

Corporate Resources Overview and Scrutiny Committee

Schedule	Tuesday 3 September 2024, 9:30 AM — 1:30 PM BST
Venue	The Council Chamber, Priory House, Chicksands, SG17 5TQ
Description	<p>To Chair and Members of the Council: -</p> <p>Cllr Adams (Chair) Cllr Alderman (Vice-Chair)</p> <p>Councillors: Clinch, French, Ghent, K Gurney, Hegley, Pashby, and Roberts Substitutes: Cllrs: Andrews, Bongo, Brown, Leaman and Woodfine</p>

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13.	Fees & Charges January 2025	94
	To receive the Fees and Charges pricing schedule for January 2025 and Fees and Charges analysis.	
	Please note the additional detail in Appendix D Version 2 - page 12, Environmental Services and Pest Control, Garden Waste Subscription (implemented in April 2025). This version supersedes the previous Appendix D.	
14.	Cross Cutting Efficiencies	195
	To update the Committee on the progress of the cross-cutting organisational change programmes and the status of delivery of efficiencies, in line with the Medium Term Financial Plan (MTFP).	
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	To receive the findings of the review of the Ward Councillor Grant Scheme and consider the recommendations to change aspects of the scheme to ensure it meets local need and aspiration.	

16. Corporate Resources OSC Work Programme 2024 - 2025 and Executive Forward Plan 266

The report provides Members with details of the currently drafted Committee Work Programme and the latest Executive Forward Plan.



Participant Notice

Notes for participants

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1. Apologies for Absence

To receive apologies for absence.

2. Minutes

To approve as a correct record, the Minutes of the meeting of Corporate Resources Overview and Scrutiny Committee held on 11 June 2024.

At a meeting of Corporate Resources Overview and Scrutiny Committee held in the Council Chamber, Priory House, Monks Walk, Chicksands, Shefford on 11 June 2024 from 6.30 pm.

Present:	Cllr I Adams Chair	
Members:	Cllrs E Ghent K Gurney P Hamill	Cllrs S Owen S Roberts
Substitutes	Cllr S Bongo (attending for Cllr R Pashby)	
Apologies:	Cllrs C Alderman R Pashby	
Members in Attendance:	Cllrs J Baker S Clinch V Harvey	
Officers in Attendance:	V Chapman D Galvin S Griffin L Manning I Melville B Sarma C Warboys	Assistant Chief Executive Assistant Director of Finance & Procurement Scrutiny Policy Advisor Committee Services Officer Head of Financial Operations Macmillan Senior Welfare Rights Advisor Director of Resources
Remote Participants:	Cllrs: P Howe M Walsh J Partridge H Price	Assistant Director of Governance Services Head of Strategy and Delivery
Public: 0		

1. Minutes

RESOLVED that the Minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on the 4 April 2024, be confirmed, and signed by the Chair as a correct record.

2. Members Interests

None

3. Chair's Announcements

Councillor Alderman and Councillor Owen were welcomed as new Members of the Committee.

4. Petitions

None.

5. Questions, Statements, Deputations

None.

6. Call-ins

None.

7. Requested Items

None.

8. Executive Members' Update

The Executive Member for Finance provided an update that included:

- Central Bedfordshire Council was the first in the country to submit its accounts for auditing. Thanks were given to the Finance Team for the work undertaken in achieving this.
- A report on Council Tax Empty Homes would be considered at a future meeting of the Committee.
- The Budget process was due to start imminently and that all Members would be involved as early as possible.

In response to the request for Executive Member updates to be given at Overview and Scrutiny meetings on a regular basis, the Chair advised that following discussion by the Overview and Scrutiny Coordination Panel, a letter had been sent to the Leader of the Council to highlight concerns raised about the attendance of some Executive Members at Overview and Scrutiny meetings. As concerns were still being raised, it was agreed that attendance at the September Overview and Scrutiny meetings would be monitored, and the outcome discussed at a future meeting.

The Executive Member for Finance thanked Charles Warboys for the advice and support he had provided during his time in the role of Director of Resources and wished him well for his retirement and the future which was also echoed by Members of the Committee. To ensure continuity during the recruitment process, Denis Galvin had been appointed as Interim S151 officer and Sarah Michael, Deputy S151 officer.

9. Feedback from the Working Group

Councillor Hegley advised that during the first meeting of the Working Group on the 20 May to review Key Performance Indicators, discussions had included the proposed increase of the current suite of indicators from 41 to 57 across the whole Council, and the reduction from 6 to 4 indicators specifically for Corporate Resources. Concerns were expressed whether the indicators were fit for purpose and the lack of information about some aspects such as the financial position of the Council.

It had been agreed that a second meeting of the Working Group would be convened with the request to have sight of the full suite of Key Performance Indicators to provide an overview and understanding of the integration across Directorates of the Council and the alignment with the Strategic Plan; however, as this information had not been forthcoming, the second meeting had not taken place.

AGREED that the second meeting of the Working Group should be convened and that the request to have sight of the full suite of Key Performance Indicators be expedited.

10. Q4 Performance Report

The Executive Member Finance introduced the report which set out the Quarter 4 2023/24 performance against the key indicators, aligned to the principles, objectives, priorities, and outcomes within the Council's Strategic Plan.

In light of the report, the Committee and Ward Members raised the following in summary:

- The sustained increase in the number of Freedom of Information requests due throughout 2023/24 and the lack of response to requests submitted by Members. In response the Director of Resources advised that 84% of the requests received had been completed within the statutory timeframe and that Members should forward any specific requests for information to the relevant Executive Member or Director for a response.

- Whether the Council Tax and Business Rates in year collection rates which were slightly below target in both areas were of concern. In response the Director of Resources advised that both of these areas did not represent any worry or concern. Some of the Business rates had been billed late in financial year due to rating assessments and that additional Council tax arrears from previous years had now been recovered.

NOTED the report.

11. 2023/24 Provisional Outturn Budget Monitoring Reports – March 2024 Revenue and Capital

The Executive Member for Finance introduced the reports which set out the forecast outturn position against the approved budgets for 2023/24 (Revenue and Capital) as at the end of March 2024. It was highlighted that £9.4M of Earmarked Reserves had been released to balance the budget resulting in a closing balance of £36.1M of Earmarked Reserves.

In light of the report, the Committee discussed the following in summary:-

- The strategy in place to offset the depletion of Reserves and response the Executive Member for Finance advised that the 4-year plan agreed at Council outlined the means for rebuilding Reserves.
- Whether there was a difference in the Housing Revenue Account (HRA) recharges since Quarter 3. In response the Director of Resources advised that there was an increase in the final quarter compared to that which had been forecast as the detailed calculation of the appropriate recharges did not take place until the end of the year. It was important to note that the actual level of recharge had not changed much year on year.
- Concern that the overspend on Legal Services continued historically to be attributed to the increased complexity and increase court cases and practices. In response the Executive Member for Finance advised that budget for this year included an additional £0.4M for this overspend.
- Whether the figures setting out spend against the approved budget were immutable or could be managed, influenced and reduced. In response the Director of Resources advised that overspends were not accepted as being inevitable and that where costs could not be fully mitigated, the possibility of offsetting these in other areas where there was an underspend would be explored.
- That there did not appear to be an Overview and Scrutiny Committee to review and assess the broader financial element of the Council. The Director of Resources advised that currently Corporate Resources Overview and Scrutiny Committee had the overarching responsibility for finance matters; however, each Overview and Scrutiny Committee had the right to ask questions about finances and refer matters to other committees to be looked into in more detail.
- Whether there was confidence that the aims of the Medium-Term Financial Plan would be fulfilled when the direction of travel of the budget from Quarter 3 to Quarter 4 was still of concern. In response the Executive Member for Finance advised that the budgets were set in conjunction with Directors and Portfolio Holders.

- As the budget had been predicated to balance on the use of £12.8M of Reserves why had this now increased to £13.3M. The Director of Resources advised that this question would be taken away and a response provided.
- Clarification of the difference between the Directorate Use of Reserves and why these figures were shown separately. In response the Director of Resources provided details of the specific use of earmarked reserves to offset expenditure and explained that the 2023/24 overspend figure was in relation to non-directorate specific use of reserves.
- The reason for the reduction of Purchase Order commitments from £1.7M in Quarter 3 to £1.2M in Quarter 4. In response the Assistant Director Finance advised that an additional 3 months of data needed to be processed at year end (Quarter 4) in addition to that which was examined in Quarter 3.

Capital Budget

Concern was expressed that the Council had returned an underspend of £0.9M of grant funding to the Government after the completion of a project on decarbonisation in view of its commitment to sustainability. The Chair of the Sustainable Communities Overview and Scrutiny Committee advised that this issue would be raised at a future meeting of the Committee.

RECOMMENDED that ways of formalising the approach to the budget scrutiny process should be explored in order to ensure involvement from Members of the Corporate Resources Overview and Scrutiny Committee at the earliest opportunity.

**Adjourned at 20.30pm
Reconvened 20.40pm**

12. Cross Cutting Efficiencies

The Assistant Chief Executive introduced the report which provided an overview of the progress of the cross-cutting organisational change programmes and the status of delivery of efficiencies in line with the Medium-Term Financial Plan (MTFP). The programme had four key streams, termed as quadrants which were set to run over multiple months and years, delivering organisational change was and always had been challenging but progress was being made.

In light of the report, Members discussed the following in summary:

- The request for a table indicating the progress and the efficiencies that had been achieved. In response the Assistant Chief Executive advised that these figures could be added to future reports.
- Details for activities shown as delivered, tracking and underway and how they had been determined.
- Details in relation to the non-achievement of cross cutting efficiencies of £3.8M Corporate Costs shown in the revenue budget provisional outturn related to financial benefits shown in the Capital report.

- Given the reduction in published telephone numbers and email addresses, methods of providing details of alternative contacts to residents. In response the Assistant Chief Executive advised that telephone calls and emails would be diverted during the streamlining of the routes of contact with the Council.
- Whether the large vacancy rate had an effect on the wellbeing of staff and if working from home had resulted in the transfer of knowledge within departments being lost. In response the Director of Resources provided details of staff turnover, with some vacancies being filled by agency staff but that ongoing efforts were underway with regards to recruitment and retention. Additional emphasis was also being placed on effectively managing remote working teams and knowledge sharing.
- That the creation of an Ideas Portal provided staff with a route to highlight their views for consideration. The ideas captured, how they had been progressed and the impact could potentially be delivered in a future report.
- The division of the review programme into four quadrants in relation to anticipated cost savings, and in response Members were advised that the focus now was aligned to the total efficiencies rather than the individual quadrants.
- Whether the delivery of the programme included the purchase of new software or the use of existing systems differently. In response Members were advised that part of the work being undertaken was to look at how existing systems could be streamlined more effectively and that there would be additional IT investment required which had been included in the budget approved in February 2024.

NOTED the report.

Meeting adjourned – 19.53pm

Meeting reconvened 20.05pm

13. Macmillan Welfare Rights Service Annual Report 2022/2023

The Head of Financial Operations introduced the report which provided an overview of the service provided by Central Bedfordshire Council's Macmillan Welfare Rights Team on behalf of Macmillan Cancer Support. It was highlighted that the partnership between Macmillan Cancer support and Central Bedfordshire Council commenced in 2007 and the service had grown in both size and reach over the years.

The service, funded by Macmillan Cancer Support, was delivered by Central Bedfordshire Council, and sat within the Customer Finance team. Over time the service had supported clients to access over £53 million in benefits and grants, had continued to maintain the Advice Quality Standard accreditation (AQS), and had been shortlisted for the Local Government Commission (LGC) 2023 Partnership award.

In light of the report, Members discussed the following in summary:

- The range of support available to people accessing the service, particularly in relation to changes in the benefit system.
- That the Service was fully grant funded by Macmillan and operated across Central Bedfordshire, Bedford Borough and the catchment area of the Northwest Anglia Foundation Trust.

- The collaborative partnership working with other voluntary sector organisations across the region.
- Whether those in receipt of benefits were struggling to keep their homes and the timing of the release of some benefits, often ranging from 16-26 weeks from the time of application. Members were advised that the delay in the administration of some other benefits was also causing problems, in particular for carers.
- The need to publicise further the work of the Service across the Council, and that a Member briefing be considered.
- Members commended the excellent work of the Macmillan Welfare Rights Service.

NOTED the report

14. Corporate Resources OSC Work Programme 2024/24 and Executive Forward Plan

AGREED the Work Programme be approved subject to the addition of the following:

- **Key Performance Indicators – 3 September**
- **An update on the Fairness Task Force – date to be confirmed.**
- **Overarching report on Complaints – date to be confirmed**

Chair

Dated

Meeting closed at 21.23

3. Members' Interests

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

4. Chair's Announcements

To receive any matters of communication from the Chair.

5. Petitions

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Part 4G of the Constitution.

6. Questions, Statements or Deputations

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Part 4G of the Constitution.

7. Call-in

To consider any decision of the Executive referred to this Committee for review in accordance with Part 4D of the Constitution.

8. Requested Items

To consider any items referred to the Committee at the request of a Member in accordance with Part 4D of the Constitution.

9. Executive Members' Update

To receive a brief verbal update from:-

- The Executive Member for Finance



Reports

10. 2024/25 Q1 Performance Report

To update Members on the Quarter 1 2024/25 performance for Central Bedfordshire Council's Strategic Plan.

Central Bedfordshire Council

3 September 2024

Corporate Resources Overview and Scrutiny Committee

2024/25 Q1 Performance Report

Report of:

Cllr Adam Zerny, Leader of the Council

Adam.Zerny@centralbedfordshire.gov.uk

Responsible Director:

Marcel Coiffait, Chief Executive

Marcel.Coiffait@centralbedfordshire.gov.uk

Purpose of this report

To report Quarter 1 2024/25 performance for Central Bedfordshire Council.

RECOMMENDATIONS

The Corporate Resources Overview & Scrutiny Committee is asked to:

1. Review performance against the Corporate Resources focussed indicators currently being used to help support the monitoring of progress against the previous Strategic Plan priorities. The suite of performance indicators is currently under review in order to align to, and enable the monitoring of, progress against the Councils new Strategic Plan, which was adopted by Full Council in April 2024, and
 - to ask the relevant officers for further information about performance against an indicator/s and/or
 - to ask the relevant officers to provide additional detail to Corporate Resources OSC members for further consideration of performance and/or
 - suggest further action for Executive as appropriate.

1. The Council identified a suite of 41 key performance indicators, aligned to the principles, priorities and outcomes within the previous strategic plan. The indicators were designed to enable monitoring of progress against the Strategic Plan.
2. From this suite, six indicators have been identified as Corporate Resource focussed.
3. The following six Corporate Resource focussed indicators reported with new data this quarter.

4. **Average speed to process housing benefit, new claims & change events**
Latest data: 16.6 days (Jun 2024) / Target: 16 days
Quarter 1 performance (April - June 24) was slightly behind target by 0.6 days. Performance is expected to improve during Quarter 2 (July - September 24) as the uptick in changes in claimants circumstances caused by the year end benefits upratings are cleared.
5. **Council tax in-year collection**
Latest data: 27.87 % (Jun 2024) / Target: 27.74%
Quarter 1 performance (April - June 24) was 0.13% ahead of target.
6. **Business rates in-year collection Rate**
Latest data: 26.53% (Jun 2024) / Target: 26.62%
Quarter 1 performance (April - June 24) was behind target by 0.09%. This slight dip in performance was due to one very large new rating assessment for a warehouse, that was billed for the first time in May 2024. Performance is expected to improve in Quarter 2 (July - September 24) as retrospective instalment payments are brought up to date.
7. **Whole Council wait times (average) seconds**
Latest data: 189 seconds (June 2024) / Target: 180 seconds
The wait time for quarter one (April to June 2024) was 189 seconds just above target of 180 seconds.
8. **Number of data protection notifications reported to the Information Commissioners Office (ICO)**
Latest data: 1 incident (Jun 2024) / Target: 0 incidents
The Council notified the Information Commissioners Office (ICO) of one data breach. The breach involved the verbal disclosure of information by a Council employee that could lead to awareness of registered Domestic Violence allegations. The ICO are still investigating the data breaches reported in November 2023 and March 2024.
9. **Percentage of Freedom of Information (FOI) Environmental Information requests (EIR) requests and completed within the statutory timeframe**
Latest data: 79% (Jun 2024) / Target: 100%
There has been a fall in the number of responses within the statutory deadline compared to the previous quarter. This is partly attributable to a 63% rise in the number of subject access requests due in this quarter (April to June 2024). There 423 Fol requests due in this period.
10. Of the six Corporate Resource focussed indicators reporting new data this quarter two are shown as Red and three as Amber. Movement from comparator data is shown as one in a positive Direction of Travel (DoT) and four in a negative Direction of Travel (DoT).

Corporate Resources Overview & Scrutiny Committee						
Strategic Plan Priority	Indicator	Reporting	Comparator Data	DoT	Latest Data	Current Status
Making the best use of resources	Average speed of processing Housing Benefit new claims and change events	Quarterly	14.3 (Jun 23)	↓	16.6	●
Making the best use of resources	Council Tax In-Year Collection Rate	Quarterly	27.74% (Jun 23)	↑	27.87%	★
Making the best use of resources	Business Rates In-Year Collection Rate	Quarterly	26.62% (Jun 23)	↓	26.53%	●
Making the best use of resources	Whole Council call wait times (average) - seconds	Quarterly	153.0 (Mar 24)	↓	189.0	●
Making the best use of resources	Number of data protection notifications reported to the Information Commissioners Office	Quarterly	1 (Mar 24)	→	1	▲
Making the best use of resources	% FOI & EIR requests completed within the statutory timeframe	Quarterly	84.3% (Mar 24)	↓	79.0%	▲

11. See Item A - Draft Executive Report - 2024/25 Quarter 1 Performance for further details of all indicators reporting this period.

Council priorities

See Item A.

Implications

See Item A.

Other Corporate Implications

See Item A.

Appendices

Item A - Draft Executive Report - 2024/25 Quarter 1 Performance

Appendix A - Strategic Plan 2022-2027

Appendix B - KPI Descriptions

Background Papers - None

Report author:

Heather Price, Head of Head of Strategy & Delivery, Transformation

(Heather.Price@centralbedfordshire.gov.uk)

ITEM A

Central Bedfordshire Council

1 October 2024

Executive

2024/25 Q1 Performance Report

Report of:

Cllr Adam Zerny, Leader of the Council
(Adam.Zerny@centralbedfordshire.gov.uk)

Responsible Director:

Marcel Coiffait, Chief Executive
(Marcel.Coiffait@centralbedfordshire.gov.uk)

This report relates to a Non-Key Decision

Purpose of this report

To report Quarter 1 2024/25 performance for Central Bedfordshire Council.

RECOMMENDATION

The Executive is asked to:

1. Review performance against the suite of performance indicators which were developed to help and support the monitoring of progress against the Councils previous Strategic Plan. The suite of performance indicators is currently under review in order to align to and enable the monitoring of progress against the Councils new Strategic Plan, which was adopted by Full Council in April 2024. Reporting will enable Members to scrutinise performance and to ask officers to further investigate as appropriate.

Executive Summary

1. Since the Council was created in 2009, it has endeavoured to strengthen Central Bedfordshire as a great place to live and work. This ambition was endorsed following extensive consultation and engagement with residents, businesses, and other stakeholders through the Vision 2050 exercise.
2. The Councils previous Strategic Plan was adopted by Full Council in February 2022. The Plan was designed to connect the high level vision for Central Bedfordshire to be a great place to live and work for everyone, with the day to day work of the Council. It was predicated on guiding principles and values and five priorities and outcomes:

The priorities and outcomes that it focused on are:

- Enabling people to live their best lives and supporting people to be independent, ensuring that we keep focused on improving health and wellbeing and supporting independent living.
- Improving educational achievement and progress, to improve social mobility and the life chances for all.
- Delivering quality housing, to meet the growing need for quality housing, including affordable housing where needed, for our residents.
- Creating opportunities for rewarding work, to address the challenges faced by more and more of our residents in work poverty.
- Making best use of resources, working efficiently and having the most positive impact on residents' lives.

3. This suite of performance indicators is currently under review in order to align to and enable the monitoring of progress against the seven key aims set out in the Council's new Strategic Plan, which was adopted by Full Council in April 2024.
4. This report presents a suite of key performance indicators, which are reported together with current performance data.
5. Where data is available, the reporting includes comparative information with previous performance.

Overview

6. The Council has identified a suite of 41 key performance indicators (two of which are in development). This is a comparable number to those that have been reported since 2016.
7. In the context of upcoming reforms to both Adult Social Care and Social Housing, additional indicators may emerge and be recommended for regular reporting later in the year. The development of refreshed service plans aligned to the Strategic Plan outcomes, may also lead to the proposal of additional indicators.
8. Data on these indicators is collected at a variety of intervals (some annually, others on a quarterly basis) and in each case the most recent available data is included.
9. Where specific targets have been agreed for key indicators, the performance is highlighted by a Red/Amber/Green system, with green symbolising an improvement in performance and red symbolising that improvement is needed.
10. Additionally, performance is highlighted by direction of travel arrows, which show if things have improved or deteriorated.
11. In addition to the suite of performance indicators, residents' perceptions of the Council's performance will also be monitored through a suite of Residents Survey questions.

Performance Indicators on Resident Perceptions

12. Since 2009, the Council has surveyed representative samples of Central Bedfordshire residents on a regular basis. The survey uses a well-established suite of questions which solicit residents' opinions on a range of universal services (e.g. Leisure, Libraries, Waste and Road Maintenance). Questions on more general perceptions of the Council are also included, for example on satisfaction with the way the Council runs things, offers value for money and keeps residents informed. Another key question relates to resident satisfaction with the area as a place to live.
13. By comparing Central Bedfordshire Council's latest responses on key questions (gathered by the survey run by the Council every other year) with national results (gathered three times a year by the Local Government Association), Members are able to track the Council's performance against national trends. It should be noted, however, that the greater the period of time that has elapsed between Central Bedfordshire Council data and national data, the less accurate the comparisons are likely to be.
14. In the grid below, data is presented from Central Bedfordshire's most recent resident research which was conducted in September/October 2022. For comparative purposes, the grid also includes the most contemporaneous national results from the LGA's June 2024 survey. When comparing the results, differences of +/-6% are considered statistically significant.
15. In the majority of instances, our local performance is in line with or exceeds national comparisons. There are no indicators that are statistically significantly below the national comparators.
16. For all of the indicator questions except one, the results for Central Bedfordshire are statistically higher (more positive) than the latest national results. The only exception being feeling the council acts on residents' concerns – although the Central Bedfordshire Council result is higher it is not statistically significant.

Indicator	Central Bedfordshire Residents Survey data (Sept 2022)	National Data (Jun 24)	Variance (Jun 24)
The local area	87%	75%	12%
How the council runs things	63%	55%	8%
Value for money	49%	38%	11%
Feeling Informed	59%	52%	7%
Feeling Council acts on residents' concerns	50%	47%	3%
Trust in Council	65%	53%	12%
Waste collection	90%	77%	13%
Libraries	80%	55%	25%
Street cleaning*	72%	57%	15%
Sport and leisure facilities	66%	56%	10%
Pavement maintenance	50%	41%	9%
Road maintenance	39%	27%	12%

Feeling safe after dark	79%	71%	8%
Feeling safe in daylight	98%	91%	7%

*Wording prior to 2022: Keeping public land clear of litter/refuse

Specific Performance Reporting on Indicators with New Data by Corporate Priority

Enabling People to Live their Best Lives

17. Percentage of adults in Central Bedfordshire taking part in sport or active recreation

Latest data: 62.7% (Nov 2023) / Target 65

Data is percentage for mid Nov 2022 to mid Nov 2023. Activity levels for the period are marginally lower (less than 1%) than the national (63.4%) and regional (63.2%) averages. The increased cost of living is considered to have an impact, particularly on less affluent and those living with other disadvantage. Low cost and free activities plus more collaboration across services continues to form part of the work to improve activity levels.

18. Homelessness: Percentage where early intervention prevented crisis situations

Latest data: 52% (Jun 2024) / Target: 59%

52% of all new assessments were early intervention cases. This is due to overall demand staying high, with more people applying at crisis point, especially single homeless clients with no fixed or settled abode making approaches. Housing supply being an issue, with the private market being unaffordable for clients in receipt of state benefits. The Council are still receiving approaches from refugees in local hotels. Only 18% of early intervention cases closed did become homeless after early intervention work was carried out.

19. Number of people supported within the community by commissioned voluntary organisations

Latest data: 7,993 (Mar 2024) / Target: 2,500

With multiple carers services, some individuals accessing more than one service and are therefore counted within this dataset multiple times. Numbers accessing carers support overall continue to grow, however the core supplier have changed their reporting method which now includes those receiving support in the form of information shared by email which contributes to this increase. The wider Voluntary and Community Sectors (VCS) offer has also increased overall. In Stroke Support, there is an increase due to the resolution of issues relating to referrals at the point of discharge from the Luton & Dunstable (L&D) hospital. Similarly, referral pathways to sensory support have been strengthened which has resulted in a small increase. In advocacy, there are increased levels of referrals for Relevant Persons Paid Representative. Autism support reported some level of increase which has been attributed to individuals needing more support early in the new year following the Christmas period. There has been an increase in numbers accessing information and advice services, particularly for support relating to welfare and benefits. Dementia support numbers remain stable, and numbers accessing tele-befriending have dropped slightly, mainly from existing customers feeling that they no longer need the support however this does follow a particularly high volume last year which is gradually reducing to previous levels.

20. Number of safeguarding concerns received, expressed as a rate (per 100,000) of Central Bedfordshire's adult (18+) population

Latest data: 290.3 concerns per 100,000 (Jun 2024) / No Target

This quarter (April to June 2024) shows a further decline in the recorded number of concerns received as a rate. This rate has decreasing results from changes to the recording of referrals. Contacts and safeguarding concerns are separated in recording, thus declining numbers due to this differentiation.

21. Residential and nursing care homes admissions for Central Bedfordshire residents

Latest data: 116.2 per 100,000 (Jun 2024) / Target: 115.3 per 100,000

This measure is above target at quarter one (April to June 2024) with a rate per 100,000 population of 116.2 against a target of 115.3. The total number of admissions is 65. This is a continuation of increasing demand for care home admissions. Work continues to be undertaken to better understand the increase in order for appropriate actions to be taken.

22. Proportion of Homecare providers with an outstanding or good CQC (Care Quality Commission) rating

Latest data: 70.5% (Jun 2024) / Target: 80%

The data for this measure is reported as a snapshot at the end of the last month in the quarter (April to June 2024), compared to a quarterly average as reported previously for the period January to March 2024. Providers awaiting CQC inspection are not included in this calculation. Further to this, there are some Homecare providers who currently do not have a CQC registered office in Central Bedfordshire. The total number of Homecare providers has remained static at 66 in quarter one (April to June 2024), which is the same as the previous quarter. Homecare providers rated outstanding or good has decreased by 1.6% (1 provider). The target of 80% has not been met this quarter.

23. Proportion of Residential & Nursing Care homes with an outstanding or good CQC (Care Quality Commission) rating

Latest data: 78% (Jun 2024) / Target: 80%

The data for this measure is reported as a snapshot at the end of the last month in the quarter (April to June 2024), compared to a quarterly average as reported previously for the period January to March 2024. This measure relates to Residential and Nursing Care Home settings for both Older People and People with a Learning Disability. Homes awaiting CQC inspection are not included in this calculation. In quarter one (April to June 2024), 78.2% have an outstanding or good CQC rating. This is a 1.6% decrease since the previous quarter and slightly below the 80% target.

24. % of all children's services assessments where Domestic Abuse is a factor

Latest data: 32.6% (Jun 2024) / No Target

Remaining consistently in the 31-36% range as per previous quarters.

25. Homeless approaches to Housing where Domestic Abuse has been the reason for the approach

Latest data: 159 (Jun 2024) / No Target

An increase in domestic abuse approaches, with numbers accounting for 14% of all approaches up from 12% from quarter four (January to March 2024). Likely attributed to better reporting but also public events such as the European Football Championship impact on domestic abuse approaches. Designated specialist domestic abuse

homeless officers are being trained up, creating greater consistency and enabling earlier intervention in case management in order to prevent crisis point. The aim is to build better partnership working with internal and external partners around domestic abuse.

26. **Section 42's completed where Domestic Abuse is a factor**

(This is set out by the Care Act 2014 and relates to the duty of the Local Authority to make enquiries, or have others do so, if an adult may be at risk of abuse or neglect)

Latest data: 48 (Jun 2024) / No Target

This measure is now looking not just at all safeguarding enquiries but at all concerns where domestic abuse features, hence the sharp rise from 3 in quarter four (January to March 2024), to 48 in quarter one (April to June 2024). This is much more indicative of the activity across the service and displays the broader remit of work on prevention where the adult may not have needs for care and support but information and advice, and/or appropriate support for signposting is provided.

Improving Educational Achievement and Progress

27. No educational indicators reporting this quarter

Delivering Quality Housing

28. **Number of empty homes returned to occupation**

Latest data: 29 properties (Jun 2024) / Target: 15 properties

During quarter one (April to June 2024), CBC's Empty Homes Team helped bring back into use 29 empty properties (target 60 per year). Renovation works have commenced at a second Compulsory Purchase Order (CPO) property (Dunstable) and plan to sell the property once these have completed. The Council already manages 8 Empty Dwelling Management Orders (EDMOs), and are in the process of preparing business cases for the next batch of EDMOs which should increase this number further during the year.

Creating Opportunities for Rewarding Work

29. **Number of Inward Investment Enquiries**

Latest data: 38 enquiries (Jun 2024) / Quarterly Target: 30 enquiries

Quarter 1 (April - June 2024) of this financial year a total of 38 enquiries were received (this time last year 37 were received) with the majority of enquiries received in May.

The target for this quarter is 30, which has been exceeded. The enquiries have been from existing businesses looking to expand / seeking additional sites in the area.

Existing businesses from Leighton Buzzard and Biggleswade are looking to expand and are in search of additional premises in Central Bedfordshire, but have multiple sites across Central Bedfordshire, followed by business start-up enquiries.

30. **Town Centre Vacancy Rates**

Latest data: 8.1% (May 2024) / Target: 11.8%

The town centre vacancy rate for May 2024 was 8.1%. This is a slight increase from the rate of 7.8% recorded for February 2024. The town centre vacancy rate for Central Bedfordshire still remains below the most recent published national rate of 14%.

The breakdown of vacant units for this period is as follows:

	Total Units	Vacant Units
Ampthill	93	6
Arlesey	16	1
Biggleswade	156	5
Dunstable	245	35
Flitwick	43	2
Houghton Regis	32	2
Leighton Buzzard	237	16
Potton	25	3
Sandy	68	6
Shefford	44	3
Stotfold	18	0

31. Apprenticeship participation ages 16-17

Latest data: 4% (Jun 2024) / Target: 4.6%

At the same period last year (April to June 2023) 5.9% of 16 and 17 year olds in apprenticeships was reported. The decrease this year is due to there being less apprenticeship opportunities in the local area.

Making Best Use of Resources

32. Average speed to process housing benefit, new claims & change events

Latest data: 16.6 days (Jun 2024) / Target: 16 days

Quarter 1 performance (April - June 24) was slightly behind target by 0.6 days. Performance is expected to improve during Quarter 2 (July - September 24) as the uptick in changes in claimants circumstances caused by the the year end benefits upratings are cleared.

33. Council tax in-year collection

Latest data: 27.87 % (Jun 2024) / Target: 27.74%

Quarter 1 performance (April - June 24) was 0.13% ahead of target.

34. Business rates in-year collection Rate

Latest data: 26.53% (Jun 2024) / Target: 26.62%

Quarter 1 performance (April - June 24) was behind target by 0.09%. This slight dip in performance was due to one very large new rating assessment for a warehouse, that was billed for the first time in May 2024. Performance is expected to improve in Quarter 2 (July - September 24) as retrospective instalment payments are brought up to date.

35. **Percentage of council rent collected, including arrears**

Latest data: 100.8% (Jun 2024) / Target: 99.9%

Quarter one (April to June 2024) shows a strong start to the year despite rent increases and the resulting administrative changes to Universal Credit & Housing Benefit entitlement processes and direct debit adjustments. The actuals include both rent and arrears collected and therefore can be over 100.0%. Significant arrears collections will always support good performance of rent collection and show as over achievement.

36. **Whole Council wait times (average) seconds**

Latest data: 189 seconds (June 2024) / Target: 180 seconds

The wait time for quarter one (April to June 2024) was 189 seconds just above target of 180 seconds.

37. **Number of data protection notifications reported to the Information Commissioners Office (ICO)**

Latest data: 1 incident (Jun 2024) / Target: 0 incidents

The Council notified the Information Commissioners Office (ICO) of one data breach. The breach involved the verbal disclosure of information by a Council employee that could lead to awareness of registered Domestic Violence allegations. The ICO are still investigating the data breaches reported in November 2023 and March 2024.

38. **Percentage of Freedom of Information (FOI) Environmental Information requests (EIR) requests and completed within the statutory timeframe**

Latest data: 79% (Jun 2024) / Target: 100%

There has been a fall in the number of responses within the statutory deadline compared to the previous quarter. This is partly attributable to a 63% rise in the number of subject access requests due in this quarter (April to June 2024).

There 423 Fol requests due in this period.

Performance Indicators currently in development

39. **The two new indicators for Quality of all Education, Health, and Care Plan (EHCPs) (including exceptions) issued within 20 weeks**

Reporting is due in 2024, following a data quality monitoring period. All new EHCPs are being quality assured by SEND (Special Educational Needs and Disabilities) managers before they are issued. This is a new multiagency EHCP audit process, which includes parent carers as auditors. The process has been co-produced with Special Needs Action Panel (SNAP), Parent Carer Forum (PCF).

Reason for decision

40. To ensure a rigorous approach to performance management across Central Bedfordshire Council.

Council priorities

41. The measures selected for the reporting of performance reflect the Council's priorities. Measures are reported under the headings in Central Bedfordshire Council's Strategic Five-Year Plan.

Implications

Legal Implications

42. This report updates the Executive on the Council's performance against the indicators set out in the report. Regular updates on the performance enables any areas of underperformance and any emerging areas of concern to be addressed, thereby facilitating the delivery of the Council's priorities set out in the Strategic Plan.

Financial and Risk Implications

43. None directly, although the Strategic Plan indicator set provides a view of the value for money delivered by the Council.

44. Effective monitoring of performance indicators mitigates the risk of failing to deliver the Council's priorities, reputational risks and the risk of failing to deliver statutory responsibilities.

Equalities and Fairness Implications

45. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

46. This report highlights performance against a range of indicators which measure how the Council is delivering against its Strategic Plan priorities. It identifies specific areas of underperformance which can be highlighted for further analysis. Whilst many of the indicators deal with information important in assessing equality, it is reported at the headline level in this report.

47. To meet the Council's stated intention of tackling inequalities and delivering services so that people whose circumstances make them vulnerable are not disadvantaged, performance data for indicators in this set is supported by more detailed performance data analysis at the service level and this is used to support the completion of equality impact assessments. These impact assessments provide information on the underlying patterns and trends for different sections of the community and identify areas where further action is required to comply with the Council's public sector equality duty.

Biodiversity and Sustainability Implications

48. Reporting of performance is key to ensuring the Council operates as a robust and transparent organisation and a broad range of indicators relating to sustainability including those covering employment, library usage, active recreation and waste are included in the Strategic Plan indicator set.

Other Corporate Implications

Public Health







49. The Strategic Plan indicator set includes measures on childhood excess weight and inequality in life expectancy.

Community Safety

50. The measures are included in the biennial resident survey and cover perception of safety both during the day and at night.

Performance Scorecard

51. Arrows in the scorecard show the performance 'direction of travel' and the RAG symbols show whether or not agreed targets are being met.

Performance Judgement	
Direction of travel (DoT)	RAG score (Standard scoring rules unless the indicator specifies alternative scoring arrangements)
 Performance is reducing	 Target missed by 10% or more
 Performance remains unchanged	 Target missed by less than 10%
 Performance is improving	 Target achieved

 No target

 No Previous data

DRAFT

Enabling people to live their best lives

	Performance will be reported	Last Reported	Latest Data	DoT	Current Status
Childhood Excess Weight: Year 6 (10-11 years)	Annual (July)	Jul 23	32%	↑	2023-24 Target Set
Inequality in life expectancy for males	Annual (March)	Mar 20	5	↑	n/a
Inequality in life expectancy for Females	Annual (March)	Mar 20	5.9	↓	n/a
% of adults in Central Bedfordshire taking part in sport or active recreation	Annual (Nov)	Nov 23	62.7%	↓	●
Homelessness: Percentage where early intervention prevented crisis situations	Quarterly	Jun 24	52%	↓	▲
Number of people supported within the community by commissioned voluntary organisations	Quarterly	Mar 24	7,993	↑	★
No. of safeguarding concerns received, expressed as a rate (per 100,000) of CB's adult (18+ pop.)	Quarterly	Jun 24	290.3	n/a	n/a
Residential and nursing care homes admissions for Central Bedfordshire residents	Quarterly	Jun 24	116.2	n/a	●
Proportion of Homecare providers with an outstanding or good CQC rating	Quarterly	Jun 24	70.5%	↓	▲
Proportion of Residential & Nursing Care homes with an outstanding or good CQC rating	Quarterly	Jun 24	78.2%	↓	●
% of all children's services assessments where Domestic Abuse is a factor	Quarterly	Jun 24	32.6%	↓	n/a
Homeless approaches to Housing where Domestic Abuse has been the reason for the approach	Quarterly	Jun 24	159	↑	n/a
Section 42's completed where Domestic Abuse is a factor	Quarterly	Jun 24	48	↑	n/a

Improving educational achievement and progress

KS4: How Central Bedfordshire's GCSE results rank nationally	Annual (Sept)	Sep 23	107	↑	Educational targets to be set for 2024 to achieve 2023 Statistical Neighbour average
KS2: % pupils who are disadvantaged reaching the expected standard in reading, writing & mathematics	Annual (Sept)	Sep 23	30.0%	↓	
KS4: Average Attainment 8 score per disadvantaged pupil	Annual (Sept)	Sep 23	29.6	n/a	
KS4: Average Progress 8 score per disadvantaged pupil	Annual (Sept)	Sep 23	-0.84	n/a	
% of children achieving a good level of development at reception	Annual (Sept)	Sep 23	67.2%	↑	
% of children in receipt of free school meals achieving a good level of development at reception	Annual (Sept)	Sep 23	40%	↓	
% of schools rated good or better by Ofsted	Annual (Sept)	Sep 23	89%	↑	

Delivering quality housing

New Homes Completions	Biannual	Mar 24	2,123	↑	★
Affordable Homes Completions	Biannual	Mar 24	709	↑	★
Number of empty homes returned to occupation	Quarterly	Jun 24	29	n/a	★

Creating opportunities for rewarding work

Percentage of Economically Active Residents in Central Bedfordshire 16-65	Annual (Dec)	Dec 23	83.7%	n/a	★
% of jobs that exist in Central Beds against working age population	Annual (Dec)	Dec 23	58.2%	↓	n/a
Number of inward investment enquiries	Quarterly	Jun 24	38	n/a	★
Town Centre Vacancy - Rates	Quarterly (Feb,May,Aug,Nov)	May 24	8.1%	↓	★
No. of CB working age (16-64) undertaking an Apprenticeship through Employment & Skills Academy	Annual (July)	Jul 23	68	↓	▲
No. of residents aged 19-64 supported by the Employment & Skills Academy (BESA)	Annual (July)	Jul 23	1,679	↑	★
Apprenticeship participation ages 16-17	Quarterly	Jun 24	4%	→	▲
% of young people aged 16-17 who are in education, employment with training or training (EET)	Annual (Dec)	Dec 23	96.3%	↑	n/a

Making the best use of resources

Average speed of processing Housing Benefit new claims and change events	Quarterly	Jun 24	16.6	↓	●
Council Tax In-Year Collection Rate	Quarterly	Jun 24	27.87%	↑	★
Business Rates In-Year Collection Rate	Quarterly	Jun 24	26.53%	↓	●
Percentage of council rent collected, including arrears	Quarterly	Jun 24	100.8%	↑	★
Whole Council call wait times (average) - seconds	Quarterly	Jun 24	189	↓	●
Number of data protection notifications reported to the Information Commissioners Office	Quarterly	Jun 24	1	→	▲
% FOI & EIR requests completed within the statutory timeframe	Quarterly	Jun 24	79%	↓	▲

Conclusions and next steps

52. The development of the Strategic Plan has been an important process and the development of key performance indicators associated with its underpinning principles and priorities and outcomes is a key part of it.

53. The Plan forms the basis of our core programme of activity. All Members and officers of the Council are accountable for the delivery of the Strategic Plan. The public, our residents and customers, will hold the Council to account for delivery as we will hold each other to account. To support this, we will monitor and report on our performance and delivery against the targets and measures set out in this report and more detailed service plans.

Appendices

Appendix A – Strategic Plan 2022 – 2027

Appendix B - KPI Descriptions

Background Papers

None

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**Central
Bedfordshire**

Our strategic plan

2022-2027



A great place to live and work.

Find us online  www.centralbedfordshire.gov.uk  www.facebook.com/letstalkcentral  [@letstalkcentral](https://twitter.com/letstalkcentral)

Leader's introduction

I am proud to have been part of Central Bedfordshire Council for over ten years. Our promise to local people has always been to be the best council we could be, delivering excellent services and giving our customers the best possible value for money. We've worked hard to deliver on that commitment and to ensure Central Bedfordshire continues to be a great place to live and work.

A lot has changed over the last few years.

The needs of our residents are changing; with growing communities, an increasingly older population, and greater demands for support from those who face disadvantage and poverty.

Economic pressures on all public services have increased, requiring us to constantly strive for more efficient ways of working and different approaches to providing services, whilst limiting the financial burden on local people.

Customer expectations have also changed, with technology playing an increasingly vital part in all our lives, as evidenced so clearly through the pandemic.

These changes can be viewed as challenges and as opportunities. What is obvious is that these demand that we refresh our thinking about the next ten years and beyond. This is why we have been working with residents, businesses and other organisations to understand what matters most to them.

Through this work, we've reached a vision for our shared future, for Central Bedfordshire to be great place for everyone, wherever they live and whatever their circumstances.

Central Bedfordshire will continue to be a great place to live and work because of everything it has to offer in terms of a beautiful environment, great housing, schools, and services. It means that this will be an increasingly prosperous place where people can fulfil their potential to be successful and happy.

Delivering on these goals will require the involvement of many organisations and people, at a local, regional, and national level. They are goals worth striving for and this strategic plan sets out how the Council will play its part in achieving them.



Richard Wenham
Leader of the Council

Central Bedfordshire – a great place to live and work.

What is driving our thinking?

Our strategic plan lays out how we will achieve the ambitions set out in Vision 2050.

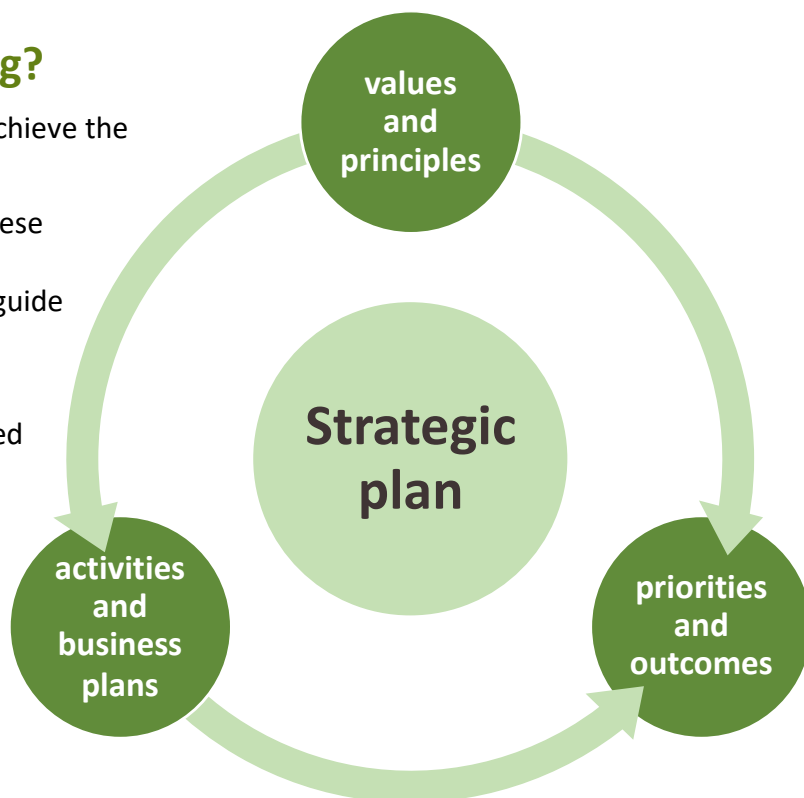
It reaffirms our **values and principles**. These determine **how** we will work with our residents, partners and colleagues. They guide our approach to the work we will do.

It outlines our **priorities and outcomes** which are the key areas we will be focused on. The areas of development we are striving towards.

It provides a framework for our **activities and business plans** which will set out in more detail what we will do across the council (as well as when and how) to deliver our **priorities and outcomes**.

The business plans will include specific targets and measures, against which we will be monitoring our progress.

Our plan shows how we will work with local businesses, our communities, voluntary and charity sector partners to make sure that Central Bedfordshire is a great place to live and work, and where everyone can lead fulfilling, happy, and healthy lives.



The focus in our plan includes the priorities set by our administration:

- Protecting the environment through comprehensive sustainability plans
- Supporting the health and wellbeing of our 290,000 residents, and ensuring the care of vulnerable residents
- Building schools for the future to meet the needs of all our young people, including those with Special Educational Needs and/ or disabilities
- Delivering homes to meet the needs of all residents
- Delivering and improving services such as roads and transport

What's happening around us

Our plan builds on our learning through the COVID-19 pandemic. We are looking to the future and our shared ambitions and Vision 2050, while keeping pragmatic and grounded. These are uncertain times, and we will review our plan regularly: at least once a year as part of our annual budget and service planning. We are aligning our financial and service planning with regular reviews, adapting and adjusting to what happens around us while remaining focused on our ambitions.

We are all too aware of the ongoing financial challenges that we face, nationally, to balance the books, and of the rapidly growing pressures on local government services. The pandemic has exacerbated both, creating a greater need for change than ever before. At the same time, the last couple of years have also shown just how much we can change. We've seen a leap forward in the take-up of technology across our communities, with most people reliant on internet services, whether to keep in touch with friends and family, do the shopping, or see the doctor.

As an organisation we've had to adapt too, with most of our staff moving to remote and flexible working almost overnight. Our democratic meetings shifted online, and we saw an increase in the number of people watching the public decision-making meetings of the council, including meetings of the Executive, Overview and Scrutiny Committees, and Full Council.

This is an exciting time for Central Bedfordshire.

As a place, we have unique advantages; we enjoy an ideal location in relation to London and other regional centres of excellence with their world-renowned academic institutions such as Oxford and Cambridge. We have unparalleled access to strategic transport links, which are set to benefit from major improvements, particularly in terms of East West connectivity. These qualities, in addition to the fabulous offer of Central Bedfordshire as a great place to live and work, mean we can look forward to continued investment and sustainable development in the years ahead.

Central Bedfordshire is already one of the most entrepreneurial and innovative areas in the UK. In the coming years, we will maximise the opportunity of our relationship with and proximity to internationally recognised leading centres for science and technology so that we are at the heart of a knowledge intensive cluster, competing internationally.

We are at the centre of the UK's 'Silicon Valley' which is helping to drive the country's investment and growth.

For our residents and businesses, our ambitions and outcomes look to build on the opportunities afforded by being among the most entrepreneurial places to start a business, with the fastest jobs growth nationally.

Changing needs across Central Bedfordshire

Needs across Central Bedfordshire are changing. Our communities are growing and we're seeing major demographic shifts in our population. People are living longer, but not necessarily in good health, and together with the National Health Service, we need to invest more to keep people well. We want to prevent people from becoming ill and reliant on institutions such as care homes and hospitals, encouraging health, wellbeing and independent lives.

Through the pandemic, we have seen increasing 'I need help' requests to community schemes. Increased calls on foodbanks and calls to Citizens Advice (with benefits, debt, employment, and housing advice the top issues raised). We've had more reports of domestic abuse, and the highest number of workers vulnerable to the risk of furlough and redundancy across our neighbours. It has never been more important for us to focus on health and wellbeing, and to come together to support our vulnerable residents, and each other.

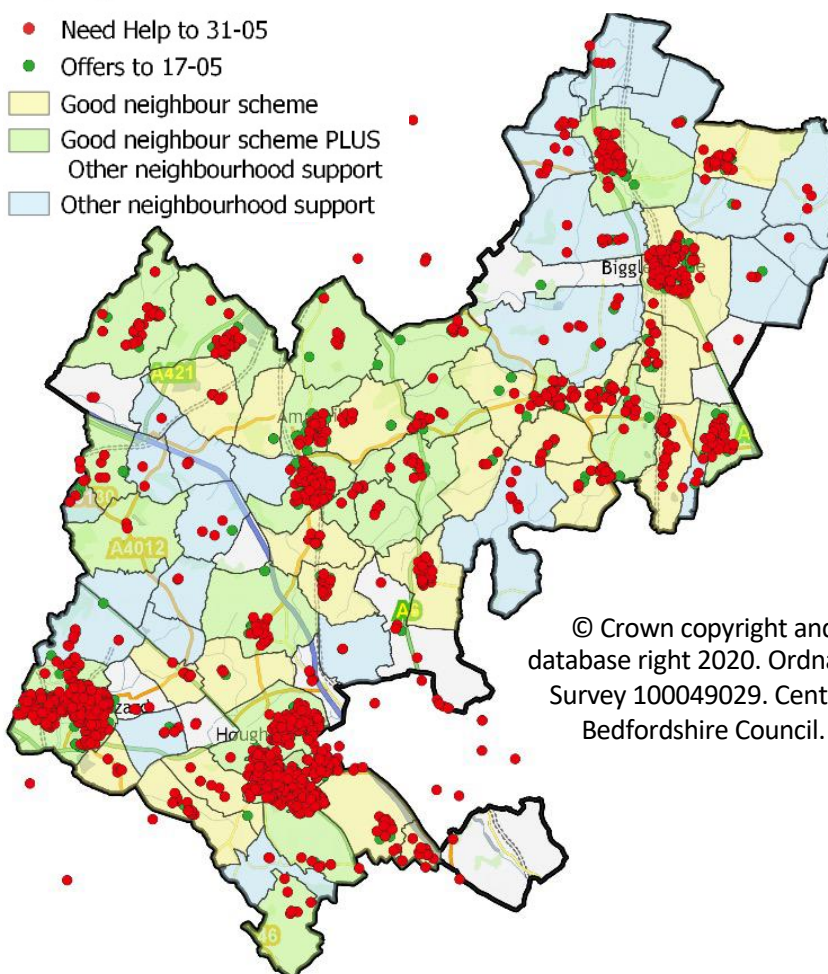
We have seen our communities coming together and support each other through local action, neighbours helping neighbours, charity groups (Good Neighbour Schemes, for example) and other voluntary, community and charity responses. There is a great opportunity to build on these strong foundations to support healthier and more resilient communities.

We need to focus on breaking the cycle of poverty. This starts with ensuring improvements in educational achievement and progress for disadvantaged young people. We will create the best opportunities for our residents to secure rewarding work and live in high-quality housing. We will create secure and sustainable conditions, with safeguards to prevent people from seeing the tables turn at any misfortune.

Need help requests/ referrals since 26 March 2020

Map key

- Need Help to 31-05
- Offers to 17-05
- Good neighbour scheme
- Good neighbour scheme PLUS Other neighbourhood support
- Other neighbourhood support



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Our values and principles (and the way that we work)

We are value-led, supported by evidence

Our values and principles underpin and inform everything that we do. They describe the type of organisation we want to be and the principles that will guide us in achieving Vision 2050 and priorities. These set out the way we will work and interact with our customers, residents, Members, and with each other. Our values are:

- **Respect and empowerment** – we will treat people as individuals who matter to us
- **Stewardship and efficiency** – we will make the best use of the resources available to us
- **Results focused** – we will focus on delivering the outcomes that make a tangible difference to people's lives
- **Collaboration** – we will work closely with our colleagues, customers, partners, and residents to deliver on these outcomes

As we look to the future, our guiding principles will be:

- **Fairness:** We want to make Central Bedfordshire a great place to live and work for everyone and we will create opportunities for everyone, lifting people out of poverty, and putting safeguards in place to avoid people slipping into poverty
- Our [economic strategy](#), building local prosperity: We want to encourage diverse and flourishing local businesses and help our residents develop skills for the future, with an inclusive education system supporting lifelong learning and developing digital skills for all
- Our **place-based** approach: Engaging with communities, partners, and stakeholders to work in partnership together to deliver what matters to people locally
- Our [sustainability plan](#): Taking on our pivotal role in leading by example in how we operate and deliver services, and evolving the attitude, practices and behaviour of residents and businesses to cut CO2 emissions from fossil fuel vehicles, homes and other buildings; ensuring that local communities and industry grow in a sustainable way

Our priorities and outcomes

With limited resources and increasing demand we must ensure that we support those who need it most. We need to do this effectively, ensuring that we manage our finances soundly to protect the universal, targeted and support services that the council provides. This means that we need to:

- listen and respond to our customers, our residents and communities, showing system leadership and working with the health service, police and others across Central Bedfordshire in partnership to achieve our shared ambitions and goals
- manage demand on our services. For example, investing in prevention, early help and offering and encouraging online access to services
- allocate resources where they are needed most. For example, to improve educational achievement and progress for disadvantaged young people
- ensure that we deliver the best value for money, whether through contracted or in-house services. For example, bringing together and designing joined-up services that are as straightforward as possible for our customers and residents to access and take up (and as efficient as possible to deliver)
- prioritise our key services and support for those with most need, in areas where we can make the most long-term difference and achieve our shared ambitions

We will continue to deliver our services and meet our customer, resident, and community needs. As we emerge from the pandemic, and new opportunities are created, we will align our activities and resources guided by our principles and values, our priorities and by Vision 2050. The five key priorities and outcomes that will be our focus are:

- Creating **opportunities for rewarding work**, to address the challenges faced by more and more of our residents in work poverty
- Delivering **quality housing**, to meet the growing need, including affordable housing, where needed, for our residents
- Enabling people to **live their best lives**, and supporting people to be independent, ensuring that we keep focused on improving health and wellbeing and supporting independent living
- Improving **educational achievement and progress**, to improve social mobility and the life chances for all
- Making the **best use of resources**, working efficiently and having the most positive impact on our residents' lives



Creating opportunities for rewarding work

With the substantial growth anticipated for Central Bedfordshire, and significant economic opportunity, including high-value new jobs across the region, we need to ensure that our residents and businesses are well-positioned to benefit from this growth. Our economic strategy is centred on the notion of building local prosperity for our communities, and ensuring our residents and businesses share in the benefits of economic growth. The economic strategy is structured around six key themes covering skills, businesses, places, infrastructure, partnerships, and the council itself.

We want to create an inclusive economy where growth and economic development directly benefit local people, and inequality is reduced. This is about supporting local people and businesses to prosper and thrive through local job creation and skills development, rather than relying on external investment to deliver growth.

Delivering quality housing

There are gaps in the local housing market, and we need to ensure that plans are in place to meet those needs, as well as growth needs. The council has set up New Vista Homes, a wholly-owned company to provide high-quality and well-designed homes that meet the community's needs, from town centre apartments, and homes for those who are downsizing, to affordable housing.

The council has historically achieved high levels of housing supply. The council is not meeting its targets for affordable housing, in part because of the high levels of housing supply, and it has consistently delivered a high number of affordable homes. The council will use Section 106 agreements within the planning system, an active acquisition programme, Housing Revenue Account (HRA) development and policy-compliant use of council land assets to deliver more affordable housing. As part of this plan, New Vista Homes will also build affordable homes for transfer to the council's Housing Service.

Five initial sites have been identified as potential sites for development (subject to planning and agreement by the council) and we aim to deliver around 250 new homes over the next 3-5 years.

Improving educational achievement and progress

We have made improvements in education, but we have more to do. Educational achievement is the key to personal improvement, economic prosperity and social mobility. We know that we need to do more to provide better opportunities for our most disadvantaged children. We are ranked 226 out of 324 local authorities for opportunities for our poorest children, lower than most neighbouring local authorities.

We scored well on opportunities for adults, but poorly for many of the education indicators used in the Social Mobility Index (developed by the Social Mobility Commission in 2017). This suggests that, although we are developing good opportunities for our residents in terms of jobs and housing, we are not preparing all our young people to take advantage of these opportunities.

Schools for the Future is our ambitious, long-term programme to raise education standards, educational achievement, and progress in Central Bedfordshire by ensuring we have the right schools, in the right places, delivering the best education. Moving to a two-tier schooling model is part of this and will be key in improving our education offer and in attracting and retaining the best teachers. The programme's objectives include:

- Improve educational outcomes at all key stages
- Ensure sufficient places (appropriately located) to best meet demand from housing growth
- Shape the future educational landscape – to provide clear educational pathways and reduce the number of transitions
- Deliver best value – to ensure schools' viability
- Facilitate more school-based SEND (special educational needs and/or disability) provision

Enabling people to live their best lives, and supporting people to be independent

A key responsibility for us as a council is to enable everyone to lead the lives that they want to lead. We focus on enabling good health and wellbeing, identifying and dealing with matters as early as possible, to prevent or delay people needing more intrusive care and support.

This ranges from our approach and focus on improving educational achievement and progress especially in early years through to our investment in housing and care (using the Housing Revenue Account and also including the establishment of our wholly-owned Central Bedfordshire Group companies). Our focus on fairness and diminishing difference are an integral part of our overall approach to health and wellbeing.

There will always be cases and times when people need additional care and support, whether on a short-term or ongoing basis. We aim to deliver the best support and support those in our care to live as independently as possible for as long as possible.

We are committed to enabling and supporting people to live their best lives in Central Bedfordshire.

Making the best use of resources

As well as the wider national context of reducing budgets and increasing demand, the council is dealing with the wide-reaching impacts of the COVID-19 pandemic, including those yet to come. The economic impacts of the pandemic including furlough, redundancies, and business failures are likely to see more people slipping into poverty and increasing need for support from the council.

To ensure that we can provide the best support to the most people we are:

- **Reviewing how we work**, including building on the home-based working that has been necessary during the pandemic (and so spending less on offices, printing, and travel costs) and streamlining our ways of working across the council
- **Redesigning some of our services, and making sure that our customers and residents are at the heart of everything that we do**, by tapping into the expertise of colleagues who deliver services (the people who know what works, and what gets in the way)
- **Using technology to create better online services** that will be the first port of call for how most of our customers and residents access our services
- **Reviewing operating costs** and the factors that increase those costs (so that we can bring the costs down)
- **Getting better deals from new contracts**, including more social value and other benefits from our contract spend

Our activities and business plans

Our activities and business plans are developed and reviewed annually as part of our Medium-Term Financial Plan (MTFP). Across the council, work has started to align service area's business plans and activities with Vision 2050 and our strategic plan. Our plans set out what we will do, when, and how to deliver our priorities and Vision 2050. We will develop and mature this process over the course of 2022/23, being more explicit about how our work links to our strategy and specifying our measures of success and the targets we are aiming for.

**Central
Bedfordshire**

Central Bedfordshire in contact

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Appendix B - Executive Key Performance Indicator Descriptions

Strategic Plan Priority - **Enabling people to live their best lives, and supporting people to be independent ensuring that we keep focused on improving health and wellbeing and supporting independent living**

Childhood Excess Weight: Year 6 (10-11 years)	Proportion of children aged 10-11 classified as overweight or obese. Children are classified as overweight (including obese) if their BMI is on or above the 85th centile of the British 1990 growth reference (UK90) according to age and sex.
Inequality in life expectancy for males	Life expectancy at birth is a measure of the average number of years a person would expect to live based on contemporary mortality rates. For a particular area and time period, it is an estimate of the average number of years a newborn baby would survive if he or she experienced the age-specific mortality rates for that area and time period throughout his or her life.
Inequality in life expectancy for Females	
% of adults in Central Bedfordshire taking part in sport or active recreation	Percentage of adults in Central Bedfordshire achieving 150 mins of physical activity a week. Sport England Active Lives Survey
Homelessness: Percentage where early intervention prevented crisis situations	This measure identifies the proportion of households who are at risk of being homeless approaching the council, or who are referred by key agencies under the 'Duty to Refer' prior to them reaching crisis point (i.e., becoming homeless), and where a full housing assessment has taken place.
Number of people supported within the community by commissioned voluntary organisations	The Council recognises that in helping people to be independent, participate in their local community and be less socially isolated or lonely, the valuable contribution voluntary and community sector organisations have in supporting this.
Number of safeguarding concerns received, expressed as a rate (per 100,000) of Central Bedfordshire's adult (18+) population	To assist the Local Authority in knowing whether people are reporting concerns and aware of situations where people may be unsafe. By representing it as a rate of the population means this can be compared this with other Local Authorities to see if there are more or less concerns reported, and whether there are any actions that should be considered when benchmarking activity.
Residential and nursing care homes admissions for Central Bedfordshire residents	The Council has a proactive approach to working with people aged 65+ whereby it recognises the importance of supporting people to be as independent as possible for as long as possible with admission to residential or nursing care only being considered where needs can no longer be met in the community.
Proportion of Homecare providers with an outstanding or good CQC rating	The current position of all Homecare providers for Older People and Learning Disabilities who have a quality rating of Good or Outstanding awarded from the regulators, Care Quality Commission (CQC). This will showcase stability and quality Care Homes in Central Bedfordshire.
Proportion of Residential & Nursing Care homes with an outstanding or good CQC rating	The current position of all Residential and Nursing providers for Older People and Learning Disabilities who have a quality rating of Good or Outstanding awarded from the regulators, Care Quality Commission (CQC). This will showcase stability and quality Care Homes in Central Bedfordshire.

% of all children's services assessments where Domestic Abuse is a factor	The total number of all types of assessments that Children's Services are able to conduct, and the percentage of those where domestic abuse is a factor within the family, which causes a concern.
Homeless approaches to Housing where Domestic Abuse has been the reason for the approach	The total number of households who have made homelessness approaches to the local authority for Housing Advice & Assistance where Domestic Abuse is cited as a factor for housing need. Due to the vast under reporting of domestic abuse increases can be seen as a positive. They identify that individuals feel safe enough to report and identifies how many individuals are then signposted to support services to assist them to recover from Domestic Abuse.
Section 42's completed where Domestic Abuse is a factor	The total number of Section 42 reports that are received to CBC Adult Safeguarding where domestic abuse is cited as a factor. Due to the vast under reporting of domestic abuse increases can be seen as a positive. (Section 42 enquiry relates to the duty of the Local Authority to make enquiries, or have others do so, if an adult may be at risk of abuse or neglect. This happens whether or not the authority is providing any care and support services to that adult. As set out by the Care Act 2014)
Number of hours recorded usage of public access wifi in Libraries	This figure is sourced from CBC ICT on how many hours the free public wi-fi is accessed by the public across libraries in CBC

Strategic Plan Priority - Improving educational achievement and progress, to improve social mobility and the life chances for all

Number of visits to a library or online	The total number of visits in person to libraries and how many visits were to the online resources that the library service provides.
KS4: How Central Bedfordshire's GCSE results rank nationally	Attainment 8 measures the average achievement of pupils in up to 8 qualifications including English (double weighted if the combined English qualification, or both language and literature are taken), maths (double weighted), three further qualifications that count in the English Baccalaureate (EBacc) and three further qualifications that can be GCSE qualifications (including EBacc subjects) or any other non-GCSE qualifications on the DfE approved list.
KS2: % pupils who are disadvantaged reaching the expected standard in reading, writing & mathematics	This measure is the Council's national performance for the % of Children reaching the expected standard in Key stage 2 reading, Writing and Mathematics.
KS4: Average Attainment 8 score per disadvantaged pupil	This measure is the Council's performance of Disadvantaged Pupils for the average Attainment 8 performance of all pupils taking GCSE or equivalent qualifications
KS4: Average Progress 8 score per disadvantaged pupil	This measure is the Council's performance of Disadvantaged Pupils for the average Progress 8 performance of all pupils taking GCSE or equivalent qualifications
% of children achieving a good level of development at reception	Children defined as having reached a good level of development at the end of the Early Years Foundation Stage as a percentage of all eligible children
% of children in receipt of free school meals achieving a good level of development at reception	Children with free school meal status defined as having reached a good level of development at the end of the Early Years Foundation Stage as a percentage of all eligible children with free school meal status

% of schools rated good or better by Ofsted	Percentage of School rated good or outstanding at the most recent Ofsted inspection.
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Strategic Plan Priority - **Delivering quality housing**, to meet the growing need for quality housing, including affordable housing where needed, for our residents

New Homes Completions	New homes completed in Central Bedfordshire. Reporting enables to measure completions against the new Local Plan annual completions requirement of 1,967 net dwelling completions.
Affordable Homes Completions	New affordable homes completed in Central Bedfordshire. Reporting enables to measure completions against the Local Plan annual affordable housing completions requirement of 408 affordable housing completions.
Number of empty homes returned to occupation	Empty Homes are a wasted resource, particularly when there is such high demand for affordable homes. The Council's Housing Service works to help owners of empty homes bring their properties back into use, by providing advice and assistance. However, where owners refuse to tackle their empty properties, the Council will, as a final option, use various types of enforcement to bring properties back into use.

Strategic Plan Priority - **Creating opportunities for rewarding work**, to address the challenges faced by more and more of our residents in work poverty

Percentage of Economically Active Residents in Central Bedfordshire 16-65	Residence-based labour market survey encompassing population and economic activity. It is specific to the Central Bedfordshire Local Authority area, the number residents who are contributing to the labour force and the local economy relative to the workforce age group population which is 16 to 65 years. Source: Annual Population Survey of the Office of National Statistics.
% of jobs that exist in Central Beds against working age population	Percentage of total employments in Central Bedfordshire, relative to the workforce population. Data from the Annual Population Survey, collated by the Office of National Statistics.
Number of inward investment enquiries	Enquiries received from prospective new businesses to Central Bedfordshire and existing businesses wanting to relocate/expand/resize.
Town Centre Vacancy Rates	Survey of vacant retail units in Dunstable; Leighton Buzzard; Stotfold; Sandy; Shefford; Houghton Regis; Flitwick; Biggleswade; Potton; Arlesey; Ampthill, as a percentage of total number of units. Due to the changing nature of town centres, retail-type units that provide other town centre related services are included in the total number.

No. of CB working age (16-64) undertaking an Apprenticeship through the Employment & Skills Academy	The number of Central Bedfordshire residents aged 16-64 undertaking an apprenticeship with the Employment and Skills Academy (BESA).
No. of residents aged 19-64 supported by the Employment and Skills Academy	The number of Central Bedfordshire residents aged 19-64 who have undertaken a skills or wellbeing course with the Bedfordshire Employment and Skills Academy (BESA) in that academic year to date.
Apprenticeship participation ages 16-17	Central Bedfordshire's proportion of young people in Apprenticeships aged 16-17
% of young people aged 16-17 who are in education, employment with training or training (EET)	This is the number of 16- to 17-year-olds in education, training, and employment. Source: Department for Education time series data.

Strategic Plan Priority - **Making the best use of resources**, *working efficiently and having the most positive impact on our residents' lives, making the best use of resources*

Average speed of processing Housing Benefit new claims and change events	The average time taken in calendar days to process all new claims and change events in Housing Benefit.
Council Tax InYear Collection Rate	The collection rate is a calculation of the Council Tax paid in the current financial year as a percentage of the Council Tax raised/billed in respect of the current financial year.
Business Rates InYear Collection Rate	The collection rate is a calculation of the Business Rates paid in the current financial year as a percentage of the Business Rates raised/billed in respect of the current financial year.
Percentage of council rent collected, including arrears	The rent collected year-to-date as a percentage of the rent due year-to-date, for all current General Needs and Housing for Older People tenancies (Excluding TA, Non-Central Bedfordshire Council Garages and Court Costs). The social landlord rent collected should be the actual rent and service charge income received in the period, and no adjustments should be made for late Housing Benefit payments, pre-payments or post-payments.
Whole Council call wait times (average) seconds	Where a service area uses the Cirrus telephony platform for their customer contact, the target is to answer calls in under 3 minutes (180.0 seconds).
Number of data protection notifications reported to the Information Commissioners Office	The number of incidents that have been reported to the Information Commissioners Office by CBC.
% FOI & EIR requests completed within the statutory timeframe	Percentage number of Freedom of Information (FOI) and Environmental Information (EIR) requests completed within the statutory time frame (20 working days).

11. 2024/25 Q1 Budget Monitoring reports - June 2024 Revenue and Capital

To update Members on the forecast
outturn position against approved budgets
for 2024/25 (Revenue and Capital) as at
the end of June 2024.

Central Bedfordshire Council**03 September 2024****Corporate Resources Overview and Scrutiny Committee**

2024/25 Q1 Budget Monitoring Reports – June 2024 Revenue and Capital

Report of:

Councillor John Baker, Executive Member for Financejohn.baker@centralbedfordshire.gov.uk**Responsible Director:**

Denis Galvin, Director of Finance & S151 Officer

denis.galvin@centralbedfordshire.gov.uk**This report relates to a decision that is Key**

Purpose of this report

The reports set out the forecast outturn position against the approved budgets for 2024/25 (Revenue and Capital) as at the end of June 2024.

RECOMMENDATIONS**The Committee is asked to:-**

- 1. Consider the reports and associated appendices which are due to be presented to the 10 September 2024 Executive Committee and comment as necessary, focusing on the following areas:**
 - **Chief Executive**
 - **Resources**
 - **Assets**
 - **Corporate Costs**

Appendices**Item A:** 2024/25 Q1 Forecast Outturn Revenue budget monitoring report and Appendix A - C**Item B:** 2024/25 Q1 Forecast Outturn Capital budget monitoring report and Appendix A

ITEM A**EXECUTIVE**06 August 2024

Revenue Budget Monitoring Q1 (June) 2024/25

Report of

Councillor John Baker, Executive Member for Financejohn.baker@centralbedfordshire.gov.uk**Responsible Director:**

Denis Galvin, Director of Finance & S151 Officer

denis.galvin@centralbedfordshire.gov.uk**This report relates to a Key Decision**

Purpose of this report: The report sets out the forecast outturn financial position for 2024/25 as at the end of June 2024 (Q1). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report. Details of Directorate spend is set out below in Appendix A.

This report enables the Executive to consider the overall financial position of the Council.

RECOMMENDATIONS

Executive is asked to:

- 1. Note the forecast revenue outturn position for 2024/25 which is on budget after applying the budgeted contingency and use of reserves.**
- 2. Request that officers continue to take the necessary action to mitigate any overspends.**

Executive Summary

1. The forecast position after reflecting release of Contingency is a balanced budget.
2. Chief Executive, Resources and Corporate costs are forecast to be on budget.
3. Children's Services forecast £0.7M overspend. This is due to £0.5M Children in Care (CiC) Placements and £0.2M SEND Enhance Education Health and Care plan (EHCP) Writers.
4. Adult Social Care and Housing General Fund forecast £0.9M overspend. Mainly due to increased demand and placement costs against Nursing, Residential placements, and Learning disabilities.
5. Place and Communities forecast £2.3M overspend. This is mainly due to £2.1M Environment and £0.9M Development Infrastructure overspend, offset by savings in Business Investment and Client & Development. The Environment overspend is mainly due to waste collection, increased tonnage, and Household Waste Recycling Centre (HWRC) increased costs. Development Infrastructure overspend is driven by a reduction in Planning Income.
6. Public Health is on budget.
7. The table below details the full year variances by directorate:

Table 1

Directorate	Year to Date - June			Full Year		
	Budget	Actuals	Variance	Budget	Forecast	Variance
	£m	£m	£m	£m	£m	£m
Chief Executive's	0.8	0.8	(0.0)	3.1	3.1	0.0
Resources	8.1	7.5	(0.6)	31.0	31.0	(0.0)
Corporate Costs	3.5	3.5	(0.0)	14.1	14.1	0.0
Children's Services	16.8	17.6	0.8	67.2	67.9	0.7
SCHH	24.6	23.3	(1.3)	98.3	99.2	0.9
Place and Communities	12.9	13.5	0.6	51.7	54.0	2.3
Public Health	(0.0)	(0.2)	(0.2)	0.0	0.0	0.0
Total Excl Landlord Business (HRA)	66.7	65.9	(0.8)	265.3	269.3	3.9
Contingency / Reserves					(3.9)	(3.9)
Full Year Forecast Outturn	66.7	65.9	(0.8)	265.3	265.4	0.0

Reserves Position - Net movement in Earmarked Reserves

8. Table 2 below shows the net movement in earmarked reserves during 2024/25.

Table 2

	£M
Opening Balance (exc. GF Reserves)	(36.1)
MTFP Planned Use of Reserves	15.1
Directorate Use of Reserves - use for purpose created	5.3
Use of reserves	20.4
Closing Balance EMR	(15.7)
General Fund Reserve	(26.4)
Total EMR and GF Reserves	(42.1)

9. As reported in the Medium Term Financial Plan approved in February 2024, a number of reserves were utilised in order to balance the 2024/25 budget.

General Reserves

10. The opening position for 2024/25 is £26.4M. There are no further planned uses or additions in 2024/25.

Council Priorities

11. At its meeting of the full Council in April 2024, Central Bedfordshire Council endorsed its new Strategic Plan.
12. This document identified the Core Aims of the Council which are:
- Get the right homes in the right places and ensure housing growth and infrastructure are carefully considered.
 - Be ambitious in our plans towards improving and maintaining the roads and travel network.
 - Ensure that environmental, sustainability and climate resilience impact will be at the heart of all Council decision-making.
 - Create opportunities for all children and young people to reach their full potential.
 - Enable people to live active, healthy, and independent lives.

- Enable the right care, at the right time, in the right place for those in need of support.
- Provide the environment for economic prosperity in which existing businesses can grow and new ones will move to the area.

Legal Implications

13. None

Financial Implications

14. The financial implications are set out in the report.

Equalities Implications

15. Equality Impact Assessments were undertaken prior to the allocation of the 2024/25 budgets and Members were advised of significant equality implications relating to the budget proposals when setting the Council's Budget in February 2024.

Sustainability Implications

16. This report focuses on Q1 budget monitoring, and whilst this is key to supporting the Council to deliver its priorities (including sustainability) it does not focus specifically on the outcomes delivered. With respect to sustainability this is covered through performance monitoring and the annual progress report for the Council's Sustainability Plan which is brought to scrutiny committee for review and comment and published on the council's website.

Appendices

Appendix A - Detailed Directorate Spend
Appendix B - Debt Management
Appendix C - Treasury Management

Appendix A – Detailed Directorate Commentary

The following tables reflect the Directorate spend with explanations for variances over £0.1M.

Chief Executive

1. The Chief Executive forecast outturn position is on budget.

	Current Budget (YTD)	Actuals (YTD)	Variance (YTD)	Approved Budget (Full Year)	Forecast Outturn (Full Year)	Forecast Variance (Full Year)
	£	£	£	£	£	£
Chief Executive	829,108.55	817,981.79	(11,126.76)	3,134,450.41	3,134,450.41	0.00
Chief Executive	170,084.47	144,137.79	(25,946.68)	589,677.66	578,908.13	(10,769.53)
Service Development	352,601.18	392,906.39	40,305.21	1,383,158.70	1,399,535.02	16,376.32
Communications	306,422.90	280,937.61	(25,485.29)	1,161,614.05	1,156,007.26	(5,606.79)

Resources

2. Resources forecast outturn position is on budget.

	Current Budget (YTD)	Actuals (YTD)	Variance (YTD)	Approved Budget (Full Year)	Forecast Outturn (Full Year)	Forecast Variance (Full Year)
	£	£	£	£	£	£
Resources	8,060,631.55	7,466,018.01	(626,525.02)	30,986,689.79	30,975,024.80	(11,664.99)
Director of Resource	29,142.63	21,537.55	(7,605.08)	105,050.90	105,050.90	0.00
Monitoring Officer	50,850.67	53,845.94	2,995.27	199,701.34	199,701.34	0.00
Revenue & Benefits	815,330.93	742,609.37	(72,721.56)	3,070,150.49	3,038,041.44	(32,109.05)
Governance	732,725.67	616,542.56	(116,183.11)	2,811,038.54	2,811,140.65	102.11
Finance	1,557,696.76	1,520,526.27	(37,170.49)	5,835,249.68	5,835,249.70	0.02
People	813,858.21	793,756.48	(20,101.73)	3,128,750.35	3,128,750.11	(0.24)
Legal Services	698,484.24	941,101.56	242,617.32	2,772,836.57	2,772,836.57	0.00
Information Technology	2,548,524.30	2,045,421.74	(503,102.56)	10,004,409.36	10,004,409.36	0.00
Internal Audit	209,392.18	208,227.61	(1,164.57)	816,826.49	816,750.66	(75.83)
Customer Services	604,625.95	522,448.93	(82,177.02)	2,242,676.07	2,263,094.07	20,418.00

Corporate Costs

3. Corporate Costs forecast outturn position is on budget.

	Current Budget (YTD)	Actuals (YTD)	Variance (YTD)	Approved Budget (Full Year)	Forecast Outturn (Full Year)	Forecast Variance (Full Year)
	£	£	£	£	£	£
Corporate Costs	3,493,729.77	3,493,729.77	(0.00)	14,076,931.33	14,076,931.33	0.00
Corporate Costs	2,307,368.37	2,307,368.37	(0.00)	9,229,473.50	9,229,473.50	0.00
Cross Council Efficiencies	(464,513.60)	(464,513.60)	(0.00)	(1,756,042.17)	(1,756,042.17)	0.00
Contingency & Reserves	1,650,875.00	1,650,875.00	0.00	6,603,500.00	6,603,500.00	0.00

Children's Services

4. Children's Services forecast is a £0.7M overspend. This is mainly due to Children in Care (CiC) Placements £0.5M and £0.2M Enhance Education Health & Care Plan (EHCP) Writers. The CiC Placement overspend is primarily due to;

- £1.24M Residential Placements (Budget 17 Full Time Equivalent (FTE) Placements, Forecast 18.2 FTE. Budget £5,780 per week (pw) Forecast £6,341 pw)
- (£0.31M) Children with Disabilities Residential (Budget 9 FTE, Forecast 6.3 FTE. Budgeted £4,093 pw, Forecast £4,933 pw)
- £0.25M Semi-Independent Over 18 (Budget 0, Forecast 3.5 FTE, £1,399 pw)
- (£0.65M) Semi-Independent Under 18 (Budget 18 FTE, Forecast 11.8 FTE)
- (£0.11M) Independent Fostering Agency (Budget 94 FTE, Forecast 92.1 FTE)
- (£0.1M) In House Fostering (Budget 145 FTE, Forecast 136.4 FTE)
- £0.1M Maythorn. Primarily building repairs and maintenance

	Current Budget (YTD)	Actuals (YTD)	Variance (YTD)	Approved Budget (Full Year)	Forecast Outturn (Full Year)	Forecast Variance (Full Year)
	£	£	£	£	£	£
Children Services	16,793,695.55	17,565,606.92	771,911.37	67,174,782.20	67,896,855.37	(722,073.17)
Director of Children's Services	180,648.87	109,353.76	(71,295.11)	722,595.46	722,595.46	0.00
Resources	773,822.98	817,330.27	43,507.29	3,095,291.92	3,095,291.92	0.00
AD Social Care & Early Help	6,782,783.75	6,319,994.70	(462,789.05)	27,131,135.01	27,131,135.01	(0.00)
CiC Placement Costs	3,128,842.03	3,768,258.90	639,416.87	12,515,368.11	13,057,081.28	541,713.17
Education, SEND & Inclusion	1,431,253.21	1,592,150.62	160,897.41	5,725,012.86	5,905,372.86	180,360.00
Educational Transport	4,833,657.21	5,295,831.67	462,174.46	19,334,628.84	19,334,628.84	0.00
Central DSG / YPLA	(337,312.50)	(337,313.00)	(0.50)	(1,349,250.00)	(1,349,250.00)	0.00

5. The comparative data in the tables below show the summary of Looked After Children placements for June 2023 and June 2024.

	Jun-23	Jun-24	% change	Budgeted Number
Number of Children In Care (exc Separated Migrant Children):	323	310	-4.0%	
In House Foster Placements	146	145	-0.7%	145
Independent Foster Placements (Inc. Mother & Baby IFA's)	96	94	-2.1%	94
Residential Placements	14	18	28.6%	17
CWD Residential Placements	5	5	0.0%	9
Clophill Children's Home	1	0	-100.0%	0
CWD Setting One	4	4	0.0%	4
CWD Setting Two	0	1	0.0%	N/A
Semi - Independent Living (16-17)	14	15	7.1%	18
Supported Lodgings (16-18)	4	0	N/A	0
Parent & Baby	1	2	0.0%	N/A

Placed for Adoption	21	11	-47.6%	N/A
Placed with Parents	17	15	-11.8%	N/A
YOs serving custodial sentences/Temp Accom/YO/NHS	0	0	0.0%	N/A
Separated Migrant Children (SMC) :	53	56	5.7%	
In House Foster Placements	5	5	0.0%	N/A
Independent Foster Placements	19	20	5.3%	N/A
Semi Independent Living (aged 16 & 17)	29	31	6.9%	N/A
Supported Lodgings (16-18)	0	0	0.0%	N/A
Total Number of LAC:	376	366	-2.7%	

	Jun-23	Jun-24	% change	Budgeted Number
Care Leavers 18+:	16	13		
Staying Put Accommodation	11	10	-9.1%	N/A
Semi - Independent Living (18+)	5	3	-40.0%	N/A
Supported Lodgings (18+)	0	0	N/A	N/A
Former UASC Care Leavers 18+:	114	136		
Staying Put Accommodation	1	2	100.0%	N/A
Semi - Independent Living (18+)	58	57	-1.7%	N/A
Supported Lodgings (18+)	1	0	N/A	N/A
18+ No Accommodation cost to CBC (Universal Credit)	54	77	42.6%	N/A
Total Number of Care Leavers 18+:	130	149		

	Jun-23	Jun-24	% change	Budgeted Number
Non care placements :				
Special Guardianship Orders	199	191	-4.0%	205
Residential Orders	14	17	21.4%	11
Adoption Allowances	59	57	-3.4%	60

Social Care, Health and Housing (SCHH)

6. Adult Social Care and Housing General Fund forecast is a £0.9M overspend. Mainly due to an overspend in Community Assessment £2.2M and Commissioning £0.4M, offset by forecast underspend in Resources (£1.2M) and Care and Support (£0.4M).

7. Community Assessment £2.2M is due to demand as follows:

Older People:

- £2.7M Nursing – (Budget 147 FTE, Forecast 196 FTE)
- £2.2M Residential – (Budget 355 FTE, Forecast 396)
- £0.8M Homecare – (Budget 784 FTE, Forecast 819 FTE)
- £0.9M Extra Care

- (£3.4M) Additional client income

Learning Disability:

- £1.0M Supported Living (Budget 157 FTE, Forecast 169 FTE)
- (£0.3M) Client Contributions

Mental Health:

- £1.0M Supported Living (Budget 64 FTE, Forecast 84 FTE)

Physical Disability:

- £0.1M Residential – (Budget 12 FTE, Forecast 14 FTE)
- (£3.1M) offset with use of provision

8. Commissioning £0.4M - relates to delays in the capital programme linked to revenue efficiencies.

9. Resources: (£1.2M) underspend as follows:

- (£0.53M) – Local Authority hospital discharge funding
- (£0.12M) - Staffing underspend across the contracting teams
- (£0.13M) – Learning Disability block contract
- (£0.10M) - Social care reform costs
- (£0.10M) - Community equipment service
- (£0.16M) - General items

10. Care & Support (£0.4M) - The forecast underspend is due to the planned closure of an in-house residential care home at the end of December 2024, the forecast reflects that the home will only be open for 9 months of the financial year.

	Current Budget (YTD)	Actuals (YTD)	Variance (YTD)	Approved Budget (Full Year)	Forecast Outturn (Full Year)	Forecast Variance (Full Year)
	£	£	£	£	£	£
Social Care, Health	24,569,510.30	23,305,027.64	(1,264,482.66)	98,278,041.20	99,190,657.40	912,616.19
Director of Social Care	67,836.10	97,816.82	29,980.72	271,344.41	250,015.38	(21,329.03)
Housing Solutions (GF)	1,108,659.47	851,504.09	(257,155.38)	4,434,637.89	4,434,637.89	0.00
Adult Social Care	42,913.65	55,253.07	12,339.42	171,654.59	180,933.20	9,278.61
Safeguarding/PSW/OT	386,775.31	318,583.91	(68,191.40)	1,547,101.25	1,560,993.15	13,891.90
Care and Support	3,218,145.06	2,786,646.67	(431,498.39)	12,872,580.23	12,425,068.17	(447,512.06)
Community Assess	20,904,885.32	22,835,879.18	1,930,993.86	83,619,541.26	85,786,026.93	2,166,485.67
Commissioning	655,945.78	1,147,353.11	491,407.33	2,623,783.13	3,022,378.80	398,595.67
Resources - SCHH	(1,815,650.45)	(4,788,009.27)	(2,972,358.82)	(7,262,601.78)	(8,469,396.13)	(1,206,794.35)

Place & Community

11. Place and Communities forecast is a £2.3M overspend.

12. This is mainly due to Environment forecasting a £2.1M overspend as follows

- £1.16M overspend on waste collection and street cleansing contracts due to contract inflation

- £0.40M overspend on landfill tax due to additional tonnages
- £0.30M overspend on dry recycling due to increased cost and tonnages
- £0.17M overspend on Household waste recycling centres due to increased tonnages and cost of disposal of paint and dirty wood

13. Development Infrastructure £0.9M as a result of a £1.35M reduction in income from Planning applications, due to a continued slowing down in the number of applications offset by (£0.39M) underspend in salary costs, due to vacancies.
14. Business Investment (£0.2M) as follows - (£0.08M) underspend on salaries due to vacancies, (£0.06M) underspend on professional services due to reduction in planned works and (£0.05M) increase in the use of Levelling Up Fund Growth Capacity Support Payments.
15. Client & Development (£0.1M), a (£0.32M) underspend on salaries in Building Control due to vacancies and recharges to the Flood Risk Grant offset by a £0.12M decrease in building control income due to reduced applications.

	Current Budget (YTD)	Actuals (YTD)	Variance (YTD)	Approved Budget (Full Year)	Forecast Outturn (Full Year)	Forecast Variance (Full Year)
	£	£	£	£	£	£
Place and Communities	12,924,616.13	13,516,471.61	591,855.48	51,698,464.51	54,014,006.81	2,315,542.30
Place & C Director	83,648.88	71,311.45	(12,337.43)	334,595.53	334,355.05	(240.48)
Highways	1,563,515.37	914,272.12	(649,243.25)	6,254,061.47	6,254,061.47	0.00
Transport	1,116,508.67	1,219,598.65	103,089.98	4,466,034.68	4,400,298.22	(65,736.46)
Public Protection	469,102.88	470,481.85	1,378.97	1,876,411.52	1,878,590.99	2,179.47
Business Performance	78,553.97	71,037.84	(7,516.13)	314,215.88	328,427.76	14,211.88
Environment	5,547,715.94	6,217,776.57	670,060.64	22,190,863.74	24,274,962.98	2,084,099.24
Leisure	334,501.34	354,614.87	20,113.53	1,338,005.37	1,289,777.97	(48,227.40)
Libraries	753,310.79	707,801.03	(45,509.76)	3,013,243.14	2,962,359.53	(50,883.61)
Community Safety	649,210.98	659,920.76	10,709.78	2,596,843.93	2,498,529.16	(98,314.77)
Parking	(148,028.51)	(170,489.54)	(22,461.03)	(592,114.04)	(663,336.34)	(71,222.30)
Client & Development	418,783.48	715,518.65	296,735.18	1,675,133.90	1,567,297.92	(107,835.98)
Business, Investment	433,536.86	292,652.91	(140,883.95)	1,734,147.44	1,517,664.60	(216,482.84)
Development Infrastr	419,973.37	554,674.38	134,701.01	1,679,893.48	2,569,144.12	889,250.64
Corporate Assets	231,109.07	330,730.12	99,621.06	924,436.26	946,881.01	22,444.75
Capital Construction	37,439.98	142,887.09	105,447.11	149,759.92	149,759.92	0.00
Facilities Management	766,146.93	787,597.10	21,450.17	3,064,587.70	3,064,587.79	0.09
Sustainability	169,586.15	176,085.76	6,499.61	678,344.59	640,644.66	(37,699.93)

Public Health

16. Public Health remains ring fenced and is forecasting to budget (net nil as all grant funded).

	Current Budget (YTD)	Actuals (YTD)	Variance (YTD)	Approved Budget (Full Year)	Forecast Outturn (Full Year)	Forecast Variance (Full Year)
	£	£	£	£	£	£
Public Health	(0.00)	(248,670.33)	(248,670.33)	(0.00)	0.37	0.37

Appendix B - Debt Management

- Overall debt in June is £18.9M. Within that £7M is under 60 days (37%) and debt over 61 days is £11.9M (63%).
- Of the Over 60 days - £9.5M is actively being chased, £223k have instalment arrangements in place. £1.2M is being dealt with through legal channels, £67k is secured with charges, £833k is in dispute and £71k has been identified for write off.
- A further £2M is in respect of house Sales.

Jun-24																
DIRECTORATE	1 to 14 Days		15 to 30 Days		31 to 60 Days		61 to 90 Days		91 to 270 days		271 to 365 days		1 year and over		Total Debt	
	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%
Social Care Health & Housing	1,732	14%	816	7%	566	5%	602	5%	2,245	18%	1,202	10%	5,336	43%	12,499	100%
Children's Services	33	3%	18	2%	186	18%	19	2%	344	33%	163	16%	277	27%	1,040	100%
Chief Executive	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	65	100%	65	100%
Place & Communities	1,076	22%	2,020	42%	394	8%	185	4%	584	12%	-13	0%	597	12%	4,843	100%
Finance	30	9%	30	9%	17	5%	9	3%	192	55%	8	2%	65	19%	351	100%
Corporate	2	0%	0	0%	0	0%	0	0%	1	0%	0	0%	1	0%	4	0%
Public Health	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
HRA	34	25%	8	6%	19	14%	7	5%	39	29%	9	7%	20	15%	136	100%
Schools	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Unallocated & Non Directorate	0	0%	-22	29%	-1	1%	-4	5%	-22	29%	-5	6%	-23	30%	-77	100%
GRAND TOTAL	2,907	15%	2,870	15%	1,181	6%	818	4%	3,383	18%	1,364	7%	6,338	34%	18,861	
PREVIOUS MONTH	2,915		2,831		1,022		970		2,920		1,284		6,161		18,103	

Write Off Summary

- The summary of write offs for Quarter One is as follows:

SUMMARY Q1 Apr - June		
WRITE OFF	NUMBER	VALUE
£0 - £5,000	27	£ 9,829.47
£5,000 - £10,000	0	£ -
£10,000 - £50,000	3	£ 51,726.31
>£50,000	0	£ -
TOTAL	30	£61,555.78
(of which Legacy £0)		

Appendix C – Treasury Management Dashboard

Borrowing

- On 30 June 2024, the Council's total borrowing was £625.8M. Of this amount, £429.3M was with the Public Works Loan Board (PWLB), £183.0M was short-term temporary borrowing from other local authorities and £13.5M was market debt from banks. The table below also shows the split between the General Fund and HRA.

	PWLB Fixed Rate Debt £M	Short-Term Variable Rate Debt £M	Market Fixed Rate Debt £M	Total £M
General Fund	179.3	176.0	13.5	368.8
HRA	250.0	7.0	0.0	257.0
TOTAL	429.3	183.0	13.5	625.8

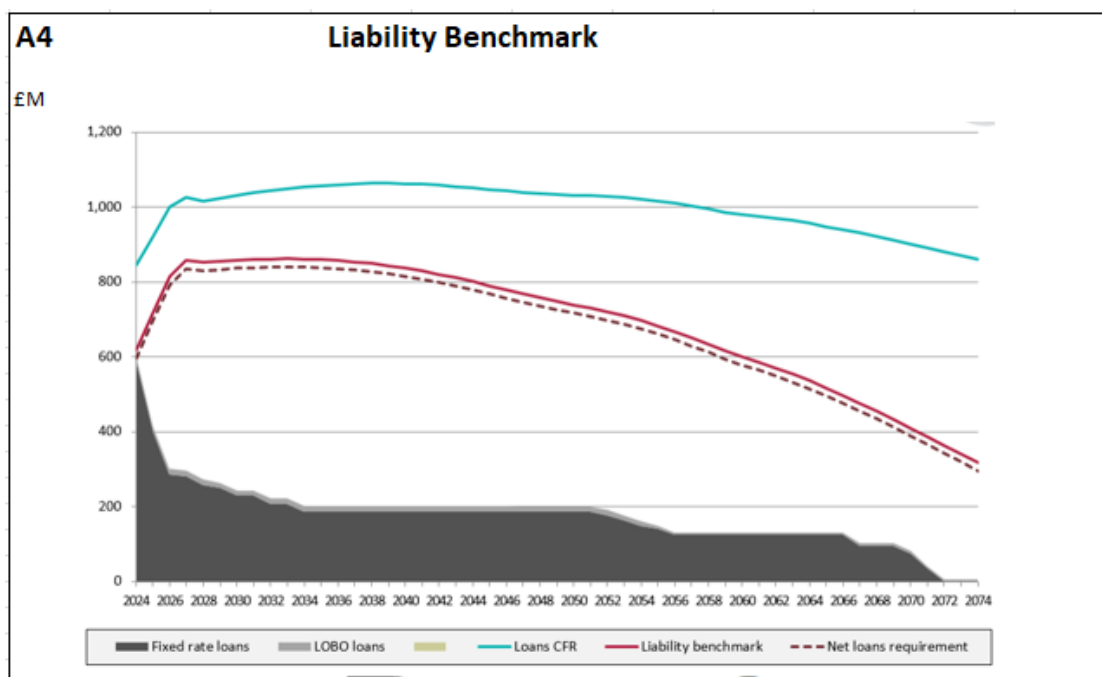
- The Council's debt is split between 68.6% PWLB fixed interest rate debt, 29.2% short-term variable rate debt and 2.2% market (LOBO) fixed interest rate debt; this is shown in A1 on the Treasury Management Performance Dashboard.
- A2 shows that the Council's average cost of borrowing was 3.7% between 1 April 2024 to 30 June 2024, up from 3.3% for the same period a year ago.
- In accordance with the Council's borrowing strategy, new short-term temporary borrowing from other local authorities was taken out between 1 April 2024 and 30 June 2024 at a cost of between 5.3% p.a. and 5.4% p.a. (inclusive of brokerage fees).
- The General Fund interest payable budget of £18.0M for the year is forecast to be overspent in 2024/25 by around £2.2M which has arisen because of an historically high level of capital investment in 2023/24 that has required additional borrowing, exacerbated by interest rates remaining higher for longer than had previously been expected. This overspend will be offset by a lower Minimum Revenue Provision (MRP) charge for 2024/25.
- The HRA interest payable budget of £8.7M for the year is forecast to be underspent by around £0.5M in 2024/25 given lower than budgeted capital spending in 2023/24.

Investments

7. When investing, the Council prioritises security and liquidity and aims to achieve a yield commensurate with these principles. To diversify the investment portfolio, the Council continues to invest in a range of financial instruments such as Money Market Funds, and liquidity accounts as well as the Debt Management Account Deposit Facility (DMADF). B1 of the Dashboard shows the investment breakdown by investment counterparties as of 30 June 2024.
8. The Council's total return on its cash investment portfolio was 5.1% between 1 April 2024 and 30 June 2024, inclusive of the Lime Fund.
9. In addition to the Lime Fund investment, between 1 April 2024 and 30 June 2024 the Council had cash deposits placed on varying interest rates ranging between 5.1% and 5.3%. The Council holds all its cash investments in liquid form so that it is available for cash flow purposes.
10. On 30 June 2024, the Council held cash investments of £9.3M (excluding the £5.2M Lime Fund investment).

Liability Benchmark

11. The liability benchmark is a new prudential indicator which depicts the Council's requirement to borrow in the future. It represents an estimate of the cumulative amount of external borrowing the Council requires to fund its current and future capital plans while keeping treasury investments at the minimum level required to manage day-to-day cash flows.
12. The blue line shows the Council's Capital Financing Requirement (CFR) and the red line shows its liability benchmark. The chart shows that the Council will have to borrow significant sums of money over the next few years.
13. Even if it is more expensive than it used to be, an element of short-term borrowing allows for flexibility in the loans portfolio as short-term variable interest rate loans can easily be converted into long-term fixed rate ones as and when it becomes attractive to do so. Alternatively, short-term loans could easily be repaid if a significant capital receipt were to be realised from the disposal of Council-owned land.



Cash Management

14. The Council has a long-standing strategy of holding low cash balances to reduce investment counterparty risk and contain borrowing costs by utilising internal cash balances in lieu of external borrowing to fund capital expenditure.

Outlook

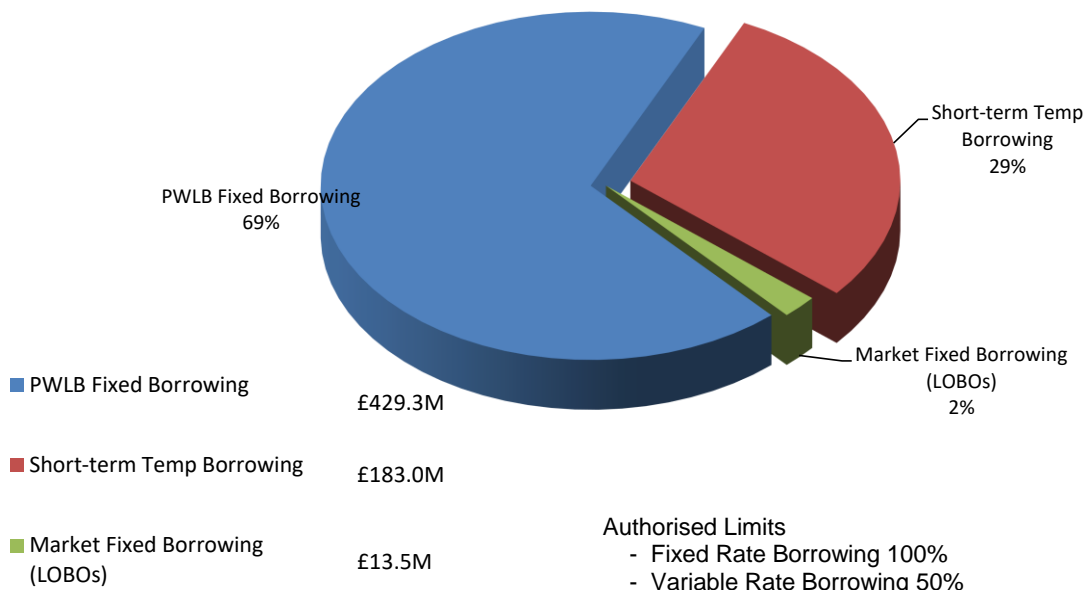
15. The UK economy grew by 0.7% in Q1 2024 (January to March) following on from a 0.3% contraction in economic growth in Q4 2023 (October to December), leading to a 0.3% Gross Domestic Product (GDP) growth year-on-year rate (as at the end of March 2024). The expansion is driven by services gains offset by declines in construction, particularly a fall in infrastructure projects. The annual Consumer Price Index (CPI) measure of inflation was 2.0% as at the end of May 2024, lower than the reading of 2.3% as at the end of April 2024. The labour market saw the unemployment rate for the three months to 30 April 2024 at 4.4%, higher than the previous quarter's 4.0% reading and up from 3.9% a year earlier.
16. The Bank of England's Monetary Policy Committee (MPC) sets monetary policy to meet the 2.0% inflation target, help sustain growth and employment. The MPC aims for a target CPI inflation rate of 2.0%, within a range of plus or minus 1.0%, i.e., between 1.0% and 3.0%.
17. To combat inflation, the MPC has voted in a series of interest rate hikes increasing the Bank Rate to its current rate of 5.25%. Intended to stabilise prices and drive inflation back towards its CPI inflation rate target of 2.0%, the financial markets are pricing in interest rates cuts from August 2024 to support a flagging UK economy.
18. However, there are lingering concerns over inflation falling to and remaining at the target CPI inflation rate of 2.0% whilst wage growth, core, and services inflation remain high.
19. The Council's independent external treasury management advisor, Arlingclose Ltd, expects interest rates to be cut from August 2024 to a low of around 3.0% by December 2025 to stimulate a slowing UK economy.
20. As in previous years, the Council advised by Arlingclose will continue to monitor long-term rates with a view to fixing a portion of its short-term variable rate borrowing if rates are favourable.

Appendices: Appendix – Treasury Management Performance Dashboard

SECTION A: DEBT INFORMATION

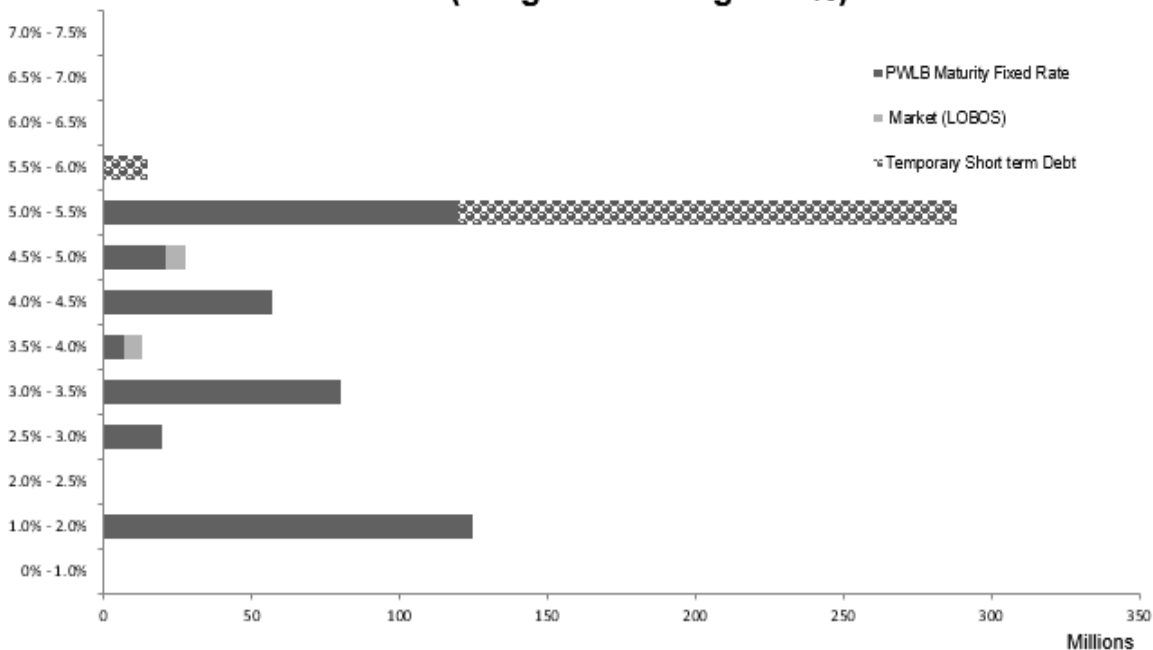
A1

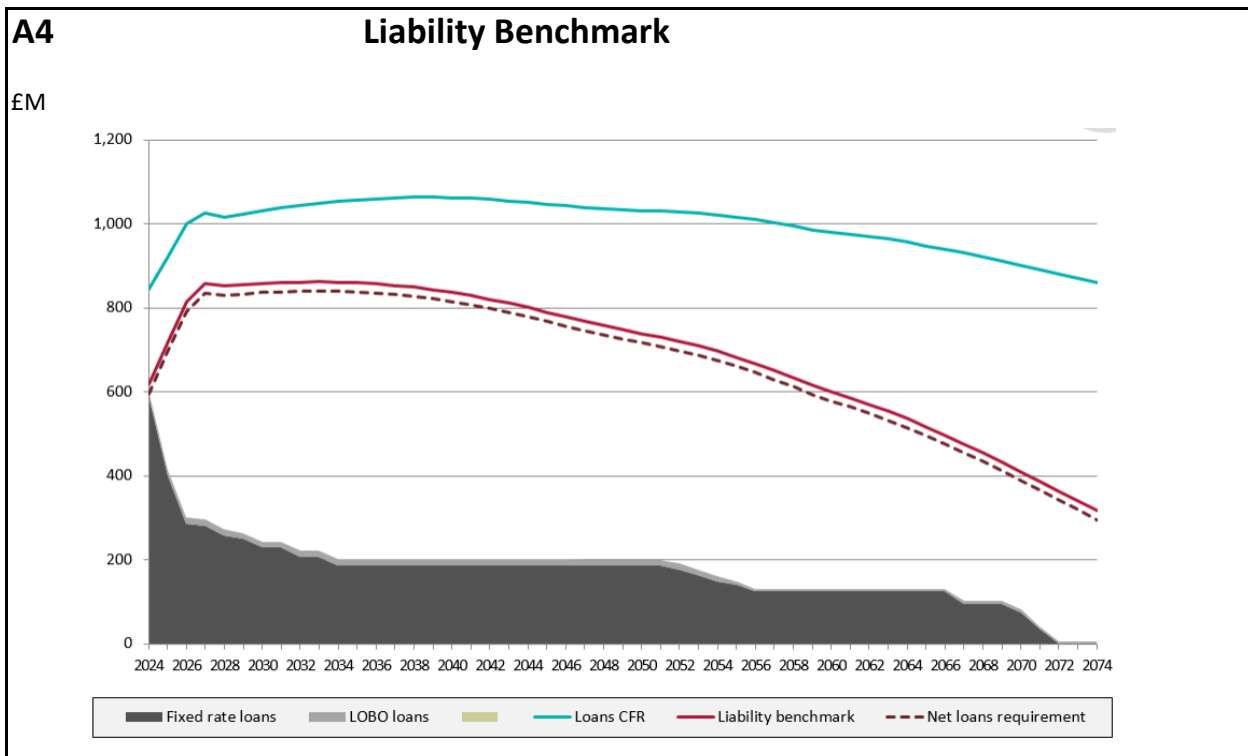
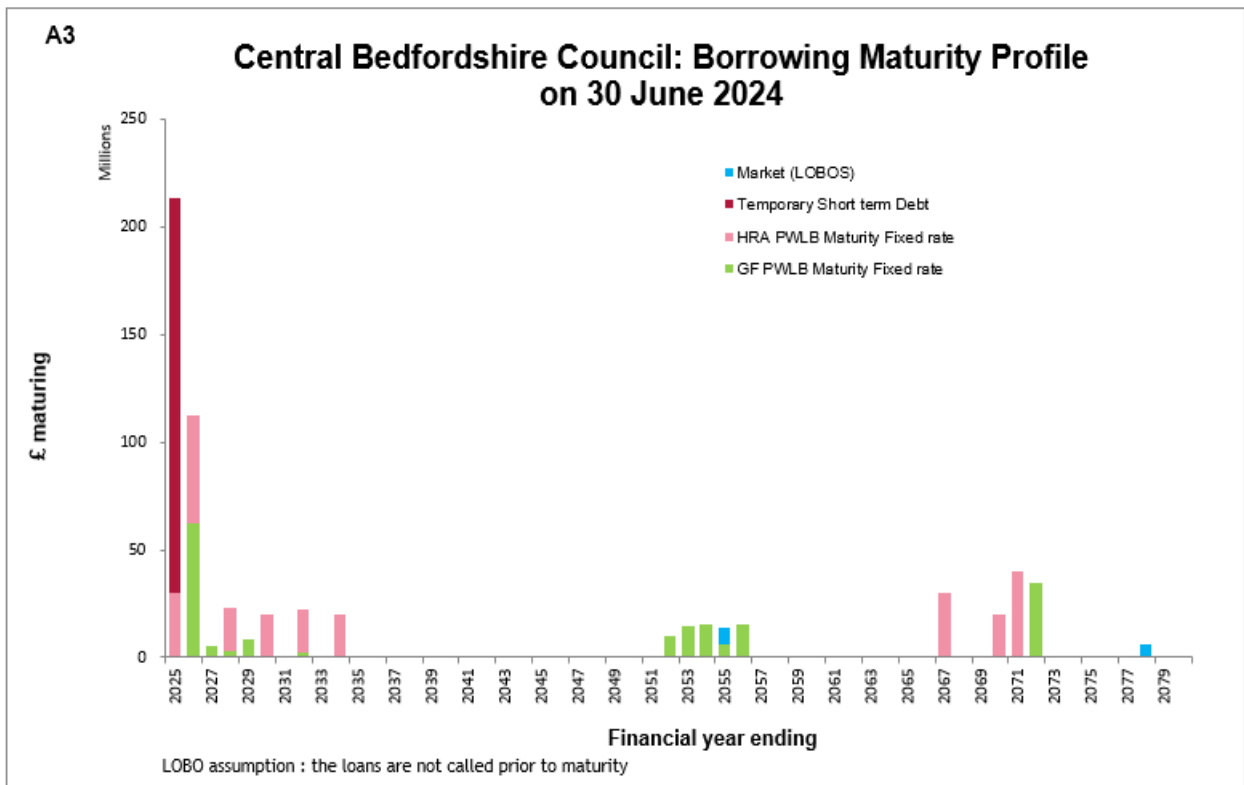
Analysis of borrowing type on 30 June 2024 Total £625.8M



A2

Analysis to show Interest Rate Profile on Debt as at 30 June (Weighted Average 3.7%)





Liability Benchmark

Not a new concept but a new indicator

- The liability benchmark is now a prudential indicator

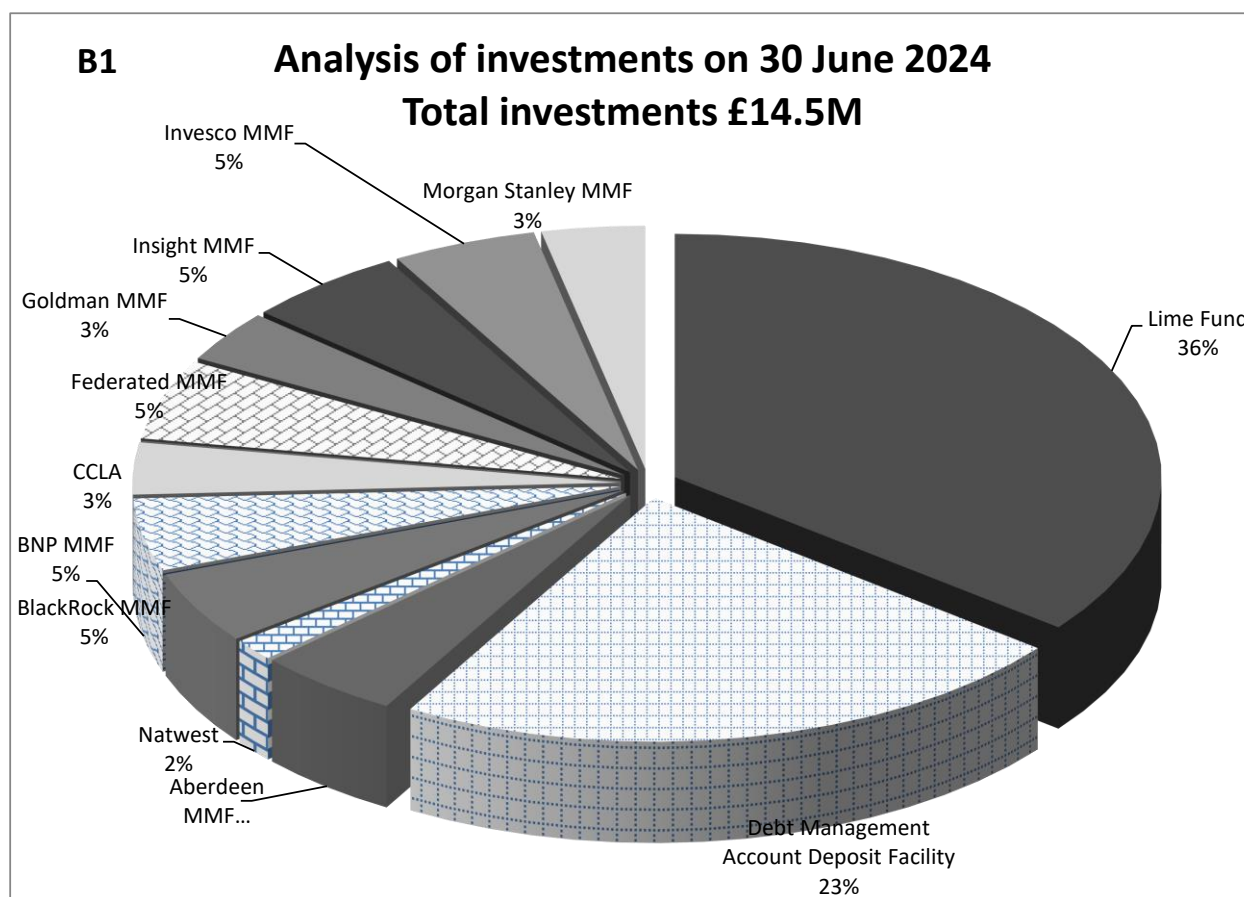
Important Tool

- To help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making
- The liability benchmark itself represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level required to manage day-to-day cash flow

Minimum Requirement

- Estimate and measure the liability benchmark for the forthcoming financial year and the following two financial years
- But CIPFA strongly recommends the LB is produced for at least ten years
- **Chart format** showing four balances: loans CFR, net loans requirement, liability benchmark, actual/existing borrowing
- CIPFA recommends a longer period covering the current debt maturity profile with borrowing split into fixed rate, variable rate and LOBO

SECTION B: INVESTMENT INFORMATION



ITEM B**EXECUTIVE**

06 August 2024

Capital Budget Monitoring Q1 (June) 2024/25

Report of:

Councillor John Baker, Executive Member for Financejohn.baker@centralbedfordshire.gov.uk**Responsible Director:**

Denis Galvin, Director of Finance & S151 Officer

denis.galvin@centralbedfordshire.gov.uk

This report relates to a Key Decision

Purpose of this report

1. The report sets out the forecast capital outturn for 2024/2025 as at the end of June 2024 (Q1). It excludes the Housing Revenue Account (HRA) which is subject to a separate report.

RECOMMENDATIONS

The Executive is asked to:

1. **Note that the forecast capital gross outturn position is a net underspend of £0.2M (actual net spend is £94.6M) demonstrating the continued significant capital investment made by Central Bedfordshire Council to support its communities.**

Background Information:

2. This report is based on the 2024/25 budget approved by Council at its February 2024 meeting. The approved budget excluding HRA is £153.5M (gross) and £94.8M (net).

Financial and Other Options: These are covered in the report

3. A summary of the position is in the table below.

Directorate	Full Year 2024/25			Full Year 2024/25		
	Gross Budget	Gross Forecast Outturn	Gross Variance	Net Budget	Net Forecast Outturn	Net Variance
	£m	£m	£m	£m	£m	£m
Children's Services	69.3	72.6	3.3	32.5	35.8	3.3
Place & Communities	50.2	76.5	26.4	32.8	34.5	1.7
Chief Executive's	0.0	0.0	0.0	0.0	0.0	0.0
Resources	10.2	10.2	0.0	10.2	10.2	0.0
SCHH	13.8	16.5	2.7	11.3	14.1	2.7
New Vista Homes	10.0	0.0	(10.0)	8.0	0.0	(8.0)
Total Exc HRA	153.5	175.9	22.4	94.8	94.6	(0.2)

Capital Receipts

4. The 2024/25 budget for Capital receipts is £38M and the net forecast is £8.4M (including cost of sales). This shortfall for 2024/25 is due to retiming of sales and a downturn in market conditions impacting on asset values. It is envisaged that this shortfall will be made up in future years.

Reasons for decision

5. To complete schemes currently underway and facilitate effective financial management and planning.

Council Priorities

6. At its meeting of the full Council in April 2024, Central Bedfordshire Council endorsed its new Strategic Plan.
7. This document identified the Core Aims of the Council which are:
- Get the right homes in the right places and ensure housing growth and infrastructure are carefully considered.
 - Be ambitious in our plans towards improving and maintaining the roads and travel network.
 - Ensure that environmental, sustainability and climate resilience impact will be at the heart of all Council decision-making.
 - Create opportunities for all children and young people to reach their full potential.

- Enable people to live active, healthy, and independent lives.
- Enable the right care, at the right time, in the right place for those in need of support.
- Provide the environment for economic prosperity in which existing businesses can grow and new ones will move to the area.

Legal Implications

8. None

Financial Implications

9. The financial Implications are set out in the report.

Equalities Implications

10. Equality Impact Assessments were undertaken prior to the allocation of the 2024/25 budgets and Members were advised of significant equality implications relating to the budget proposals when setting the Council's Budget in February 2024.

Sustainability Implications

11. This report focuses on Q1 budget monitoring, and whilst this is key to supporting the Council to deliver its priorities (including sustainability) it does not focus specifically on the outcomes delivered. With respect to sustainability this is covered through performance monitoring and the annual progress report for the Council's Sustainability Plan which is brought to scrutiny committee for review and comment and published on the council's website.

Appendices

Appendix A – Detailed Directorate Spend

Appendix A – Detailed Directorate Commentary

Children's Services

1. Children's Services are forecasting an overspend of £3.3M compared to the gross and net budget for the financial year 2024/25. This is due to delays with Sandy Secondary school project and is a result of delays to the building programme.

Children's Services Full Year Gross Budget and Forecast			
Scheme Categories	Gross Budget	Gross Forecast	Over / (Under) spend
	£k	£k	£k
Children's Home and Residential	1,799	1,799	0
New School Places	20,673	20,673	0
Sandy Refurbishment	4,926	8,230	3,304
Schools Access Initiative	324	324	0
Schools Devolved Formula Capital	431	431	0
3 to 2 tier programme	26,731	26,731	0
Special School and Additional Resource	13,940	13,940	0
Statutory Accommodation	508	508	0
Total	69,332	72,636	3,304

Children's Services Full Year Net Budget and Forecast			
Scheme Categories	Net Budget	Net Forecast	Over / (Under) spend
	£k	£k	£k
Children's Home and Residential	1,799	1,799	0
New School Places	20,573	20,573	0
Sandy Refurbishment	3,918	7,222	3,304
Schools Access Initiative	324	324	0
Schools Devolved Formula Capital	0	0	0
3 to 2 tier programme	1,920	1,920	0
Special School and Additional Resource	3,417	3,417	0
Statutory Accommodation	508	508	0
Total	32,459	35,763	3,304

Place and Community

2. The forecast is a gross overspend of expenditure of £26.4M with a net overspend of £1.7M. The reason for the difference is grants carried over from 2023/24.

3. The analysis is split between the Sustainable Communities OSC and Resources Communities OSC to assist those Committees to focus on their areas of responsibility.

Sustainable Communities OSC

4. There is forecast Gross expenditure of £49.7M and income of (£24.3M), a net position of £25.4M. The forecast expenditure is mainly due to the following:

- £16.9M Highways works – this is part grant funded (£8.2M) and is a rolling programme of Highways improvements as per the Highways Annual Plan. In 2024/25 it will deliver rights of way, carriageway, footway and traffic management schemes focused on road safety and active travel.
- £13.6M Houghton Regis Community Wellbeing Hub – This is part externally funded (£6.0M) – LUF & S106 and is for the provision of a new leisure centre. Progress has been made on the excavation of the swimming pool and a large attenuation tank installed. The estimated completion date is Spring 2025.
- £8.0M Leighton Buzzard Leisure Centre – the project is part externally funded S106 (£2.0M) and is for the provision of a new leisure centre in Leighton Buzzard. The forecast is for the completion of the design works and commencement of construction works. The expected start on site is Oct 2024 and completion date of May 2026.
- £2.8M Public Transport Bus Service Improvement Plan-the project is fully externally funded by DFT (£2.8M) and will provide improvements to Central Bedfordshire bus network infrastructure. The forecast for 24/25 is for implementation of traffic signals priority in Dunstable and Houghton Regis, passenger waiting facilities and real time passenger information.
- £1.9M Sandy Leisure Centre – the project is for an extension to the existing sports pavilion to provide gymnasium and fitness studio facilities. The estimated completion date is Autumn 2024.
- £1.4M UK Shared Prosperity Fund capital (UKSPF) and Rural England Prosperity Fund capital (REPF)- the funding covers a range of government approved projects including town centre improvements, community infrastructure grants and business support and decarbonization grants.
- £1.2M Fleet Replacement Programme – project is for the replacement of part of the Council's Fleet.
- £1.1M Network North DFT –this project is fully grant funded (£1.1M), and it is for the improvement of carriageways and footways in Central Bedfordshire.

Resources OSC– Assets and Sustainability

5. There is forecast Gross expenditure of £26.8M and income of (£17.6M), a net position of £9.2M. The forecast expenditure is mainly due to the following:

- £12.6M HIF forward funding Biggleswade – this programme is fully grant funded and will unlock sites in Biggleswade and the surrounding areas to deliver 3,061 homes. The programme comprises of: Supergrid to increase power capacity, Lindsell Bridge level crossing replacement, additional school places and a public transport interchange at

Biggleswade railway station and all HIF spend is due to complete in Autumn 2024.

- £4.0M Built assets Improvement Programme -rolling programme of capital investment to ensure the condition of the Councils corporate estate is fit for purpose. Examples of works include, asbestos removal, health and safety improvements, roof replacements, end of life boiler replacement and other condition works across corporate estate.
- £2.9M Schools Capital Maintenance – the project is fully grant funded (£2.9M) and there is a rolling programme of works scheduled to deliver health and safety improvements at school sites across Central Bedfordshire.
- £1.7M Crematorium - Landscaping and decoration to be done, to be finalised Spring 24.
- £1.1M Active Travel Infrastructure –the project is for delivery of ATF4 funded and capital programme active travel schemes to improve walking and cycling links in line with the recently adopted Local Walking & Cycling Infrastructure Plans (LCWIPs).

Summary Table:

Place & Communities Full Year Gross Budget and Forecast			
Scheme Categories	Gross Budget £k	Gross Forecast £k	Over / (Under) spend £k
Highways	13,479	16,923	3,444
Transport	1,200	3,963	2,763
Environment	1,960	2,487	527
Leisure	19,082	24,213	5,131
Libraries	0	245	245
Community Safety	0	86	86
Parking	120	12	(108)
Client and development	943	337	(606)
Business Investments	1,264	1,429	165
Total Sus Comms OSC	38,048	49,695	11,647
Capital construction	1,873	16,543	14,670
Facilities management	8,172	8,298	126
Sustainability	2,094	2,007	(87)
Total Resources OSC	12,139	26,848	14,709
Total	50,187	76,544	26,357

Place & Communities Full Year Net Budget and Forecast			
Scheme Categories	Net Budget	Net Forecast	Over / (Under) spend
	£k	£k	£k
Highways	6,539	6,726	187
Transport	1,010	1,010	0
Environment	1,144	1,144	0
Leisure	15,935	16,134	199
Libraries	0	189	189
Community Safety	0	86	86
Parking	120	12	(108)
Client and development	105	69	(36)
Business Investments	0	0	0
Total Sus Comms OSC	24,853	25,370	517
Capital construction	1,873	3,112	1,239
Facilities management	5,380	5,345	(35)
Sustainability	719	719	0
Total Resources OSC	7,972	9,176	1,204
Total	32,825	34,546	1,721

New Vista Homes

6. New Vista Homes is not forecast to spend in 2024/25.

New Vista Homes, Care is Central and Care is Residential			
Scheme Categories	Gross Budget	Gross Forecast	Over / (Under) spend
	£k	£k	£k
New Vista Homes, Care is Central and Care is Residential	10,000	0	(10,000)
Total	10,000	0	(10,000)

% of Budget 0.0%

New Vista Homes, Care is Central and Care is Residential			
Scheme Categories	Net Budget	Net Forecast	Over / (Under) spend
	£k	£k	£k
New Vista Homes, Care is Central and Care is Residential	8,000	0	(8,000)
Total	8,000	0	(8,000)

% of Budget 0.0%

Social Care Health and Housing

7. Social Care, Health and Housing are forecasting an overspend of £2.7M compared to the gross and net budget. This mainly relates to the delays on the Hockliffe Road Care Home Scheme as reported in the 2023/24 outturn report.

SCHH Full Year Gross Budget and Forecast			
Scheme Categories	Gross Budget	Gross Forecast	Over / (Under) spend
	£k	£k	£k
Adaptation of Buildings to support intermediate care	167	0	(167)
Billington Park Home Site Drainage	210	210	0
Care Home 1 - Leighton Buzzard - Hockliffe Rd	510	3,094	2,584
Care Home 2 - Flitwick - Steppingley Rd	7,057	7,231	174
Care Home 4 - Sandy	200	150	(50)
Care Home Sustainability Programme (PassivHaus) – care home 5	150	0	(150)
Care Home Sustainability Programme (PassivHaus) – care homes, 1, 2, 3 & 4	575	608	33
Changing Places (CBC funded)	120	120	0
Decarbonisation and insulation of private	250	0	(250)
Disabled Facilities Grants Scheme	1,938	2,612	674
Domicillary Care Digitisation	117	117	0
Empty Homes	200	200	0
Health and Care Infrastructure development	638	0	(638)
Housing Assistance	300	300	0
Chamomile Gardens	0	20	20
All Saints View Reablement	0	100	100
Care Home Digitisation	0	50	50
Telecare Equipment	0	200	200
Review of Accom/Day Support	125	125	0
Learning Disability Short Breaks Unit 1 - Steppingley Rd	1,218	1,373	155
Total	13,775	16,510	2,735

SCHH Full Year Net Budget and Forecast			
Scheme Categories	Net Budget	Net Forecast	Over / (Under) spend
	£k	£k	£k
Care Home 1 - Leighton Buzzard - Hockliffe Rd	510	3,094	2,584
Care Home 2 - Flitwick - Steppingley Rd	7,057	7,231	174
Care Home 4 - Sandy	200	150	(50)
Care Home Sustainability Programme (PassivHaus) – care home 5	150	0	(150)
Care Home Sustainability Programme (PassivHaus) – care homes, 1, 2, 3 & 4	575	608	33
Disabled Facilities Grants Scheme	1,132	1,132	0
Empty Homes	160	160	0
Housing Assistance	200	200	0
Review of Accom/Day Support	125	125	0
Learning Disability Short Breaks Unit 1 - Steppingley Rd	1,218	1,373	155
Total	11,327	14,073	2,746

Resources

8. Resources are forecasting to be on budget.

Resources Full Year Gross Budget and Forecast (note: Gross and Net are the same as all CBC funded)			
Scheme Categories	Gross Budget	Gross Forecast	Over / (Under) spend
	£k	£k	£k
Critical Device Refresh Rolling Programme	383	383	0
IT Digitilisation	1,000	1,000	0
IT Infrastructure Rolling Programme	500	500	0
IT Strategic Investment Rolling Programme	450	450	0
Technology Enabled Initiatives	385	385	0
Capital Contingency	7,500	7,500	0
Total	10,218	10,218	0

12. Budget Strategy and Medium Term Financial Plan (including the Capital Programme and Housing Revenue Account)

To receive the proposed framework for updating the Medium Term Financial Plan (MTFP) 2025/26 – 2028/2029 and the Budget Framework report.

Central Bedfordshire Council**3 September 2024****CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE****Budget Strategy and Medium Term Financial Plan (including the Capital Programme and Housing Revenue Account)**

Report of Councillor John Baker, Executive Member for Finance
(John.Baker@centralbedfordshire.gov.uk)

Advising Officers: Denis Galvin, Director of Finance & S151 Officer
(denis.galvin@centralbedfordshire.gov.uk)

This report relates to a Key Decision

Purpose of this report:

1. This report starts the formal process for the 2023/24 – 2028/29 Medium Term Financial Plan (MTFP) by setting a framework with updated planning assumptions ultimately leading to the setting of a budget and Council Tax rate for 2025/26 in February 2025. The report also proposes the approach to public consultation.

RECOMMENDATIONS

The Committee is asked to:

1. **Consider and comment on the attached Executive report which will be presented to the Executive on the 10 September 2024.**

Council Priorities

These are identified in the attached Executive Report.

Corporate Implications

These are identified in the attached Executive Report.

Appendices

Appendix 1 - Executive Report – Budget Strategy & MTFP

Appendix 1

Central Bedfordshire Council

10 September 2024

Executive

2025/26 Budget Strategy and Medium Term Financial Plan (including the Capital Programme and Housing Revenue Account)

Report of:

Councillor John Baker, Executive Member for Finance

(john.baker@centralbedfordshire.gov.uk)

Responsible Director:

Denis Galvin, Director of Finance & S151 Officer

(denis.galvin@centralbedfordshire.gov.uk)

This report relates to a decision that is Key

Purpose of this report

1. This report starts the formal process for the 2025/2026 – 2028/2029 Medium Term Financial Plan (MTFP) by setting a framework with updated planning assumptions ultimately leading to the setting of a budget and Council Tax rate for 2025/26 in February 2025. The report also proposes the approach to public consultation.

RECOMMENDATION(S)

The Executive is asked to:

1. endorse the proposed framework for updating the Medium Term Financial Plan (MTFP) 2025/26 – 2028/29 and the preparation of a Budget for 2025/26; and
2. approve the approach to consultation this year.

Overview and Scrutiny Comments/Recommendations

1. The Corporate Resources Overview and Scrutiny Committee (OSC) will consider the Budget Framework report at their 3rd September 2024 meeting.

Executive Summary

2. The formal MTFP process starts with the submission of a Budget Framework report to the August 2024 Executive meeting. This paper sets out the high-level approach that the Council intends to take for the next iteration of the MTFP, in the context of its Strategic Plan and covers General Fund revenue and capital and the Housing Revenue Account (HRA).

Budget Background

3. At its meeting of the full Council in April 2024, Central Bedfordshire Council endorsed its new Strategic Plan.
4. This document identified the Core Aims of the Council which are:
 - Get the right homes in the right places and ensure housing growth and infrastructure are carefully considered.
 - Be ambitious in our plans towards improving and maintaining the roads and travel network.
 - Ensure that environmental, sustainability and climate resilience impact will be at the heart of all Council decision-making.
 - Create opportunities for all children and young people to reach their full potential.
 - Enable people to live active, healthy, and independent lives.
 - Enable the right care, at the right time, in the right place for those in need of support.
 - Provide the environment for economic prosperity in which existing businesses can grow and new ones will move to the area.
5. Detailed service plans, which will spell out in more detail how all of the teams across the Council can contribute to the Strategic Plan, are under development and will directly influence the refresh of the MTFP so that the Council is aligning its investments with the objectives the Council has committed to.
6. 2023/24 was another very challenging year for the Council due to the continued Russian invasion of the Ukraine and the economic turmoil that this created, along with initially high levels of inflation (though those reduced during the year) and interest rates remaining high. Demand for services, in particular Children's Services also resulted in significant cost pressures.
7. From a capital perspective, recent significant cost increases in construction materials also need to be considered in the Capital Programme. To help to mitigate this, the Council approved (at its meeting in February 2024) an annual capital contingency budget for that purpose.
8. Council Tax was increased by 5% (3% general and 2% for Adult Social Care) which was the maximum available.

9. The current assumption is for a 3% increase in 2025/26 to 2027/28. **The strategy for council tax rises will be a key part of the refresh of the MTFP.** No assumption has yet been made for 2028/29, as that year was not included in the previous plan.
10. The current Plan also currently assumes that the Council Tax base will increase by 2.05% per annum, reflecting continued growth in housing.
11. The Council has ambitious growth forecasts for National Non-Domestic Rates (NNDR) already built into the MTFP. The planned income for NNDR, (also referred to as Retained Business Rates) is already challenging and current economic uncertainties could have a significant impact for this key income stream, both in the short and medium term. This will need to be considered carefully at a time of considerable economic uncertainty, which may impact on the growth plans of businesses.

Continuation of last year's Key Process Changes for 2025/26

12. The process for 2025/26 will follow the same timetable as last year, and so an initial (pre Financial Settlement) draft budget will be presented to the 3rd December 2024 Executive and the Overview and Scrutiny Committees (OSC) will have the opportunity to hold December 2024 meetings as part of an enhanced consultation and scrutiny approach for 2025/26.
13. Budget consultation at the four OSC's will also take place at their January 2025 meetings.
14. Public consultation will also take place between December 2024 to January 2025.
15. This timetable provides significant scope for transparency and enables the opportunity for a full and informed debate at the two OSC cycles.
16. As per last year, the appendices K(i) and K(ii), providing all budget lines at budget manager level, will be made available for the December 2024 Executive and both December 2024 and January 2025 OSCs.
17. Also, building on the learning from last year, the pressures and efficiencies published in December 2024 will be more detailed in order to provide for better scrutiny.
18. Executive should note that the draft budgets will be both before the Local Government Provisional Financial Settlement is announced and also any changes agreed during the enhanced consultation approach can only be reflected in the final submission to February 2025 Executive. Therefore, it is quite possible that there will be significant changes between the draft and final budget proposals, whereas in previous years these have been minimal.

Budget Strategy

19. As in previous years, it is intended that a detailed exercise will be carried out to identify any new pressures and efficiencies on an individual Directorate basis and the focus will be on delivering the existing plan incorporating new/emerging issues.
20. There will be a specific focus on a number of key areas this year which will be the subject of detailed budget reviews. These include:

Revenue

- i. Fostering and care placements for Children – understanding the dynamics of the fostering market (external private providers compete with local authorities). Understanding the volumetrics and cost profile and what this Council can do to increase the supply and retention of in-house foster carers.
- ii. Special Educational Needs & Disability (SEND) – Understanding our demand, the revenue cost drivers and what this Council can do to optimise provision for children with SEND.
- iii. Educational Transport – To understand the cost drivers and options to minimise costs.
- iv. Adult Social Care demand and costs.
- v. Waste – all aspects.
- vi. Cross Cutting Efficiencies – To review progress during 2024/25 and plans for delivery in future years resulting from the Support Function Review, The Way We Work and Category Management workstreams and the Customer Services Review.
- vii. Care is Central – to understand both the costs and income streams for the Council and the operational, social and economic benefits.

Capital

- viii. SEND and Alternative Resource Provision. To identify the capital schemes, costs and benefits.
- ix. Three Tier to Two Tier (formerly Schools for the Future) – Understand the capital and revenue implications as well as options for the timing of changes to bring about the transition from a 3-tier education system to a 2-tier system across the whole of Central Bedfordshire in order to improve educational attainment and outcomes.
- x. Capital Project external funding, specifically s106 developer contributions and Basic Need Grant.

MTFP as per 2024/25 Budget Report (February 2024)

21. The Council agreed an MTFP in February 2024 which took account of the economic conditions at that time.

22. The key figures from this current MTFP are shown in the table below:

Medium Term Financial Plan	2024/25	2025/26	2026/27	2027/28
	£m	£m	£m	£m
Funding				
Retained Business Rates	59.8	76.0	81.3	82.6
Council Tax	199.7	209.9	218.5	229.7
Renewable Energy NNDR	5.8	2.7	2.7	2.8
Total Funding	265.4	288.6	302.5	315.2
Revenue Budget				
Opening Base Net Revenue Budget	252.1	265.4	288.6	302.5
Inflation	12.4	7.7	6.3	6.5
Pressures	25.2	9.7	13.4	8.2
Revenue Budget before efficiencies and reserves	289.7	282.8	308.3	317.1
Efficiency Savings identified	(24.9)	(8.2)	(10.1)	(9.7)
Reversal of Previous Reserves built into the budget	15.6	14.0	0.3	0.0
(Use of Reserves)/ Transfers to Reserves	(15.1)	0.0	3.9	7.8
Closure of prior year gap	0.0	(0.01)	0.0	0.0
Total Revenue Budget after efficiencies and reserves	265.4	288.6	302.5	315.2
Budget Gap / (Surplus)	0.0	0.0	0.0	0.0

23. This Plan provided for the Council to achieve and maintain a sustainable level of General Fund reserves over the life of the MTFP. The level of General Fund Reserves at 31 March 2024 was £26.3M (subject to finalisation of the external audit). All the above projections, and in particular Retained Business Rates, were based on assumptions that were current at that time and will need to be refreshed as part of this MTFP.

24. A minimum prudent level of General Fund reserves, based on assumptions contained in the agreed MTFP is a range between £20.5M and £39.5M. This takes into account the Council's planned expenditure levels, the changes to the way in which services are provided, continuing economic uncertainty, policy changes following a General Election and still currently high interest rates. This affects the Council's risk profile and investment plans. CIPFA have a recommended methodology to assist in determining the factors relevant to the minimum and maximum level of general fund reserves that an authority should hold and CBC will continue to use that approach.

Budget Assumptions

25. The current MTFP as agreed at Council in February 2024 includes a number of assumptions that will need to be reviewed and revised as appropriate for the new MTFP. The key factors are detailed in the paragraphs below. The Plan will also be extended a year to include projections for 2028/29.

26. Reserves exist, in many cases, to be used in mitigation of unforeseen events. Previous very high inflation and Covid19 clearly fell into that category. It was not unexpected therefore that the Council had to use reserves in the short term to mitigate significant unexpected cost pressures over the past two years whilst bearing in mind the need to maintain reserves at a prudent level in the medium term.

27. Reserves were also called upon to mitigate the budget overspend in 2023/24.
28. The MTFP Inflation assumptions below are based on the Bank of England's target. Current forecast anticipate that this should be achieved in 2025/26.

2025/26 and future years

Employees:		
Pay	2.0%*	
Increments	0.0%	
NI	0.0%	
Prices	2.0%	
Contracts	2.0%	
Income	2.0%	

29. *This applies to pay award generally. In addition, there is provision for the impact of the National Living Wage. These inflation factors will be subject to review, including taking account of new economic data and supplier contract terms.

Capital Programme

30. The financing cost of the current Capital Programme puts a pressure on the General Fund revenue budget. By the end of the current MTFP period (2027/28), the budgeted cost of capital financing will be £29.812M per annum, which equates to 9.5% of the Council's total net revenue budget for that year (£315.2M). It should also be noted that a number of revenue efficiencies and income streams are based on capital investments. During this budget process, consideration will be given to the sustainability of the current planned levels of capital spend and every effort will be made to keep the Capital Programme affordable given the demand and funding pressures that the Council faces elsewhere.
31. The Sustainability agenda and response to the climate change challenge is also likely to require significant capital investment but with long term benefits rather than short term returns.

Housing Revenue Account (HRA)

32. In October 2018, the Prime Minister announced the abolition of the HRA Debt Cap, which had previously limited HRA borrowing to the Self-Financing settlement figure of £164.995M. The Council's stock of approximately 5,630 Council homes is valued at circa £618M (based on Existing Use Value as Social Housing). Against the current borrowing of £270M, this equates to a current debt ratio of 44%, which for a landlord business is relatively low.
33. The dilemmas facing the Council in setting its HRA Budget are more difficult than at any time during the last 30 years. In July 2015, the Government mandated four years of 1% rent cuts between 2016 and 2020. The Government also mandated a rent cap for 2023/24 (despite the confirmation by Government in 2020 that for the 5 years from April 2020 rents would rise by the Consumer Prices Index (CPI) + 1%). The cumulative effect of these limitations to rents has been a loss of £23.5M to the HRA Business Plan (2016 to 2023), and an ongoing annual loss of £5.6M in perpetuity.

34. The substantial loss of rental income at a time of significant inflationary pressures, as well as new obligations related to building safety (post Grenfell) and decarbonisation, represents a significant threat to the long-term viability of the Council's Housing Revenue Account Business Plan. The Council's housing stock, whilst generally in good condition, was constructed in the post war period and its continued renewal is therefore dependent upon a sustained level of investment, which correlates closely to Government rent policy.
35. Since the removal of the Debt Cap the HRA has undertaken additional borrowing and utilised in year surpluses to deliver 2 substantial Independent Living schemes, with a third currently under construction. In total, these will provide 339 apartments for older people. A further 480 properties have been added to the stock of Council houses since 2016, and another 169 are forecast for completion in 2024/25. Due to the Right to Buy (RtB) the Council has sold 342 properties since its inception in 2009, which equates to an annual loss of net rent of circa £1M. Together with the income lost through rent cuts and caps, increasing loan interest costs, and inflation on management, maintenance and capital works, this has impacted on the capacity within the HRA Business Plan to take on significant additional borrowing to develop much needed additional affordable housing.
36. A programme of renewal, regeneration, and decarbonisation, of the existing stock is required in line with the Housing Asset Management Strategy (HAMS). In addition, recent additional statutory obligations, such as the Social Housing Regulation Bill and Building Safety Act, must be adhered to, and will have financial consequences. Given this context, there will be a detailed review of revenue and capital budgets for the new MTFP, together with a prioritisation exercise to determine the appropriate investment balance between new build development and improvements to existing homes. As part of this new approach, there is likely to be increased emphasis on partnership working with developers to deliver schemes, as well as formalised arrangements for partnership delivery with other Housing providers, the aim being to reduce cost in the HRA capital programme.
37. The current MTFP includes rental and service charge income of c£38M to c£44M for each of the four years to 2027/28, reflecting inflationary increases to rents and additional properties that are already onsite or at planning/procurement. This income is fully offset by revenue and capital spending, debt interest costs and transfers to Reserves. As at April 2024, brought forward balances in Reserves stand at £9.197M. The Council will, in setting its HRA Budget, take account of several considerations: cost pressures, cost of living pressures, the debt strategy, investment options and the level of council rents which have now dropped to circa 40% of those in the private rented sector (PRS). The gap between PRS and social rents from an affordability perspective is disconcerting, given that the supply of social housing is insufficient to meet local housing need.

Budget Process – Revenue & Capital

38. The budget process will deliver alignment of the revenue and capital budgets, with a detailed review of the Capital Programme leading to a realistic budget over the planning timeframe.
39. Budgets will be built up during August 2024 to early September 2024. This will include a full assessment of the key areas of focus which will then be the subject of formal review at the Overview and Scrutiny meetings in December 2024 and January 2025.

Following this process there will be further adjustments as required, leading to the preparation of a Final Budget Report with a balanced budget. The timetable allows for comments and recommendations from Scrutiny to be incorporated into the final Budget proposals.

40. Directorates will refresh their strategies for the next 4 years as part of the MTFP.
41. If existing pressures increase or efficiencies can no longer be delivered, compensatory efficiencies will need to be found. Directorates will commence with the aim of meeting their existing budgets.
42. In summary, the recommended process is:
 - Review existing pressures and efficiencies and mitigate where necessary.
 - Review key areas of focus and any new opportunities.
 - Directorate budget reviews to focus on the key areas identified in paragraph 20 (late September 2024/early October 2024).
 - Consolidation in October 2024.

Budget Process – Fees & Charges

43. For the 2025/26 budget process, Council approval to many Fees & Charges price increases will be sought in November 2024.
44. Most Fees & Charges prices will change on the 1 January 2025.
45. Some Fees & Charges (mainly Social Care, Health and Housing) and also Schools Trading will be considered at the February 2025 Executive and Council for those services subject to an increase from April 2025.

Consultation and Communication

46. The Council has statutory responsibilities to consult local residents and stakeholders on its budget proposals and the associated Council tax implications. The proposed approach for doing so this year is as follows:
47. The Council will enable the community to scrutinise and provide feedback on its updated MTFP and budget proposals for 2025/26. This will be launched alongside the December 2024 Executive meeting and as with last year's process will enable 5 weeks of consultation.
48. It will collect and collate this feedback which is provided primarily through an online survey which is promoted widely to residents and other stakeholders across Central Bedfordshire
49. A summary of feedback will be presented to the Executive in early 2025 to support the process of formulating recommendations to Council.
50. Consultation on any individual proposals that result from the MTFP will follow the appropriate route as required and subsequent to the approval of the overall budget by full Council in February 2025.

Reason/s for decision

51. To put in place a framework to meet the financial challenges faced by Central Bedfordshire Council over the medium term.

Council priorities

52. A sound understanding of the financial climate, a robust plan for the medium term and proper awareness and mitigation of risks are key to enabling the Council to further its objectives for the community.

Financial:

53. As set out in the report. The planning process will identify the financial risks and opportunities.

Legal:

54. The Council is required to set a balanced budget and to undertake consultation on its proposals. Consideration must be given to any impact of proposals on the current policy framework and also any common law expectation or legislative requirement to consult those affected on individual proposals.

Risk Management:

55. The Council reviews risks on a regular basis and tracks both Strategic and Operational risks along with appropriate mitigation. This is reported regularly to the Audit Committee through the Corporate Risk Register.

56. In addition, the Annual Governance Statement identifies significant governance issues and is reported to the Audit Committee. Where appropriate, these have been identified in the Council's Corporate Risk Register, together with mitigating actions to reduce the potential impact of the risk.

57. Prudent estimates of known factors will be built into the MTFP, along with reasonable estimates where no firm data exists.

Staffing (including Trades Unions):

58. None arising directly from this report.

Equalities/Human Rights:

59. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

60. To ensure that any decision does not unfairly discriminate, public authorities must be rigorous in reporting to Members the outcome of an equality impact assessment and their legal duties.

61. Public authorities must ensure that decisions are made in a way which minimises unfairness and without a disproportionately negative effect on people from different groups, The Council screens all budget proposals for relevance to equality and undertakes equality impact assessments where necessary.

Sustainability

62. The Council has adopted the UN Sustainable Development Goals as the operational definition of sustainability which underpins everything it does. This is far broader than focusing on climate change and biodiversity (although these are critical areas) and includes consideration of other aspects including the important role that the Council plays through being an effective and publicly accountable organisation plays. Scrutiny of budget monitoring by councillors plays an important role in ensuring this as it underpins delivery of everything else the Council does.
63. The Council's sustainability ambitions are delivered by all areas of the Council taking consideration of the impacts of the services they provide and projects they deliver. Where possible and practicable amending these to ensure that, within the constraints the Council faces such as budget, the most sustainable option is pursued. Each Directorate is responsible for reviewing how this is done with any implications discussed with the Head of Sustainability.

Overview and Scrutiny:

64. This report will be considered by the Corporate Resources Overview and Scrutiny Committee at their 3 September 2024 meeting. Scrutiny of this report will enable the Scrutiny Committee to determine if there are areas that they would like more detailed reviews on during the development of the MTFP. The four Scrutiny Committees will also have the opportunity to consider the Draft MTFP as two further meetings later in the process in December 2024 and January 2025. The details of this are still being agreed. This will enable a full and informed debate at Scrutiny.

Timetable

65. The key milestones for setting the 2025/26 budget are:

Review of Pressures & Efficiencies	August – September 2024
Budget Framework Report to Executive	6 August 2024
Budget Framework Report to the Corporate Resources Overview & Scrutiny Committee	3 September 2024
Directorate Budget Reviews	16 September 2024 – 3 October 2024
Initial Draft MTFP to Executive (to launch consultation)	3 December 2024
Financial Settlement (estimated date)	Mid December 2024
Initial Draft MTFP to Overview & Scrutiny Committees (1)	December 2024 dates TBC
Budget consultation	December 2024 / January 2025
Draft MTFP to Overview & Scrutiny Committees (2)	January 2024
Final MTFP to Executive	4 February 2025
Final MTFP to Council	27 February 2025

Background Papers: None

Report author(s):

Denis Galvin, Director of Finance, denis.galvin@centralbedfordshire.gov.uk

13. Fees & Charges January 2025

To receive the Fees and Charges pricing schedule for January 2025 and Fees and Charges analysis.

Please note the additional detail in Appendix D Version 2 - page 12, Environmental Services and Pest Control, Garden Waste Subscription (implemented in April 2025). This version supersedes the previous Appendix D.

Central Bedfordshire Council**3 September 2024****CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE**

Fees and Charges January 2025

Report of: **Cllr John Baker, Executive Member for Finance**
(John.Baker@centralbedfordshire.gov.uk)

Officers: **Denis Galvin, Director of Finance and S151 Officer**
(Denis.Galvin@centralbedfordshire.gov.uk)

Purpose of this report:

1. This report requests the Committee to note and comment on the Fees & Charges pricing schedule for January 2025 and the Fees & Charges analysis.

RECOMMENDATIONS

The Committee is asked to:

- 1. Consider the Executive report and associated appendices and comment as necessary to the Executive.**

Issues

2. The Council's Charging Policy states that '*All fees and charges will be reviewed annually and adjusted as necessary in line with the Council's charging policy. The Director of Finance will provide services with guidance each year as to the maximum inflation rate that may be applied.*'
3. It also states that '*All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it will be necessary to examine all the factors set out below in accordance with good practice guidance i.e., the CIPFA Practical Guide for Local Authorities on Income Generation.* This is currently being undertaken on a rolling basis.

Council Priorities

4. These are identified in the attached Executive Report.

Corporate Implications

5. These are identified in the attached Executive Report.

Conclusion and next Steps

6. The comments from the September Overview & Scrutiny Committees will be presented to the Executive on the 1 October 2024

Appendices:

Item A – Executive report

Appendix A – F&C Summary analysis

Appendix B – F&C Value and Volume analysis (expanded)

Appendix C – Adult Social Care January 2025

Appendix D – Place and Communities January 2025 Discretionary

Appendix E – Place and Communities January 2025 Statutory

Appendix F – Building Control January 2025 Statutory

Appendix G – Planning January 2025 Discretionary

Appendix H – Pre-Application Advice for Building and Minerals & Waste January 2025 Discretionary.

Appendix I – Resources (including Registration Service) January 2025 Discretionary

Appendix J – Resources (including Registration Service) January 2025 Statutory

Appendix K – Housing January 2025

Appendix L – New Fees & Charges January 2025

ITEM A**Central Bedfordshire Council****01 October 2024****EXECUTIVE****Fees and Charges January 2025**

Report of: Councillor John Baker, Executive Member for Finance
(John.Baker@centralbedfordshire.gov.uk)

Responsible Director: Denis Galvin, Director of Finance and S151 Officer
(Denis.Galvin@centralbedfordshire.gov.uk)

This report relates to a decision that is Key.

Purpose of this report

This report requests Executive to recommend to Council the approval of the revised Fees and Charges for 2025.

RECOMMENDATION(S)

The Executive is asked to consider and recommend to Council:

1. To approve the pricing schedule and the inflationary rate to be applied (of actual September 2024 CPI) for January 2025 Fees & Charges (Appendices C to K).
2. To note and comment on the Fees & Charges analysis (Appendices A & B)

Overview and Scrutiny Comments/Recommendations

This report was considered by the appropriate Overview and Scrutiny Committees in September 2024 and the Executive will be advised of any comments and recommendations made by these Committees.

Executive Summary

1. Fees & Charges (F&C) are subject to an annual review and any proposed increases to prices are subject to Council approval.
2. Fees & Charges price changes are due for implementation on the 1st of January each year for most services, although some remain at 1st of April (for example services to Schools/Academies and most of Adult Social Care & Housing) or as advised for statutory services.
3. The proposed Fees & Charges were presented to appropriate Overview and Scrutiny Committees in September 2024 and the October 2024 Executive recommendations will be made to the November 2024 Council meeting.
4. The Council's Fees & Charges Policy states that:
 - All fees and charges will be reviewed annually and adjusted as necessary in line with this policy. The Director of Finance will provide services with guidance each year as to the general inflation rate that may be applied.
 - All Fees & Charges should be reviewed on a more fundamental basis at least every 3 years, where it will be necessary to examine all the factors set out below in accordance with good practice guidance e.g., the CIPFA Practical Guide for Local Authorities on Income Generation.
 - The result of such a review should be included in the annual Fees & Charges report in that year in order that the Council is able to ensure that charges are fair, appropriate and comparable to local alternatives. Where appropriate, Equalities Impact Assessments will be carried out.
 - This fundamental review for F&C implemented in January was last carried out in 2023/24.
5. In November 2020, the Council agreed that an inflationary increase rate to be applied (the greater of 2% or September CPI), where applicable, to Fees & Charges. In June 2024, the Office for Budget Responsibility predicted that UK inflation measured by the Consumer Price Index (CPI) for September 2024 would be 2%.
6. Once the actual inflation rate for September 2024 is published then this will be reflected in the pricing for 2025 accordingly. Where service areas have instead proposed significant variations from this advisory level these have been identified below in paragraphs 13 to 42.

2023/24 Fees and Charges Analysis

7. In 2023/24 the Council had over 800 different Fees and Charges. The total income derived from Fees & Charges in 2023/24 was £56.068M comprising over 450k transactions. Appendix A shows a breakdown of income by each directorate and the volumes/transactions for each fee & charge heading (where Fees & Charges are grouped based on the type of service).
8. Furthermore, Appendix A provides an estimated value of the proposed Fees & Charges increase from January 2025 (assuming the same volumes) based on the proposed increase from service areas, and estimated value increase for every 1% increase. Fees & Charges that will remain at existing prices are shown with nil % increase and value.
9. Appendix B (which is an expansion of Appendix A) indicates which Fees & Charges have been reviewed at this stage and gives a breakdown of the income and volumes/transactions for 2023/24 based on the Fees & Charges description. In addition, Appendix B includes references to proposed pricing schedules for 2025, which includes all Fees & Charges listed on the appendix to the pricing schedules for each services area.

Pricing for 2025

10. The review of proposed prices for 2025 reflects three pricing options:
 - Prices remain at their 2024 level either because they are in line with other providers including Local Authorities or because there is insufficient data available to support a price change or they reflect the current cost of provision.
 - Prices increased with proposed inflation at 2% (TBC).
 - Prices increase by more than inflation if there is sufficient information to justify an increase.
11. Statutory charges remain at the 2024 rate and will be revised once the authority has been advised of the rates applicable for 2025.
12. Except for Services to Schools and the majority of Fees & Charges for Adult Social Care and Housing, the implementation date of the price changes for 2025 is the 1st of January 2025 wherever possible.

Adult Social Care

13. Most of the Fees & Charges for Adult Social Care and Housing (ASCH) are due for implementation from April 2025. Only charges related to Lettings, Deferred Payment Agreements and Brokerage fees are due for review and implementation from January 2025.
14. These Fees & Charges are listed in Appendix C – Adult Social Care January 2025. All proposed charges have been increased by an inflationary rate of 2% (to be confirmed when the September inflation rate is known). Charges for Deferred Payment Agreements exclude VAT.

Place and Communities

15. Service areas of Place and Communities directorate have completed a fundamental review of all Fees & Charges from January 2025. The proposed prices for fees and charges related to Place and Community are shown at:
 - Appendix D – Place and Communities January 2025 Discretionary.
 - Appendix E – Place and Communities January 2025 Statutory.
 - Appendix F – Building Control January 2025
 - Appendix G – Planning January 2025
 - Appendix H – Pre-Application Advice for Building and Minerals & Waste January 2025 Discretionary.

Highways

16. Last year the service reviewed the full cost of provision related to license fees for scaffolding and hoarding and these fees were increased by 30% on average. For 2025 these fees remain at the same level as in 2024.
17. There is no current licence for the operation of a crane on our road network. The existing oversailing licence only covers the operation of a crane from within a work site and is insufficient. This new licence looks to remedy that and has been bench marked locally.
18. For Temporary Traffic Regulation Orders (TTROs) from companies and Permanent Traffic Regulation Orders the services are proposing wholesale change to the charging model for TTROs to better reflect the challenges surrounding the co-ordination of works on an increasingly busy road network. There are greater pressures on the road network on traffic sensitive streets and works can be more complicated in co-ordinating. Bus routes, schools, and traffic volumes are all factors in designating traffic sensitivity, and the cost to the works undertaker needs to reflect this.
19. The new model provides clear cost distinction for closures on traffic sensitive and non-traffic sensitive roads, as well as an increasing factor for the duration of the works and their associated impact on residents, businesses and road users. The charging model will aid the Street-works Team in executing the council's network management duty and will encourage organisations wishing to operate on our road network to thoughtfully plan their activities and mitigate their impact.
20. Also, currently there is no fee for a Traffic Light Switching out and the new fee to be introduced aims to address. This will include contract provider (Milestone) fee to action the switch out/on as well as an administrative fee. The fee increases at weekends to account for Milestone's call out costs.
21. Following this review the Highway service is proposing to introduce a range of new fees which are listed in Appendix L – New Fees & Charges January 2025.
22. The rest of fees and charges for Highways have been increased by proposed inflationary rate of 2%

Environmental Services

23. The service is proposing to introduce new fees for Household Waste & Recycling Centres including DIY items, weighted garden waste and ground maintenance. These fees are listed in Appendix L.
24. Under current legislation DIY waste is to be treated the same as household waste when it meets certain conditions, such as not exceeding the 2 x 50 litre rubble bags limit allowed to be disposed of free of charge.
25. The new proposed fees cover the disposal costs of items exceeding the 2 x 50 litre rubble bags allowance. The sizing structure small, medium, and large will cover the size of items and determine the charge. As a rule, non-household or DIY waste items are materials created from the construction, demolition, alteration of a home or garden such as, sink, bath, kitchen unit, radiator, fence panel, guttering.
26. The rest of fees and charges for Environmental services and Pest control have been increased by proposed inflationary rate of 2%.

Car Parking

27. Following the outcome of the public consultation in August 2021, car parking charges were fully reviewed during 2021/22 with the agreed increases implemented from April 2022.
28. In 2023/24 Annual Residents Permits were also reviewed and new prices were implemented from April 2024. It is proposed that from January 2025 parking fees will increase in line with inflationary rate of 2%.

Trading Standards

29. Trading standards fees are set by Buy with Confidence Scheme, and these will remain at the same level as in 2024.

Building Control Fees

30. In July 2024 the building control team carried out a full review and compared CBC fees with both Bedford and Luton Councils. It was considered that the current structure of fees in CBC was complex and could lead to uncertainty and the potential for administrative mistakes.
31. CIPFA have produced guidance for local authority building Control accounting. This states that the overarching principles of the local authority building control charging system under the Building (Local Authorities Charges) Regulations 2010 are full cost recovery, and users only pay for the service they receive.
32. The service carried out a further detailed review for building control fees and therefore it is proposed that a 6% increase over and above the rate of inflation (2%). This proposal is in line with CBC's Fees and Charges policy and CIPFA guidance and the service will continue to closely monitor and review regularly to understand both the impact on the local construction industry, the number of building control applications received by CBC and fee income.

33. Charges related to Street Naming & Historic Environment Record (HER) searches; Minerals & Waste will increase by the rate of inflation at 2%. Self & Custom Build Register fee remains at the same level as in 2024.

Pre-Application Advice

34. In 2023/24 the service took a fundamental review which included a benchmarking exercise to compare CBC's fees and charges for Planning Pre-Application Advice against eight neighbouring authorities. The service considered the cost of delivering the pre-application planning advice including inflationary increase and other related cost factors.
35. The service is proposing that for most of the fees to increase in line with inflationary rate of 2% except fees for category 6 (2 to 4 dwelling) and 7 (1 dwelling including replacement dwellings) where the proposed increases are 42% and 18% respectively to recover the cost.

Resources

36. Proposed fees and charges related to Resources are shown at:
Appendix I – Resources (including Registration Service) January 2025 Discretionary
Appendix J – Resources (including Registration Service) January 2025 Statutory.
37. Appendix J includes fees for crematorium services at Oakfield Gardens Crematorium in Steppingley which was opened in the Spring 2024. These fees were approved in March 2024 and been created to consider a full cost recovery model based on the costs of our dedicated suppliers and benchmarking with other local crematoria to ensure that the Crematorium delivers value for money and is cost effective for residents.
38. Crematorium fees will remain at the same level as in 2024 as there is insufficient data available to support that the existing price reflect the current cost of provision.
39. As in 2024 Legal Service charges were dependent on the seniority of the legal adviser undertaking the works – in line with Pathfinder Legal Services' external charges. An increase of 4.5% for all legal fees was approved by Pathfinder Legal's Board and the Council in May 2024.
40. Other service charges have remained the same as in 2024, which include – Local Land Charges and administrative charges on Court Costs for Local Taxation.

Housing

41. Some of the Fees & Charges for HRA are due to increase from January 2025. These Fees & Charges are listed in Appendix K – Housing January 2025.
42. For the most part charges are going up by inflation rate at 2%, but for fess related to Houses of Multiple Occupation (HMO) and fees for technical assistance they are staying the same (where the charge is a fixed %, or where there is a statutory limit). Only fees for library and security have increase by 4.6% and 18% respectively to be brought in line with actual cost.

New fees and charges for 2025

43. New proposed fees and charges to be introduced from January 2025 and listed in Appendix L – New Fees & Charges January 2025

Council Priorities

44. CBC's fees and charges are intended to offer value for money while considering staff time, expertise and overheads. The income raised is very important and makes a real contribution to funding services and enabling the Council to further its objectives for the community. The proposed fees and charges support the Council's priorities listed below:

- Be ambitious in our plans towards improving and maintaining the roads and travel network.
- Ensure that environmental, sustainability and climate resilience impact will be at the heart of all Council decision-making.
- Enable people to live active, healthy, and independent lives.
- Enable the right care, at the right time, in the right place for those in need of support.
- Provide the environment for economic prosperity in which existing businesses can grow and new ones will move to the area.

Legal Implications

45. In setting and reviewing fees and charges all services must adhere to the Council's Fees & Charges Policy. Proposed changes to fees and charges are subject to Full Council Approval (Part 2 Article 4 of the Constitution). The relevant statutory provisions on charging are as follows:

- The Local Government Act 2000 gave local authorities wide power to act for the economic, social, and environmental well-being of their areas. The general power to charge for discretionary services was included in the Local Government Act 2003. Section 93 of the 2003 Act provides that when the Council is providing a discretionary service, it may charge for the service, provided the person receiving the service has agreed to its provision.
- The Localism Act 2011 introduced the 'general power of competence'. Section 3 mirrors section 93 of the 2003 Act and duplicates the existing power to charge for providing discretionary services on a cost recovery basis. Section 4 permits local authorities to trade in areas that are not connected to the performance of their functions in exercising the general power of competence.

Financial and Risk Implications

46. Financial and risk implications are part of the annual review of all fees and charges in line with the Council's Fees and Charging Policy. The Director of Finance will provide services with guidance each year as to the maximum inflation rate that may be applied.

Equality & Diversity Implications

47. Central Bedfordshire Council has a statutory duty (i.e., public sector equality duty - PSED) to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics: age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
48. The Council's Fees & Charges policy requires that reasonable notice should be given to service users before any new charge or significant change is implemented. This is to ensure that there is no adverse effect on vulnerable groups when setting new fees and charges or making significant changes to an existing charge.
49. As part of the Council's commitment to equal opportunities, it will, as far as reasonably practicable and in line with any relevant Equalities Impact Assessments, provide appropriate access to all its services and to all its activities. Concessions are clearly one of the ways in which the Council can fulfil this commitment. Where appropriate, Equalities Impact Assessments will be carried out for proposals, and any findings/outcomes will be placed before the decision maker to ensure due regard can be given to them.

Sustainability Implications

50. This paper relates to changes in the charges for existing Fees & Charges, however, where a new F&C is proposed, the Directorate responsible will be tasked with looking at the sustainability implications and liaising with the relevant lead office and Executive Member.

Appendices:

- Appendix A – F&C Summary analysis
- Appendix B – F&C Value and Volume analysis (expanded)
- Appendix C – Adult Social Care January 2025
- Appendix D – Place and Communities January 2025 Discretionary
- Appendix E – Place and Communities January 2025 Statutory
- Appendix F – Building Control January 2025 Statutory
- Appendix G – Planning January 2025 Discretionary
- Appendix H – Pre-Application Advice for Building and Minerals & Waste January 2025 Discretionary.
- Appendix I – Resources (including Registration Service) January 2025 Discretionary
- Appendix J – Resources (including Registration Service) January 2025 Statutory
- Appendix K – Housing January 2025
- Appendix L – New Fees & Charges January 2025

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Directorate	F&C Heading	2023/24 Value (£)	2023/24 Volume/ Transactions	Proposed Estimated Increase (£)	Estimated Increase (£) at 1%
Children Services	Traded Services to Schools & Academies	1,774,934	7,149	0	0
	SEN Transport	250,980	475	0	0
	Other Services/Contracts	1,854,692	4,047	0	0
Children Services Total		3,880,606	11,671	0	0
HRA	Housing - Accommodation	1,876,002	127,154	16,785	8,393
	Housing - Community Support	852,453	4,042	13,732	6,866
	Housing Rent Income	1,089,977	46,111	385	193
	Tenant Service Charges	450,953	41,243	3,934	1,967
HRA Total		4,269,385	218,550	34,836	17,418
Place and Communities	Traded Services to Schools & Academies	55,909	136	0	0
	Albion - Projects	2,331,575	616	0	0
	Building Control	822,744	1,874	62,439	8,227
	Environment Services Income	532,737	2,571	10,655	5,327
	Highways	1,638,875	2,815	20,848	10,424
	Leisure	258,199	25	0	0
	Libraries	153,294	1,947	3,066	1,533
	Licensing	505,572	3,435	10,111	5,056
	Minerals & Waste	311,932	68	6,239	3,119
	Other Service Charges	62,875	16	0	0
	Parking	1,736,907	2,325	17,089	13,458
	Planning	2,777,883	1,284	26,700	7,109
	Public Safety & Protection	217,144	543	4,107	2,053
	Public Transport	652,727	1,611	0	0
	Rental Income & Service Charges	5,509,964	1,702	0	0
Place and Communities Total		17,568,337	20,968	161,253	56,307
Public Health Total		5,842,834	111	0	0
Resources	Traded Services to Schools & Academies	694,138	1,265	0	0
	Deferred Payment Agreement (PDA), Brokerage &	197,099	1,708	1,635	817
	Other Services	1,555,835	8,624	727	14347
	Registration	483,152	8,465	9,663	4,832
	Rental Income & Service Charges	112,364	2	0	0
Resources Total		3,042,589	20,064	12,025	19,996
Social Care, Health & Housing	Allison House for Older People	408,948	6	0	0
	Biggleswade Social Centre - Day Care	14,912	340	0	0
	Ferndale Residential	213,806	7	0	0
	Lettings	94,682	104	1,894	947
	Houghton Regis Day Care Centre	18,487	383	0	0
	Learning Disabilities Packages	2,027,681	29,598	0	0
	Leighton Buzzard Social Centre Day	13,553	302	0	0
	Lettings Service	1,259,006	87	0	0
	Meals & Catering Income	409	3	0	0
	Mental Health Team	139,449	4,190	0	0
	Physical Disability - Packages	16,888,220	140,005	0	0
	Silsoe Day Centre	21,471	496	0	0
	Telecare	88,557	3,292	0	0
	Townsend Centre	616	1	0	0
Westlands Residential	263,140	7	0	0	
Social Care, Health & Housing Total		21,452,935	178,821	1,894	947
Grand Total		56,056,685	450,185	210,008	94,668

* Proposed estimated increase value only relates to those F&C that are due for review and increased as proposed by the service area. For further breakdown and information please refer to Appendix B.

Directorate	F&C Heading	Reference to Pricing Schedules	Description	2023/24 Value (£)	2023/24 Volume/ Transactions	Reviewed (y/n)	Proposed Increase (%)	Proposed Estimated Increase (£)	Estimated Increase (£) at 1%		
Children Services	Traded Services to Schools & Academies	Ch01	Long Term Absence & Maternity Pool	684,793	72	n	n/a	0	0		
		Ch02	Music Operations	760,384	6,311	n	n/a	0	0		
		Ch03	Education Psychology, SEN and Disability	90,461	14	n	n/a	0	0		
		Ch04	Schools Buy Back & Subscriptions	51,235	270	n	n/a	0	0		
		Ch05	Education Visits and Journeys	25,946	62	n	n/a	0	0		
		Ch06	Schools Admissions Services	83,658	80	n	n/a	0	0		
		Ch08	Access and Inclusion - Academies	13,800	65	n	n/a	0	0		
		Ch10	Census Checks - Additional Support	36,593	9	n	n/a	0	0		
		Ch11	Newly Qualified Teacher, Induction Support	15,185	170	n	n/a	0	0		
		Ch12	School Improvement Support	12,878	96	n	n/a	0	0		
		Traded Services to Schools & Academies Total				1,774,934	7,149			0	0
		SEN Transport	Ch22	Mainstream Schools	79,066	260	n	n/a	0	0	
	Ch22		SEN Transport College	171,914	215	n	n/a	0	0		
	SEN Transport Total				250,980	475			0	0	
	Other Services/Contracts	Ch13	Adoption Services	1,098,221	84	n	n/a	0	0		
		Ch14	Attendance Fine	162,730	2,922	n	n/a	0	0		
		Ch15	Children's Centres Training	9,777	91	n	n/a	0	0		
		Ch16	Domestic Abuse Service	1,050	17	n	n/a	0	0		
		Ch17	Fostering Service	2,100	22	n	n/a	0	0		
		Ch18	Local Safeguarding Children's Board - Training fees	126,191	783	n	n/a	0	0		
		Ch19	Other LA Contribution	231,826	36	n	n/a	0	0		
		Ch20	Training Charges	25,574	34	n	n/a	0	0		
	Ch21	Youth Support Services	197,223	58	n	n/a	0	0			
Other Services/Contracts Total				1,854,692	4,047			0	0		
Children Services Total				3,880,606	11,671			0	0		
HRA	Housing - Accommodation	Schh02	Room Hire	417	15	y	2	8	4		
		Schh15	Communal Cleansing	13,692	1,592	n	n/a	0	0		
		Schh18	Scheme Manager	293,817	6,415	n	n/a	0	0		
		Schh32	Communal Electric	47,223	13,889	n	n/a	0	0		
		Schh33	Communal Heating	78,671	10,420	n	n/a	0	0		
		Schh34	HRA Intensive Housing Management (IHM)	580,092	25,668	n	n/a	0	0		
		Schh38	Service Charges	838,855	10,531	y	2	16,777	8,389		
		Schh39	TV Charges	9,117	30,389	n	n/a	0	0		
		Schh40	Window Cleaning	14,118	28,235	n	n/a	0	0		
	Housing - Accommodation Total				1,876,002	127,154			16,785	8,393	
	Housing - Community Support	Schh20	Non-Dwelling Rents	165,865	58	n	n/a	0	0		
		Schh38	Service Charges	686,588	3,984	y	2	13,732	6,866		
	Housing - Community Support Total				852,453	4,042			13,732	6,866	
Housing Rent Income	Schh02	Lettings Services	19,265	31	y	2	385	193			
	Schh20	Non-Dwelling Rents	1,070,712	46,080	n	n/a	0	0			
Housing Rent Income Total				1,089,977	46,111			385	193		

Directorate	F&C Heading	Reference to Pricing Schedules	Description	2023/24 Value (£)	2023/24 Volume/ Transactions	Reviewed (y/n)	Proposed Increase (%)	Proposed Estimated Increase (£)	Estimated Increase (£) at 1%
	Tenant Service Charges	Schh15	Communal Cleansing	202,481	23,544	n	n/a	0	0
		Schh32	Communal Electric	51,780	15,230	n	n/a	0	0
		Schh38	Service Charges	196,691	2,469	y	2	3,934	1,967
	Tenant Service Charges Total			450,953	41,243			3,934	1,967
HRA Total				4,269,385	218,550			34,836	17,418
Place and Communities	Traded Services to Schools	Com101	Property Support Service	55,909	136	n	n/a	0	0
	Albion - Projects	Reg01	Albion Archaeology Project Income	2,331,575	616	n	n/a	0	0
	Building Control	Reg02	Building Control Fee	766,403	1,675	y	8	61,312	7,664
		Reg03	Historic Environment Record Search Fee	14,286	87	y	2	286	143
		Reg04	Street Naming fee	42,055	112	y	2	841	421
		Building Control Total			822,744	1,874			62,439
	Environment Services Income	Com64	Household Waste	334,313	75	y	2	6,686	3,343
		Com65	Waste Collection and Recycling	198,424	2,496	y	2	3,968	1,984
	Environment Services Income Total			532,737	2,571			10,655	5,327
	Highways	Com01	Crown Damage Repairs	22,586	6	y	2	452	226
		Com03	Defect Inspections	5,865	83	y	2	117	59
		Com04	Maintenance Policy	28,212	124	y	2	564	282
		Com05,06	New Roads & Streets Works Act - Permits Income	423,490	236	n	n/a	0	0
		Com08	Section 50 / 74 Licence Fee	69,378	259	y	2	1,388	694
		Com10	Scaffold Skips Licensing Fee	18,214	249	y	2	364	182
		Com11	Temporary Traffic Regulation	600,228	473	y	2	12,005	6,002
		Com12b	Private Vehicle Crossover Inspection	173,001	430	n	n/a	0	0
		Com12b	Private Vehicle Crossover Inspection Admin Fee	30,607	1	y	2	612	306
		Com29	Fixed Penalty Notice & Prosecutions	38,120	102	y	2	762	381
		Reg03	Rights of Way - Search fees	191,704	793	y	2	3,834	1,917
	Reg10	Sample Inspections	37,470	59	y	2	749	375	
	Highways Total			1,638,875	2,815			20,848	10,424
	Leisure Total	N/A	Leisure Management Contract Income	258,199	25	n	n/a	0	0
Libraries	Com13	AV Hire Income	1,727	168	y	2	35	17	
	Com16	Library Fines	47,080	792	y	2	942	471	
	Com18	Other Library Income	94,839	857	y	2	1,897	948	
	Com20	Reservations Income	784	90	y	2	16	8	
	Com59	Box Office Income	8,864	40	y	2	177	89	
Libraries Total			153,294	1,947			3,066	1,533	
Licensing	Com66	Explosives Manufacture & Storage	2,304	14	y	2	46	23	
	Com67	Gambling & Lottery License fees	9,425	142	y	2	189	94	
	Com68	Licensing - Animals	75,819	186	y	2	1,516	758	
	Com69	Other Licensing fees	12,485	32	y	2	250	125	
	Com70	Petrol Licensing Fee	2,256	21	y	2	45	23	
	Com71	Piercing and Tattooing	8,480	59	y	2	170	85	
	Com72	Premises Licensing & Certificates	131,740	1,617	y	2	2,635	1,317	
	Com73	Private Hire-Hackney Vehicles	248,821	1,325	y	2	4,976	2,488	
Com74	Trading Standards Approved	14,242	39	y	2	285	142		
Licensing Total			505,572	3,435			10,111	5,056	

Directorate	F&C Heading	Reference to Pricing Schedules	Description	2023/24 Value (£)	2023/24 Volume/ Transactions	Reviewed (y/n)	Proposed Increase (%)	Proposed Estimated Increase (£)	Estimated Increase (£) at 1%
	Minerals & Waste	Reg10	Mineral & Waste Income	205,757	65	y	2	4,115	2,058
		Reg11	Pre - Application Advice Fee	106,175	3	y	2	2,124	1,062
	Minerals & Waste Total			311,932	68			6,239	3,119
	Other Service Charges	N/A	CCTV Income	62,875	16	n	n/a	0	0
	Parking	Com21	FPN & Prosecutions	874	5	n	n/a	0	0
		Com21	Off St Parking Income	1,293,112	1,809	y	1.2	16,035	12,931
		Com21	PCN Income	390,189	0	n	n/a	0	0
		Com22	On St Parking Income	52,732	511	y	2	1,055	527
	Parking Total			1,736,907	2,325			17,089	13,458
	Planning	Reg06	Monitoring Fees	145,561	49	y	2	2,911	1,456
		Reg07	Planning Application	2,067,027	705	n	n/a	0	0
		Reg08	Planning Performance Agreements (PPAs)	386,975	65	y	2	7,740	3,870
		Reg09	Pre - Application Charges	178,320	465	y	9	16,049	1,783
	Planning Total			2,777,883	1,284			26,700	7,109
	Public Safety & Protection	Com24	Public Protection - Advice/Services	47,832	154	y	2	957	478
		Com25	Public Protection Business advice	29,223	57	y	2	584	292
		Com26	Public Protection Other LA Services	99,274	68	y	2	1,985	993
		Com28	Fixed Penalty Notice and Prosecutions	11,811	176	n	n/a	0	0
		Com29	Food Safety/Standard	12,048	73	y	2	241	120
		Com31	Pollution	16,957	15	y	2	339	170
	Public Safety & Protection Total			217,144	543			4,107	2,053
	Public Transport	Com150	MOT Income	76,023	1,363	n	n/a	0	0
		Com35	Service Transport-Fleet	530,384	233	n	n/a	0	0
		Com36	Transport & Meals Income	46,320	15	n	n/a	0	0
	Public Transport Total			652,727	1,611			0	0
	Rental Income & Service Charges	Com40	Business Units	285,023	62	n	n/a	0	0
		Com45	Farm Estate	1,200,669	252	n	n/a	0	0
		Com46	Houghton Hall Park	35,283	19	n	n/a	0	0
		Com47	Industrial Unit & Estates	698,965	272	n	n/a	0	0
		Com49	Countryside Sites	12,200	6	n	n/a	0	0
		Com49,78,79,80	Chiltern Vale Quadrant	671,519	162	n	n/a	0	0
Com49,78,79,80		Grove View Health Hub	1,573,486	50	n	n/a	0	0	
Com49,78,79,80		Ivel Valley Quadrant	116,798	53	n	n/a	0	0	
Com49,78,79,80		Leighton Linslade Quadrant	143,328	41	n	n/a	0	0	
Com49,78,79,80		Priory House Café	107,816	476	n	n/a	0	0	
Com49,78,79,80		West Mid Beds Quadrant	7,433	8	n	n/a	0	0	
Com51		Shops, Shopping Centres & Offices	588,913	190	n	n/a	0	0	
Com59		Other Property Assets	68,532	111	n	n/a	0	0	
Rental Income & Service Charges Total			5,509,964	1,702			0	0	
Place and Communities Total			17,568,337	20,968			161,253	56,307	
Public Health	Public Health - Shared S	N/A	Other Local Auth Inc	5,834,034	107	n	n/a	0	0
		N/A	Other PH Income	8,800	4	n	n/a	0	0
Public Health Total			5,842,834	111			0	0	

Directorate	F&C Heading	Reference to Pricing Schedules	Description	2023/24 Value (£)	2023/24 Volume/ Transactions	Reviewed (y/n)	Proposed Increase (%)	Proposed Estimated Increase (£)	Estimated Increase (£) at 1%	
Resources	Traded Services to Schools & Academies	Res102	Schools Buy Back	51,212	297	n	n/a	0	0	
		Res103	Insurance Management	507,325	197	n	n/a	0	0	
		Res104	Administration of Education Appeals	73,360	388	n	n/a	0	0	
		Res105	Determining Free Schools Meals Eligibility	62,240	383	n	n/a	0	0	
	Traded Services to Schools & Academies Total				694,138	1,265			0	0
	Deferred Payment Agreement (PDA), Brokerage & Money Management	Schh03	Brokerage & Deferred Payments	26,236	1,335	y	2	525	262	
		Schh03&04	Money Management	115,350	305	n	n/a	0	0	
		Schh04	Deferred Payment Agreement Admin Fee	55,512	68	y	2	1,110	555	
	Deferred Payment Agreement (PDA), Brokerage & Money Management Total				197,099	1,708			1,635	817
		Res 19	Blue Badge Fee	58,592	5,849	n	n/a	0	0	
		Res102	Early Years Work Force Development - Training fees	22,792	696	n	n/a	0	0	
		Res102	Training Charges & Contribution to Qualifications	39,787	52	n	n/a	0	0	
		Res13	Registration of Electors	251,852	95	y	0	0	2,519	
		Res16	Legal Services Income	16,148	81	y	4.5	727	161	
		Res17	Local Land Charges	324,270	1,842	y	0	0	3,243	
		Res18	Local Taxation - Court Costs	842,394	9	y	0	0	8,424	
	Other Services Total				1,555,835	8,624			727	14347
	Registration	Res06	Certificates - Various	94,904	4,310	y	2	1,898	949	
		Res08	Marriage & Civil Partnership	246,075	1,047	y	2	4,921	2,461	
		Res08	Other Registration Services (Celebratory/Certificates)	9,026	18	y	2	181	90	
		Res09	Nationality Services	31,900	20	y	2	638	319	
		Res11	Registration Notices	101,247	3,070	y	2	2,025	1,012	
	Registration Total				483,152	8,465			9,663	4,832
Rental Income & Services	N/A	Priory House	112,364	2	n	n/a	0	0		
Resources Total				3,042,589	20,064			12,025	19,996	
Social Care, Health & Housing	Allison House for Older People	Schh10	Residential Contributions	396,155	4	n	n/a	0	0	
		Schh11	Respite Contribution	12,792	2	n	n/a	0	0	
	Allison House for Older People Total				408,948	6			0	0
	Biggleswade Centre	Schh08	Home/Day - Care Contributions	5,060	24	n	n/a	0	0	
	Biggleswade Social Centre - Day Care	Schh08	Catering Income	9,851	316	n	n/a	0	0	
	Biggleswade Social Centre - Day Care Total				14,912	340			0	0
	Ferndale Residential	Schh10	Residential Contributions	212,999	5	n	n/a	0	0	
		Schh11	Respite Contribution	806	2	n	n/a	0	0	
	Ferndale Residential Total				213,806	7			0	0
	Lettings	Schh25	Lettings	94,682	104	y	2	1,894	947	
	Lettings Total				94,682	104			1,894	947
	Houghton Regis Day Care	Schh08	Catering Income	18,487	383	n	n/a	0	0	
	Houghton Regis Day Care Centre Total				18,487	383			0	0
	Learning Disabilities Packages	Schh08	Home/Day - Care Contributions	173,279	6,134	n	n/a	0	0	
		Schh09	Health Care Contribution	615,346	282	n	n/a	0	0	
		Schh09	LLC Income	1,066	5	n	n/a	0	0	
Schh09		Nursing Care Contributions	30,219	251	n	n/a	0	0		
Schh10		Residential Contributions	1,191,528	22,660	n	n/a	0	0		
Schh11		Respite Contribution	7,434	99	n	n/a	0	0		

Directorate	F&C Heading	Reference to Pricing Schedules	Description	2023/24 Value (£)	2023/24 Volume/ Transactions	Reviewed (y/n)	Proposed Increase (%)	Proposed Estimated Increase (£)	Estimated Increase (£) at 1%
		Schh11	Transport - Fairer Charging	8,809	167	n	n/a	0	0
	Learning Disabilities Packages Total			2,027,681	29,598			0	0
	Leighton Buzzard Social Centre Day	Schh08	Catering Income	13,553	302	n	n/a	0	0
	Leighton Buzzard Social Centre Day Total			13,553	302			0	0
	Lettings Service	Schh43	Rent Received	1,259,006	87	n	n/a	0	0
	Lettings Service Total			1,259,006	87			0	0
	Meals & Catering Income	Com59	Catering Income	409	3	n	n/a	0	0
	Meals & Catering Income Total			409	3			0	0
	Mental Health Team	Schh08	Home/Day - Care Contributions	112,344	3,827	n	n/a	0	0
		Schh10	Residential Contributions	27,105	363	n	n/a	0	0
	Mental Health Team Total			139,449	4,190			0	0
	Physical Disability - Packages	Schh08	Home/Day - Care Contributions	5,523,866	87,903	n	n/a	0	0
		Schh09	Health Care Contribution	44,075	25	n	n/a	0	0
		Schh09	Nursing Care Contributions	2,880,919	7,305	n	n/a	0	0
		Schh10	Residential Contributions	7,358,159	39,756	n	n/a	0	0
		Schh11	Respite Contribution	1,078,856	4,945	n	n/a	0	0
		Schh11	Transport - Fairer Charging	2,345	71	n	n/a	0	0
	Physical Disability - Packages Total			16,888,220	140,005			0	0
	Silsoe Day Centre	Schh08	Catering Income	14,543	407	n	n/a	0	0
		Schh09	LLC Income	98	1	n	n/a	0	0
		Schh27	Produce Sales Income	6,831	88	n	n/a	0	0
	Silsoe Day Centre Total			21,471	496			0	0
	Telecare Total	Schh14	Telecare Equipment	88,557	3,292	n	n/a	0	0
	Townsend Centre Total	Schh08	Home/Day - Care Contributions	616	1	n	n/a	0	0
	Westlands Residential Total	Schh10	Residential Contributions	263,140	7	n	n/a	0	0
	Social Care, Health & Housing Total			21,452,935	178,821			1,894	947
	Grand Total			56,056,685	450,185			210,008	94,668

2025 Fees & Charges

Adult Social Care

Charges with effect from 1 January 2025					
Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Schh25	Lettings (VAT n/a) - Side room/ Small Room up to 4 hours	40.70	6.7	41.50	2
Schh25	Lettings (VAT n/a) - Side room/ Small Room additional hour	7.40	6.7	7.50	2
Schh25	Lettings (VAT n/a) - Main Hall up to 4 hours	57.90	6.7	59.10	2
Schh25	Lettings (VAT n/a) - Main Hall additional hour	14.80	6.7	15.10	2
Schh25	Lettings (VAT n/a) – Kitchen up to 4 hours	19.60	6.7	20.00	2
Schh03	Deferred Payment Agreement – set up costs (excluding VAT)	775.20	6.7	790.70	2
Schh03	Deferred Payment Agreement – Annual admin fee (excluding VAT)	127.70	6.7	130.30	2
Schh04	Brokerage fee for Self-Funders and Full Cost – Set up Cost	141.10	6.7	143.90	2
Schh04	Brokerage fee for Self-Funders and Full Cost – Annual admin fee	210.10	6.7	214.30	2

Contact us...

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Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

2025 Fees & Charges

Place and Communities

Place and Communities non- statutory Fees & Charges with effect from 1 January 2025

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Highway Licences:					
Com10	Scaffolding Licence for first month	190.10	40	190.10	0
Com10	Scaffolding Licence for each additional month	163.00	20	163.00	0
Com10	Hoarding Licence for first month	190.10	40	190.10	0
Com10	Hoarding Licence for each additional month	163.00	20	163.00	0
Com 12a&b	Construction of crossover	At cost	n/a	At cost	n/a
N/A	Mobile Food Trading - First application inspection fee	0.00	n/a	0.00	n/a
N/A	Mobile Food Trading - Annual fee	0.00	n/a	0.00	n/a
Com01, 12b	Provision of estimate for construction of crossover	147.40	6.7	150.30	2
N/A	Provision of H bar road markings	Cost	n/a	Cost	n/a
Com01, 02	Temporary Over-sailing (Crane) Licence for each month	145.10	6.7	148.00	2
	Crane licence - non traffic sensitive	New	n/a	328.00	n/a
	Crane licence - traffic sensitive	New	n/a	360.00	n/a
Com29	Charges for damaged highway assets	Cost	n/a	Cost	n/a
Temporary Traffic Regulation Orders (including where orders extended by applicant)					
Com02,03	1 month duration non-traffic sensitive	2,225.80	20	2,225.80	0
	2-month duration non-traffic sensitive	New	n/a	2,314.83	n/a
	3-month duration non-traffic sensitive	New	n/a	2,407.42	n/a
	4-month duration non-traffic sensitive	New	n/a	2,497.64	n/a
	5-month duration non-traffic sensitive	New	n/a	2,588.45	n/a
	6-month duration non-traffic sensitive	New	n/a	2,679.26	n/a
	7-month duration non-traffic sensitive	New	n/a	2,770.07	n/a

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com02,03 & 04	8-month duration non-traffic sensitive	New	n/a	2,860.88	n/a
	9-month duration non-traffic sensitive	New	n/a	2,951.69	n/a
	10-month duration non-traffic sensitive	New	n/a	3,042.50	n/a
	11-month duration non-traffic sensitive	New	n/a	3,133.31	n/a
	12-month duration non-traffic sensitive	New	n/a	3,224.12	n/a
	13-month duration non-traffic sensitive	New	n/a	3,314.93	n/a
	14-month duration non-traffic sensitive	New	n/a	3,405.74	n/a
	15-month duration non-traffic sensitive	New	n/a	3,496.55	n/a
	16-month duration non-traffic sensitive	New	n/a	3,587.36	n/a
	17-month duration non-traffic sensitive	New	n/a	3,678.17	n/a
	18-month duration non-traffic sensitive	New	n/a	3,768.98	n/a
	2-year duration non-traffic sensitive	New	n/a	4,522.76	n/a
	3-year duration non-traffic sensitive	New	n/a	5,427.31	n/a
	4-year duration non-traffic sensitive	New	n/a	6,512.77	n/a
	1 month duration traffic sensitive	New	n/a	2,448.38	n/a
	2-month duration traffic sensitive	New	n/a	2,546.32	n/a
	3-month duration traffic sensitive	New	n/a	2,644.26	n/a
	4-month duration traffic sensitive	New	n/a	2,742.20	n/a
	5-month duration traffic sensitive	New	n/a	2,840.14	n/a
	6-month duration traffic sensitive	New	n/a	2,938.08	n/a
	7-month duration traffic sensitive	New	n/a	3,036.02	n/a
	8-month duration traffic sensitive	New	n/a	3,133.96	n/a
	9-month duration traffic sensitive	New	n/a	3,231.90	n/a
	10-month duration traffic sensitive	New	n/a	3,329.84	n/a
11-month duration traffic sensitive	New	n/a	3,427.78	n/a	
12-month duration traffic sensitive	New	n/a	3,525.72	n/a	

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com02,03 & 04	13-month duration traffic sensitive	New	n/a	3,623.66	n/a
	14-month duration traffic sensitive	New	n/a	3,721.60	n/a
	15-month duration traffic sensitive	New	n/a	3,819.54	n/a
	16-month duration traffic sensitive	New	n/a	3,917.48	n/a
	17-month duration traffic sensitive	New	n/a	4,015.42	n/a
	18-month duration traffic sensitive	New	n/a	4,113.36	n/a
	2-year duration traffic sensitive	New	n/a	4,975.03	n/a
	3-year duration traffic sensitive	New	n/a	5,970.04	n/a
	4-year duration traffic sensitive	New	n/a	7,164.05	n/a
	Permanent Traffic Regulation Orders - non traffic sensitive	New	n/a	3,912.30	n/a
	Permanent Traffic Regulation Orders - traffic sensitive	New	n/a	4,303.53	n/a
	Orders from individuals	1,038.60	6.7	1,059.40	2
	Temporary Traffic Regulation Orders for special events	1,979.10	6.7	2,018.70	2
	Permanent Traffic Regulation orders (TROs)	3,912.80	30.4	Replaced by the above permanent TROs	
Com05	Special Events Orders for charities and local authorities	212.20	6.7	216.40	2
Com05	Street works Licences	359.70	6.7	No longer in use	
Com07	Road Opening Permit Application Fee (non-refundable)	128.50	6.7	131.10	2
Com07	Road Opening Permit Charge (non-refundable)	610.50	6.7	622.70	2
Com07	Additional inspection charge for above, over 5m2 (non-refundable) per inspection unit. (Every 200m linear metres, in line with NRSWA).	241.40	6.7	246.20	2
Com04	Tourist and Temporary Directional Signage - per application (non-refundable)	193.60 or cost if higher	6.7	197.50 or cost if higher	2
Com04 & 05	Developer Directional Signage - per application (non-refundable)	193.60 or cost if higher	6.7	197.50 or cost if higher	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Highways and Transportation					
Com04,09 & 11	Application for a temporary traffic regulation order on the highway - emergency (Companies)	989.50	6.7	Replaced by the below	
	Application for a temporary traffic regulation order on the highway - emergency (non-traffic sensitive streets)	New	n/a	2,225.80	n/a
	Application for a temporary traffic regulation order on the highway - emergency (traffic sensitive streets)	New	n/a	2,448.38	n/a
	Traffic light switch out (per day)	New	n/a	264.00	n/a
	Traffic light switch out (per day) - weekend uplift	New	n/a	329.91	n/a
Com04,09 & 11	Application for a temporary traffic regulation order on the highway - emergency (Individuals)	507.10	6.7	517.20	2
Com07	Additional charge for excavations of footway or verge (Refundable Bond) per m ²	41.40	6.7	42.20	2
Com07,11	Temporary Directional Signage (per sign) refundable deposit	85.30	6.7	87.00	2
Com10	Consent to deposit materials on the highway for 2 weeks period	65.10	40	66.40	2
	Permission to place skip on highway for 2 weeks period	65.10	40	66.40	2
	Scaffolding Licence for first month	190.10	40	193.90	2
	Scaffolding Licence for each additional month	163.00	20	166.30	2
Rights of Way					
Growth and Highways Development Searches					
Com06,08 & 09	Rights of Way and Common Land searches	90.90	25.2	92.70	2
	Rights of Way and Common Land searches – expedited (2 working days)	117.10	25.2	119.40	2
	Highway standard search (extent plan)	73.40	25.2	74.90	2
	Highway - expedited search (2 working days)	95.40	25.2	97.30	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com06,08 & 09	Highway non-standard enquiry	127.00	25.2	129.50	2
	Highway non-standard expedited search (2 working days)	164.80	25.2	168.10	2
Com06	Processing applications:	Cost Recovery using flat rate fee of £54.60 per hour		Cost Recovery using flat rate fee of £59.10 per hour	
Com06	Additional site notices	£22.40 each + mileage and travel time at £6.30/ hour		£24.30 each + mileage and travel time at £6.80/ hour	
Highways statements and declarations (Section 31 deposits)					
Com08	Processing applications	411.30	6.7	419.50	2
Definitive Map Modification Orders					
Com06	All aspects of processing applications	No Charge	n/a	No Charge	n/a
Public Path Orders (Highways Act 1980 and Town & Country Planning Act 1990)					
Com06,08 & 09	Pre-application Consultation Fee (non-refundable)	500.00	6.1	510.00	2
	Processing of Public Path Applications (non-development-related)	4,391.00	38	4,478.80	2
	Processing of Public Path Applications (related to any development or mineral extraction)	5,765.00	41.9	5,880.30	2
	For each additional path	720.20	6.1	734.60	2
	CBC administration and certification fee for any works	464.00	11.5	473.30	2
	Oversize order plan supplement for any application	120.10	6.1	122.50	2
	Administration and legal fees associated with compensation claims related to orders	At Cost	n/a	At Cost	n/a
	Compensation payment related to orders coming into operation (Highways Act 1980)	At Cost	n/a	At Cost	n/a
	Cost of any works or signposting	At Cost	n/a	At Cost	n/a
	Advertisement of orders (x2)	At Cost	n/a	At Cost	n/a
Processing any order if objections are received and not withdrawn (following the publication of Deregulation Act Regulations)	At Cost	n/a	At Cost	n/a	
Public documents: All copies listed below, sent by post, are subject to £2 P&P charge.					

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Documents/requests relating to statutory procedures					
Com06,08 & 09	Definitive Statement	FREE PDFs for up to 3 statements then £1.20 afterwards	6.7	FREE PDFs for up to 3 statements then £1.20 afterwards	
	Confirmed Orders	FREE PDFs for up to 3 statements then £5.00 afterwards	6.7	FREE PDFs for up to 3 statements then £5.10 afterwards	
Com06,08 & 09	Policy statements		15.50	6.7	15.80 2
	Completed user evidence forms		3.70	6.7	3.80 2
	Witness interview write ups		3.70	6.7	3.80 2
	Statutory declarations by Council officers [per hour]		64.00	6.7	65.30 2
	Extract from Definitive Map (working copy GIS version) A4, A3 or A2		Free	n/a	Free n/a
	Certified true copy of Definitive Map - per copy A4		30.90	6.7	31.50 2
	Certified true copy of Definitive Map - per copy A3		41.40	6.7	42.20 2
	Certified true copy of Definitive Map - per copy 60x80cm		52.80	6.7	53.90 2
	Certified true copy of Definitive Statement		1.20	6.7	1.20 2
	GIS Maps - A4		5.10	6.7	5.20 2
	GIS Maps - A3		10.30	6.7	10.50 2
	GIS Maps - A2		20.70	6.7	21.10 2
	GIS Maps - A1		25.90	6.7	26.40 2
	GIS Maps - A0		67.20	6.7	68.50 2
	One-off Definitive Map searches, planning enquiries etc.		80.10	6.7	81.70 2
Produce plan			Cost Recovery using flat rate fee of £58.40 per hour		Cost Recovery using flat rate fee of £59.60 per hour

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Highways Agreements under the Highways Act 1980:					
Com06,08 & 09	Section 278 Highways Act 1980 Agreements - Technical audit, administration, and supervision - percentage based on estimated cost of works before a signed Agreement for a proposed road scheme is in place		11% for schemes up to a value of £1M. For schemes above this the percentage to be negotiated		14% for schemes up to a value of £1.1M, for schemes above this the percentage to be negotiated
Com06,08 & 09	Section 38 Highways Act 1980 Agreements - Technical audit, administration, and supervision - percentage based on estimated cost of works after a signed Agreement for a road scheme is in place.		11% for schemes up to a value of £1M. For schemes above this the percentage to be negotiated.		14% for schemes up to a value of £1.1M, for schemes above this the percentage to be negotiated
	Copy Section 38 or 278 agreement	90.80	6.7	92.60	2
	Copy Section 38 or 278 agreement expedited	118.00	6.7	120.40	2
Private Hire Vehicle and Hackney Cab Driver Licence					
Com73	New or renewal combined 1-year driver's licence	137.40	6.7	140.10	2
Com73	Private Hire & Hackney Cabs - three-year licence	224.50	6.7	229.00	2
Com73	Driver knowledge check/test	38.50	6.7	39.30	2
Com73	Driving Assessment	108.10	6.7	110.30	2
Com73	Replacement badge	31.40	6.7	32.00	2
Com73	Compulsory CSE Training	27.00	6.7	27.50	2
Com73	Variation / withdrawal / application administration fee	38.50	6.7	39.30	2
Com73	Disclosure and Barring Scheme (admin fee)	21.90	6.7	22.30	2
Com73	DVLA enquiry fee	10.30	6.7	10.50	2
Private Hire Operators Licence:					
Com73	New Private Hire Operators Licence (1 year)	288.90	6.7	294.70	2
Com73	Renewal Private Hire Operators Licence (1 year)	160.10	6.7	163.30	2
Com73	New Private Hire Operators Licence (5 year)	1120.40	6.7	1142.80	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com73	Renewal Private Hire Operators Licence (5 year)	746.90	6.7	761.80	2
Com73	Variation / withdrawal / application administration fee.	34.10	6.7	34.80	2
Com73	Transfer of Ownership of Vehicles: Where the ownership of a vehicle already licensed by Central Bedfordshire Council is transferred to another person the following fees will be due by the new owner upon receipt of a successful application	165.60	6.7	168.90	2
Com73	Transfer of Ownership of Vehicles: Where the vehicle licence is transferred and is to remain in force until its expiry date	165.60	6.7	168.90	2

Hackney Cabs and Private Hire Vehicle - Licence Fee (12 months or less)

Com73	Private Hire Vehicle	367.90	8.9	375.30	2
Com73	Private Hire Vehicle Renewal	254.10	10.2	250.00	2
Com73	Hackney Carriage - New	439.50	8.2	448.30	2
Com73	Hackney Carriage Renewal	338.60	8.8	345.40	2
Com73	Temporary Replacement Vehicle (3 Month Licence)	137.40	6.7	140.10	2
Com73	Replacement Plate	38.50	6.7	39.30	2
Com73	Variation / withdrawal / application administration fee	38.50	6.7	39.30	2

The service offers an option for vehicle proprietors to pay for express delivery of their plates if they wish, which would be £3.45.

A £60 subsidy is offered to qualifying electric and Ultra Low Emission Vehicles (ULEVs)

MOT testing stations

	Taxi Annual Compliance test (retest half fee)	55.00	0	55.00	0
	Taxi 6-Monthly MOT test (retest half price)	54.85	0	54.85	0
	Exceptional Condition Check (Taxis)	27.50	0	27.50	0

We reserve the right, from time to time to offer a promotional discount code, which is available to members of the public including Central Bedfordshire Council employees. This will be advertised via our CBC social media platforms.

For information the link below is the standard test fees costs set by DVSA.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/651036/dvsa-vt9a-mot-test-fees-and-appeals-poster.pdf

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025	
Public Protection						
Licences – Animals*						
Com68	1 Year – Animal activity licences	Application fee - £270 Grant fee - £136 Total - £405	6.7	Application fee - £275 Grant fee - £139 Total - £413	2	
Com68	2 Year – Animal activity licences	Application fee - £270 Grant fee - £202 Total - £472	6.7	Application fee - £275 Grant fee - £206 Total - £481	2	
Com68	3 Year – Animal activity licences	Application fee - £270 Grant fee - £270 Total - £540	6.7	Application fee - £275 Grant fee - £275 Total - £551	2	
Com68	Additional licensable activity (per activity)		70.00	6.7	71.00	2
Com68	Variation/Transfer request (per request)		70.00	6.7	71.00	2
*Please note any additional interventions required will be charge at the office hourly rate of £68 per hour						
Com68	Licences – Animals - Dangerous Wild Animals		256.00	6.7	261.10	2
Com68	Licences – Animals - Renewal of Dangerous Wild Animals		108.60	6.7	110.80	2
Com68	Zoo: Licences - Animals		57.39 Plus costs calculated on basis of officer	6.7	58.54 Plus costs calculated on basis of officer	2
Com68	Zoo: Licences - Animals Grant / New		Hourly rate for each hour spent	n/a	Hourly rate for each hour spent	n/a
Com68	Zoo: Licences - Animals Renewal		Hourly rate for each hour spent	n/a	Hourly rate for each hour spent	n/a
Other Licensing						
Com71	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Premises		205.60	6.7	209.70	2
Com71	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person		138.20	6.7	141.00	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com71	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person (if member of accredited body or already registered with another local authority)	61.60	6.7	62.80	2
Com67	Gambling Act 2005 Premises Licence Fees: New Premises Licence	810.90	6.7	827.10	2
Com67	Gambling Act 2005 Premises Licence Fees: Vary a Premises Licence	810.90	6.7	827.10	2
Com67	Gambling Act 2005 Premises Licence Fees: Transfer a Premises Licence	209.60	6.7	213.80	2
Com67	Gambling Act 2005 Premises Licence Fees: Re-instatement of a Premises Licence	369.90	6.7	377.30	2
Com67	Gambling Act 2005 Premises Licence Fees: Provisional Statement	810.90	6.7	827.10	2
Com67	Gambling Act 2005 Premises Licence Fees: Premises Licence with a Provisional Statement	144.90	6.7	147.80	2
Com67	Gambling Act 2005 Premises Licence Fees: Annual Premises Licence Fee	369.90	6.7	377.30	2
Com67	Gambling Act 2005 Premises Licence Fees: Copy of Licence	28.80	6.7	29.40	2
Com67	Gambling Act 2005 Premises Licence Fees: Notification of Change of Address	45.80	6.7	46.70	2
Com69	Sex Shop/Cinema licence: Grant	809.70	6.7	825.90	2
Com69	Sex Shop/Cinema licence: Renewal	561.30	6.7	572.50	2
Com69	Sex Shop/Cinema licence: Transfer or Variation	561.30	6.7	572.50	2
Com69	Sexual Entertainment Venues licence: Grant	1,887.10	6.7	1,924.80	2
Com69	Sexual Entertainment Venues licence: Renewal	1,351.70	6.7	1,378.70	2
Com69	Sexual Entertainment Venues licence: Transfer or Variation	1,351.70	6.7	1,378.70	2
Com31	Contaminated Land Enquiries	122.80	6.7	125.30	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com29	Food Premises Register: Full	1,358.20	6.7	1,385.40	2
Com29,74	Food Export Certificate	73.70	6.7	75.20	2
Com29,74	Food Premises Register: Single Entry	26.80	6.7	27.30	2
Com29,74	Preparation of report for accident investigation	95.60	6.7	97.50	2
Com29,74	Street Trading - annual	529.10	6.7	539.70	2
Com29,74	Street Trading - One off event	119.10	6.7	121.50	2
Com74	Voluntary Surrender Certificate	143.60	6.7	146.50	2
Com29,74	Food Hygiene Course Lecturing	88.00	6.7	89.80	2
Com27,29	Water Sampling	Cost Recovery	6.7	Cost Recovery	2
Com69	Scrap Metal Dealers Licence: Collectors Licence (3 years)	600.30	6.7	612.30	2
Com69	Scrap Metal Dealers Licence: Site Licence (3 years)	699.50	6.7	713.50	2
Trading Standards					
Buy with confidence Trading Standards Approved Scheme					
Number of Employees:					
Com74	0 to 5 - Application Fee	134.00	0	134.00	0
Com74	0 to 5 - Annual Fee	269.00	0	269.00	0
Com74	6 to 20 - Application Fee	180.00	0	180.00	0
Com74	6 to 20 - Annual Fee	403.00	0	403.00	0
Com74	21 to 49 - Application Fee	224.00	0	224.00	0
Com74	21 to 49 - Annual Fee	538.00	0	538.00	0
Com74	50 plus - Application Fee	Price on application	0	Price on application	n/a
Com74	50 plus - Annual Fee	Price on application	0	Price on application	n/a
Com74	Additional Premises - Annual Fee	86.00	6.7	88.00	2
Com74	Additional Trading Styles - Annual Fee	143.00	6.7	146.00	2
Com74	Food Hygiene Rating Scheme (FHRS) revisit	233.00	6.7	238.00	2
Com74	Coaching visit	138.00	6.7	141.00	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com74	PA Bronze charge	800.00	6.7	816.00	2
Com74	PA Silver charge	2,400.00	6.7	2,448.00	2
Com74	PA Gold charge	4,800.00	6.7	4,896.00	2
Vehicle & Window Stickers:					
Com74	A4 297mm x 170mm Van Sticker	0.52	6.7	0.53	2
Com74	A3 420mm x 240mm Van Sticker	1.10	6.7	1.10	0
Com74	A5 210mm x 120mm Window Sticker	1.10	6.7	1.10	0
Concessionary Fares					
Com33	Concessionary Fares - Replacement concessionary travel permits	14.30	6.7	14.60	2
Temporary Bus Stop Suspensions					
	Bus Stop Suspension (Per stop per day)	220.30 up to 1,050.00	n/a	£224.70 up to £1,071.00	2
	Short notice Charge	36.25	n/a	37.00	2
	Providing temporary bus stop signs	85.40	n/a	87.10	2
	Additional charges will be made to provide bus stops at temporary locations for the duration of the work. This cost will be based on mileage and hourly rate of £50 per hour.	Cost based on mileage and hourly rate of £50 per hour.	n/a	Cost based on mileage and hourly rate of £50 per hour.	2
CCTV					
	Request for CCTV review and information from commercial organisations such as insurance companies per review.		new	140.00	n/a
Environmental Information Searches					
Com64 & 65	Searches relating to Environmental Information Regulations	59.40	6.7	60.60	2
Environmental Services and Pest Control					
Com64 & 65	Fridge and freezer collection (Full price) - Domestic	54.10	6.7	55.20	2
Com64 & 65	Fridge and freezer collection (Concession) - Domestic	27.20	6.7	27.70	2
Com64 & 65	End of Life Caravan collection	229.00	6.7	233.60	2
Com64 & 65	Bulky waste collection (full price) - Domestic	68.40	6.7	69.80	2
Com64 & 65	Bulky waste collection - concessions - Domestic	34.50	6.7	35.20	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Dog Control					
Com68	Collection of dogs from kennels	75.10	6.7	76.60	2
Com68	Collection of dogs from kennels (not chipped or information out of date and no permission to chip prior to release)	103.60	6.7	105.70	2
Com68	Collection of dogs from kennels (not chipped, permission to chip prior to release, cost of chip included)	91.10	6.7	92.90	2
Com68	Dog warden returns dog from kennels	150.10	6.7	153.10	2
Com68	Dog warden returns dog from kennels (not chipped or information out of date and no permission to chip prior to release)	178.40	6.7	182.00	2
Com68	Dog warden returns dog from kennels (not chipped, permission to chip prior to release, cost of chip included)	165.60	6.7	168.90	2
Com68	Direct return to owner where dogs is chipped / tagged	37.80	6.7	38.60	2
Com68	Kennelling of stray dogs	22.40	6.7	22.80	2
Pest Control					
Com68	Pest Control: Rats (charge for each infestation treated in a twelve-month period)	59.30	6.7	60.50	2
Com68	Pest Control: Rats Concession	29.80	6.7	30.40	2
Com68	Pest Control: Mice (charge for each infestation treated in a twelve-month period)	59.30	6.7	60.50	2
Com68	Pest Control: Mice Concession	29.80	6.7	30.40	2
Com68	Pest Control: Bed Bugs (charge for each infestation treated in a twelve-month period)	117.60	6.7	120.00	2
Com68	Pest Control: Bedbugs Concession	58.70	6.7	59.90	2
Com68	Pest Control: Cockroaches (charge for each infestation treated in a twelve-month period)	87.30	6.7	89.00	2
Com68	Pest Control: Cockroach Concession	43.50	6.7	44.40	2
Com68	Pest Control: Wasps	67.90	6.7	69.30	2
Com68	Pest Control: Wasps (Concession)	34.00	6.7	34.70	2
Com68	Pest Control: Ants	87.30	6.7	89.00	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com68	Pest Control: Ant (Concession)	43.50	6.7	44.40	2
Com68	Pest Control: Fleas	87.30	6.7	89.00	2
Com68	Pest Control: Flea (Concession)	43.50	6.7	44.40	2
Com68	Veterinary fee	Cost	n/a	Cost Recovery	n/a
Com68	To collect cement-bound asbestos from domestic premises:	Assessed on individual case basis - contact the Service	n/a	Assessed on individual case basis - contact the Service	n/a
Com68	To collect cement-bound asbestos - Persons in receipt of means tested benefit	Assessed on individual case basis - contact the Service	n/a	Assessed on individual case basis - contact the Service	n/a
Household Waste & Recycling Centres					
	DIY Charge (small item)	New	n/a	4.95 per item	n/a
	DIY Charge (medium item)	New	n/a	9.90 per item	n/a
	DIY Charge (large item)	New	n/a	14.85 per item	n/a
	Tyre Charge	New	n/a	11.30 per tyre	n/a
	Public Weigh (Thorn Turn)	New	n/a	14.08 per weigh	n/a
	Other				
	Replacement Bin Charge (including delivery)	New	n/a	36.48 per bin	n/a
	Weighted Garden Waste Bags	New	n/a	5.93 per bag	n/a
	Grounds Maintenance CBC day rate for T&P Local Agreements	New	n/a	57.94 per day	n/a
Parking Charges (rounded to nearest 10p)					
	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com21,2 2 &23	Parking: Up to 1 hour	1.00	0	1.00	2
	Parking: Up to 2 hours	1.80	0	1.80	2
	Parking: Up to 3 hours	2.50	0	2.60	2
	Parking: Up to 5 hours	4.00	0	4.10	2
	Parking: All day	8.00	14.3	8.20	2
	Sunday (multi storey car park only)	2.10	6.7	2.10	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
	Parking: Market Trader Permit - 1 day	3.70	6.7	3.80	2
	Parking: Market Trader Permit - 12 months	68.30	6.7	69.70	2
	Parking: Steppingley Road - 1 Day (Mon-Fri)	5.90	6.7	6.00	2
Com21,22 &23	Parking: Steppingley Road - 1 week (Mon-Sun)	29.30	6.7	29.90	2
	Parking: Steppingley Road - 1 Day (Sat & Sun)	1.60	6.7	1.60	2
	Motorcyclists	Free in marked motorcycle bays		Free in marked motorcycle bays	
	Disabled Badge Holders	Free in designated bays only		Free in designated bays only	
Employee and Business Permits					
Com21,22 &23	Employee Permit - 1 month	55.50	6.7	56.60	2
	Employee Permit - 3 months	137.60	6.7	140.40	2
	Employee Permit - 12 months	411.90	6.7	420.10	2
Annual Residents Permits					
Com21,22 &23	First car	29.50	6.7	30.10	2
	Second car	89.96	6.7	91.80	2
	Third car	119.95	6.7	122.40	2
Visitors Permits					
Com21,22 &23	1 Visitor Session	1.30	6.7	1.30	0
	Carer Permits	0.00	0	0.00	n/a
On-Street Parking Charges - Standard Rate					
Com21,22 &23	Up to 30 Minutes	0.80	6.7	0.80	0
	Up to 1 hour	2.10	6.7	2.10	2
	Up to 2 hours	2.70	6.7	2.80	2
	Up to 3 hours	3.70	6.7	3.80	2
	Up to 5 hrs	5.30	6.7	5.40	2
	All Day	9.60	6.7	9.80	2
On-Street Parking Charges - Premium Rate					
Com21,22 &23	Up to 30 Minutes	1.10	6.7	1.10	0
	Up to 1 hour	2.70	6.7	2.80	2
	Up to 2 hours	3.20	6.7	3.30	2
	Up to 3 hours	4.30	6.7	4.40	2
	Up to 5 hrs	6.40	6.7	6.50	2
	All Day	10.70	6.7	10.90	2
Dispensation					
	Dispensation - Daily Rate per vehicle	6.50	0	6.60	2
	Dispensation - Weekly Rate per vehicle	25.00	0	25.50	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Libraries					
Hire charges - commercial					
Com18,20	Meeting Rooms				
	Biggleswade Library/Houghton Regis Library/Leighton Buzzard Room 3/Sandy Library per hour	20.00	12.5	20.40	2
	Biggleswade Library/Houghton Regis Library/Leighton Buzzard Room 3/Sandy Library per 4 hours	67.50	12.5	68.90	2
	Biggleswade Library/Houghton Regis Library/Leighton Buzzard Room 3/Sandy Library per 8 hours	135.00	12.5	137.70	2
	Leighton Buzzard Room 2 per hour	24.75	12.5	25.20	2
	Leighton Buzzard Room 2 per 4 hours	92.25	12.5	94.10	2
	Leighton Buzzard Room 2 per 8 hours	184.50	12.5	188.20	2
	Flitwick Library Lecture Hall per hour	28.00	12.5	28.60	2
	Flitwick Library Lecture Hall per 4 hours	103.75	12.5	105.80	2
	Flitwick Library Lecture Hall per 8 hours	207.50	12.5	211.70	2
	Flitwick Library Lecture Hall - Out of hours first hour	48.50	12.5	49.50	2
Flitwick Library Lecture Hall - Out of hours additional hours (per hour)	21.50	12.5	21.90	2	
Hire Charges Community					
Com18,20	Meeting Rooms				
	Biggleswade Library/Houghton Regis Library/Leighton Buzzard Room 3/Sandy Library per hour	9.75	12.5	9.90	2
	Biggleswade Library/Houghton Regis Library/Leighton Buzzard Room 3/Sandy Library per 4 hours	33.75	12.5	34.40	2
	Biggleswade Library/Houghton Regis Library/Leighton Buzzard Room 3/Sandy Library per 8 hours	67.50	12.5	68.90	2
	Leighton Buzzard Room 2 per hour	12.75	12.5	13.00	2
Leighton Buzzard Room 2 per 4 hours	42.75	12.5	43.60	2	

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025	
Com18,20	Leighton Buzzard Room 2 per 8 hours		83.25	12.5	84.90	2
	Flitwick Library Lecture Hall per hour		14.50	12.5	14.80	2
	Flitwick Library Lecture Hall per 4 hours		48.00	12.5	49.00	2
	Flitwick Library Lecture Hall per 8 hours		93.75	12.5	95.60	2
	Flitwick Library Lecture Hall - Out of hours first hour		35.00	12.5	35.70	2
	Flitwick Library Lecture Hall - Out of hours additional hours (per hour)		21.50	12.5	21.90	2
Libraries – Other charges						
Com13,18	Libraries: Spoken word (full price)		Free	n/a	Free	n/a
Com20	Libraries: Spoken word - concessions		Free	n/a	Free	n/a
	Libraries: Requests for existing stock		Free	n/a	Free	n/a
Com20	Libraries: Requests – concessions		Free	n/a	Free	n/a
	Libraries: Request charges for 16 – 18-year-olds are at the concessionary rate		Free	n/a	Free	n/a
	Libraries: Requests for Inter Library Loans and purchased stock only		5.00	92	6.00	20
	Vocal scores: per set of 5 – 30		18.00	8	18.40	2
Com18	Vocal scores: per set of 31+		25.00	66	25.50	2
	Sale of withdrawn items (Libraries)	Minimum charge of £0.20 and will be determined as appropriate by the library services (item specific charges)				
	Events and activities for adults and children	Charge to be determined as appropriate by the service for events and activities outside the core offer				
Libraries – Photocopies, Print Outs and Scans						
Com19	Photocopies (black & white) - A4		0.15	0	0.15	0
	Photocopies (black & white) - A3		0.30	0	0.30	0
	Photocopies (colour) - A4		1.00	0	1.00	0
	Photocopies (colour) - A3		1.50	0	1.50	0

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Library Fines					
Com16	Fines - per day adults (max £6.72)	0.28 (Maximum £6.72)	0	0.28 (Maximum £6.72)	0
	Fines - per day children	Free	0	Free	0
	Fines - per day concessions (max £3.90); concession rate 2015 - 60, 2016 – 65	0.14 (Maximum £3.90)	0	0.14 (Maximum £3.90)	0
Library – Internet Access					
Com18	Internet access - First 2 hours	Free	n/a	Free	n/a
	Internet charges per additional hour (volume= sessions)	1.00	0	1.00	0
Com18	Lost and Damaged items (No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio-visual items still apply).	Charge on library catalogue plus £1. If not on catalogue refer to Stock and Online Resource Manager	Charge on library catalogue plus £1. If not on catalogue refer to Stock and Online Resource Manager		
Com13,14	Magazines - charged at face value plus	0.70	0	0.70	0
	Lost Ticket Replacement - Charge per lost ticket (Adult only)	1.50	0	1.50	0
Theatre Hires – No available as the Theatre is no longer managed by CBC					
Houghton Hall Pak – Room Hire					
	Private Hire Rate				
Com46	Monday to Friday per hour	16.00	6.7	16.00	0
	Half Day Rate – Morning (4 hours)	62.00	6.7	62.00	0
	Half Day Rate – Afternoon (4 hours)	62.00	6.7	62.00	0
	Full Day	117.00	6.7	117.00	0
	Weekends per hour	18.00	6.7	18.00	0
	Weekends: Half Day Rate – Morning (4 hours)	67.00	6.7	67.00	0
	Weekends: Half Day Rate – Afternoon (4 hours)	67.00	6.7	67.00	0
	Weekends Full Day	124.00	6.7	124.00	0

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Community Groups & Charity Rate					
Com46	Monday to Friday per hour	12.00	6.7	12.00	0
	Half Day Rate – Morning (4 hours)	43.00	6.7	43.00	0
	Half Day Rate – Afternoon (4 hours)	43.00	6.7	43.00	0
	Full Day	80.00	6.7	80.00	0
	Weekends per hour	14.00	6.7	14.00	0
	Weekends: Half Day Rate – Morning (4 hours)	48.00	6.7	48.00	0
Com46	Weekends: Half Day Rate – Afternoon (4 hours)	48.00	6.7	48.00	0
Com46	Weekends Full Day	91.00	6.7	91.00	0

Contact us...

by email: customers@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

2025 Fees & Charges

Place and Communities

Place and Communities non- statutory Fees & Charges with effect from 1 January 2025

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Highway Licences:					
Com10	Scaffolding Licence for first month	190.10	40	190.10	0
Com10	Scaffolding Licence for each additional month	163.00	20	163.00	0
Com10	Hoarding Licence for first month	190.10	40	190.10	0
Com10	Hoarding Licence for each additional month	163.00	20	163.00	0
Com 12a&b	Construction of crossover	At cost	n/a	At cost	n/a
N/A	Mobile Food Trading - First application inspection fee	0.00	n/a	0.00	n/a
N/A	Mobile Food Trading - Annual fee	0.00	n/a	0.00	n/a
Com01, 12b	Provision of estimate for construction of crossover	147.40	6.7	150.30	2
N/A	Provision of H bar road markings	Cost	n/a	Cost	n/a
Com01, 02	Temporary Over-sailing (Crane) Licence for each month	145.10	6.7	148.00	2
	Crane licence - non traffic sensitive	New	n/a	328.00	n/a
	Crane licence - traffic sensitive	New	n/a	360.00	n/a
Com29	Charges for damaged highway assets	Cost	n/a	Cost	n/a
Temporary Traffic Regulation Orders (including where orders extended by applicant)					
Com02,03	1 month duration non-traffic sensitive	2,225.80	20	2,225.80	0
	2-month duration non-traffic sensitive	New	n/a	2,314.83	n/a
	3-month duration non-traffic sensitive	New	n/a	2,407.42	n/a
	4-month duration non-traffic sensitive	New	n/a	2,497.64	n/a
	5-month duration non-traffic sensitive	New	n/a	2,588.45	n/a
	6-month duration non-traffic sensitive	New	n/a	2,679.26	n/a
	7-month duration non-traffic sensitive	New	n/a	2,770.07	n/a

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com02,03 & 04	8-month duration non-traffic sensitive	New	n/a	2,860.88	n/a
	9-month duration non-traffic sensitive	New	n/a	2,951.69	n/a
	10-month duration non-traffic sensitive	New	n/a	3,042.50	n/a
	11-month duration non-traffic sensitive	New	n/a	3,133.31	n/a
	12-month duration non-traffic sensitive	New	n/a	3,224.12	n/a
	13-month duration non-traffic sensitive	New	n/a	3,314.93	n/a
	14-month duration non-traffic sensitive	New	n/a	3,405.74	n/a
	15-month duration non-traffic sensitive	New	n/a	3,496.55	n/a
	16-month duration non-traffic sensitive	New	n/a	3,587.36	n/a
	17-month duration non-traffic sensitive	New	n/a	3,678.17	n/a
	18-month duration non-traffic sensitive	New	n/a	3,768.98	n/a
	2-year duration non-traffic sensitive	New	n/a	4,522.76	n/a
	3-year duration non-traffic sensitive	New	n/a	5,427.31	n/a
	4-year duration non-traffic sensitive	New	n/a	6,512.77	n/a
	1 month duration traffic sensitive	New	n/a	2,448.38	n/a
	2-month duration traffic sensitive	New	n/a	2,546.32	n/a
	3-month duration traffic sensitive	New	n/a	2,644.26	n/a
	4-month duration traffic sensitive	New	n/a	2,742.20	n/a
	5-month duration traffic sensitive	New	n/a	2,840.14	n/a
	6-month duration traffic sensitive	New	n/a	2,938.08	n/a
	7-month duration traffic sensitive	New	n/a	3,036.02	n/a
	8-month duration traffic sensitive	New	n/a	3,133.96	n/a
	9-month duration traffic sensitive	New	n/a	3,231.90	n/a
	10-month duration traffic sensitive	New	n/a	3,329.84	n/a
11-month duration traffic sensitive	New	n/a	3,427.78	n/a	
12-month duration traffic sensitive	New	n/a	3,525.72	n/a	

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com02,03 & 04	13-month duration traffic sensitive	New	n/a	3,623.66	n/a
	14-month duration traffic sensitive	New	n/a	3,721.60	n/a
	15-month duration traffic sensitive	New	n/a	3,819.54	n/a
	16-month duration traffic sensitive	New	n/a	3,917.48	n/a
	17-month duration traffic sensitive	New	n/a	4,015.42	n/a
	18-month duration traffic sensitive	New	n/a	4,113.36	n/a
	2-year duration traffic sensitive	New	n/a	4,975.03	n/a
	3-year duration traffic sensitive	New	n/a	5,970.04	n/a
	4-year duration traffic sensitive	New	n/a	7,164.05	n/a
	Permanent Traffic Regulation Orders - non traffic sensitive	New	n/a	3,912.30	n/a
	Permanent Traffic Regulation Orders - traffic sensitive	New	n/a	4,303.53	n/a
	Orders from individuals	1,038.60	6.7	1,059.40	2
	Temporary Traffic Regulation Orders for special events	1,979.10	6.7	2,018.70	2
	Permanent Traffic Regulation orders (TROs)	3,912.80	30.4	Replaced by the above permanent TROs	
Com05	Special Events Orders for charities and local authorities	212.20	6.7	216.40	2
Com05	Street works Licences	359.70	6.7	No longer in use	
Com07	Road Opening Permit Application Fee (non-refundable)	128.50	6.7	131.10	2
Com07	Road Opening Permit Charge (non-refundable)	610.50	6.7	622.70	2
Com07	Additional inspection charge for above, over 5m ² (non-refundable) per inspection unit. (Every 200m linear metres, in line with NRSWA).	241.40	6.7	246.20	2
Com04	Tourist and Temporary Directional Signage - per application (non-refundable)	193.60 or cost if higher	6.7	197.50 or cost if higher	2
Com04 & 05	Developer Directional Signage - per application (non-refundable)	193.60 or cost if higher	6.7	197.50 or cost if higher	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Highways and Transportation					
Com04,09 & 11	Application for a temporary traffic regulation order on the highway - emergency (Companies)	989.50	6.7	Replaced by the below	
	Application for a temporary traffic regulation order on the highway - emergency (non-traffic sensitive streets)	New	n/a	2,225.80	n/a
	Application for a temporary traffic regulation order on the highway - emergency (traffic sensitive streets)	New	n/a	2,448.38	n/a
	Traffic light switch out (per day)	New	n/a	264.00	n/a
	Traffic light switch out (per day) - weekend uplift	New	n/a	329.91	n/a
Com04,09 & 11	Application for a temporary traffic regulation order on the highway - emergency (Individuals)	507.10	6.7	517.20	2
Com07	Additional charge for excavations of footway or verge (Refundable Bond) per m ²	41.40	6.7	42.20	2
Com07,11	Temporary Directional Signage (per sign) refundable deposit	85.30	6.7	87.00	2
Com10	Consent to deposit materials on the highway for 2 weeks period	65.10	40	66.40	2
	Permission to place skip on highway for 2 weeks period	65.10	40	66.40	2
	Scaffolding Licence for first month	190.10	40	193.90	2
	Scaffolding Licence for each additional month	163.00	20	166.30	2
Rights of Way					
Growth and Highways Development Searches					
Com06,08 & 09	Rights of Way and Common Land searches	90.90	25.2	92.70	2
	Rights of Way and Common Land searches – expedited (2 working days)	117.10	25.2	119.40	2
	Highway standard search (extent plan)	73.40	25.2	74.90	2
	Highway - expedited search (2 working days)	95.40	25.2	97.30	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com06,08 & 09	Highway non-standard enquiry	127.00	25.2	129.50	2
	Highway non-standard expedited search (2 working days)	164.80	25.2	168.10	2
Com06	Processing applications:	Cost Recovery using flat rate fee of £54.60 per hour		Cost Recovery using flat rate fee of £59.10 per hour	
Com06	Additional site notices	£22.40 each + mileage and travel time at £6.30/ hour		£24.30 each + mileage and travel time at £6.80/ hour	
Highways statements and declarations (Section 31 deposits)					
Com08	Processing applications	411.30	6.7	419.50	2
Definitive Map Modification Orders					
Com06	All aspects of processing applications	No Charge	n/a	No Charge	n/a
Public Path Orders (Highways Act 1980 and Town & Country Planning Act 1990)					
Com06,08 & 09	Pre-application Consultation Fee (non-refundable)	500.00	6.1	510.00	2
	Processing of Public Path Applications (non-development-related)	4,391.00	38	4,478.80	2
	Processing of Public Path Applications (related to any development or mineral extraction)	5,765.00	41.9	5,880.30	2
	For each additional path	720.20	6.1	734.60	2
	CBC administration and certification fee for any works	464.00	11.5	473.30	2
	Oversize order plan supplement for any application	120.10	6.1	122.50	2
	Administration and legal fees associated with compensation claims related to orders	At Cost	n/a	At Cost	n/a
	Compensation payment related to orders coming into operation (Highways Act 1980)	At Cost	n/a	At Cost	n/a
	Cost of any works or signposting	At Cost	n/a	At Cost	n/a
	Advertisement of orders (x2)	At Cost	n/a	At Cost	n/a
Processing any order if objections are received and not withdrawn (following the publication of Deregulation Act Regulations)	At Cost	n/a	At Cost	n/a	
Public documents: All copies listed below, sent by post, are subject to £2 P&P charge.					

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Documents/requests relating to statutory procedures					
Com06,08 & 09	Definitive Statement	FREE PDFs for up to 3 statements then £1.20 afterwards	6.7	FREE PDFs for up to 3 statements then £1.20 afterwards	
	Confirmed Orders	FREE PDFs for up to 3 statements then £5.00 afterwards	6.7	FREE PDFs for up to 3 statements then £5.10 afterwards	
Com06,08 & 09	Policy statements		15.50	6.7	15.80 2
	Completed user evidence forms		3.70	6.7	3.80 2
	Witness interview write ups		3.70	6.7	3.80 2
	Statutory declarations by Council officers [per hour]		64.00	6.7	65.30 2
	Extract from Definitive Map (working copy GIS version) A4, A3 or A2		Free	n/a	Free n/a
	Certified true copy of Definitive Map - per copy A4		30.90	6.7	31.50 2
	Certified true copy of Definitive Map - per copy A3		41.40	6.7	42.20 2
	Certified true copy of Definitive Map - per copy 60x80cm		52.80	6.7	53.90 2
	Certified true copy of Definitive Statement		1.20	6.7	1.20 2
	GIS Maps - A4		5.10	6.7	5.20 2
	GIS Maps - A3		10.30	6.7	10.50 2
	GIS Maps - A2		20.70	6.7	21.10 2
	GIS Maps - A1		25.90	6.7	26.40 2
	GIS Maps - A0		67.20	6.7	68.50 2
	One-off Definitive Map searches, planning enquiries etc.		80.10	6.7	81.70 2
Produce plan			Cost Recovery using flat rate fee of £58.40 per hour		Cost Recovery using flat rate fee of £59.60 per hour

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Highways Agreements under the Highways Act 1980:					
Com06,08 & 09	Section 278 Highways Act 1980 Agreements - Technical audit, administration, and supervision - percentage based on estimated cost of works before a signed Agreement for a proposed road scheme is in place		11% for schemes up to a value of £1M. For schemes above this the percentage to be negotiated		14% for schemes up to a value of £1.1M, for schemes above this the percentage to be negotiated
Com06,08 & 09	Section 38 Highways Act 1980 Agreements - Technical audit, administration, and supervision - percentage based on estimated cost of works after a signed Agreement for a road scheme is in place.		11% for schemes up to a value of £1M. For schemes above this the percentage to be negotiated.		14% for schemes up to a value of £1.1M, for schemes above this the percentage to be negotiated
	Copy Section 38 or 278 agreement	90.80	6.7	92.60	2
	Copy Section 38 or 278 agreement expedited	118.00	6.7	120.40	2
Private Hire Vehicle and Hackney Cab Driver Licence					
Com73	New or renewal combined 1-year driver's licence	137.40	6.7	140.10	2
Com73	Private Hire & Hackney Cabs - three-year licence	224.50	6.7	229.00	2
Com73	Driver knowledge check/test	38.50	6.7	39.30	2
Com73	Driving Assessment	108.10	6.7	110.30	2
Com73	Replacement badge	31.40	6.7	32.00	2
Com73	Compulsory CSE Training	27.00	6.7	27.50	2
Com73	Variation / withdrawal / application administration fee	38.50	6.7	39.30	2
Com73	Disclosure and Barring Scheme (admin fee)	21.90	6.7	22.30	2
Com73	DVLA enquiry fee	10.30	6.7	10.50	2
Private Hire Operators Licence:					
Com73	New Private Hire Operators Licence (1 year)	288.90	6.7	294.70	2
Com73	Renewal Private Hire Operators Licence (1 year)	160.10	6.7	163.30	2
Com73	New Private Hire Operators Licence (5 year)	1120.40	6.7	1142.80	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com73	Renewal Private Hire Operators Licence (5 year)	746.90	6.7	761.80	2
Com73	Variation / withdrawal / application administration fee.	34.10	6.7	34.80	2
Com73	Transfer of Ownership of Vehicles: Where the ownership of a vehicle already licensed by Central Bedfordshire Council is transferred to another person the following fees will be due by the new owner upon receipt of a successful application	165.60	6.7	168.90	2
Com73	Transfer of Ownership of Vehicles: Where the vehicle licence is transferred and is to remain in force until its expiry date	165.60	6.7	168.90	2
Hackney Cabs and Private Hire Vehicle - Licence Fee (12 months or less)					
Com73	Private Hire Vehicle	367.90	8.9	375.30	2
Com73	Private Hire Vehicle Renewal	254.10	10.2	250.00	2
Com73	Hackney Carriage - New	439.50	8.2	448.30	2
Com73	Hackney Carriage Renewal	338.60	8.8	345.40	2
Com73	Temporary Replacement Vehicle (3 Month Licence)	137.40	6.7	140.10	2
Com73	Replacement Plate	38.50	6.7	39.30	2
Com73	Variation / withdrawal / application administration fee	38.50	6.7	39.30	2
The service offers an option for vehicle proprietors to pay for express delivery of their plates if they wish, which would be £3.45.					
A £60 subsidy is offered to qualifying electric and Ultra Low Emission Vehicles (ULEVs)					
MOT testing stations					
	Taxi Annual Compliance test (retest half fee)	55.00	0	55.00	0
	Taxi 6-Monthly MOT test (retest half price)	54.85	0	54.85	0
	Exceptional Condition Check (Taxis)	27.50	0	27.50	0
We reserve the right, from time to time to offer a promotional discount code, which is available to members of the public including Central Bedfordshire Council employees. This will be advertised via our CBC social media platforms. For information the link below is the standard test fees costs set by DVSA. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/651036/dvsa-vt9a-mot-test-fees-and-appeals-poster.pdf					

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025	
Public Protection						
Licences – Animals*						
Com68	1 Year – Animal activity licences	Application fee - £270 Grant fee - £136 Total - £405	6.7	Application fee - £275 Grant fee - £139 Total - £413	2	
Com68	2 Year – Animal activity licences	Application fee - £270 Grant fee - £202 Total - £472	6.7	Application fee - £275 Grant fee - £206 Total - £481	2	
Com68	3 Year – Animal activity licences	Application fee - £270 Grant fee - £270 Total - £540	6.7	Application fee - £275 Grant fee - £275 Total - £551	2	
Com68	Additional licensable activity (per activity)		70.00	6.7	71.00	2
Com68	Variation/Transfer request (per request)		70.00	6.7	71.00	2
*Please note any additional interventions required will be charge at the office hourly rate of £68 per hour						
Com68	Licences – Animals - Dangerous Wild Animals		256.00	6.7	261.10	2
Com68	Licences – Animals - Renewal of Dangerous Wild Animals		108.60	6.7	110.80	2
Com68	Zoo: Licences - Animals		57.39 Plus costs calculated on basis of officer	6.7	58.54 Plus costs calculated on basis of officer	2
Com68	Zoo: Licences - Animals Grant / New		Hourly rate for each hour spent	n/a	Hourly rate for each hour spent	n/a
Com68	Zoo: Licences - Animals Renewal		Hourly rate for each hour spent	n/a	Hourly rate for each hour spent	n/a
Other Licensing						
Com71	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Premises		205.60	6.7	209.70	2
Com71	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person		138.20	6.7	141.00	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com71	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person (if member of accredited body or already registered with another local authority)	61.60	6.7	62.80	2
Com67	Gambling Act 2005 Premises Licence Fees: New Premises Licence	810.90	6.7	827.10	2
Com67	Gambling Act 2005 Premises Licence Fees: Vary a Premises Licence	810.90	6.7	827.10	2
Com67	Gambling Act 2005 Premises Licence Fees: Transfer a Premises Licence	209.60	6.7	213.80	2
Com67	Gambling Act 2005 Premises Licence Fees: Re-instatement of a Premises Licence	369.90	6.7	377.30	2
Com67	Gambling Act 2005 Premises Licence Fees: Provisional Statement	810.90	6.7	827.10	2
Com67	Gambling Act 2005 Premises Licence Fees: Premises Licence with a Provisional Statement	144.90	6.7	147.80	2
Com67	Gambling Act 2005 Premises Licence Fees: Annual Premises Licence Fee	369.90	6.7	377.30	2
Com67	Gambling Act 2005 Premises Licence Fees: Copy of Licence	28.80	6.7	29.40	2
Com67	Gambling Act 2005 Premises Licence Fees: Notification of Change of Address	45.80	6.7	46.70	2
Com69	Sex Shop/Cinema licence: Grant	809.70	6.7	825.90	2
Com69	Sex Shop/Cinema licence: Renewal	561.30	6.7	572.50	2
Com69	Sex Shop/Cinema licence: Transfer or Variation	561.30	6.7	572.50	2
Com69	Sexual Entertainment Venues licence: Grant	1,887.10	6.7	1,924.80	2
Com69	Sexual Entertainment Venues licence: Renewal	1,351.70	6.7	1,378.70	2
Com69	Sexual Entertainment Venues licence: Transfer or Variation	1,351.70	6.7	1,378.70	2
Com31	Contaminated Land Enquiries	122.80	6.7	125.30	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com29	Food Premises Register: Full	1,358.20	6.7	1,385.40	2
Com29,74	Food Export Certificate	73.70	6.7	75.20	2
Com29,74	Food Premises Register: Single Entry	26.80	6.7	27.30	2
Com29,74	Preparation of report for accident investigation	95.60	6.7	97.50	2
Com29,74	Street Trading - annual	529.10	6.7	539.70	2
Com29,74	Street Trading - One off event	119.10	6.7	121.50	2
Com74	Voluntary Surrender Certificate	143.60	6.7	146.50	2
Com29,74	Food Hygiene Course Lecturing	88.00	6.7	89.80	2
Com27,29	Water Sampling	Cost Recovery	6.7	Cost Recovery	2
Com69	Scrap Metal Dealers Licence: Collectors Licence (3 years)	600.30	6.7	612.30	2
Com69	Scrap Metal Dealers Licence: Site Licence (3 years)	699.50	6.7	713.50	2
Trading Standards					
Buy with confidence Trading Standards Approved Scheme					
Number of Employees:					
Com74	0 to 5 - Application Fee	134.00	0	134.00	0
Com74	0 to 5 - Annual Fee	269.00	0	269.00	0
Com74	6 to 20 - Application Fee	180.00	0	180.00	0
Com74	6 to 20 - Annual Fee	403.00	0	403.00	0
Com74	21 to 49 - Application Fee	224.00	0	224.00	0
Com74	21 to 49 - Annual Fee	538.00	0	538.00	0
Com74	50 plus - Application Fee	Price on application	0	Price on application	n/a
Com74	50 plus - Annual Fee	Price on application	0	Price on application	n/a
Com74	Additional Premises - Annual Fee	86.00	6.7	88.00	2
Com74	Additional Trading Styles - Annual Fee	143.00	6.7	146.00	2
Com74	Food Hygiene Rating Scheme (FHRS) revisit	233.00	6.7	238.00	2
Com74	Coaching visit	138.00	6.7	141.00	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com74	PA Bronze charge	800.00	6.7	816.00	2
Com74	PA Silver charge	2,400.00	6.7	2,448.00	2
Com74	PA Gold charge	4,800.00	6.7	4,896.00	2
Vehicle & Window Stickers:					
Com74	A4 297mm x 170mm Van Sticker	0.52	6.7	0.53	2
Com74	A3 420mm x 240mm Van Sticker	1.10	6.7	1.10	0
Com74	A5 210mm x 120mm Window Sticker	1.10	6.7	1.10	0
Concessionary Fares					
Com33	Concessionary Fares - Replacement concessionary travel permits	14.30	6.7	14.60	2
Temporary Bus Stop Suspensions					
	Bus Stop Suspension (Per stop per day)	220.30 up to 1,050.00	n/a	£224.70 up to £1,071.00	2
	Short notice Charge	36.25	n/a	37.00	2
	Providing temporary bus stop signs	85.40	n/a	87.10	2
	Additional charges will be made to provide bus stops at temporary locations for the duration of the work. This cost will be based on milage and hourly rate of £50 per hour.	Cost based on milage and hourly rate of £50 per hour.	n/a	Cost based on milage and hourly rate of £50 per hour.	2
CCTV					
	Request for CCTV review and information from commercial organisations such as insurance companies per review.		new	140.00	n/a
Environmental Information Searches					
Com64 & 65	Searches relating to Environmental Information Regulations	59.40	6.7	60.60	2
Environmental Services and Pest Control					
Com64 & 65	Fridge and freezer collection (Full price) - Domestic	54.10	6.7	55.20	2
	Fridge and freezer collection (Concession) - Domestic	27.20	6.7	27.70	2
	End of Life Caravan collection	229.00	6.7	233.60	2
	Bulky waste collection (full price) - Domestic	68.40	6.7	69.80	2
	Bulky waste collection - concessions – Domestic	34.50	6.7	35.20	2
	Garden Waste Subscription (implemented in April 25)	55.00	n/a	56.10	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Dog Control					
Com68	Collection of dogs from kennels	75.10	6.7	76.60	2
Com68	Collection of dogs from kennels (not chipped or information out of date and no permission to chip prior to release)	103.60	6.7	105.70	2
Com68	Collection of dogs from kennels (not chipped, permission to chip prior to release, cost of chip included)	91.10	6.7	92.90	2
Com68	Dog warden returns dog from kennels	150.10	6.7	153.10	2
Com68	Dog warden returns dog from kennels (not chipped or information out of date and no permission to chip prior to release)	178.40	6.7	182.00	2
Com68	Dog warden returns dog from kennels (not chipped, permission to chip prior to release, cost of chip included)	165.60	6.7	168.90	2
Com68	Direct return to owner where dogs is chipped / tagged	37.80	6.7	38.60	2
Com68	Kennelling of stray dogs	22.40	6.7	22.80	2
Pest Control					
Com68	Pest Control: Rats (charge for each infestation treated in a twelve-month period)	59.30	6.7	60.50	2
Com68	Pest Control: Rats Concession	29.80	6.7	30.40	2
Com68	Pest Control: Mice (charge for each infestation treated in a twelve-month period)	59.30	6.7	60.50	2
Com68	Pest Control: Mice Concession	29.80	6.7	30.40	2
Com68	Pest Control: Bed Bugs (charge for each infestation treated in a twelve-month period)	117.60	6.7	120.00	2
Com68	Pest Control: Bedbugs Concession	58.70	6.7	59.90	2
Com68	Pest Control: Cockroaches (charge for each infestation treated in a twelve-month period)	87.30	6.7	89.00	2
Com68	Pest Control: Cockroach Concession	43.50	6.7	44.40	2
Com68	Pest Control: Wasps	67.90	6.7	69.30	2
Com68	Pest Control: Wasps (Concession)	34.00	6.7	34.70	2
Com68	Pest Control: Ants	87.30	6.7	89.00	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com68	Pest Control: Ant (Concession)	43.50	6.7	44.40	2
Com68	Pest Control: Fleas	87.30	6.7	89.00	2
Com68	Pest Control: Flea (Concession)	43.50	6.7	44.40	2
Com68	Veterinary fee	Cost	n/a	Cost Recovery	n/a
Com68	To collect cement-bound asbestos from domestic premises:	Assessed on individual case basis - contact the Service	n/a	Assessed on individual case basis - contact the Service	n/a
Com68	To collect cement-bound asbestos - Persons in receipt of means tested benefit	Assessed on individual case basis - contact the Service	n/a	Assessed on individual case basis - contact the Service	n/a
Household Waste & Recycling Centres					
	DIY Charge (small item)	New	n/a	4.95 per item	n/a
	DIY Charge (medium item)	New	n/a	9.90 per item	n/a
	DIY Charge (large item)	New	n/a	14.85 per item	n/a
	Tyre Charge	New	n/a	11.30 per tyre	n/a
	Public Weigh (Thorn Turn)	New	n/a	14.08 per weigh	n/a
	Other				
	Replacement Bin Charge (including delivery)	New	n/a	36.48 per bin	n/a
	Weighted Garden Waste Bags	New	n/a	5.93 per bag	n/a
	Grounds Maintenance CBC day rate for T&P Local Agreements	New	n/a	57.94 per day	n/a
Parking Charges (rounded to nearest 10p)					
	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Com21,2 2 &23	Parking: Up to 1 hour	1.00	0	1.00	2
	Parking: Up to 2 hours	1.80	0	1.80	2
	Parking: Up to 3 hours	2.50	0	2.60	2
	Parking: Up to 5 hours	4.00	0	4.10	2
	Parking: All day	8.00	14.3	8.20	2
	Sunday (multi storey car park only)	2.10	6.7	2.10	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
	Parking: Market Trader Permit - 1 day	3.70	6.7	3.80	2
	Parking: Market Trader Permit - 12 months	68.30	6.7	69.70	2
	Parking: Steppingley Road - 1 Day (Mon-Fri)	5.90	6.7	6.00	2
Com21,22 &23	Parking: Steppingley Road - 1 week (Mon-Sun)	29.30	6.7	29.90	2
	Parking: Steppingley Road - 1 Day (Sat & Sun)	1.60	6.7	1.60	2
	Motorcyclists	Free in marked motorcycle bays		Free in marked motorcycle bays	
	Disabled Badge Holders	Free in designated bays only		Free in designated bays only	
Employee and Business Permits					
Com21,22 &23	Employee Permit - 1 month	55.50	6.7	56.60	2
	Employee Permit - 3 months	137.60	6.7	140.40	2
	Employee Permit - 12 months	411.90	6.7	420.10	2
Annual Residents Permits					
Com21,22 &23	First car	29.50	6.7	30.10	2
	Second car	89.96	6.7	91.80	2
	Third car	119.95	6.7	122.40	2
Visitors Permits					
Com21,22 &23	1 Visitor Session	1.30	6.7	1.30	0
	Carer Permits	0.00	0	0.00	n/a
On-Street Parking Charges - Standard Rate					
Com21,22 &23	Up to 30 Minutes	0.80	6.7	0.80	0
	Up to 1 hour	2.10	6.7	2.10	2
	Up to 2 hours	2.70	6.7	2.80	2
	Up to 3 hours	3.70	6.7	3.80	2
	Up to 5 hrs	5.30	6.7	5.40	2
	All Day	9.60	6.7	9.80	2
On-Street Parking Charges - Premium Rate					
Com21,22 &23	Up to 30 Minutes	1.10	6.7	1.10	0
	Up to 1 hour	2.70	6.7	2.80	2
	Up to 2 hours	3.20	6.7	3.30	2
	Up to 3 hours	4.30	6.7	4.40	2
	Up to 5 hrs	6.40	6.7	6.50	2
	All Day	10.70	6.7	10.90	2
Dispensation					
	Dispensation - Daily Rate per vehicle	6.50	0	6.60	2
	Dispensation - Weekly Rate per vehicle	25.00	0	25.50	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Libraries					
Hire charges - commercial					
Com18,20	Meeting Rooms				
	Biggleswade Library/Houghton Regis Library/Leighton Buzzard Room 3/Sandy Library per hour	20.00	12.5	20.40	2
	Biggleswade Library/Houghton Regis Library/Leighton Buzzard Room 3/Sandy Library per 4 hours	67.50	12.5	68.90	2
	Biggleswade Library/Houghton Regis Library/Leighton Buzzard Room 3/Sandy Library per 8 hours	135.00	12.5	137.70	2
	Leighton Buzzard Room 2 per hour	24.75	12.5	25.20	2
	Leighton Buzzard Room 2 per 4 hours	92.25	12.5	94.10	2
	Leighton Buzzard Room 2 per 8 hours	184.50	12.5	188.20	2
	Flitwick Library Lecture Hall per hour	28.00	12.5	28.60	2
	Flitwick Library Lecture Hall per 4 hours	103.75	12.5	105.80	2
	Flitwick Library Lecture Hall per 8 hours	207.50	12.5	211.70	2
	Flitwick Library Lecture Hall - Out of hours first hour	48.50	12.5	49.50	2
Flitwick Library Lecture Hall - Out of hours additional hours (per hour)	21.50	12.5	21.90	2	
Hire Charges Community					
Com18,20	Meeting Rooms				
	Biggleswade Library/Houghton Regis Library/Leighton Buzzard Room 3/Sandy Library per hour	9.75	12.5	9.90	2
	Biggleswade Library/Houghton Regis Library/Leighton Buzzard Room 3/Sandy Library per 4 hours	33.75	12.5	34.40	2
	Biggleswade Library/Houghton Regis Library/Leighton Buzzard Room 3/Sandy Library per 8 hours	67.50	12.5	68.90	2
	Leighton Buzzard Room 2 per hour	12.75	12.5	13.00	2
Leighton Buzzard Room 2 per 4 hours	42.75	12.5	43.60	2	

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025	
Com18,20	Leighton Buzzard Room 2 per 8 hours		83.25	12.5	84.90	2
	Flitwick Library Lecture Hall per hour		14.50	12.5	14.80	2
	Flitwick Library Lecture Hall per 4 hours		48.00	12.5	49.00	2
	Flitwick Library Lecture Hall per 8 hours		93.75	12.5	95.60	2
	Flitwick Library Lecture Hall - Out of hours first hour		35.00	12.5	35.70	2
	Flitwick Library Lecture Hall - Out of hours additional hours (per hour)		21.50	12.5	21.90	2
Libraries – Other charges						
Com13,18	Libraries: Spoken word (full price)		Free	n/a	Free	n/a
Com20	Libraries: Spoken word - concessions		Free	n/a	Free	n/a
	Libraries: Requests for existing stock		Free	n/a	Free	n/a
Com20	Libraries: Requests – concessions		Free	n/a	Free	n/a
	Libraries: Request charges for 16 – 18-year-olds are at the concessionary rate		Free	n/a	Free	n/a
	Libraries: Requests for Inter Library Loans and purchased stock only		5.00	92	6.00	20
	Vocal scores: per set of 5 – 30		18.00	8	18.40	2
Com18	Vocal scores: per set of 31+		25.00	66	25.50	2
	Sale of withdrawn items (Libraries)	Minimum charge of £0.20 and will be determined as appropriate by the library services (item specific charges)				
	Events and activities for adults and children	Charge to be determined as appropriate by the service for events and activities outside the core offer				
Libraries – Photocopies, Print Outs and Scans						
Com19	Photocopies (black & white) - A4		0.15	0	0.15	0
	Photocopies (black & white) - A3		0.30	0	0.30	0
	Photocopies (colour) - A4		1.00	0	1.00	0
	Photocopies (colour) - A3		1.50	0	1.50	0

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Library Fines					
Com16	Fines - per day adults (max £6.72)	0.28 (Maximum £6.72)	0	0.28 (Maximum £6.72)	0
	Fines - per day children	Free	0	Free	0
	Fines - per day concessions (max £3.90); concession rate 2015 - 60, 2016 – 65	0.14 (Maximum £3.90)	0	0.14 (Maximum £3.90)	0
Library – Internet Access					
Com18	Internet access - First 2 hours	Free	n/a	Free	n/a
	Internet charges per additional hour (volume= sessions)	1.00	0	1.00	0
Com18	Lost and Damaged items (No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio-visual items still apply).	Charge on library catalogue plus £1. If not on catalogue refer to Stock and Online Resource Manager	Charge on library catalogue plus £1. If not on catalogue refer to Stock and Online Resource Manager		
Com13,14	Magazines - charged at face value plus	0.70	0	0.70	0
	Lost Ticket Replacement - Charge per lost ticket (Adult only)	1.50	0	1.50	0
Theatre Hires – No available as the Theatre is no longer managed by CBC					
Houghton Hall Pak – Room Hire					
	Private Hire Rate				
Com46	Monday to Friday per hour	16.00	6.7	16.00	0
	Half Day Rate – Morning (4 hours)	62.00	6.7	62.00	0
	Half Day Rate – Afternoon (4 hours)	62.00	6.7	62.00	0
	Full Day	117.00	6.7	117.00	0
	Weekends per hour	18.00	6.7	18.00	0
	Weekends: Half Day Rate – Morning (4 hours)	67.00	6.7	67.00	0
	Weekends: Half Day Rate – Afternoon (4 hours)	67.00	6.7	67.00	0
	Weekends Full Day	124.00	6.7	124.00	0

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	Proposed % Increase for 2025
Community Groups & Charity Rate					
Com46	Monday to Friday per hour	12.00	6.7	12.00	0
	Half Day Rate – Morning (4 hours)	43.00	6.7	43.00	0
	Half Day Rate – Afternoon (4 hours)	43.00	6.7	43.00	0
	Full Day	80.00	6.7	80.00	0
	Weekends per hour	14.00	6.7	14.00	0
	Weekends: Half Day Rate – Morning (4 hours)	48.00	6.7	48.00	0
Com46	Weekends: Half Day Rate – Afternoon (4 hours)	48.00	6.7	48.00	0
Com46	Weekends Full Day	91.00	6.7	91.00	0

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2025 Fees & Charges

Place and Communities

Place and Communities statutory Fees & Charges with effect from 1 January 2025

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
Com28	Penalty Charge Notices: Standard Rate	70.00 (high level) 50.00 (low level)	0%	70.00 (high level) 50.00 (low level)	0
Com28	Penalty Charge Notices: Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	0%	35.00 (high level) 25.00 (low level)	0%
Com28	Penalty Charge Notices: Charge Certificate stage	105.00 (high level) 75.00 (low level)	0%	105.00 (high level) 75.00 (low level)	0%
Com28	Penalty Charge Notices: Court and Bailiff Stage	112.00 (high level) plus costs 82.00 (low level) plus cost	0%	112.00 (high level) plus costs 82.00 (low level) plus cost	0%
Com29	Fixed Penalty Notices - allowed by law (maximum / discounted): Nuisance parking - cars for sale and repair	100 / 60	0%	100 / 60	0%
Com29	Fixed Penalty Notices - allowed by law (maximum / discounted): Abandoning a vehicle	200 / 140	0%	200 / 140	0%
	Fixed Penalty Notices - allowed by law (maximum / discounted): Litter	250 / 175	67%	250 / 175	0%
	Fixed Penalty Notices - allowed by law (maximum / discounted): Fly Tipping	1,000/450	150%	1,000/450	0%
	Fixed Penalty Notices - allowed by law (maximum / discounted): Duty of care Fly Tipping	600/402	50%	600/402	0%

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
Com29	Fixed Penalty Notices - allowed by law (maximum / discounted): Litter	80 / 50	0%	80 / 50	0%
Com29	Fixed Penalty Notices - allowed by law (maximum / discounted): Street litter control notices and litter clearing notices	100 / 60	0%	100 / 60	0%
Com29	Fixed Penalty Notices - allowed by law (maximum / discounted): Unauthorised distribution of free literature	80 / 50	0%	80 / 50	0%
Com29	Fixed Penalty Notices - allowed by law (maximum / discounted): Graffiti and fly posting	80 / 50	0%	80 / 50	0%
Com29	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to produce authority (Waste Transfer Notes)	300 / 200	0%	300 / 200	0%
Com29	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to possess a Waste Carriers Licence	300 / 200	0%	300 / 200	0%
Com29	Fixed Penalty Notices - allowed by law (maximum / discounted): Offence in relation to waste receptacles	100 / 60	0%	100 / 60	0%
Com29	Fixed Penalty Notices - allowed by law (maximum / discounted): Offences under Dog Control Orders	80 / 50	0%	80 / 50	0%
Com29	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to nominate key holder and inform Local Authority	80 / 50	0%	80 / 50	0%
Com29	Fixed Penalty Notices - allowed by law (maximum / discounted): Allowing a dog to foul under Dog Fouling of Land Act 1979/Environmental Protection Act 1990	50.00/no discount	0%	50.00/no discount	0%

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
Com29 & 72	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): No rateable value to £4,300 - band A	70.00	0%	70.00	0%
Com29 & 72	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £4,301 to £33,000 - band B	180.00	0%	180.00	0%
Com29 & 72	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £33,001 to £87,000 - band C	295.00	0%	295.00	0%
Com29 & 72	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £87,001 to £125,000 - band D	320.00	0%	320.00	0%
Com29 & 72	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £125,001 and above - band E	350.00	0%	350.00	0%
Com29 & 72	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): No rateable value to £4,300 - band A	100.00	0%	100.00	0%
Com29 & 72	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £4,301 to £33,000 - band B	190.00	0%	190.00	0%
Com29 & 72	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £33,001 to £87,000 - band C	315.00	0%	315.00	0%
Com29 & 72	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £87,001 to £125k - band D	450.00	0%	450.00	0%

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
Com29 & 72	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £125,001 and above - band E	635.00	0%	635.00	0%
Com29 & 72	Premises Licenses/Club certificates: Application - Minor variation of club certificate	89.00	0%	89.00	0%
Com29 & 72	Application - Replacement certificate or summary	10.50	0%	10.50	0%
Com29 & 72	Premises Licenses/Club certificates: Application - Change of name or alteration of rules of club	10.50	0%	10.50	0%
Com29 & 72	Premises Licenses/Club certificates: Application - Change of relevant registered address of club	10.50	0%	10.50	0%
Com29 & 72	Notification of Interest	21.00	0%	21.00	0%
Com29 & 72	Application - Change of certificate holder's name or address	10.50	0%	10.50	0%
In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or primarily in the business of selling alcohol:					
Com29 & 72	Rateable value Band D (x2) - town centre pub application fee	900.00	0%	900.00	0%
Com29 & 72	Rateable value Band D (x2) - town centre pub annual charge	640.00	0%	640.00	0%
Com29 & 72	Rateable value Band E (x3) - town centre pub application fee	1,905.00	0%	1,905.00	0%
Com29 & 72	Rateable value Band E (x3) - town centre pub annual charge	1,050.00	0%	1,050.00	0%
Com29 & 72	Temporary Event Notices (TENS)	21.00	0%	21.00	0%
Com29 & 72	Variation of Designated Premises Supervisor (DPS)	23.00	0%	23.00	0%
Com29 & 72	Personal licence new/renewal	37.00	0%	37.00	0%
Com29 & 72	Personal licence change name/address	10.50	0%	10.50	0%

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
Com70	Petroleum Licence Fees (Up to 2,499 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	42.00	0%	42.00	0%
Com70	Petroleum Licence Fees (2,500 up to 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	58.00	0%	58.00	0%
Com70	Petroleum Licence Fees (Over 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	120.00	0%	120.00	0%
Com70	Petroleum Licence Fees: Transfer of Petroleum Licence	8.00	0%	8.00	0%
	Other Licensing				
Com67	Lottery Certificate: Grant (statutory fee / charge)	40.00	0%	40.00	0%
Com67	Lottery Certificate: Renewal (statutory fee / charge)	20.00	0%	20.00	0%
Com66	Explosives Manufacture and Storage of Explosives Regulation 2005 - Storage: New - one-year licence	109.00	0%	109.00	0%
Com66	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - two years licence	141.00	0%	141.00	0%
Com66	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New – three years licence	173.00	0%	173.00	0%
Com66	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New – four years licence	206.00	0%	206.00	0%
Com 66	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New – five years licence	238.00	0%	238.00	0%
Com66	Explosives Manufacture and Storage of Explosives Regulations 2005 – Registration: Renew - one-year	54.00	0%	54.00	0%

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
Com66	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew – two-year licence	86.00	0%	86.00	0%
Com66	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Variations/Replacements/Transfers	36.00	0%	36.00	0%
Com66	Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	0%	500.00	0%

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2025 Fees & Charges

Place and Communities

Building Control Statutory Fees and Charges with effect from 1 January 2025						
Ref: to App. B	Code	Description	Full Plans (inc VAT)	Full Plans Split Application Charge (inc VAT)	Building Notice charge (Inc VAT)	Regula risatio n (VAT exempt)
			£	£	£	£
Reg02	1	Single storey extension – under 100m2	810.00	270.00+572.00	972.00	1,458.00
	2	Two storey extension – under 100m2	869.00	270.00+632.00	1,043.00	1,565.00
	3	First floor extension – under 40m2	740.00	270.00+502.00	801.00	1,234.00
	4	Loft conversion – under 60m2	810.00	270.00+572.00	972.00	1,458.00
	5	Garage Conversion	616.00	270.00+378.00	739.00	1,108.00
	6	Installation of up to 2 steel beams	491.00	227.00+254.00	590.00	885.00
	7	Installation of up to 10 replacement windows	n/a	n/a	432.00	648.00
	8	Part P electrical works or heat producing appliances	n/a	n/a	432.00	648.00
	9	Structural alterations 1-2 rooms (inc chimney breast removal, re-roof)	491.00	270.00+254.00	590.00	885.00
	10	Provision of drainage and/or heating connection to an outbuilding under 30m2	n/a	n/a	590.00	885.00
	11	Outbuilding over 30m2	740.00	270.00+502.00	888.00	1,332.00
	12	Single storey garage – up to 60m2	616.00	270.00+378.00	739.00	1,108.00
	13	Detached garage with room over – up to 60m2	740.00	270.00+502.00	888.00	1,332.00
	14	Single dwelling house – under 300m2	956.00	270.00+729.00	1,147.00	1,720.00
	15	Conversion of single dwelling to flats/HMO (charge per flat/ HMO bedroom)	324.00	124.00+214.00	389.00	583.00
	16	All multiple works or those not listed will be determined on application				

Other Charges	Description	Costs £
Dangerous Structures	Initial Call Out Charge	216.00
	Additional Hours (7am-7pm Mon-Fri)	107.00 per hour
	Additional Hours (7pm-7am Mon-Fri and weekends or bank holidays)	162.00 per hour
Admin Charges	Initial Completion Certificates	Included with application fee
	Copies of Completion Certificates, Decision Notices, Written replies to solicitors, Exemption letters, All other letters to solicitors or legal bodies	50.00
	Refund of application fees (only in exceptional circumstances)	75.00

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2025 Fees & Charges

Place and Communities

Planning Fees and Charges with effect from 1 January 2025

Ref to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
Reg04	Street Naming				
	Street Naming and Numbering - Change/amendment of existing address	82.00	6.7	84.00	2
	Street Naming and Numbering new addresses: 1-5 Plots	241.00 plus £11.00 per plot over 1	6.7	246.00 plus £12.20 per plot over 1	2
	Street Naming and Numbering new addresses: 6-25 Plots	405.00 plus £2.00 per plot over 6	6.7	413.00 plus £2.20 per plot over 6	2
	Street Naming and Numbering new addresses: 26-75 Plots	980.00 plus £11.00 per plot over 26	6.7	1,000.00 plus £12.20 per plot over 26	2
	Street Naming and Numbering new addresses: 76+ Plots	1,546.00 plus £11.00 per plot over 76	6.7	1,577.00 plus £12.20 per plot over 76	2
	Additional charge where this includes naming a building (e.g., block of flats)	328.00	6.7	335.00	2
Reg04	Existing Street - Rename	402.00	6.7	410.00	2
	Existing Street - Rename - additional charge per property	81.00	6.7	83.00	2
	New Street - Additional charge to house numbering where this includes naming of a street	324.00	6.7	330.00	2
Reg03	HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months based on percentage of records in dataset): In-house/hour	69.00	6.7	70.00	2
	HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months based on percentage of records in dataset): Remote/ hour	100.00	6.7	102.00	2

Ref to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
Development Management					
Reg06 to 09	High Hedges & Sale of Plans				
	High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003	931.00	6.7	950.00	2
	Self & Custom Build Register	90.00	0	90.00	0
	Regulation 77 – Conservation of Habitats & Species Fee	30.00	0	30.00	0
n/a	Completion Certificates				
	Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings):				
	Unilateral Undertakings	Fees to be negotiated on a case-by-case basis.		Fees to be negotiated on a case-by-case basis.	
	Agreements				
	Minerals Letters: per enquiry				
S106 Monitoring Fee on new S106 Agreements					
n/a	S106 Monitoring Fee on new S106 Agreements for developments based on a percentage of the total amount secured.	5% up to £100,000		Section 106 (S106) Agreements are legal agreements between Local Authorities and developers; these are linked to planning permissions and can also be known as planning obligations.	
		£5,000 + 4% between £100,001 to £500,000			
		£21,000 + 3% between £500,001 to £1,000,000			
		£36,000 + 2% between £1,000,001 - £3,000,000			
		£76,000 + 1% over £3,000,001			
		£500 per non-financial obligation			



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2025 Fees & Charges

Place and Communities

Pre-Application Advice - Charging & Information with effect from 1 January 2025

Ref to App. B	Category	Type of Development	Charge for 2024 (£) (Incl VAT)	% Increase for 2024	Proposed charge for 2025 (£) (Incl VAT)	Proposed % Increase for 2025	
Reg 09 & 11	1	5,000sqm or 50 dwellings +	Please speak to Planning Offices regarding a PPA.		Please speak to Planning Offices regarding a PPA.		
	2	3000sqm + or 30-49 dwellings		4,287.18	20	£4,372.92	2
	3	2000sqm to 2999sqm or 20 to 29 dwellings		2,440.81	20	£2,489.63	2
	4	1000sqm to 1999sqm or 10 to 19 dwellings		1,787.72	20	£1,823.47	2
	5	Under 1000sqm to 2999sqm or 5 to 9 dwellings		1,126.76	20	£1,149.30	2
	6	2 to 4 dwellings		563.37	20	£800.00	42
	7	1 dwelling including replacement dwellings		338.91	20	£400.00	18
	8	Householder advice		141.70	20	£144.53	2
	8a	Request for confirmation of whether conditions have been discharged, Permitted Development (PD) check, Change of Use (no floor space created). (N.B. A formal determination can be obtained through a Lawful Development Certificate for half the normal planning fee.) & dropped kerb enquiry.		131.72	20	£134.35	2
	Categories 1 - 4	8 weeks process, up to 2 hours of officer meeting time, a written response, full consultation with relevant planning consultees.					
	Categories 5 - 6	28-day process, up to an hour of officer meeting time, a written response, full consultation with relevant planning consultees.					
Category 7	28-day process, a written response, full consultation with relevant planning consultees.						
Category 8	28-day process, a written response, consultation at case officer's discretion.						
Category 8a	28-day process, a written response, consultation at case officer's discretion.						
	Free - Listed Building Advice, Tree Preservation Advice.						

Additional (Optional) Fees from January 2025.

Additional (Optional) Fees from January 2025.						
		Charge for 2024 (£) (Incl VAT)		Proposed charge for 2025 (£) (Incl VAT)		Proposed % Increase for 2025
Cat.	Type of Development	Follow-up Advice	Follow-up Meeting	Follow-up Advice	Follow-up Meeting	
1	50 dwellings +	N/A	N/A	N/A	N/A	
2	3000sqm + or 30-49 dwellings	2,687.11	1,343.57	£2,434.85	£1,370.44	2
3	2000sqm to 2999sqm or 20 to 29 dwellings	1,612.54	806.26	£1,644.79	£822.39	2
4	1000sqm to 1999sqm or 10 to 19 dwellings	1,074.58	537.30	£1,096.07	£548.05	2
5	Under 1000sqm to 2999sqm or 5 to 9 dwellings	671.78	335.88	£685.22	£342.60	2
6	2 to 4 dwellings	335.88	167.95	£342.60	£171.31	2
7	1 dwelling including replacement dwellings	202.06	101.03	£206.10	£103.05	2
8	Householder advice	Written response only = £141.70 Written response & meeting = £283.40		Written response only = £144.53 Written response & meeting = £289.70		2
	Follow-up Advice	Written advice only - only available for categories 1 to 7				
	Follow-up Meeting	Single meeting with planning officer (for follow-up verbal advice) - only available for categories 1 to 7				
	Pre-app follow-up	Single meeting followed by written advice - only available for Category 8 -- "NEW"				

PRE-APPLICATION ENQUIRY CHARGING REGIME FOR MINERALS & WASTE (with effect from 1 January 2025)

(Reference to Appendix B for all below charges is **Reg 10**)

Pre-application advice in writing following a formal written enquiry, including allowance for a single meeting with one or two officers for up to 2 hours.

All Pre-application charges are subject to VAT and therefore the proposed charges below have been increased by rate of 2% and include VAT.

A flat fee of £856 will be charged for pre-application advice on the following matters:

1. Waste Management Development including landfilling, land raising, built development and associated land/facilities. These would include, but not exclusively, energy from waste facilities, gasification plants, mechanical biological treatment (MBT), pyrolysis, composting, anaerobic digesters, household recycling centres, waste transfer stations, materials recycling facility, aggregates recycling facilities, Waste Electrical Equipment (WEE) facilities and scrapyards.
2. New mineral winning and working sites and extensions including the use of land for storage of minerals in the open or for the deposit of materials remaining after mineral extraction and any operations connected with exploratory drilling for oil or natural gas.
3. All applications for variations of existing planning permissions for Waste Management Development including landfilling, waste disposal and land raising and the winning and working of Minerals.
4. Review of Old Mineral/Mining Permissions (ROMPS) or Interim Development Orders (IDOs).
5. Certificates of Lawfulness or Existing Use or Development OR Certificates of Lawfulness of Proposed Use or development for all mineral and waste development.

A fee of **£260** will be charged for pre-application advice on the following:

Discharge of pre-development conditions or request for confirmation of compliance with conditions.

Subsequent / follow up meetings:

£302 for attendance by up to two officers for up to 2 hours. Each additional officer in attendance charged at **£134**.

Pre-application advice in writing following a formal written enquiry (excluding meetings)

£302 standard charge (all categories of development as identified above)

NB. In accordance with the fee exemptions set out in the current Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008, Parish and Town Councils incur half the fee.

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Complex and/or significant proposals:

Proposals which require a number of meetings, specialist advice from a number of subject areas and a schedule of timescales for determination of the application may be subject to Planning Performance Agreement (PPA) although this is not mandatory.

Each PPA must be agreed on its own merits.

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Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

2025 Fees & Charges

Resources Services

Resources (inc Registration) Fees and Charges with effect from 1st January 2025

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
Registration Services					
Res08	Marriages - Outside Venue Monday - Friday	442.00	0	451.00	2
	Marriages - Outside Venue Saturday	520.00	0	530.00	2
	Marriages - Outside Venue Sunday	581.00	0	593.00	2
	Marriages and Civil Partnerships - Ceremony Rooms: Friday	255.00	8.5	260.00	2
	Marriages and Civil Partnerships - Ceremony Rooms: Saturday	400.00	11.4	408.00	2
	Marriages and Civil Partnerships - Ceremony Rooms: Sunday	485.00	12.5	495.00	2
	Civil Partnerships - Outside Venue Monday - Friday	376.00	0	384.00	2
	Civil Partnerships - Outside Venue Saturday	442.00	0	451.00	2
	Civil Partnerships - Outside Venue Sunday	509.00	0	519.00	2
Res08 & 10	Celebratory Services - Approved Premises - outside venue - weekdays	270.00	6.7	275.00	2
	Celebratory Services - Approved Premises - outside venue Saturdays	307.00	6.7	313.00	2
	Celebratory Services - Approved Premises - outside venue - Sundays	367.00	6.7	367.00	2
	Celebratory Services - Approved Premises - Local Authority venue - weekdays	258.00	6.7	263.00	2
Res08 & 10	Celebratory Services - Approved Premises - Local Authority venue - Saturdays	330.00	6.7	337.00	2
	Celebratory Services - Approved Premises - Local Authority venue - Sundays	404.00	6.7	412.00	2

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
	Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1,564.00	6.7	1,595.00	2
	Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1,147.00	6.7	1,170.00	2
	Citizenship Ceremonies - Individual Ceremony (VAT n/a)	130.00	6.7	133.00	2
Res06	Postage for certificates	4.00	6.7	4.00	0
	Ceremony deferment fee for amendments after 14 days	24.00	6.7	24.00	0
	Ceremony deferment fee for amendments after 8 weeks	17.00	6.7	17.00	0
	Mid-range weekday ceremony	New	n/a	165.00	n/a
	Ceremony discussions	New	n/a	20.00	n/a
	Hard back A4 envelopes	New	n/a	2.00	n/a
	Ceremony Certificate presentation box	New	n/a	5.50	n/a
Crematorium					
Service Related - All fees include VAT where applicable. Non-VAT able fees indicated with '**'					
n/a	Direct cremation (no Service) *	475.00	n/a	475.00	0
	Contracted direct cremation (terms and conditions apply) *	295.00	n/a	295.00	0
	Early service (20mins) *	600.00	n/a	600.00	0
	Adult Full service (45mins) *	1,000.00	n/a	1,000.00	0
	Infant/child under 18 years of age *	0.00	n/a	0.00	0
	Subsequent cremation of body parts*	150.00	n/a	150.00	0
	Extended service (45) /overrun fee *	400.00	n/a	400.00	0
	Use of chapel for memorial svc (45min) *	500.00	n/a	500.00	0
	Duplicate Cert of cremation/Out of England *	10.00	n/a	10.00	0
	Scatter ashes from elsewhere *	55.00	n/a	55.00	0
	Hold remains >28days *	25.00	n/a	25.00	0
	Additional ashes box (vatable)	20.00	n/a	20.00	0

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
n/a	Audio Visual (AV) Fees				
n/a	Tributes				
	Single photo	0.00	n/a	0.00	0
	Basic slideshow	49.00	n/a	49.00	0
	Music tribute	74.00	n/a	74.00	0
	Themed tribute	95.00	n/a	95.00	0
	Extra single photo (max 2 extra)	10.00	n/a	10.00	0
	Tribute download link	10.00	n/a	10.00	0
	Extra tribute photos (up to 25)	22.00	n/a	22.00	0
	Extra work charge	22.00	n/a	22.00	0
	Family supplied tribute	30.00	n/a	30.00	0
n/a	Streaming				
	Live and on demand	54.00	n/a	54.00	0
	Digital download if ordered after service	10.00	n/a	10.00	0
n/a	Keepsakes				
	DVD/USB	55.00	n/a	55.00	0
	Extra copy of a DVD/USB	30.00	n/a	30.00	0
	Video book	95.00	n/a	95.00	0
	Extra copy of a video book	50.00	n/a	50.00	0
	Memory box	130.00	n/a	130.00	0
	Extra copy of a memory box	70.00	n/a	70.00	0
n/a	Service for young people				
	Live/on-demand, single photo and basic tribute	0.00	n/a	0.00	0
n/a	Memorialisation				
	Book of Remembrance				
	2-line inscription	69.00	n/a	69.00	0
	Additional lines	9.00	n/a	9.00	0
	Floral motive	132.00	n/a	132.00	0
	Badge/Crest/Shield	149.00	n/a	149.00	0
	Coat of arms	195.00	n/a	195.00	0
n/a	Take away items				
	Folded card (plus inscription fees as below)	41.00	n/a	41.00	0
	Deluxe vinyl booklet (plus inscription fees as below)	83.00	n/a	83.00	0

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
	Framed copy (plus inscription fees as below)	75.00	n/a	75.00	0
	2-line inscription	28.00	n/a	28.00	0
	Additional lines	4.00	n/a	4.00	0
	Floral motive	53.00	n/a	53.00	0
	Badge/Crest/Shield	60.00	n/a	60.00	0
	Coat of arms	78.00	n/a	78.00	0
n/a	Book room panel scheme				
	Fauz leather panel and 5-year lease	190.00	n/a	190.00	0
	Fauz leather panel and 10-year lease	290.00	n/a	290.00	0
	Oak panel and 5-year lease	159.00	n/a	159.00	0
	Oak panel and 10-year lease	259.00	n/a	259.00	0
	Renewal 5-year lease	100.00	n/a	100.00	0
	Renewal 10-year lease	200.00	n/a	200.00	0
n/a	Memorial Tree Plaque				
	Inscribed leaf and 5-year lease	200.00	n/a	200.00	0
	Renewal 5-year lease	120.00	n/a	120.00	0
n/a	Sanctum Vault for cremated remains				
	Setup and 5-year lease	1,208.00	n/a	1,208.00	0
	Setup and 10-year lease	1,553.00	n/a	1,553.00	0
	Renewal 5-year lease	288.00	n/a	288.00	0
	Renewal 10-year lease	576.00	n/a	576.00	0
	Second interment including inscription	260.00	n/a	260.00	0
n/a	Columbarium Vault for cremated remains				
	Setup and 5-year lease	985.00	n/a	985.00	0
	Setup and 10-year lease	1,212.00	n/a	1,212.00	0
	Renewal 5-year lease	253.00	n/a	253.00	0
	Renewal 10-year lease	506.00	n/a	506.00	0
	Second interment including inscription	260.00	n/a	260.00	0
n/a	Barbican plaque				
	Setup and 5-year lease	410.00	n/a	410.00	0
	Setup and 10-year lease	585.00	n/a	585.00	0
	Renewal 5-year lease	146.00	n/a	146.00	0
	Renewal 10-year lease	292.00	n/a	292.00	0

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
n/a	Options for granite memorials				
	Additional lettering for S2000/Columbaria	8.00	n/a	8.00	0
	Photo plaque (Sanctum and Columbaria)	122.00	n/a	122.00	0
	Heart photo plaque	181.00	n/a	181.00	0
	Small photo plaque (Barbican)	89.00	n/a	89.00	0
	Artistic option band A	78.00	n/a	78.00	0
	Artistic option bank B	273.00	n/a	273.00	0
n/a	Garden bench plaque				
	Plaque and 5-year lease	336.00	n/a	336.00	0
	Plaque and 10-year lease	536.00	n/a	536.00	0
	Renewal 5 years	168.00	n/a	168.00	0
	Renewal 10 years	336.00	n/a	336.00	0
n/a	Living tree, dedicated plaque				
	Setup and 5-year lease	628.00	n/a	628.00	0
	Setup and 10-year lease	943.00	n/a	943.00	0
	Renewal 5 years	262.00	n/a	262.00	0
	Renewal 10 years	524.00	n/a	524.00	0
	Additional plaque (max 1)	269.00	n/a	269.00	0
n/a	Memorial Garden plaque in the memorial garden				
	Plaque and 5-year lease	365.00	n/a	365.00	0
	Plaque and 10-year lease	487.00	n/a	487.00	0
	Renewal 5 years	200.00	n/a	200.00	0
	Renewal 10 years	400.00	n/a	400.00	0
n/a	Additional fees				
	Oak Birdhouse. Inscribed birdbox, takeaway item	129.00	n/a	129.00	0
	Memorial box option for Oak Birdhouse	43.00	n/a	43.00	0
	Scattertube - 4 Cubic inch	15.00	n/a	15.00	0
	Scattertube - 25 Cubic inch	20.00	n/a	20.00	0
	Scattertube - 45 Cubic inch	25.00	n/a	25.00	0
	Scattertube - 120 Cubic inch	28.00	n/a	28.00	0
	Scattertube - 240 Cubic inch	38.00	n/a	38.00	0
	Aluminium or brass urn	135.00	n/a	135.00	0
	Aluminium or brass keepsake urn	40.00	n/a	40.00	0
	Bio urn	100.00	n/a	100.00	0

Reference to App. B	Name of F&C	Charge for 2024 (£)	% Increase for 2024	Proposed charge for 2025 (£)	% Increase for 2025
	Garden burial plot - 20-year lease	1,200.00	n/a	1,200.00	n/a
	Garden burial plot - 30-year lease	1,700.00	n/a	1,700.00	n/a
	Garden burial plot - lease extension 1 year	50.00	n/a	50.00	n/a
	Garden burial plot - Inscribed plaque	400.00	n/a	400.00	n/a
	Garden burial plot - Interment of cremated remains (with soil treatment)	135.00	n/a	135.00	n/a
	Garden burial plot - Family preparation service	200.00	n/a	200.00	n/a
	Yarwood memorial (take-home) products	100 to 600.00	n/a	100 to 600.00	n/a
	Ashes to Glass™	295 to 1,195	n/a	295 to 1,195	n/a
	Butterfly memorial for memorial garden boarder setup (or purchase without a lease option to take away)	new	n/a	120.00	n/a
	Butterfly memorial 5-year lease	new	n/a	50.00	n/a
	Butterfly memorial 10-year lease	new	n/a	100.00	n/a
Local Land Charges:					
Res17	Full Residential Search (LLC1 and Con29)	155.60	0	155.60	0
	Full Commercial Search (LLC1 and Con29)	237.20	0	237.20	0
	LLC1 Certificate of Search	20.00	0	20.00	0
	Con 29 Local Enquiries (Residential)	135.60	0	135.60	0
	Con 29 Local Enquiries (Commercial)	217.20	0	217.20	0
	Part II optional	15.00	0	15.00	0
	Additional Question	18.00	0	18.00	0
	Additional parcel of land	16.35	0	16.35	0
	Personal Search	Free	n/a	Free	n/a
	Copy documents	2.20	0	2.20	0

Reference to App. B	Name of F&C	Charge for 2023 (£)	% Increase for 2023	Proposed charge for 2024 (£)	% Increase for 2024
Local Taxation: Cost of Collection					
Res18	Administration charge on Court Costs - Council Tax	83.00	0	83.00	0
	Administration charge on Court Costs - NNDR	83.00	0	83.00	0
Legal Services (Note that these charges relate to the public and external organisations accessing our Legal Services. Not internal access), increased by 6.1%					
Res16	S38 per hour	146.00 to 305.00	Hourly Rate dependent on seniority of legal adviser undertaking the works – in line with Pathfinder Legal external charges.	153.00 to 319.00	An increase of 4.5% was approved by Pathfinder Legal's Board and the Council in May 2024
	S278 per hour	146.00 to 305.00		153.00 to 319.00	
	Short Form s278	146.00 to 305.00		153.00 to 319.00	
	s38, s278, s38/278 Deed of Variation	146.00 to 305.00		153.00 to 319.00	
	Standard s106	147.00 to 305.00		154.00 to 262.00	
	Large Development s106	147.00 to 305.00		154.00 to 262.00	
	s106 Deed of Variation	147.00 to 305.00		154.00 to 262.00	
	Unilateral Undertaking (VAT n/a)	146.00 to 305.00		153.00 to 319.00	
	Consent to Postpone (VAT n/a)	147.00 to 250.00		154.00 to 262.00	
	Consent to Sub-let (VAT n/a)	147.00 to 250.00		154.00 to 262.00	
	Deferred Payment Charge	146.00 to 305.00		153.00 to 319.00	
	Any Other Charge Rate / 3rd Party Charge Rate per hour	146.00 to 305.00		154.00 to 262.00	
	Notice of Registration (VAT n/a)	150.00		157.00	
	Deed of Covenant (VAT n/a)	150.00		157.00	
	Leasehold enquiries per hour	750+VAT	784 + VAT		



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2025 Fees & Charges

Resources Services

Resources Statutory Fees & Charges with effect from 1 st January 2025 – no changes.		
Name of F&C	Charge for 2024 (£)	Charge for 2025 (£)
Registration Service		
Buildings		
Certification of place of meeting for religious worship	£32.00	£32.00
Application for registration of a building for the solemnization of marriages between a man and a woman:		
(a) where the building is already registered under section 43A of the Marriage Act 1949	£71.00	£71.00
(b) where the building is not already registered under Section 43A of the Marriage Act 1949	£136.00	£136.00
Application for registration of a building for the solemnization of marriages of same sex couples where:		
(a) the building is already registered under Section 41 of the Marriage Act 1949	£71.00	£71.00
(b) the building is not already registered under Section 41 of the Marriage Act 1949	£136.00	£136.00
Joint application for the registration of a building for the solemnization of marriages between a man and a woman and of same sex couples	£136.00	£136.00
Marriages		
Recording a notice of marriage:		
(a) where both parties to the proposed marriage are exempt persons within the meaning of section 49 of the Immigration Act 2014	£42.00	£42.00
(b) in any other case	£57.00	£57.00
Attendance of superintendent registrar other than at that superintendent registrar's office for purpose of being given notice of marriage:		

Name of F&C	Charge for 2024 (£)	Charge for 2025 (£)
(a) of a house-bound person	£57.00	£57.00
(b) of a detained person	£82.00	£82.00
Application to reduce the 28-day waiting period	£66.00	£66.00
Giving the required notice to a superintendent registrar for an application for a certificate of no impediment	£42.00	£42.00
Opinion letter by a superintendent registrar following consideration of the documents referred to in paragraph 5(1)(e), (f) or (i) of Schedule 3 to the Registration of Marriages Regulations 2015 provided as evidence of the ending of a previous marriage or civil partnership	£55.00	£55.00
Opinion letter by the Registrar General following consideration of the documents referred to in paragraph 5(1)(e), (f) or (i) of Schedule 3 to the Registration of Marriages Regulations 2015 provided to a superintendent registrar as evidence of the ending of a previous marriage or civil partnership	£83.00	£83.00
Registrar attending marriage at a registered building	£104.00	£104.00
Registrar attending marriage at a register office	£56.00	£56.00
Registrar attending marriage:		
(a) at the place where the house-bound person or persons usually resides	£98.00	£98.00
(b) at the place where the detained person or persons usually resides	£106.00	£106.00
Superintendent registrar attending marriage:		
(a) at the place where the house-bound person or persons usually resides	£101.00	£101.00
(b) at the place where the detained person or persons usually resides	£113.00	£113.00
General search of indexes of the entries in the marriage register and of the marriage register books kept by superintendent registrars	£20.00	£20.00
Standard service for a certified copy of an entry in the marriage register obtained from a registrar	£12.50	£12.50
Priority service for a certified copy of an entry in the marriage register obtained from a registrar	£38.50	£38.50
Standard service for certified copy of an entry in the marriage register or a marriage register book, obtained from a superintendent registrar	£12.50	£12.50

Name of F&C	Charge for 2024 (£)	Charge for 2025 (£)
Priority service for certified copy of an entry in the marriage register or a marriage register book, obtained from a superintendent registrar	£38.50	£38.50
Correction of an error in an entry in a marriage register book (other than an error caused by a registrar when entering particulars in that marriage register book)	£99.00	£99.00
Correction of an error in an entry in the marriage register (other than an error caused by a registrar when entering particulars in the register)	£99.00	£99.00
Entry of notice of marriage to be solemnized on the authority of the Registrar General's licence	£4.00	£4.00
Issue of Registrar General's licence for marriage to be solemnized on the authority of that licence	£18.00	£18.00
Attendance at a marriage solemnized on the authority of the Registrar General's licence by:		
(a) a registrar	£2.50	£2.50
(b) a superintendent registrar	£2.50	£2.50
Giving the required notice to a superintendent registrar for an application for a certificate of no impediment	£42.00	£42.00
Births and Deaths		
A correction to a register of live-births, still-births, or deaths, relating to an error caused by a qualified informant concerning a live-birth, still-birth or death when providing information to the registrar of live-births, still-births, or deaths, by:		
(a) the person with custody of the register	£83.00	£83.00
(b) the person with custody of the register on the authority of the Registrar General	£99.00	£99.00
General search of indexes kept by superintendent registrar	£20.00	£20.00
Standard service for certified copy of an entry in the register kept by the superintendent registrar	£12.50	£12.50
Priority service for certified copy of an entry in the register kept by the superintendent registrar	£38.50	£38.50
Standard service for certified copy of an entry in registers kept by registrars	£12.50	£12.50
Priority service for certified copy of an entry in the registers kept by registrars	£38.50	£38.50
Standard service for a short certificate of birth obtained from a registrar or superintendent registrar	£12.50	£12.50

Name of F&C	Charge for 2024 (£)	Charge for 2025 (£)
Priority service for a short certificate of birth obtained from a registrar or superintendent registrar	£38.50	£38.50
Registration of name of child or of alteration of name	£44.00	£44.00
Issue of certificate of baptism where child's name altered or given	£1.50	£1.50
Civil Partnerships		
Attestation by an authorised person of the necessary declaration at a place provided by the registration authority:		
(a) where both parties to the proposed civil partnership are exempt persons within the meaning of section 49 of the Immigration Act 2014	£42.00	£42.00
(b) in any other case	£57.00	£57.00
Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration under the procedure for house-bound persons	£57.00	£57.00
Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration under the procedure for detained persons	£82.00	£82.00
Application to shorten the waiting period in relation to a civil partnership notice	£66.00	£66.00
Giving the required notice to a registration authority for an application for a certificate of no impediment	£38.50	£38.50
Opinion letter by the Registrar General following consideration of documents supplied to a registration authority under paragraph 4 of Schedule 3 to the Civil Partnership (Registration Provisions) Regulations 2005 as evidence of the ending of a previous civil partnership or marriage	£83.00	£83.00
Opinion letter by a registration authority following consideration of documents supplied to a registration authority under paragraph 4 of Schedule 3 to the Civil Partnership (Registration Provisions) Regulations 2005 as evidence of the ending of a previous civil partnership or marriage	£55.00	£55.00
Signing by the civil partnership registrar of the civil partnership schedule	£56.00	£56.00
Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule under the procedure for house-bound persons	£98.00	£98.00

Name of F&C	Charge for 2024 (£)	Charge for 2025 (£)
Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule under the procedure for detained persons	£106.00	£106.00
Attestation by an authorised person of the necessary declaration under the special procedure	£4.00	£4.00
Issue of Registrar General's licence	£18.00	£18.00
Attendance of the civil partnership registrar in whose presence the Registrar General's licence is signed	£2.50	£2.50
Standard service for a certified copy of an entry in the civil partnership register issued by a registration authority	£12.50	£12.50
Priority service for a certified copy of an entry in the civil partnership register issued by a registration authority	£38.50	£38.50
A correction to an entry in the civil partnership register, other than a correction relating to an error caused by the registration authority when information was recorded in the register.	£99.00	£99.00
Conversions		
Conversion of civil partnership in accordance with the standard procedure	£50.00	£50.00
Conversion of civil partnership in accordance with the procedure for housebound persons	£109.00	£109.00
Conversion of civil partnership in accordance with the procedure for detained persons	£129.00	£129.00
Conversion if a civil partnership according to the special procedure	£18.00	£18.00
The first stage of the procedure for conversion of civil partnership in accordance with the two-stage procedure for conversion on secular premises	£30.00	£30.00
Conversion of civil partnership in accordance with the two-stage procedure for conversion on religious premises:		
(a) for the first stage of the procedure	£30.00	£30.00
(b) for the second stage of the procedure	£101.00	£101.00
Standard service for a certified copy of an entry relating to a marriage in the conversion register issued by the superintendent registrar	£12.50	£12.50

Name of F&C	Charge for 2024 (£)	Charge for 2025 (£)
Priority service for a certified copy of an entry relating to a marriage in the conversion register issued by the superintendent registrar	£38.50	£38.50
Correction of an entry in the conversion register, other than a correction relating to an error caused by the superintendent registrar when information was recorded in the register.	£99.00	£99.00
Other		
Supply of transcript of inquest on CD	5.00	5.00
Additional copies of CD	5.00	5.00
Charge for paper copies per document of 10 pages or less	5.00	5.00
Charge for paper copies for each additional page	0.50	0.50
Fee for transcription of an inquest hearing of 360 words or less	6.20	6.20
Fee for transcription of an inquest hearing of between 361 and up to and including 1,439 words	13.10	13.10
Fee for transcription of an inquest hearing of 1,440 words or more, for the first 1,440 words	13.10	13.10
Fee for transcription of an inquest hearing of 1,440 words or more, after the first 1,440 words, per each additional 72 words or part thereof	0.7	0.7
Notice of marriage for persons subject to the Home Office Referral and Investigation Scheme	47.00	47.00
Notice of civil partnership for persons subject to the Home Office Referral and Investigation Scheme	47.00	47.00
Other Resources fees.		
Elections:		
For each register per 1,000 names or part thereof - data format	£20.00 plus £1.50 per 1,000 (or part thereof)	£20.00 plus £1.50 per 1,000 (or part thereof)
For each register per 1,000 names or part thereof - printed format	£10.00 plus £5.00 per 1,000 (or part thereof)	£10.00 plus £5.00 per 1,000 (or part thereof)
Blue Badge		
Fee for issue of a Blue Badge (statutory maximum charge)	10.00	10.00



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2025 Fees & Charges

Housing

Charges with affect from 1st January 2025

Ref to App. B	Name of Fee or Charge	Charge for 2024 (£)	Proposed charge for 2025 (£)	% Increase	Frequency	Inclusive of VAT?
Miscellaneous Housing Related:						
Schh 38	Charges for reference to banks & building societies	38.20	39.00	2	Per application	Y
	Consent for Cable Installations	166.70	170.00	2	Per application	Y
	Private Sector Housing - Immigration survey request	323.20	329.70	2	Per survey	Y
	Court attendance representation	38.20	39.00	2	Per hour	Y
	Reviewing Legal Documentation - Deed of Variations requests'	266.30	271.60	2	Per instance	Y
	Postponement of charge for the repayment of Right to Buy discount	207.10	211.20	2	Per instance	Y
	Reviewing housing plans linked to CBC stock	72.40	73.80	2	Per hour	Y
	Property advertisement fees for Councils 'lettings system' – new build	19.70	20.10	2	Per Property	Y
	Property advertisement fees for Councils 'lettings system' - relet	85.60	87.30	2	Per Property	Y
	Private Sector Housing Consultation Fee	52.70	53.80	2	Per hour	Y
	Laundry Tokens	2.50	3.00	20	n/a	n/a
	Replacement/Additional Electronic Keycard	14.70	15.00	2	Per keycard	Y
	Replacement/Additional Keys - Suited Locks (Independent Living)	Recharged at actual cost		Recharged at actual cost		Y
	Replacement garage key	18.60	19.00	2	Per replacement	Y
Garage repossession	98.00	100.00	2	Per repossession	Y	

Ref to App. B	Name of Fee or Charge	Charge for 2024 (£)	Proposed charge for 2025 (£)	% Increase	Frequency	Inclusive of VAT?
Independent Living:						
Schh 20	Guest Rooms per night: Tier 1 (e.g., Crescent Court, Furness Ave, Gale Court) peak/off peak	24.50	25.00	2	Each night booked	Y
		19.60	20.00			
	Guest Rooms per night: Tier 2 (e.g., Tudor Crt) peak/off peak	40.90	41.70	2	Each night booked	Y
		32.70	33.40			
Schh 18, 20	Guest Rooms per night: Tier 3 (e.g., Priory View / All Saints View) peak/off peak	65.30	66.60	2	Each night booked	Y
		52.30	53.30			
	Communal Lounge hire	17.70	18.10	2	Per hour	N/A
Schh 18, 20	Priory View parking permit fee (resident)	12.50	12.80	2	Per year	Y
	Priory View parking permit fee (visitor)	37.70	38.50	2	Per book/day	Y
		1.40	1.40			
Link Community Living Emergency Alarm Service:						
Schh 32,33, 38	Installation Cost	33.90	34.60	2	Per installation	Y
	Supply of additional pendant	67.30	68.60	2	Per request	Y
	Independent Living: Link Emergency Alarm Response Charge	27.80	28.40	2	Per response	Y
	No Fault Call Out Fee	33.90	34.60	2	For each call out	Y
	Supply and fit key safe (Y500)	81.00	82.60	2	Per job	Y
	Supply and fit key safe (C500)	107.70	109.90	2	Per job	Y
	Link Emergency Alarm One Call Set Up Cost	40.70	41.50	2	Per application	Y
	Annual Subscription	19.40	19.80	2	Annual	Y
	SIM card fee	2.50	2.60	2	Per month	Y
	Peripherals (including smoke alarms, CO2 alarms and similar detection devices)	Cost of peripheral plus installation fee as above	Cost of peripheral plus installation fee as above		Per installation	Y
Link Community Living Wellbeing Checks & Housing Support Service:						
Schh 38	Face to Face Contact Charge	7.40	7.50	2	Per contact	N/A

Ref to App. B	Name of Fee or Charge	Charge for 2024 (£)	Proposed charge for 2025 (£)	% Increase	Frequency	Inclusive of VAT?
	Face to Face Contact Charge (non-Council tenant)	8.70	8.90	2	Per contact	Y
	Hourly Charge	20.60	21.00	2	Hourly	N/A
	Hourly Charge (non-Council tenant)	24.60	25.10	2	Hourly	Y
	Face to Face Contact Charge ten-hour rate	196.40	200.30	2	Ten hr advance purchase	N/A
Schh 38	Face to Face Contact Charge ten-hour rate (non-Council tenant)	235.70	240.40	2	Ten hr advance purchase	Y
	Telephone contact charge	2.50	2.60	2	Per call	N/A
	Telephone contact charge (non-Council tenant)	2.90	3.00	2	Per call	Y
	De-designated customers contact charge. (Only for tenants who signed up prior to 01.04.2017)	9.20	9.40	2	Per 1 contact and 1 call	N/A
	Out of hours attendance at Priory View	55.30	56.40	2	Per visit	Y
Independent Living Commercial – 4 hrs then per hr unless otherwise stated:						
Schh 02, 38	First floor – Commercial	172.40 then 31.80 p/hr	175.80 then 32.40 p/hr	2	1 st four hours, then hourly	N/A
	Bar – Commercial	218.50 then 31.80 p/hr	222.90 then 32.40 p/hr	2	1 st four hours, then hourly	Y
	Restaurant – Commercial	218.50 then 31.80 p/hr	222.90 then 32.40 p/hr	2	1 st four hours, then hourly	Y
	Bar and Restaurant – Commercial	426.20 then 31.80 p/hr	434.70 then 32.40 p/hr	2	1 st four hours, then hourly	Y
	Snapdragon/ Rosemary Room Commercial	97.70 Per full day 51.75 Per half day	99.70 Per full day 52.70 Per half day	2	Per full/half day	N/A
	First floor – Resident	114.90 First hour then 31.80 hourly	117.20 First hour then 32.40 hourly	2	1 st four hours, then hourly	N/A
	Bar – Resident	195.40 First hour then 31.80 hourly	199.30 First hour then 32.40 hourly	2	1 st four hours, then hourly	Y
	Restaurant – Residents	195.40 First hour then 31.80 hourly	199.30 First hour then 32.40 hourly	2	1 st four hours, then hourly	Y

Ref to App. B	Name of Fee or Charge	Charge for 2024 (£)	Proposed charge for 2025 (£)	% Increase	Frequency	Inclusive of VAT?
Schh 02, 20, 38	Bar and Restaurant – Residents	378.80 First hour than 31.80 hourly	386.40 First hour then 32.40 hourly	2	1 st four hours, then hourly	Y
	Snapdragon/ Rosemary Room – Residents	86.30 Per full day 45.99 Per half day	88.00 Per full day 46.90 Per half day	2	Per full/half day	N/A
	First floor – Friends of Priory View	92.10 First hour than 31.80 hourly	93.90 First hour then 32.40 hourly	2	1 st four hours, then hourly	N/A
	Bar – Friends of Priory View	157.50 First hour than 31.80 hourly	93.90 First hour then 32.40 hourly	2	1 st four hours, then hourly	Y
	Restaurant – Friends of Priory View	157.50 First hour than 31.80 hourly	160.70 First hour then 32.40 hourly	2	1 st four hours, then hourly	Y
	Bar and Restaurant – Friends of Priory View	296.00 First hour than 31.80 hourly	160.70 First hour then 32.40 hourly	2	1 st four hours, then hourly	Y
	Snapdragon/ Rosemary Room – Friends of Priory View	65.50 Per full day 34.57 Per half day	301.9.00 First hour then 32.40 hourly	2	Per full/half day	N/A
	First floor – Residents Committee (flat fee)	80.00	66.80 Per full day 35.30 Per half day	2	flat fee	N/A
	Bar – Residents Committee (flat fee)	92.00	81.60	2	flat fee	Y
	Restaurant – Residents Committee	92.00	93.80	2	flat fee	Y
	Bar and Restaurant – Residents Committee	177.70	181.30	2	Flat fee	Y
	Snapdragon/ Rosemary Room – charities	15.80	181.30	2	Per hour	N/A
	Library – Residents	17.30	16.10	4.6	Per hour	N/A
	Membership fee – Friends of Priory View	19.10	19.50	2	Per application	Y
	Security fees (as required) for Events per hour	16.40	16.70	2	Per hour	Y
Re-sale Fee at Priory View	new	1,500	2	Per re-sale	Y	

Ref to App. B	Name of Fee or Charge	Charge for 2024 (£)	Proposed charge for 2025 (£)	% Increase	Frequency	Inclusive of VAT?
Schh 02, 20, 38	All Saints View Commercial – 4 hours then per hour unless otherwise stated:					
	Multi-purpose Room 01 – Commercial	97.30 First hour than 30.80 hourly	99.20 First four hours then 31.40 hourly	2	First four hours, then hourly	N/A
	Multi-purpose Room 02 – Commercial	173.90 First hour than 30.80 hourly	177.40 First four hours then 31.40 hourly	2	First four hours, then hourly	N/A
	Multi-purpose Room 01 & 02 (combined) Commercial	259.80 First hour than 30.80 hourly	2650 First four hours then 31.40 hourly	2	First four hours, then hourly	N/A
	Multi-purpose Room 01 – Residents' rate	87.10 First hour than 30.80 hourly	88.80 First four hours then 31.40 hourly	2	First four hours, then hourly	N/A
	Multi-purpose Room 02 – Residents' rate	155.70 First hour than 30.80 hourly	158.80 First four hours then 31.40 hourly	2	First four hours, then hourly	N/A
	Multi-purpose Room 01 & 02 – (combined) Residents' rate	231.20 First hour than 30.80 hourly	235.80 First four hours then 31.40 hourly	2	First four hours, then hourly	N/A
Schh 02, 20, 38	Multi-purpose Room 01 – Friends of All Saints View (ASV)	70.30 First hour than 30.80 hourly	71.70 First four hours then 31.40 hourly	2	First four hours, then hourly	N/A
	Multi-purpose Room 02 – Friends of All Saints View (ASV)	125.50 First hour than 30.80 hourly	128.00 First four hours then 31.40 hourly	2	First four hours, then hourly	N/A
	Multi-purpose Room 01 & 02 (combined) Friends of All Saints View (ASV)	184.30 First hour than 30.80 hourly	188.00 First four hours then 31.40 hourly	2	Per room, per hour	N
	Charitable Rates (per meeting room for multi-purpose rooms)	15.50	15.80	2	First four hours, then hourly	N/A
	Church View lounge (private resident's events only)	49.20 First hour than 130 hourly	18.10	No longer renting	First four hours, then hourly	N/A
	Security fees (as required) for events per hour	16.00	18.89	18	Per hour	Y

Ref to App. B	Name of Fee or Charge	Charge for 2024 (£)	Proposed charge for 2025 (£)	% Increase	Frequency	Inclusive of VAT?
Schh 02, 20, 38	Membership fee – Friends of All Saints View	18.50	18.90	2	Per application	Y
	Guest suite discount 10% for Friends of All Saints View	10% discount from Guest Suite charge	10% discount from Guest Suite charge		Percentage	N
	Electric Vehicle Car-Club fee	25.30	£25 will give £165 driver credit per month £50 will give £275 driver credit per month £75 will give £385 driver credit per month	The pricing structure has been reviewed to provide residents with a new offer to support customer independence with increased driver credit/hours when booking an electric car.		Per month N
	Electric Usage Charge (Kw/h)	0.20 – 0.50 dependent on usage	0.20 – 0.50 dependent on usage	0	Per kw/h	N
Housing Enforcement (including Housing Act 2004 and Park Homes):						
Schh 38	Recipient of Housing Act 2004 or Park Homes Enforcement Notice Mobile Homes Act 2013	336.20	342.90	2	Per person	N/A
	Admin charge for undertaking Works in Default in relation to all enforcement Activity carried out by Housing Solutions	28.80%	29.40%	2	Per Enforcement Notice	N/A
Schh 38	Houses of Multiple Occupation (HMO) licencing (two-part process) Part 1 – Levied at the point of application, to cover the costs of the scheme's 'authorisation procedures and formalities'	367.90 per property plus 39.90 per flat or lettable room	375.30 per property plus 40.70 per flat or lettable room	2	Per unit/property	N/A
	HMO licencing (two-part process) Part 2 – If the application is successful, a further fee to cover the costs of running and enforcing the scheme.	159.50 per property plus 71.10 per flat or lettable room	162.70 per property plus 72.50 per flat or lettable room	2	Per unit/property	N/A
	HMO Licencing Variation – levied at the point of a request for a variation to cover cost of the 'authorisation procedures and formalities'	139.20 per variation	142.00 per variation	2	Per variation request	N/A
	HMO Consultancy Fee	53.20 per hour (+VAT)	54.30 per hour (+VAT)	2	Per hour	N/A

Ref to App. B	Name of Fee or Charge	Charge for 2024 (£)	Proposed charge for 2025 (£)	% Increase	Frequency	Inclusive of VAT?
	<p>Houses of Multiple Occupation (HMO): Financial Penalties as a potential alternative to prosecution in respect of the following offences under the Housing Act 2004:</p> <ul style="list-style-type: none"> - Failure to comply with an Improvement Notice [section 30] - Offences in relation to licensing of Houses in Multiple Occupation (HMOs) under Part 2 [section 72] - Offences in relation to licensing of houses under Part 3 [section 95] - Failure to comply with an Overcrowding Notice [section 139] - Failure to comply with a management regulation in respect of an HMO [section 234] - Failure to comply with a Banning Order under the Housing and Planning Act 2016 under Part 2 (Section 23) 	Up to a maximum of £30,000	Up to a maximum of £30,000	N/A	For each offence	N/A
Schh 38	<p>Financial Penalty Notices under The Energy Act 2011 Section 45, (Energy Efficiency Performance Certificate Regulations 2015) for renting out a property in breach of:</p> <ul style="list-style-type: none"> - Privately Renting a property with an EPC rating of "F" or below. - Failing to comply with Compliance Notice - Providing false or misleading information on the Private Rented Sector register 	Up to a maximum of £5,000	Up to a maximum of £5,000	N/A	Per property	N/A
	Fixed Penalty Notice for not obtaining a valid EPC for a private rented property under the Energy Act 2011 Section 74 (Energy Performance of Buildings (England and Wales) Regulations 2012)	200.00	200.00	Fixed	For each offence	N/A

Ref to App. B	Name of Fee or Charge	Charge for 2024 (£)	Proposed charge for 2025 (£)	% Increase	Frequency	Inclusive of VAT?
	<p>Financial Penalties for the following offences under the Housing and Planning Act 2016 Section 122 (The Electrical Safety Standards in the private rented sector (England) Regulations 2020):</p> <ul style="list-style-type: none"> - Electrical inspection not completed prior to new tenancy or 1st April 2021 for existing tenancy. Further inspection not completed at 'regular intervals' (5 years unless specified shorter period on certificate) - Failed to provide copy of inspection report to tenant within 28 days of test. - Failed to provide report to tenant on completion of works those electrical standards are met or further investigation required within 28 days of completion of works. - Failed to provide report to Council on completion of works those electrical standards are met or further investigation required within 28 days of completion of works. 	Up to a maximum of £30,000	Up to a maximum of £30,000	N/A	For each offence	N/A
Schh 38	Support and Assistance with Rent Repayment Orders - based on staff time and costs (VAT applies)]	54.50 per hour (+VAT)	55.60 per hour (+VAT)	2	Per unit / property	N
Park Homes Charges (per pitch unless otherwise stated):						
Schh 02, 20, 38	Initial Licence Fee per pitch	72.30	73.70	2	Per licence/application / per pitch	N/A
	Amendment or transfer fee	336.50	343.20	2	Per licence/application	N/A
	Site Expansion Amendment Fee	336.50 plus 11.80 per additional pitch	343.20 plus 12.00 per additional pitch	2	Per application	N/A
	Annual Fee per pitch (to be adjusted by the surplus or deficit in the Annual Fee Account)	15.70	16.00	2	Annual charge	N/A
	Fit and Proper Persons Register Application	142.40	145.20	2	Per application	N/A
	Fee for Depositing Site Rules	41.70	42.50	2	Per Deposit	N/A

Ref to App. B	Name of Fee or Charge	Charge for 2024 (£)	Proposed charge for 2025 (£)	% Increase	Frequency	Inclusive of VAT?
Schh 02, 20, 38	Other (Housing Grants and Loans):					
	Fee for technical assistance with a Disabled Facilities Grant - % of cost, (Reduces for grants exceeding £27,000)			12% + VAT	To be removed	
	Fee for technical assistance with Housing Discretionary Assistance/Loans- % of cost			10% + VAT		
	Fee chargeable in relation to Empty Homes Financial Assistance cases - % of cost			10% + VAT		
	Housing Solutions Land Charge Enquiries	64.60	65.90	2	Per enquiry	Y
	Early Redemption Grant / Loan Assistance or Works in Default - Land Registry Charge removal	177.70	181.30	2	Per grant/loan	Y
	Postponement of a charge assigned by the Housing Service	313.70	320.00	2	Per grant/loan	Y
Leaseholders / Landlords:						
Schh 02, 20, 38	Provision of suited keys including admin	33.20	33.90	2	For each job	Y
	Gas Boiler Safety Check and Test	92.50	94.40	2	For each job	Y
	Energy Performance Certificate	100.70	102.70	2	For each job	Y
	Mortice Lock Replacement	53.00	54.10	2	For each job	Y
	Eurolock Replacement	73.60	75.10	2	For each job	Y
	Portable Appliance Test (PAT test) per item, maximum 10	9.50	9.70	2	For each job	Y
	Consumer unit (renewal /replacement)	304.70	310.80	2	For each job	Y
	Electrical Unoccupied Property Cert	209.60	213.80	2	For each job	Y
	Renew pair of basin pillar taps	102.10	104.10	2	For each job	Y
Renew 40mm pipe and bath trap	125.30	127.80	2	For each job	Y	
Full Management/Administration Fee for Leaseholders	new	250.00	2	Annually	Y	

Ref to App. B	Name of Fee or Charge	Charge for 2024 (£)	Proposed charge for 2025 (£)	% Increase	Frequency	Inclusive of VAT?
Schh 02, 38	Smoke alarm fitting (Hard Wired) Per Alarm	108.30	110.50	2	For each job	Y
	Carbon monoxide detector fitting	45.00	45.90	2	For each job	Y
	Clear property	10% on contractor cost to cover admin	10% on contractor cost to cover admin	N/A	For each job	Y
	Clean property	10% on contractor cost to cover admin	10% on contractor cost to cover admin	N/A	For each job	Y
FREQUENT WORKS QUOTES ABOVE						
OTHER WORKS REQUESTS ARE AVAILABLE UPON REQUEST FOR A VARIETY OF JOBS						
Private Lettings Service						
	Let only service (Tenant Find)	108.80	111.00	2	For each instance	Y
Schh 02, 38	Let and Rent collection	108.80 and 10% monthly of market rent agreed	111.00 and 10% monthly of market rent agreed	2	For each instance	Y
	Full management	12% monthly of market rent agreed	12% monthly of market rent agreed	2	For each instance	Y
	Rent Assurance / Guarantee (first 4 months)	6% monthly of market rent agreed	6% monthly of market rent agreed	2	For each instance	Y
	Rent Increase Tenancy Extension	62.30	63.50	2	For each instance	Y
	Check Out/ Final Inventory	1 bed 49.00 2 bed 65.30 3 bed+ 81.60	1 bed 50.10 2 bed 66.60 3 bed+ 83.20	2	For each instance	Y
	Serve Eviction Notice	102.10	104.10	2	For each instance	Y
	Insurance Policies (admin charge)	15% of stated cost to cover admin	15% of stated cost to cover admin	2	For each instance	Y
	Renewal of fixed term AST	81.60	83.20	2	For each instance	Y

Ref to App. B	Name of Fee or Charge	Charge for 2024 (£)	Proposed charge for 2025 (£)	% Increase	Frequency	Inclusive of VAT?
	Check in / Cost of Inventory	1 bed 76.20 2 bed 92.50 3 bed+ 108.80	1 bed 77.70 2 bed 94.40 3 bed+ 111.00	2	For each instance	Y
	Ad hoc Property Inspections	33.60	34.30	2	For each instance	Y
	Ad hoc Non-UK resident tax returns	56.10	57.20	2	For each instance	Y

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2025 Fees & Charges

New fees & charges January 2025

Service	Name of Fees & Charges	Proposed Charge for 2025 (£)	Notes
Place and Communities	Temporary Traffic Regulation Orders (including where orders extended by applicant)		
	1 month duration non-traffic sensitive	2,225.80	The new model provides clear cost distinction for closures on traffic sensitive and non-traffic sensitive roads, as well as an increasing factor for the duration of the works and their associated impact on residents, businesses and road users. The charging model will aid the Street-works Team in executing the council's network management duty and will encourage organisations wishing to operate on our road network to thoughtfully plan their activities and mitigate their impact.
	2-month duration non-traffic sensitive	2,314.83	
	3-month duration non-traffic sensitive	2,407.42	
	4-month duration non-traffic sensitive	2,497.64	
	5-month duration non-traffic sensitive	2,588.45	
	6-month duration non-traffic sensitive	2,679.26	
	7-month duration non-traffic sensitive	2,770.07	
	8-month duration non-traffic sensitive	2,860.88	
	9-month duration non-traffic sensitive	2,951.69	
	10-month duration non-traffic sensitive	3,042.50	
	11-month duration non-traffic sensitive	3,133.31	
	12-month duration non-traffic sensitive	3,224.12	
	13-month duration non-traffic sensitive	3,314.93	
	14-month duration non-traffic sensitive	3,405.74	
	15-month duration non-traffic sensitive	3,496.55	
	16-month duration non-traffic sensitive	3,587.36	
	17-month duration non-traffic sensitive	3,678.17	
	18-month duration non-traffic sensitive	3,768.98	
	2-year duration non-traffic sensitive	4,522.76	
	3-year duration non-traffic sensitive	5,427.31	
	4-year duration non-traffic sensitive	6,512.77	
	1 month duration traffic sensitive	2,448.38	
	2-month duration traffic sensitive	2,546.32	
	3-month duration traffic sensitive	2,644.26	
	4-month duration traffic sensitive	2,742.20	
	5-month duration traffic sensitive	2,840.14	
	6-month duration traffic sensitive	2,938.08	
	7-month duration traffic sensitive	3,036.02	
	8-month duration traffic sensitive	3,133.96	
	9-month duration traffic sensitive	3,231.90	
	10-month duration traffic sensitive	3,329.84	
	11-month duration traffic sensitive	3,427.78	
	12-month duration traffic sensitive	3,525.72	
	13-month duration traffic sensitive	3,623.66	
	14-month duration traffic sensitive	3,721.60	
15-month duration traffic sensitive	3,819.54		
16-month duration traffic sensitive	3,917.48		
17-month duration traffic sensitive	4,015.42		
18-month duration traffic sensitive	4,113.36		
2-year duration traffic sensitive	4,975.03		
3-year duration traffic sensitive	5,970.04		

4-year duration traffic sensitive		7,164.05	
Name of Fees & Charges		Proposed Charge for 2025 (£)	Notes
Permanent Traffic Regulation Orders - non traffic sensitive		3,912.30	See above note
Permanent Traffic Regulation Orders - traffic sensitive		4,303.53	
Highways and Transportation			
Application for a temporary traffic regulation order on the highway - emergency (non-traffic sensitive streets)		2,225.80	Currently there is no fee for a Traffic Light Switching out and the new fee to be introduced aims to address. This will include contract provider (Milestone) fee to action the switch out/on as well as an administrative fee.
Application for a temporary traffic regulation order on the highway - emergency (traffic sensitive streets)		2,448.38	
Traffic light switch out (per day)		264.00	
Traffic light switch out (per day) - weekend uplift		329.91	
Highway Licences:			
Crane licence - non traffic sensitive		328.00	There is no current licence for the operation of a crane on our road network. The existing oversailing licence only covers the operation of a crane from within a work site and is insufficient.
Crane licence - traffic sensitive		360.00	
Environmental Services			
Household Waste & Recycling Centres			
DIY Charge (small item)	£4.95 per item	Charge only applied above 2 x 50l bag maximum government allowance	
DIY Charge (medium item)	£9.90 per item		
DIY Charge (large item)	£14.85 per item		
Tyre Charge	£11.30 per tyre	Tyres are not household waste, and the cost of disposal should be charged	
Public Weigh (Thorn Turn)	£14.08 per weigh	Residents will be able to use the weigh bridge facility at Thorn Turn	
Other			
Replacement Bin Charge (including delivery)	£36.48 per bin	Numerous local authorities charge for replacement bins (charge not applied if bin damaged during collection)	
Weighted Garden Waste Bags	£5.93 per bag		
Grounds Maintenance CBC day rate for T&P Local Agreements	£57.94 per day	To cover the cost for the use of CBC's ground maintenance services, includes contract procurement, on site contract inspections and monitoring, contract performance management, contract financial management.	



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Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ



14. Cross Cutting Efficiencies

To update the Committee on the progress of the cross-cutting organisational change programmes and the status of delivery of efficiencies, in line with the Medium Term Financial Plan (MTFP).

Central Bedfordshire Council

03 September 2024

Corporate Resources Overview and Scrutiny Committee

Update on Cross Cutting Efficiencies

Report of:

Cllr Adam Zerny, Leader of the Council, adam.zerny@centralbedfordshire.gov.uk

and

Cllr John Baker. Executive Member for Finance, john.baker@centralbedfordshire.gov.uk

Responsible Director:

Marcel Coiffait, Chief Executive, Marcel.coiffait@centralbedfordshire.gov.uk

Purpose of this report

To update the Committee on the progress of the cross-cutting organisational change programmes and the status of delivery of efficiencies, in line with the Medium Term Financial Plan (MTFP).

RECOMMENDATION

The Committee is asked to note the progress report on the current organisational plan for the delivery of organisational change and associated cross cutting efficiencies.

Executive Summary

1. In February 2024, the Committee received a report on the previous challenges in delivering cross cutting efficiencies and the learnings being taken forward into the new plan. This paper also provided information on the current programme of organisational change, which is aligned to efficiencies within the MTFP.
2. The Committee requested regular updates on the delivery of the programme, to provide assurance that the programme was developing and delivering benefits that were both of financial benefit and leading to service improvement, the first of which was shared in June 2024.

- The change programmes are multi-year programmes. The profiling of deliverable efficiencies is not static or evenly distributed throughout the year, due to the staggered nature of delivery, and the nature of the activities. Some of the identified savings will be realised in future months and years.

The Current Programme

- As previously reported, the programme has four key streams, termed as quadrants:

- Customer Services
- Support Services
- Being a CBC Manager
- The Way We Work



- These quadrants include a range of activities and are set to run over multiple months and years. Each quadrant has its own delivery plans and efficiency profiling, which do not share a uniform timeline. This means some benefits will be delivered incrementally and others are more immediately realised.
- Underpinning all cultural change elements within the programme is the 'One Council' guiding principle: reducing duplication and silo working within the organisation to deliver services effectively and holistically.
- All quadrants require collaboration with colleagues across the organisation, meaning challenges can emerge from business-as-usual demands on services and from localised pursuits of efficiencies. This requires careful prioritisation across the change programme to help balance those demands to ensure there is capacity to support and committed leadership.
- A summary position statement of the different quadrants follows.

Customer Services

- This quadrant continues to focus on creating a consistent approach across the Council to customer services, including simplifying the routes of contact with the council.
- The use of voice automation and chat bots will increase the accessibility of data outside of office hours and there will be an improvement in self-service. Where calls received typically related to processes which can be done online, contact centre staff would have previously advised callers on where to find this information on the Council's website. The introduction of voice automation now allows the system will text the caller with a direct link to the relevant information, freeing up capacity for those staff with specialist knowledge and skills to focus their time with those residents that require most help.
- Nevertheless, the ability to speak to a call agent or a technical specialist is still a valid contact route and is core to the operating model.

13. Since the last report:

- The first elements of voice automation have gone live;
 - Highways went live on the 10th of June, with call volumes into the contact centre on this subject being reduced by a third, which is a decrease of 57 hours from the month before the system was introduced. There has also been a reduction in email queries since the 'go live' date.
 - Planning went live on the 10th of July, and at the time of writing, the indications are that it will reduce calls into the contact centre by an estimated 35 hours a month, which is around 235 calls per month.
 - Switchboard general queries went live on 13th August 2024, and tracking of impact is underway.
- Work has commenced on reducing federated contact centres within services, allowing for calls to be automated where possible and redirected where appropriate creating capacity for technical specialists within services to focus their attention on the more complex calls. These have been prioritised on performance levels, addressing those with the longest call witing times and highest dropped calls first.

14. A review of social media accounts has also been undertaken, identifying a total of fifty-seven such accounts in the Council's name. Of these, fifteen accounts run on our behalf such as leisure centres, theatre, and youth parliament which will remain unchanged. The remaining forty-two accounts consisted of:

- 24 Facebook
- 9 X
- 3 Instagram
- 3 You Tube
- 3 Linked in

15. Thirteen accounts will remain open. Four are already closed, with a further nineteen in progress of closure. The remaining accounts require further investigation for a decision on development or closure.

Support Services

16. This quadrant continues to work on realigning 'like' activities together, centralising where it is appropriate to do so, to ensure the right people are undertaking the right activity. This has a particular focus on support services and their functions.

17. Since the last report:

- Further work has been undertaken to establish what elements of support function activity may sit in the Employee Service Centre (ESC). The ESC is designed to be an internal contact centre, reducing the handoffs between internal services, and automating engagement where possible, The principles of this approach mirror that of the external contact centre, with multi-skilled staff who can respond on behalf of more than on specialist service, freeing capacity for specialist staff to deal with complex matters or help those that need it most.

- A review of engagement with support services has highlighted an overreliance on email within some teams, which will be transitioned to a ticket-based support management system. This will lead to a reduction in email and a more standardised approach for providing information. It will allow for greater analysis of the volume and nature of queries and issues and provide opportunity for service performance to be more visibly monitored.
- Data analysis has also indicated where there is a higher ratio of administrative staff to technical specialists, allowing for further investigation into opportunities to standardise, automate and share resource more effectively.

18. The review of our senior management structures also provides a platform for further coalignment of 'like' activity, to take the opportunity to bring together teams that serve a common purpose, discreet group, or similar activity.

The Way We Work

19. This is a broad category, much of which is cultural and aligns the underpinning policies processes and frameworks that all help shape how the Council operates. Rebalancing the focus from empowerment to stewardship as this is incredibly important with the current financial challenges faced by the sector.

20. Since the last report:

- The design phase is now underway for the Supplier Incentive Scheme, with the technical solution being built shortly. Over fifty other Councils have introduced this concept to drive discounted costs based on early payment of invoices to successful effect and colleagues have been working with other Councils who already administer an SIS, to gain insight, learning and experience. This is helping shape process improvement evaluation and mitigate future blockers for implementation.
- We have developed greater reporting capability on our Procurement spend and contractual performance. This will be vital in improving category management, allowing the Council to get a much better organisational-wide view, which in time will lead to opportunities for combining contracts and reducing the number of suppliers for similar products and services. This is proving particularly pertinent to IT spend where services have historically been able to source their own IT solutions, leading to different suppliers providing comparable products.

21. Due to the nature of contracting arrangements, benefits may be slower to release but are usually greater when they do occur. Increased visibility of contractual end dates means a road map of opportunities can be developed with more accuracy.

22. The Ideas Portal continues to attract new and innovates ideas for organisation-wide change. As an example of a viable idea that is translating into action, a member of staff identified a potential opportunity for efficiency having spotted a duplication in supplier for personal protective equipment (PPE) and uniforms. This led to a project team with representatives of several services areas scoping out their service requirements and a market search for the most appropriate supplier that can meet most needs. This has the potential to deliver savings through greater economies of

scale. Harvesting the savings will need to be aligned to the different contract end dates.

Being a CBC Manager

23. This quadrant considers the expectations of our managers at all levels, how to create consistency of expectation and what support might be required to ensure all managers achieve these expectations. Alongside this sits clarity of measures of performance and an associated performance management framework.

24. The Council has an unbalanced structure of management, with variations within with size, scope, and expectations of roles. This quadrant is working towards agreeing a set of design principles that will influence the day-to-day structure and ensure that the future growth and deviation is managed appropriately.

25. Since the last report:

- Consultation with senior managers on changes to the structure has been concluded and is being implemented, including the recruitment processes for Directors.
- To align with the consistent expectations, changes to the underpinning job evaluation of senior managers has been considered, which will be shared with General Purposes Committee in August.
- The plan to implement changes based on the core design principles and expectations is under development, with the management team considering the options for deployment shortly.

26. With a focus on the cultural elements, engagement with staff has been undertaken to consider our values and whether these are still right for the organisation, noting these were originally developed in 2009. Whilst the ethos and sentiment remains reflective of the organisation the Council aspires to be, the review has highlighted that a refresh of language would be beneficial, as would a review of how these are both embedded in the organisation and measured.

Council priorities

27. The cross-cutting programme is focused on how the Council operates; making the best use of resources, being as cost effective as possible and driving efficiencies through support services and activities. This will protect front line services, with an underpinning design principle being designed to create capacity in specialist roles and more time for specialist activities.

Implications

Legal Implications

28. There are no specific legal implications in relation to this update report to the Overview and Scrutiny Committee.

29. Within the changes, there will be employment law considerations relating to changes for staff. These changes will be supported through Human Resources and comply with any requirement for consultation either by law or within our policies.
30. Advice will be sought on any specific legal obligations that may arise from reviews of supplier contracts.

Financial and Risk Implications

31. A summary of the MTFP is follows:

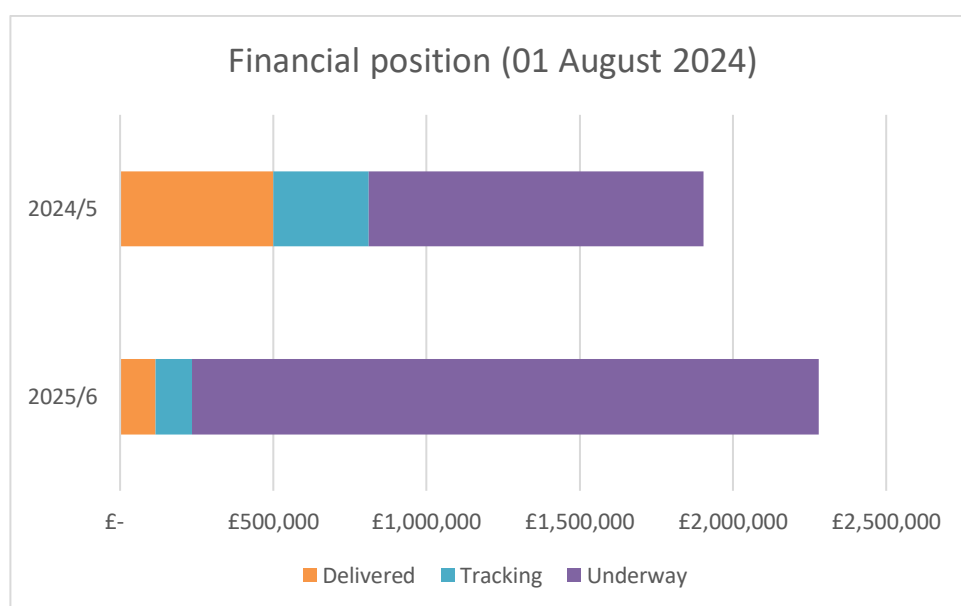
Area	2024/25	2025/26	2026/27	2027/28	Total
	£'000	£'000	£'000	£'000	£'000
Customer Services review	(200)	(200)	(520)	-	(920)
Support Function review	(730)	(850)	(776)	-	(2,356)
Management Review	(400)	(400)	(500)	(384)	(1,684)
Contracting	(438)	(830)	(1020)	(480)	(2,768)
	(1,768)	(2,280)	(2,816)	(864)	(7,728)

32. In addition to the above, there is a carryover from previous years of £135k, making the total for delivery in 2024/5 £1,903k.
33. It became clear that the profiling of efficiencies between the quadrants is not right as some quadrants are progressing at different speeds, some require more foundation work, and the nature of the savings may be affected by an implementation time such as a contractual date or clause.
34. As such, the delivery is being monitored against the bottom-line total of all elements of the programme.
35. The delivery of financial benefits are being categorised in three segments:
- Delivered: where spend has ceased.
 - Tracking: where the spend that will cease has been clearly identified and processes are actively underway to bring that spend to a conclusion. This may include contracts that are ending, or being re-negotiated under different terms, or posts that

will not be filled in future, but the end date has not yet been finalised pending the relevant employment contractual notice periods etc. This may impact the profiling across years. In effect, those financials being 'tracked' are where there is confidence on delivery as there are underpinning specifics; it is down to timing.

- Underway: where there are fewer specifics. The activities within the programme are leading towards the savings but are not yet in a position where individual contracts, posts or expenditure has been identified to a level where it can be considered trackable.

36. As of 5th August 2024, the breakdown is as follows:



	2024/5	2025/6
Delivered	£ 499,056	£ 116,400
Tracking	£ 312,780	£ 117,715
Underway	£ 1,091,164	£ 2,045,885
Target	£ 1,903,000	£ 2,280,000

37. Due to contract end dates, even if spend is ceased this financial year, the full year effect may carry through to next financial year, hence the achievements already classed as delivered in the next financial year.

38. In practice, this means that to deliver a full year effect for the remainder of the target, the efficiencies either need to be backdated to 01 April 2024 (if possible) or overachieved, to adjust for the profiling. This does not necessarily mean that the commitment within the MTFP is not deliverable; more that the longer it takes to identify specifics, the more challenging the financial targets become.

39. Opportunities for efficiencies beyond those within the current change programmes are being explored to mitigate the profiling impact where there is a delay in harvesting due to contractual obligations.
40. It should be noted that not all benefits are financial in nature, and not all the financial benefits will lead to savings that can be aligned to the MTFP. For example, if, as a result of the change programme, there is a reduced need for certain activities which may lead to a reduction in staff time, if those staff are paid from grants or income, then this may not easily translate into savings that contribute to the MTFP target. Where possible, this is still being tracked within the Change Team to ensure this is understood, although it will be excluded from the figures above.

Equalities and Fairness Implications

41. Section 149 of the Equality Act 2010 sets out the Public-Sector Equality Duty which requires a public authority (or those exercising public functions) to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct prohibited by or under the Equality Act 2010.
- 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.

42. The protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

43. The broad purpose of this duty is to integrate considerations of equality into everyday business and keep them under review in decision making, the design of policies and the delivery of services. The Council is committed to this.

44. Proposals for change, particularly those around customer services, take into account our diverse communities. With consideration to the digital divide, there are no plans to cut any channel of communication or engagement. The focus is on simplifying the routes to make it easier for those that need to speak to someone to do so, but those that want to self-serve, can do so with greater ease.

Biodiversity and Sustainability Implications

45. The cross-cutting change programme, and in particular 'The Way We Work' quadrant contributes to Central Bedfordshire Sustainability Plan (2020-2030) Section I, Council's Processes, particularly 1.1 Enhancing Capacity and 1.2 Embedding Sustainability.

46. Within the definition of the expectations of managers within the Council, it will include awareness of managers responsibilities in embedding sustainability and biodiversity and ensuring that they have the required knowledge and skills to meet those responsibilities.

Conclusion and next steps

47. Progress is being made on the delivery of organisational change and the cross-cutting efficiencies, though there is significantly more to be done. Changes of this nature, size and scale will always face challenges within delivery, which have been mitigated as much as possible by the learnings from historic attempts to deliver.

48. As there are 'rolling' change aspects to the programme, benefits realisation will flow throughout the year as new aspects are adopted.

Appendices

None

Reports considered previously.

The following reports were considered by Corporate Resources Overview and Scrutiny Committee in February and June 2024 respectively:

February: [12.1 Cross Cutting Efficiencies.pdf \(azeusconvene.com\)](#)

June: [13.1 CROSC report - cross cutting Jun 24.pdf \(azeusconvene.com\)](#)

Report author:

Gianluca Guerriero, National Management Graduate (NGDP), Organisational Change Team

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15. Review of the Ward Councillor Grant scheme

To receive the findings of the review of the Ward Councillor Grant Scheme and consider the recommendations to change aspects of the scheme to ensure it meets local need and aspiration.

Central Bedfordshire Council

05 September 2024

Corporate Resources Overview and Scrutiny Committee

Ward Councillor Grant scheme – Review and Amended scheme

Report of:

Cllr Tracey Wye, Executive Member for Sustainability and Climate Resilience

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Responsible Director:

Marcel Coiffait , Chief Executive

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This report relates to a decision that is Non-Key

Purpose of this report

To set out the findings of the review of the Ward Cllr grant scheme (WCGS) and, reflecting on the review findings, make recommendations to change aspects of the scheme to ensure it meets local need and aspiration.

RECOMMENDATION(S)

The Committee is asked to:

1. To note the findings of the review of the Ward Cllr Grant scheme as set out in the report
2. Endorse the recommended changes to the Ward Cllr grant scheme as set out in para 94 and the draft amended scheme as set out in Appendix A prior to formal approval of the amended scheme by the Executive.

Overview and Scrutiny Comments/Recommendations

3. The Review of the Ward Cllr Grant scheme will be presented to and discussed at the Corporate Resources Overview and Scrutiny Committee held on 5th September 2024

Executive Summary

4. The Ward Councillor grant scheme (WCGS) was approved by Executive and introduced in August 2019, allocating £2,000 to each Ward Councillor per year to invest in local initiatives, subject to match funding.
5. The emphasis is on supporting local groups to purchase kit and equipment. In 2021/22 the scheme was amended slightly to allow some elements of non-match funding. Of the Ward Cllr, allocation £1,000 does not require match funding and £1,000 does require match funding. Ward Cllrs currently decide which applications they wish to support and with which part of their allocation (match or non match).
6. The scheme allows Ward Cllrs to collaborate, pool allocations, providing opportunities to support larger schemes for the benefit of whole towns and wider communities.
7. Noting discussions during the building of the current Medium Term Financial Plan, the scheme appears popular with Ward Cllrs, but with the scheme running for five years, it was timely for a review. The review considers impact of the investment by the Council and what has been achieved, with a view to making recommendations for change or improvements as appropriate.
8. The review has analysed data over the full term of the scheme, including:
 - the types of projects supported within local communities,
 - who has accessed and benefitted from the grants awarded and
 - if there are any trends or gaps in the types of groups who are applying.
9. Two surveys have been undertaken inviting Members and all grant applicants to submit their experience of the WCGS. The feedback has been used to inform and shape the options and recommendations. An Equality Impact Assessment (EqIA) also been undertaken.
10. The analysis, the surveys and EqIA have identified key findings which have informed the recommendations to amend the scheme.
11. The key findings from the review are set out below including the overall spend per year, % allocation committed to projects, number of applications (successful and unsuccessful) and the average size of a grant award in table 1 below:

Table 1

Item	Year 1 2019/2020	Year 2 2020/2021*	Year 3 2021/2022	Year 4 2022/2023	Year 5 2023/2024**	Totals
Total	£115,943.58 £56,198 (spent 'in year') 59,745.58 (spent in 20/21)	93,655.93	£109,444.18	£99,834.62	£101,362.84	520,241.15
Match	115,943.58	93,655.93	£53,844.81	£48,130.03	£51,483.05	363,057.4
Non-Match	N/A	N/A	£55,599.37	£51,704.59	£49,879.79	157,183.75
% allocation spent	47.6% ('in year') 50.6% (in 20/21) Total 98.2%	79.3% (of 2020/2021 allocation)	93%	84.61%	80.5%	
Total number of grant requests	88 92	134	142	126	156	738
Number of successful applications inc collaborations	80 (in year) 69 (2020/21)	98	129	106	126	608
Number of unsuccessful/ineligible applications	6 (in year) 4 (2020/21)	0	7	9	16	42
Average grant award £	£702.48	£1207.89	£848.40	£941.84	£804.47	£901.01

*As the scheme launched mid- way through 2019/20 unspent funds from 2019/20 were carried forward to 2020/21

**Ward boundaries changed in 2023/2024 & the number of Ward Cllrs increased from 59 to 63

12. The review has highlighted the following aspects about the WCGS :

- Overall, the scheme is welcomed and supported by applicants and Ward Councillors, evidenced by the number of applications received, types of projects and community benefits achieved and feedback from the surveys.
- The 608 grants awarded over 5 years in relatively small grants (average size is £900) have achieved wide community benefit across all wards and contributing to key issues such as, environmental sustainability, health, wellbeing and social inclusion, community infrastructure/local assets, sports, arts and culture in communities.
- The scheme supports Ward Cllrs as community leaders, enabling them to support their local communities and make a difference by enhancing or improving local facilities.
- The scheme allows Ward Cllrs to collaborate, pool allocations, providing opportunities to support larger schemes for the benefit of whole towns and wider communities.
- WCGS has been used on occasion to support larger town/parish councils to deliver community projects, which arguably could be covered by the local precept.

- Feedback from Councillors and applicants as part of the review and also anecdotally confirmed the importance of the scheme in making a difference to local groups and ward communities for example

“Evidence from small organisations that our support helped them move forward with small projects.”

“It is responsive to local need and over the years has supported a number of organisations to establish, grow and thrive in my community.”

“It supports our communities and encourages community participation.”

“To a group representing vulnerable people, £100 or £200 can make a lot of difference...”

“...It is a brilliant scheme offering opportunities that may never happen.”

“...these small pots of funding go a long way to building inroads in less affluent areas and community focused groups - these groups that otherwise might disappear, further damaging wellbeing of individuals, the outlook of local communities and increase division between council and public due to possible perception of ‘there is nothing to do in the local area.’”

“It was extremely useful when launching the initiative for one-off capital costs to be covered by a grant.”

“Assisted groups with funding which may not be available to them from other sources.”

“It’s a really good way for local people to engage with their local Councillors, and for their local Councillors to support small things that can make such a difference to local communities.”

- In most years, the successful applications were weighted slightly towards non-match funded allocations.
- The support to applicants and Councillors including the guidance documents, promotional materials and one to one support from officers has been well received.
- The scheme has been reaching immediate beneficiaries (applicants) from various sources, the key sectors are community and voluntary groups, town & parish councils, faith organisations (non mission) community and village hall facilities and sports clubs. However, seldom heard and under- represented groups are not accessing the grant scheme in significant numbers and by some groups e.g those representing some protected characteristics have not accessed this at all.
- Match funding is a barrier for some groups, although Ward Cllrs do have the discretion to support groups using their non- match funding allocation.
- The focus on funding for kit and equipment has been welcomed but the scheme does not currently facilitate one off revenue costs, which has been the main reason for unsuccessful applications, with 37 applications over 5 years being ineligible for this reason.

13. Options to amend the scheme are set out in the report which responds to key discoveries;

- to support new start up groups to address specific local needs;
- include a revenue component and reach more diverse groups;
- expand the rules on match funding to include volunteer time in kind,
- strengthen decision making on grant awards;
- increase transparency through improved information on our website and publication of an Annual report on grants awarded.

The review

14. The comprehensive review of the WCGS 2019 – 2024 was carried out between November 2023 - May 2024 and looked in detail at all aspects of the WCGS: Grant administration and decision making processes; criteria and funding; scheme promotion and support to Members and applicants; volume of grant awards and participation by sector; the community benefit and community leadership achieved.

15. The review also looked at Ward Cllr grant schemes managed by other local authorities (Bedford Borough, Westminster and Wiltshire)

16. Two surveys were also undertaken to ensure the experience of Members and applicants (successful and unsuccessful) were fed into the review and feedback used to help identify and inform improvements to the WCGS. 32 Members and 137 applicants responded to our survey.

Funding

17. The funding criteria allow applicants to apply for a grant to purchase kit / equipment / assets but do not support any revenue costs. Match funding is required against 50% of a Cllrs allocation.

18. The WCGS annual allocations to the Ward Cllr Grant scheme were:

Table 2

Year	Budget allocation
2019/20	£118,000
2020/21	£118,000 and £59,000 (for COVID from the New Homes Bonus)
2021/22	£118,000
2022/23	£118,000 and £59,000 (for Cost of Living from New Homes Bonus)
2023/24	£126,000

19. On inception of the WCGS in 2019, each applicant had to provide the same amount in match funding (50% of the total project costs) In 2021/22, following feedback from Members, that securing match funds can be a barrier to some smaller groups, Executive approved an amendment to the scheme to relax and reduce the amount of match funding required to apply to only 50% of the Ward Cllrs allocation so that the other 50% can be awarded without the applicant demonstrating match funding.
20. Feedback from Ward Cllrs and applicants reveal that the requirement to provide match funding is a challenge and potential barrier for some groups, particularly smaller groups with limited access to other sources of funding. Given the range of groups which have applied to and participated in the scheme, the evidence suggests that for larger organisations e.g. town and parish councils which have an income, provision of match funding is not a barrier to participation but for smaller groups without access to other funds, finding other sources of match funding is a challenge and a potential barrier to participation.
21. Furthermore, there is evidence of demand for revenue funding, and this reinforced by the survey evidence with Members and applicants. The majority of unsuccessful applicants applied for revenue funding but under the current criteria are deemed ineligible. The type of revenue costs put forward tend to be associated with one off events and include venue hire or fees for a speaker / performer. The criteria could be relaxed to include one off revenue costs without compromising the spirit of the scheme or encouraging repeat applications for ongoing funding.
22. The issues of match funding and the type of funding could be reconsidered so that only larger groups with an income and annual turnover of £20,000 or more should be required to provide match funding. This would be fairer and make the scheme more accessible to smaller groups without an income and potentially encourage new groups to start up, grow and thrive.
23. In 2023/ 24, 57 (44%) of committed approved grants were accrued to be spent in this financial year. Whilst there can be exceptional circumstances that cause a delay to a project, the applicant does need to demonstrate the need for funding and be required to deliver their project and spend the grant in the financial year that it was awarded.
24. In 2023/24 29 Cllrs (46%) awarded their allocation in full, 53 Cllrs (84%) awarded more than 50% of their allocation. All Cllrs awarded some of their allocation.
25. The allocation is an 'enabler' to Ward Councillors, in their community leadership role, to address a particular local need whether that be tackling deprivation in a ward of high need or responding to a request to kick start a new project or helping to create more local opportunities and resilience. It is not compulsory for Ward Cllrs to 'spend' all of their allocation.

Community Benefit

26. The review highlighted 568 successful applications were awarded a Ward Cllr grant between August 2019 and March 2024 and the average size of a grant was £901. These small grants have helped to deliver a wide range of community benefits namely:
 - Enhancing Community wellbeing
 - Fostering Social Inclusion
 - Investing in community / informal learning

- Improving community infrastructure/local assets
- Encouraging environmental sustainability
- Promoting sport, arts and culture in communities

27. An overview of the community benefits achieved through the Ward Cllr grant scheme are set out below with examples of projects / initiatives that have benefitted from a Ward Cllr grant and demonstrates the breadth and diversity of projects that have been supported by small capital grants.

Type of Community Benefit	Explanation	Examples
Enhancing Community Well-being	The Ward Councillor grants have been directed towards projects that improve the overall well-being of the community, such as health initiatives and recreational activities. This contributes to a healthier and happier community.	CCTV, defibrillators, safety devices for older people, contributions towards new community transport buses, CPR training equipment, items for community borrowing scheme, Personal protective equipment (PPE), Hydrotherapy pool equipment, bike and safety equipment, first responders kit and bags.
Fostering Social Inclusion	Ward Cllr grants have been used to support projects that promote social inclusion and cohesion, tackling disadvantage and bringing together people from diverse backgrounds. This helps build a stronger sense of community and understanding among residents.	Wheelchairs for Good Neighbour schemes, hearing loops and audio equipment, SEND friendly equipment, disabled toilet/access, disabled access ramp, car caddie and swivel cushion, food parcels, cooking equipment and utensils to promote healthy eating amongst ethnic minority groups, laptops for volunteer peripatetic advisors, items for a women's refuge, items for rough sleepers, dementia friendly town signage.
Investing in Learning	Ward Cllr grants have funded learning initiatives that enhance the skills and knowledge of community members contributing to the overall development of the community.	Forest schools, iPads, new library books, items for pre-schools and stay and play groups, history and heritage groups, projector for local wildlife group

Improving Infrastructure	Ward Cllr grants have been used to improve local infrastructure, such as parks, community centres, and public spaces. This not only enhances the physical environment but also creates spaces for social interaction and community gatherings.	Noticeboards, New boilers, crockery, cookers, play equipment, replacement doors, floors/carpeting, park benches and picnic benches, projectors and audio equipment.
Encouraging environmental sustainability	Ward Cllr grants have supported projects focused on environmental sustainability, such as community gardens, recycling programs, and energy-efficient initiatives. This contributes to a greener and more sustainable community.	Litter pickers, Veg boxes, plants and shrubs for in bloom initiatives, gardening tools and equipment for community gardens, compostable toilet for an allotment society, equipment for countryside conservation, planters, climate resilient planting schemes, fencing, mulching mower.
Promoting sport, arts and culture	Ward Cllr grants have provided funding for recreational and leisure projects through grants helps enrich the community's cultural fabric. This may include supporting local artists, organizing events, or establishing cultural programs that celebrate diversity.	Sports equipment for Youth and adult clubs and facilities, banners for Park Runs, new goal posts, community art project, sports training kit and equipment, pickleball equipment. Mosaics, statues, equipment for drama groups and community choirs, scouts and brownies groups, snooker cues.

28. The WCGS scheme infrastructure (processes and governance) enabled the Council to respond swiftly to recent crises such as COVID 19 and more recently the Cost of Living (CoL) when additional monies were allocated to Cllrs to enable them to support local initiatives such as community group/ asset requests for personal protective equipment (PPE) or signage (COVID) and support community larders and foodbanks (CoL).

Participation

29. Ward Councillors have access to promotional materials to publicise the scheme in their wards and to their communities in addition to publicity via the Council's social media and email alerts and via partner organisations such as Community and Voluntary Service (CVS).

30. Applications have been received from a range of community organisations as set out in the table below.

Table 2 – Overview of participation and accessibility by sectors

Sector	Number of applications (standard and extensions) 2019-2024
Town and Parish Councils	125
Village Halls	28
Sports clubs/venues	90
Faith groups	45
Food banks/community larders	29
Other community/voluntary organisations	329

31. There is evidence that applications from special interest groups are lower, groups e.g. those representing groups with protected characteristics and seldom heard communities may not be participating and specific strategies are required to reach these groups. The Community Engagement team are leading a piece of work to map and identify our seldom heard communities, and strategies to engage with them, the results of which will inform the WCGS to perform better in reaching those communities.

32. **Town and Parish Councils** have submitted 125 applications to the WCGS representing just less than 16% of all applications to the scheme.

33. They have accessed the funding and supplied match funding to support local projects and initiatives to benefit their local communities and residents. Examples include:

- Local defibrillators
- Accessible benches
- Litter picking equipment
- Multiplay activity ramp / inclusive and accessible play equipment, Playground / outdoor gym equipment
- Plants etc for In Bloom projects / wildflower areas / planters
- Equipment for community gardens
- Bird, duck, bat and kestrel boxes
- Community libraries / book exchanges
- Audio and visual equipment for public meetings
- Christmas trees, village lights, decorations
- Noticeboards
- Boilers, disabled toilets, lighting etc for village/community hall

34. The review has highlighted that the most applications received from a town / parish council is 5 but for very small amounts of grant totaling £1,089 over 5 years or when the town / parish council has been the accountable body for organisations which are volunteer led or lack capacity to manage grants.

35. The Ward Cllrs in town wards have often pooled their allocations and supported larger capital schemes for the benefit of a whole town.
36. In smaller parishes where the number of community groups maybe limited, the Parish Council plays a vital community development role and sought a ward cllr grant to purchase e.g. a defibrillator or to enhance local community facilities.
37. **Sports clubs and venues** are another important sector in our communities and have benefitted from receipt of a Ward Cllr Grant with 90 successful applications representing 11% of all applications to the scheme. They have supported active lifestyles in older and young people, physical and mental health and wellbeing through physical and community development activity, social interaction and cohesion, skills and talent development, youth support, volunteering opportunities and improvements to local community infrastructure. They also support a diverse range of residents with varying abilities to access different sports.
38. It is unlikely that membership fees alone would cover the entire running costs of a sports club and facility. Clubs have used their own funds raised through membership fees as match funding for a ward cllr grant which has enabled them to upgrade their facilities and provide a better offer to local residents.
39. **Faith groups** are an important part of the local community infrastructure and have been supported through the WCGS for their wider community cohesion role not the pursuit of their faith or mission. Their wider community role usually consists of:
- Social support and services – food banks/larders, homelessness support, youth programmes
 - Community cohesion – venue for community groups, host local events and education and training
 - Supporting vulnerable groups
 - Health and wellbeing – venue for health-related services such as drop in clinics and wellbeing initiatives such as exercise classes
 - Security improvements e.g. CCTV
 - Equipment – projectors, kitchen equipment, PA systems
 - Accessibility improvements
40. 45 projects led by faith groups have been supported in our towns and villages, representing just over 5% of the total number of successful applications.
41. Across all years there have been a number of ineligible applications; the reasons for ineligibility are request for retrospective funding, request for revenue funding, outside of ward and authority area or ineligible organisation.

Governance, Monitoring and Accountability

42. Ward Cllrs are provided with comprehensive guidance and have received briefings about the scheme purpose, spend criteria and administration. Ward Cllrs can also access officer support throughout the year to discuss applications , keep up to date with 'spend' and receive regular 'balance' updates, guidance on eligible spend, processing of applications, and key deadlines regarding financial year end.

43. The scheme is promoted widely by Ward cllrs and through the Councils communication channels and via networks, newsletters and bulletins such as the CVS weekly e-newsletter. Ward Cllrs actively promote the scheme and are approached by local groups to discuss projects and ideas.
44. Ward Cllrs can request applications to be submitted for consideration by deadline and involve other community leaders in deciding which applications to support. Ward Cllrs can also seek advice from officers.
45. Each submitted application is reviewed by a Community Engagement officer and a Finance officer to confirm eligible spend and Ward Cllrs are provided with a decision sheet which summarises the application, amount requested and the community benefit to be delivered.
46. When deciding which applications to support, Councillors are reminded of their responsibilities with regards to the Nolan principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership and the Public Sector Equality Duty (PSED) which is a duty on public authorities to consider how their policies or decisions affect people who are protected under the Equality Act. These requirements are also set out on the decision form.
47. Currently the decision to award a grant (or not) lies solely with the Ward Cllr. Advice from the Monitoring Officer suggests this must be amended so that Ward Cllrs can indicate which applications they wish to support but the final decision should sit with the Executive or officer delegated by the Executive. This additional layer of approval alongside the Councillors' obligations to the Nolan principles and duty under the PSED will assure Cllrs and applicants that applications are treated fairly.
48. Whilst Ward Cllrs are undoubtedly keeping in touch with projects and groups in their communities that they have supported with a ward cllr grant, written evidence in the form of end of project reports detailing outcomes are minimal. It is important that applicants are accountable for the public funds they have received and are transparent in reporting what they have delivered and achieved.
49. The managing team keep a master data sheet of all applications received and the applicants supported with a Ward Cllr Grant are published on the website under the relevant Cllr profile but not currently as an overall list of grants awarded. This publicity could be enhanced by publishing a complete list of the grants awarded during the year, on our website. In addition, an annual report of the grants awarded based on the evidence supplied by applicants in their end of project reports would significantly improve and enhance the value and accountability of the scheme and improve transparency about who has participated and who has benefited from a ward cllr grant investment.

Beneficiaries and Public Sector Equality Duty

50. Applicants are required to set out information on who they intend support with their WCG, this includes, young people, older people, ethnic minority communities, people with disabilities, people living in areas of deprivation and LGBTQ.
51. When deciding which applications to support, Councillors are also reminded of their responsibilities with regards to the Nolan principles and the Public Sector Equality Duty.

52. The review indicates that several groups with protected characteristics are accessing and benefitting from the WCGS however some groups are not. Our population profile shows that ethnic diversity has increased since 2011 – 16% of residents are from ethnic minority groups, compared to 10% at the 2011 Census, with the highest levels of diversity in Cranfield, Dunstable and Houghton Regis; as such the ward cllr grant scheme should be demonstrating that it is supporting these communities.

53. Furthermore there is insufficient evidence that the WCGS has been accessed by groups specifically supporting LGBTQ communities.

Protected Characteristic	Types of project activity
Older People	bowls clubs, mobility aids, dementia friendly town signage, Heritage groups
Young people	Kit and equipment for youth football teams, Kit and equipment for scouts and brownies groups, Play equipment for Parent and Toddler groups and items for pre-schools and stay and play groups
Ethnic minority communities	healthy eating project targeting ethnic minority communities
People with Disabilities	hearing loops and audio equipment, wheelchairs for good neighbour scheme, disabled toilet/access, disabled access ramp, car caddie and swivel cushion, mobility aids
People living in areas of deprivation	Food parcels and infrastructure to support food banks and community larders, items for a women's refuge, items for homeless.
LGBTQ	Groups specifically representing LGBTQ communities have not accessed the scheme

Survey feedback

54. 137 applicants responded to the applicants survey. The headline findings from the survey of applicants include:

- WCGS is supporting smaller, grassroots projects and groups that are local to enable them to improve local assets and provision
- Restriction to capital funding and match funding is a barrier and groups would like more contact with Cllrs (including meeting groups and seeing finished projects)
- Groups suggested widening criteria to include revenue costs and delete the requirement for match funding, more publicity and to receive an auto copy of application form when submitted online.

55.32 Ward Cllrs responded to the survey and the key findings were very similar to the feedback from applicants and included:

- 94% of respondents agreed the WCGS met its objectives; Cllrs liked the ability to collaborate and pool funding to jointly support projects; 91% agreed yes or somewhat that the scheme has enabled their role as a community leader enabling support to local groups to meet local needs and aid community cohesion and raise the profile of the Council in the community and felt the guidance to ward members was helpful.
- 85 – 94% satisfied or very satisfied with the administration of grants.
- that some groups that receive a WCG could fundraise elsewhere and a suggestion that town / parish councils as precept setting organisations should not access the funding and it should go to smaller groups serving vulnerable residents.
- 63% felt the match funding requirement should be removed (38% did not) and 71% felt one off revenue costs should be eligible.

Options for consideration

56. The review has identified some trends and issues linked to the criteria and the type of eligible funding is restricting the projects to the purchase of kit and equipment and is not able to support one off revenue costs e.g associated with community events. This would enable more and different needs to be addressed and more accessible to smaller groups to enable them to start up, thrive and grow.
57. Ward Cllrs could encourage applications from more and diverse groups in their communities to address a clear and evidenced need whilst also retaining the spirit of the ward- based scheme.
58. Applicants must demonstrate why funding from the WCGS is required and be able to spend the grant in the year it is awarded. The requirement for match funding maybe a barrier to smaller groups with limited access to other sources of funding and there is a need for applicants to monitor and report on the beneficiaries they have reached and supported.
59. More regular briefings and support to Ward cllrs to address any common issues and share good practice and change to the decision making process to include the Executive or an officer delegated by the Executive and annual reporting of the scheme performance and outcomes.
60. Increase support to the Ward Cllr by providing a list of groups in their wards and enhance the decision making process to include an Executive or delegated officer approval.
61. Have greater recognition of 'need and place' written into the purpose of the scheme e.g. in our towns the scheme tackles need such as deprivation and reaches seldom heard communities and, in our villages, address needs, perhaps around remoteness and isolation.

62. More robust monitoring and production and publication of an annual report outlining the grants awarded, needs addressed, volunteer hours delivered, the community and beneficiary outcomes and equality data and publish approved grants on a dedicated webpage (in addition to the publication on Cllr profile pages).
63. Require match funding only from Town/ Parish Councils and groups with an annual turnover of £20,000 and above and include 'volunteer time in kind' as eligible match funding for groups with less than £19,999 annual turnover.
64. Alternatively, the scheme could become a more standard Community Grant scheme, with applications by a deadline which are scored by officers and confirmed by a delegated officer decision.

Reason/s for decision

65. The WCGS has been in place for five years. The evidence considered as part of the review demonstrates that whilst it is a good scheme and supported by Members and local groups there are some weaknesses that need to be addressed to ensure it is accessible to all groups and is meeting need.
66. If these issues are not addressed the scheme could potentially exacerbate inequalities and fail to meet the needs of certain groups in our communities.

Council priorities

67. The WCGS contributes directly to three of the Council's priorities 'enable people to live active healthy lives' and 'ensure that environmental, sustainability and climate resilience impact will be at the heart of all Council decision-making' and Create opportunities for all children and young people to reach their full potential.
68. This is demonstrated by the financial support (grants) awarded through the WCGS to enable local groups to deliver community benefits through the purchase of kit and equipment integral to the delivery of projects which are focused on or addressing environmental sustainability including litter pickers, Veg boxes, plants and shrubs for in bloom initiatives, gardening tools and equipment for community gardens, compostable toilet for an Allotment society, equipment for countryside conservation, planters and climate resilient planting schemes,
69. Grants to community groups have enhanced community well-being by supporting the purchase of kit and equipment to improve access to social health and recreational activities such as sports equipment for Youth and adult clubs and facilities, community art project, sports training kit and equipment, equipment for drama groups and community choirs, scouts and brownies groups.

Implications

Legal Implications

70. Advice received from the Monitoring Officer is to strengthen the audit process through the authorisations and decision making processes.

71. The award of a grant would still require the support of the relevant ward cllr but under the amended WCGS it is proposed that the final decision to award grants will be taken by the S.151 Officer under delegated authority from the Executive or such other Officer as the Executive consider appropriate.

Financial and Risk Implications

72. The average size of grant awarded is £900, suggesting the WCGS is fulfilling a need for relatively small amounts of funding.
73. The review has demonstrated that on average 12% the overall budget allocated to the WCGS is underspent each year and a number of groups, some town or parish councils have made repeat applications (albeit seeking funding for different projects). However all Cllrs awarded some of their allocation and there are no clear trends.
74. A reduction in the allocation to Ward Cllrs e.g from £2,000 to £1,000 would make a saving of £63,000 but potentially would not meet the volume of demand for small grants.
75. The survey of applicants and Councillors is indicating a demand / need for one off revenue funding. The WCGS allocation is currently included in the Councils revenue budget and could therefore support one off revenue costs through the WCGS.
76. Matched funding is currently required on 50% of the Cllrs allocation, there is evidence from the review and surveys that this is a barrier to smaller and special interest groups from applying to the scheme and consideration could be given to accepting volunteer 'time in kind' as eligible match funding or eliminating the requirement for match funding. We would be able to set a level for calculating the value of time in kind by using the hourly rate of the national minimum wage.

Equalities and Fairness Implications

77. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
78. The duty requires public authorities to demonstrate that they are making financial decisions in a fair, transparent and accountable way, considering the needs and the rights of different members of their community.
79. Public Authorities must ensure that decisions are made in a way which minimises unfairness, and without a disproportionately negative effect on people with different protected characteristics.
80. The WCGS is available to community and voluntary organisations who are seeking funding to make a difference in their communities. Ward Councillors promote the opportunity to apply for funding throughout their communities before they decide which projects they wish to support in their communities and consider the equality implications of their decision. Groups complete an equalities implications section as part of the application form.

81. An Equality Impact Assessment has been undertaken as part of the review and is attached in Appendix B. It has highlighted that communities with protected characteristics have benefitted from the WCGS e.g older people, younger people and people with disabilities but smaller and special interest groups e.g those working with seldom heard communities such as groups serving our ethnic minority communities and LGBTQ communities are not accessing the WCGS and greater awareness of the scheme needs to take place to reach these groups and communities.
82. Furthermore increased equality monitoring against the protected characteristics is required to ensure the schemes are reaching all members of the community.

Biodiversity and Sustainability Implications

83. The WCGS is a key tool by which the Council can enable communities to adopt sustainable behaviours and contributes directly to Milestone 4.1.3, where the WCGS is specifically mentioned.
84. The review has highlighted that Members have successfully supported projects which encourage environmental sustainability. Ward Cllr grants have supported projects focused on environmental sustainability, such as community gardens, waste and recycling projects, and energy-efficient initiatives contributing to a greener and more sustainable community.
85. The Sustainability Plan is framed around the United Nations Sustainable Development Goals. This ward grant scheme allows communities to financially assist projects which support SGD Goal 11 'Sustainable Communities' and the types of projects, kit and equipment that have been purchased with a Ward Cllr grant include, litter pickers, veg boxes, planters and shrubs for 'In Bloom' initiatives, gardening tools and equipment for community gardens, compostable toilet for an Allotment society, equipment for countryside conservation, planters, climate resilient planting schemes, fencing and a mulching mower.
86. One of the proposed outcomes in the draft amended scheme is for applicants to seek to address 'Encouraging environmental sustainability'.

Other Corporate Implications

87. There are no other significant corporate implications arising from the review of the WCGS
88. It is worth noting however that grants to community groups through the WCGS have delivered a wide range of community benefits that contribute to service delivery across the Council such as community safety and public health e.g towards CCTV at community facilities and the purchase and installation of community defibrillators.

Conclusion and next steps

89. The review evidence and survey feedback confirms the WCGS scheme is overall a good scheme.
90. It is valued by Ward Cllrs and applicants who have been able to demonstrate community leadership and supported worthy projects in their communities and demonstrated the importance of small grants to very local community groups.

91. It is operated effectively and efficiently and has received a large volume of applications over 5 years and multiple community benefits have been achieved in wards, towns and villages.
92. It has provided vital infrastructure to support emergencies such as extensions to the scheme during COVID and the Cost of Living crisis.
93. The evidence from the review also demonstrates that some changes to the scheme could be made which would transform its reach , impact and overall experience.
94. The recommended changes to the grant scheme are set out below and in the draft amended scheme attached in Appendix B
 - a) Re position the purpose of the WCGS scheme to enable groups to start up, thrive and grow , applicants must set out a clear and specific need to be addressed , encourage targeting of support to reach people with protected characteristics and create a dashboard to keep a record of protected characteristic information at application and in the end of project report.
 - b) Amend the eligible spend criteria to include one off revenue costs with appropriate safeguards in place to minimise requests for ongoing funding.
 - c) Amend the requirement for cash match funding to apply only to TPC's and groups with an annual turnover of £20,000 and over. Include volunteer time in kind as match funding for groups with less than £19,999 turnover.
 - d) Hold an annual Member briefing session supplemented by informal 'drop in' sessions to address any operational issues and to share experiences between Ward Cllrs.
 - e) Support Ward Cllrs with information and training on the Public Sector Equality Duty, provide lists of community groups in wards to assist in reaching smaller and more diverse groups, beyond their town and parish councils and utilise the work on seldom heard groups to help inform Ward Cllrs of local groups.
 - f) The Ward Cllr indicates which groups/projects they would like to support with a WCG but the final decision is delegated by the Executive to the S151 officer in consultation with the lead Executive Member.
 - g) Strengthen and enforce the 'no more than 2 applications in any 4 years'
 - h) All successful applicants must submit an end of project report as set out in their signed offer letter, it must detail the outcomes achieved, how the grant was spent, volunteer hours delivered (if applicable) and list the number of beneficiaries with protected characteristics reached.
 - i) Applicants must confirm that projects will be started within 3 months of the offer and the grant must be drawn down in full within 12 months of award confirmation.
 - j) Officers publish all grants awarded during the year as well as on the Cllr profile pages and produce and publish an annual report of the WCG's grants awarded, detailing the immediate and ultimate beneficiaries and community benefit outcomes.

Appendices

Appendix A: Draft amended ward cllr grant scheme

Appendix B: Equality Impact Assessment

Background Papers

None

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APPENDIX A

Ward Councillor Community Grant Scheme (Draft)

Ward Councillor Community Grant Scheme - Purpose

Central Bedfordshire Council allocates £2,000 each to 63 Ward Councillors to reach out to and support local groups, clubs and community organisations, with small grants to deliver projects in their wards to achieve a demonstrable community benefit.

It is aimed at helping new and established groups to:

- set up, thrive and grow;
- support groups with limited income to deliver projects addressing a local need
- highlight, pilot and test innovative approaches to tackle local needs;
- provide new or additional opportunities to benefit the local community

It is a flexible grant scheme with revenue and capital funds available and match funding is not always required. The emphasis of the Ward Cllr grant scheme is to reach and enable smaller groups with limited funds to get support to deliver projects in Wards. In wards with more than one Councillor, Councillors can collaborate and pool their allocation to support larger projects, to make a bigger impact and to reach more beneficiaries.

Ward Councillors

Ward Councillors will promote the WCCGS widely in their communities in addition to publicity via the Councils email alerts, social media, CVS e-newsletter and posters in community venues.

Before completing an application form, applicants are advised to discuss the project with their ward cllr. If seeking funding from more than one Councillor in a ward with multiple councillors applicants should contact them all.

Applicants must be able to explain how their project will make a difference and deliver positive benefits to their communities, why WCCGS funding is needed and if other funding has been secured. If a grant is approved, the Ward Cllr will keep in touch with applicants for updates on project progress and delivery.

When considering which applications to support the Councillors will act with integrity and in an open and fair manner. This will mean:

- Publicising the scheme to all groups / residents across the ward, insofar as possible.
- If demand exceeds funding available Ward Cllrs must consider the relative merits of supporting some applications over others and have clear unbiased reasons for doing so which will be clearly documented.
- Supporting projects based on their own merits and where they are in the public / community interest.
- Ensuring that they can openly provide clear reasons for supporting particular applications.
- Seeking advice and input from officers and/or other community leaders where required.

[Find Your Ward Councillor](#)

Addressing Need and Community Benefit outcomes

Applicants must explain and evidence the local need that they are seeking to address, this could be related to tackling deprivation in our towns, addressing isolation and loneliness, poor health and wellbeing or addressing a deficit in community activities and community resilience. Applicants should explain the community benefit they aim to achieve and demonstrate their contribution to at least one of the outcomes listed below:

- Enhancing Community wellbeing
- Fostering Social Inclusion
- Investing in community / informal learning
- Improving community infrastructure/local assets
- Encouraging environmental sustainability
- Promoting sport, arts and culture in communities

Fairness and Equality considerations.

Equality is about creating a fairer society where everyone can participate and have the opportunity to fulfil their potential. Elected Members have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The duty requires that financial decisions are made in a fair, transparent and accountable way, which considers the needs of different sections of the community and how disparities in outcomes for vulnerable groups can be addressed.

Equality is about ensuring people are treated equally. This does not mean treating everyone the same, but recognising differences in life situation or in experience and ensuring there is equality of opportunity for all people, considering their needs. This definition recognises that equality is an issue for all and we don't all start from the same position.

In order to create a fairer society we must recognise different needs. The Equality Act 2010 protects people from discrimination and harassment based on 'protected characteristics'. Applicants must therefore demonstrate who they are intending to support and that their projects are accessible to and meet the needs of people with a protected characteristic. [More information is available on our website](#) Successful applicants will be required to monitor who they are reaching and supporting to participate in their project, this will include:

- Young People
- Older people
- People living in deprived areas
- LGBTQ
- People with disabilities

People from different backgrounds including

- Race/Ethnicity
- Gypsy Roma Travellers
- Religion & Belief
- Men

- Women

When considering which applications to support the Councillor will act with integrity and in an open and fair manner. This will mean:

- Publicising the scheme to all groups / residents across the ward, insofar as possible.
- If demand exceeds funding available Ward Cllrs must consider the relative merits of supporting some applications over others and have clear unbiased reasons for doing so which will be clearly documented.
- Supporting projects based on their own merits and where they are in the public /community interest.
- Ensuring that they can openly provide clear reasons for supporting particular applications .
- Seeking advice and input from officers and/or other community leaders where required.

Who can apply

A wide range of groups can apply but they must have a Central Bedfordshire focus and connection. Applicant organisations can be based outside the Ward but the project for which Ward Cllr community grant funding is sought, must take place in the target ward.

- Voluntary and community groups
- Not for profit organisations
- Parish and Town Councils
- Schools / Parent Associations (in relation to their non statutory wider community role)-
- Formally Constituted Groups
- Community Groups/Associations
- Charities
- Community Interest Companies
- Community Benefit Societies.
- Faith groups- (in relation to their wider community role)

Organisations seeking funding for projects that support beneficiaries across multiple wards or Central Bedfordshire as an area, should seek alternative funding sources. Support and information about other funding sources is available from [Community and Voluntary Services \(CVS\)](#)

Applicants must have a UK bank account and it cannot be a personal bank account used for personal finances.

In some cases, where the applicant does not have a bank account, it is possible that another organisation such as the town or parish council has agreed to act as an accountable body to manage the funding on behalf of the applicant. This will need to be approved by the Council.

Eligible spend

Ward Councillor community grant funding is a one-off grant available to purchase items such as outdoor or indoor resources such as kit and equipment and one off revenue costs e.g training / counselling fees, venue hire or rent for the first 6 months to help a new group set up.

What the grant CANNOT fund

Ward Cllr Community Grants are not a source of ongoing continuation funding and no more than 2 applications from the same organisation or for the same project in a rolling period of 4 years, will be supported.

Grants cannot be used to meet costs already incurred on a completed project prior to the grant application. Grants cannot fund political activities, registered formal personal care, routine maintenance or items of a religious nature.

Funding cannot be used to settle debts or hinder the activities of the Ward Councillor or Central Bedfordshire Council.

Funding is not available to individuals for personal benefit or for the delivery of any statutory functions, or organisations with no local connection

Match Funding

Each ward cllr is allocated £2,000 per year to support projects/organisations in their wards which can demonstrate a community benefit. 50% of the allocation requires match funding so the applicant must provide 50% of the total project costs from another source. 50% of the Ward Cllrs allocation does not require match funding.

There are some exceptions and these are listed below:

- All Town and Parish Council applicants must provide match funding.
- For organisations with a turnover of £20,000 or less (excluding town or parish councils) , if cash match funding is not available the applicant should detail contributions in kind such as the £value of volunteer time or other in kind resources that the applicant intends to use as part of the project seeking funding.
- There are different ways to calculate the £ value of volunteering but for the purposes of the WCCGS we will use the [national minimum wage rates](#).

Ward Cllr support and decision making

The decision making process is set out in Appendix 1 to this document

Following receipt of a grant application, officers undertake an eligibility check to ensure all relevant and necessary information has been provided by the applicant. If all in order, the Ward Cllr form is completed and sent to the relevant Ward Cllr(s) to set out the reasons for supporting a grant from their allocation, or not. Ward Cllrs are reminded of their duties and obligations under the Public Sector Equality Duty and adherence to the Nolan Principles.

All applications supported by Ward Cllrs are confirmed by the S151 Officer or by another officer delegated by the Executive to make the final decision.

Terms and Conditions of Payment

Once a grant award is confirmed an offer letter is sent to the approved applicant, detailing the amount awarded, terms and conditions for monitoring and payment. This offer letter must be signed and returned to Community.Grants@centralbedfordshire.gov.uk prior to any expenditure taking place

- Grants under £500- Grant funding will be paid by BACS on receipt of signature of the Offer Letter
- Grants £500 and over will be paid against an invoice together with evidence of spend such as receipts or supplier invoices.
- For Grants over £2,000 applicants will be required to supply vendor information and a Purchase Order will be provided for funds to be drawn down.

Procurement Compliance

If applying for a grant of £2,000 or above, 3 quotes against the planned works must be provided with the application.

Applicants awarded a Ward Cllr community grant **MUST** confirm that their project will start within 3 months of the offer and the grant must be drawn down in full within 12 months of award confirmation. Any reasons why this cannot be achieved must be set out in writing to community.grants@centralbedfordshire.gov.uk

The Community Engagement Team must be notified if the organisation in receipt of the grant ceases to trade or the project funded by the grant ceases.

Central Bedfordshire Council reserve the right to recover grant funding where it is not being used for the purpose stated in the application.

Any unspent grant funding must be returned at the end of the grant period. Grant recipients are expected to start their project withing 3 months of the grand approval and spend their grant in the financial year it was awarded.

Grant recipients will be responsible for arranging appropriate insurance cover for their project. This might include public liability insurance, employee liability insurance and public indemnity insurance.

Grant recipients will allow their project to be used for Central Bedfordshire Council promotional and publicity purposes where appropriate

Grant recipients will agree to submit financial details for their scheme where this is requested.

Any questions or support regarding the application form and process, contact the [Community Engagement Team](#) .

Monitoring and accountability

Projects in receipt of a Ward Councillor grant are accountable to the Ward Councillor and must keep them informed of progress throughout the life of the project. Ward Cllrs should be invited to visit the project.

Applicants will be issued with an 'end of project report' template , completion of this report is mandatory and will be part of the terms and conditions of the grant award. It should :

- Evidence that the funding has been devoted to the specific areas proposed in the application
- Information on local community benefit
- Include Photo evidence of activity and achievements
- Equality monitoring data
- Number of volunteer hours delivered (If applicable)

The end of project report should be sent to the Ward Councillor and to

Community.grants@centralbedfordshire.gov.uk

The information supplied in the 'End of report' will be used as part of the Ward Councillor Community Grant Scheme Annual Report and published.

Administration

Guidance and application forms Project	<u>Available on website</u> (Printed copies can be made available on request from community..grants@centralbedfordshire.gov.uk)
Eligibility checks	On receipt of application
Notification of decision	Aim to be within two weeks of receipt of application
Publication	Approved projects will be published on the Council's website
Monitoring	Projects in receipt of a grant must keep in touch with their Ward Councillor ,keep them up to date on project progress, invite them to visit the project and submit an end of project report using the template provided with the offer letter

Appendix 1

Example Application Form - All applications submitted via the online [E-Form](#).

Ward Councillor Grant Application Form	
1. Applicant's details	
Name of Applicant:	
Name of Organisation / Group	
Email address	
Address (including postcode):	
Preferred telephone number	
Name of project	
<p>2. Please give a full description of the project</p> <p>a) The local need the project is seeking to address</p> <p>b) who will your project benefit and please list the beneficiaries</p> <ul style="list-style-type: none"> • <i>Young People</i> • <i>Older people</i> • <i>People living in deprived areas</i> • <i>LGBTQ</i> • <i>People with disabilities</i> <p>c) Community impact and outcomes – select one or more from the list below and describe how your</p>	

<p>project will deliver the impact</p> <ul style="list-style-type: none"> • <i>Enhancing Community wellbeing</i> • <i>Fostering Social Inclusion</i> • <i>Investing in community / informal learning</i> • <i>Improving community infrastructure/local assets</i> • <i>Encouraging environmental sustainability</i> • <i>Promoting sport, arts and culture in communities</i> 	
<p>Previous applications</p> <p><i>(If you have you previously been awarded a Ward Cllr grant. Please detail here – what project and what year)</i></p>	
<p>3. Ward Councillor support</p> <p><i>Please state name of your Ward Councillor and confirm their initial support</i></p> <p><i>Form won't be processed without evidence of this.</i></p>	
<p>4. Total cost of project and how much is required from the Ward Cllr grant scheme</p> <p><i>(Please provide a total for the cost of the project, how much grant is being requested, whether it is capital / revenue and a breakdown on how funding will be spent.</i></p>	

<p>5. Match Funding</p> <p><i>(Please include details of your match-funding secured from other sources)</i></p> <p><i>Volunteer time in kind can be calculated and used as match funding</i></p> <p>national minimum wage rates</p> <p><i>Applications from Town / Parish Councils must provide match funding.</i></p>	
<p>6. Timescale involved</p> <p><i>(Please set out a timeline for starting / completing the project, including any key dates) – projects must be able to start within 3 months of grant approval.</i></p>	
<p>7. Governance</p> <p><i>(Please state the number of people who are currently on your governing body or committee and attach your constitution if appropriate or other governing document</i></p>	
<p>8. Insurances</p> <p><i>(Please provide details of the type insurance the organisation holds and the level of cover provided)</i></p>	
<p>9. Payee's details</p> <p><i>(Please include full bank and account details attach the last years accounts)</i></p>	

Declaration**Please sign this form to confirm that:**

The information supplied is full and correct to the best of our knowledge; we have read, understood and complied with the conditions of funding; we understand that Central Bedfordshire Council reserve the right to reclaim the grant in the event of it being used for purposes other than permitted by this scheme, or the organisation ceases to operate.

Note: by signing this form you acknowledge and agree to comply with the conditions of funding and agree to repay the grant if any of the conditions are not met.

Signed:

Name:

Position:

Date:

Submit your form

Online: www.centralbedfordshire.gov.uk/

Email: community.grants@centralbedfordshire.gov.uk

The General Data Protection Regulations (GDPR) and Data Protection Act 2018 replaced the Data Protection Act 1998 on 25 May 2018.

The new regulations are very much focused on protecting you and how your data is handled and here at Central Bedfordshire Council we want to keep you in the picture as to how we do that.

The information you supply us with is used to validate and process your application form.

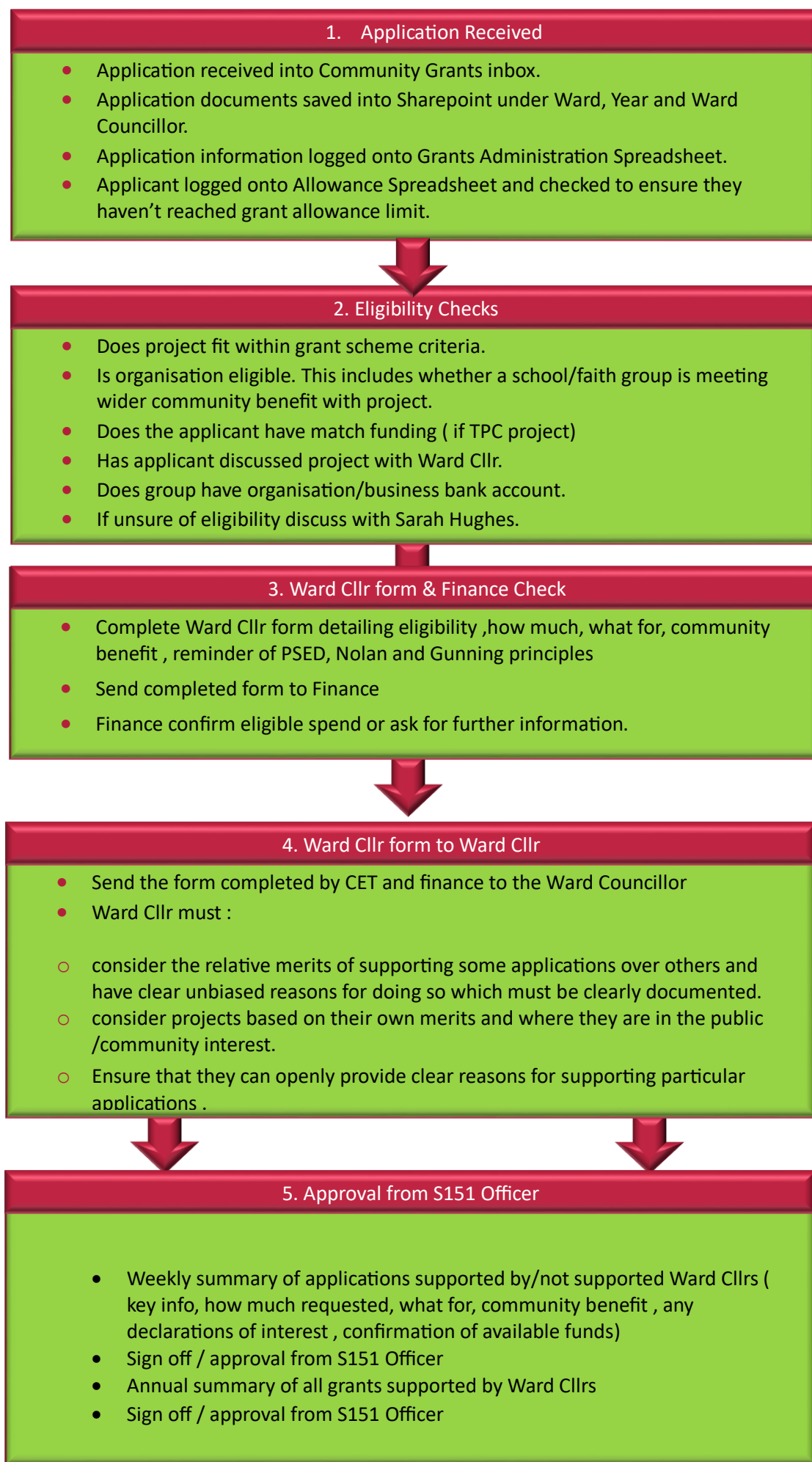
The information you have submitted to us will be stored securely on the Council's BOX Cloud System and is only accessible by the Community Engagement Team.

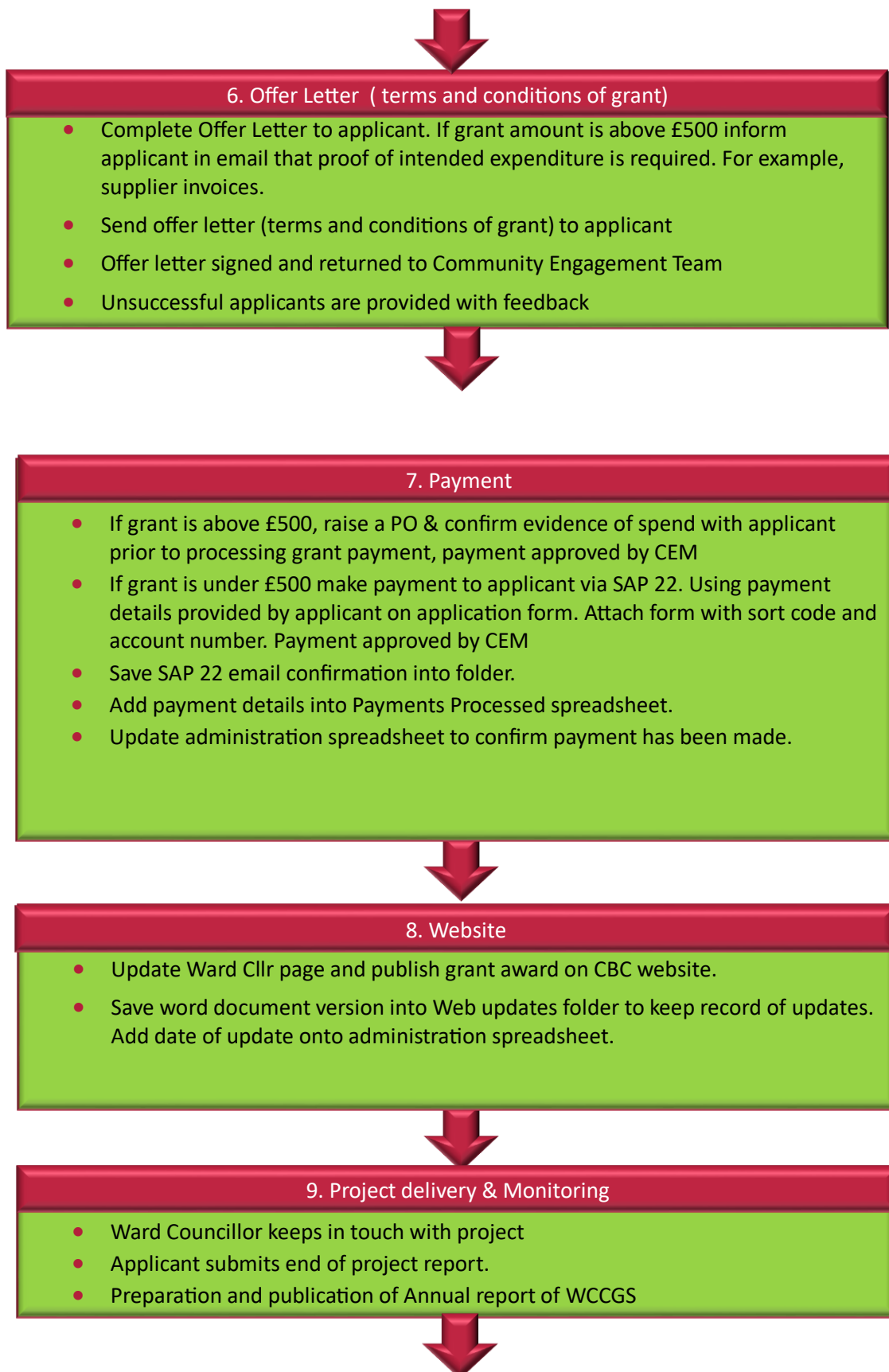
Your data will only be held for as long as is necessary or as governed by other statutory regulations and will be disposed of securely.

If you have any questions contact the [information governance team](#)

You can find out more about how data is managed at Central Bedfordshire Council by [clicking here](#)

Ward Councillor Grant Scheme: Governance and Decision making process July 2024





Financial Checks

- In case of failure to use grant or inappropriate usage, escalating need for claw back arrangement. If applicant informs that they would like to use funds for different project, ensure this is eligible and request that they get the amendment signed off by Ward Councillor.
- Instigating claw back action



EQUALITY IMPACT ASSESSMENT (EQIA)

Ward Councillor Grant Scheme

.....

Office of the Chief Executive

.....

Produced by Central Bedfordshire Council

Form updated July 2023

Next review Date: July 2025

A great place to live and work.

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Central Bedfordshire Council Equality Impact Assessment

1. The Public Sector Equality Duty

- 1.1 The Equality Duty requires public bodies to have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
 - Foster good relations between people who share a protected characteristic and people who do not share it.
- 1.2 Protected Characteristics:
- Age
 - Disability
 - Gender Reassignment
 - Pregnancy and Maternity
 - Marriage and Civil Partnership (elimination of discrimination only)
 - Race
 - Religion or Belief
 - Sex
 - Sexual Orientation
- 1.3 Due regard means consciously thinking about the three aims of the Duty as part of the process of decision-making. For example:
- How they act as employers
 - How they develop, evaluate and review policy
 - How they design, deliver and evaluate services
 - How they commission and procure from others
- 1.4 Advancing equality of opportunity involves considering the need to:
- Remove or minimise disadvantages suffered by people because of their protected characteristics
 - Meet the needs of people with protected characteristics
 - Encourage people with protected characteristics to participate in public life or in other activities where their participation is low
- 1.5 Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.
- 1.6 Complying with the Equality Duty may involve treating some people better than others, as far as this is allowed in discrimination law. This could mean making use of an exception or positive

action provisions to provide a service in a way that is appropriate for people who share a protected characteristic.

- 1.7 Officers should keep an adequate record showing that the equality duties and relevant questions have been actively considered. Officers should be rigorous in both inquiring and reporting to members the outcome of the assessment and the legal duties.
- 1.8 Final approval of a proposal can only happen after the completion of an equality impact assessment. It is unlawful to adopt a proposal contingent on an equality impact assessment.

1.9 Title of the Assessment – *Review of Ward Councillor Grant scheme*

Date of the Assessment	July/ August 2024
Name of the Responsible Officer	Sarah Hughes
Job Title of the Responsible Officer	Community Engagement Manager
Email of the Responsible Officer	sarah.hughes@centralbedfordshire.gov.uk
Contact telephone number/extension of the Responsible Officer	0300 300 6166

Stage 2 – Setting out the nature of the proposal and potential outcomes

Aims and Objectives

2.1 What are the objectives of the proposal under consideration? *Please list here*

The objectives of the proposal are to amend the Ward Cllr grant scheme, informed by the findings of the WCGS Review to refocus the scheme to address local need, increase participation by a more diverse range of community organisations, ensure funds are allocated to groups with limited access to other funding sources and to strengthen the monitoring, accountability and publicity on grant awards to highlight community impact.

The draft amended WCGS grant scheme is attached

2.2 Why is this being done? *Please list here*

A comprehensive review of the Ward Cllr grant scheme has been undertaken to assess its impact since its inception in 2019. The review looked to understand what it has achieved, the levels of participation, who has benefitted from the grant funding and identify any gaps or weaknesses and suggest areas for improvement. It included an equality analysis. The findings of the review have been used to amend and update the Ward Cllr grant scheme.

Overall 646 number of applications received over 5 years

568 grant applications approved (93% success rate national average win rates between 10% and 30%)

42 unsuccessful applications

On average 87% of the annual allocation has been committed per year

On average 113 approved applications per year

On average 6% unsuccessful

Amount of funds spent per year of the standard scheme

Item	Year 1 2019/2020	Year 2 2020/2021*	Year 3 2021/2022	Year 4 2022/2023	Year 5 2023/2024**	Totals
Total	£115,943.58 £56,198 (spent 'in year') 59,745.58 (spent in 20/21)	93,655.93	£109,444.18	£99,834.62	£101,362.84	520,241.15
Match	115,943.58	93,655.93	£53,844.81	£48,130.03	£51,483.05	363,057.4
Non-Match	N/A	N/A	£55,599.37	£51,704.59	£49,879.79	157,183.75
% allocation spent	47.6% ('in year') 50.6% (in 20/21) Total 98.2%	79.3% (of 2020/2021 allocation)	93%	84.61%	80.5%	

Total number of grant requests	88 92	134	142	126	156	738
Number of successful applications inc collaborations	80 (in year) 69 (2020/21)	98	129	106	126	608
Number of unsuccessful/ineligible applications	6 (in year) 4 (2020/21)	0	7	9	16	42
Average grant award £	£702.48	£1207.89	£848.40	£941.84	£804.47	£901.01

Number of applications by sector

Sector	Number of applications (standard and extensions) 2019-2024
Town and Parish Councils	125
Village Halls	28
Sports clubs/venues	90
Faith groups	45
Food banks/community larders	29
Other community/voluntary organisations	329

2.3 What will be the impact on staff and customers? *Please list here*

The impact on staff.

25% of 1fte member of staff time is allocated to the delivery and facilitation of the WCGS, and a further 5% of the CE Manager is spent on the review and management of the WCGS budget, plus reporting to Senior Managers and Members.

The impact on customers

Our customers are the 63 Ward Cllrs and over 600 grant applicants.

Ward Cllrs: have a significant community leadership role and ability to support groups and projects in their wards, towns and villages; they have valuable community insight into local needs and solutions; and help to address local needs and issues. They can make a tangible difference in local communities particularly to environmental sustainability, community development, health and wellbeing, cohesion & tackling disadvantage, sport and culture.

The scheme enables Councillors, to collaborate and work together and pool their allocations within and adjacent wards providing a vital framework for the Council and Councillors to address crises including COVID 19 and more recently the Cost of Living , where additional monies were allocated for ward cllrs to target need stemming from the crises, in their wards.

Grant applicants : WCGS is an important and accessible source of grant funding to help local groups to improve local assets and provide added social, economic and environmental benefit to the local community with relatively small amounts of funding. The amendments will make it easier for smaller groups serving specific needs / groups to access the scheme

2.4 How does this proposal contribute or relate to other Council initiatives? *Please list here*

The Ward Cllr grant scheme enables Ward Cllrs to deliver their community leadership role and help to make a difference in their communities.

Ward Cllrs have been able to support projects which contribute to other Council initiatives and priorities such as

- Environmental Sustainability
- Fairness, Social Inclusion, community Cohesion and overcoming exclusion and disadvantage
- Health and Wellbeing , sports and culture
- Investing in Learning and development
- Levelling up and tackling disadvantage

2.5 In which ways does the proposal support Central Bedfordshire's legal duty to:

- **Eliminate unlawful discrimination harassment and victimisation and other conduct prohibited by the Act;**
- **Advance equality of opportunity between people who share a protected characteristic and people who do not share it;**
- **Foster good relations between people who share a protected characteristic and people who do not share it;**

Guidance: Does it consider the needs of people who are at greater risk of lower quality of life outcomes, close achievement gaps, reduce racial tensions, increase participation in decision making and service delivery processes or increase a sense of belonging amongst different communities or groups?

The current scheme is limited to providing small capital grants to invest in kit and equipment. The current scheme has targeted support to groups with protected characteristics

Protected Characteristic	Types of project activity
Older People	bowls clubs, mobility aids, defibrillators dementia friendly town signage
Young people	Kit and equipment for youth football teams Kit and equipment for scouts and brownies groups Play equipment for Parent and Toddler groups and items for pre-schools and stay and play groups
Ethnic minority communities	healthy eating project targeting ethnic minority communities at risk of poor health
People with Disabilities	hearing loops and audio equipment, wheelchairs for good neighbour scheme

	disabled toilet/access, disabled access ramp, car caddie and swivel cushion
People living in areas of deprivation	Food parcels and infrastructure to support food banks and community larders items for a women's refuge, items for rough sleepers.
LGBTQ	No applications from groups specifically representing LGBTQ communities or projects specifically targeted to this group

We are aware of the intersectionality of protected characteristics and appreciate that some projects and activities will reach groups and individuals with more than one protected characteristic. Nevertheless we have identified a lack of data in how groups are supporting people from LGBTQ communities and this will be rectified in the amended scheme by requesting groups to include more equality data. Applicants will be required to indicate how they propose to reach equality groups and this will be monitored and supplied to the Council in the end of project report . Furthermore the amended scheme proposes :

- to introduce one off revenue costs as eligible spend (more diverse community activities can be funded)
- to introduce volunteer time in kind as match funding (more diverse and smaller groups can access the scheme)
- require town / parish councils to provide match funding (to ensure WCGS reaches groups most in need but acknowledges pivotal community role of parish and town councils)
- reinforce the emphasis on tackling local need (to help those at greater risk of lower quality of life)
- Reinforce obligations under the PSED and Nolan Principles and strengthen decision making (to meet legal requirements)
- Reinforce the importance of supplying data on who has benefitted from the project in receipt of funding

The current scheme applying for and receiving WCG involves collaboration and communication among community members and with the Ward Councillor and this helps to build a strong community network, fostering relationships in the community and amongst Ward Cllrs which can lead to future collaborations and initiative , build social capital and local resilience and increase a sense of belonging amongst different communities and groups.

The Community benefits are set out below with examples of projects / initiatives that have benefitted from a Ward Cllr grant, these outcomes will be enhanced with the proposed amendments

Enhancing Community Well-being: The Ward Councillor grants have been directed towards projects that improve the overall well-being of the community, such as health initiatives and recreational activities. This contributes to a healthier and happier community.

CCTV, Defibrillators, safety devices for the older people, contributions towards new community transport buses, CPR training equipment, items for community borrowing scheme, Personal protective equipment (PPE) Hydrotherapy pool equipment, bike and safety equipment, first responders kit and bags.

Fostering Social Inclusion: Ward Cllr grants have been used to support projects that promote social inclusion and cohesion, tackling disadvantage and bringing together people from diverse backgrounds. This helps build a stronger sense of community and understanding among residents.

wheelchairs for Good Neighbour schemes, hearing loops and audio equipment, SEND friendly equipment, disabled toilet/access, disabled access ramp, car caddie and swivel cushion, food parcels, cooking equipment and utensils to promote healthy eating amongst ethnic minority groups, laptops for volunteer peripatetic advisors, items for a womens refuge, items for rough sleepers, dementia friendly town signage.

Investing in Learning: Ward Cllr grants have funded learning initiatives that enhance the skills and knowledge of community members contributing to the overall development of the community.

Forest schools, i-pads, new library books, items for pre-schools and stay and play groups, history and heritage groups, projector for local wildlife group

Improving Infrastructure: Ward Cllr grants have been used to improve local infrastructure, such as parks, community centres, and public spaces. This not only enhances the physical environment but also creates spaces for social interaction and community gatherings.

Noticeboards, New boilers, crockery, cookers, play equipment, replacement doors, floors/carpeting, park benches and picnic benches, projectors and audio equipment.

Encouraging environmental sustainability: Ward Cllr grants have supported projects focused on environmental sustainability, such as community gardens, recycling programs, and energy-efficient initiatives. This contributes to a greener and more sustainable community.

Litter pickers, Veg boxes, plants and shrubs for in bloom initiatives, gardening tools and equipment for community gardens, compostable toilet for an Allotment society, equipment for countryside conservation, planters, climate resilient planting schemes, fencing, mulching mower.

Promoting sport, arts and culture: Ward Cllr grants have provided funding for recreational and leisure projects through grants helps enrich the community's cultural fabric. This may include supporting local artists, organizing events, or establishing cultural programs that celebrate diversity.

Sports equipment for Youth and adult clubs and facilities, banners for Park Runs, new goal posts, community art project, sports training kit and equipment, pickleball equipment. Mosaics, statues, equipment for drama groups and community choirs, scouts and brownies groups,

2.6 Is it possible that this proposal could damage relations amongst groups of people with different protected characteristics or contribute to inequality by treating some members of the community less favourably such as people of different ages, men or women, people from black and minority ethnic communities, disabled people, carers, people with different religions or beliefs, new and expectant mothers, lesbian, gay, bisexual and transgender communities? *Please list here*

The grant scheme is open to a range of local voluntary and community groups serving community needs.

- Not for profit organisations
- Parish and Town Councils
- Schools/Parent Associations (in relation to their non statutory wider community role)
- Formally Constituted Groups/Associations
- Charities
- Community Interest Companies

- Community Benefit Societies
- Faith Organisations (in relation to their wider community role)

A full list of groups that have applied to the scheme as well as unsuccessful applications are included in the review document. The review of the WCGS looked at how the scheme has been accessed by and /or supported groups of people with different protected characteristics and demonstrated it has supported a wide variety of projects and initiatives that benefit local communities as described in 2.5 above. The scheme is accessible through a simple online application form and match funding is not always required. The scheme has been effective in supporting projects which do impact on people with different protected characteristics; very young and older people, people with a disability, carers and ethnic minority communities as well as supporting entire communities e.g a noticeboard, a defibrillator, new play equipment.

There have been no challenges to the current scheme over 5 years, reasons for ineligibility have been due to ineligible requests for revenue funding, project is out of area, applicant withdrew application, statutory responsibility and lack of an organisational bank account. 2 out of the 42 unsuccessful applications did not receive a decision by the ward cllr. The proposed amendments are seeking to strengthen participation and ensure it is reaching more and different groups. But the review also highlighted that the role of the town / parish council is significant in delivering community aspirations and outcomes.

The scheme does not damage relations between groups of people with protected characteristics. However, the new scheme will collect more comprehensive equality monitoring data to identify how and where funding is being allocated across diverse groups. Ward Cllrs are, and will be supported, to ensure they are in touch with all sections of their ward community, to increase participation by seldom heard groups, and remain unbiased in their consideration of whether, to support or not to support applications and reinforce robust equality monitoring processes.

Stage 3 – Consideration of national and local research, data and consultation findings to understand the potential impacts of the proposal

Guidance: This is the most critical part of the assessment

3.1 Consideration of Relevant Data and Consultation

Guidance: In completing this section, it will be helpful to consider:

- **Publicity** – Do people know that the service exists?
- **Access** – Who is using the service? Who should be using the service? Why aren't they?
- **Appropriateness** – Does the service meet people's needs and improve outcomes?
- **Service support needs** – Is further training and development required for employees?
- **Partnership working** – Are partners aware of and implementing equality requirements?
- **Contracts & monitoring** – Is equality built into the contract and are outcomes monitored?

Guidance: You should also refer to the Equality Checklist - Pages 4 to 7 of guidance.

Please refer to the Equality Impact Assessment Screening for your Service/Business Plan for examples of relevant evidence or visit the Equality Resource Hub on SharePoint for existing consultation findings.

Further support is available from the Equality Adviser

Email Wendy.Bird@centralbedfordshire.gov.uk

The completed review showcased achievements and also highlighted if and where improvements should be made. The intention is to report these findings to the Executive in August 2024. The review looked at census data, data generated by the scheme itself and to a degree, practice elsewhere and assess how it compares to the profile of the population as a whole.

Publicity : The WCGS is currently widely promoted by the Council and ward councillors through customized and branded posters and postcards, email alerts, press releases , Funding fayres, CVS Newsletter, VCS groups and word of mouth to raise awareness and encourage applications. We have processed over 600 grant applications. Successful applicants publicise the source of funding on any material they produce and grants awarded are published on the Cllr profile pages

The amended scheme will enhance this with an Annual report of the grants awarded, who to and what for and the community benefits achieved and who has benefitted including equality monitoring data.

Access : We have management information of the groups applying for a grant, these are a wide variety of local community groups, charities , faith organisations, 'Friends of' Associations , town and parish councils, PTA's. Each applicant is required to indicate who their project is intended to benefit. The only restriction is that groups without a bank account cannot apply, this complies with CBC requirement that the WCGS grant funds cannot be paid into a private bank account.

Our data suggests that LGBTQ and ethnic minority organisations/groups are not applying to the WCGS. The numbers for these groups within Central Bedfordshire is small and/or access to match funding is limited and therefore the amended scheme will be able to increase support underrepresented groups through the provision of providing funding for revenue cost as eligible. . The amended scheme recommends introducing volunteer time as eligible in kind match funding and ward cllrs being supported to reach more diverse groups.

Appropriateness : Our data suggests that a wide variety of community needs have been supported through the WCGS see 3.5 However we are keen to expand this reach through the new scheme.

Service support needs –Staff and ward cllrs undertake Equality and Diversity training and staff are experienced in managing the administration of the scheme. The Guidance and decision making forms carry equalities information provided by the Equalities Adviser to remind Cllrs of their obligations with regards to the PSED

Partnership working – Councillors can and do collaborate to support projects in their wards. We work in partnership with the CVS, the infrastructure organisation for the VCS to actively promote the scheme on our behalf.

Contracts & monitoring – The application becomes the contract and approval is confirmed in an offer letter and the applicant is required to sign and return and submit an end of project report. Applicants are also encouraged to keep in touch with their ward cllrs and provide updates on their project. The new scheme also introduces equality monitoring requirements to assist us in assessing reach and identifying where underrepresentation exists.

3.2 Examples of relevant evidence sources are listed below. Please identify which evidence sources are being used in this assessment and provide a summary for each protected characteristic in sections 3.3 and 3.4

Surveys are planned as part of the review of the grant scheme a) Ward Cllrs for their experience and b) grant applicants

3.2.1 Internal Desktop research: *Please enter your evidence under each heading below*

- Place survey/Customer Satisfaction data: As part of the review we undertook surveys of grant applicants and ward cllrs to understand their experience of the scheme and identify strengths, weaknesses and where improvements could be made , the results have been used to inform the review and amendments to the scheme.

137 applicants responded to the applicant's survey which was set up on our Commonplace platform, where applicants were also asked to pin their project onto a map so we can visualise the geographical coverage of the WCGS. The headline findings from the survey of applicants include:

- WCGS is supporting smaller, grassroots projects and groups that are local to enable them to improve local assets and provision
- Restriction to capital funding and match funding is a barrier and groups would like more contact with Cllrs (including meeting groups and seeing finished projects)
- Groups suggested widening criteria to include revenue costs and delete the requirement for match funding, more publicity and to receive an auto copy of application form when submitted online.

32 Ward Cllrs responded to the survey and the key findings were very similar to the feedback from applicants and included:

- 94% of respondents agreed the WCGS met its objectives; Cllrs liked the ability to collaborate and pool funding to jointly support projects; 91% agreed yes or somewhat that the scheme has enabled their role as a community leader enabling support to local groups to meet local needs and aid community cohesion and raise the profile of the Council in the community and felt the guidance to ward members was helpful.
- 85 – 94% satisfied or very satisfied with the administration of grants.
- that some groups that receive a WCG could fundraise elsewhere and a suggestion that town / parish councils as precept setting organisations should not access the funding and it should go to smaller groups serving vulnerable residents.
- 63% felt the match funding requirement should be removed (38% did not) and 71% felt one off revenue costs should be eligible.

3.2.2 Third Party guidance and examples:

Analysis of service outcomes for different groups: N/A services are not provided as part of the WCGS

3.2.3 Public consultation related activities:

- Consultation with Service Users: N/A
- Consultation with Community/Voluntary Sector: surveys of applicants were undertaken to inform the review, the feedback was very positive see above
- Customer Feedback/Complaints: none

3.2.4 Consulting Members, Stakeholder and Specialists:

- Elected Members: were surveyed in May 2024, 32 responses were received and the results are summarized above.
- Expert views of stakeholders representing diverse groups: Applicants were surveyed in May 2024 , 132 responses were received and the results summarized above

Key findings from both surveys have been used to inform the recommendations set out in the review document and in 5.3 below

137 applicants responded to the applicant’s survey which was set up on our Commonplace platform,

Strengths – WCGS is supporting smaller, grassroots projects and groups that are local to enable them to improve assets and provision

Challenges and weaknesses –capital funding only & match funding is a barrier and would like more contact with Cllrs (including meeting groups and seeing finished projects)

Opportunities – widen criteria to include revenue costs and delete the requirement for match funding, more publicity and would like to receive an auto copy of application form when submitted online.

Ward Cllrs 32 Ward Cllrs responded to the survey

Strengths - 94% of respondents agreed the WCGS met its objectives; Cllrs liked the ability to collaborate and pool funding to jointly support projects; 91% agreed the scheme has enabled

their role as a community leader and raise the profile of the Council in the community and felt the guidance to ward members was helpful.

85 – 94% satisfied or very satisfied with the administration of grants.

Challenges and weaknesses - that some groups could fundraise elsewhere and that town / parish councils as precept setting organisations should not access the funding. Diverse views on the promotional and publicity materials

63% felt the match funding requirement should be removed (38% did not) and 71% of respondees felt revenue costs should be eligible.

Opportunities - remove match funding requirement and widen criteria to include revenue costs, limit town and parish councils and a preference to reach smaller under represented organisations.

Guidance:

Please bear in mind that whilst sections of the community will have common interests and concerns, views and issues vary within groups. For example, women have differing needs and concerns depending on age, ethnic origin, disability etc.

Lack of local knowledge or data is not a justification for assuming there is not a negative impact on some groups of people. Further research may be required.

3.3 Summary of Existing Data and Consultation Findings: - Service Delivery. Considering the impact on Customers/Residents

Guidance: Please set out in an Appendix to this assessment, the details of data and consultation findings relating to diversity areas shown below. In this section, please summarise the findings and the conclusions you have drawn, from those findings in relation to the areas.

- 3.3.1 AGE:** e.g. Under 16 years, 16 – 19 years, 20 – 29 years, 30 – 44 years, 45 – 59 years, 60 – 64 years, 65 – 74 years, 75+.
- 3.3.2 DISABILITY:** e.g., Physical impairment, sensory impairment, mental health condition, learning disability or difficulty, long-standing illness or health condition, severe disfigurement.
- 3.3.3 CARERS:** A person of any age who provides unpaid support to family or friends who could not manage without this help due to illness, disability, mental ill-health, or a substance misuse problem.
- 3.3.4 GENDER REASSIGNMENT:** People who are proposing to undergo, are undergoing, or have undergone a process (or part of a process) to reassign their sex by changing physiological or other attributes of sex.
- 3.3.5 PREGNANCY AND MATERNITY:** e.g., pregnant women/women who have given birth and women who are breastfeeding (26-week time limit then protected by sex discrimination provisions).

- 3.3.6 RACE:** e.g., Asian, or Asian British, Black, or Black British, Chinese, Gypsies and Travellers, Mixed Heritage, White British, White Irish, White Other.
- 3.3.7 RELIGION OR BELIEF:** e.g., Buddhist, Christian, Hindu, Jewish, Muslim, Sikh, No religion, Other.
- 3.3.8 SEX:** e.g., Women, Girls, Men, Boys.
- 3.3.9 SEXUAL ORIENTATION:** e.g., Lesbians, Gay men, Bisexuals, Heterosexuals. Best practice and available guidance do not identify any impacts in relation to sexual orientation.
- 3.3.10 OTHER** e.g., Advice and information needs, community cohesion, wellbeing and sustainability, deprivation and poverty, human rights, social class and mobility, other vulnerable groups, looked after children, offenders etc.

Beneficiaries and Public Sector Equality Duty

Applicants are required to set out information on who they intend support with their WCG, this includes, young people, older people, ethnic minority communities, people with disabilities, people living in areas of deprivation and GRT, Race/Ethnicity, Men, Women, Religion/Belief LGBTQ. When deciding which applications to support, Councillors are also reminded of their responsibilities with regards to the Nolan principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership and the Public Sector Equality Duty which is a duty on public authorities to consider how their policies or decisions affect people who are protected under the Equality Act. These requirements are also set out on the decision form.

The breadth of types of small capital projects that have been supported with a ward Cllr grant have reached and benefitted these groups and provided a community benefit and several projects have specifically targeted these groups.

We have also checked the outcomes against our population profile. This analysis shows that Ethnic diversity has increased since 2011 – 16% of residents are from ethnic minority groups, compared to 10% at the 2011 Census, with the highest levels of diversity in Cranfield, Dunstable and Houghton Regis, as such the ward cllr grant scheme should be demonstrating that it is supporting these communities.

The table below lists the types of projects that have been supported with a Ward Cllr Grant and targeted support to groups with protected characteristics

Protected Characteristic	Types of project activity
Older People	bowls clubs, mobility aids dementia friendly town signage Heritage groups
Young people	Kit and equipment for youth football teams Kit and equipment for scouts and brownies groups Play equipment for Parent and Toddler groups and items for pre-schools and stay and play groups

Ethnic minority communities	healthy eating project targeting ethnic minority communities at risk of poor health
People with Disabilities	hearing loops and audio equipment, wheelchairs for good neighbour scheme disabled toilet/access, disabled access ramp, car caddie and swivel cushion
People living in areas of deprivation	Food parcels and infrastructure to support food banks and community larders items for a women's refuge, items for rough sleepers.
LGBTQ+	We believe that LGBTQ communities will have benefitted from many of the projects supported with WCGS , but we do not have the specific data collection to determine direct impact. We have not received applications from groups directly representing the LGBTQ+ community

3.4 Summary of Existing Data and Consultation Findings: - Employment. Considering the Impacts on Employees

N/A

3.5 To what extent are vulnerable groups more affected by this proposal compared to the population or workforce as a whole?

Analysis of the types of projects that have been supported suggests vulnerable groups have been supported by the WCGS, but proposed amendments are intended to make the grant scheme more accessible to a more diverse range of community organisations and focus on targeting or addressing local need enable seldom heard groups and those who are underrepresented to participate in the scheme.

3.6 To what extent do current procedures and working practices address the above issues and help to promote equality of opportunity?

Current procedures and practices provide Ward Cllrs with an opportunity to address inequalities in their wards. The Guidance to Ward Cllrs includes information on the Nolan principles and PSED and this is repeated at the point of confirming their support and this could usefully be backed up by Equalities training for Ward Cllrs.

3.7 Are there any gaps in data

We have analysed key data collected through the administration of the scheme and the surveys of applicants and ward cllrs to provide more 'experience' data.

With an amended scheme we propose to produce and publish an annual report detailing

- How many grants awarded
- How many ineligible / unsuccessful applications
- Applicant source / sector
- Intended beneficiaries
- Community Benefit achieved
- Equality monitoring data

3.8 What action will be taken to obtain this information?

The review of WCGS has provided extensive data and this will be maintained and reinforced by End of Project reports from grant applicants and Ward Cllrs and published in an Annual Report

Stage 4 – Providing an overview of impacts and potential discrimination

Under the current and proposed amended scheme applicants provide a description of their project for which they are seeking funding and are required to set out who are the intended beneficiaries and the community benefit they intend to achieve. The amendments are intended to make it easier and more accessible to smaller vcs groups serving specific needs and continue to achieve community benefits described below

Enhancing Community Well-being: projects that improve the overall well-being of the community, such as health initiatives and recreational activities as well as training under the new introduction of supporting revenue costs. This contributes to a healthier and happier community.

Fostering Social Inclusion: projects that promote social inclusion and cohesion, tackling disadvantage and bringing together people from diverse backgrounds. This helps build a stronger sense of community and understanding among residents.

Investing in Learning: learning initiatives that enhance the skills and knowledge of community members contributing to the overall development of the community. Raising awareness of communities that help to foster good relations and enhance equality of opportunity.

Improving Infrastructure: improve local infrastructure, such as parks, community centres, and public spaces. This not only enhances the physical environment but also creates spaces for social interaction and community gatherings and improves accessibility for diverse groups.

Encouraging environmental sustainability: projects focused on environmental sustainability, such as community gardens, recycling programs, and energy-efficient initiatives. This contributes to a greener and more sustainable community.

Promoting sport, arts and culture: funding for recreational and leisure projects through grants helps enrich the community's cultural fabric. This may include supporting local artists, organizing events, or establishing cultural programs that celebrate diversity.

Number of applications by sector

Sector	Number of applications (standard and extensions) 2019-2024
Town and Parish Councils	125
Village Halls	28
Sports clubs/venues	90
Faith groups	45
Food banks/community larders	29
Other community/voluntary organisations	329

4.1 Stage 4 – Assessing Positive and Negative Impacts

Analysis of Impacts on: Age

4.1.1 Age: Positive

Impact: Positive

Discrimination: No

Summary of impacts and reasons: the grant scheme has provided a source of funding to local communities to meet the specific needs of older people , young people and early years and address local needs.

Analysis of Impacts on: Disability

4.1.2 Disability: Positive

Impact: Positive

Discrimination: No

Summary of impacts and reasons: the grant scheme has provided a source of funding to local communities to meet the specific needs of people with disabilities and address local needs.

Analysis of Impacts on: Carers

4.1.3 Carers: Positive

Impact: Positive

Discrimination: No

Summary of impacts and reasons: the grant scheme has provided a source of funding to local communities to meet the specific needs of local groups and communities including those with caring responsibilities and address local needs.

Analysis of Impacts on: Gender Reassignment

4.1.4 Gender Reassignment: State Positive or Negative

Impact: Not known

Discrimination: Not known

Summary of impacts and reasons: N/A

There is currently no data to determine which funded projects/initiatives have benefitted or impacted on this equality group.

Analysis of Impacts on: Marriage and Civil Partnership (Employment only)

4.1.5 Marriage and Civil Partnership: State Positive or Negative

Impact: Not known

Discrimination: Not known

Summary of impacts and reasons: N/A

Analysis of Impacts on: Pregnancy and Maternity

4.1.6 Pregnancy and Maternity: Positive

Impact: Positive

Discrimination: no

Summary of impacts and reasons: the grant scheme has provided a source of funding to local communities to meet the specific needs of local groups and communities including those who are pregnant or on maternity and address local needs e.g local toddler groups / play areas and community facilities. It is outside the remit of the scheme to fund individuals.

Analysis of Impacts on: Race

4.1.7 Race: Positive

Impact: Positive

Discrimination: No

Summary of impacts and reasons: the grant scheme has provided a source of funding to local communities to meet the specific needs of local groups and communities including those who are from an ethnic minority community. There have been a limited number of groups serving specific ethnic minority populations, the projects supported have invested in kit and equipment and available to all groups. Amendments to the scheme are intended to enable a more diverse range of groups access the scheme by reducing the requirement for cash match funding.

Analysis of Impacts on: Religion or Belief

4.1.8 Religion or Belief: Positive

Impact: Positive

Discrimination: No

Summary of impacts and reasons: the grant scheme has provided a source of funding to local communities to meet the specific needs of local groups and communities including those with a faith or belief to address local needs. WCGS does not fund 'mission' Part of the criteria require the project to be open/accessible to all

Analysis of Impacts on: Sex

4.1.9 Sex: Positive

Impact: Positive

Discrimination: No

Summary of impacts and reasons: the grant scheme provides a source of funding to local groups and communities to address local needs.

Analysis of Impacts on: Sexual Orientation

4.1.10 Sexual orientation: Minimal

Impact: Minimal

Discrimination: No

There is evidence that the WCGS may not have reached LGBTQ+ groups as applicants.

Analysis of Impacts on: Other

Guidance: For example, Advice and information needs / Community cohesion, wellbeing and sustainability / Deprivation and poverty / Human Rights / Social Class & Mobility, / Other vulnerable groups Looked After Children, Offenders etc.

4.1.11 Other: positive

Impact: positive

Discrimination: no

Summary of impacts and reasons are set out below

Enhancing Community Well-being: The Ward Councillor grants have been directed towards projects that improve the overall well-being of the community, such as health initiatives and recreational activities. This contributes to a healthier and happier community.

Fostering Social Inclusion: Ward Cllr grants have been used to support projects that promote social inclusion and cohesion, tackling disadvantage and bringing together people from diverse backgrounds. This helps build a stronger sense of community and understanding among residents.

Investing in Learning: Ward Cllr grants have funded learning initiatives that enhance the skills and knowledge of community members contributing to the overall development of the community.

Improving Infrastructure: Ward Cllr grants have been used to improve local infrastructure, such as parks, community centres, and public spaces. This not only enhances the physical environment but also creates spaces for social interaction and community gatherings.

Encouraging environmental sustainability: Ward Cllr grants have supported projects focused on environmental sustainability, such as community gardens, recycling programs, and energy-efficient initiatives. This contributes to a greener and more sustainable community.

Promoting sport, arts and culture: Ward Cllr grants have provided funding for recreational and leisure projects through grants helps enrich the community's cultural fabric. This may include supporting local artists, organizing events, or establishing cultural programs that celebrate diversity.

Stage 5 – Identifying mitigating actions that can be taken to address adverse impacts

5.1 Conclusions, Recommendations and Action Planning

The comprehensive review of the WCGS including detailed analysis of applicants and beneficiaries will inform future delivery. The outcome of the review will be considered by O and S before recommendations are presented to Executive in October 2024. Recommendations are

Strengthen the decision making so that the Ward Cllr can indicate which groups they would like to support but the final decision is delegated by the Executive to the S151 Officer in consultation with the lead Executive Member for Health and Community Liaison

Amend the eligibility criteria to include one off revenue costs with appropriate safeguards in place to minimize repeat requests for funding. (no more than 2 grants in any 4 years)

Amend the requirement for match funding to apply only to groups with an annual turnover of £20,000 and over and allow volunteer time in kind as eligible match funding for groups with under £19,999 turnover

Produce and publish an Annual report of the grants awarded, detailing the immediate and ultimate beneficiaries (equality data) and community outcomes. Officers publish all grants awarded during the year as well as on the Cllr profile pages

Amend the grant criteria to encourage targeting of support to people with protected characteristics.

Request Customer Pathways team to create a dashboard to keep a record of protected characteristic information at application stage.

Request projects to list the number of beneficiaries with protected characteristic information reached, in their end of project reports.

Support Ward Cllrs with information and EDI training to include the Public Sector Equality Duty.

Applicants are required to spend the funds in the year the grant was awarded, encourage targeting of support to people with protected characteristics and must submit an end of project report detailing the outcomes achieved, number of beneficiaries supported and number of beneficiaries with protected characteristics.

An annual Member briefing session supplemented by 'drop in' sessions to iron out any operational issues and address specific topics or issues. Provide Ward Cllrs with a list of community groups in their wards to assist in reaching smaller and more diverse groups, beyond their town and parish councils.

Restrict the number of town and parish council applications that can be supported by a Ward Cllr to one , in any one year and accommodate a 'townwide' approach

Enforce the criteria that no more than 2 applications from the same organisation in a period of 4 years will be approved.

5.2 What are the main conclusions and recommendations from the assessment?

Local groups, including town and parish councils have used the grant funding to enhance local projects and community infrastructure to improve facilities or access to facilities for a wide range of beneficiaries including those with protected characteristics, fostering good relations and community development and cohesion. Based on the current equality impact assessment, the review of the WCGS sets out the community benefit impact on local communities. The WCGS will need to reach more diverse groups and monitor the equality data collected from ward cllrs and recipients. We need to introduce equality data collection to enable us to do this. The proposed changes to match funding requirements and the introduction of revenue costs being eligible for funding will assist us in improving reach.

Amendments to the scheme will aim to ensure smaller groups with limited access to other funding, access the WCGS and ensure there is a revenue component that will support additional initiatives.

5.3 What changes will be made to address or mitigate any adverse impacts that have been identified?

The grant scheme review has identified where improvements can be made to better meet local needs, maintain and enhance the role of ward cllr as community leader.

Analysis to date suggests the scheme and ward cllrs may not have reached all groups with protected characteristics as applicants although the types of schemes supported will have reached some people with protected characteristics.

On the advice of the previous Equalities officer we ask applicants to indicate which beneficiaries from equality groups will be supported as a result of their grant award. In most cases the applicant ticks all groups for each protected characteristic, and whilst this isn't incorrect, given the funds are used to purchase small items of kit and equipment we currently have no means to check this. We will make it clear in the application form that groups do not have to meet the needs of all groups but to give as much equality data as possible to be reasonable in their assessment of who they anticipate reaching.

Going forward with an amended scheme we can

- a) Align with our work on seldom heard communities and provide support to Members to ensure a diversity of community groups know about and access the grant scheme
- b) Ensure the scheme is publicised and promoted as widely as possible through a variety of channels
- c) reinforce with Members, their responsibility to keep in touch with applicants / projects they have supported
- d) determine that applicants in receipt of grants accurately record who and how many beneficiaries including equality data
- e) all projects in receipt of a ward cllr grant provide an end of project report detailing how the money was spent and the community benefit achieved including equality data where relevant.
- f) We will look to produce an annual report detailing
 - How many grants awarded
 - How many ineligible / unsuccessful applications
 - Applicant source / sector
 - Intended beneficiaries
 - Community Benefit achieved

- Equality data

5.4 Are there any budgetary implications?

The scheme was reinstated in the current MTFP, the review will inform what type of ward cllr grant scheme the administration wants in place . Additional monitoring and targeted promotion will impact on staff resource.

5.5 Actions to be taken to mitigate against any adverse impacts:

5.5.1 ACTION: see 5.3 above .

5.5.2 LEAD OFFICER: Sarah Hughes

5.5.3 DATE: 31st July 2024

5.3.4 PRIORITY: High

Guidance: Add in extra lines for each action or insert a table if preferred

Stage 6 – Checking that all relevant issues and mitigating actions have been identified

6.1 Stage 6 - Quality Assurance and Scrutiny

6.1.1 What methods have been used to gain feedback on the main issues raised in the assessment?

6.1.2 Step 1: Review by peers and manager against professional knowledge bases.

6.1.3 Has the Equalities Adviser reviewed this assessment and provided feedback?

Yes

6.1.4 Summary of Equality Adviser's Comments

I am satisfied that this EQIA has been completed, taking the learning from the review of the scheme and identifying the need to collect and monitor equality data from applicants and ward councillors. The EQIA has identified the need to improve reach and diversify the award of grants by increasing the diversity of applicants through publicity and engagement with applicants/potential applicants. The changes to match funding requirements and the introduction of permitted revenue costs will also assist in increasing the diversity of groups that apply for funding.

6.1.5 Step 2: Feedback from Central Bedfordshire Equality Forum

If adopted, the new scheme arrangements and criteria will be presented to the Equality Forum and EF members will be encouraged to promote the scheme amongst their groups.

Stage 7 - Ensuring that the actual impact of proposals are monitored over time

Guidance: Please give details and make clear whether this is already planned, or just a possibility. Clear ownership in terms of team or service must be given.

7.1 Stage 7 – Monitoring Future Impact

An annual report will be produced and published

7.2 How will implementation of the actions be monitored?

By the Community Engagement Manager (lead officer)

7.3 What sort of data will be collected and how often will it be analysed?

Number of applications/ successful/unsuccessful, by sector, local need/community benefit achieved /size of grant awarded

7.4 How often will the proposal be reviewed?

Annually

7.5 Who will be responsible for this?

By the Community Engagement Manager (lead officer)

7.6 How have the actions from this assessment been incorporated into the proposal?

The review findings including results of the EqIA, survey feedback have informed the proposed amendments to the scheme

Stage 8 – Finalising the assessment

8.1 Stage 8 – Accountability and Signing Off

Guidance: Finalised assessments can be used to inform the Equality Section of Committee Reports and should be saved with the strategy. Policy. Project or contract decision file for audit purposes and Freedom of Information requests.

8.2 Has the lead Director/Head of Service been notified of the outcome of the assessment? Yes or No

Yes

Heather Price :

8.3 The Head of Services was notified of the outcome of the assessment on (enter the date here)

12/08/2024

8.4 Has the Equalities Adviser provided confirmation that the Assessment is complete?

Yes

8.4 The Equalities Adviser confirmed that the Assessment is complete:

Wendy Bird – 12 August 2024

**Central
Bedfordshire**

Central Bedfordshire in contact

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Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

16. Corporate Resources OSC Work Programme 2024 - 2025 and Executive Forward Plan

The report provides Members with details of the currently drafted Committee Work Programme and the latest Executive Forward Plan.

Central Bedfordshire Council

5 September 2024

Corporate Resources Overview and Scrutiny Committee

Work Programme and Executive Forward Plan

Responsible Director:

Denis Galvin, Director of Finance

Denis.galvin@centralbedfordshire.gov.uk

Purpose of this report

The report provides Members with details of the currently drafted committee work programme and the latest Executive Forward Plan.

RECOMMENDATIONS

The Committee is asked to:

1. **consider and approve the work programme attached, subject to any further amendments it may wish to make;**
2. **consider the Executive Forward Plan; and**
3. **consider whether it wishes to suggest any further items for the work programme and/or establish any enquiries to assist it in reviewing specific items.**

Overview and Scrutiny Work Programme

1. In 2020 the Council agreed that the purpose and nature of Overview and Scrutiny in Central Bedfordshire was as set out below, in this context the work programme is an important mechanism for delivering on this purpose:-
 - i. An important mechanism for collaborating on long-term policy options of both a corporate and a public concern that prioritises added value
 - ii. A non-Executive led process that considers the views of the public, partners and other stakeholders
 - iii. Decision-makers giving public account for themselves at committees for their portfolio responsibilities
 - iv. Enabling the “voice” of local people and communities to be heard as part of the long-term policy making process.

2. The committee work programme should support the functions set out above and should reflect a balance of items on which the Executive would be grateful for a steer and those items that the overview and scrutiny Committee (OSC), residents or other stakeholders have requested be considered.
3. The committee should also ensure it creates time for Members to consider matters outside of formal meetings as well as providing the opportunity to brief Members informally on some topics. This might mean considering whether all the formal meetings included in the schedule are necessary.

Prioritising impact

4. In determining whether to add an item to the work programme the Committee should ensure it is of genuine value and relevance to the work of the Council. Work programmes should be prioritised to make them flexible enough to accommodate any urgent matters that might arise during the year. Members should also consider whether a briefing for Members on a particular topic, to enhance understanding, should be requested prior to the meeting so that the OSC can achieve its intended outcomes.
5. Items should only be added to the work programme where there is a clear benefit to receiving it and an understanding of the outcomes to be achieved. Not everything should be presented to the Committee, particularly where an item will be of limited impact. Members should focus on a smaller number of items where they can make the biggest difference.
6. When the OSC is considering large or complex issues, Members are encouraged to focus their discussion on a narrow, manageable, area of that issue to achieve maximum value.

Overview and Scrutiny Task Forces

7. In addition to considering the work programme, Members may also wish to consider how each item will be reviewed, i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings. Where an item is a clear priority the Committee might feel it would be preferable for it to be reviewed in a task and finish group or as a single item agenda.

Executive Forward Plan

8. The full Executive Forward Plan can be viewed on the Council's website via the following link: [Executive Forward Plan](#)

Council priorities

9. The work programme of the Committee will contribute indirectly to each of the Council priorities.

Corporate Implications

10. There are no direct corporate implications arising from this report, the implications of proposals will be detailed in full in each report to the Committee.

Legal Implications

11. There are no direct legal implications arising from this report, the implications of proposals will be detailed in full in each report to the Committee.

Financial and Risk Implications

12. There are no direct financial implications arising from this report, the implications of proposals will be detailed in full in each report to the Committee.

Equalities and Fairness Implications

13. In determining what to add to their work programme the Committee should consider items that are important to all residents.
14. There are no direct equality implications or risks arising from this report, the implications of proposals will be detailed in full in each report submitted to the Committee.

Sustainability Implications

15. There are no direct sustainability implications arising from this report, the implications of proposals will be detailed in full in each report submitted to the Committee.

Conclusion and next Steps

16. The Committee is requested to consider the work programme and the indicated outcomes **appended** and to amend or add to it as necessary.
17. Additionally, Members are requested to consider whether there are any matters where they may wish to establish a task force to assist the committee in its work. This will allow officers to plan accordingly but will not preclude further items being added during the year if Members so wish and capacity exists.

Appendices

Appendix A: Committee work programme – scheduled reports

Appendix B: Committee work programme – unscheduled reports

Background Papers

The [Executive Forward Plan](#) can be viewed online at any time via the Councils website.

Report author(s):

Sharon Griffin

Scrutiny Policy Advisor

Sharon.griffin@centralbedfordshire.gov.uk

APPENDIX A - CROSC work programme

Date of meeting	Title of Report/Decision	Reason for report	Main purpose presenting report to OSC	Lead member
05/11/2024	2024-25 Q2 Corporate Performance Report	To update Members on corporate performance in context of the Council's Strategic Plan.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
05/11/2024	Quarterly Budget Monitoring Revenue Budget Monitoring Q2 September 2024	The report sets out the forecast outturn financial revenue position for 2024/25 as at the end of September 2024 (Q2). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
05/11/2024	Quarterly Budget Monitoring Capital Budget Monitoring Q2 September 2024	The report sets out the forecast outturn financial position of the Capital Programme for 2024/25 as at the end of September 2024 (Q2). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
05/11/2024	Council Tax Empty Homes and Second Homes Premium	Review and comment on the proposal to levy the maximum level of premium for empty Homes as set out in the Levelling up and Regeneration Act 2023, with effect from 1 April 2025	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
05/11/2024	Corporate Peer Challenge - Progress Report	As requested at CROSC in April, that an update on the implementation of the action plan from the Corporate Peer Challenge be provided to the Committee.	Performance (reviewing service or budget under-performance)	Leader of the Council and Chair of the Executive Cllr Adam Zerny
05/11/2024	Legal Services Update	To update Corporate Resources Overview & Scrutiny Committee on the delivery of legal services by Pathfinder Legal Services (PLS).	Briefing, Information or any other reason	Executive Member for Finance Cllr John Baker
09/01/2025	Draft Revenue Budget and Medium Term Financial Plan 2025/26 2028/29	The report updates the Revenue Medium-Term Financial Plan (MTFP) approved by Council in February 2024 and proposes the draft Budget for 2025/26 as the basis for consultation.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
09/01/2025	Draft Capital Programme 2025/26 2028/29	The purpose of this report is to seek Executive agreement to the Draft Capital Programme for the Medium Term Financial Plan (MTFP) period 2025/26 to 2028/29 for consultation and to facilitate effective financial management and planning. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
09/01/2025	Draft Housing Revenue Account Budget and Business Plan 2025/26 2028/29	The report sets out the Draft Housing Revenue Account (HRA) Landlord Budget for 2025/26 and Business Plan for 2025/26 2028/29. It sets out proposals that make best use of the investment potential to deliver affordable housing, mitigate pressures in the Council's General Fund (GF), and align to the debt strategy in the context of long term Business Planning and Investment.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
09/01/2025	Fees & Charges April 2025 Changes	This report requests Executive to recommend to Council the approval of the revised Fees and Charges from April 2025, (predominately Social Care Health & Housing (SCHH))	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker

09/01/2025	Traded Services to Schools & Academies for non-statutory services 2025/26	This report requests Executive to recommend to Council the approval of the revised 2025/26 charges for Traded Services to Schools & Academies for non-statutory services.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
09/01/2025	Capital Strategy 2025/26	This report requests Executive to recommend to Council the approval of the Capital Strategy for 2025/26 to facilitate effective financial management and planning.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
09/01/2025	Investment Strategy 2025/26	This report requests Executive to recommend to Council the approval of the Investment Strategy for 2025/26 to facilitate effective financial management and planning.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
09/01/2025	Treasury Management Strategy 2025/26	This report requests Executive to recommend to Council the approval of the Treasury Management Strategy Statement, Prudential Indicators and Minimum Revenue Provision Policy for 2025/26.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
11/02/2025	2024-25 Q3 Corporate Performance Report	To update Members on corporate performance in context of the Council's Strategic Plan.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
08/04/2025	Cross Cutting Efficiencies	To provide the Committee with an update on the delivery of the Cross-Cutting organisational change programmes and associated efficiencies.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
08/04/2025	Quarterly Budget Monitoring Revenue Budget Monitoring Q3 December 2024	The report sets out the forecast outturn financial revenue position for 2024/25 as at the end of December 2024 (Q3). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
08/04/2025	Quarterly Budget Monitoring Capital Budget Monitoring Q3 December 2024	The report sets out the forecast outturn financial position of the Capital Programme for 2024/25 as at the end of December 2024 (Q3). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
08/04/2025	Quarterly Budget Monitoring Housing Revenue Account Q3 December 2024	The report sets out the forecast outturn financial position of the Housing Revenue Account for 2024/25 as at the end of December 2024 (Q3). It sets out spend against the approved budget.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker

APPENDIX B - CROSC Unscheduled reports

Date of meeting	Title of Report/Decision	Reason for report	Main purpose presenting report to OSC	Lead member
TBC	Central Bedfordshire Fairness Task Force	To update Members on Central Bedfordshire's Fairness Task Force	Briefing, Information or any other reason	Cllr M Smith Executive Member for Health and Community Liaison
TBC	Social Value, Policy and Strategy documents	To update Members on the progress of Social Value in the Council	Policy development	Cllr J Baker Executive Member for Finance
TBC	Local Council Tax Support Scheme (Annual - November)	To review and comment on the Council's draft Local Council Tax Support Scheme for 2024/25.	Policy development	Cllr A Zerny Leader
TBC	2024 Residents Survey (Feb 2023 - every 2 years)	To provide an update on the latest residents survey results.	Policy development	Cllr T Wye Executive Member for Sustainability and Climate Resilience