%
	Venue: Friday & Saturday	Per Couple	380.00	456.00	0.00	0.00%
	Venue: Sunday & Bank Hols	Per couple	412.50	495.00	0.00	0.00%
Attendance in Yeomanry Suite	Monday to Thursday	Per couple	Service Ended			
	Friday & Saturday	Per couple	Service Ended			
	Sunday & Bank Hols	Per Couple	Service Ended			
New Ceremony Room: Reading Museum & Town Hall	Monday to Thursday	Per Couple	128.33	154.00	6.00	4.05%
	Friday & Saturday	Per Couple	216.67	260.00	10.00	4.00%
	Sunday & Bank Hols	Per Couple	404.17	485.00	0.00	0.00%
Renewal of Vows & Baby Naming	Monday to Thursday	Per Ceremony	128.33	154.00	5.00	3.35%
	Friday & Saturday	Per Ceremony	155.00	186.00	6.00	3.33%
	Sunday & Bank Hols	Per Ceremony	180.00	216.00	6.00	2.86%
Approval of venues for marriages or Civil Partnerships (up to 2 rooms)	Renewal of marriage or Civil Partnership licence	Per Venue	1,416.67	1,700.00	0.00	0.00%
National Checking Service	Adult	Per Person	Service Ended			
	Child	Per Person	Service Ended			
Administrative fee	For services offered on a Saturday such as Notices of	Per Person	18.33	22.00	1.00	4.74%
	Changes to booking	Per Person	18.33	22.00	1.00	4.74%
<b>GIS - MAPPING</b>						
Street Naming & Numbering	New addresses	Each	46.00	55.20	0.00	0.00%
	New streets	Each	264.00	316.80	0.00	0.00%
<b>LEGAL SERVICES</b>						
Right to Buy	Engrossment Fee (Freehold)	Per Transfer	65.00	78.00	0.00	0.00%
	Engrossment Fee (Leasehold)	Per Lease	75.00	90.00	0.00	0.00%
Requisition (LLC1) Postal	Search using LLC1 form only	per search	30.00	36.00	0.00	0.00%
***Standard Enquiries (CON29) Postal	Search using CON29 form only	per search	83.00	99.60	0.00	0.00%
Full Search LLC1 and CON29	Search using LLC1 and CON29 form	per search	113.00	135.60	6.00	4.63%
Copy documents	Copy document	per request	25.00	30.00	0.00	0.00%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Resources

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
<b>INCOME &amp; RECOVERY</b>						
Council Tax Summons Cost		Per	114.00		0.00	0.00%
Business Rates Summons Cost		Per summons issued	160.00		0.00	0.00%
Civil Penalties Housing Benefits		per case identified	50.00		0.00	0.00%
Civil Penalties Council Tax		per case identified	70.00		0.00	0.00%
<b>DEMOCRATIC SERVICES</b>						
Admission Appeals - Charge per appeal		per admission appeal heard	200.00	240.00	0.00	0.00%
School Exclusion Review Hearing		per review heard	650.00	780.00	0.00	0.00%
<b>CUSTOMER SERVICES</b>						
Blue Badges (New & Renewals)	Disabled Parking Badge	Each	10.00		0.00	0.00%
<b>LEARNING AND WORKFORCE DEVELOPMENT</b>						
Training	Places on training for school staff (1 day)	per place	66.00		0.00	0.00%
	Places on training for PVI sector	per place	33.00		0.00	0.00%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Adults Care and Health Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
<b>LEARNING DISABILITY SERVICES</b>						
Whitley Wood Hostel - Respite (External)	Weekday - 1:1 Bed	Night	532.95		10.45	2%
	Weekday - 1:4 Bed	Night	241.25		4.75	2%
	Weekend - 1:1 Bed	Night	645.15		12.65	2%
	Weekend - 1:4 Bed	Night	291.75		5.75	2%
Whitley Wood Hostel - Respite (Internal)	Weekday - 1:1 Bed	Night	437.50		8.62	2%
	Weekday - 1:4 Bed	Night	192.20		3.80	2%
	Weekend - 1:1 Bed	Night	533.05		10.45	2%
	Weekend - 1:4 Bed	Night	333.55		6.55	2%
Day Services (External)	1:6 Service	Day	61.75		1.25	2%
	1:4 Service	Day	78.55		1.55	2%
	1:2 Service	Day	123.45		2.45	2%
	1:1 Service	Day	213.20		4.20	2%
Day Services (Internal)	1:6 Service	Day	44.60		0.90	2%
	1:4 Service	Day	56.80		1.13	2%
	1:2 Service	Day	93.45		1.84	2%
	1:1 Service	Day	166.75		3.27	2%
	RBC Resident	Day	43.90		0.90	2%
<b>OLDER PEOPLE SERVICES</b>						
Non-Reading Borough Council Resident		Day	43.90		0.90	2%
Day Centre Meals		Meal	4.50	5.40	0.00	0%
Home Care Services	Use of Reading Borough Council services after reablement period	Hour	18.41		0.45	2%
	Use of Reading Borough Council services after reablement period Rate 2	Hour	37.55		0.00	0%
<b>OTHER CHARGES</b>						
Self Funder	Set up charge	Once	300.00		0.00	0%
	Annual Fee	Year	250.00		0.00	0%
Deferred Payment Agreement (DPA)	Set-up Fees (excluding Land Registry fees, property valuation fees if required, cost of specialist legal/financial advice if required, which are recharged at actual cost to the Council on a case by case basis).	Once	400.00		0.00	0%
	Admin set up Fee (Other administrative set-up costs)	Once	151.70		3.70	2%
Deferred Payment Agreement (DPA) & Interim Funding Arrangement	Annual Fee (excluding property valuation fees, Land Registry fees, cost of specialist legal/financial advice which are recharged at actual cost to the Council on a case by case basis if required).	Year	242.90		5.89	2%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
<b>CONCESSIONARY FARES</b>						
Concessionary Fares Replacement Pass	Market Rate	Each	10.00	12.00	0.00	0.00%
Car Park Charge at Mere oak Park & Ride Site	Concession Rate	Each	0.83	1.00	0.00	0.00%
Greenwave Park & Ride Bus Ticket - Return	Concession Rate	Each	4.50		0.00	0.00%
Access Fee for the Reading Transport Model	Market Rate	Each	416.67	500.00	0.00	0.00%
<b>PARKS</b>						
Mooring	Standard	24 hrs	7.92	9.50	0.00	0.00%
	Standard	up to 4hrs	3.33	4.00	0.00	0.00%
Allotments	Site Category A Standard	Per year Per 250 sqm	11.04		3.68	50.00%
	Site Category A Concession	Per year Per 250 sqm	8.28		0.00	0.00%
	Site Category B Standard	Per year Per 250 sqm	8.26		2.75	49.91%
	Site Category B Concession	Per year Per 250 sqm	6.20		0.00	0.00%
	Site Category C Standard	Per year Per 250 sqm	5.52		1.84	50.00%
	Site Category C Concession	Per year Per 250 sqm	4.14		0.00	0.00%
	Start Up Fees Standard	Per year Per 250 sqm	40.68		6.78	20.00%
	Start Up Fees Your Reading Passport General	Per year Per 250 sqm	31.56		5.26	20.00%
	Start Up Fees Your Reading Passport Concession	Per year Per 250 sqm	10.20		1.70	20.00%
	Shed Rental	Per year Per 250 sqm	16.44		2.74	20.00%
Chickens	Per year Per 250 sqm	16.44		2.74	20.00%	
<b>HIGHWAYS</b>						
Drainage Works	Rodding - Daytime	Each	85.00	102.00	0.00	0.00%
	Rodding - Out of Hours	Each	94.00	112.80	0.00	0.00%
	Jetting - Daytime	Each	113.50	136.20	0.00	0.00%
	Jetting - Out of Hours	Each	127.00	152.40	0.00	0.00%
	Cesspools & Septic Tanks	per 1000 gallons	239.00	286.80	0.00	0.00%
	CCTV Surveys	Each	282.00	338.40	0.00	0.00%
	Recovery of property from gullies	Each	61.00	73.20	0.00	0.00%
Out of Hours Call Out	Fixed fee for standby and vehicle costs	Per call out	40.00	48.00	0.00	0.00%
Accident Reclaims	Administration Fee	Each	64.50	77.40	1.20	1.57%
	Inspectors Visit	Each	96.50	115.80	1.80	1.58%
Building Over Sewer/Drainage Plans	Reproduction of Agreements	Each	57.50	69.00	1.20	1.77%
	Reproduction of plan	Each	23.00	27.60	0.60	2.22%
Footway Crossings	Application Fee	Each	61.00	73.20	1.20	1.67%
	Inspectors Visit And Measure Up	Each	64.00	76.80	1.56	2.07%
	Site supervision and quality control (min 2 visits)	Each	122.00	146.40	2.40	1.67%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
Solicitor Enquiries	Map Reproduction	first plan	51.00	61.20	1.20	2.00%
	Map Reproduction	Each additional plan	23.00	27.60	0.60	2.22%
	Supervision Of Works (Project <£250k)	cost of works	10% of cost of works, but subject to a minimum charge of £3,001	10% of cost of works, but subject to a minimum charge of £3,001	0.00	0.00%
	Design Check & Admin (Project <£250k)	cost of works	3% of cost of works, but subject to a minimum charge of £1,000	3% of cost of works, but subject to a minimum charge of £1,000	0.00	0.00%
	Supervision Of Works (Project >£250k)	cost of works	6% of cost of works, but subject to a minimum charge of £22,500	6% of cost of works, but subject to a minimum charge of £22,500	0.00	0.00%
	Design Check & Admin (Project >£250k)	cost of works	5% of cost of works, but subject to a minimum charge of £7,500	5% of cost of works, but subject to a minimum charge of £7,500	0.00	0.00%
	Copying S278 Agreements	Each	52.00	62.40	1.20	1.96%
	Copying S38 Agreements	Each	52.00	62.40	1.20	1.96%
A-Boards	Application fee	Each	61.00	73.20	1.20	1.67%
	Annual Licence fee	Each	51.00	61.20	1.20	2.00%
	Recovery of A board from store	Each	56.00	67.20	1.20	1.82%
Miscellaneous Income	Scaffold / Hoarding Licence Fee	Up to 4 weeks	192.00	230.40	4.02	1.78%
		Each additional week or part week	32.00	38.40	0.78	2.07%
	Stopping up of the public highway applications	Each	781.50	937.80	13.80	1.49%
	S171 Licence (e.g. works on highway or store building material on the highway)	Up to 4 weeks	406.00	487.20	7.20	1.50%
		each additional week or part week	25.50	30.60	0.60	2.00%
	S142 Licence to plant on highway	Each	192.00	230.40	3.60	1.59%
	Consenting on ordinary waterCourse	Each	51.00	61.20	1.20	2.00%
	Swapouts	Each	381.00	457.20	7.20	1.60%
	Application fee for access protection markings to existing footway crossings	Each	58.00	69.60	1.20	1.75%
	Provision of new access protection marking up to 5m long	Each	35.50	42.60	4.20	10.94%
	Provision of new access protection marking each additional metre over 5m	Metre	7.00	8.40	0.48	6.06%
	Refreshing access protection marking up to 5m long	Each	32.50	39.00	0.60	1.56%
	Refreshing access protection marking each additional metre	Metre	7.00	8.40	0.48	6.06%
Access control/Key for lockable bollard fee	Each	64.00	76.80	1.20	1.59%	



## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
<b>STREETCARE</b>						
Bulky Waste Collections	Collection of 1 Item	Each	37.00		0.00	0.00%
	Your Reading Passport Concession	Each	27.70		0.00	0.00%
	Collection of 2 Items	Each	42.30		0.00	0.00%
Special Collections	Your Reading Passport Concession	Each	31.70		0.00	0.00%
	Collection of 3 Items	Each	48.50		0.00	0.00%
	Your Reading Passport Concession	Each	36.30		0.00	0.00%
	Collection of 4 Items	Each	54.60		0.00	0.00%
	Your Reading Passport Concession	Each	41.00		0.00	0.00%
	Collection of 5 Items	Each	61.00		0.00	0.00%
	Your Reading Passport Concession	Each	45.60		0.00	0.00%
	Fridge freezers - Domestic (under counter)	Each	36.00		0.00	0.00%
	Your Reading Passport Concession	Each	27.00		0.00	0.00%
	Fridge freezers - Domestic fridge/freezer	Each	46.40		0.00	0.00%
	Your Reading Passport Concession	Each	34.80		0.00	0.00%
	Fridge freezers - Domestic (over 60cm wide)	Each	56.60		0.00	0.00%
	Your Reading Passport Concession	Each	42.50		0.00	0.00%
	Cancellation charge (less than 3 days before collection)	Each	11.00		0.00	0.00%
	- Half load	1/2 load	80.00		0.00	0.00%
	- Full load	1 Load	160.00		0.00	0.00%
	Trade Waste	Trade General sack in multiples of 25	Per 25	3.50		0.00
Trade General sack in multiples of 100		Per 100	2.30		0.00	0.00%
Trade recycling sack		Each	1.60		0.00	0.00%
Wheeled Bin	240 litre new (plastic) - Domestic	Each	47.50		0.00	0.00%
	Bin delivery charge - all 240l grey bins	Each	15.00		0.00	0.00%
	240 litre replacement - recycling (new developments)	Each	47.50		0.00	0.00%
	Bin delivery charge - all recycling bins	Each	15.00		0.00	0.00%
	360 litre new (plastic) - Domestic	Each	70.00		0.00	0.00%
	Bin delivery charge - all 360l bins	Each	15.00		0.00	0.00%
	1100 litre (steel) - Trade Waste	Each	371.00		0.00	0.00%
	1100 litre (Plastic) - Trade Waste	Each	286.00		0.00	0.00%
	Bin delivery charge - per bin	Each	15.00		0.00	0.00%
Green Waste	Green Waste Service Bin	Per annum	55.00		5.00	10.00%
	Green Waste Service Bin (Concession)	Per annum	41.25		3.75	10.00%
	Green Waste Service Bag	Per annum	16.50		1.50	10.00%
	Green Waste Service Bag (Concession)	Per annum	12.50		1.25	11.11%
	New/Replacement Green Waste Bin	Each	38.00		0.00	0.00%
	New/Replacement Green Waste Bag	Each	12.00		0.00	0.00%
	Bin delivery charge - per bin	Each	15.00		0.00	0.00%
Skip Licences	Licence for skips on highway for each 7 days	Each	35.00		0.00	0.00%
	Labour cost (clean up team) per hour	Each	71.00	85.20	0.00	0.00%
	Tipping waste (transportation and disposal cost) per tonne	Each	161.00	193.20	0.00	0.00%
	Hazardous Clinical Waste Collections - per property per collection	Each	7.50		0.00	0.00%
Exterior Cleansing and Graffiti Removal	Graffiti removal / washdown	minimum per job + materials	65.00	78.00	0.00	0.00%
	Emergency biohazard clearance	minimum per job	65.00	78.00	0.00	0.00%
	Machine sweeping	minimum per job + tipping	85.00	102.00	0.00	0.00%
	Fly tip removal	minimum per job + tipping	65.00	78.00	0.00	0.00%
	+ additional labour	minimum per job	35.00	42.00	0.00	0.00%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
<b>HOUSING</b>						
Temporary Accommodation Charges - B&B	One Room	Each	221.97		0.00	0.00%
	Two Room	Each	297.58		0.00	0.00%
Temporary Accommodation charges - New Tenants only	One Room/One Bedroom	Each	132.41		0.00	0.00%
	Two Bedrooms	Each	164.19		0.00	0.00%
Base Rent - non B&B	Three Bedrooms	Each	194.31		0.00	0.00%
Temporary Accommodation charges - New Tenants only	One Room/One Bedroom	Each	21.85		0.00	0.00%
	Two Bedrooms	Each	27.51		0.00	0.00%
Service Charge - non B&B	Three Bedrooms	Each	27.72		0.00	0.00%
Garage Rentals	Various	Each	Increased by CPI plus 1%			
<b>LIBRARIES</b>						
Overdue Charges	Adult Book - daily (to a maximum of £10.00)	Item	0.27		0.00	0.00%
	Children's Book - Daily (to a maximum of £3.00)	Item	0.11		0.00	0.00%
	Children's CD - Story/Teen (to a maximum of £4.00)	Item	0.10		0.00	0.00%
	CD - SINGLE (to a maximum of £12.00)	Item	0.55		0.00	0.00%
	CD - Set (to a maximum of £15.00)	Item	0.55		0.00	0.00%
	DVD (to a maximum of £15.00)	Item	1.20		0.10	9.09%
Hire Charges	Children's CD - Story/Teen	21 Days	-		0.00	0.00%
	CD - Single	21 Days	0.50		(0.50)	(50.00%)
	CD Set 2-6	21 Days	2.00		0.00	0.00%
	CD Set 7+	21 Days	3.00		0.00	0.00%
	DVD - 1-2	7 Days	2.50		(0.10)	(3.85%)
	DVD Set 3-6	7 Days	4.00		0.00	0.00%
	DVD Set 7+	7 Days	4.00		0.00	0.00%
	Children's DVDS	7 Days	1.00		0.00	0.00%
Audio Visual Subscription (unlimited)	per year	50.00		0.00	0.00%	
Children's activity Sessions	Cost recovery fee	Per child	1.00		0.00	0.00%
Note: A 10% discount on the regular Hire charge of these items is given to customers holding a general Your Reading Passport.						
Note: A 50% discount on the regular Hire charge of these items is given to customers holding a concessionary Your Reading Passport.						
Reservations	Not in Stock	Item	3.00		0.00	0.00%
	In stock	Item	0.60		0.10	20.00%
	From the British Library	Item	8.00		0.00	0.00%
	Periodical Articles (+ photocopying charge per sheet)	Item	5.00		0.00	0.00%
Photocopies	A4	per sheet	0.15		0.00	0.00%
	A3	per sheet	0.30		0.00	0.00%
Printing from Public Computers	A4 - Black & White	per sheet	0.15		0.00	0.00%
	A4 - Colour	per sheet	0.30		0.00	0.00%
Replacement Cards	Library Card Replacement or Provision of pin for Library Card	Item	3.00		0.20	7.14%
Reading Groups	Membership fee	per year	20.00		0.00	0.00%
Local Studies Camera Licence		per day	5.00		0.00	0.00%
Local Studies High Res Scanning		per image	2.00		0.00	0.00%
Fee for postal item lost notice		per letter	1.00		0.00	0.00%
Admin fee for lost/damaged stock		per item	5.00		0.00	0.00%
Overdue Charges	ToyY - Small - Daily (To a max of 6.00)	Item	0.15		0.00	0.00%
	Toy - Large - Daily (To a max of 15.00)	Item	0.40		0.00	0.00%
Vocal Sets Service (RBC Residents)	Borrowing from Reading stock	Set	5.00		1.00	25.00%
	Overdue charges	Set	5.00		0.00	0.00%
Vocal Sets Service (Non-RBC Residents)	Borrowing from Reading stock	Set	10.00		2.00	25.00%
Orchestral Set Service	Booking fee	Set	7.00		1.00	16.67%
	Overdue charges	Set	7.00		(0.50)	(6.67%)
Drama Sets Service (Non-RBC Residents)	Borrowing from Reading stock	Set	5.00		0.00	0.00%
	Overdue charges	Per Adult Book	Charges per Adult book			
Book Club Service (RBC Residents)	Borrowing from Reading stock	Set	-		0.00	0.00%
	Overdue charges	Per Adult Book	Charges per Adult book			
Book Club Service (Non-RBC Residents)	Borrowing from Reading stock	Set	7.50		2.50	50.00%
	Overdue charges	Per Adult Book	Charges per Adult book			
Lost (in print items)	Full cost of replacement + £5 admin fee	Item	Cost dependent on Item			
Lost (out of print items)	£15 + £5 Admin fee	Item	20.00		0.00	0.00%
Damaged Items	Varies by item	Item	Cost dependent on Item			
Withdrawn Stock	Varies by item	Item	Cost dependent on Item			
Photocopying (serviced)	A4 black and white	Sheet	0.50		0.20	66.67%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
Photocopying (serviced)	A4 colour	Sheet	0.50		0.00	0.00%
	A3 black and white	Sheet	0.50		0.00	0.00%
	Service charge (does not include postage)	Transaction	5.00		0.00	0.00%
Printing from microform	A4 print	Sheet	0.50		0.00	0.00%
	A3 print	Sheet	0.50		0.00	0.00%
Printing from microform (serviced)	A4 print	Sheet	1.00		0.50	100.00%
	A3 print	Sheet	1.00		0.00	0.00%
	Service charge (does not include postage)	Film	5.00		0.00	0.00%
Copies of Local Studies Images	Email	Image	3.00		0.00	0.00%
	Printed - glossy paper	Image	5.00		0.00	0.00%
	Postage	Transaction	Current postage cost will be applied			
Charges for publication of images			By arrangement with specialist - contact library			
Research for local history (more than 30 mins)			By arrangement with specialist - contact library			
Study Carrels	10:00-13:00	Session	2.00		1.00	100.00%
	13:00-closing time (17:00/19:00)	Session	2.00		1.00	100.00%
Library Display Panels		Booking	6.00		1.00	20.00%
Toy Library	Membership childminders/playgroups	Annual	15.00		0.00	0.00%
	Membership parents	Annual	5.00		0.00	0.00%
	Membership schools/nurseries/providers	Annual	75.00		0.00	0.00%
Hire Charges	Toy Small item	Item	0.50		0.00	0.00%
	Toy Large item	Item	1.50		0.00	0.00%
	Toy Large/Very large item	Item	3.00		0.00	0.00%
Libraries - gallery fee	Libraries	fortnight	50.00		0.00	0.00%
Libraries - room Hire	Hire of a library space	Per Hour	20.00		0.00	0.00%
	Reading Group Fee (non RBC residents)	Per Hour	30.00		0.00	0.00%
<b>PRIVATE SECTOR HOUSING</b>						
Licence for house in multiple occupancy	Band A Licence Fee (Accredited Landlord)	per application	768.00		128.00	20.00%
	Band B Licence Fee (New HMOs only - proof required)	per application	864.00		144.00	20.00%
	Band C Licence Fee (All other applications)	per application	1,782.00		297.00	20.00%
	Charge per additional sleeping room over 5	per application	30.00		5.00	20.00%
	Band A Renewal Fee *15% Discount per additional property Licence Fee for Band A only	per application	414.00		69.00	20.00%
	Band B Renewal Fee	per application	510.00		85.00	20.00%
	Band C Renewal Fee	per application	978.00		163.00	20.00%
	* 15% Discount per additional property for Renewal Fee applies to band A					
Non Statutory Inspection Charge	Fee HMO inspection, report, drawing up plans and assisting with the completion of the licence application form	upto 6 hours	547.20	656.64	109.44	20.00%
Non Statutory Inspection Charge	Fee for non statutory inspection to provide advice and a report. Charge for up to 2 hours and does not include drawing up plans or completing HMO licence application	upto 2 hours	182.40	218.88	36.48	20.00%
Adminstration Charges	Fee for bounced cheque, copy of notices, copy of HMO licence, landlord information pack , HMO licence register	per transaction	34.00	40.80	6.80	20.00%
Provision of Factual Statement	Factual Statement	per statement	376.00	451.20	75.20	20.00%
Reading Rent with Confidence Scheme	inspection of each dwelling	per application	216.00	259.20	43.20	20.00%
Non Statutory Inspection Charge	Inspection and schedule of works for empty homes	upto 4 hours	364.80	437.76	72.96	20.00%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
<b>LICENSING</b>						
<b>PREMISES LICENCES</b>						
Gambling - Adult Gaming Centre Premises Licence	new	per licence	1,391.00		0.00	0.00%
	annual fee	per licence	876.00		0.00	0.00%
	variation	per licence	1,018.00		0.00	0.00%
	transfer	per licence	1,236.00		0.00	0.00%
	re-instatement	per licence	1,030.00		0.00	0.00%
	provisional statement	per statement	1,391.00		0.00	0.00%
	provisional statement - holder	per licence	1,030.00		0.00	0.00%
	copy of licence	per licence	22.00		0.00	0.00%
	notification of change	per licence	22.00		0.00	0.00%
Gambling - Betting Premises licence	new	per licence	1,236.00		0.00	0.00%
	annual fee	per licence	494.00		0.00	0.00%
	variation	per licence	824.00		0.00	0.00%
	transfer	per licence	876.00		0.00	0.00%
	re-instatement	per licence	876.00		0.00	0.00%
	provisional statement	per statement	1,236.00		0.00	0.00%
	provisional statement - holder	per licence	824.00		0.00	0.00%
	copy of licence	per licence	22.00		0.00	0.00%
	notification of change	per licence	22.00		0.00	0.00%
Gambling - Bingo Premises licence	new	per licence	2,287.00		0.00	0.00%
	annual fee	per licence	876.00		0.00	0.00%
	variation	per licence	1,133.00		0.00	0.00%
	transfer	per licence	1,236.00		0.00	0.00%
	re-instatement	per licence	1,236.00		0.00	0.00%
	provisional statement	per statement	2,266.00		0.00	0.00%
	provisional statement - holder	per licence	1,133.00		33.00	3.00%
	copy of licence	per licence	22.00		0.00	0.00%
	notification of change	per licence	22.00		0.00	0.00%
Gambling - Casino Premises licence	new	per licence	1,183.00		0.00	0.00%
	annual fee	per licence	1,442.00		0.00	0.00%
	variation	per licence	1,545.00		0.00	0.00%
	transfer	per licence	1,391.00		0.00	0.00%
	re-instatement	per licence	1,339.00		0.00	0.00%
	copy of licence	per licence	22.00		0.00	0.00%
	notification of change	per licence	22.00		0.00	0.00%
Gambling - Family Entertainment Centre Premises Licence	new	per licence	1,751.00		0.00	0.00%
	annual fee	per licence	773.00		0.00	0.00%
	variation	per licence	876.00		0.00	0.00%
	transfer	per licence	876.00		0.00	0.00%
	re-instatement	per licence	876.00		0.00	0.00%
	provisional statement	per statement	1,854.00		0.00	0.00%
	provisional statement - holder	per licence	824.00		0.00	0.00%
	copy of licence	per statement	22.00		0.00	0.00%
	notification of change	per statement	22.00		0.00	0.00%
Gambling - Track premises licence	new	per statement	1,751.00		0.00	0.00%
	annual fee	per statement	1,030.00		0.00	0.00%
	variation	per statement	876.00		0.00	0.00%
	transfer	per licence	876.00		0.00	0.00%
	re-instatement	per licence	876.00		0.00	0.00%
	provisional statement	per statement	1,854.00		0.00	0.00%
	provisional statement - holder	per licence	824.00		0.00	0.00%
	copy of licence	per licence	22.00		0.00	0.00%
Sex Shop Licence	Grant/Renewal of Licence	per licence	1,082.00		0.00	0.00%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
Sex Entertainment Licence (SEV)	Grant of Licence	per licence	2,575.00		0.00	0.00%
	Renewal of Licence	per licence	1,947.00		0.00	0.00%
	Variation	per licence	1,011.00		0.00	0.00%
	Transfer	per licence	124.00		0.00	0.00%
Film Classification	Film Classification (local film festivals)	per 15 mins or part thereof (of the film)	15.00		0.00	0.00%
Street Trading Outside Town Centre	OUT OF TOWN - Grant/ Renewal (Fast Food)	per stall/per application	2,421.00		0.00	0.00%
	OUT OF TOWN - Grant/Renewal (sandwich/Icecream/retail food)	per stall/per application	901.00		0.00	0.00%
	OUT OF TOWN - Grant/Renewal (Non Food)	per stall/per application	464.00		0.00	0.00%
	OUT OF TOWN - Occasional (1-8 days per year) with alcohol/food trader up 3m (Trading dates listed on licence)	up to 3 x3 m single trader stall per day	129.00		0.00	0.00%
	OUT OF TOWN - Occasional (1-8 days per year) no alcohol/food trader up 3m (Trading dates listed on licence)	up to 3 x3 m single trader stall per day	98.00		0.00	0.00%
	OUT OF TOWN - Occasional (1-8 days per year) with alcohol/food trader up to 6 m (Trading dates listed on licence)	up to 6 x6 m single trader stall per day	206.00		0.00	0.00%
	OUT OF TOWN - Occasional (1-8 days per year) no alcohol/food trader up to 6 m (Trading dates listed on licence)	up to 6 x6 m single trader stall per day	144.00		0.00	0.00%
	OUT OF TOWN - Occasional (9-14 days per year) (Trading dates listed on licence)	Single trader	26.00		0.00	0.00%
	OUT OF TOWN - Occasional (15-45 days per year) (Trading dates listed on licence)	Single trader	15.00		0.00	0.00%
	OUT OF TOWN - Occasional (46-60 days per year) (Trading dates listed on licence)	Single trader	8.00		0.00	0.00%
Street Trading Town Centre	Town Centre - Grant/ Renewal (Broad Street)	per stall	6,129.00		0.00	0.00%
	Town Centre - Grant/ Renewal (Bridge Street)	per stall	6,129.00		0.00	0.00%
	Town Centre - Grant/ Renewal (Reading Station)	per stall	6,129.00		0.00	0.00%
	Town Centre - Market not under charter 1-14 days per yr	up to 3 x3 m single trader stall per day	12.00		0.00	0.00%
	Town Centre - Market not under charter 15-60 days per yr	up to 3 x3 m single trader stall per day	4.00		0.00	0.00%
	Town Centre - Market not under charter 1-14 days per yr	>over3x3m single trader stall per day	15.00		0.00	0.00%
	Town Centre - Market not under charter 15-60 days per yr	>over3x3m single trader stall per day	6.00		0.00	0.00%
	All Street Traders - Variation	per stall	247.00		0.00	0.00%
	All Street Traders - Additional Street Trading Assistant	per assistant	15.00		0.00	0.00%
	All Street Traders - fee for paying by direct debit - no other installment system allowed	per application	52.00		0.00	0.00%
Scrap Metal	Site Licence - new/renewal	per 3 year licence	876.00		0.00	0.00%
	Collectors Licence -new/renewal	per 3 year licence	577.00		0.00	0.00%
	Variation of Site Licence /Collectors Licence	per licence	260.00		0.00	0.00%
	Simple Variation (ie. admin changes) for site Licence or Collector	per licence	76.00		0.00	0.00%
	Replacement Licence or badge for collector	per licence	15.00		2.00	15.38%
Pavement Café	Town Centre/Out of Town - Initial Charge	per annum	268.00		0.00	0.00%
	Town Centre - Plus payment per table	per annum	77.00		0.00	0.00%
	Out of Town - Plus payment per table	per annum	39.00		0.00	0.00%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %	
Caravan Site Licence	Grant	per site	714.00		0.00	0.00%	
	Transfer	per site	328.00		0.00	0.00%	
	Variation	per site	489.00		0.00	0.00%	
	Annual Fee (less than 10 units)	per site	258.00		0.00	0.00%	
	Annual fee (less than 30 units)	per site	288.00		0.00	0.00%	
	Annual fee (more than 30 Units)	per site	318.00		(980.00)	(75.50%)	
	copies of site licence	per site	15.00		4.00	36.36%	
Other Fees	Check & Submit Service	Each	98.00		0.00	0.00%	
	Pre-application advice and site visit	Each	157.00		0.00	0.00%	
	DBS Standard	per person	32.00	32.00			
	Door Safe log Book	per book	15.00	15.00	4.00	36.36%	
<b>TRANSPORT LICENCES</b>							
Hackney Carriage Vehicle and Driver (not including disclosure fee)	Hackney carriage Vehicle grant or renewal	per operator	400.00	400.00	64.00	19.05%	
Private Hire Operators - 1 Year Grant	3 Year Hackney carriage driver new/ renewal	per operator	328.00	328.00	8.00	2.50%	
Private Hire Operators - 1 Year Grant	Each additional applicant	per operator	245.00		0.00	0.00%	
	1 -3 Vehicles	per operator	806.00		0.00	0.00%	
	4-10 Vehicles	per operator	1,292.00		0.00	0.00%	
	11-40 Vehicles	per operator	2,572.00		0.00	0.00%	
	41-100 Vehicles	per operator	4,314.00		0.00	0.00%	
	101+ Vehicles	per operator	5,181.00		0.00	0.00%	
Private Hire Operators - 1 Year Renewal	Each additional applicant	per operator	185.00		0.00	0.00%	
	1 -3 Vehicles	per operator	561.00		0.00	0.00%	
	4-10 Vehicles	per operator	892.00		0.00	0.00%	
	11-40 Vehicles	per operator	1,977.00		0.00	0.00%	
	41-100 Vehicles	per operator	3,583.00		0.00	0.00%	
Private Hire Operators - 5 Year Grant	101+ Vehicles	per operator	4,333.00		0.00	0.00%	
	Each additional applicant	per operator	245.00		0.00	0.00%	
	1 -3 Vehicles	per operator	2,125.00		0.00	0.00%	
	4-10 Vehicles	per operator	3,150.00		0.00	0.00%	
	11-40 Vehicles	per operator	8,020.00		0.00	0.00%	
Private Hire Operators - 5 Year Renewal	41-100 Vehicles	per operator	15,241.00		0.00	0.00%	
	101+ Vehicles	per operator	18,851.00		0.00	0.00%	
	Each additional applicant	per operator	185.00		0.00	0.00%	
	1 -3 Vehicles	per operator	2,065.00		0.00	0.00%	
	4-10 Vehicles	per operator	3,092.00		0.00	0.00%	
Private Hire Operators - 5 Year Renewal	11-40 Vehicles	per operator	7,917.00		0.00	0.00%	
	41-100 Vehicles	per operator	15,191.00		0.00	0.00%	
	101+ Vehicles	per operator	18,730.00		0.00	0.00%	
	Private Hire Vehicle and Driver	Private Hire Vehicle grant or renewal	per application	307.00		8.00	2.68%
		Executive vehicle grant or renewal	per application	343.00		8.00	2.39%
3 Year driver new/renewal (not including disclosure fee)		per application	319.00		6.00	1.92%	
School Transport	School Transport vehicle (Class IV) vehicle	per application	98.00		3.00	3.16%	
	3 year ST driver grant/renewal (not incl disclosure fee)	per application	240.00		6.00	2.56%	
School Transport - 1 Year Grant	Each additional applicant	per operator	245.00		0.00	0.00%	
	1 -3 Vehicles	per operator	445.00		0.00	0.00%	
	4-10 Vehicles	per operator	836.00		0.00	0.00%	
	11-40 Vehicles	per operator	1,727.00		0.00	0.00%	
	41-100 Vehicles	per operator	2,251.00		0.00	0.00%	
	101+ Vehicles	per operator	3,141.00		0.00	0.00%	
School Transport - 1 Year Renewal	Each additional applicant	per operator	145.00		0.00	0.00%	
	1 -3 Vehicles	per operator	345.00		0.00	0.00%	
	4-10 Vehicles	per operator	570.00		0.00	0.00%	
	11-40 Vehicles	per operator	1,132.00		0.00	0.00%	
	41-100 Vehicles	per operator	1,513.00		0.00	0.00%	
School Transport - 5 Year Grant	101+ Vehicles	per operator	2,290.00		0.00	0.00%	
	Each additional applicant	per operator	245.00		0.00	0.00%	
	1 -3 Vehicles	per operator	1,245.00		0.00	0.00%	
	4-10 Vehicles	per operator	2,324.00		0.00	0.00%	
	11-40 Vehicles	per operator	4,955.00		0.00	0.00%	
School Transport - 5 Year Grant	41-100 Vehicles	per operator	6,763.00		0.00	0.00%	
	101+ Vehicles	per operator	10,351.00		0.00	0.00%	

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
School Transport - 5 Year Renewal	Each additional applicant	per operator	145.00		0.00	0.00%
	1 -3 Vehicles	per operator	1,145.00		0.00	0.00%
	4-10 Vehicles	per operator	2,058.00		0.00	0.00%
	11-40 Vehicles	per operator	4,620.00		0.00	0.00%
	41-100 Vehicles	per operator	6,333.00		0.00	0.00%
	101+ Vehicles	per operator	9,890.00		0.00	0.00%
Other Charges - Vehicle	Vehicle Transfer of ownership -(admin only + issue licence)	per application	48.00		1.00	2.13%
	Replace vehicle plate (4 new tags+plate+30 mins)	per vehicle	58.00		0.00	0.00%
	temporary replacement Hackney Carriage or Private Hire Vehicle Plate	per application	47.00		2.00	4.44%
	HC Taxi livery design + 1 vehicle	per application	136.00		6.00	4.62%
	HC Livery - Additional vehicle check	per vehicle	38.00		6.00	18.75%
	HC Taxi livery renewal +1 vehicle	per application	89.00		4.00	4.71%
	<3 YEAR COMPLIANCE TEST - PH, EXEC, HC OR ST	per application	35.00		5.00	16.67%
	AGED VEHICLE CHECK - PH, ST or Executive Vehicles over age 10 years +	per vehicle	35.00		5.00	16.67%
	ELECTRIC VEHICLE ONLY - HC, PH, EXEC, ST	per application	145.00		0.00	0.00%
	Other Charges - Driver	Driver knowledge test	per driver	43.00		6.00
rescheduled new driver interview/ (no shows)		per driver	15.00			
Change of Application HC to PH or PH to HC		per application	33.00		1.00	3.13%
Replacement badge or licence (incl change of address)		per driver	15.00		0.00	0.00%
DBS Enhanced (HC, PH, ST driver)		per driver	50.00			
Driver - Visa Expiry (2 Badges, 1 cert+admin)		per driver	77.00		0.00	0.00%
Other Charges - Operator	Operator logbook	Per logbook	3.50		0.00	0.00%
	admin Charge + copy of the licence	per operator	48.00		1.00	2.13%
	copy of the licence	Per Operator	15.00		0.00	0.00%
Other Charges - General	Bounced Cheque	Each	33.00		1.00	3.13%
	Admin Charge	Each	33.00		1.00	3.13%
	Factual Statement	Each	140.00		4.00	2.94%
	Check and submit taxi application form	Each	98.00		3.00	3.16%
<b>FOOD &amp; SAFETY</b>						
Courses	Level 2 Food Safety & Hygiene Course (One day)	per candidate	72.00		0.00	0.00%
	Level 2 Food Safety in Catering Exam- re-sit fee	per candidate	41.00		0.00	0.00%
	Level 2 Food Safety - replacement certificate	Each	84.00		0.00	0.00%
	Level 2 Food Safety & Hygiene Course - on clients premises	Each	803.00		0.00	0.00%
	Level 2 Food Safety & Hygiene Course - on clients premises	Each	1,044.00		0.00	0.00%
	Additional candidates for level 2 Course on clients premises	Each	80.00		0.00	0.00%
	Level 3 Supervising food hygiene & safety (min 6 candidates)	Each	324.00		0.00	0.00%
	Level 3 Supervising food hygiene & safety (2 or more candidates)	Each	292.00		0.00	0.00%
	Level 3 Supervising food hygiene & safety (up to 10 candidates)	Each	2,575.00		0.00	0.00%
	Preparation & delivery of bespoke Training	Each	148.00		0.00	0.00%
	Food Hygiene Visits	Fee for missed Food Hygiene premises inspection visit where appointment made	Each	37.00	44.40	0.00
Food Hygiene Rating Scheme reinspection		Each	170.00	204.00	0.00	0.00%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
Food Hygiene Miscellaneous	Fishery Product Inspections per tonne (set by statute) - 1 Euro/ £0.90	Each	0.90		0.00	0.00%
	Approved Cold Store inspection per hour per Officer	Each	78.00		0.00	0.00%
	Export Food Certificate	Each	165.00		0.00	0.00%
	Fridge/Freezer thermometer	Each	3.00		0.00	0.00%
	Condemned Food Certificate	Each	138.00		0.00	0.00%
	Administration Fee/Cancellation Fee	Each	33.00		0.00	0.00%
	Factual Statement to solicitors & others	Each	157.00		0.00	0.00%
	Additional documents	Each	103.00		0.00	0.00%
Special treatments	Single treatment Premises (premises +1 operator) One Off payment. (Fee for each treatment - cosmetic piercing, tattooist, acupuncture, electrolysis, cosmetic micro pigmentation)	per premises +1 operator -	268.00		0.00	0.00%
	Single treatment Operator (Fee for each treatment - cosmetic piercing, tattooist, acupuncture, electrolysis, cosmetic micro pigmentation)	per operator One Off payment	46.00		0.00	0.00%
	Special Treatment Operator/premises Replacement Certificate (no changes)	per certificate	31.00		0.00	0.00%
Safety at Sports Ground	Issue of Safety of Sports Grounds Safety Certificate + additional fee for risk based system checks. Fee invoiced quarterly.	certificate	206.00	247.20	0.00	0.00%
	Amendment to Safety Certificate	per certificate	1,669.00	2,002.80	0.00	0.00%
	Issue of Special Safety Certificate	per certificate	2,225.00	2,670.00	0.00	0.00%
<b>PRIMARY AUTHORITY AND BUSINESS ADVICE</b>						
Primary Authority Business Advice	Commercial property search		74.00		0.00	0.00%
	Mini Primary Authority fee / minimum annual PA fee	less than 3 hours advice per year	500.00		0.00	0.00%
	Medi Primary Authority Fee	less than 25 hours advice per year	1,700.00		0.00	0.00%
	Pay as You Go standing charge (PAYG)	per profession	1,500.00		0.00	0.00%
	Primary Authority Advice (Admin Officer)	per hour	64.00		0.00	0.00%
	Primary Authority Partnership advice (EHO, TSO, Lice Officer)	per hour	72.00		0.00	0.00%
	Primary Authority Set up fee	per business	250.00		0.00	0.00%
	Additional Services outside RBC (ie Wales, Emergency Primary Authority Advice	per service	145.00		0.00	0.00%
		per hour	120.00		0.00	0.00%
Business Advice - Regulation Services	Start Up advisory /Reg Services Health Check (Option 2)	per premises	152.00		0.00	0.00%
	Bespoke Service (Option 3) then hourly rate	per business	800.00		0.00	0.00%
Business Advice	Outside a Primary Authority Partnership	per hour	76.00		0.00	0.00%
<b>TRADING STANDARDS &amp; COROneRS</b>						
Petroleum Spirits (set by statute)	Up to 2500 litres	per licence	44.00		0.00	0.00%
	2500-50,000 litres	per licence	60.00		0.00	0.00%
	Over 50,000 litres	per licence	125.00		0.00	0.00%
	Transfer of Licence	per licence	8.00		0.00	0.00%
	Petroleum Search	per search	74.00		0.00	0.00%
Weights and Measures Verification Fees	Technical Officer Hourly Rate	Per Hour	36.74		0.00	0.00%
	Weights and Measures Inspector Hourly Rate	Per Hour	61.32		0.00	0.00%



## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %	
Explosives (Set by statute)	Licence to store explosives no min separation						
	1 year	per Licence	109.00		0.00	0.00%	
	2 year	per Licence	141.00		0.00	0.00%	
	3 Year	per Licence	173.00		0.00	0.00%	
	4 Year	per Licence	206.00		0.00	0.00%	
	5 Year	per Licence	238.00		0.00	0.00%	
	Renewal to store explosives no minimum separation						
	1 Year	per Licence	54.00		0.00	0.00%	
	2 Year	per Licence	86.00		0.00	0.00%	
	3 Year	per Licence	120.00		0.00	0.00%	
	4 Year	per Licence	152.00		0.00	0.00%	
	5 Year	per Licence	185.00		0.00	0.00%	
	Licence to store explosives with min separation						
	1 Year	per Licence	185.00		0.00	0.00%	
	2 Year	per Licence	243.00		0.00	0.00%	
	3 Year	per Licence	304.00		0.00	0.00%	
	4 Year	per Licence	374.00		0.00	0.00%	
	5 Year	per Licence	423.00		0.00	0.00%	
	Renewal to store explosives with minimum separation						
	1 Year	per Licence	86.00		0.00	0.00%	
	2 Year	per Licence	147.00		0.00	0.00%	
	3 Year	per Licence	206.00		0.00	0.00%	
	4 Year	per Licence	266.00		0.00	0.00%	
	5 Year	per Licence	326.00		0.00	0.00%	
	Variation/Transfer/Replacement	per Licence	36.00		0.00	0.00%	
	Year round to sell fireworks	per Licence	500.00		0.00	0.00%	
	Courses British Institute of Inn keeping Awarding Body Courses		per person	75.00		0.00	0.00%
Coroner (Set by Statute)	Paper copy of document under 10 pages	First 10	5.00		0.00	0.00%	
	Additional pages	Each	0.50		0.00	0.00%	
	Document other than email or paper	Each	5.00		0.00	0.00%	
	Inquest transcript of not more than 360 words	Each	6.20		0.00	0.00%	
	for a copy of 361 to 1440 words	Each	13.10		0.00	0.00%	
	for a of the first 1440 of a document exceeding 1440 words	Each	13.10		0.00	0.00%	
	for each 72 words after the first 1440 words or part thereof	Each	0.70		0.00	0.00%	
<b>ENVIRONMENTAL PROTECTION</b>							
Environmental Protection & Nuisance Team	Contaminated Land/Environmental Information Request (Residents)	per hour	42.92	51.50	0.00	0.00%	
	Contaminated Land/Environmental Information Request (Commercial)	per hour	61.83	74.20	0.00	0.00%	
	Sound check consultancy	per hour	61.83	74.20	0.00	0.00%	
	Officer charge	per hour	61.83	74.20	0.00	0.00%	
Dog Warden	Statutory Stray Fee	Each	25.00	30.00	0.00	0.00%	
	Dog picked up but not kennelled	Each	51.50	61.80	0.00	0.00%	
	Up to One day in Kennels	Period	113.33	136.00	0.00	0.00%	
	Up to two days in kennels	Period	132.50	159.00	0.00	0.00%	
	Up to three days in kennels	Period	151.00	181.20	0.00	0.00%	
	Up to four days in kennels	Period	170.00	204.00	0.00	0.00%	
	Up to five days in kennels	Period	188.83	226.60	0.00	0.00%	
	Up to six days in kennels	Period	207.75	249.30	0.00	0.00%	
	Up to seven days in kennels	Period	226.67	272.00	0.00	0.00%	
	Up to eight days in kennels	Period	245.50	294.60	0.00	0.00%	
	Additional days over 8	Each	18.92	22.70	0.00	0.00%	
	veterinary fees will be charged on a cost basis.	At Cost		Price on Request			

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
Animal Establishments	Animal Boarding annual licence (exclusive of vets' fees) Catteries and Kennels	Per Licence	350.00	420.00	0.00	0.00%
	Pet Shop small annual licence (exclusive of vets' fees)	Per Licence	168.33	202.00	0.00	0.00%
	Pet Shop large (exclusive of vets' fees) - more than 75m2	Per Licence	473.00	567.60	0.00	0.00%
	Pet shop/boarding/breeding licence amendment	Per Licence	99.75	119.70	0.00	0.00%
	small home boarder (annual fee)	Per Licence	91.50	109.80	0.00	0.00%
	medium home boarder (annual fee)	Per Licence	121.92	146.30	0.00	0.00%
	larger home boarder (annual fee)	Per Licence	195.67	234.80	0.00	0.00%
	small home boarder (min fee)	Per Licence	51.92	62.30	0.00	0.00%
	medium home boarder (min fee)	Per Licence	69.25	83.10	0.00	0.00%
	larger home boarder (min fee)	Per Licence	109.58	131.50	0.00	0.00%
	small home boarder (Pro rata fee)	Per Licence	7.42	8.90	0.00	0.00%
	medium home boarder (pro rata fee)	Per Licence	9.92	11.90	0.00	0.00%
	larger home boarder (pro rata fee)	Per Licence	15.67	18.80	0.00	0.00%
	small home boarder (late payment fee)	Per Licence	105.50	126.60	0.00	0.00%
	medium home boarder (late payment fee)	Per Licence	139.25	167.10	0.00	0.00%
	larger home boarder (late payment fee)	Per Licence	205.17	246.20	0.00	0.00%
	Animal Breeding Establishments (exclusive of vets' fees)	Per Licence	288.42	346.10	0.00	0.00%
	Horse Riding Establishment Licence	Per Licence	335.42	402.50	0.00	0.00%
	Dangerous Wild Animals Licence or Zoo	Per Licence	370.83	445.00	0.00	0.00%
	Performing Animals Registration	Per Licence	463.50	556.20	0.00	0.00%
Performing Animals Licence	Per Animal	41.17	49.40	0.00	0.00%	
<b>LOCAL AIR POLLUTION PREVENTION AND CONTROL (LAPPC)</b>						
Annual Subsistence Charge	Standard process Low	per Licence	772.00	772.00	0.00	0.00%
	Standard process Medium	per Licence	1,161.00	1,161.00	0.00	0.00%
	Standard process High	per Licence	1,747.00	1,747.00	0.00	0.00%
	Permit for Vapour Recovery Part I and Dry Cleaners L	per Licence	79.00	79.00	0.00	0.00%
	Permit for Vapour Recovery Part I and Dry Cleaners M	per Licence	158.00	158.00	0.00	0.00%
	Permit for Vapour Recovery Part I and Dry Cleaners H	per Licence	237.00	237.00	0.00	0.00%
	Permit for Vapour Recovery Part I & II combined L	per Licence	113.00	113.00	0.00	0.00%
	Permit for Vapour Recovery Part I & II combined M	per Licence	226.00	226.00	0.00	0.00%
	Permit for Vapour Recovery Part I & II combined H	per Licence	341.00	341.00	0.00	0.00%
	Vapour Recovery and other Reduced Fees L	per Licence	228.00	228.00	0.00	0.00%
	Vapour Recovery and other Reduced Fees M	per Licence	365.00	365.00	0.00	0.00%
	Vapour Recovery and other Reduced Fees H	per Licence	548.00	548.00	0.00	0.00%
	<b>PLANNING</b>					
<b>PLANNING - PRE APPLICATION FEES</b>						
Level 1	Householders advice on house extensions	Each	157.30	188.76	17.16	10.00%
	Follow up Meetings	Each	90.75	108.90	9.90	10.00%
	Small business and developers: advice on building works and change of use where the floor area involved is up to 200sqm.	Each	145.00	174.00	0.00	0.00%
	Follow up Meetings	Each	85.00	102.00	0.00	0.00%
	Proposals for community uses - (Free of charge for up to 200sqm)	Each	145.00	174.00	0.00	0.00%
	Follow up Meetings	Each	85.00	102.00	0.00	0.00%
	Advertisements	Each	250.00	300.00	0.00	0.00%
	Follow up Meetings	Each	85.00	102.00	0.00	0.00%
	Telecommunication installations	Each	145.00	174.00	0.00	0.00%
	Follow up Meetings	Each	85.00	102.00	0.00	0.00%
	Listed Building consent /conservation area consent.	Each	145.00	174.00	0.00	0.00%
	Follow up Meetings	Each	85.00	102.00	0.00	0.00%
	Trees and Landscaping	Each	145.00	174.00	0.00	0.00%
	Follow up Meetings	Each	85.00	102.00	0.00	0.00%
	Works to trees covered by tree preservation orders.	Each	145.00	174.00	0.00	0.00%
Follow up Meetings	Each	85.00	102.00	0.00	0.00%	

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
Level 2 Business, commercial or other development of 201 sqm to 1000 or up to 19 dwellings.	201 - 499sqm	Each	350.00	420.00	0.00	0.00%
	500 - 1000sqm	Each	660.00	792.00	0.00	0.00%
	1 - 3 dwellings	Each	350.00	420.00	0.00	0.00%
	4 - 9 dwellings	Each	500.00	600.00	0.00	0.00%
	10 - 15 dwellings	Each	825.00	990.00	0.00	0.00%
	15 - 19 dwellings	Each	1,000.00	1,200.00	0.00	0.00%
	One Meeting included in above fee, additional Meetings charged by hour.	Each	110.00	132.00	0.00	0.00%
Level 3	Introductory Meeting fee	Each	220.00	264.00	0.00	0.00%
Development > 1,001 sqm or 20+ dwellings or other proposals	Additional Meetings and advice thereafter by negotiation.	Each	Price on Request			
Responses to Enquiries Involving Research	e.g. enquiries about legal status of land or property, enforcement notices, planning history, etc., by negotiation based on an estimate of the time needed.	Each	Price on Request			
<b>PLANNING ADMINISTRATION CHARGES</b>						
Planning History Search	Where more complicated or several addresses	per application	22.92		0.00	0.00%
Copies of Section 106 Agreements	per agreement	per application	22.92		0.00	0.00%
Copies of Planning Decision Notices	A list given of decision notices required	per application	10.83		0.00	0.00%
	One decision notice from Microfiche slide	per application	10.83		0.00	0.00%
	One decision notice from Microfiche slide plus plans (all on One slide)	per application	22.92		0.00	0.00%
	Scanning more than One slide	per application	22.92		0.00	0.00%
	Plans and documents for an application that need redacting	per application	10.83		0.00	0.00%
Enquiries for evidence that conditions have been discharged (statutory Fee)	Householders	per application	37.40		0.00	0.00%
	All others	per application	127.60		0.00	0.00%
S106 and Community Infrastructure Levy obligation enquiries		per application	22.90		0.00	0.00%
Tree Preservation Order Documents		per application	22.92		0.00	0.00%
<b>PUBLIC CONVENIENCES</b>						
	charge for entry to automated toilets	Each	0.40		0.00	0.00%
<b>COMMUNITY SAFETY</b>						
Town Safe Radio Membership daytime		Annual membership	450.00	540.00	0.00	0.00%
Town Safe Associate member		Annual membership	225.00	270.00	0.00	0.00%
Town Safe External member		Annual membership	250.00	300.00	0.00	0.00%
Town Safe Nighttime full membership		Annual membership	400.00	480.00	0.00	0.00%
Internal partners		Annual membership	250.00	250.00	0.00	0.00%
<b>Leisure</b>						
<b>Swimming</b>						
Pool	Adult (Peak / Off Peak)	Session	4.17	5.00	0.00	0.00%
	Adult Your Reading Passport General	Session	3.67	4.40	0.00	0.00%
	Adult Your Reading Passport Concession	Session	2.71	3.25	0.00	0.00%
	Adult Your Reading Passport Concession Off Peak	Session	-	-	0.00	0.00%
	Junior / Student	Session	2.50	3.00	0.00	0.00%
	Junior / Student Your Reading Passport	Session	2.17	2.60	0.00	0.00%
	Junior / Student Your Reading Passport Concession	Session	-	-	0.00	0.00%
	Under 3 all pools	Session	-	-	0.00	0.00%
	Holiday Swim Activity	Session	0.83	1.00	0.00	0.00%
Family Swim Activity	Session	9.92	11.90	0.00	0.00%	

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
Pool Hire - Sports/community use	Meadway Pool	Per Hour	70.38	84.45	0.00	0.00%
	South Reading Leisure Centre (Whole Pool)	Per Hour	70.42	84.50	0.00	0.00%
	South Reading Leisure Centre (Per lane)	Per Hour	12.50	15.00	0.00	0.00%
Membership Charges	Bronze Gym	per person	14.17	17.00	0.00	0.00%
	Bronze Gym Your Reading Passport	per person	13.33	16.00	0.00	0.00%
	Bronze Gym Pathway	per person	13.33	16.00	0.00	0.00%
	Silver Swim & Gym	per person	18.75	22.50	0.00	0.00%
	Silver Swim & Gym Your Reading Passport	per person	17.08	20.50	0.00	0.00%
	Silver Swim & Gym Pathway	per person	17.08	20.50	0.00	0.00%
	Silver Swim & Class	per person	18.75	22.50	0.00	0.00%
	Silver Swim & Class Your Reading Passport	per person	17.08	20.50	0.00	0.00%
	Silver Swim & Class Pathway	per person	17.08	20.50	0.00	0.00%
	Silver Gym & Class	per person	18.75	22.50	0.00	0.00%
	Silver Gym & Class Your Reading Passport	per person	17.08	20.50	0.00	0.00%
	Silver Gym & Class Pathway	per person	17.08	20.50	0.00	0.00%
	Gold Swim,Gym & Class	per person	24.17	29.00	0.00	0.00%
	Gold Swim,Gym & Class Your Reading Passport	per person	22.08	26.50	0.00	0.00%
	Gold Swim,Gym & Class Pathway	per person	22.08	26.50	0.00	0.00%
	Plat All facilities	per person	29.17	35.00	0.00	0.00%
	Plat All facilities Your Reading Passport	per person	26.67	32.00	0.00	0.00%
	Plat All facilities Pathway	per person	26.67	32.00	0.00	0.00%
	Replacement	Single fee	per person	4.17	5.00	0.00
Badminton	Adult	Session	10.33	12.40	0.00	0.00%
	Adult Your Reading Passport General	Session	8.83	10.60	0.00	0.00%
	Adult Your Reading Passport Concession	Session	6.13	7.35	0.00	0.00%
	Adult/Junior weekdays 9.00am - 5.00pm Your Reading Passport Concession	Session	-	-	0.00	0.00%
	Junior	Session	5.13	6.15	0.00	0.00%
	Junior Your Reading Passport General	Session	4.46	5.35	0.00	0.00%
	Junior Your Reading Passport Concession	Session	3.13	3.75	0.00	0.00%
Table Tennis	Adult	Session	9.33	11.20	0.00	0.00%
	Adult Your Reading Passport General	Session	7.17	8.60	0.00	0.00%
	Adult Your Reading Passport Concession	Session	5.13	6.15	0.00	0.00%
	Adult/Junior weekdays 9.00am - 5.00pm Your Reading Passport Concession	Session	-	-	0.00	0.00%
	Junior	Session	4.17	5.00	0.00	0.00%
	Junior Your Reading Passport General	Session	3.58	4.30	0.00	0.00%
	Junior Your Reading Passport Concession	Session	2.50	3.00	0.00	0.00%
Squash 40 minutes	Adult	Session	9.33	11.20	0.00	0.00%
	Adult Your Reading Passport General	Session	7.17	8.60	0.00	0.00%
	Adult Your Reading Passport Concession	Session	5.13	6.15	0.00	0.00%
	Adult/Junior weekdays 9.00am - 5.00pm Your Reading Passport Concession	Session	-	-	0.00	0.00%
	Junior	Session	4.17	5.00	0.00	0.00%
	Junior Your Reading Passport General	Session	3.58	4.30	0.00	0.00%
	Junior Your Reading Passport Concession	Session	2.50	3.00	0.00	0.00%
Area Hire - Sports community use	Meadway Hall Hire - Sporting booking	Per Hour	48.08	57.70	0.00	0.00%
	Meadway / South Reading Leisure Centre Hall Hire - Non - Sporting Events	Per Hour	81.83	98.20	0.00	0.00%
	Meadway Sports 1/2 Hall	Per Hour	19.21	23.05	0.00	0.00%
	South Reading Leisure Centre Hall Hire	Per Hour	40.00	48.00	0.00	0.00%
	South Reading Leisure Centre 1/2 Hall	Per Hour	20.00	24.00	0.00	0.00%
	Meadway Studio Hire	Per Hour	12.83	15.40	0.00	0.00%
	South Reading Leisure Centre Studio Hire	Per Hour	29.58	35.50	0.00	0.00%
	Palmer Studio Hire	Per Hour	29.75	35.70	0.00	0.00%
	Palmer Track/Cycle Hire	Per Hour	39.17	47.00	0.00	0.00%
	Palmer Stadium Pitch Lights	Per Hour	259.00	310.80	0.00	0.00%
	Palmer Stadium pitch without lights	Per Match	171.25	205.50	0.00	0.00%
	Palmer event cycling / Athletics per additional out of hours	Per Match	76.75	92.10	0.00	0.00%
	Palmer Adult RBC Athletics Meet	Per Hour	60.08	72.10	0.00	0.00%
	Palmer Junior RBC Athletics Meet	Per Hour	30.63	36.75	0.00	0.00%
	Palmer Adult Athletics Meet	Per Hour	65.96	79.15	0.00	0.00%
Palmer Junior Athletics Meet	Per Hour	34.17	41.00	0.00	0.00%	

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
Cycling / Athletics	Adult Cycling	Session	4.92	5.90	0.00	0.00%
	Adult Athletics	Session	4.92	5.90	0.00	0.00%
	Adult Your Reading Passport General	Session	4.08	4.90	0.00	0.00%
	Adult Your Reading Passport Concession	Session	2.71	3.25	0.00	0.00%
	Junior Athletic	Session	2.25	2.70	0.00	0.00%
	Junior Cycling	Session	3.08	3.70	0.00	0.00%
	Junior Your Reading Passport General	Session	2.00	2.40	0.00	0.00%
	Junior Your Reading Passport Concession	Session	1.46	1.75	0.00	0.00%
	Adult Tuesday & Thursday Cycling	Session	5.00	6.00	0.00	0.00%
	Junior Tuesday & Thursday Cycling	Session	2.38	2.85	0.00	0.00%
	Cycle Racing	Session	3.33	4.00	0.00	0.00%
	Wheelie Fun	Session	2.58	3.10	0.00	0.00%
	Everybody Active Cycling	Session	2.92	3.50	0.00	0.00%
	Cycling for health	Session	2.50	3.00	0.00	0.00%
Cricket - Weekend	Adult One Off Game	Session	131.08	157.30	0.00	0.00%
	Adult Block 10+ Games	Session	111.75	134.10	0.00	0.00%
	Junior One Off Game	Session	65.67	78.80	0.00	0.00%
	Junior Block 10+ Games	Session	56.08	67.30	0.00	0.00%
Tennis	Adult Standard	Session	5.13	6.15	0.00	0.00%
	Adult Your Reading Passport General	Session	4.08	4.90	0.00	0.00%
	Adult Your Reading Passport Concession	Session	-	-	0.00	0.00%
	Junior Standard	Session	2.58	3.10	0.00	0.00%
	Junior Your Reading Passport General	Session	2.17	2.60	0.00	0.00%
	Junior Your Reading Passport Concession	Session	-	-	0.00	0.00%
Tennis (Artificial-turf)	Adult Standard	Session	7.33	8.80	0.00	0.00%
	Adult Your Reading Passport General	Session	5.83	7.00	0.00	0.00%
	Adult Your Reading Passport Concession	Session	-	-	0.00	0.00%
	Junior Standard	Session	3.67	4.40	0.00	0.00%
	Junior Your Reading Passport General	Session	2.92	3.50	0.00	0.00%
	Junior Your Reading Passport Concession	Session	-	-	0.00	0.00%
Bowls	Adult Standard	Session	3.92	4.70	0.00	0.00%
	Adult Your Reading Passport General	Session	2.67	3.20	0.00	0.00%
	Adult Your Reading Passport Concession	Session	1.96	2.35	0.00	0.00%
	Junior Standard	Session	1.96	2.35	0.00	0.00%
	Junior Your Reading Passport General	Session	1.38	1.65	0.00	0.00%
	Junior Your Reading Passport Concession	Session	1.13	1.35	0.00	0.00%
	Hire of woods and mats	Session	3.17	3.80	0.00	0.00%
Football	Adult One Off Game Standard	Match	98.42	118.10	0.00	0.00%
	Adult Block 10+ Games Standard	Match	83.83	100.60	0.00	0.00%
	Adult Block 5+ Teams Standard	Match	75.13	90.15	0.00	0.00%
	Senior League discounts	Match	20.46	24.55	0.00	0.00%
	Senior League discounts	Match	15.38	18.45	0.00	0.00%
	Senior League discounts	Match	10.25	12.30	0.00	0.00%
	Junior One Off Game Standard	Match	53.63	64.35	0.00	0.00%
	Junior Block 10+ Games Standard	Match	38.96	46.75	0.00	0.00%
	Junior Block 5+ Teams standard	Match	34.04	40.85	0.00	0.00%
	Mini Soccer per Game	Match	16.04	19.25	0.00	0.00%
	Mini Soccer 10+ Games	Match	13.67	16.40	0.00	0.00%
	Mini Soccer 5+ Teams	Match	12.21	14.65	0.00	0.00%
	Australian Rules & Gaelic	One Off	Match	88.00	105.60	0.00
Block 10+ Games		Match	73.33	88.00	0.00	0.00%
5-a-side football	Adult Peak - single	Per Hour	45.17	54.20	0.00	0.00%
	Adult Peak - Block	Per Hour	37.64	45.17	0.00	0.00%
	Junior Peak - single	Per Hour	23.79	28.55	0.00	0.00%
	Junior Peak - Block	Per Hour	19.83	23.79	0.00	0.00%
Casual Fitness	Adult - Peak Training	Session	6.67	8.00	0.00	0.00%
	Adult - Peak Training Your Reading Passport General	Session	5.83	7.00	0.00	0.00%
	Adult - Peak Training Your Reading Passport Concession	Session	4.33	5.20	0.00	0.00%
	Junior/Student - Peak Training	Session	3.33	4.00	0.00	0.00%
	Junior/Student - Peak Training Your Reading Passport General	Session	2.92	3.50	0.00	0.00%
	Junior/Student - Peak Training Your Reading Passport Concession	Session	2.17	2.60	0.00	0.00%
	Junior/Student Fitness Session	Session	3.33	4.00	0.00	0.00%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
Courses	Junior Swimming 30 mins	Per Lesson	5.38	6.45	0.00	0.00%
	Junior Swimming 30 mins Your Reading Passport General	Per Lesson	5.17	6.20	0.00	0.00%
	Adult Swimming 30 mins	Per Lesson	6.25	7.50	0.00	0.00%
	Adult Swimming 30 mins Your Reading Passport General	Per Lesson	6.00	7.20	0.00	0.00%
	Trampolining 1hr	Per Lesson	5.96	7.15	0.00	0.00%
	Trampolining 1hr Your Reading Passport	Per Lesson	5.54	6.65	0.00	0.00%
	Gymnastics 1hr	Per Lesson	5.96	7.15	0.00	0.00%
	Gymnastics 1hr Your Reading Passport General	Per Lesson	5.54	6.65	0.00	0.00%
	Gymnastics (Pre School) 45mins	Per Lesson	5.00	6.00	0.00	0.00%
	Badminton	Per Lesson	5.63	6.75	0.00	0.00%
	Badminton Your Reading Passport General	Per Session	5.29	6.35	0.00	0.00%
	Cardio Care 1hr General	Per Session	3.75	4.50	0.00	0.00%
	Cardio Care 1hr Your Reading Passport	Per Session	3.50	4.20	0.00	0.00%
	Cardio Care Course 6wk	Per Session	21.08	25.30	0.00	0.00%
	Cardio Care Course 6 wk Your Reading	Per Session	20.75	24.90	0.00	0.00%
	Cardio Care Course 5wk	Per Session	17.58	21.10	0.00	0.00%
	Cardio Care Course 5 wk Your Reading	Per Session	17.29	20.75	0.00	0.00%
	Administration charge for registration on to Courses Direct Debit	One Off	3.58	4.29	0.00	0.00%
Group Training Sessions	Class A	Session	6.25	7.50	0.00	0.00%
	Class B	Session	5.46	6.55	0.00	0.00%
	Class C	Session	4.71	5.65	0.00	0.00%
	Class D	Session	4.46	5.35	0.00	0.00%
	Class E	Session	3.75	4.50	0.00	0.00%
	Class F	Session	3.13	3.75	0.00	0.00%
	Pool Party	Session	71.67	86.00	0.00	0.00%
	Tots	Session	55.00	66.00	0.00	0.00%
	Disco	Session	59.58	71.50	0.00	0.00%
3G Hire	Cycling	Session	91.67	110.00	0.00	0.00%
	South Reading Leisure Centre 3G pitch (full)	Per Hour	140.00	168.00	0.00	0.00%
	South Reading Leisure Centre 3G pitch (half)	Per Hour	70.00	84.00	0.00	0.00%
Tennis	South Reading Leisure Centre 3G Pitch	Per Hour	35.00	42.00	0.00	0.00%
	South Reading Leisure Centre	Per Hour	5.00	6.00	0.00	0.00%
	South Reading Leisure Centre	Per Hour	5.00	6.00	0.00	0.00%
Parties	Soft Play	Session	66.67	80.00	0.00	0.00%
	Bouncy Castle (Half Hall)	Session	66.67	80.00	0.00	0.00%
	Sporty	Session	100.00	120.00	0.00	0.00%
	Pool Inflatable	Session	108.33	130.00	0.00	0.00%
	Traditional Pool	Session	66.67	80.00	0.00	0.00%
Club Charges	Reading Athletics Club	Session	35.00	42.00	0.00	0.00%
	Reading Road Runners Friday	Session	27.79	33.35	0.00	0.00%
	Reading Road Runners Wednesday	Session	47.58	57.10	0.00	0.00%
	Reading Track Cycle	Session	32.33	38.80	0.00	0.00%
	Palmer Park Velo Club Use	Session	17.00	20.40	0.00	0.00%
	Palmer Park Velo Club Event	Session	23.33	28.00	0.00	0.00%
Aikido	Aikido	Session	18.88	22.65	0.00	0.00%
	Aikido	Session	18.88	22.65	0.00	0.00%
<b>MUSEUM</b>						
School Sessions	(Session, loan, membership, talk etc)	per event	149.00	178.80	0.00	0.00%
Welcome and wow talks	(Session, loan, membership, talk etc)	per event	35.00	42.00	0.00	0.00%
Membership 5 boxes RBC non academy		membership	385.00	462.00	0.00	0.00%
Membership 3 boxes RBC non academy		membership	330.00	396.00	0.00	0.00%
Membership 5 boxes academy schools		membership	412.00	494.40	0.00	0.00%
Membership 3 boxes RBC academy		membership	357.00	428.40	0.00	0.00%
Membership 5 boxes non RBC schools		membership	459.00	550.80	0.00	0.00%
Membership 3 boxes non rbc schools		membership	409.00	490.80	0.00	0.00%
Individual box loan		per box	45.00	54.00	0.00	0.00%
Curious curator packs and welcome and wow talks		per occasion	35.00	42.00	0.00	0.00%
Reminiscence		membership	85.00	102.00	0.00	0.00%
Museum introduction		per occasion	45.00	54.00	0.00	0.00%
Talks - Booked privately		per talk	75.00	90.00	0.00	0.00%
Long talks - booked privately		per talk	150.00	180.00	0.00	0.00%
photography/filming		per image/hour	Price on Request			
Archaeology		per deposit	From £110	From £132	0.00	0.00%
Corporate loans		membership	1,000.00	1,200.00	0.00	0.00%
Family activities		per event	From 50p		0.00	0.00%
Talks - Public		per event	5.00		0.00	0.00%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
<b>BERKSHIRE ARCHEOLOGY</b>						
Charges for provision of Historic Environment Record data to commercial users	BerksHire Archaeology, DENS	Per Hour	44.00	52.80	0.00	0.00%
<b>ARTS VENUES</b>						
Reading Arts - per transaction postage fee for ticket bookings	Across all price points for tickets available from Reading Arts and Venues	Per Transaction	1.46	1.75	0.00	0.00%
Reading Arts - Membership scheme for The Hexagon	Charged at the discretion of customers, and along the booking pathway.	Per Transaction	25.00	30.00	0.00	0.00%
<b>BUSINESS DEVELOPMENT</b>						
Lamp Column Banner Advertising (Broad Street West)	Single (3 months)	each	750.00	900.00	0.00	0.00%
	Renewal (additional 3 months)	each	650.00	780.00	0.00	0.00%
	Pair (3 Months)	each	1,300.00	1,560.00	0.00	0.00%
	Renewal (additional 3 months)	each	1,000.00	1,200.00	0.00	0.00%
	Single (6 months)	each	1,300.00	1,560.00	0.00	0.00%
	Renewal (additional 6 months)	each	1,000.00	1,200.00	0.00	0.00%
	Pair (6 months)	each	2,300.00	2,760.00	0.00	0.00%
	Renewal (additional 6 months)	each	2,000.00	2,400.00	0.00	0.00%
Roundabout Advertising	Imperial Way - A33	each	6,000.00	7,200.00	0.00	0.00%
	Castle Street - IDR	each	6,000.00	7,200.00	0.00	0.00%
	Caversham Road - Richfield Ave	each	5,200.00	6,240.00	0.00	0.00%
	Chatham Street - IDR	each	8,000.00	9,600.00	0.00	0.00%
	Forbury Reservation	each	2,000.00	2,400.00	0.00	0.00%
	Forbury / Kenavon Drive	each	4,500.00	5,400.00	0.00	0.00%
	Hartland / Northumberland	each	4,000.00	4,800.00	0.00	0.00%
	Honiton / Northumberland	each	2,000.00	2,400.00	0.00	0.00%
	Norcot / Oxford Road	each	8,000.00	9,600.00	0.00	0.00%
	Liebenrood / Tilehurst Rd	each	3,600.00	4,320.00	0.00	0.00%
	Queens Road reservation	each	2,000.00	2,400.00	0.00	0.00%
	Vastern / Caversham road	each	3,600.00	4,320.00	0.00	0.00%
	Vastern / Forbury Road	each	4,500.00	5,400.00	0.00	0.00%
	Vastern / George Street	each	8,000.00	9,600.00	0.00	0.00%
	Whitley / Christchurch	each	4,000.00	4,800.00	0.00	0.00%
	Whitley Wood Lane/Road	each	4,000.00	4,800.00	0.00	0.00%
	Circuit / Southcote Lane	each	2,000.00	2,400.00	0.00	0.00%
	Southcote Lane / Virginia Way	each	3,000.00	3,600.00	0.00	0.00%
Gillette Way / Rosekiln	each	4,000.00	4,800.00	0.00	0.00%	
	Discretionary discount <25%					
Welcome to Reading Signage	Single 12 months	each	1,200.00	1,440.00	0.00	0.00%
	Single 6 months	each	800.00	960.00	0.00	0.00%
	All 6 months	each	3,600.00	4,320.00	0.00	0.00%
	All 12 months	each	6,000.00	7,200.00	0.00	0.00%
<b>NEW DIRECTIONS</b>						
Adult Safeguarded Learning (ASL)	Adult Education	Per Hour	7.45	8.94	0.00	0.00%
Adult Skills Budget (ASB)	Adult Education	Per Hour	3.62	4.34	0.00	0.00%
Non-funded Learning	Adult Education	Per Hour	6.70	8.04	0.00	0.00%
<b>TOWN HALL</b>						
Amateur Group Hire	Room Hire & Equipment	Daily	2,083.00	2,500.00	0.00	0.00%
Concert Hall Room Hire	Room Hire	Daily	From £2,075	From £2,490	0.00	0.00%
Concert Hall plus Tech package	Room Hire & Equipment	Daily	3,250.00	3,900.00	0.00	0.00%
Victoria Hall Room Hire	Room Hire	Half Daily/Daily	From £470	From £564	0.00	0.00%
Waterhouse Chamber Hire	Room Hire	Half Daily/Daily	From £200	From £240	0.00	0.00%
Soane Space	Room Hire	Half Daily/Daily	From £175	From £210	0.00	0.00%
3B's	Room Hire	Half Daily/Daily	From £160	From £192	0.00	0.00%
Jane Austen/Oscar Wilde	Room Hire	Half Daily/Daily	From £80	From £96	0.00	0.00%
Marcus Adams	Room Hire	Daily	From £75	From £90	0.00	0.00%
Concert Hall Daily Delegate Rate	Catering & room Hire	Daily	From £41	From £49.20	0.00	0.00%
Victoria Hall Daily Delegate Rate	Catering & room Hire	Half Daily/Daily	From £21	From £25.20	0.00	0.00%
Waterhouse Daily Delegate Rate	Catering & room Hire	Half Daily/Daily	From £27	From £32.40	0.00	0.00%
Jane Austen/Oscar Wilde Daily Delegate Rate	Catering & room Hire	Half Daily/Daily	From £25	From £30	0.00	0.00%
3B's Daily Delegate Rate	Catering & room Hire	Half Daily/Daily	From £23.50	From £28.20	0.00	0.00%

## Proposed Fees and Charges from 1st April 2019 - Directorate of Environment and Neighbourhood Services

Service	Category	Charge Unit	New Fee Proposed from April 2019 £	New Fee including VAT £	Increase/ (decrease) £	Increase/ (decrease) %
Soane Space Daily Delegate Rate	Catering & room Hire	Half Daily/Daily	From £23.50	From £28.20	0.00	0.00%
Lectern PA Hire	Equipment	Daily	80.00	96.00	0.00	0.00%
PA Hire	Equipment	Daily	55.00	66.00	0.00	0.00%
MicrophOne Hire	Equipment	Daily	62.00	74.40	0.00	0.00%
Tech time	Equipment	Per hour	26.00	31.20	0.00	0.00%
Monitor Hire	Equipment	Daily	35.00	42.00	0.00	0.00%
Additional Projector Screen	Equipment	Daily	15.00	18.00	0.00	0.00%
LCD Projector	Equipment	Daily	55.00	66.00	0.00	0.00%
Laptop Hire	Equipment	Daily	55.00	66.00	0.00	0.00%
Piano Hire	Equipment	Daily	55.00	66.00	0.00	0.00%
Piano Tuned	Equipment	Daily	80.00	96.00	0.00	0.00%
Lectern Hire	Equipment	Daily	15.00	18.00	0.00	0.00%
Flip Chart	Equipment	Each	16.00	19.20	0.00	0.00%
SPeaker phOne	Equipment	Daily	31.50	37.80	0.00	0.00%
Display Board	Equipment	Daily	30.00	36.00	0.00	0.00%
Dance Floor	Equipment	Daily	55.00	66.00	0.00	0.00%
Pads & Pens	Equipment	Per person	3.25	3.90	0.00	0.00%
Photocopies	Equipment	Each	12p	14p	0.00	0.00%
Late Bar	Equipment	Event	105.00	126.00	0.00	0.00%
Serving Staff	Equipment	Per hour	18.00	21.60	0.00	0.00%
Security Staff	Equipment	Per hour	20.00	24.00	0.00	0.00%
DJ	Equipment	Per event	425.00	510.00	0.00	0.00%
Stage- Vic Hall	Equipment	Daily	£80-£160	£96-£192	0.00	0.00%
<b>BERKSHIRE RECORDS OFFICE</b>						
Copy certificates (baptism, burial, pre 1837 marriage)		Each	11.67	14.00	0.00	0.00%
Copy certificates (post 1837 marriage)		Each	8.33	10.00	0.00	0.00%
Reprographics		Each	1.67	2.00	0.84	101.20%
Self Service Photos		Each	1.67	2.00	0.84	101.20%
Self-Service Printouts		Each	0.83	1.00	0.41	97.62%
Digital Photos		Each	8.33	10.00	0.00	0.00%
Restoration Service		Half Hour	13.33	16.00	1.66	14.22%
Research		Half Hour	13.33	16.00	1.66	14.22%
Research		Per Hour	26.67	32.00	3.34	14.32%
<b>MODERN RECORDS</b>						
Records Storage	Storage of records by box	Per Box	9.00	10.80	0.00	0.00%
<b>PLAY SERVICES</b>						
School Support	1:1 Support Session	Per hour	30.90	37.08	0.00	0.00%
	Lunchtime Support Session	Per hour	22.66	27.19	0.00	0.00%
	STEPS - Travel Project	Per hour	51.50	61.80	0.00	0.00%
Hire	Equipment Hire - Large	per Session	103.00	123.60	0.00	0.00%
	Equipment Hire - Medium	per Session	82.40	98.88	0.00	0.00%
	Equipment Hire - Small	per Session	51.50	61.80	0.00	0.00%
Staff Support	0-5 Staff Support	Per hour	15.86	19.03	0.00	0.00%
Events	Play in the Park	per Session	3.09	3.71	0.00	0.00%
	Mini Kickers	Per hour	2.06	2.47	0.00	0.00%
	Walking Football	Per hour	4.12	4.94	0.00	0.00%
	Holiday Events	per Session	6.18	7.42	0.00	0.00%
Discretionary	Archery for over 50's	per Session	6.70	8.03	0.00	0.00%
	Team building	per Session	66.95	80.34	0.00	0.00%
Holiday Clubs Age range 4- 12	8:30am to 1pm	per Session	9.17	11.00	0.00	0.00%
	1pm to 5:30pm	per Session	9.17	11.00	0.00	0.00%
	9am to 3:30pm	per Session	14.17	17.00	0.00	0.00%
	8:30am to 5:30pm	per Session	18.22	22.00	0.00	0.00%
After School Club	Regukar Session (single)	per child	9.17	11.00	0.00	0.00%
	Regular Session (siblings)	per child	7.33	8.80	0.00	0.00%
	Short Session (single)	per child	6.67	8.00	0.00	0.00%
	Short Session (siblings)	per child	5.33	6.40	0.00	0.00%



**DEDICATED SCHOOLS GRANT 2019/20****1 BACKGROUND**

- 1.1 The Dedicated Schools Grant (DSG) funds both maintained schools and academies and is ring fenced for school/pupil activity as defined by the School and Early Years Finance (England) Regulations (2018). The grant received is notionally split between four funding blocks: schools, central school services, early years, and high needs. Its use is split between the:
- Individual School's Budget (ISB) or delegated budget. This is the funding that is passed directly to schools and is mainly formula driven, and
  - The Centrally Retained School's Budget (non-delegated budget).
- 1.2 There is limited flexibility for Local Authorities to transfer funding between the four blocks, but it cannot be used for other purposes. The Education and Skills Funding Agency have limited the movement of funds from the Schools Block to 0.5% of the total Schools Block allocation, but only with the agreement of the Schools' Forum after having consulting with all schools.
- 1.3 Overspends on the DSG are carried forward and a first call on subsequent year's allocations. Underspends are carried forward to support the future year's school's budget. Monitoring the outturn position is therefore necessary to inform the new financial year's budget position.
- 1.4 The methodology for allocating DSG to authorities changed significantly in 2018/19, with new national funding formula introduced.
- 1.5 The Authority has a responsibility to ensure that DSG is deployed in accordance with the conditions of grant and the School and Early Years Finance (England) Regulations. The arrangements for 2019/20 are detailed by the Education and Skills Funding Agency (ESFA) "Schools revenue funding 2019 to 2020 operational guide" published in July 2018, the "High needs funding 2019 to 2020 operational guide" published in September 2018, and the "Early years entitlements: local authority funding of providers operational guidance for 2019 to 2020" published in November 2018.
- 1.6 From 2019/20, ESFA will require a report from any LA that has a DSG deficit of more than 1% as at 31 March 2019, to explain how it plans to bring the DSG account back into balance.
- 1.7 Schools Forum is consulted on all aspects of the DSG and have termly meetings with council officers. All reports and minutes can be found at the below link:

<http://www.reading.gov.uk/article/12037/2019-Schools-Forum-Meeting-Papers>

## 2 DSG ALLOCATION FOR 2019/20

2.2 The allocations for 2019/20 were published by the Government on 17<sup>th</sup> December 2018. Table 1 provides a summary.

**Table 1: DSG allocations per block**

Block	DSG Allocations prior to recoupment		
	2018/19 Revised (£'000s)	2019/20 (£'000s)	Change (£'000s)
Schools Block	86,824	89,524	2,700
Central School Services Block	1,305	1,330	25
Early Years Block	12,560	12,548	(12)
High Needs Block	19,128	20,424	1,296
<b>Total (Gross)</b>	<b>119,817</b>	<b>123,826</b>	<b>4,009</b>
Less Recoupment - schools	(41,189)	(45,016)	(3,827)
Less Recoupment - high needs	(1,757)	(2,442)	(685)
<b>Total (Net)</b>	<b>76,871</b>	<b>76,368</b>	<b>(503)</b>

2.3 The allocations for the schools and central schools services blocks are final. A small proportion of the high needs block is subject to change and will be confirmed in March. This will include an adjustment for Thames Valley Free School which is now included within the local authority allocation. For planning purposes these figures have been estimated and the allocation adjusted. The local authority will also estimate the early years block based on the January 2019 census when available, as the current figure is based on January 2018, and this is not updated until July 2019; it is not finalised until July 2020 because 7/12 of the allocation will be based on the January 2020 census.

2.4 Overall, the 2019/20 allocation has increased by over £4.0m, but part of this is offset by recoupment. The following paragraphs set out further detail on the 2019/20 allocations and budget in each funding block.

2.5 The DSG has been in deficit for a number of years, due to spending pressures in the high needs block in relation to increasing numbers of pupils receiving Education Health & Care Plans (EHCPs), increasingly complex needs, and increasing costs of provision, particularly those outside the local authority. This is against a funding allocation that has seen very little increase since 2011/12.

2.6 There has been transfers of funding from other blocks (including using year end under spends) towards offsetting the deficit and Table 3 shows the net overall position of the DSG balance for the last few years.

**Table 2: DSG Deficit Year on Year**

Year	£'000s
2014/15	0
2015/16	2,057
2016/17	3,397
2017/18	2,860
2018/19 estimate	1,885
2019/20 estimate	1,655
2020/21 estimate	1,284
2021/22 estimate	723
2022/23 estimate	(29)

### 3 High Needs Block

- 3.1. The high needs block mainly funds pupils in specialist and alternative settings, such as special schools (both maintained and independent), resource units within mainstream schools, pupil referral units, and pupils with high needs in mainstream and early years settings and post 16 colleges. It also provides central support services such as occupational health, sensory needs, hospital tuition, and outreach.
- 3.2. Table 2 breaks down the funding allocation for the high needs block. The allocation is provisional as there are still adjustments to be confirmed.

**Table 3: High Needs Block DSG Allocation**

High Needs Block	2018/2019 allocation (£'000s)	2019/2020 allocation (£'000s)
High needs Formula	20,156	20,321
Hospital Allocation (provisional)		182
Additional Allocation	384	384
Special School census (includes TVFS in 2019/20)	1,077	1,317
Import/Export Adjustment (not yet known, but 2019/20 figure adjusted for TVFS)	(2,106)	(1,782)
<b>Gross High Needs Allocation</b>	<b>19,511</b>	<b>20,424</b>
Top Sliced for Academies for EFSA (recoupment) to pay academies direct (2019/20 is an estimate and includes TVFS)	(1,757)	2,442
<b>High Needs Allocation after ESFA recoupment</b>	<b>17,754</b>	<b>17,981</b>
Add 0.5% from Schools Block	434	447
<b>Total High Needs Block</b>	<b>18,188</b>	<b>18,428</b>

- 3.3 The funding for 2019/20 has increased by £239k on a like for like basis after taking into account the inclusion in the allocation for the first time of

Thames Valley special school and the increase in the number of places to be funded at The Avenue special school. The place funding for academies/free schools is top sliced from the local authority allocation and paid to the school direct.

- 3.4 The new high needs funding formula does not deliver additional funding to Reading, and being on the funding floor, only a 0.5% increase is being received year on year. In December, the Government announced additional funding for high needs due to growing pressures in this block nationally, and for Reading this totals £384k in both 2018/19 and 2019/20, an addition of £768k across the two years. This funding was allocated nationally based on the number of 2 - 18 year olds, and nothing to do with actual need.
- 3.5 The Schools' Forum in December agreed a further transfer of funds from the schools block to the high needs block in 2019/20, and this will go towards repaying the deficit.
- 3.8 Table 4 shows the current recovery plan. The forecast deficit to be brought forward in the high needs block is expected to be £2.083m (after £0.198m of growth fund underspend is used in the schools block).
- 3.9 Spending should more or less match the in-year grant allocation in 2019/20, as has been the position in 2018/19. In 2020/21 expenditure will need to reduce by a small amount (£300k), followed by a further £100k each year which may be possible as the impact of the SEND strategy takes effect, i.e. leavers from expensive provision being replaced by new placements in cheaper new local provision. This reduction will need to be maintained until the deficit is paid off. It is assumed that the funding allocation will increase by 0.5% each year. On this basis, the deficit will be repaid by 2022/23 and some investment in existing provision can start to be made in 2023/24. This does not, however, account for a significant increase in overall numbers of EHCPs, which could delay recovery of the deficit.

**Table 4: High Needs Block Deficit Recovery Plan**

<b>High Needs Block Budget</b>	<b>2018/19 Forecast £'000s</b>	<b>2019/20 Estimated £'000s</b>	<b>2020/21 Estimated £'000s</b>	<b>2021/22 Estimated £'000s</b>	<b>2022/23 Estimated £'000s</b>
Base Budget	19,535	20,442	20,442	20,442	20,442
Less in year savings	0	0	-300	-400	-500
<b>Expenditure prior to repayment of deficit</b>	19,535	20,442	20,142	20,042	19,942
Add: Repayment of previous year deficit	2860	2083	1655	1284	723
<b>Total Expenditure</b>	22,395	22,525	21,797	21,326	20,665
DSG in year Allocation	19,512	20,423	20,513	20,603	20,694
Transfer from other blocks	434	447	0	0	0
Possible under spends in other blocks	366	0	0	0	0
<b>Total Funding</b>	20,312	20,870	20,513	20,603	20,694
<b>Net Position deficit</b>	2,083	1,655	1,284	723	(29)

3.10 From next year, the LA will be required to report deficits of 1% or more of the total DSG allocation to the Department for Education (DfE) (by the end of June 2019). Recovery plans will need to be discussed with and agreed by the Schools' Forum. The DfE's expectation is that the DSG will be brought back into balance within three years.

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## Equality Impact Assessment

**Name of proposal/activity/policy to be assessed**

BUDGET 2019/20 AND MEDIUM TERM FINANCIAL STRATEGY TO 2021/22

**Directorate:** RESOURCES

**Service:** Council-wide

**Name and job title of person doing the assessment**

**Name:** Clare Muir

**Job Title:** Policy and Voluntary Sector Manager

**Date of assessment:** 17th January 2019

**What is the aim of your policy or new service?**

To set a balanced and affordable budget that ensures the Council's finances are sustainable in both the short (one year) and medium term (three years), whilst at the same time ensuring that entering the longer term the Council is not built on unsustainable use of one-off reserves. The budget is also underpinned by funding service areas to meet the Council's wider priorities and service delivery themes set out in its Corporate Plan of:

- Securing the economic success of Reading;
- Improving access to decent housing to meet local needs;
- Protecting and enhancing the life outcomes of vulnerable adults and children.
- Keeping Reading's environment clean, green and safe.
- Promoting great education, leisure and cultural opportunities for people in reading;
- Ensuring the Council is Fit for the Future

The Draft Budget proposes

a) service savings and efficiencies of £10.5m together with additional income of £4.4m in 2019/20 required to achieved a balanced budget for that year;

b) growth in 2019/20 service budgets of £12.5m;

c) overall savings of £30.1m (of which changes to income, fees and charges is £6.2m) and three-year growth changes to service budgets of £30.9m;

d) the increase in the Band D Council Tax of 2.99% or £47.24 per annum representing a Band D Council Tax of £1,627.23 per annum;

e) the Housing Revenue Account budget for 2019/20 of £42.7m and a reduction of 1.00% (£/wk) in social dwelling rents from April 2019 giving a revised weekly average social rent of £99.39

The Strategy relies on significant service transformation to drive increased efficiency savings and income generation in order that service reductions can be minimised.

**Who will benefit from this proposal and how?**

Residents and service users will benefit if service reductions are minimised.

**Who are the main stakeholders and what do they want?**

Residents, businesses, councillors and council staff in Reading. Our Citizens Panel has told us that the things that are the most important in making somewhere a good place to live are: level of crime, health services, public transport, clean streets and good schools and the things they believed most needed improving are: roads and pavement repairs, the level of traffic congestion, clean streets, the level of crime and affordable decent housing.

**Assessment of Relevance and Impact**

The draft budget proposes 40 new or re-phased savings set out in (Appendix 3). The Equality duty has been considered for each of these proposed savings and for 32 of these an equality impact assessment is not relevant.

For the remaining 8 an Equality Impact Assessment will be required as the proposal is developed. These are:



Ref	Efficiency Saving/Service Reduction	Saving Proposal
AS9	Efficiency Saving	Further stretch on Provider Services - Additional savings in the third year of review of the DACHS in house portfolio
T&S2 & 3	Efficiency Saving	Workplace Parking Levy - DENS14-C - Delay in implementation to 20/21 and fully implemented from 21/22
PDRS3	Efficiency Saving	Introduction of Discretionary HMO Licensing - extending the HMO licensing scheme to cover all HMOs in 2019/20. This would bring in properties with three or more tenants forming two or more households.
T&S4	Efficiency Saving	Additional Income Expansion of Pay & Display Proposal - To increase the provision of on-street Pay & Display (P&D) parking in specific local business and shopping areas. Namely: 1>Whitley Street local shopping area 2>Battle Farm and Cardiff Road business areas 3>Craddock Road and Gillette Way area - this would need to be combined with the provision of a resident permit parking scheme for the Elgar Road South/Bourne Avenue area
PDRS6&9	Efficiency Saving	Reforecast income Licensing income budget - increase the taxi licensing fees which covers the Hackney, Private Hire and School Transport drivers and operators to offset revenue costs to the service.
T&S17	Efficiency Saving	Additional Charges on Green Waste Collection - increase the 19/20 green waste collection charge of £60 in line with inflation (2.2%) in 20/21 & 21/22.
	Efficiency Saving	Commercialisation - Alternative to Market Testing
PDRS5	Efficiency Saving	Review and Restructure of Cleaning Services - hard market test the service to ensure improvements are in line with what is available on the private market.

Equality Impact Assessments will be undertaken and the outcomes reported back for consideration by the relevant committee as proposals are developed.

Signed Clare Muir

Date 17<sup>th</sup> January 2019

Signed Jackie Yates

Date

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## READING BOROUGH COUNCIL

### REPORT BY THE DIRECTOR OF RESOURCES

<b>TO:</b>	<b>POLICY COMMITTEE (ACTING AS SHAREHOLDER OF HOMES FOR READING LTD)</b>		
<b>DATE:</b>	<b>18 FEBRUARY 2019</b>		
<b>TITLE:</b>	<b>SHAREHOLDER CONSENT: HOMES FOR READING LTD APPOINTMENT OF EXTERNAL AUDITOR FOR 2018/19</b>		
<b>SERVICE:</b>	<b>COUNCIL-OWNED COMPANY</b>	<b>WARDS:</b>	<b>BOROUGHWIDE</b>
<b>LEAD OFFICER:</b>	<b>MARK GREEN</b>	<b>TEL:</b>	<b>74896</b>
<b>JOB TITLE:</b>	<b>MANAGING DIRECTOR - HOMES FOR READING LTD</b>	<b>E-MAIL:</b>	<b>Mark.green@Reading. gov.uk</b>

#### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Shareholder Agreement entered into between the Council (Shareholder) and the company (Homes for Reading Ltd.) requires the company to submit its annual accounts to the Shareholder, to facilitate their incorporation into its main accounts within a reasonable period after the end of the financial year.
- 1.2 Following the appointment of Wilkins Kennedy by the Board of Homes for Reading Ltd. for 2017/18, approval is requested from the Shareholder to appoint an auditor to prepare the accounts for the 2018/19 financial year.

#### 2. RECOMMENDED ACTION

Policy Committee is asked to:

- 2.1 Provide Shareholder Consent to Homes for Reading Ltd. to appoint Wilkins Kennedy as its external auditor for the preparation of its 2018/19 financial accounts, or recommend an alternate firm should it prefer.

#### 3. POLICY CONTEXT AND BACKGROUND

- 3.1 Homes for Reading Ltd is a private company limited by shares and registered in England. The company was incorporated on the 6<sup>th</sup> April 2016 and commenced trading (i.e. acquiring rental property) in September 2017.
- 3.2 As with any limited company, Homes for Reading Ltd.'s statutory financial statements are subject to audit under the requirements of the Companies Acts subject to certain statutory exemptions from audit for non-trading companies or those that meet at least 2 out of the 3 criteria below:
  - Annual Turnover less than £10.2m
  - 50 or fewer employees on average

- Assets worth no more than £3.26m
- 3.3 Irrespective of the available exemptions, the Shareholder(s) can request for the company's results for any specific financial year to be audited.
  - 3.4 Homes for Reading Ltd. filed unaudited accounts with Companies House in 2016/17, the first year for which accounts had to be filed.
  - 3.5 Although the company met the audit exemption thresholds in 2017/18, RBC as Shareholder requested audited financial statements for Council purposes.
  - 3.6 HfR's shareholder agreement with RBC stipulates that the Council's Auditors must also be the Company's auditors. However, the Council's Director of Corporate Resources acting on behalf of the Council, preferred a firm independent of the Council's auditors in the interest of good governance and transparency.
  - 3.7 Messrs Wilkins Kennedy were appointed by the Homes for Reading Board in February 2018 as the company's initial auditors following a detailed selection process as permitted by the Companies Acts.
  - 3.8 Homes for Reading Ltd.'s 2017/18 financial statements were audited by Wilkins Kennedy within the prescribed Council deadlines and delivered to RBC as Shareholder in August 2018.
  - 3.9 In terms of formality, the appointed Auditor then holds office until the end of the first meeting of the shareholders at which the accounts are laid before the members. At that meeting, the members (shareholders) can re-appoint the auditor, or appoint a different one to hold office from that date until the end of the next shareholders' meeting at which accounts are laid.
  - 3.10 Since presenting its accounts to RBC, Homes for Reading Ltd. has not received confirmation from the Shareholder on the re-appointment of the auditor in this manner, hence approval is now sought for the company to make the appointment directly.

#### **4. THE PROPOSAL**

##### **Homes for Reading Ltd. Auditor**

4. Wilkins Kennedy is a national practice with the skills and resources to service HfR. They also have a working arrangement with PSTax who RBC have existing service agreements in place.
- 4.1 Wilkins Kennedy provided a timely and quality 2017/18 audit, with a competitive fee that also covered Companies House and HMRC filing.
- 4.2 It is HfR's preference for Wilkins Kennedy to continue in the role of auditor and to prepare the 2018/19 accounts. The Board of Directors have resolved to appoint Wilkins Kennedy subject to the approval of the Shareholder.

#### **5. CONTRIBUTION TO STRATEGIC AIMS**

5.1 This proposal will contribute to the service priorities set out in the Council's Corporate Plan. Additionally, it will accord with the preference of RBC's Director of Resources, to have Homes for Reading Ltd.'s accounts reviewed by an external auditor.

## **6. COMMUNITY ENGAGEMENT AND INFORMATION**

6.1 There is no requirement in legislation or in guidance to consult with other agencies or stakeholders on the operation of a housing company. However, it continues to be important for members, council staff, applicants, tenants and the wider community to understand the role and offer provided by the housing company and how this differs from the provision of Council housing.

## **7. EQUALITY IMPACT ASSESSMENT**

7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 An Equality Impact Assessment (EIA) does not indicate that recommendations will have a disproportionate impact on any protected group.

## **8. LEGAL IMPLICATIONS**

8.1 Homes for Reading Ltd. is required to present accounts to Companies House in accordance with the Companies Act, which governs all operating companies.

## **9. FINANCIAL IMPLICATIONS**

9.1 The cost of appointing an external auditor will be met by Homes for Reading Ltd.

### **Risk Assessment**

9.6 Investing in property presents a number of significant risks and opportunities to the housing company and the Council. The HfR Risk Register is based on the Council model. These risks are regularly reviewed and updated by HfR Executive Management Team and the HfR Board. Any new business carries risks and this is no different for Homes for Reading Ltd. Many of the risks are outside the direct control of the company, but where HfR can influence matters, it will focus on managing and minimising risk.

9.7 In the event that the company cannot meet its interest payments to the Council and in turn the Council is not receiving sufficient return to meet its

own financing costs, the company could realise capital from the sale of a property to cover the shortfall. This situation is not ideal as the company would be a forced seller with a tenanted portfolio - but it would give the company time to then address the root problem of why it was unable to meet its interest payments. However, the Council would be exposed if property values had fallen since purchase - so that sale proceeds would not cover the Council's borrowing and initial investment. As part of the funding arrangements, HfR is expected to achieve a property value to loan ratio within 3 years that provides sufficient buffer against market forces to the extent that only the shareholding value remains at risk.

- 9.8 Likewise should the rental market in Reading go into decline and rents do not increase in line with costs, then this will require a re-alignment of the company's strategy, which may include starting to sell properties and reduce the size of the portfolio.
- 9.9 Part of the company's management responsibility is monitor the property market and its property portfolio (and costs and incomes) to forecast any changes and adjust its strategy to manage any difficult periods or indeed, take advantage of opportunities. In this context, the Company will report to the Council as shareholder if it foresaw significant risk of problems emerging from a changing property market.
- 9.10 As well as shareholder risks above, the company will carry operational risks of managing a housing portfolio; in many ways, these continue to be similar to those the Council already carries as a social housing landlord.

## **10. BACKGROUND PAPERS**

- i) PROPOSAL TO ESTABLISH A COUNCIL OWNED HOUSING COMPANY: Report to Council - 22 March 2016
- ii) APPOINTMENT/NOMINATIONS TO OTHER BODIES FOR THE MUNICIPAL YEAR 2016-17: report to Policy Committee - 25 May 2016
- iii) HFR - BOARD AUTHORITY TO ALLOT SHARES: Report to Policy Committee - 31 October 2016