If you require further information about this agenda please contact: Kay Duffy, Democratic Services
Tel: 020 8583 2067 Email: democratic.services@hounslow.gov.uk.

CABINET

A meeting of the Cabinet will be held in the 6th Floor, Hounslow House, 7 Bath Road, Hounslow TW3 3EB on Tuesday, 20 February 2024 at 7pm

MEMBERSHIP

Councillor Shantanu Rajawat - Chair
Councillors Lily Bath, Tom Bruce, Samia Chaudhary, Katherine Dunne, Ajmer Grewal, Shivraj Grewal, Guy Lambert, Sue Sampson and Salman Shaheen

AGENDA

1. Apologies for absence, declarations of interest or any other communications from Members (Members are asked to note the Monitoring Officer's note on interests) ***(Pages 4 - 7)***

2. Minutes of the meeting held on 16 January 2024 ***(Pages 8 - 13)***

Reports to Cabinet - 20 February 2024

3. Delivery Plan Monitoring 2023-24 Q3 ***(Pages 14 - 81)***
Report by Councillor Shantanu Rajawat, Leader of the Council and Cabinet Member for Strategy, Resources and External Affairs

4. Budget 2024-25 ***(Pages 82 - 361)***
Report by Councillor Shantanu Rajawat, Leader of the Council and Cabinet Member for Strategy, Resources and External Affairs

5. Admission Arrangements for London Borough of Hounslow Community Schools for 2025-2026 ***(Pages 362 - 401)***
Report by Councillor Lily Bath,
Cabinet Member for Education, Children, Skills and Employment

6. Allocation and reporting on Community Infrastructure Levy (CIL) and S106 Fund ***(Pages 402 - 468)***
Report by Councillor Tom Bruce,
Cabinet Member for Regeneration and Development

7. Financial Monitoring Update 2023-24 Q3 ***(Pages 469 - 531)***
Report by Councillor Shantanu Rajawat, Leader of the Council and Cabinet Member for Strategy, Resources and External Affairs

(Appendix E is EXEMPT and included below)

8. Any Referrals from Other Council Committees

9. Urgent Business
Any business which the Chair agrees to accept on grounds of urgency.

10. Date of next meeting: Tuesday 18 March 2024 from 7pm

Items Exempt from Publication

11. Exclusion of Press and Public

To resolve that the public and press be asked to leave the meeting during discussion of the remaining items of business because exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972 is likely to be made known.

Please note that members of the public and press must leave the meeting at this point.

12. Financial Monitoring Update 2023-24 Q3 (Exempt Appendix E) ***(Pages 532 - 533)***

13. Any other items which the Chair considers urgent and are exempt from publication

Recording and Reporting on Public Meetings

Please note that members of public can choose to record, or report in other ways, on this public meeting. If you wish to do so then please read the Council's protocol which can be found on the Council's website. Copies of the protocol are also available at the meeting.

The Council asks that you avoid recording members of the audience who are not participants at the meeting. The Council will seek to facilitate this. However, anyone attending a public meeting does so in the knowledge that recording may take place and that they may be part of that record.

DECLARING INTERESTS

Committee members are reminded that if they have a pecuniary interest in any matter being discussed at the meeting they must declare the interest and not take part in any discussion or vote on the matter.

Niall Bolger
Chief Executive
London Borough of Hounslow
Hounslow House
7 Bath Road
Hounslow TW3 3EB

Published on: 12 February 2024

Supporting documents and background papers published electronically only can be supplied in hard copy on request.

London Borough of Hounslow

Updated 6 May 2022

DECLARING INTERESTS
UNDER THE MEMBERS' CODE OF CONDUCT

Members are reminded to consider the categories of interests in the Members' Code of Conduct to determine whether they have an interest in any agenda item and any action they should take. If they have a **disclosable pecuniary interest** or **other registerable interest** in any matter being discussed at the meeting, they must declare the interest and not take part in any discussion or vote on the matter.

Members are reminded to declare the nature of the interest and the agenda item it relates to. Please note that it is the individual responsibility of each Member to declare any interests and to update their register of interests form as required by the Members' Code of Conduct. For further details, please see the attached note from the Monitoring Officer.

If in doubt as to the nature of your interest, you are advised to seek advice prior to the meeting by contacting the Monitoring Officer or Democratic Services.

GUIDANCE NOTE FROM THE MONITORING OFFICER:

DECLARATIONS OF INTERESTS AT MEETINGS

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part 5A of the Council's Constitution.

(1) Disclosable Pecuniary Interests (DPI)

You have a DPI in any item of business on the agenda where it relates to the categories listed in **Appendix A** to this guidance. Please note that a DPI includes: (i) your own relevant interests; (ii) those of your spouse or civil partner; and (iii) those of a person with whom you are living as husband/wife or civil partners. Other individuals, e.g. children, siblings and flatmates do not need to be considered.

Failure to disclose or register a DPI (within 28 days) is a criminal offence.

Members with a DPI, who have not been granted a dispensation, must not seek to improperly influence the decision, must declare the nature of the interest and leave the meeting room (including the public gallery) during consideration of and decision on the item – unless exercising their right to address the Committee.

DPI Dispensations and Sensitive Interests: in certain circumstances, Members may make a request to the Monitoring Officer for a dispensation or for an interest to be treated as sensitive.

(2) Other Registerable Interests

You have a registerable interest in any item on the agenda where it relates to:

(a) Any unpaid directorships;
(b) Any body of which you are a member or in a position of general control or management and to which you have been nominated or appointed by the Council;
(c) Any body:

(i) exercising functions of a public nature;
(ii) directed to charitable purposes; or
(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which they are a member or in a position of general control or management.

Where a matter arises which ***directly relates*** to a Member's financial interests or wellbeing, or to one of their Other Registerable Interests, they must declare the interest and leave the meeting room unless members of the public are also permitted to speak on the item or they have been granted a dispensation.

(3) Declarations of Interests not included in the Register of Members' Interests

Occasions may arise where a matter under consideration would, or would be likely to, affect the wellbeing of you, your family, or close associate(s) more than it would anyone else living in the local area but which is not required to be included in the Register of Members' Interests. In such matters, Members must consider the information set out in paragraph (2) above regarding Other Registerable Interests and apply the same test.

(4) Guidance on Predetermination and Bias

Members should avoid any appearance of bias or having formed a pre-determined view prior to taking a decision. Members' attention is drawn to the guidance on predetermination and bias, particularly the need to consider the merits of the case with an open mind, as set out in the Planning Code of Conduct and the Licensing Code of Conduct. For further guidance on the possibility of bias or predetermination, you are advised to seek advice prior to the meeting.

For further advice, contact:

Rachel McKoy, Director of Law & Governance and Monitoring Officer
Email: Rachel.McKoy@hounslow.gov.uk
Tel: 07929 755 551

APPENDIX A: Definition of a Disclosable Pecuniary Interest

(see Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012)

Subject	Prescribed description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made or provided to the councillor during the previous 12-month period for expenses incurred by the councillor in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an unincorporated body in which such person is a director or a body that such person has a beneficial interest in the securities of) and the Council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.

Corporate tenancies	Any tenancy where (to the councillor's knowledge) — (a) the landlord is the Council; and (b) the tenant is a body in which the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director of or has a beneficial interest in the securities of.
Securities	Any beneficial interest in securities of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

At a meeting of the Cabinet held on Tuesday, 16 January 2024 at 7pm at the 6th Floor, Hounslow House, 7 Bath Road, Hounslow TW3 3EB.

Present:

Councillor Shantanu Rajawat (Chair)

Councillors Lily Bath, Tom Bruce, Samia Chaudhary, Ajmer Grewal, Shivraj Grewal, Guy Lambert, Sue Sampson and Salman Shaheen

1. Apologies for absence, declarations of interest or any other communications from Members (Members are asked to note the Monitoring Officer's note on interests)

The Leader welcomed everyone to the meeting. Councillor Thompson, Leader of the Opposition Group, was in attendance.

Councillor Rajawat noted apologies for Councillor Katherine Dunne, due to other Council business. Apologies were also noted on behalf of Councillor Raza, Chair of the Overview and Scrutiny Committee.

No declarations of interest were submitted.

Councillor Bruce informed the meeting that he had received an email from Councillor Biddolph in relation to Agenda Item 8: Registered Provider Small Sites Programme.

2. Minutes of the meeting held on 12 December 2023

The minutes of the meeting held on 12 December 2023 were agreed and signed by the Chair as a correct record.

3. Council Tax Base 2024/25

See report submitted by Rupa Raghwani, Acting Chief Financial Officer, Agenda Item 3.

Councillor Rajawat reviewed the key points and recommendations of the report, drawing particular attention to the excellent Council Tax collection rate and noting his thanks to the borough's residents for their help in generating what was an important source of income for the Council. Councillor Rajawat then moved the recommendations, which were seconded by Councillor Bath.

Councillor Thompson congratulated officers and added his thanks to that of the Leader in respect of what he described as a very impressive Council Tax collection rate.

The recommendations having been moved and seconded, members considered the report and all the matters contained therein and the recommendations were agreed unanimously by those members present.

Resolved:

a) Cabinet agreed the Council Tax Base for 2024/25 of 90,700.8 in accordance with the calculation in section 5a of the report and in Appendix A of the submitted report.
b) Cabinet agreed that the Council Tax collection rate included in the Council Tax Base calculation of 98.5% as outlined in Section 3 of the submitted report.
c) Cabinet agreed the inclusion in the 2024/25 revenue budget of £650k for incentive schemes within the corporate services contract for additional Council Tax collection

funded from the increase in the Council Tax collection rate.

d) Cabinet agreed to note that the Acting Chief Financial Officer would approve the submission of the NNDR 1 return by the statutory deadline of 31 January 2024 as outlined in paragraph 5.16 of the submitted report.

4. Childcare Sufficiency Annual Report 2022-23

See report submitted by Steven Forbes, Executive Director of Children's and Adults' Services, Agenda Item 4.

Councillor Bath reviewed the key points and recommendations of the report and moved the recommendations, explaining that this annual report provided retrospective data on the provision of childcare places over the previous year. She highlighted the excellent quality of childcare provision across the borough where approximately 99% of nurseries and preschools were rated as either good or outstanding.

Councillor Bath also drew attention to the anticipated challenges for providers as a result of changes in legislation providing additional entitlement to childcare placements for younger children, which was expected to increase the demand on places moving forward and provided assurances that this was an area that the Council would be monitoring. With that Councillor Bath moved the recommendations, seconded by Councillor Rajawat.

Councillor Bruce recorded his thanks to Councillor Bath and officers for their work on the submitted report, noting that the Council recognised the importance of quality early years provision in preparing children for when they start school. He referred to the current challenging circumstances and the impact of the wider economy on this sector and highlighted the importance of supporting the sector in order to meet the requirements and needs of the borough's residents.

The recommendations having been moved and seconded, members considered the report and all the matters contained therein and the recommendations were agreed unanimously by those members present.

Resolved:
Cabinet approved the 2022-23 Childcare Sufficiency Annual Report for publication on the Council's website, as attached at Appendix 1 of the submitted report.

5. 2024/25 Housing Revenue Account Dwelling Rents and Service charges

See report submitted by Phil Cresswell, Executive Director Regeneration and Housing, Agenda Item 5

Councillor Sampson reviewed the key points and recommendations of the report, confirming that the increase of 7.7% to Council social housing dwelling rents would be applied from 1 April 2024. Councillor Sampson moved the recommendations, which were seconded by Councillor Rajawat.

Councillor Bruce described the submitted report as very important and significant, drawing attention to the fact that the majority of social housing residents would not be directly impacted by the proposed rent increase. Whilst it was acknowledged that the Council had the power not to increase rents and charges, or to opt instead for a lower rent increase, such a decision had to be balanced against the implications for the Council's plans to create a sustainable HRA Business Plan.

Councillor Rajawat thanked Councillor Sampson for her report. He wished to stress that the Council reinvested rent receipts back into the borough's housing stock and estates for the benefit of its residents. He indicated that, in the context of the current economic times, the Council had to make a number of difficult decisions in order to ensure that the Council would be able to support those who needed it most.

The recommendations having been moved and seconded, members considered the report and all the matters contained therein and the recommendations were agreed unanimously by those members present.

Resolved:

1.1 Cabinet approved an increase to Council social housing dwelling rents of 7.7% to be applied from 1st April 2024 as set out in Paragraph 3.5 of the submitted report.

1.2 Cabinet approved the increases to tenant service charges from 1st April 2024 as set out in paragraphs 3.8 to 3.12 of the submitted report.

1.3 Cabinet approved an increase in District Heating consumption charges by an average £0.88 per week as set out in paragraphs 3.18 to 3.20 of the submitted report.

1.4 Cabinet approved the proposed consumption charges for other utilities as outlined in paragraphs 3.21 to 3.24 of the submitted report.

1.5 Cabinet approved an estimated leasehold and freehold management fee of £347 per annum with effect from 1st April 2024 with reduced fees for those who received fewer services as set out at paragraphs 3.32 to 3.36 of the submitted report.

1.6 Cabinet approved a 6.7% increase in garage rents for tenants, leaseholders and private lets and that charges for replacement garage locks and barrier keys should not be increased as set out in paragraphs 3.28 to 3.31 of the submitted report.

1.7 Cabinet delegated authority to the Executive Director, Regeneration and Housing in consultation with the Cabinet Member for Housing Management and Homelessness to:

- implement the recommendations made in the submitted report.
- approve the rents and service charges to apply to new dwellings in accordance with the policy statement on rents for social housing in (paragraphs 3.25 to 3.27 of the submitted report).
- approve the charges to be applied for personal consumption of utilities for specific housing schemes where the Council pays the utility bills and needs to recover the cost from tenants (paragraph 3.15 of the submitted report).

6. Estate Investment Capital Programme 2024/25

See report submitted by Phil Cresswell, Executive Director Regeneration and Housing, Agenda Item 6.

Councillor Sampson reviewed the key points and recommendations of the report and moved the recommendations, highlighting Table 1 of the submitted report, which she said illustrated the high level of investment by the Council in its housing stock over the coming five years. The motion was seconded by Councillor Bruce.

Councillor Shaheen recorded his thanks to Councillor Sampson and officers for the report, which he said evidenced the Councils ambitions not only for new homes but its investment in better homes for the borough's residents to live in. Councillor Bath added her support for the Council's proposals not only to maintain housing stock, but to invest in retrofitting homes for the future.

The recommendations having been moved and seconded, members considered the report and all the matters contained therein and the recommendations were agreed unanimously by those members present.

Resolved:

a) Cabinet approved the revised Housing Revenue Account (HRA) Capital Estate Investment Programme proposed for financial years 2023/24, 2024/25 and the indicative programme for the financial years 2025-29, as set out in Table 2, in Section 4 of the submitted document;
b) Cabinet delegated authority to the Executive Director of Regeneration and Housing, to approve variations to the financial year 2024/25 HRA Estate Investment Programme within the overall approved programme budget, set out in Table 2 in consultation with the Cabinet Member for Housing Management and Homelessness;#c) Cabinet approved the associated budget virements to reflect the detail set out in Table 2, in Section 4 of the submitted document, in the 2023/24 and 2024/25 HRA capital programmes.

7. Housing Revenue Account Business Plan 2024

See report submitted by Phil Cresswell, Executive Director Regeneration and Housing, Agenda Item 7.

Councillor Sampson reviewed the key points of the report and moved the recommendations. Councillor Bruce seconded this motion and expressed his view that a number of the reports on this evening's agenda illustrated the Administration's commitment to its manifesto pledges, which he said were particularly important when viewed in the context of recent economic difficulties.

Councillor Rajawat recorded his thanks to councillors Sampson and Bruce and officers for their work to successfully refresh the business plan within barely a year of doing so in early 2023. He reflected on the wide-reaching ramifications of current government policy and the management of the wider economy, which he said set the scene for the challenges this Council would face as it moved forward to set its budget in February.

The recommendations having been moved and seconded, members considered the report and all the matters contained therein and the recommendations were agreed unanimously by those members present.

Resolved:

1. Cabinet approved the 2024 update of the Housing Revenue Account (HRA) Business Plan, at Appendix 1 of the submitted report.
2. Cabinet approved the rephasing the Council House Building capital programme, including the associated budget virements, as set out at Confidential Appendix 2 of the submitted report.

8. Registered Provider Small Sites Programme

See report submitted by Phil Cresswell, Executive Director Regeneration and Housing, Agenda Item 8.

Councillor Bruce declared receipt of correspondence from Councillor Joanna Biddolph, who had raised concerns about the previous work of one of the registered providers identified. He sought to provide assurances that, whilst he was not prepared to defer the submitted proposals, he would raise the matter with officers to work through any issues raised on the location in question.

In reviewing the key points and recommendations of the report, Councillor Bruce noted that the Council had looked at every possible site, which would contribute significantly to the

Council's available housing stock. Councillor Bruce then moved the recommendations, seconded by Councillor Sampson.

Councillor Lambert acknowledged that some of the sites identified might be considered controversial but was confident that, once completed, the conversions would be supported by residents. Given the level of housing need identified in the borough, he expressed his support for anything that could be done to provide new homes to meet that need.

Councillor Thompson acknowledged Councillor Bruce's comments in relation to Councillor Biddolph's concerns, which he believed were valid. He added that, whilst he had no objection in principle to the conversion of disused garage sites to housing, those providers carrying out the work needed to build what they said they were going to build and to do so in accordance with planning regulations.

The recommendations having been moved and seconded, members considered the report and all the matters contained therein and the recommendations were agreed unanimously by those members present.

Resolved:

1.1. Cabinet approved the disposal of the Garage Block Opposite 97-101 The Hollands, Park Road TW13 6PR to Cromwood Housing Group for the development of residential accommodation as detailed in paragraph 3.6. and Appendix 1 of the submitted report.

1.2. Cabinet approved the demolition of the Garage Blocks adjacent to the Bungalow at The Hollands, Park Road TW13 6PR by Cromwood Housing Group as detailed in paragraph 3.7 and Appendix 1 of the submitted report, subject to planning permission.

1.3. Cabinet approved the transfer of ownership for four existing Council garage sites to Habinteg Housing Association as detailed in paragraph 3.8 and Appendix 1 of the submitted report.

1.4. Having approved recommendations 1.1 and 1.3, Cabinet delegated authority to the Executive Director of Regeneration and Housing, in consultation with the Portfolio Holder for Regeneration and Development, to agree the final capital receipts for the sites listed below subject to viability assessment:

a. Garage Block and land adjacent to 13-22 Hartland Road Isleworth W7 6RH.
b. Garage Block Adjacent 25-36 Beaconsfield Close, Chiswick, London, W4 4EL.
c. Garage Blocks adjacent to and behind 27, Becketts Close Feltham North TW14 0BG.
d. Garage Block at Cedar Road TW14 8EU.
e. Garage Block Opposite 97-101 The Hollands, Park Road TW13 6PR.

1.5. Having approved recommendations 1.1-1.4, Cabinet delegated authority to the Executive Director of Regeneration and Housing, in consultation with the Portfolio Holder for Regeneration and Development:

a. To agree the final terms and conditions of each small site disposal.
b. To initiate such legal steps as may be required to extinguish or divert any highway or other public rights which might otherwise impede development in accordance with the Council's own constitution and other statutory requirement.

1.6. Having approved recommendations 1.1-1.5, Cabinet delegated authority to the Executive Director of Regeneration and Housing in consultation with the Portfolio Holder for Regeneration and Development, to appropriate all garage/ parking/ land sites within each batch of the small sites programme for planning purposes, subject to the grant of planning permission for development (Paragraph 6.7 and 6.8 of the submitted report).

9. Any referrals from other Council committees

There were no referrals from other Council committees.

10. Urgent Business

No urgent business was raised.

11. Exclusion of Press and Public

Councillor Chaudhary moved the recommendation to resolve that the public and press should be asked to leave the meeting at this point for the discussion of the remaining items of business because exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972 was likely to be made known. This was agreed by all members present.

Before asking that the live broadcast of the meeting be stopped and that any members of the public and press in attendance should leave the meeting, Councillor Rajawat confirmed that the date of the next scheduled meeting was 20 February 2024.

12. Housing Revenue Account Business Plan - (Exempt Appendix)

See report submitted by Phil Cresswell, Executive Director Regeneration and Housing, Agenda Item 12.

Resolved:
Cabinet noted the exempt appendix, linked to the substantive report at Agenda Item 7.

13. Registered Provider Small Sites Programme - (Exempt Appendix)

See report submitted by Phil Cresswell, Executive Director Regeneration and Housing, Agenda Item 13.

Resolved:
Cabinet noted the exempt appendix, linked to the substantive report at Agenda Item 8.

14. Any other items which the Chair considers urgent and are exempt from publication

No other urgent items were raised.

15. Date of next meeting: Tuesday 20 February 2024

The date of the next scheduled meeting was noted by members.

The meeting finished at 7:31pm. The minute taker at this meeting was Kay Duffy

London Borough of Hounslow

Report for: ACTION	
Contains Confidential or Exempt Information	***N***
Cabinet Key Decision	***N***

Report Title	Delivery Plan Monitoring Q3 2023/24
Member Reporting	Councillor Shantanu Rajawat Leader of the Council and Portfolio Holder for Strategy, Resources and External Affairs
Contact Details	Andrew Cox, Interim Executive Director of Finance and Resources. andrew.cox@hounslow.gov.uk
For Consideration By	Cabinet
Date to be Considered	Tuesday, 20 February 2024
Affected Wards	(All Wards);
Keywords/Index	

1. Details of Recommendations

Cabinet is asked to:

1. Note progress to date with the programmes within the People Portfolio as set out in Appendix 1
2. Note progress to date with the projects within the Place Portfolio as set out in Appendix 2
3. Note progress to date with the projects within the Capital Portfolio as set out in Appendix 3
4. Note progress to date with the projects within the Digital Portfolio as set out in Appendix 4

2. Report Summary

The Delivery Plan was approved by Cabinet on 5 July 2022 and Council on 20 September 2022.

This report provides an update to Cabinet on progress with the Delivery Plan, with a particular focus on progress to date on projects and programmes within all four portfolios, highlighting their overall status, what has been achieved and the key activity planned over the coming period

Official

3. Background

3.1 The Delivery Plan, which was approved by Cabinet on 5 July 2022 and Council on 20 September 2022, describes the activity that the Council will deliver to meet the priorities, objectives and ambitions set out within the Corporate Plan and the process and approach that will be followed to monitor progress and ensure success.

3.2 It details the Council's large, ambitious programmes and projects that impact across the whole (or large part of) the organisation, place or population and the activity that is taking place to ensure that the Council has the systems, processes and structures in place and is prioritising its capital investment to enable the delivery of high-quality public services.

3.3 All projects and programmes in the Delivery Plan follow the One Hounslow Approach to Project and Programme Management (PPM), with business case development, benefits tracking and regular monitoring being fundamental to this approach. The approach is recognised as adding rigour and corporate visibility to ensure well informed decision making in accordance with the strategic priorities set out in the Corporate Plan.

3.4 In December 2022, as part of the Delivery Plan Monitoring Q2 2022/23 report, Cabinet agreed that the Delivery Plan be split into two portfolios: People and Place. The People Portfolio is made up of programmes and projects associated with transforming the council's services and offer to residents. The Place Portfolio is made up of programmes and projects associated with the development activity to the built and natural environment, primarily capital funded, to transform a place in line with the council's strategic objectives.

3.5 In March 2023, as part of the Delivery Plan Monitoring Q3 2022/23 report, Cabinet agreed to the creation of the Capital Portfolio, recognising that whilst the two portfolios represented a large proportion of the council's project activity, much of which is capital funded, they did not include the totality of the capital spend. The Capital Portfolio is made up of capital funded programmes and projects that are not in scope of either the People or Place Portfolios. Monitoring of the Capital Portfolio in this report is aligned to the programme headings in the 2023/24 – 2026/27 Capital Programme approved by Council in February 2023.

3.6 In September 2023, as part of Delivery Plan Monitoring Q1 2023/24, Cabinet agreed the creation of the Digital Portfolio as in part this had been operating as a Portfolio since the Digital Strategy was approved, and to ensure alignment with the Delivery Plan as whole and a consistency across all of our major corporate projects and programmes.

3.7 The Delivery Plan proposed that a report describing progress for all projects and programmes in the Delivery Plan should be presented quarterly to Cabinet and Overview and Scrutiny Committee to provide elected Members with oversight of the Delivery Plan and the opportunity to scrutinise progress in between the formal decision-making gateways.

Official

4. People Portfolio progress

4.1 Appendix 1 provides a summary of progress with the programmes within the People Portfolio.

4.2 All programmes are progressing well with RAG ratings at either green (8) or amber (6) – no programmes are red.

4.3 A new Health and Social Care Integration programme has been initiated and included in the People portfolio. The first tranche of work is to identify and assess strategic delivery vehicle options and models of care for overseeing and organising integrated health and social care in Hounslow and to design a new model of care for frailty services.

4.4 In Q3 the following were agreed by Cabinet:

- Leading Hounslow and Organisational Design report
- Hounslow Companies Governance report
- Localities Model and Community Hubs Programme update and next tranche of delivery
- Children's Model of Care Programme Strategic Business Case update
- Safer Communities Improvement Strategic Business Case
- SEND and Alternative Provision Strategic Business Case

4.5 Other progress in this period includes:

- Soft launch of the Hounslow Community Hub and second campus site at Feltham Library
- Positive feedback received from Department for Education on SEND Written Statement of Action and Safety Valve submissions
- Liberata Deed of Variation agreed and signed
- Lampton Group Articles of Association approved and filed with Companies House

4.6 On Independent Living, a proposal has been agreed by CLT to formally close programme delivery by end of March 2024 and move to a Community of Practice style model to focus on prevention as part of business as usual. Further updates will be provided on this in Q4.

4.7 Key priorities in the People portfolio in the next period are to maintain progress and momentum on delivery, ensure those programmes with cashable financial benefits identified accelerate progress where appropriate, and to ensure that interdependencies across the various programme are better understood and managed.

5. Place Portfolio Progress

5.1 Appendix 2 provides a summary of progress with the projects within the Place Portfolio split across the five programme areas:

- Bedfont, Feltham and Hanworth

Official

- Central Hounslow
- Chiswick
- Cranford & Heston, Hounslow West
- Isleworth, Brentford, Osterley

5.2 Programme Boards are in place each of these programme areas to plan, recommend, co-ordinate and oversee project activity in these areas, as part of the council's place-based decision-making approach.

5.3 The following projects are currently assessed as red:

1. Hanworth Park House (new build)

In April 2023, planning permission was granted for the restoration, conversion and extension of the Grade II listed Hanworth Park House for community and office use with outline consent granted for up to 300 new homes, including 120 affordable homes, and restoration and enhancement of the adjacent woodland for public use, subject to a Section 106 agreement in April 2023.

Solicitors acting for all parties are continuing to negotiate the s106 agreement, with viability review mechanisms to support future delivery. Once the agreement is in place, the GLA will be able to carry out the Stage 2 review. Progress is monitored by Place Portfolio Board.

2. Convent Way

In June 2021, residents of Convent Way estate voted in favour of the regeneration of their estate. The proposal is for in the region of 1,800 homes to be delivered over a number of phases, together with play and open space and landscaping and a planning application was submitted in 2022. Changes in the economic climate in recent years have meant a review of the delivery approach is required to identify the best way to achieve a successful regeneration.

A Development Advisor has been appointed to prepare a Delivery Strategy, which will require a range of delivery options to be explored, the design principles and objectives to be reviewed and soft market testing. This is scheduled to be completed by the end of March 2024.

3. Charlton House/Albany House Regeneration

In October 2023, Cabinet approved the budget for the appointment of a contractor to deliver the Pre-contract Services Agreement (PCSA). The contractor is expected to be appointed in early 2024. There was a delay in reaching this stage of the project due to contract negotiations required to reflect changes introduced under the Building Safety Act 2022. The final contract sum, specification and programme will be agreed at the end of the PCSA. A further report including a Final Business Case, contract sum, and recommendation for the appointment of the Main Contractor to redevelop the Estate will be brought to Cabinet for approval.

There is an expectation that the scheme costs are likely to increase due to the increased cost of materials and shortages in the supply chain and labour which

Official

are affecting development across London. Cost management through the PCSA period is essential and will be rigorously undertaken by the council with their advisors. There is also a risk of insufficient power supply to meet demand. Action to address this risk is being taken in partnership with the relevant statutory authorities.

As of January 2024, agreements have been reached on the majority of residential leaseholders, and commercial leasehold negotiations are ongoing. The CPO inquiry is scheduled for early February 2024. A third of tenants have moved since the approval of the rehousing plan in October 2023. Many of the remainder will be moving a new build property at Brentford High Street (Block D) following its delayed completion in April 2024. Residential vacant possession of the estate is expected in Summer 2024.

4. Waterman's Centre (former police station)

In 2021, planning permission was granted to redevelop the ex-Brentford Police Station to provide at least 105 new homes, 484m^2 of retail space and a new culture and theatre centre to enable the relocation of the Waterman's Arts Centre from Albany Riverside. In July 2023, Cabinet considered the current development proposals and approved recommendations to address the identified funding gap and improve viability. The landowner is intending to implement the planning application by April 2024.

To ensure that the redevelopment is delivered as planned, a dedicated project lead is being appointed.

5. Land adjacent to Bellevue Court, 141-149 Staines Road, Hounslow

Works on site have been paused for some months but the issues that caused this have now been resolved and construction has resumed.

5.4 In Quarter 3, quality assurance of monthly project status reporting has enabled improved monitoring and spatial priorities for each Place Programme Board area to inform place-based decision making have been established.

5.5 Key priorities for the Place Portfolio over the next period are to improve budget information and financial profiling to enable the effective monitoring of spend against budget and develop more detailed project plans to enable better delivery reporting.

5.6 Key risks for capital projects in both the Place and Capital Portfolios continue to be inflation, increased cost of materials, shortages in the supply chain and labour market, increased cost of borrowing, delays to utility connections and the financial impact of this on existing contracts and availability of sufficient power supply to meet demand.

6. Capital Portfolio Progress

6.1 Appendix 3 provides a summary of progress with the projects within the Capital Portfolio.

6.2 The following programme is currently 'red':

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1. Lindon Bennett Nursery at St Richards School

The delivery of a nursery for children with Special Educational Needs (SEND) would require the council to enter into with the Diocese of London who own St Richards Church of England School in Feltham. The project has been paused while lease negotiations are ongoing.

6.3 In Quarter 3, the capital pipeline has been reviewed and refreshed as part of the Capital Strategy refresh and a range of capital governance flows proportionate to the value and appropriate for different procurement routes have been developed, ensuring rigour and effective decision-making without undue process.

6.4 The key priorities over the next quarter are to roll out a programme of training on the One Hounslow PPM (Project and Programme Management) Approach to all Capital Project Delivery Managers.

7. Digital Portfolio Progress

7.1 Appendix 4 provides a summary of progress with the projects within the Digital Portfolio.

7.2 There are a range of projects and programmes within the Digital Portfolio to deliver the Digital Strategy. The vision is to use digital to create connected and inclusive communities in Hounslow supported by innovative and digitally optimised services.

7.3 There is also strong alignment with the Digital Inclusion Commitment where the vision is for a digitally inclusive borough, where everyone has the confidence, skills, and access to be able to interact online.

7.4 Update on Digital Inclusion Commitment

The work remains on track to achieve 1,000 individuals trained at digital skills sessions by the end of the year across twelve locations around the borough; we have trained 751 to date with 19 volunteer resident Digital Champions are in place. New locations have been added to the schedule including Bedford, Holy Trinity Church and Feltham Assembly Hub.

Rollout of laptops continues with Our Barn, with 75 laptops being given out in Q3 which meant we achieved our target of providing 1,000 refurbished laptops to our residents.

The Digital Festival took place in November with over 40 sessions aimed at increasing Digital skills, 200 people attended a range of different sessions. This also aligned with internal Digital Ambassadors and we will be onboarding a new cohort in April 2024.

Planning is underway to bring Digital Drop-in sessions to Boat dwellers, Brentford FC community charity, a refugee digital skills employability workshop and local GP surgeries.

Official

The continued growth and success of our resident Digital Inclusion provision has led LBH to be a leader amongst London Councils and in November we launched a 3-part workshop (along with LOTI and Brent Council) to inform and support other councils with moving their Digital Inclusion provision from strategy to implementation.

7.5 The portfolio is generally performing well with 22 green, 1 amber and 3 red projects.

1. Property, Assets, Planning & Spatial.

Whilst the project is red because the original planned October 2023 launch was unachievable, considerable work has taken place to progress. A review of the plan has taken place, targeting a new launch date at the end of March 2024. We have undertaken intensive configuration workshops, supported by the supplier, which have increased confidence in the configuration and processes.

Training for super-users across the service area is underway in Hounslow house enabling teams to fully focus on the work. Data migration took place in January and configuration and testing will continue through to the end of February. Engagement sessions with Members and resident's groups are to be organised during February.

2. Community Enforcement & Regulatory Service Improvement

The project is red because essential deliverable customer-facing features of the software have not yet been developed by the supplier and no firm delivery date has been forthcoming.

A draft options appraisal document has been produced for review by Digital Strategy Board including a recommendation to move forward. Additional funding will be required to deliver on the recommended route if agreed by the board. Senior stakeholder discussions with the supplier are ongoing, a new supplier project manager has been appointed. A new project delivery plan is under development based on the recommended option.

3. Fleet Management System

The project is red as there was a requirement to reprocure due to issues with the contract. This re-procurement exercise has now been completed with a new supplier awarded and the contract signed. A new project plan will be agreed and will then move the project to green.

7.6 Key achievement in Q3 was the go live of the first phase of the core Housing system, this includes the core people and property database, rents, repairs, voids and Private Sector Leasing. This is a key platform and will be built upon over the next 12 months.

7.7 Key priorities for the Digital Portfolio over the next period are to rectify reporting issues with the time recording solution in the Portfolio Management product.

Official

Additionally, we will begin reviewing the resource planning features of the system, assessing suitability to improve tracking and visibility of resource utilisation and availability within Digital, supporting better planning.

7.8 Key challenges impacting the portfolio remain in areas of resource retention and availability of subject matter expert resources within service areas to participate in project delivery which will require backfill or additional dedicated resources.

8. Financial Details

a) Financial Background

8.1 Funding to deliver the programmes within the People Portfolio has been allocated from the One Hounslow Transformation reserve, with drawdowns against this budget allocation approved by Cabinet (either through Business Case approval or specific approvals) or Chief Officer Decision in accordance with the agreed delegation.

8.2 Financial benefits (savings) that will be delivered by programmes in the Delivery Plan are a critical component of the One Hounslow Financial Strategy. Based on work completed to date there are an indicative £8.6m savings that will be delivered by the People Portfolio with work underway in a number of programmes to identify additional opportunities for savings.

8.3 Refinement of opportunities for and articulation of how savings will be delivered will be completed as Programmes and their constituent projects progress and business cases are updated. Benefits will be tracked and monitored through a robust benefits management process.

8.4 The Council's Revenue Budget for 2024/25, which will be approved by Council on 27 February 2024, includes efficiencies totalling £1.5m to be delivered in 2024/25 by programmes in the People Portfolio of the Delivery Plan. These are set out at a programme level in the table below.

Programme	**2024/25 savings / £**
Third Party Spend	386,000
Transforming our Community Experience (TCE)	180,000
Organisation Design	811,000
Safer Communities	112,000
Total	**1,489,000**

8.5 As further efficiencies, over and above the figure above, are realised, the efficiencies will be held as in year underspends and formally built into the budget when the One Hounslow Financial Strategy is refreshed.

8.6 The projects within the Place and Capital Portfolio are funded by the council's Capital Programme (General Fund and HRA), with budget approvals and

Official

authority to progress at each stage being granted in accordance with agreed governance processes and the council's Financial Regulations.

8.7 The projects within the Digital Portfolio are funded primarily through the budget allocation to the Digital Strategy capital programme, previously approved by Cabinet, this is a rolling programme of work. Some Tech Enabling programmes are funded through the HRA Estate Investment capital programme and One Hounslow Transformation Reserve. Budget approvals and authority to progress at each stage being granted in accordance with agreed governance processes and the council's Financial Regulations.

b) Comments of the Chief Financial Officer

8.8 This report updates Cabinet on the progress with the Delivery Plan, with the appendices to the report providing information on the status of the programmes/projects within the portfolios.

8.9 This report has no direct financial implications.

8.10 Each of the programmes/projects needs to be delivered within its approved budget with any requests for additional resources being subject to the availability of financial resources and the appropriate governance processes.

9. Legal

a) Legal Details and comments of the Director of Law and Governance and Monitoring Officer

9.1 Members will note that there are no direct Legal implications of the Delivery Plan as confirmed in paragraph 8.7 above. All projects and programmes will be delivered in accordance with the Council's Constitution and any relevant legislation.

9.2 Cabinet is asked to note the progress made to date with the People, Place, Capital and Digital Portfolios as set out in the Appendices to this report.

9.3 The subject report is being reported to Cabinet pursuant to paragraph 2.18 of the Report CEX632 titled 'Corporate Plan, Delivery Plan, and Financial Strategy", agreed by Cabinet on 5 July 2022 which confirmed that progress for all projects and programmes in the Delivery Plan will be presented quarterly to Cabinet and Overview and Scrutiny Committee.

9.4 Members will note that there are no direct finance implications arising from this report. Equalities, human rights, climate emergency, value for money and risk management considerations are addressed through the One Hounslow Business Case approach, as confirmed in paragraphs 10 to 13 (inclusive) below.

10. Equalities, Human Rights and Community Cohesion

10.1 There are no direct implications arising from the Delivery Plan; however, the factors will be fundamental considerations for all projects and programmes in developing their offers, designs and business cases.

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10.2 The One Hounslow Business Case approach includes an Equalities, Diversity and Inclusion Case (an additional case to the HM Treasury five case model) so that an understanding and the implications of proposals from an Equalities, Diversity and Inclusion perspective are central to decision-making with a focus from the beginning of a programme / project on identify opportunities to make a positive difference.

11. Climate Emergency Considerations

11.1 There are no direct implications arising from the Delivery Plan; however, the climate emergency will be a fundamental consideration for all projects and programmes in developing their offers, designs and business cases.

11.2 The One Hounslow Business Case approach includes an Climate Impact Case (an additional case to the HM Treasury five case model) so that an understanding and the implications of proposals from an Climate Emergency perspective are central to decision-making with a focus from the beginning of a programme / project on identify opportunities to make a positive difference.

12. Value For Money

12.1 Value for money assessment is a fundamental component of the One Hounslow Business Case and is central to decision-making to assess whether the investment to deliver the proposal is value for money to deliver the objectives and benefits identified.

13. Risk Management

13.1 Risk Management is a fundamental component of the One Hounslow Approach to Project and Programme Management, with the approach aligned to the Corporate Risk Management Strategy 2022-24.

13.2 All Programmes and Projects have a risk register which is regularly reviewed and is reported on through the regular reporting cycle.

14. Links to Council Priorities

14.1 The Delivery Plan and its constituent portfolios, programmes and projects are fundamentally concerned with delivering activity that relates to all of the council priorities.

15. Staffing/Workforce and Accommodation implications.

15.1 There will be staffing / workforce and accommodation implications arising from the programmes and projects within the Delivery Plan. All such implications will be identified in business cases and any change will be managed in accordance with the Council's Constitution, the relevant organisational policies and relevant legislation.

16. Property and Assets

16.1 There will be implications for property and assets arising from the programmes and projects within the Delivery Plan. All such implications will be identified in business cases and any change will be managed in accordance with the

Official

Council's Constitution, the relevant organisational policies and relevant legislation.

17. Appendices

17.1 Appendix 1 – People Portfolio Status – Q3 2023/24

17.2 Appendix 2 – Place Portfolio Status – Q3 2023/24

17.3 Appendix 3 – Capital Portfolio Status – Q3 2023/24

17.4 Appendix 4 – Digital Portfolio Status – Q3 2023/24

18. Background Information

18.1 Agenda item 3 – https://memberservices.hounslow.gov.uk/ieListDocuments.aspx?CId=571&MId=12529

REPORT ENDS

Official

People Portfolio Status Report – Q3 2023/24

The report shows overall Programme status and for constituent Projects. A RAG status of grey means the project is at initiation stage or the status does not currently apply, blue means complete.

People Portfolio Status	Amber

General overview

- New Health and Social Care integration programme has been initiated and included in the portfolio
- All programmes are progressing well with RAG ratings at either Green or Amber – 8 Programmes at Green and 6 at Amber. No programmes are red.
- Business case and Cabinet report updates have been provided in Q3 on Hounslow Companies; Organisational Design – Leading Hounslow 2; Children's Model of Care; Safer Communities Improvement; Localities and Community Hubs; and SEND and Alternative Provision
- Key progress in period includes soft launch of the Hounslow Community Hub and second campus site at Feltham Library; positive feedback received from Department for Education (DfE) on SEND Written Statement of Action and Safety Valve submissions; Liberata Deed of Variation agreed and signed; Lampton Group Articles of Association approved and filed with Companies House.
- Independent Living - proposal has been agreed by CLT to formally close programme delivery by end of March 2024 and move to a 'Community of Practice' style model to focus on prevention as part of business as usual.
- Housing Improvement - focus has been on the development of a Service Improvement Plan (SIP) to identify the priorities and actions to deliver improvements to housing services

Savings

- As part of closing the gap, three programme savings proposals were approved in November Cabinet for savings to be removed from budgets in 2024/25. Further proposals have been identified to proceed to February Cabinet and remaining proposals are being developed.
- To facilitate this, Programmes have completed detailed benefit profiles for cashable benefits, which identifies RAG rating, how the benefits will be delivered, ownership for delivery, measures and the assumptions linked to this.
- A further breakdown on the RAG status of savings is provided in the report. This is the current position and not the full quantum of savings expected from programmes in the portfolio.

Funding & Resource

- Additional funding included in the One Hounslow Transformation Reserve by Cabinet Approval in November 2023 to cover all anticipated costs and drawdowns in 2023/24. Additional budget to be added to the reserve through 2024/25 budget setting.

Green Programmes	Amber Programmes	Red Programmes
Adult Social Care System Reform	Children's Model of Care	
Future Assets Strategy (FAS) / Localities Community Hub Model	Housing Improvement	
Health and Social Care Integration	Independent Living	
Organisational Design	SEND and Alternative Provision	
Radical Overhaul of Consultation and Engagement	Support Services Review	
Safer Communities	Transforming our Community Experience	
Third Party Spend		
Youth Skills and Employment Guarantee		

People Portfolio Status Report – Q3 2023/24

The report shows overall Programme status and for constituent Projects. A RAG status of grey means the project is at initiation stage or the status does not currently apply, blue means complete.

Programme	Programme Status	Commentary	Achievements in the last period	Planned activity in the next period
Adult Social Care System Reform	Definition Schedule Budget Cashable Financial Benefits Non Financial Benefits Stakeholders Resources **Project Status** Sufficiency Increasing Independence Efficient Use of Resources Legislative Reform	• The overall status for the programme remains green Cashable Financial benefits **24/25** £500k **25/26** £500k **26/27** £1,000k	• Final (draft) report for the business process redesign with Liberata re client contributions. • Secured SME social work resource for targeted reviews as part of Increasing Independence Project. • Project Board and multiple internal and external stakeholder meetings re increasing extra care capacity. • Feedback provided on draft report from Shared Lives Plus. • Programme Board decision to focus on three main priorities relating to income collection in next six months. • Care Quality Commission (CQC) have announced that Hounslow will be one of the first to be inspected under the new regime. • Positive feedback following the second mock CQC inspection.	• Preparation for March Cabinet incl. updated Programme Strategic Business Case (to secure Tranche Two funding), and business cases / decisions relating to increasing extra care housing capacity, the increasing independence project, Shared Lives Plus, and business process redesign with Liberata. • Final report for the business process redesign with Liberata re client contributions. • Additional project management resources secured. • Draft targeted review approach and template produced. • Final report and business case from Shared Lives Plus. • Programme Board discussion on pipeline of new initiatives for Tranche Two. • CQC inspection underway.

People Portfolio Status Report – Q3 2023/24

The report shows overall Programme status and for constituent Projects. A RAG status of grey means the project is at initiation stage or the status does not currently apply, blue means complete.

Children's Model of Care

Discovery	
	Schedule
	Budget
	Cashable Financial Benefits
	Non Financial Benefits
	Stakeholders
	Resources

Project Status
Mindset and Culture Change
Family Hubs Project
Placement Sufficiency
Target Operating Model (TOM)
Workforce Development
Supporting Families
Branding and Communications

- The programme is broadly on track against some of the relevant criteria i.e. schedule, benefits definition and stakeholder engagement.
- However there are slippages in some key projects which whilst not threatening the overall end date of the programme have consequences on the expected timing of benefits realisation.

Cashable Financial benefits		
24/25	**25/26**	**26/27**
	£228k	£886k

- Updated Programme Strategic Business Case agreed at Cabinet
- Full Business Case developed and planning application submitted [Placement Sufficiency: Bedfont Lane Children's Home].
- New Children's Social Service workforce training programme approved by the board [Workforce Development].
- Outstanding questions on database solution resolved with proposed supplier and process mapping commenced [Supporting Families].
- Three Parent Infant Practitioners and a Parent Infant Psychotherapist recruited [Family Hubs].
- Outline LBH Guarantor Policy and Outline Post Adoption Contact Model developed [Target Operating Model].
- Discovery phase progressing with completion of environmental surveys for pre-application planning advice [SEND Children's Home and Short Breaks Re-provision].
- Review of Wellbeing and Ways of Working findings presented to Project Board [Workforce Development].

- Secure Cabinet approval of Full Business Case and supporting decisions [Bedfont Lane Children's Home].
- Complete recruitment of and appointment to Family Navigator positions @ 3 [Family Hubs].
- Finalise and agree plans for Oral Health work (parent workshops and fluoride varnish events) at the Hubs [Family Hubs].
- Obtain approval to funding for data solution from Programme Board and Authority to Award from Procurement [Supporting Families].
- Obtain Programme Board approval of Project Initiation Document (PID) [Target Operating Model].
- Finalise Strategic Business Case and commence approval process [Fostering Sufficiency].
- Finalise Strategic Business Case including a robust options appraisal, reworked financial benefits, operating model(s) and project plan [SEND Children's Home & Short Breaks Re-provision].
- Commence benchmarking research into pay, benefits and job descriptions with neighbouring local authorities [Workforce Development].

People Portfolio Status Report – Q3 2023/24

The report shows overall Programme status and for constituent Projects. A RAG status of grey means the project is at initiation stage or the status does not currently apply, blue means complete.

FAS / Localities Community Hub Model	Discovery Schedule Budget Cashable Financial Benefits Non Financial Benefits Stakeholders Resources **Project Status** Feltham Pathfinder	• The programme is on track this month, two Feltham Hubs now live • Hounslow House Community Hub soft launch was on 11/12/24	• Delivery of the second campus site at Feltham Library and Community Hub at Hounslow House • Agreed the new FAS and Localities Model governance structures • Cabinet report agreed on the acceleration of the Localities Model • Discovery and Design activities include the plan for locality model across the Borough and weekly planning meetings for Brentford and Cranford • Engagement and Communications: External - plan for next phase of engagement for FAS and Locality Model. Internal- Lunch & Learn at Hounslow House in early 2024	• Development of Localities Community Hubs Strategic Business Case due Spring 2024. To be aligned with Future Asset Strategy, also due Spring 2024. • Continue Discovery and Design activities for locality model across the Borough and weekly planning meetings for Brentford and Cranford • Continue joint working between TCE, Family Hubs and Community Hubs teams • Engagement and Communications: External - commence the delivery of the next phase of engagement for FAS and Locality Model. Internal- Lunch & Learn at Hounslow House in early 2024
Health and Social Care Integration	Initiation Schedule Budget Cashable Financial Benefits Non Financial Benefits Stakeholders Resources	• Programme progressing according to plan	• PwC (Consultancy partner) have met with key stakeholders in Health and Social Care in Hounslow through 1-2-1 meetings and workshops to develop an understanding of the current landscape in Hounslow • PWC have conducted desk-based analysis and research to inform the policy and population demographics aspects of the case for change • Development of benefits realisation model for the frailty Model of Care • Data requests to all partner organisations asking for total spend data for all Hounslow residents • Council Health Prospectus has been created and shared	• Continued engagement with stakeholders • Finalise Model of Care for frailty for circulation • Completion of an outline business case for frailty cohort/services • Completion of a Strategic Business Case for change with partnering options for integrated health and social care services • 1:1 briefings in preparation for the CEO BBP meeting

People Portfolio Status Report – Q3 2023/24

The report shows overall Programme status and for constituent Projects. A RAG status of grey means the project is at initiation stage or the status does not currently apply, blue means complete.

Housing Improvement	Definition Schedule Budget Cashable Financial Benefits Non Financial Benefits Stakeholders Resources	• The programme remains amber. Progress has continued across the programme of work, although the focus is changing, moving away from the workstream approach to focus on service improvement activities across priority areas within Housing. • Plans are being pulled together to develop one overarching Service Improvement Plan (SIP).	• Senior Project Manager joined the team and has been on-boarded. • A draft service improvement plan has been formulated and is being developed. • The draft plan has been shared with the service team and wider senior leaders. • The current risk register has been reviewed and needs revision & further development.	• Continue to develop the revised Service Improvement Plan (SIP). • Confirm priority areas for inclusion in the SIP. • Deliver priority actions within the SIP • Develop a project initiation document to formalise the scope in detail. • Further development of the risk register / full risk review and analysis
Independent Living	Discovery Schedule Budget Cashable Financial Benefits Non Financial Benefits Stakeholders Resources **Project Status** Floating Support Proactive Interventions	• Proposal has been agreed to formally close programme delivery by end of March 2024 and move to a 'Community of Practice' style model to focus on prevention as part of business as usual. • A Programme closure report will be developed	• Set out plan for formal completion of programme by Mar 24 (in line with SBC authorised term from April 2023 - March 2024) • Independent Living Board / CLT approved plan • Initial engagement with BAU service areas / other programmes that may be required to absorb some projects and workstreams • Work continued to progress across all other projects and workstreams in the meantime (e.g. Floating Support, Leisure, Youth Offer, CAS Front Door Demand, Proactive Interventions etc.)	• Implement proposed stepping down of formal programme arrangements - this will include continuation of exiting work in most cases initially. • Develop detailed plan for each project and workstream - e.g. what will be delivered over next 3 months, where else it may transfer or sit beyond that point etc. • Liaise with relevant BAU areas about setting up of Community of Practice, Challenge Prizes etc. • Complete closure report

People Portfolio Status Report – Q3 2023/24

The report shows overall Programme status and for constituent Projects. A RAG status of grey means the project is at initiation stage or the status does not currently apply, blue means complete.

<table>
<tr>
<td>Organisational Design</td>
<td>
Discovery
Schedule
Budget
Cashable Financial Benefits
Non Financial Benefits
Stakeholders
Resources
Project Status
Social Worker Recruitment Campaign
Leadership Pay and Grading
</td>
<td>

The Leadership pay and grading project is nearing completion and design of the next phase has begun.
This next phase will be a small-scale project, rather than a programme. The project mandate will be presented to CLT for approval, at which point the programme will close

<table>
<tr><td colspan="3">Cashable Financial benefits</td></tr>
<tr><td>24/25</td><td>25/26</td><td>26/27</td></tr>
<tr><td>£180k</td><td>£180k</td><td>£180k</td></tr>
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Leading Hounslow report approved by CLT and Cabinet
Formal consultation started on proposed leadership structure
Phase 2 project scoped and defined
Project Strategic Business case partially drafted

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Gain CLT approval for phase 2 project SBC
Complete programme closure documentation

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<tr>
<td>Radical Overhaul of Consultation and Engagement (ROCE)</td>
<td>
Design
Schedule
Budget
Cashable Financial Benefits
Non Financial Benefits
Stakeholders
Resources
</td>
<td>

ROCE design phase is progressing according to plan.

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Delivered several workshops with underrepresented groups.
Developed a draft Full Business Case and Service Design Document for ROCE
An organisation (Involve) was selected to run our citizens' jury following competitive tender process.
Jury recruitment took place pre-Christmas to select 15 jurors and three reserves who are representative of the diversity of Hounslow and drawn from across Hounslow.
Consultation and Engagement Toolkit first draft close to completion.

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Develop an innovative model for delivering area forums and delivering the Hounslow assembly.
Produce a list of considerations to be explored when engaging with and/or alongside partners.
Compile workshop feedback with underrepresented groups
Host a workstream workshop covering the hub and spoke model, corporate engagement team and the teams structure
Socialise the draft business case at the end of the month with the ROCE board.
Socialise the design phase report with the ROCE board next month.

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People Portfolio Status Report – Q3 2023/24

The report shows overall Programme status and for constituent Projects. A RAG status of grey means the project is at initiation stage or the status does not currently apply, blue means complete.

<table>
<tr>
<td>Safer Communities</td>
<td>Discovery
Schedule
Budget
Cashable Financial Benefits
Non Financial Benefits
Stakeholders
Resources</td>
<td>

Phase 2 of Safer Communities is now in full delivery, with the first financial benefits on the Police contract now realised

<table>
<tr><td colspan="4">Cashable Financial benefits</td></tr>
<tr><td>23/24</td><td>24/25</td><td>25/26</td><td>26/27</td></tr>
<tr><td>£50k</td><td>£112k</td><td>£112k</td><td>£112k</td></tr>
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<td>

Programme Strategic Business case approved by Cabinet, formally marking the start of Phase 2 (Discovery and Scoping)
Proposition for reinforcing the Council's Area-Based Approach with money freed up through the Funded Police Team service shortfall approved by Programme Board and socialised with Lead Member
The Funded Police Team contract extension was signed off by the Council and local police leaders - safeguarding this provision to October 2024
A proposed new operating format for the Community Safety Partnership Board (CSPB) was played back to CSPB Review Working Group members, who were receptive with some minor feedback
An additional resource was appointed to the programme team, enabling as-is analysis for the Whole-Systems Review of Community Safety to ramp up - work continues to make a second appointment

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<td>

Recruitment for the reinforced Safer Communities Team will commence, exploring first agency alternatives to bring in patrolling resource as a priority to provide visibility for residents
On the CSPB Review, proposals for a Terms of Reference (TOR), assurance protocol, order of business, indicative membership and forward plan will be put to members for feedback and agreement. Once agreed, this will go to the CSPB for agreement and the Safer Communities Programme Board for oversight
To-be analysis will commence for the Whole-Systems Review, alongside a continued focus on recruitment to bring in the final required post to keep progress on track
Work will commence to look at the Funded Police Team commissioning requirements beyond October 2024

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People Portfolio Status Report – Q3 2023/24

The report shows overall Programme status and for constituent Projects. A RAG status of grey means the project is at initiation stage or the status does not currently apply, blue means complete.

SEND and Alternative Provision	Design Schedule Budget Cashable Financial Benefits Non Financial Benefits Stakeholders Resources **Project Status** SEND System Operating Model Developing an Inclusive System SEND Transport Review Re-profiling of provision in borough Developing commissioning to ensure quality and sufficiency Alternative Provision Preparation for Adulthood Children's Therapies	• Overall, the Programme remains at amber, projects continue to progress, working at pace, however, service capacity and capability remain a challenge, impacting on some project deliverables, including on the Written Statement of Action (WSOA) and Safety Valve (SV), which contribute to the Amber rating.	• SEND and AP Programme Strategic Business Case was approved at December 2023 Cabinet meeting • Positive Feedback from DfE on Safety Valve and Written Statement of Action • SEND System Operating Model and Top Up Funding / Banding - savings identified for Q4 23/24 and 24/25. • Children's Therapies progressing - select list opened for providers. Initial discussion with HRCH on investment. • Alternative Provision Review Report - review completed, final draft report received and shared with relevant stakeholders. • SEND Transport Review – agreed outstanding actions to complete and a further board in March to decide on closure and hand over to BAU • Lindon Bennet: decision made on assessment nursery, following lease discussions with school / surveyors; an addendum to the feasibility study to be completed to check viability of alternative options.	• Written Statement of Action submission to be finalised / signed off in readiness for monitoring visit on 25/1/24 • Development of SEND and AP Inspection preparation - co-production planning of self evaluation underway and planning for senior leadership discussions. • Children's Therapies progressing - HRCH to provide costings by 15/01/24 and NWL and HBC to agree the budget. • Preparation for Adulthood - SEND Participation and Employment Action plan to be drafted and shared at February programme board. Commence next steps for recruitment of the Independent Futures team. • Re-Profiling - over next few months, taking stock of project and Safety Valve, in preparation for more robust tracking for benefits realisation. Recruitment of Performance and Benefits Realisation Officer. • Lindon Bennett - Expansion design option (addendum) to be discussed at project board.

People Portfolio Status Report – Q3 2023/24

The report shows overall Programme status and for constituent Projects. A RAG status of grey means the project is at initiation stage or the status does not currently apply, blue means complete.

<table>
<tr>
<td>Support Services Review</td>
<td>Discovery
Schedule
Budget
Cashable Financial Benefits
Non Financial Benefits
Stakeholders
Resources</td>
<td>

Progress being made but Programme remains at amber due to do delays in Discovery and Scoping which has impacted on benefit delivery

<table>
<tr><td colspan="3">Cashable Financial benefits</td></tr>
<tr><td>24/25</td><td>25/26</td><td>26/27</td></tr>
<tr><td>£450k</td><td>£900k</td><td>£900k</td></tr>
</table>
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<td>

Approval and sign off for Executive Office, HR, Events & AV, Corporate Communication, Health & Safety, Corporate Property & Facilities Management, Digital & IT and Democratic services reviews
The review for Finance has concluded and a first draft of the final outputs have been shared with senior leadership and an approval meeting is scheduled for 12/01/24.

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<td>

Approval of the final outputs for Finance.
Sign off from the Programme Board for all reviews which have taken place.
Develop plans for next phase of programme
Mobilise delivery of quick-win projects and secure funding
Develop Programme SBC for Cabinet approval

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</tr>
<tr>
<td>Third Party Spend

32</td>
<td>Design
Schedule
Budget
Cashable Financial Benefits
Non Financial Benefits
Stakeholders
Resources
Project Status
Post and Print
Commissioning, Procurement and Contract Management (CPCM) Review
Trading Companies Projects
Delivery Models: Liberata
Delivery Models: Parking Contracts
Contracts Review</td>
<td>

The programme is on track.
The Liberata project has completed and closed and benefit profiles for all projects have been submitted.
An updated SBC will be developed in January to gain approval for the final tranche of the programme.

<table>
<tr><td colspan="3">Cashable Financial benefits</td></tr>
<tr><td>24/25</td><td>25/26</td><td>26/27</td></tr>
<tr><td>£244k</td><td>£584k</td><td>£585k</td></tr>
<tr><td>£73k</td><td>£98k</td><td>£98k</td></tr>
<tr><td>£100k</td><td>£750k</td><td>£850k</td></tr>
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</td>
<td>

Liberata Deed of Variation agreed and signed
Lampton Group Articles of Association approved and filed with Companies House
Companies Strategic Intent and Growth Framework approved by Cabinet
Borough Council approval received to constitute a Shareholder Committee and constitutional changes agreed
Liberata project completed and handed over to BAU. The project is now closed.
Two benefit profiles ragged as Green for inclusion in the February budget 11 benefit profiles ragged as Amber with approval to progress.
Programme continuation to tranche 2 agreed by Programme Board and CLT.

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<td>

Agree new sponsorship and direction for the Commissioning, Procurement and Contract Management project
Draft Updated SBC and Cabinet Report
Recruit and onboard Interim PM for Post and Print Project
Develop transition plan for exiting Interim Programme Manager

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</tr>
</table>

People Portfolio Status Report – Q3 2023/24

The report shows overall Programme status and for constituent Projects. A RAG status of grey means the project is at initiation stage or the status does not currently apply, blue means complete.

Transforming our Community Experience	Design Schedule Budget Cashable Financial Benefits Non Financial Benefits Stakeholders Resources **Project Status** Discovery and Scoping Project Resident Experience TCE: Technical Enablers Translation and Interpretation Adults Presenting Risks	• The programme is progressing to overall plan - Status remains amber, due to ongoing planning across service transformation project aligned to financial benefits. • Discovery and Scoping (D&S) - 17 reviews completed identifying £1.84m annual financial benefit. 12 further reviews are in progress. Cashable Financial benefits **24/25** / **25/26** / **26/27** £811k / £1,429k / £1,815 £1,730k / £1,344k	• Completed design phase and developed Full Business Case (FBC) and implementation plan - Resident Experience project • Web strategy agreed; Website upgrade specification and costed proposal agreed, business case being developed for approval to commence website platform upgrade refresh (JADU); web content audit commenced • Design proposal for the initial customer portal (govService) and implementation plan has been developed, together with options for future releases, for review and approval by senior stakeholders in January • Completed high-level design/solution transformation proposals for initial services and developed draft operating model and FBC for approval (concessionary travel) - Service Transformation project • Resident Experience project has developed and agreed corporate improvement and governance framework and service design including option for staff structures. Full business case progressing • Chief Officer Decision for £738k from One Hounslow Transformation reserve to deliver service transformation for tranche 1 services agreed through Assistant Chief Executive delegated authority.	• Conclude and agree full business case and commence implementation - Resident Experience project • Develop and agree full business case and commence website platform upgrade refresh (JADU) and continue content audit • Prioritise services for transformation to inform development of programme plan; complete high-level design/solution transformation proposals for initial services and agree operating model and FBC for waste & recycling and concessionary fares services • Agree and commence benefits realisation plan - Translation and interpretation project. • Ongoing completion and sign off D&S service reviews • Finalise communications and engagement plan and commence next phase delivery of programme activities

People Portfolio Status Report – Q3 2023/24

The report shows overall Programme status and for constituent Projects. A RAG status of grey means the project is at initiation stage or the status does not currently apply, blue means complete.

Youth Skills and Employment Guarantee	Design Schedule Budget Cashable Financial Benefits Non Financial Benefits Stakeholders Resources **Project Status** SEND pathways (Project Search) EY Project Career Cluster Review and Legacy External Apprenticeships/Internships	• The overall status for the programme remains green	• Careers Cluster Business Case Submitted to Programme Sponsor • External Apprenticeships Business Case completed • Project Search (SEND) Business Case developed • Mainstreaming YSEG Brief Draft nearing completion • Alliance planning complete with forward planning for meetings to take place in January • Mainstreaming Brief Draft Complete - Some iterations required • Discussion with University of West London on a higher skills initiative in Feltham	• Complete Project Brief for Mainstreaming YSEG • Design of Mainstreaming to continue • Business Cases for Project Search (SEND) & Design document to be signed off at board • Plan for the Alliance structure to be completed • Complete mandate on higher skills initiative in Feltham and initiate work

Place Portfolio Status Report
2023/24 Q3

Delivery Plan Summary	
General Overview • All relevant projects and programmes in the Approved Capital Programme and capital pipeline have been aligned to the five Place Programme areas. • Implementation of the One Hounslow PPM approach for the Place Portfolio is progressing well. Business cases are being developed to enable informed decision making and for gateway approvals. • The Portfolio Status report includes updates on schemes for which monthly highlight reports have been returned to enable the Place Portfolio Board and Place Programme Boards to effectively monitor spend, delivery progress, risks and resolution of issues. For reporting to the end of November 2023, 83% of Project Status reports (PSR) were returned. • Use of Verto (project management tool) has been piloted and the Parks projects will be the next capital-funded schemes to use the system. The aim is to move all project monitoring onto Verto in the next 9 months. • The most significant risk to capital projects relates to utilities. Delays in utility connections and the financial impact of this on existing contracts and the availability of sufficient power supply to meet new demand, now and in the future. • Other key risks for capital projects in the Place Portfolio continue to be inflation, increased cost of materials, shortages within the supply chain and labour market, and the increased cost of borrowing.	**Funding and Resources** • Annual mandatory capital budget training has been rolled out to update corporate understanding of budget management, financial profiling etc. • Governance flows for different procurement routes have been developed and are being rolled out. The governance approach for new capital projects in the Place Portfolio will be agreed at mandate stage. • The Annual Procurement Plan (APP) is being updated. This is being aligned with the approved capital programme, 'in-flight' projects and capital pipeline priorities to ensure the necessary approvals are in place to enable timely delivery of capital projects. • A resource plan for the effective delivery of capital projects across the organisation is being developed.

Place Portfolio Status Report
2023/24 Q3

Green		Amber	Red
• Increase renewable energy generation. • Clean Air for All • Develop a Net Zero Neighbourhood pilot. • Develop Parkside & Kerbside Strategies • Fern Grove Phase 4 • Bethany Waye • Heathrow Southern Access • Bedfont, Feltham and Hanworth (BFH) Area Parks Programme • Hounslow Town Centre Regeneration • Hounslow Town Centre Greening intervention (Grey to Green) • Burlington Close • Chiswick Health Centre site • New Chiswick Pool Leisure Centre and Chiswick Town Hall • Chiswick Area Parks Programme	• West London Orbital • Heston Village Hall • Brentford Town Centre Regeneration • Green Innovation and Enterprise Hub • Brentford Beeline • Commerce Road • Osterley Sports and Athletics Centre • Isleworth, Brentford, Osterley (IBO) Area Parks Programme • Brentford canalside improvements • Green Lane Sports Centre Accessibility Improvements.	• Accelerate the decarbonisation of corporate buildings and schools. • Retrofit social housing stock. • Car parking improvements. • Deliver the Electric Vehicle (EV) Strategy • Feltham Town Centre Regeneration • Feltham Green Masterplan • Burlington House • Rose Gardens • Hanworth Air Park Leisure Centre and Feltham Assembly Hall • Cranford & Heston, Hounslow West (CHH) Area Parks Programme • Central Hounslow (CH) Area Parks Programme • Everglades, Hounslow • Treaty Centre Development • Chiswick Town Centre Regeneration • Dukes Meadow • Clements Court • Heston Pools and Fitness • Brentford High Street (Block D) • Orchard Road • Digital Dock • Isleworth Leisure Centre • Brentford Fountains Leisure Centre • Brentford to Southall rail line	• Hanworth Park House (new build) • Convent Way • Charlton House/Albany House Regeneration • Waterman's Centre (former police station) • Land adjacent to Bellevue Court, 141-149 Staines Road

Borough-wide

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Environment					
Accelerate the decarbonisation of corporate buildings and schools	To improve energy efficiency of corporate buildings and schools, reduce the council's carbon footprint as part of the Pathway to Net Zero and embed behavioural change across the organisation.	Amber	Risks: • Increased maintenance costs 12 months after current contract cover. • Requirement for contributions from the participating schools.	• Desktop decarbonisation surveys completed for seven sheltered housing schemes to determine eligibility for external grant funding. • Reallocated Public Sector Decarbonisation (PSDS) funding to Hyde House Sheltered Housing Scheme. This will be a pilot project. • Submitted request to draw down funding from the Carbon Offset Fund for four decarbonisation projects.	• Ongoing delivery of Phase 3b work programme to retrofit four schools and one sheltered housing scheme – completion June 2024 • Complete procurement of the council's utilities contract (gas and electricity) • Finalise climate budget as part of 2024/25 budget setting.
Clean Air for All	To improve public health in Hounslow in the shortest time possible whilst ensuring compliance with the council's legal requirement to work towards meeting air quality objectives under Part IV of the Environment Act 1995 and London Local Air Quality Management Framework.	Green		• Cabinet approved and adopted the 3rd iteration of the air quality action plan and published this on the website. • Arranged installation of sensor units by Hydrock (contractor) without Hounslow Highways as originally planned. • Completed procurement of six new automatic AQ (air quality) monitoring stations. Contract awarded. Order placed for equipment.	• Delivery of AQ equipment in early 2024. • Identify next tranche of locations for AQ sensor installation, to be shared with Hounslow Highways for Commando Socket installation. • Continue delivery of 'School Superzone' at Victoria Junior School. • Continue to deliver Clean Air Audits at schools and capital investment in infrastructure at these schools. • Draft Annual Status report for Air Quality for submission to GLA. • All AQ monitoring stations upgraded.

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Increase renewable energy generation	To install low carbon technologies on council assets to decarbonise council assets and wider borough.	Green		• Final District Energy Network report completed by AECOM. • Submitted grant application to Heat Network Development Unit (HNDU) to secure funding for Detailed Project Development (DPD) • Collaborated with HNDU to undertake the Heat zoning study for Hounslow.	• Continue development of the Solar PV business case and identify funding options to deliver the project e.g. GLA Green Finance Fund, LEA etc. • Expect outcome of HNDU grant application. • Deliver on energy generation target of 19% in 2023/24 by installing solar PV on council assets.
Retrofit social housing stock	To improve the energy efficiency of council homes to EPC (Energy Performance Certificate) rating C.	Amber	Risks: • Insufficient staff resources and skills • Availability of materials • Cost of materials • Outcome of dwelling assessments • Insufficient resident engagement • Access to properties	• Awarded £4.3m of grant funding to retrofit 348 council homes. • Responses received to expressions of interest.	• Appoint contractor in Q4. • Agree Delivery Plan with contractor. • Mobilise contract. • Inform tenants. • Commence programme of works. • Secure and point internal resources to enable delivery.

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Develop Net Zero Neighbourhood Pilot	To create a pilot Net Zero Neighbourhood as part of the council's pledges to ensure a greener and healthier Hounslow	Green	Risks: • Lack of resident sign up. • Lack of supply chain capability. • Funding model not viable through lack of private sector investment or public grant funding support.	• Cabinet in December approved the phased approach to development of the Net Zero Neighbourhoods investment model and demonstrator project and identification of most viable demonstrator area. • Community Engagement Work Package commenced. • Market Readiness Work Package commenced. • Received full set of scenario modelling data to inform decision on demonstrator estate.	• Review of data and policy insight analysis to help select preferred demonstrator area for the application of funding model. • Update to timeline and milestones in line with commencement of new work packages.
Traffic, Transport, Parking Transformational projects					
Deliver Electric Vehicle (EV) strategy	EV Strategy sets out the council's plans to deliver an additional 2,000 EV charging points in the borough by May 2026	Amber	Risks: • Poor response to Lot 1 of EV tender (lamp columns) due to lack of clarity on OZEV (Office for Zero Emissions Vehicles) funding • Insufficient network capacity to support installations. • Objections to consultation on dedicated EV bays.	• Site surveys completed • Local Electric Vehicle Infrastructure (LEVI) Stage 2 funding allocation being considered. • Continue site survey work • Continue Ward Member consultation. • Completion of Phase 4 of E-bike scheme	• Awaiting outcome of LEVI funding application. • Continue consultations on sites and traffic order preparation.
Develop Parking/Kerbside Strategy	Parking/Kerbside Strategy	Green		• Consultation closed	• Evaluation of Parking and Kerbside strategy responses.

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Deliver car parking improvements	Programme of car parking improvements	Amber	Risks: • Boundary wall issues • Escalating costs • Resource capacity • Impact of delay • Ability to install lighting columns in 23/24	• Legal advice sought on ownership of a boundary wall.	• Award contract to Coalo on confirmation of ownership and schedule works.

Bedfont, Feltham and Hanworth

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Town Centre Vision and Master planning					
Feltham Town Centre Regeneration	Future development of Feltham Town Centre to be informed by Town Centre Vision documents, borough-wide draft Character, Sustainability and Design Codes SPD, 2017 Feltham Masterplan and Feltham Parks and Feltham Green Masterplan.	Amber	Risks: • Lack of funding to develop and deliver comprehensive action plan. • Insufficient funding for Feltham Eco Cabin	• Final presentations for Rivers Academy Youth Engagement Pilot Project have taken place. • Published Feltham Eco Cabin tender. • A series of Bridge House Pond Mosaic workshops have taken place. • Feltham Assets Cluster Pilot presentation has taken place. • Feltham branding approach agreed with Comms and High Street Task Force.	• A change request will be made to the One Public Estate London Board to increase funding bid to update 2017 Feltham MOD (Ministry of Defence) planning brief. • Continue delivery of Feltham Partnerships Project • Complete the grant application with the GLA for partly funding the refresh of the Feltham Masterplan.
Feltham Green Masterplan	Improvements to the central greenspace in Feltham Town Centre (FTC), fronted by the war memorial and high street.	Amber	Risk: • Budget overspends	• Frankham appointed for QS (Quantity Surveyor) and CA (Contract Administrator) • Finalised Freddie Mercury Memorial Garden design.	• Change control to be produced to request budget increase. • Publish tender for Feltham Green Masterplan Phase 1 works.
Housing					
Burlington Close	Construction of three blocks of part two, part three and four storeys to provide 61 new homes for council rent.	Green	Risk: • Delays due to utility connections and supply issues.	• Snagging and final inspections in preparation for handover.	• Completion of new homes and handover.
Burlington House	Creation of five new homes in Grade II listed building	Amber	Risk: • Costs associated with heritage asset.	• Existing proposal paused. • Alternative uses considered. • Options appraisal drafted.	• Consider options appraisal.

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Rose Gardens	Construction of 42 new homes across three buildings as an infill scheme on an existing council estate	Amber	Risk: • Delays due to utility connections and supply issues. • Loss and Expense claim due to delays in energising the site	• In construction	• Internal works to continue. • Approval of further in-year budget variance to cover cost increases. • Completion of all three blocks expected at end of June 2024.
Fern Grove Phase 4	Construction of 28 new homes on site of 4 properties and council-owned garages	Green	Risk: • Increased unit cost • Availability of electrical supply.	• Purchase of 4 properties from Howarth Homes has secured vacant possession of the site. • GLA funding approved. • Funding capacity in HRA Business Plan confirmed.	• Finalise s106 Unilateral Undertaking • Demolish 50-56 Fern Grove
Hanworth Park House (New Build)	Restoration, conversion and extension of Hanworth House and adjacent new build development through partnership approach	Red	Risks: • Non-delivery • Land ownership issues • S106 cannot be agreed upon due to viability.	• Planning application determined subject to s106 negotiations.	• Continue negotiation of s106 agreement. • Explore contractor opportunities for construction of residential units. • Resolve legal matters relating to restrictive covenants. • Prepare business case for governance approval.
Bethany Waye	Construction of 4 townhouses (3 x 2bed homes for applicants on the Housing Register and 1 x 3bed house for care leavers)	Green		• Under construction	• Discharge planning conditions

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Leisure					
Hanworth Air Park Leisure Centre and Library and Feltham Assembly Hall		Amber	Risk: • Interruption to leisure services Issues: • Roof leaking. • Car park flooding.	• Improvements being delivered as programmed	• Carry out remedial work to reduce car park flooding (soakaways).
Parks, Open spaces and Green Infrastructure (including Leaders Green Fund)					
Bedfont, Feltham, Hanworth (BFH) Area Parks Programme	Park improvements at: • Donkey Woods • Bedfont Lakes • Feltham Green Pond • Feltham Arena Parklands • Hanworth Park Masterplan • Bridge House Pond • Duke of Northumberland Riverbank • Ludlow Road open space	Green	Risks: • Inflation • Inclement weather	• Donkey woods boardwalk works nearing completion. • Commenced planning process for Feltham Arena Parklands. • Implemented essential improvement works at Bedfont Lakes. • Commenced review of Bedfont Lakes playground. • Ordered trees for Ludlow Road open space. • Discussed masterplan approach and programme at Hanworth Park stakeholder meeting in November.	• Complete ecological appraisal for Ludlow Road open space; go out to tender; install infrastructure. • Hanworth Park Masterplan: Publish tender brief for the commission of a multi-disciplinary landscape architect consultancy for Hanworth Park Masterplan. • Prepare for commencement of Bridge House Pond Project
Transport					
Heathrow Southern Access (HSR)	Heathrow Southern Access scheme – led by HSR (Heathrow Southern Railway)	Green	Risks: • Reliance on third parties to enable programme delivery.	• Commissioning of PTAL (Public Transport Accessibility Levels) assessment to be undertaken by HSR. • Further meetings with partners to progress projects.	• Continuous engagement with HSR to progress.

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Relevant schemes reported in the Capital Portfolio					
HRA Acquisition Programme: New Road Triangle Phase 1 (84 homes); Phase 2 (40 homes)	Acquisition of 124 homes on New Road Triangle from Lampton 360	Amber	Risks: • Delays due to utility connections and supply issues.	• New homes under construction	• Progress construction in line with programme. • Complete Phase 2 agreement.

Central Hounslow

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Town Centre Vision and Master planning					
Hounslow Town Centre Regeneration	Future development of Hounslow Town Centre to be informed by Town Centre Vision documents, place-based masterplan and the borough-wide Character and Design Study SPD	Green	Risks: • Masterplan not robust enough to protect and enhance the town centre. • Loft project not successful because of location • Lack of internal staff resource	• Commenced drafting High Streets for All report.	• Complete and return High Streets for All report to GLA. • Review Hounslow TC Masterplan consultation results
Treaty Centre Development	Future redevelopment of the Treaty Centre	Green	Risk: • Redevelopment not being coherent with the HTC Masterplan and Vision	• Involvement in Treaty Centre regeneration plans	• Continue to review and influence Treaty Centre pre-app • Establish Treaty Centre lease negotiation position
Housing					
Everglades, Hounslow	Construction of 33 new flats (31 x council rented; 2 x shared ownership) as an infill scheme on an existing council estate	Amber	Risk: • Delays due to utility connections and supply issues.	• In construction.	• Approval of further in-year budget variance to cover cost increase. • Completion expected at end of Q3 2023/24.
Land adjacent to Bellevue Court, 141-149 Staines Road, Hounslow	Construction of 25 new council homes (13 x 1bed, 12 x 2bed), including 4 accessible homes with associated landscaping, amenity space and parking.	Red	Issue: • Delay to completion due to utility connections • Contractor claim.	• In construction – works have paused for some months whilst remedial works are being carried out.	• Continue discussions with contractor to agree next steps and resume construction.

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Parks, Open spaces and Green Infrastructure (including Leaders Green Fund)					
Central Hounslow Area Parks Programme	Area Parks Programme: • Hounslow Heath Masterplan • Crane Valley Masterplan • Kingsley Road open space improvements • Lampton Park Gardens • Hounslow Heath improvements • Inwood Park cycle hub	Amber	Risks: • Hounslow Heath – Delay and increased cost to delivery due to ASB • Farnell Road – Concerns of community • Farnell Road – Damage to community garden by traveller incursions. • Inwood Park Cycle Hub – Surface improvement issues • Inclement weather	• Hounslow Heath – London Wildlife commissioned to carry out to inform 10-year Habitat Management Plan. • Problem Solving Meeting held with Police and Enforcement to look at solutions to reduce ASB (anti-social behaviour). • Farnell Road – Final design and tender documents issued. • Lampton Park Gardens – Design and site scoping • Inwood Park Cycle Hub – Completed measurements of installations.	• Hounslow Heath: Publish tender to procure a multi-disciplinary architect. • Farnell Road: Discuss final design ahead of procurement. • Lampton Park Gardens: develop designs; stakeholder engagement. • Inwood Park: Receive quotes for barrier installations; ground survey by traffic engineer.
Hounslow Town Centre Greening intervention	"Grey to Green" project steering group set up for Hounslow Greening to deliver greening interventions in Hounslow Town Centre.	Green	Risks: • Constraints of underground services, ongoing maintenance and transport/highways requirements may limit interventions • Capital available may limit interventions	• Inception meeting held with contractor • Request to UKSPF (UK Shared Prosperity Fund) to use existing grant funding for Grey to Green project.	• Confirmation of reallocation of grant funding. • Establish which sites to move forward with greening • Begin co-design and delivery.

Chiswick

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Town Centre Vision and Master planning					
Chiswick Town Centre Regeneration	Future development of Chiswick Town Centre to be informed by Town Centre Vision documents, place-based masterplan and the borough-wide Character and Design Study SPD. Action plan established to deliver Town Centre Vision.	Green	Risks: • Limited capital available to develop and deliver comprehensive action plan. • Lack of appropriate infrastructure impacts Chiswick markets.	• Chiswick Town Masterplan and Dukes Meadows Masterplan to be progressed separately with overlaps reflected. • Initial meeting with Chiswick Flower Market to plan element of Chiswick Car Park public realm regeneration to bring forward using UKSPF funding.	• Continue working with community groups and organisations to deliver projects to support Vision • Develop plans for W4th (postcode) Plinth • Vision Action Plan review to go to Cabinet in Q4 2024.
Dukes Meadow	Proposals to improve the public realm and sporting facilities at Dukes Meadows.	Amber	Risks: • Prioritisation of limited resources • Missed opportunities for commercialisation. • Reputational risk related to non-delivery.	• Dukes Meadows Project Board in place.	• Review of leases for assets at Dukes Meadow. • Commission Dukes Meadow Masterplan refresh including further feasibility on boathouse. • Confirmation of budget approval for immediate parks works. • Preparation for end of defects certification including inspection of footbridge works.
Housing					
Chiswick Health Centre site	Redevelopment of former health centre to provide new medical centre and 55 new council homes for NHS key workers	Green	Risk: • Delays due to sub-station and utility issues.	• Under construction	• Works in progress • Prepare local lettings plan (part of the allocations policy) • Completion date: Q4 2024/25

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Leisure					
New Chiswick Pool Leisure Centre (NCPLC) and Chiswick Town Hall	Cyclical maintenance and repair work	Green		• Investigation of gym ceiling structure at NCPLC complete and repair method proposed.	• Awaiting Pre-Tender estimate and funding approval to progress procurement.
Parks, Open spaces and Green Infrastructure (including Leaders Green Fund)					
Chiswick Area Parks Programme	Area Parks Programme • Gunnersbury Triangle • Landscape improvements at Turnham Green • Benches, rockery, water fountains	Green		• Dukes Meadow playground re-surfacing completed.	• Gunnersbury Triangle linked to London Wildlife Trust Visitor Centre: works to start (Funding from external grant to Wildlife Trust + s106 contribution)
Transport					
West London Orbital	Multi – year development programme for West London Orbital.	Green	Risks: • Reliance on third parties to enable programme delivery. • Delivery requires external approvals	• Further meetings with partners to progress projects.	• Progress work on funding.

Cranford, Heston and Hounslow West

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Estate Regeneration					
Convent Way	Proposed estate regeneration to deliver c.960 new homes in Phase 1, followed by c850 new homes in Phase 2, together with play and open space and landscaping, of which the aspiration is for 64% to be social rent.	Red	Risks: • No HRA capacity for delivery. • Appetite for alternative tenures and external delivery partners. • Trade-offs cannot be agreed	• Development advisor appointed to explore alternative delivery models and prepare Delivery Strategy. • Development advisor has identified areas of opportunity to reduce the council's funding requirement	• Workshops to discuss potential trade-offs to provide the platform to make decisions on next steps • Development Advisor to present deliverable design amendments ahead of market engagement in early 2024. • Complete Delivery Strategy.
Housing					
Clements Court	Construction of 48 x 1 & 2 bed homes in three blocks	Amber	Risk: • Delays due to utility connections and supply issues. • Inflation affecting total scheme costs. • Cost increases due to utility-related delays.	• In construction	• Approval of further in-year budget variance to cover cost increases for the infill programme. • Application to planning to vary consent, given the omission of the 4th block from the current contract. • Completion of all three blocks expected in Q1 June 2024
Leisure					
Heston Pools and Fitness	Cyclical maintenance and repair work	Amber	Issue: • Gym electrics require repair.	• Completed actions (site visit, specialist report) necessary to identify where roof is leaking.	• Complete remedial works in Q4 2023/24. • Include gym electrics in 2023/24 programme.
Heston Village Hall	Cyclical maintenance and repair work	Green		• Completed	• Defects period to Aug 2024.

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Parks, Open spaces and Green Infrastructure (including Leaders Green Fund)					
Cranford, Heston and Hounslow West Area Parks Programme	Programme of works including: • Avenue Park playground improvements • Lower Park Farm site • Sutton Playing Fields • Beaversfield and Avenue Park playgrounds • Heston community gardens	Amber	Risks: • Inflation • Inclement weather	• Avenue Park: Out to tender for improvement works. • Beaversfield Park: Budget identified and planning complete.	• Avenue Park: Award tender • Beaversfield Park: Tender preparation

Isleworth, Brentford and Osterley

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Town Centre Vision and Master planning					
Brentford Town Centre Regeneration	Future development of Brentford Town Centre to be informed by Town Centre Vision documents, place-based masterplan and the borough-wide Character and Design Study SPD	Green	Risk: • Lack of allocated funding for delivery. • Masterplan not robust enough to protect the town centre • Lack of internal staff resources.	• Completed consultation of Brentford Town Centre (BTC) Masterplan.	• Draft Brentford Town Centre Action Plan. • Report to Cabinet in Q4 2023.
Digital Dock	Provision of flexible, quality and affordable co-workspace, particularly for micros and start-ups	Amber	Risk: • Income target not realised	• Digital Dock residency impact evaluation complete	• Implementation of findings • Revenue funding deficit to be addressed.
Green Innovation and Enterprise Hub	Provision of an innovation and enterprise hub in Brentford	Green	Risk: • Market uncertainty – location and/or programme not attractive to prospective tenants. • No capital funding available for fit out and refurbishment of the hub.	• Commencement of feasibility study. • Proposal developed and approved for an Interim Business Support Programme. • Soft market engagement for Fitout and Capital refurbishment.	• Completion of demand assessment. • Draft of tender specification for delivery of an Interim Business Support Programme
Beeline Project (formerly Brentford Highline)	Potential to bring back into use as additional greenspace in Brentford Town Centre and north-south pedestrian and cycle link.	Green		• Phase 1 surveys facilitated with Brentford Voice	• Completion of surveys

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Housing					
Brentford High Street (Block D)	Redevelopment to provide 96 new council homes for rent, flexible workspace, associated public realm upgrade and car parking	Amber	Risks: • Completion delayed by highways work. • Retail strategy to be agreed ahead of 12 retail units to being let	• Building works continuing on all blocks as per revised programme. • Shop units ready to be advertised.	• Completion expected early in 2024.
Orchard Rd	Construction of 5 new family-sized houses (4 x 3 bed; 1 x 4 bed) built to zero carbon design on a former car park site	Amber	Risks: • Loss & Expense claims due to delays with energising the site.	• Under construction	• Approval of further in-year budget variance to cover cost increase. • Completion of new homes expected in early 2024
Commerce Road (124 homes)	Purchase of fully serviced land from developer within Phase 3 for 124 affordable homes, subject to a reserved matters planning application	Green	Risk: • Availability of sufficient capacity in the HRA Business Plan to afford this scheme	• Approval of budget to start design work • Provisional budget allocation for scheme included in HRA Business Plan.	• Create an expression of interest document for potential contractors. • Complete updated design and submit planning amendment

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Estate Regeneration					
Charlton House/ Albany House Regeneration	Regeneration of Charlton House, Albany House and Osier Court to provide 209 new homes, 1,190m^2 of commercial floorspace, with associated public realm	Red	Risks: • Risk of contract value greater than budget • Protracted acquisition of residential and commercial interests • Delayed completion of Block D and Controlled Parking Zone application will put pressure on the rehousing programme. • Risk of post-Planning Value Engineering not being accepted. • Sufficient available power for new homes once completed. • Insufficient capacity in HRA Business Plan.	• Osier House stock transfer completed. • Controlled Parking Zone application submitted. • Acquisition agreements in place for 12 properties. • Approval of Pre-Contract Services Agreement (PCSA) and Rehousing Plan at Cabinet • Pre-PCSA design review to address changes in the BSA (Building Safety Act), tender Value Engineering. • One third of tenants rehoused since Rehousing Plan agreed	• Ongoing commercial / residential acquisitions negotiations and completions • Appointment of PCSA contractor and kick-off meeting, technical advisor / design guardian appointments to take place. • Appointment of commercial agent. • Continued rehousing to achieve vacant possession by summer 2024. • Viability review for additional GLA funding. • CPO (Compulsory Purchase Order) statement of case and Counsel appointment. Public enquiry in early February. • Outline business case in development • Next report to Cabinet in Summer 2024.

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Culture and Heritage					
Waterman's Centre (former police station)	Development of former Brentford Police Station to provide at least 105 new homes, 484m^2 of retail space and a new culture and theatre centre, to enable the relocation of Waterman's Arts Centre from Albany Riverside	Red	Risk: • Failure to commence scheme before planning consent expires in April 2024 likely to lead to non-delivery. • Insufficient internal staff resources. • Increase in number of homes required to make scheme viable.	• Cabinet approved recommendations to address the identified funding gap. • Developer has submitted a Non-Material Amendment to enable internal works to be carried out	• Appoint Project Manager. • Draft Business Case and Financial Strategy • Developer to implement the planning application by April 2024. • Amendment to planning consent to be progressed alongside delivery.
Leisure					
Isleworth Leisure Centre	Cyclical maintenance and repair work	Amber	Risk: • Delamination of the slab over pool	• Quote obtained for pool ceiling	• Remedial work to roof ceiling and installation of air conditioning included in 2024/25 programme.
Brentford Fountains Leisure Centre	Cyclical maintenance and repair work	Amber	Issue: • Large roof light over reception area is leaking despite temporary repair.	• Quote obtained for rooflight	• Complete remedial work to entrance rooflight in Q4.
Osterley Sports and Athletics Centre	Cyclical maintenance and repair work	Green		• Completed	

Programme/ Project	Detail	Overall status	Risks & Issues	Achievements in the last period	Planned activity for the next period
Parks, Open spaces and Green Infrastructure (including Leaders Green Fund)					
Isleworth, Brentford & Osterley (IBO) Area Parks Programme	Park improvements at: • Waterman's Park • Northcote Ave Recreation Grounds • Jersey Gardens refurbishment • Boston Manor Park Masterplan • Carville Hall South • Redlees Park Play area • Robin Grove Access • Whitton Dene open space • Silverhall Park	Green	Risks: • Inclement weather. • Contractor price increase	• Northcote Ave: Project completed; further funding identified for Friends Of to apply for. • Robin Grove: Draft action plan. • Waterman's Park: Snagging almost complete • Boston Manor Master Plan: Tools purchase.	• Northcote Ave: Open Day. • Community consultation on new playground at Robin Grove • Waterman's Park: agree final account • Boston Manor Master Plan: Continued delivery of community gardening and environmental projects.
Brentford Canalside improvements	Regeneration of north-south walking and cycling route, enabling access to the town centre from Great Western Corridor (GWC) using external funding.	Green		• Canalside improvements continue	• Complete canalside improvements
Transport					
Brentford to Southall rail line	Multi – year development programme for Brentford to Southall rail line.	Green	Risks: • Reliance on third parties to enable programme delivery. • Delivery requires external approvals	• Consultation on progress with stakeholders • Route study in progress.	• Further meetings with partners to progress projects

Capital Portfolio Summary	
General Overview • Terms of reference for the Capital Strategy Board (CSB) amended to include reference to roles set out in Financial Regulations. • Implementation of the One Hounslow PPM (Project and Programme Management) approach for the Capital Portfolio underway. Business cases are starting to be developed for Capital Strategy Board to inform decision making and gateway approvals. • Monthly project status reporting through the PMO (Programme Management Office) is being rolled out to inform Portfolio Status reporting to CSB and enable effective monitoring of spend, delivery progress, risks and resolution of issues. • Following the initial pilot of five capital schemes, the use of Verto (project management tool) is being implemented for Parks capital projects, ahead of a full roll out in 2024/25. • The Capital Pipeline has been reviewed at CSB as part of the Capital Strategy update in advance of Cabinet. • The most significant risk to capital projects relates to utilities. Delays in utility connections and the financial impact of this on existing contracts and the availability of sufficient power supply to meet new demand, now and in the future. • Key risks for projects in the Capital Portfolio continue to be inflation, increased cost of materials, shortages within the supply chain and labour market and increased cost of borrowing.	**Funding and Resources** • Annual mandatory capital budget training has been rolled out to update corporate understanding and skills for budget management, financial profiling etc. to help provide more accurate spend profiles. • Proposals for alternative governance flows to reflect different project values and different procurement routes have been finalised. • Capital governance training will be rolled out to all capital budget holders and Delivery Project Managers in early 2024 once these have been formally agreed. • A resource plan for the effective delivery of capital projects (either within service areas or through Capital PMO for cross-cutting projects/programmes) is being developed.

Green		Amber	Red
• Housing HRA Acquisition Programme • Environmental Improvement Projects • Tree Planting Programme • Parks Signage Refurbishment • Access Improvement and Urban Greening • Allotment improvements • Cycling facilities in parks and open spaces • Nature Recovery projects • Grow for the Future • Protection of Vulnerable sites • Civic Centre relocation: bus driver's toilet • Heritage Programme • Capital projects within the Sufficiency Project, including Clifton Gardens • Lindon Bennett School expansion (Main Street)	• Space Waye site improvements • Waste Service wheelie bins • Flat Food Waste Collection (West London Waste Authority) • Strategic Flood Prevention • Traffic & Capital Delivery Programmes (CLS & TfL) • Parking and Customer Engagement: Parking Management • Transport Planning and Road Safety: Transport Planning • Corporate Property Planned Maintenance Programme • SEND Children's Home and Short Breaks provision (Inicio).	• Small Sites Programme • Rooftops Programme • Transport Planning and Road Safety: Active Travel & Travel Planning • Disabled Facilities Grant Programme • Future Assets Strategy • Bedfont Lane Children's Home	• Lindon Bennett Nursery at St Richards School

Programme/ Project	Detail	Overall status	Commentary	Achievements in the last period	Planned activity for the next period
Housing (HRA-funded)					
Small Sites Programme	The Small Sites Programme is delivering new homes on a series of small and infill sites and extending and/or adapting existing council homes. 82% of new homes in this programme are identified for care leavers.	Amber	Risks: • Restricted site access. • Funding availability.	• Report to Cabinet in October 2023 approving redevelopment and £6.15m budget allocation for 5 small sites for 13 care leavers and 3 households on the Housing Register and £2m budget for extensions and/or adaptations • Contractor appointed to convert six caretaker properties. • Planning consent granted for 78 Boundaries Road. • Tender awarded for 84 Bath Road. • Bethany Waye superstructure complete.	• Procure contractor for additional small sites. • Submit planning applications for 3 remaining sites. • Hold pre-start meeting for 84 Bath Road. • Progress design for Brentford Housing Office site.
Housing HRA Acquisition Programme	The HRA Acquisition Programme consists of: • Syon Lane Bulk Purchase (164 homes) • Manor Lane (35 homes) • New Road Triangle (124 homes) • 129 Heston Road (9 homes) • Supported housing (52 bedspaces) to enable continuation of care and support for young people in need.	Green	Risks: • Budgets reprofiling required due to delays • Lack of sufficient electricity supply for ongoing site works. Issues: • Service charge arrangements need to be agreed for Manor Lane	• Planning consent granted by Secretary of State for sites at Homebase and Tesco Osterley, Syon Lane, Isleworth. • 25 homes at Manor Lane completed and handed over for letting. • Handover of homes at 129 Heston Road commenced; 3 accepted. • Completion of purchase of supported accommodation from Shepherd's Bush Housing Association (SBHA) in November 2023 • Service level agreement (SLA) between the council and Look Ahead (support provider) signed.	• 129 Heston Road – complete surface water drainage works • New Road Triangle – continue to progress construction in line with programme (completion expected Q3 2024/25) • Manor Lane – complete snagging of remaining homes prior to letting. • Supported housing – programme of repairs and maintenance underway.

Programme/ Project	Detail	Overall status	Commentary	Achievements in the last period	Planned activity for the next period
Rooftops Programme	Delivering a total of 39 new council homes, consists of: • 3 homes completed at Wilson Road • 12 homes completed at Cole Gardens • Bethany Waye extension (19 homes) • 63-67 Whitton Road, Hounslow (5 homes)	Amber	Issue: • Delay at Bethany Waye and Whitton Road from statutory connections. • Delays caused by change in contractor resource	• Construction continuing at Bethany Waye and Whitton Road. • Retained budget for end of defects period	• Complete rooftop extensions at Bethany Waye, and Whitton Road by Q1 2024/25, subject to utility connections being made. • Resolve landscaping planning condition
Parks, Open spaces and Green Infrastructure (including Leaders Green Fund)					
Environmental Improvement Projects	Projects delivering environmental improvements, funded by s106 and CIL, the majority of which have completed	Green		• Programme of works to be completed in 2024. .	• Complete by end of March 2024
Tree Planting Programme	Programme to plant 20,000 trees across the borough between 2022 and 2026, within the approved budget of £270,000 (plus a budget for maintenance for the next 5 years).	Green	Risks: • Tree stock not available. • Inclement weather delaying planting.	• Tree ordering completed. • 2023/24 winter tree planting programme (for October 2023 to March 2024) in delivery. • 'Free Trees for Hounslow initiative' event held in December 2023.	• Focus of free trees programme to continue to be schools and extended to community groups • Hold 2 x 'Free Trees' event in January 2024
Parks Signage Refurbishment	Refreshing signage across all parks and cemeteries in Hounslow.	Green	Risks: • Installation delays. • Project overspends. • Inadequate engagement.	• Installation on site started October 2023. • First and second batches of designs installed.	• Deliver Batch 3 • Produce special site signage • Complete by July 2024.

Programme/ Project	Detail	Overall status	Commentary	Achievements in the last period	Planned activity for the next period
Access Improvement and Urban Greening	Part of the Nature Recovery Action Plan to integrate the principles of healthy and resilient biodiverse networks into the urban landscape that is accessible to all.	Green	Works progressing as programmed.	• Visited sites which have potential for understory planting, wildflower meadows and bulb planting. • Programme of works confirmed.	• Install bird, bat and insect hotels • Create wildflower meadow • Develop a consortium of different projects interlinked i.e. biodiversity and nature recovery.
Cycling facilities in parks and open spaces	Provision of 5 Cycling 'stations' in parks (repair and tyre pumping station)	Green	Works progressing as programmed.	• Locations identified for cycling 'stations'. • Specification finalised with Traffic & Transport	• Issue tender.
Nature Recovery projects	Boroughwide Nature Recovery Projects – invasives control, pond and water body restoration, bulb planting and meadow creation	Green	Works progressing as programmed.	• Nature Recovery projects established by survey work. • Specification for invasive treatment programme completed. • Specification for pond and water body restoration completed.	• Commence procurement for both INNS and Ponds.
Grow for the Future	Flagship project launched in November 2022 to reclaim unmanaged land and convert to food growing spaces for the local community, funded by the UK Shared Prosperity Fund (UKSPF). The aim is to release 4 sites per year for food growing initiatives.	Green	Risk: • Failure to spend grant allocation. • Insufficient community engagement.	• Programme established. • Planting commenced at Westmacott Walkthrough Orchard in October. • Project planning for Brabazon Orchard. • Carried out other community engagement and project delivery work.	• Planting at Brabazon with schools and community groups. • Further community engagement and project planning. • Identification of future sites; consultation with stakeholders, community groups and other organisations.

Programme/ Project	Detail	Overall status	Commentary	Achievements in the last period	Planned activity for the next period
Allotment Improvement Programme	2-year programme of works funded by CIL	Green		• Programme launched. • New signage installed at 2 sites • New keys and padlocks distributed at the majority of sites. • Carried out other community engagement and project delivery work.	• Continue roll out of new keys and padlocks. • Complete water installation and surfacing works. • Deliver electrical works. • Deliver gate and fencing works
Protection of Vulnerable sites	Installation of natural boulders and gates to protect 3 areas from unauthorised encampments	Green	Risk: • Unauthorised encampments delay installation.	• Boulders installed at all 3 sites in Phase 1. • Snagging completed. • Phase 2 programme of works proposed.	• Secure funding allocation for Phase 2.
Culture & Heritage					
Heritage Programme	A programme of heritage projects including: • Boston Manor House (Heritage Lottery Fund works and improvements) • Boston Manor Park Phase 2 • Chiswick House Conservatory • Gunnersbury Estate Phase 2	Green	Risk: • Availability of sufficient grant funding for capital works	• Boston Manor Phase 2: Continuation of capital works, pre-completion snagging underway. • Chiswick House Conservatory: Consultant appointed to develop full technical brief to renovate Conservatory, in partnership with Chiswick House and Gardens Trust (CHGT). Emergency interim works continue. First meeting of Joint Governance Board held. • Gunnersbury Estate Phase 2: Repairs stage completed; expression of Interest submitted to National Lottery Heritage Fund (NHLF) to fund capital improvements.	• Boston Manor House: Working with Finance to confirm reconciliations ahead of project closure. • Boston Manor Phase 2: Practical completion of capital works, agreeing final accounts. • Continuation of Activities and Engagement events and education at Boston Manor. • Chiswick House Conservatory: Governance Board continue to meet monthly. • Gunnersbury Estate Phase 2: Commence conversion works

Programme/ Project	Detail	Overall status	Commentary	Achievements in the last period	Planned activity for the next period
Transport					
Traffic & Capital Delivery Programme – CLS (community-led funded)	Implementation of a range of transport schemes to deliver the Council's LIP objectives, including school streets, cycle route improvements, pedestrian crossings, safety schemes and wayfinding.	Green	Risks: • Contractor delays • Delay in getting cost estimates. • Availability of external funding if required.	• Programme of works broadly on schedule and to budget. • Mobilisation of New Heston Road; Railway Path; Cycleway C9 Waterman's Park to Alexandra Road.	• Complete snagging of C9 Phase 3c section between Key Bridge and Waterman's Park; North Hyde Lane; Sanders Lane. • Mobilisation: Isleworth Station still ongoing; Stanwell Road • Consultation: Layton Road Traffic Safety; Wellington Road South; Springwell Road; Saxon Avenue.
Traffic & Capital Delivery Programme – Local Implementation Plan (TfL funded)	Implementation of a range of transport schemes to deliver the Council's LIP objectives, including school streets, cycle route improvements, pedestrian crossings, safety schemes and wayfinding.	Green	Risks: • Insufficient staff resource. • Delay in receiving TfL funding. • Contractor delays. • Dependencies with third party assets. • Increase cost of materials and inflation.	• Programme of capital works broadly on schedule. • Completion of Twickenham Road pop-up cycle lane, cycle parking. • Mobilisation of Parsonage Road. • Handover of pedestrian accessibility improvements, junction improvement at College Road/Grove Road, Station Road, Hounslow contraflow and Hayes Road widening	• Mobilisation: Isleworth Station • Detailed design of Hounslow Town Centre (on going); Bus Stop Accessibility: Barrow Gate Road pedestrian accessibility; Hounslow Town (ext.) (school street); Springwell (Oak Avenue) (school street); Hounslow West Legible London.
Parking and Customer Engagement – parking management	Development and implementation of Controlled Parking Zones (CPZ's), junction protections, Disabled Parking Places, Footway Parking, Car club bays and Parklets.	Green	Risks: • Insufficient staff resources. • Contractor delays. • Dependencies with third party assets.	• Programme of works broadly on schedule and to budget • Rolling programme of assessment/implementation work on disabled parking bays, 14 applications requests received. All progressed and assessed.	• Construction following Northumberland Estate CPZ Review; Burlington Lane / Staveley Road parking proposals. • Detailed design of Cranford Ward waiting restrictions. • Consultation for Grove Park CPZ Review; Mills Row - Proposed Extension of Mid Chiswick CPZ; Chiswick Station CPZ Review and Worple Road CPZ Review.

Programme/ Project	Detail	Overall status	Commentary	Achievements in the last period	Planned activity for the next period
Transport Planning & Road Safety: Active Travel & Travel Planning	Implementation of a range of Road Safety Education revenue projects to meet the council's objectives.	Amber	Progressing to programme	• Cycle training in schools. • Drivers: speed and safety – social media TfL campaign.	• Shared cargo bike – procurement process and exploring locations
Transport Planning & Road Safety: Transport Planning	A programme of transport planning projects to meet the council's objectives, including development of a Walking Strategy, School Streets development, liaison on strategic rail projects and active travel promotion and monitoring.	Green	Progressing to programme	• Cycle maps: contract awarded. • Walking & Wheeling Strategy – further internal engagement to inform action plan. • Bus network development – report being drafted. • Cycling Infrastructure Audit rescoping • LTN (Low Traffic Neighbourhoods) Development including Feasibility. - Procurement exercise published	• School street co-design work ongoing. • Agree approach to Transport Strategy update • Isleworth AFA (Access for All) – completion of works and electrical installation. • Issue first cycle map
Facilities and Sites Management					
Civic Centre Relocation: Toilet facility on Steve Biko Way	Requirement to provide toilet facility for TfL bus drivers as part of Hounslow House planning consent.	Green	Issue: • Agreement of lease with TfL (Transport for London)	• Works on site.	• Progress lease with TfL • Completion
Waste Service					
Space Waye site improvements	Site improvements to the resident-side of the Space Waye Recycling Centre funded by WLWA (West London Waster Authority)	Green	Issue: • Trade-side waste remains outdated	• Refurbishment of old toilet block • Works for new signage for the resident-side • New CCTV security system	• Installation of gas bottles container • Completion by 31 March 2024
Waste service wheelie bins	Purchase of replacement Domestic Wheelie Bins and Recycling Boxes for residents.	Green	Risks: • Availability of stock • Overspend on wheelie bins and containers	• As at the end of Q3: 3132 containers and wheelie bins purchased	• New bid for future financial years • 5,308 bins, 1000 garden waste sacks and 10,000 box nets to be added to existing stock before the end of the current financial year.

Programme/ Project	Detail	Overall status	Commentary	Achievements in the last period	Planned activity for the next period
Flat Food Waste Collection (WLWA)	Rollout of food waste recycling services to high-rise flats.	Green	Risks: • Additional infrastructure may be required depending on the level of participation from residents. • Future roll outs dependent on future bids in the new financial year.	• 75% of high-rise properties in the Borough have now been provided with this service	• Additional 1500 properties to be covered by this service. • New business case, project plan and CSB report to seek new funding for continuation.
Strategic Flood Prevention					
Thames Water Strategic Partnership (TWSP)	Five-year programme of works which aims to improve surface water management and alleviate sewer capacity across the Borough through the installation of sustainable drainage systems (SuDS).	Green	Risks: • Increase in costs from inflation. • Delays to design or construction. • Additional information being identified once on site.	• Procurement process established with the Procurement team. • SuDS schemes have been delivered at two schools (The Smallberry Green Primary School and The Green School for Girls).	• Design and delivery of at least seven more SuDS schemes. • Beginning of engagement activity for Renfrew Road, Brabazon Rd, Burns Way and Thornberry Park. • Implementation of further schemes under the Environment Agency grant.
Annual capital programmes					
Corporate Property Maintenance Programme	Programme of 22 projects to repair and maintain corporate properties	Green	Risks: • Not able to agree commencement dates on specific sites.	• Schemes progressing at various stages. • Approval obtained for 3 reserve sites to be carried out within finding envelope • 2024/25 programme of works signed off by Chief Officer.	• Complete works on site.

Programme/ Project	Detail	Overall status	Commentary	Achievements in the last period	Planned activity for the next period
Disabled Facilities Grant (DFG) Programme	Delivery of the mandatory DFG budget to enable vulnerable people to remain in their own homes, reduce risk and promote independence.	Amber	Risks: • Increased demand. • Outdated policy. • Ineffective case management system. • Delays in setting up framework	• Realignment of priorities within team to make staff available to support DFG delivery • Recruitment to agency roles Requirement to set up framework included on Annual Procurement Plan • Additional grant allocation added to programme.	• Commence the Discovery Phase for the upgraded Case Management System. • Continue streamlining process • Approve and implement new Enhanced Housing Assistance Policy for DFG. • Agree Discretionary Grant budgets for 24/25 • Update website.
Projects/programmes in People Portfolio monitored through Capital Portfolio					
Community Hubs/Localities					
Future Assets Strategy	In-depth review of corporate assets (in operational, community or leisure use, plus HRA community centres) to understand their current use and future opportunities to maximise or re-purpose, taking into account feedback from local residents through community engagement.	Amber	Risks: • Adverse response from community to proposals • Limited revenue savings on retained buildings	• Clarification of governance, terms of reference completed. • Project Board set up. • Project Group meeting weekly to oversee the delivery of the Future Assets Strategy. • Meetings with services held. • Consultants appointed to support the delivery of the Future Assets Strategy. • Feasibility studies commenced.	• Completion of data knowledge exercise for each operational asset. • Regular liaison with consultants on feasibility progress and commission remaining surveys • Second workshop to take place in January 24 • Report scheduled for Cabinet in March 2024.

Programme/ Project	Detail	Overall status	Commentary	Achievements in the last period	Planned activity for the next period
Children's Model of Care					
Bedfont Lane Childrens Home, part of Children's Model of Care Programme (CMoC)	Development of a 6-bed Children's home to improve outcomes for looked after children in Hounslow and reduce the need for external placements.	Amber	Risks: • Cost inflation • Confined site • Timing of land appropriation decision.	• Planning application submitted and validated in mid-November. • Project presented as an exemplar 'Green By Design' study at an LBH Environmental Ambassadors meeting.	• Determination of planning application. • Submit application for consent from Secretary of State for appropriation of land from HRA to GF. • Full Business Case to Cabinet for capital budget allocation and appropriation of land from HRA in March January 2024.
Adult Social Care System Reform (ASCSR)					
Capital projects within the Sufficiency Programme, including Clifton Gardens	Capital-funded projects to help prevent, reduce or delay the need to long-term Adult Social Care Services.	Green	Risks: • Unable to deliver ASCRS savings	• Funds to update feasibility study costs for Clifton Gardens approved through Chief Officer Decision. • Stakeholder workshop held; scope and priorities agreed.	• Review of shared lives scheme via Shared Lives Plus (final report and business case due end Jan 2024) • Outline Business Case for increasing extra care capacity to be presented to Programme Board in February 2024, ahead of CSB and approval at Cabinet.
SEND and Alternative Provision					
Lindon Bennett School expansion (Main Street) – part of the Safety Valve	Extension of Lindon Bennett School to enable increased school capacity	Green	Risks: • Planning consent. • Ability to meet Building Bulletin 102 and 104 standards. • Works disrupt children's learning. • Challenges and safety concerns re. site access.	• Received pre-app report to inform design options. • Strategic Business Case reviewed and allocation of funding to develop design options to planning submission. • Briefing document for Multi-Disciplinary Consultancy services ready for tendering	• Procure design team • Further design feasibility to establish maximum additional capacity that can be created.

Programme/ Project	Detail	Overall status	Commentary	Achievements in the last period	Planned activity for the next period
Lindon Bennett Nursery on St Richards School site – part of the Safety Value	Re-configuration of underused space at St Richards Primary School to create an assessment nursery for Lindon Bennett School	Red	Risks: • Higher lease terms than expected • Cost increases resulting from new requirements.	• Received lease terms from Diocese; annual rent requested by Diocese higher than expected.	• Pending decision on project status and progression.
SEND Residential Home and Short Breaks Provision (to be renamed: Inicio)	Proposed provision of a replacement short breaks unit and residential home for children with Special Educational Needs and Disabilities (SEND).	Green	Risks: • Financial viability	• New Autistic Spectrum • Disorder (ASD) unit and play service removed from scope and project costs updated accordingly. • Ongoing development of the Strategic Business Case.	• Options appraisal to Capital Strategy Board in February • Updated Strategic Business Case for consideration at March CSB.

Digital Strategy Portfolio Status Report

31/12/2023

Digital Strategy Portfolio Status	Amber

General overview
The overall health of the Digital & IT portfolio has improved over the past 3 months.

- Grants Management system is now in service and operating as expected.
- Core Housing Management system now live with core platform
- Go Live for Robotic process automation scheduled for end January.
- Officers using the Homelessness reporting system internally, submitting returns and working on quality assurance.
- Technical implementation of the new CRM and Workflow system has commenced.
- Community fibre lines and refreshed hardware installed at multiple sites.
- Trimmer Centre, Sandbanks, Clifton Gardens and Coates Walk now on corporate Wi-Fi and initial user feedback has been positive.
- Digital Inclusion project completed, only closeout documentation and lessons learned session remain.
- Consultation and Engagement system has gone live.
- Children's Safeguarding demand management is now live.
- Learning Pool single sign on for Hounslow and Lampton employees has gone live.
- Over one hundred residents visited Hounslow gets Digital Day in Hounslow House, to improve Digital skills, over forty devices were given out and ten new Digital Champions signed up.

The "Community Enforcement & Regulatory Services", the "Planning, Assets, Properties and Spatial" projects and "Vehicle Fleet Management" projects are reporting as red, but significant work is taking place to address this.

Savings
Savings are being worked through as part of the wider Delivery Plan.

Funding & Resource
One additional delivery manager has joined in December to focus on the finance system, and community enforcement and regulatory services work. Resource planning to deliver upcoming projects and programmes are underway.

Currently reviewing the Capital programme for the next two years as part of service planning to ensure we have sufficient allocations for the strategy delivery.

Highlighted Risks
Planning, Assets, Properties & Spatial – Considerable work has taken place to progress. A review of the plan has taken place, targeting a new launch date at the end of March 2024. We have undertaken intensive configuration workshops, supported by the supplier, which have increased confidence in the configuration and processes.
Training for super-users across the service area is underway enabling teams to fully focus on the work. Data migration took place in January and configuration and testing will continue through to end of February. Engagement sessions with Members and resident's groups are to be organised during February.

Highlighted Issues
Community Enforcement & Regulatory Services – Although progress is being made, some components of the system are still under development by the supplier. The latest development update from the supplier has pushed availability of these components even further back from the last update. This is affecting the go-live plans of multiple local authorities. Based on the current view, these components will not be available for implementation within a reasonable timescale. To address this issue, we are assessing mitigation approaches, including building functionality in alternate products and re-procurement. We will review the options at the next board meeting.

Digital Strategy Portfolio Status Report

31/12/2023

Green Programmes	Amber Programmes	Red Programmes
Asset Management	Learning Pool	Community Enforcement & Regulatory Service Improvement
Automation of Repetitive Processes, Artificial Intelligence		Property, Assets, Planning & Spatial
Business Intelligence		Vehicle Fleet Management
Children's Demand Management		
Children's Services Synergy/Orchestra		
Digital Cemeteries		
Digital Housing		
Digital Web Services		
eBase Software Upgrade & Migration		
Grants Management		
Homelessness, Independence & Preventative Services (HIPS), Homeless Case Level Information Collection		
Hybrid Meeting Room Technology		
Legal Case Management System		
Management of Council Papers (Paper Files)		
Online Registrars		
Replacement Budget & Forecasting		
Site Refresh		
Smart Places		
Supporting the Borough Based Partnership (BBP)		
TCE: Hounslow Connect		
Treasury System		
Waste Wizard		

Digital Strategy Portfolio Status Report

31/12/2023

Programme	Status		Commentary	Achievements in the last period	Planned activity in the next period
Asset Management	Delivery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	The Board on 23 November 2023 agreed the revised plan and agreed to purchase an additional six new modules. We forecast that the overall implementation can be delivered within the original budget. However, the timeline will extend in to the 24/25 financial year.	• Continued data migration and cleansing work from multiple data sources (asbestos). • Finalise build of asbestos module. • Completion of full business case and completion of the updated project plan. • Workshop to fully confirm design requirements.	• Implement contractor portal in test environment. • End to end test for asbestos including finalisation of configuration and data load • Begin to gather and build the Helpdesk (FM) and inspection (compliance) module configuration. • Build end to end fire risk assessment environment (involving: Inspections module, help calls module and contractor portal.)
Automation of Repetitive Processes, Artificial Intelligence	Design	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	The MERLIN report Robotic Process Automation (RPA) pilot development is now complete. Bug fixing and system testing is in progress. A board meeting held on the 12th of December agreed that a slight delay to go live would be sensible. The new go live date is scheduled for the end of January.	• Process development completed. • Automation hub setup with directorates and service areas. • MERLIN report process detail added to automation hub. • Automation hub demoed to corporate service design and Transformation Teams. • Those teams added to automation hub so they can add process ideas for potential automation. • System testing and bug fixing in progress. • Licensing negotiations in progress.	• Bug fixing to be completed. • User Acceptance Testing to be completed. • To be documentation to be amended. • Analytical dashboards to be created. • Process to be pushed live
Business Intelligence	Initiation	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders	Programme mandate to be submitted to the Digital Strategy Board (DSB) and Technical Design Authority (TDA) in January. Data Repository mandate, part of the above programme of works, submitted to the Digital Strategy Board and Technical Design Board inDecember.	• Completed mandates for the Business Intelligence and data programme and the data repository, both sent to the DSB and TDA for comment and approval.	• Sign off programme mandate and data repository mandate at DSB. • Programme board Terms of Reference (TOR) to be approved at next programme board. • Re-draft strategic business case, considering the above mandates.

		Resources			
Children's Demand Management	Delivery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	Ongoing monitoring of solution post go-live. Final website and Information Governance changes pending after agreement from Service Director and Information Governance. Post implementation review taking place, together with list of performance and quality measurement points. The dashboard enhancements work is gearing up and due to begin week commencing 15/01/2024.	• Health Safeguarding Children Partnership (HSCP) website has been reviewed to ensure information contained aligns to new ways of working by the Front Door team. However, while doing this work, other changes were identified falling outside of the project. This work has been timetabled for early January 2024. • Acceptance into Service (AIS) documentation (gateway 1) has been completed and awaiting approval.	• Privacy notices to be updated and confirmed. • Dashboard enhancements work to be completed. • HSCP website to be fully updated. • AIS documentation (Gateway 2 and 3) to be completed. • Project Closure Report to be finalised.
Children's Services Synergy / Orchestra	Delivery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	Project has progressed well and in the final phase of implementation. Handover products are being created to assist transition to the new business as Usual (BAU) team. Recruitment of new analytical team progressing with Disclosure and Barring Service (DBS) checks being conducted with preferred candidates. It is anticipated that new team start dates likely to be in late-January 2024 - which could have posed risk to training programme completion prior to 31 March.	• Reviewed data imports into Orchestra and set up process for alerts when failing. • All school management information systems signed off as completed with access group. • BAU arrangements handed over to Business Applications Team. • New starter forms completed for BAU analytical team. • Completed Acceptance into Service (gateway 1).	• Complete recruitment process for new analytic team. • Draft training work schedule • Complete Acceptance into Service (gateway 2 and 3) • Complete project closure report.

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Community Enforcement & Regulatory Service Improvement	Delivery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	In addition to the recent options appraisal exercise, a review of the council's "Must have" requirements for the new solution are in progress to identify any 'showstopper' issues that may prevent go live. On conclusion of this review, the project delivery manager will discuss next steps for resuming work with the supplier to create a plan for the remainder of the project which will be used to finalise costs for completion. Additionally, a further update of options will also be completed for review since implementation of some modules has been de-scoped, alternative solutions are now on the market and other councils have so far failed to go live with the proposed system.	• Review of must have requirements and creation of a document detailing 'showstopper' issues for go live ongoing. • Collaborative planning between project delivery manager and supplier project manager on-hold awaiting findings of the above review. • New project delivery manager on-boarded and handover underway.	• Complete "Must have" requirements review and publish 'showstopper' issue findings. • Update the options appraisal, to include alternate solutions in the market for review. • Resume development of the delivery plan (together with costs). • Finalise Chief Officer Decision (COD) and submit for approval for additional funds (subject to Options appraisal). • Complete handover to new project delivery manager.
Digital Cemeteries	Design	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	The mapping overlay process is underway, with service providing the supplier with their current maps. The data migration work has begun with the extracted and cleansed data.	• Data cleansing is complete. • Mapping overlaying process has begun and is due to close in January. • Data migration work has begun.	• Complete the map overlaying process. Service to review accuracy once finalised. • Process alignment configuration and training to commence. • Data analysis to be completed.

Digital Housing	Delivery	Schedule
		Budget
		Cashable Financial Benefits
		Non-Financial Benefits
		Stakeholders
			The system went live with Group 1 modules as scheduled, on 18 December 2023.
			
			A 6-week period from January 2024 through to mid-February 2024 is to be devoted to the completion of post-live tasks, additional end user training where necessary and a structured hand-over to the Applications Support Team.
				• Finance interfaces and extracts configured including:
				  ○ Housing Benefit - Posting of rent changes outbound and Housing Benefit file inbound.
				  ○ Testing / loading of Direct Debit Amounts.
				  ○ Resolution of swipe card batch errors.
				• Finalise repairs test data loads - Works Order history.
					• Post-live tasks.
					• Post-live support and additional end user training as required.
					• Closure report for Group 1 to be produced.
					• Hand-over group 1 modules to Applications Support team.
					• Group 2 prioritisation, planning and kick off.

		Resources		• End user training - all Group 1 modules. • Live migration rehearsal. • Cutover planning. • Go-live.	
Digital Web Services	Design	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	The supplier has provided a revised quote that Procurement is now reviewing together with the contract. Creation of full business case and high-level design underway.	• Functional requirements agreed. • Revised quote received from the supplier.	• Complete the full business case and high-level design. • Create high-level project plan and cost estimate.
eBase Software Upgrade & Migration	Delivery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	Technical delays are now resolved but migration schedule impacted due to system change freeze restrictions over the Christmas and New Year period. External live migration to start in January 2024.	• Issues with virtual private network (VPN), secure file transfer protocol (SFTP) and database configuration are now all resolved.	• Live external migration planned to start in January after the system change freeze is lifted.

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Grants Management	Closure	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	The system has been live since 19 September 2023. Minimal issues logged with application support. Application support responding well to issues raised by the service area.	• Cyber Security validating their previous assessment dated August 2022 before Information Governance can sign off their work.	• Complete project closure documentation. • Pass all project documentation to programme manager for formal project closure.
Homelessness, Independence & Preventative Services (HIPS), Homeless Case Level Information Collection	Design	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	Project is on track, the Homelessness, Independence, and Preventative Services (HIPS) team is conducting updates on the content and web structure. The case officers and wider team are using the platform internally and have uploaded cases, a data validation check has been conducted before running an initial report. We are currently in the process of submitting returns, working on quality assurance with Department for Levelling Up.	• Approval of updated content and structure. • Homeless Case Level Information Collection (H-CLIC) returns are being submitted and we are working with Department for Levelling Up, Housing and Communities on their quality assurance reports	• Review updated content and structure. • Approval of updated content and structure. • Test and implement to align with Transforming Customer Experience (TCE) programme
Hybrid Meeting Room Technology	Delivery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	Project on track.	• Digital signage: request for equipment and service has been passed to procurement to issue for tender.	• Sixth floor streaming: decision to be made whether to progress with known issues and how these can be addressed. Director level input needed. • Trimmer Centre: unit to be set up, transported, evaluated, and then supported on site. • Meeting room software and configuration to be evaluated by the end of February 2024 following completion of site refresh in January 2024.

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Learning Pool	Delivery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	Completed the data provisioning process and gone live with the Single Sign On (SSO) functionality allowing users to automatically login. Now need to look at data from a support perspective to develop easier and more manageable processes to retrieve and upload user data for new accounts.	• New data file created to upload user information to the Learning Pool system. • Data-In provisioning via Secure File Transfer Protocol (SFTP) assessed. • Communication: Informed staff of the changes to logging into the Learning Pool system. • Single Sign-On functionality turned on for all users. • Data Protection Information Assessment (DPIA) for Lampton Services signed-off.	• Lampton Services work to be completed around deleted/suspended accounts and certifications. • Data provisioning process to be implemented regarding how data is retrieved and uploaded to create user accounts. • Onboarding process to be finalised for Lampton Services. • Closure report.
Legal Case Management System	Design	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	The project kicked off on 24 November 2023, with a technical kick-off following on 14 December 2023. The system build is underway.	• Project kick off was held on 24 November. • Technical kick off was held on 14 December. • System build commenced.	• Finish system build. • Import fields designed by the Service Area into the new system. • Prepare for User Acceptance Testing (UAT) with the service.
Management of Council Papers (Paper Files)	Discovery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	The project is currently on track with the contract signed and initial implementation plan agreed.	• Initial team meeting with project stake holders held 5 December 2023 to introduce key stakeholders and agree implementation plan for training and pilot in January 2024.	• Management of paper files – detailed training in January. • Workshop with key service stakeholders and board members to share the assumptions and risks identified when supplier sifts through our paper documents, deciding to index, scan and destroy our documents. • Service to create crib sheets to share with supplier for indexing process.

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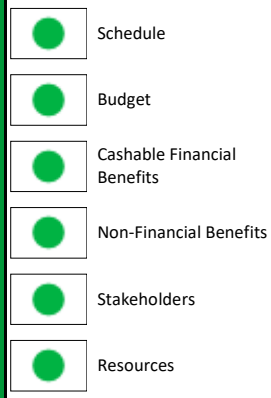
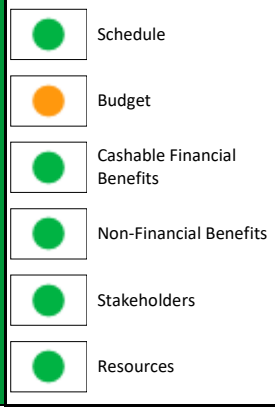
Online Registrars	Closure	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	Initial planned dates delayed; however, project has been on track since.	• Supplier has been implementing the changes requested. Project Sponsor and team have been conducting testing.	• Project sponsor has requested additional changes from the Supplier which are planned for January 2024. • Project sponsor to conduct testing once changes have been implemented and provide feedback. • Once all changes have been implemented and feedback has been received from project sponsor, a meeting will be scheduled to discuss next element and project closure.
Property, Assets, Planning & Spatial	Delivery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	Overall, the project remains in red status, with a revised project plan being developed in conjunction with the supplier with a new go-live date to be discussed at the January joint project board. Despite the re-baselining work which will move the project from a defined red status, due to the risks in resourcing, specialist knowledge and Hounslow being the early-adopter of the supplier's cloud-based system, the project is likely to remain in at least an amber status until go-live. Since the mitigation of adding intensive configuration workshops with a specialist consultant from the supplier in attendance rather than the Hounslow project team members working individually from guidance notes, faster progress on system configuration has been achieved, These workshops have also resulted in issues being raised with the supplier more efficiently, where some can be resolved during the workshop and others can be escalated for investigation and fixes by the supplier's specialist resource.	• Intensive configuration workshops with suppliers specialised. consultant held 7 - 15 December. • Second joint project board with supplier to discuss red risks and issues to make decisions on proposed mitigations.	• Data migration testing and validation to identify that the data load has imported the data into the correct fields. • On-site end-user training sessions to be held in January. • On-site joint project board (with supplier attendance) to be held in January. • Ratification of baselined project plan at the January joint board. • Development of communications plan and change management messaging. • Completion of configuration and testing of the system.

			High risks remain around resource availability with planning and building control to dedicate time and effort to the project alongside the day-to-day operations, particularly as many of the project tasks use the same subject matter experts within the service. Further mitigations are being discussed regarding upskilling, backfill with agency staff and future succession planning.		
Replacement Budget & Forecasting	Design	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	The project is currently in the final stages of procurement; with the signing of the standard procurement framework (G-Cloud) scheduled by both parties.	• G-Cloud standard call-off contract reviewed by both parties, and additional clauses agreed. • Reviewed additional finance system integration costs with the supplier of the wider finance system.	• Kick-off meeting with supplier and internal stakeholders to agree project plan milestones and periods for implementation. • Discovery and testing on the process on the migration from the current system to the new system
Site Refresh	Delivery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	Remaining sites from phase 1 & 2 targeted for end of January 2024 delivery. Installation work continues to be impacted by the technical and logistical complexity of these final sites.	• Additional hardware to complete Phase 2 has been purchased and delivered. • Community fibre lines and refreshed hardware installed at multiple sites. • Trimmer Centre and Coates Walk are now on corporate wi-fi, resulting in positive feedback from managers and team leads at the sites.	• All remaining phase 2 sites to be scheduled and planned for the end of January 2024 completion. • Sandbanks to be completed by alternative third-party company – who might be used to assist with phase 3. • Chiswick Town Hall (a challenging listed building) to be completed. • Trimmer Centre CCTV site to be scheduled carefully to limit impact on 24/7 service. • Further community fibre lines to be ordered.

					• Chief Officer Decision (COD) for funding to be signed-off for Phase 3.
Smart Places	Discovery		The Project Initiation Document (PID) for the implementation of the Smart Places Platform is approved. Data and cyber-security compliance assessments have been submitted and are being reviewed. Procurement is reviewing the chosen supplier's documentation and terms & conditions. The Authority to Award (ATA) is being drafted. A draft project plan has been created and will be refined when the supplier is onboard.	• The Project Initiation Document (PID) for the platform implementation is now approved by the programme board. • Procurement has received and are reviewing supplier documentation. • Data and cyber-security documents have been submitted and are being reviewed. • Held discussions with Housing's digital programme lead and senior stakeholders from the fly-tipping service on the use of smart solutions to feed data into the platform. • Confirmed that the first batch of sensors for the air quality project are still on track for end of December installation.	• Develop business case for the initial projects underneath the programme • Progress corporate governance with submissions to Technical Design Authority (TDA) and Digital Strategy Board (DSB), as required. • Respond to comments / outcomes from the data and cyber-security assessments. • Arrange project kick-off with supplier after corporate governance and contract award approvals are complete, and contracts signed.
Supporting the Borough Based Partnership (BBP)	Discovery		Project is currently in the set-up phase. Key contacts with Borough Based Partnership (BBP) established with partnership activity (i.e., successful joint funding bids) delivered. Project now focused on ensuring appropriate governance structure in place and a Hounslow workplan developed to align to BBP accelerator projects and community and resident needs. A series of business cases are currently in development with a view of securing BBP funding.	• Meeting scheduled with local primary care networks director with a view of obtaining agreement to release GP data for the London Office for Technology and Innovation (LOTI) project. • Work commenced to develop data matching hierarchy processes for the LOTI project. • Digital Inclusion for Social and Health Impacts project completed	• Continue to develop data matching hierarchy processes for the LOTI project. • Sign off Data Protection Information Assessments (DPIA) and data sharing agreements (DSA) with Chelsea and Westminster Hospital NHS Foundation Trust Hounslow and Richmond Community healthcare.

				with external evaluation report delivered. • Project received award from the Health Foundation for its partnership work developed between Chelsea and Westminster Hospital NHS Foundation Trust and Hounslow. • Three business cases drafted for submission to the Borough Based Partnership to securing funding for 2024/25.	• Deliver demonstration of Adult Social Care Data Platform tool to LOTI. • Deliver show and tell session to Adult Social Care leads from across London regarding the data platform tool. • Submit business cases to the Borough Based Partnership and secure funding for 2024/25.
TCE: Hounslow Connect	Delivery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	Show and tell presented to key stakeholders in December. Admin / backend development sprint complete. System integration requirements gathering continuing.	• Show and tell presented in December. • Backend development sprint complete. • 1 to 1 session with Voluntary Community and Social Enterprise (VCSE) groups complete.	• Frontend sprint scheduled for January. • System integration requirements gathering continue.
Treasury System	Discovery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	A formal project kick-off meeting with provider and key stakeholders will be scheduled following contract signature. A detailed project delivery plan will be agreed with the supplier's project manager to ensure progress is tracked and accurately reported.	• Full business case approved at Technical Design Authority (TDA) - 20/12/2023. • Contract shared for review.	• Contract to be signed once reviewed. • Circulate Authority to Award (ATA). • Setup a kick-off meeting and agree implementation plan with provider.

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Vehicle Fleet Management	Discovery	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	The project is red due to the delay in the timescales of the project resulting from the contract issues from the initial procurement. The decision to proceed with an alternate supplier remains. The project has secured funding through the approval of a Chief Officer Decision (COD). The procurement process has commenced, and we are actively engaging with the supplier to proceed to the contract signing stage.	• Additional funding has been secured and approved. • Procurement process has begun.	• Information Governance and Cyber Security teams to complete their review of the submitted checklists. • Final comments to be made regarding the contract. • Contract signed and project kick-off scheduled.
Waste Wizard	Definition	Schedule Budget Cashable Financial Benefits Non-Financial Benefits Stakeholders Resources	Conditional approval to proceed received from Cyber on the tech assessment. Integrated planning session to be held in new year for timings to deliver.	• Conditional approval from Cyber team.	• Establish project board and project team. • Complete Data Protection Information Assessment (DPIA). • Finalise project schedule and timings. • Progress to next delivery.

London Borough of Hounslow

Report for: ACTION	
Contains Confidential or Exempt Information	***N***
Cabinet Key Decision	***Y***

Report Title	Budget 2024/25
Member Reporting	Councillor Shantanu Rajawat Leader of the Council and Cabinet Member for Strategy, Resources and External Affairs
Contact Details	Rupa Raghwani Acting Chief Financial Officer rupaben.raghwani@hounslow.gov.uk
For Consideration By	Cabinet
Date to be Considered	Tuesday, 20 February 2024
Implementation Date if Not Called In	To be recommended to Borough Council for approval on 27 February 2024
Affected Wards	All Wards
Keywords / Index	Budget, council tax, funding, revenue, capital, treasury management, schools, housing revenue account, procurement

1. Details of Recommendations

The Cabinet is asked to agree the following for recommendation to Borough Council for approval:

a) The General Fund revenue budget for the 2024/25 financial year as detailed in the report and itemised in Appendix A, resulting in a 4.99% increase in the council's element of the Council Tax;
b) That the 4.99% increase in the council's element of the Council Tax comprises of the 2% Adult Social Care precept and a 2.99% general increase;
c) The savings proposals in Appendix B;
d) The fees and charges schedule in Appendix C;
e) The Housing Revenue Account budget for the 2024/25 financial year as detailed in paragraphs 6.1 to 6.20 of the report;
f) The capital programme for 2024/25 to 2027/28 as detailed in paragraphs 7.1 to 7.13 of the report and in Appendix D;
g) The Capital Strategy in Appendix E;
h) The Treasury Management Strategy 2024/25, Annual Investment Strategy, Statement on Minimum Revenue Provision and Prudential and Treasury Indicators and Approved Countries for Investment as detailed in paragraphs 9.1 to 9.7 of the report and in Appendix F;

i) That the Executive Director of Finance and Resources be authorised to undertake the operational activity required to manage cashflows including:
   - authority during 2024/25 to make amendments to borrowing and investment limits provided they are consistent with the strategy and there is no change to the authorised limit for borrowing;
   - authority to borrow as per the approved borrowing requirements set out in the Prudential and Treasury Indicators without the additional requirement for a formal Chief Officer Decision;
   - authority to invest with institutions that meet the creditworthiness criteria within the Annual Investment Strategy;

j) That Borough Council will receive a mid-year report and an outturn report on the implementation of the Treasury Management Strategy 2024/25, and that Cabinet will receive a quarterly update on treasury management performance for borrowing and investments within the financial monitoring update reports;

k) The Annual Procurement Plan in Appendix G;

l) The Climate Budget for publication, based on the schedule at Appendix J;

m) Note that at its meeting on 16 January 2024, Cabinet approved the Council Tax Base for 2024/25 for the whole council area as 90,700.8 [Item T in the formula in Section 31B of Local Government Finance Act 1992, as amended (the "Act")];

n) Agree the Council Tax Requirement arising from Cabinet's proposed budget for 2024/25 at £137,830,000 [Item R in the formula in Section 31B of the Act];

o) Agree that the following amounts be calculated for the year 2024/25 in accordance with Sections 31 to 36 of the Act:
   (i) £753,669,059 being the aggregate of the amounts which the Council estimates for its total expenditure in accordance with the items set out in Section 31A (2) of the Act;
   (ii) £615,839,059 being the aggregate of the amounts which the Council estimates for its total income in accordance with the items set out in Section 31A (3) of the Act;
   (iii) £137,830,000 being the amount by which the aggregate (o)(i) above exceeds the aggregate at (o)(ii) above, calculated by the Council in accordance with Section 31A (4) of the Act as its Council Tax Requirement for the year (Item R in the formula in Section 31B of the Act);
   (iv) £1,519.61 being the amount at (o)(iii) above (Item R), all divided by Item T at (m) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year;

p) Note that for the year 2024/25 the Mayor of London has issued a Greater London Authority (GLA) draft consolidated budget setting out his proposed precept on the Council Tax in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table in recommendation (q) below;

q) Agree that, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, Cabinet hereby calculates the aggregate amounts shown in the table below as the amounts of Council Tax for 2024/25 for each part of its area and for each of the categories of dwellings;

Valuation Band	A	B	C	D
Banding Factor	6/9	7/9	8/9	9/9
Hounslow Council Tax (£)	1,013.07	1,181.92	1,350.76	1,519.61
GLA Precept (£)	314.27	366.64	419.02	471.40
Total Council Tax (£)	**1,327.34**	**1,548.56**	**1,769.78**	**1,991.01**
Valuation Band	**E**	**F**	**G**	**H**
Banding Factor	11/9	13/9	15/9	18/9
Hounslow Council Tax (£)	1,857.30	2,194.99	2,532.68	3,039.22
GLA Precept (£)	576.16	680.91	785.67	942.80
Total Council Tax (£)	**2,433.46**	**2,875.90**	**3,318.35**	**3,982.02**

r) Determine that the council's basic amount of Council Tax for 2024/25 is not excessive in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992;

s) The proposed re-alignment of earmarked reserves in 2023/24 as set out in paragraphs 11.8, 11.10 and 11.12, specifically:
- the contribution of £0.6m to Unallocated General Balances;
- the contribution of £7.5m to the Business Rates Volatility risk reserve;
- the drawing of £4.0m from the Capital Financing risk reserve;
- the transfer of £4.5m from Operational Reserves to Strategic Investment Reserves as set out in Table 13;

t) The proposed drawings from earmarked reserves to fund the 2024/25 budget as set out in Table 12 and paragraph 11.9 of the report, and to delegate any decisions relating to the implementation of these reserve movements to the Executive Director of Finance and Resources;

u) Agree that the council's Council Tax Reduction Scheme for 2024/25 is unchanged from the banded scheme implemented with effect from 1 April 2023, other than for the uprating of benefit rates in accordance with Government regulations;

v) The extension of charging an Empty Homes Premium of 100% on Council Tax to properties that have been unoccupied and substantially unfurnished for between one and two years with effect from 1 April 2024;

w) The introduction of a Second Homes Premium of 100% on Council Tax to properties that are unoccupied and furnished with effect from 1 April 2025;

x) Note the Acting Chief Financial Officer's Section 25 Statement and comments on the adequacy of reserves and the robustness of the estimates underpinning the budget contained in Appendix I and at paragraph 15.1 of the report;

Cabinet is also asked to approve:

y) To delegate the allocation of inflation to service budgets and the re-basing of corporate contingencies to service budgets within the revenue budget for 2024/25 to the Executive Director of Finance and Resources as detailed in paragraphs 4.29 and 4.36;

z) The re-basing, savings and investment allocations and virement to service budgets within the General Fund revenue budget for 2024/25 as detailed in paragraphs 4.32, 4.33, 4.34, 4.46, 4.53, and 4.55;

aa) The basis for the allocation of schools funding from the Schools Block of the Dedicated School Grant (DSG) for 2024/25, including the principles of the local schools 5 to 16 funding formula, as detailed in paragraphs 5.3 to 5.6.

2. Report Summary

1. This report sets out Cabinet's recommendations to Council in respect of the General Fund revenue budget for 2024/25 and the resulting level of Council Tax, along with the recommended Housing Revenue Account (HRA) budget for 2024/25, the capital programme for 2024/25 to 2027/28, the updated Capital Strategy, fees and charges, the Treasury Management Annual Strategy, Annual Investment Strategy, Statement on Minimum Revenue Provision and Prudential and Treasury Indicators, and the Annual Procurement Plan.
2. The General Fund budget recommendations result in a Council Tax Requirement of £137,830k, leading to a Band D Council Tax of £1,519.61, an increase of 4.99% over 2023/24. The increase in the Council Tax is in two parts, firstly an Adult Social Care precept of a 2% increase over the Council Tax for 2023/24, and secondly a general increase in Council Tax of 2.99% over the Council Tax for 2023/24.
3. The General Fund budget reflects the overall direction of the council's finances as set out in the update to the One Hounslow Financial Strategy (OHFS) presented to Cabinet in November 2023. The OHFS update identified a remaining budget gap for 2023/24 of £23.1m. This budget gap reflected the continuing impact of raised inflation and increased demand pressures on statutory care services reported in financial monitoring updates to Cabinet, but after including £2.4m of new permanent savings proposals and £6.9m of temporary 'bridging' savings. Subsequent work across several workstreams identified several options to reduce this gap, including a further £2.9m from a second round of permanent savings recommended to be included in the 2024/25 budget. In addition, the proposed budget also includes reviews of demand pressures, inflation and additional funding announcements made by central Government in the provisional local government finance settlement released in December 2023. These are outlined in Table 1 in the report.
4. Despite the items being taken to reduce the budget gap for 2024/25, these measures have not been enough to produce a fully balanced budget. Drawings from reserves to cover ongoing budget pressures of £10.5m are included in Table 1 of the report. The total use of reserves is £24.7m as shown in Table 11. This reflects the continuing impact of the more challenging business environment that the council has operated in over the last two years, with ongoing impacts of inflation and the cost-of-living crisis. Outside of this crisis, the Acting Chief Financial Officer would be advising against the use of reserves to fund underlying recurrent budgets, however it is considered necessary for the 2024/25 budget to do this while the council continues to adjust to the changed business environment and is then able to return to the path towards financial sustainability. The report considers this further when reviewing balances and reserves.

5. The key measure of financial sustainability in the OHFS is the 'recurrent budget gap', which, following reflection of the proposed budget proposals for 2024/25, stands at £25.9m. This compares to a recurrent budget gap for 2024/25 of £34.6m included in the OHFS update to Cabinet in November 2023. The medium-term outlook is for the recurrent budget gap to increase further in the medium-term as social care demand continues to grow and Government funding is tightened. In response, the council's Corporate Leadership Team will continue to pursue options for further savings to be delivered in-year during 2024/25 and for future years, and report further savings proposals to Cabinet for approval during the 2024/25 financial year.
6. The budget recommendations are being made because under the council's budget and policy framework, Cabinet is required to make recommendations to Borough Council on the budget and Council Tax proposals for the forthcoming year for the General Fund, HRA, fees and charges, capital programme and Annual Procurement Plan, and in addition statutory financial strategies including the Capital Strategy, Treasury Management Annual Strategy, Annual Investment Strategy, Statement on Minimum Revenue Provision and Prudential and Treasury Indicators. Borough Council on 27 February 2024 will consider Cabinet's recommendations and formally set the budget and Council Tax for 2024/25, in line with statutory requirements.
7. The report also recommends the realignment of General Fund reserves in 2023/24 to address current year forecasted position, as reported in the Quarter 3 Financial Monitoring Update report elsewhere on this Cabinet agenda, and risks into the medium-term. In addition, seeks approval to delegate actions for these reserve movements to the Executive Director of Finance and Resources.
8. Cabinet is also recommended to approve the re-basing, savings and investment allocations within the overall General Fund revenue budget, and the allocation of schools funding from the DSG. These decisions do not require further approval from Borough Council.
9. Approval of the budgets, fees and charges and strategies in this report will allow the council to continue its ongoing operations and maintain internal financial controls throughout the 2024/25 financial year. Resident households will be individually notified of the increase in Council Tax in billing for 2024/25 issued in March 2024. This will also include the expected increase in the Greater London Authority (GLA) precept, subject to confirmation in February 2024.
10. This report also includes a statement from the Acting Chief Financial Officer, under her responsibilities as the council's statutory Section 151 Officer, on the adequacy of the council's balances and reserves, and on the basis and robustness of the estimates. The minimum level of balances has been assessed at £13.8m for 2024/25 based on risk exposure and this has been set aside. The comments of the Monitoring Officer contain further detail on the statutory requirements of the council in relation to budget and Council Tax setting.
11. Alongside the formal budget proposals, Cabinet is also requested to approve our first ever 'climate budget', which sets out where the council's spending plans contribute to reducing carbon emissions from the council's operations, and where we could go further in reducing emissions with additional funding.
12. Legislation passed through the Levelling-Up and Regeneration Act 2023 allows additional premiums to be charged on Council Tax by billing authorities

to further disincentivise the inefficient use of scarce housing resources. The Government has shortened the time that must elapse before an empty property may be charged a 100% premium from two years to one year, and Cabinet is recommended to implement this change from 1 April 2024. Secondly a premium of 100% may be implemented on second homes, however the council must give one year's notice to Council Tax payers of the intention to introduce this premium. Cabinet is therefore recommended to approve the introduction of the Second Homes Premium of 100% of normal Council Tax bills from 1 April 2025.

3. Reason for Decision and Options Considered

3.1. The council is legally obliged to set a balanced budget each year, which must balance service expenditure against available resources. For effective financial management the council should also pull together a financial forward-looking strategy and plan and update its projections regularly to ensure that it is well placed to understand and address any future challenges.

3.2. The report contains Cabinet's recommendations to Borough Council in respect of the council's budgets and the resulting level of Council Tax for 2024/25, having considered options available through a robust budget setting process. Hence no further budget options are presented.

4. General Fund Revenue Budget

Changes from One Hounslow Financial Strategy Update

4.1. The One Hounslow Financial Strategy (OHFS) approved by Cabinet in July 2022 and Borough Council in September 2022 set out the strategic context for the council's General Fund revenue budget, including the outlook for central Government funding and service budget pressures, and the strategy for leveraging the outcomes of the Corporate Strategy 'Ambitious for Hounslow' and the Delivery Plan to achieve financial sustainability over the life of the council administration.

4.2. Cabinet received update reports on the OHFS in July 2023 and November 2023, which noted the continued impact of higher inflation and increased demand pressures. The accompanying updated forecasts in the November 2023 update outlined a budget gap of £23.1m for 2024/25.

4.3. Subsequent work across several workstreams identified several options to reduce this gap, including a further £2.9m from a second round of permanent savings recommended to be included in the 2024/25 budget. In addition, the proposed budget also includes reviews of demand pressures, inflation and additional funding announcements made by central Government in the provisional local government finance settlement released in December 2023.

4.4. Along with a review of reserves these measures have reduced the budget gap to nil, after allowing for the 4.99% proposed increase in Council Tax. The items that enabled the budget gap to be closed are set out in Table 1 below:

Table 1: Budget Changes Since OHFS Updated Forecast November 2023

Item		**Impact on Budget Gap (£000s)**
Budget Gap 2024/25 (from OHFS Update Report)		23,062
Council Tax Council Tax Surplus (2023/24 Projection) Council Tax Base (2024/25)	 664 (576)	 88
Business Rates Business rates deficit (2023/24 Projection) Earmarked reserve drawing from business rates volatility risk reserve to offset deficit	 8,937 (8,937)	 0
Service Demand Social care demand pressure (net change) Lampton Leisure funding shortfall (adjustment)	 3,625 (900)	 2,725
Inflation Reduced Inflation (2023/24 Projection) Reduced Inflation Assumption Adjustment (2024/25) Concessionary fares levy (adjustment)	 (2,075) (1,751) (54)	 (3,880)
Savings Savings from Service Reviews and Delivery Plan		(2,883)
Fees and Charges Income yield from fees and charges		(313)
Capital Financing ICT Capital Financing Net Interest and Investment Income (adjustment)	 (700) (570)	 (1,270)
Provisional Settlement New Homes Bonus Social Care Grant (with final settlement adjustment) Revenue Support Grant Services Grant (with final settlement adjustment)	 (2,703) (2,297) 9 1,571	 (3,420)
Sub-Total – Excluding Temporary Measures		**14,109**
Use of Budget Support Risk Reserve Use of reserves		 (10,512)
Revised Budget Gap		**3,597**
Add back: Council Tax increase of 2.25% (already assumed in OHFS and gap)		2,954
Council Tax Rate Increase – Adult Social Care (2%)		(2,626)
Council Tax Rate Increase – General (2.99%)		(3,925)
Net Budget Gap		**0**

4.5. The above figures reflect the changes following our OHFS update in November 2023 and not the change from the current year 2023/24 budgets. The budget gap for 2024/25 included in the OHFS update report included an assumed Council Tax increase of 2.25%. If this assumption were removed the budget gap to close (as at November 2023) was £26.0m.

4.6. Cabinet in January 2024 approved the Council Tax Base for 2024/25 at 90,700.8 Band D equivalent units, an increase of 1,392.2 units over the Council Tax Base for 2023/24. This was an increase of 828.2 units over the Council Tax Base included in the OHFS update report, increasing Council Tax revenue by £1,226k for 2024/25 compared to the OHFS forecasts. Part of the increase was approved to fund budgets of £650k for Council Tax collection incentive schemes essential to delivery of the higher Council Tax Base, as described in paragraph 4.53, resulting in a net improvement to the overall budget position for 2024/25 of £576k.

4.7. In-year monitoring of the Collection Fund for Council Tax and National Non-Domestic Rates (NNDR) is undertaken monthly. The monitoring position as at the end of December 2023 forms the basis for statutory declarations of the expected Collection Fund surplus or deficit for budget setting purposes, that feed into the formal budget calculations for the council and the Greater London Authority. The monitoring position as at the end of December 2023 presents that council's share of Council Tax is a surplus of £202k, a lower surplus of £664k compared to the forecast included in the OHFS update report.

4.8. For NNDR there is a forecast in-year deficit of £8,937k impacting on the 2024/25 budget. This reflects a surge in backdated appeals against the 2017 rating valuation list, prior to the deadline for appeals submissions at the end of November 2023, exceeding the appeals provision made by the council in closing for 2022/23, which was based on known appeals at that time. The in-year deficit is proposed to be offset by drawing down on the business rates volatility risk earmarked reserve, which exists for the purpose of smoothing out the impact of deficits on the level of retained business rates from year to year.

4.9. During 2023/24 the council has seen cost and demand for services increase significantly, to levels beyond that expected when the budget was set, particularly in the areas of adult and children's social care. Increased demand, greater complexity of needs, broken market, lack of sufficient capacity / supply, workforce capacity issues, suitable accommodation for care leavers and support for unaccompanied asylum-seeking children are areas with volatility and pressures. The budget has made provision for pressures in these areas, as well anticipated increases in demand due to demographic changes, with some requirement to deliver mitigations to contain spend in certain areas.

4.10. Demand pressures on Adult Social Care have been widely reported, including in the Quarter 3 Financial Monitoring Update report elsewhere on this Cabinet agenda. The cost impact of this is predominantly in the

placement budgets, where a 9.6% year-on-year increase in the number of placements is reported, with the learning disability and mental health client groups most affected. The council had introduced a new demand modelling methodology across all social care client groups. For Adult Social Care this showed a gross increase in demand costs above the previous OHFS projection of £5,494k for 2024/25. However, after applying the increases in ringfenced grants of £1,165k in the demand element of the Market Sustainability and Improvement Fund grant and £764k in the Discharge Fund grant, this estimation is reduced to a net increase of £3,565k.

4.11. The results of similar demand modelling in children's social care placements showed an increase in demand above the previous OHFS projection of £760k. However, slower than anticipated growth in SEN transport costs during the current year mean that £700k previously included for further increases in transport routes in 2024/25 can be diverted to care services.

4.12. An underlying budget pressure of £3.6m was added to the budget gap in the OHFS update report to Cabinet in July 2023, recognising the shortfall in council funding needed to cover losses in the provision of leisure centres by Lampton Leisure Ltd, as set out in business plan approved by Cabinet in March 2023. For the current year the shortfall has reduced to a forecast level of £2.6m, as included in the Quarter 3 Financial Monitoring Update report, mainly due to increased uptake of services. A shortfall of £2.7m is projected for 2024/25, a £0.9m improvement over the ongoing shortfall included in the OHFS.

4.13. Demand in other areas such as temporary accommodation continues to fluctuate with the uncertainty around the impact of increases in energy costs and rising rents. Temporary accommodation budget pressures are more prevalent in other boroughs across London, however it could become more challenging for the council next year. The council has proposed a budget that allows for the anticipated requirements however on the basis that this will be funded from one-off reserves and government funding. The outcomes of the housing improvement programme will need to deliver measures to manage expenditure into the medium term.

4.14. For all other areas, changes in demand are expected to be less significant and have not been included within budget assumptions, any change will need to be contained within the current funding envelope.

4.15. The Quarter 2 and Quarter 3 Financial Monitoring Update reports to Cabinet contained updates on the allocation of inflation from the corporate inflation provision for 2023/24. Overall inflation released has been agreed at levels less than the provision originally made, with Adult Social Care inflation £2,702k below provision, partly from the application of ringfenced grants to offset inflation, and children's social care inflation £503k below provision, offset by pressures from the pay award of £1,017k and on energy prices of £241k. Other minor changes result in an overall under-allocation of £2,075k that can be carried forward into the 2024/25 budget.

4.16. The headline rate of inflation continued to fall during the autumn and into the winter of 2023, with the CPI inflation measure falling from 6.7% in September 2023 to 4.0% in December 2023. From a review of inflation submissions submitted by directorates, it has been possible to reduce the overall provision for 2024/25 by £1,751k compared to the assumptions in the OHFS update report. Further details on the approach to managing inflation in 2024/25 are set out in paragraph 4.29 below.

4.17. In December 2023, the council was notified by London Councils of a lower than previously anticipated increase in the concessionary fares levy, as described in paragraph 4.44 below.

4.18. The OHFS update report to Cabinet in November 2023 contained £2.4m of new permanent savings proposals in 2024/25 and £6.9m of temporary 'bridging' savings. Following the same approach set out in the OHFS report, a further £2.9m from a second round of permanent savings from service proposals and Delivery Plan programmes are recommended to be included in the 2024/25 budget. Further detail on these savings proposals is set out in paragraph 4.54 below.

4.19. Cabinet in November 2023 also agreed in principle to uplift fees and charges by the September 2023 CPI inflation rate of 6.7% where applicable, and the forecast income yield from these uplifts is estimated to be £313k. The fees and charges schedule for 2024/25 is introduced at paragraph 4.60 below.

4.20. The capital programme for 2024/25 to 2027/28 is introduced from paragraph 7.1 below. Within the financing of the General Fund capital programme, it has been possible to temporarily switch financing from revenue contributions to capital receipts for the ICT Hardware Refresh Programme for 2024/25 as set out in paragraph 7.14, avoiding £700k of revenue costs.

4.21. The temporary 'bridging' savings of £6.9m for 2024/25 included in the OHFS update report were from releasing the upside from higher interest rates on interest receivable by un-ringfencing the treasury management and capital financing budgets. The value of this saving has improved by a further £570k after including the impact of further re-phasing of the current capital programme expenditure. Further detail is included in the Treasury Management Strategy for 2024/25, introduced at paragraph 9.1, which contains forecasts for borrowing, external interest payable, repayment provisions and investment income on balances for the General Fund.

4.22. The provisional local government finance settlement was released in December 2023, confirming the detailed allocations within the funding envelope for local government for 2024/25 originally set in the Autumn Statement from November 2022. The provisional settlement contained increased allocations of New Homes Bonus and Social Care Grant, but a cut to the Services Grant, with an overall improvement compared to OHFS assumptions of £1,308k. After consideration of responses to the provisional settlement consultation, in January 2024 the Government announced a further £500m increase nationally to the Social Care Grant – the council's

share of this increase was announced in the final settlement as £2,082k, alongside a £30k addition to the Services Grant also included in the final settlement. Further detail on corporate grants is contained in paragraphs 4.63 to 4.71 below.

4.23. Having exhausted all other options available in the short-term, it is necessary to bridge the remaining gap that cannot be covered through Council Tax increases and from the earmarked Budget Support risk reserve. A review of risk reserves has been undertaken to identify sufficient transfers into the Budget Support risk reserve to cover the £10,512k needed to bring the budget into balance. Paragraph 11.8 describes these reserve movements in more detail.

4.24. These changes reduce the remaining budget gap to £6,551k. The difference is recommended to be funded through an increase in Council Tax of 4.99%, consisting of an Adult Social Care precept of a 2% increase over the Council Tax 2023/24, and a general increase of 2.99%. The parameters within which the Council Tax is increased are set out in paragraphs 13.1 to 13.4 below. Each additional 1% increase in Council Tax raises an additional £1.3m of revenue for the General Fund budget.

Budget Changes from 2023/24 to 2024/25

4.25. Including the changes since the OHFS update report, the proposed General Fund revenue budget is built up from the current 2023/24 revenue budget as shown in Table 2 below:

Table 2: Council Tax Requirement 2024/25

Item	**Budget (£000s)**
Council Tax Requirement 2023/24	129,264
Add: Inflation	15,549
Add: Change in Corporate Budgets (Expenditure)	8,878
Less: Change in Corporate Budgets (Income, Grants and Funding)	(14,130)
Add: Investment	650
Less: Savings	(2,381)
Council Tax Requirement 2024/25	**137,830**
Divided by Council Tax Base	90,700.8
Band D Council Tax 2024/25	£1,519.61
Band D Council Tax 2023/24	£1,447.38
Council Tax Increase	4.99%

4.26. A detailed breakdown of Council Tax Requirement 2024/25 and the resulting service directorate budgets is shown in the Budget Book 2024/25, at

Appendix A. The Budget Book 2024/25 is presented in line with the new directorate structure of the council approved by Cabinet in November 2023.

Inflation

4.27. As noted in the OHFS update report to Cabinet in November 2023, a key challenge in managing financial sustainability for the council over the last two years has been persistently high inflation, with the rate of inflation in the wider economy having fallen steadily from a peak of 11.1% as measured by CPI in October 2022, down to 4.0% in December 2023, which is still twice the rate of the 2% Bank of England target for inflation.

4.28. A review of 2024/25 inflation cost forecasts was captured as part of the budget setting process. The budget proposals include a provision of £17.9m for inflation for 2024/25. Service Directors have submitted requests for inclusion in this provision where service contracts have inflationary uplift clauses, inbuilt staffing costs or are subject to inflation due to market forces. In addition, a corporate provision has been retained for pay inflation, based on an allowance for a local government pay award of 4% for 2024/25. These are summarised in Table 3 below. The overall net change in inflation of £15.5m in Table 2 is stated after the deduction of £2.1m released from the 2023/24 inflation provision as set out in paragraph 4.15, and the inflationary increase in fees and charges of £0.3m described in paragraph 4.19.

Table 3: Inflation Provision 2024/25

Expenditure Type	**Inflation (%)**	**Inflation (£000s)**
Employee pay inflation	4.0	4,200
Energy price inflation	Various	600
Contractual inflation (linked to London Living Wage increase)	10.0%	6,700
Contractual inflation (other)	Various	6,400
Inflation Total		**17,900**

4.29. The inflation provision in Table 3 is supported by itemised estimates for inflation, but these are not being published in order to retain flexibility over how inflation is applied, given the wide variations in several items in 2023/24 between the inflation provided for and the amounts subsequently released, as a result of external changes and the inflation management approach adopted. As they are all based on estimated uplift rates, the inflation provision will be held centrally and allocated only once the actual rates are known and agreed. As in the current year all services will be expected to follow a process of evidencing and rigorous challenge of inflation release requests. It is recommended that the approval of inflation release requests for 2024/25 is delegated to the Executive Director of Finance and Resources.

4.30. Nevertheless, significant inflationary pressures are still likely to continue in key services, due to the lag in some contractual claims behind changes in the headline rate of inflation, and the cost base of several key contracts being linked to pay levels tied to the London Living Wage, which will increase by

10% from April 2024. For example, the provision allows for gross inflation on Adult Social Care placements and services of £7.1m.

Corporate Budgets

4.31. The changes to corporate budgets from 2023/24 to 2024/25 are summarised in Table 4 below.

Table 4: Changes in Corporate Budgets

Corporate Budgets	**Change in Budget (£000s)**
Rebasing to Service Budgets	7,915
Reversal of Use of Operational Reserves	3,900
Reduction in Corporate Contingency	(690)
Reduction in Contingency for DSG High Needs Shortfall	(2,700)
Concessionary Fares Levy Increase	404
Other Corporate Adjustments	49
Sub-total – Changes in Expenditure	***8,878***
Council Tax Surplus (Collection Fund)	7,997
Business Rates Deficit (Collection Fund)	9,934
Reserve Funding of Business Rates Collection Fund Deficit	(8,937)
Temporary Reduction in Capital Financing Costs	(3,835)
Increase in Government Grants	(4,600)
Increase in Retained Business Rates	(4,177)
Use of Reserves	(10,512)
Sub-total – Changes in Income, Grants and Funding	***(14,130)***
Total Change in Corporate Budgets	**(5,252)**

Changes in Expenditure

4.32. <u>Rebasing to Services Budgets</u>
The re-basing to service budgets includes £7,265k relating to Adult Social Care. Of this, £3.7m relates to demand pressures first identified in 2022/23 and included in the 2023/24 contingency that have now been confirmed to be ongoing with no further prospect of mitigation. The remaining £3,565k reflects the results of demand modelling as set out in paragraph 4.10 above, and reflects the level of additional demand that has been identified in 2023/24 and included in the forecast position for Adult Social Care in the Quarter 3 Financial Monitoring Update report. This will leave £1.0m in contingency for further demand captures in the modelling process anticipated to materialise during 2024/25.

4.33. Development Control income has continued to be depressed throughout 2023/24, with a forecast shortfall of £1.1m included in the Quarter 3 Financial Monitoring Update report. It is likely that a reduced level of income will continue into the 2024/25 financial year, although at a lower shortfall due to

the impact of one-off effects in the current year. Hence it is proposed to re-base £650k to reduce the income target for this service.

4.34. Reversal of Use of Operational Reserves
Budget pressures in waste collection and recycling services and for homelessness and temporary accommodation in 2023/24 have been contained through the budgeted one-off use of operational reserves, including £0.6m for waste services and £3.3m for temporary accommodation. The falling out of the use of reserves will add these amounts to the net budgets for the respective services. Operational reserves continue to be held to manage pressures and volatility in these services, which will be called upon if further pressures present in 2024/25.

4.35. Homelessness and temporary accommodation pressures have been reported to be accelerating across London in the current year, and there is a risk that significant increases in cost and demand could come through over the next year. This will require careful monitoring and risk management to ensure that the impact of any further use of operational reserves is considered in the context of financial sustainability.

4.36. Change in Corporate Contingency
Updates to budget pressures have resulted in a recommended corporate contingency of £14,610k in 2024/25, a reduction of £690k compared to the £15.3m contingency set for 2023/24. The corporate contingency budget offsets risks arising from budget pressures across the council that have been reported in financial monitoring updates to Cabinet throughout the year, notably on children's specialist services, adult social care and special needs transport, as set out in Table 5 below. These contingency sums will continue to be reviewed to reflect service review options and activity and progress with delivery continuing into 2024/25, seeking to mitigate pressures wherever possible. The report recommends that any re-basing of contingencies during the year is delegated to the Executive Director of Finance and Resources.

Table 5: Proposed Corporate Contingency 2024/25

Item	**Contingency 2024/25 (£000s)**
Children's Specialist Services	7,760
SEN Transport	1,700
Leisure Centres	1,600
0-25 Disability Service	1,200
Adult Social Care	1,000
Vehicle Fleet Management	350
Sub-total: Specific Items	**13,610**
General Contingency	1,000
Total	**14,610**

4.37. The demand modelling approach has also been applied children's social care placements, where a £1,060k estimated increase to the current £6.7m contingency is required, to give an overall contingency for children's social

care services of £7,760k. This contingency sum also recognises pressures outside of care placements, notably the shortfall in funding compared to costs for Unaccompanied Asylum-Seeking Children and Section 17 homelessness costs. However, the contingency assumes that the forecast overspends in 2023/24 of £1.9m for each of these issues included in the Quarter 3 Financial Monitoring Update report is reduced from their current level through mitigation measures in 2024/25.

4.38. The increase in pupils attending educational settings with Special Educational Needs and / or Disabilities (SEND) that have Education, Health and Care Plans, and are entitled to transport led to a contingency being held in 2023/24 of £1.7m. The service has contained costs in the current year within the level of this contingency. However, there is also an underlying increase in pupils with SEND into 2024/25, and therefore it is proposed that the corporate contingency is retained at a total provision of £1.7m.

4.39. The Lampton Leisure Ltd business plan for 2023/24 presented to Cabinet in March 2023 included a forecast loss of £3.6m that would otherwise need to be supported by the council, for which there was no budget provision. Continuing review of the business performance of the leisure centres has enabled this to be reduced to a forecast loss of £2.7m for 2024/25. Furthermore, a review of the operating model of the leisure centres has enabled savings to be proposed of £1.1m from changes to VAT rules and other operating changes, that are included in the savings proposals in Appendix B. The effect of these savings is that the contingency sum that is estimated to be retained for Lampton Leisure Ltd's operations in 2024/25 is reduced to £1.6m.

4.40. There is also a budget pressure of £2.2m in the current year on services for children with disabilities, run by the 0-25 Disabilities Team due to an increase in number of children and children with high and complex needs. The corporate contingency is however proposed to be maintained at the current year level of £1.2m, as the service is reviewing the mitigation actions that could be implemented to manage this pressure.

4.41. As set out at paragraphs 4.10 and 4.32 above, a new approach to medium-term demand modelling for social care services has been introduced this year. The results of this modelling show an increase in demand for Adult Social Care services of £6.5m compared to the current year, of which £3.5m is already reflected in the forecast position for 2023/24 in the Quarter 3 Financial Monitoring Update report, and is proposed to be re-based. This leaves £3.0m as further gross demand increases expected in 2024/25, which is reduced by applying the increases in ringfenced grants of £1.2m in the demand element of the Market Sustainability and Improvement Fund grant and £0.8m in the Discharge Fund grant, to a net contingency of £1.0m.

4.42. The council's vehicle fleet has experienced a range of pressures, and the current year contingency of £350k is proposed to be retained at the same level for the new year.

4.43. Reduction in Contingency for DSG High Needs Shortfall
The budget proposals also include a specific contingency for the ongoing shortfall in High Needs funding from the Dedicated Schools Grant (DSG), to offset the forecast DSG deficit as described at paragraph 5.11 below. Based on the additional funding levered through the Safety Valve agreement reached with the Department for Education, as set out in the OHFS update report to Cabinet in July 2023, and work done to implement the DSG Management Plan, this contingency can be reduced from £5.0m in the current year to £2.3m.

4.44. Concessionary Fares Levy
The concessionary fares levy paid to London Councils on behalf of Transport for London funds the costs of operating the London-wide Freedom Pass scheme on public transport for eligible residents of the borough. During the Coronavirus pandemic the use of public transport was curtailed, and passenger journeys and associated costs charged through the levy were considerably reduced. Journeys have since recovered and coupled with cost inflation, the concessionary fares levy for 2024/25 is above pre-pandemic levels for the first time, and a £404k increase is required compared to the base budget held by the transport service. This increase is to be funded from the application of the £410k raised through parking income generation measures included in Appendix B, as expenditure on concessionary fares is a legitimate use of on-street parking income within the ringfenced Parking Reserve Account.

4.45. Other Corporate Adjustments
There are other adjustments that result in a net increase in corporate budgets of £49k, arising mostly from changes to revenue contributions to capital expenditure.

4.46. In addition, the budget proposals contain a virement of £533k from the Investment Property Management budget to the Waste Collection contract budget, to transfer the increased income arising from rent reviews of the Southall Lane Depot to increase the contract budget so that Lampton Recycle 360 Ltd may be compensated for the increased rent costs.

Changes in Income, Grants and Funding

4.47. Council Tax Collection Fund Surplus
As described in paragraph 4.7 above, in-year monitoring of the Collection Fund for Council Tax is undertaken monthly. The monitoring position as at the end of December 2023 forms the basis for the statutory declaration of the expected Collection Fund surplus or deficit for budget setting purposes, that feeds into the formal budget calculations for the council and the Greater London Authority. The monitoring position at the end of December 2023 presents that the council's share of Council Tax is a surplus of £202k. This is a £7,997k reduced surplus compared to the £8,199k declared last year, which was strongly influenced by one-off factors and a faster rate of housing growth in 2022/23 than recorded in 2023/24.

4.48. Business Rates Collection Fund Deficit

There is a forecast in-year deficit on the Collection Fund for business rates of £8,937k that will need to be met from the council's budget in 2024/25, as the budget for 2024/25 needs to include the forecast surplus or deficit arising in the preceding year. This deficit reflects a surge in backdated appeals against the 2017 rating valuation list, prior to the deadline for appeals submissions at the end of November 2023, exceeding the provision made in closing for 2022/23. The in-year deficit offsets an outturn improvement in the Collection Fund of £1,952k at the end of last year, to give a net total deficit of £6,985k for inclusion in the budget calculations for 2024/25. This is a change of £9,934k from the 2023/24 budget which included a business rates surplus of £2,949k. The forecast in-year deficit of £8,937k is proposed to be funded by drawing on the business rates volatility risk reserve as noted in paragraph 4.8 above.

4.49. Temporary Reduction in Capital Financing Costs

There is a temporary reduction in budgets for capital financing costs of £3,835k, as set out in the Treasury Management Strategy at paragraphs 9.1 to 9.4 below and in Appendix F, due mainly to increased interest rates improving interest income forecasts. This includes the effect of the savings proposal of £7.5m from un-ringfencing treasury management and capital financing costs budgets, without which the budget would have increased in 2024/25 due to the reversal of temporary savings taken in 2023/24.

4.50. Increase in Government Grants

The provisional local government finance settlement announced in December 2023, included a net increase in grant funding, that is neither ringfenced nor applied elsewhere in the budget proposals for 2024/25. This included a new allocation of New Homes Bonus, increases in Social Care Grant which was increased further in the final settlement, Revenue Support Grant, offset by a reduction in the Services Grant. More detail on corporate specific grant funding is included in paragraph 4.63 below.

4.51. Increase in Retained Business Rates

Alongside the provisional settlement, the Government have set the parameters for the business rates retention scheme so that an average increase in retained business rates of 6.7% based on September 2023 CPI is passed through to local authorities.

4.52. Use of Reserves

As noted in paragraph 4.23 above, it is necessary to bridge the remaining gap that cannot be covered through Council Tax increases from the earmarked Budget Support risk reserve. A review of risk reserves has been undertaken to identify sufficient transfers into the Budget Support risk reserve to cover the £10,512k proposed to be drawn down into the corporate budget.

Investment

4.53. The proposed investment of £650k relates to investment in Council Tax collection incentive schemes included within the corporate services contract extension approved by Cabinet in July 2023, within funding approved by Cabinet in January 2024 from the overall increase in the Council Tax Base, as described in paragraph 4.6. These budgets are set at a level reflecting ambitious collection targets that collectively exceed the approved collection rate, and if delivered would generate additional surpluses on Council Tax collection available to support General Fund revenue budgets in future years.

Savings

4.54. The savings included in the 2024/25 budget include £5.6m of new permanent savings and £7.5m of new temporary bridging savings, a total of £13.1m in the 2024/25 budget, which is reduced to a net change in savings of £11.4m after adjustments for one-off savings in 2023/24. £9.3m of these savings were reported in the OHFS update report to Cabinet in November 2023 with further permanent savings proposals of £2.9m contained in this report, plus further savings of £0.9m from fees and charges increases and additional bridging savings.

4.55. A summary of the savings identified that have been included in the 2024/25 budget is shown in Table 6 below, with full details in Appendix B.

Table 6: Savings Proposals

Item	Service Planning Savings 2024/25 (£000s)	Delivery Plan Savings 2024/25 (£000s)	Bridging Items 2024/25 (£000s)	Total Savings 2024/25 (£000s)
Reversal of Temporary Savings in 2023/24			(740)	(740)
Full Year Effect of 2023/24 Savings	(109)	(853)		(962)
Savings Approved November 2023	1,914	505		2,417
Savings Recommended February 2024 (impacting on service budgets)	680	984		1,664
Sub-total – Savings on Directorate Budgets	**2,485**	**636**	**(740)**	**2,381**
Savings Recommended February 2024 (increasing fees and charges – offsetting inflation)	313			313
Savings Recommended February 2024 (cost avoidance reducing corporate contingency)	1,100			1,100
Savings Recommended February 2024 (reducing corporate budgets)	119			119
Bridging Items			7,502	7,502
Savings Total	**4,017**	**636**	**6,762**	**11,415**

4.56. The savings have been reviewed and only put forward with a good degree of certainty over value and deliverability. Officers have developed these options identifying benefits and how these will be realised, and senior leadership have agreed all savings presented. Some savings proposals may only be delivered after specific statutory or other legal procedures have been followed and / or consultation taken place.

4.57. Out of the total of new savings for 2024/25 recommended in this report of £2,883k, £1,664k are savings impacting on service directorate budgets, either directly or through the work of Delivery Plan programmes, £1,100k are savings reducing the council's support to Lampton Leisure Ltd that is held in the corporate contingency, as set out in paragraph 4.38, and £119k is reducing corporate budgets for capital financing, as set out in paragraph 7.16.

4.58. Appendix B also shows the ongoing impact of the savings proposals into 2025/26 and 2026/27. All savings have been risk assessed and are supported by project management arrangements where deemed necessary. As for 2023/24 savings, progress in their delivery will be reported throughout the year in the Financial Monitoring Update reports to Cabinet.

4.59. The council's Corporate Leadership Team will continue to pursue options for further savings to be delivered in-year during 2024/25 and for future years, using the approach to continuous development of tranches of new savings proposals already in train through the OHFS. Further savings proposals identified, approved by Cabinet and delivered during 2024/25 will reduce the call on the Budget Support risk reserve at year end.

Fees and Charges

4.60. The council has a wide range of powers to charge for services, that are derived both from specific statutes and the council's general power of competence. Fees and charges can only be set in line with what the legislation for that fee or charge allows.

4.61. In developing fees and charges proposals for 2024/25, service directorates have had regard to the principle agreed by Cabinet in November 2023 to uplift fees and charges by the September 2023 CPI inflation rate of 6.7% where applicable. The forecast income yield from these uplifts is £313k, which offsets the effects of inflationary increases in costs, and is shown as a saving in Appendix B.

4.62. Appendix C sets out the proposed fees and charges for implementation from 1 April 2024. This schedule includes changes arising the above general uplift policy and from other review processes and income generation savings proposals.

Corporate and Ringfenced Grants

4.63. The General Fund corporate budgets contain grants that are not directly tied to specific service expenditure, reflecting a corporate approach to funding council services. These are itemised in Table 7 below. Several key grants were announced in the provisional local government finance settlement released in December 2023, however some grants are still subject to confirmation from the relevant Government departments.

Table 7: Corporate Grants 2024/25

Grant	**Budget 2024/25 (£000s)**
Social Care Grant	20,251
Public Health Grant	17,740
Revenue Support Grant	12,177
New Homes Bonus	2,703
Housing Benefit Administration Grant (unconfirmed)	978
Services Grant	344
Total Corporate Grants	**54,193**

4.64. The provisional settlement included confirmation of an increase in Social Care Grant of £2,728k, to a new total of £18,169k. This increase in this grant is intended to be applied towards, but is not sufficient of itself to cover, additional expenditure on adult social care including inflation of £7.1m and demand of £6.5m included in Tables 3 and 5 above respectively. As a result, the increases in Council Tax, including the use of the Adult Social Care precept, recommended in the report are necessary to fund these inflationary and demand pressures.

4.65. In January 2024, the Government announced a further national funding allocation of £500m into the Social Care Grant for 2024/25, in response to representations from the local government sector. Hounslow's share of this was confirmed at £2,082k in the final settlement announced on 5 February 2024, and included in Table 7 above. However, even with this additional funding the council's Social Care Grant increase does not keep pace with the increased cost pressures. It is also assumed that this additional funding is one-off in nature, as the statement accompanying the final settlement noted that the source of funding will only be confirmed in the national budget in March 2024. The budget assumes also that Better Care Fund monies ringfenced for adult social care will remain at current levels following a planned review of funding allocations.

4.66. The ringfenced Public Health Grant is held corporately as services delivering the council's public health duties are spread across council directorates. Table 7 includes the final 2024/25 grant announced in February 2024.

4.67. The council will receive Revenue Support Grant (RSG) of £11.2m for 2024/25, which includes an inflationary increase of 6.7% over the 2023/24

RSG, as the underlying formula for distribution of this grant has not been reviewed or amended.

4.68. New Homes Bonus is an un-ringfenced General Fund grant, that was originally created in 2011/12 from recycling part of the cuts in RSG. It is allocated to reward the introduction of new homes from new development and bringing empty property back into use, measured from the Council Tax base. Despite the Government consulting on changes to the methodology for the distribution of New Homes Bonus in March 2021, the allocation of New Homes Bonus has remained largely unreformed. The New Homes Bonus allocation of £2,703k is for a new round of awards in 2024/25 only, after which no further funding has been assumed for 2025/26 onwards.

4.69. The Services Grant is an un-ringfenced general grant introduced in 2022/23, which has been reduced from £2.0m to £0.3m in 2024/25.

4.70. The corporate grants also include the Housing Benefit administration grant, the final value of which is unconfirmed for 2024/25 at this time.

4.71. Consultation on the provisional local government finance settlement closed on 15 January 2024. The final local government settlement was announced on 5 February 2024.

Medium-Term Outlook

4.72. The impact of the proposed General Fund revenue budget over the medium term, presented in line with the four-block model used in the One Hounslow Financial Strategy is shown in Table 8 below.

Table 8: Updated One Hounslow Financial Strategy Blocks

Block	**2023/24 (£m)**	**2024/25 (£m)**	**2025/26 (£m)**	**2026/27 (£m)**
Opening Gap	7.2	28.2	36.4	45.5
Resources and Funding Uplifts (Annual Change)	(19.6)	(18.3)	(7.1)	(6.0)
Inflation (Annual Change)	22.2	15.5	10.3	6.5
Service Demand (Annual Change)	18.4	11.0	5.9	5.2
Capital Financing (Annual Change)	0.0	0.0	0.0	0.0
'Do Nothing Gap'	**28.2**	**36.4**	**45.5**	**51.2**
Service Planning Savings	(3.0)	(9.0)	(12.8)	(17.6)
Delivery Plan Projects	(0.9)	(1.5)	(1.8)	(1.8)
Recurrent Cumulative Gap	**24.3**	**25.9**	**30.9**	**31.8**
Bridging Items	(24.3)	(25.9)	(2.6)	0.3
Residual Cumulative Gap	**0.0**	**0.0**	**28.3**	**32.1**

4.73. The recurrent budget gap for 2024/25 is £25.9m, which is the key measure of financial sustainability in the OHFS, having increased by £1.6m from £24.3m in 2023/24, and increases further over the medium-term.

4.74. The outlook arising from this measure is that the path to financial sustainability will remain challenging into the medium-term. Since the last OHFS update to Cabinet in November 2023, social care has reported results that show pressures running ahead of the provision made in the OHFS.

4.75. The Chancellor's Autumn Statement in November 2023 presented public finance projections that will mean further constraints on most public services, including local government. This may mean that projections for future increases in Government grants are overstated.

4.76. A refresh of OHFS projections will be performed in spring 2024, however if both these trends are confirmed it is likely to result in a widening of the recurrent budget gap in 2025/26 and future years.

5. Dedicated Schools Grant (DSG)

5.1. The Dedicated Schools Grant (DSG) is a specific grant that is paid to the council in four blocks:

- Schools Block –provision of education of 5- to 16-year-olds;
- High Needs Block –provision for children and young people with Special Educational Needs and Disabilities (SEND);
- Early Years Block – provision for pre-school support for 2-, 3- and 4-year-olds;
- Central Schools Services Block – to fund the cost of certain local authority statutory functions undertaken on behalf of all schools in the borough.

5.2. The amount of DSG received by the council is determined via national funding formulae for each of the blocks. The Department for Education (DfE) announced details of the funding settlement for 2024/25 in December 2023. Table 9 below shows the allocations, before recoupment to fund academy and free school provision. The DSG is revised at various times during the year to reflect academies recoupment, high needs places adjustments and early years clawback. The figure shown for 2023/24 is the final allocation for 2023/24 following these adjustments, as published in November 2023.

Table 9: Allocation of Dedicated Schools Grant 2024/25

DSG Block	DSG 2023/24 (£m)	DSG 2024/25 (£m)	Increase from 2023/24 (%)
Schools Block	233.2	245.3	5.2
High Needs Block	72.4	74.4	2.8
Early Years Block	22.2	31.0	39.6
Central Schools Services Block	1.7	1.7	3.0
Total DSG	**329.5**	**352.4**	**6.9**

Schools Block

5.3. Hounslow's Schools Block funding is set based on the National Schools Funding Formula. This year the National Funding Formula is used to distribute that funding to Hounslow schools.

5.4. Table 10 above shows a £12.1m increase in Hounslow's Schools Block allocation before recoupment for academy and free school provision. This is inclusive of the Maintained Schools Additional Grant of £7.8m that was paid in 2023/24.

5.5. It is proposed to set Hounslow's local schools 5 to 16 funding formula for 2024/25 based on the following principles:

- ❖ the funding factor values in the local Hounslow formula will reflect the factor values in the National Funding Formula (NFF);
- ❖ the Minimum Funding Guarantee (MFG) will be set at the highest rate that can be funded within the 0% to +0.5% range allowable in the NFF.

5.6. For 2024/25 the council has received sufficient funding through its School Block funding allocation to:

- ❖ set a Minimum Funding Guarantee of +0.5% ensuring that each school receives an increase of at least 0.5% in per-pupil funding (based on the funding they receive via the Age Weighted Pupil Unit (AWPU), deprivation, English as an Additional Language and prior attainment funding factors) compared to their 2023/24 Schools Block allocation;
- ❖ reflect the nationally set factor values;
- ❖ pay an AWPU rate that is in line with NFF rate for all pupils for 2024/25;
- ❖ maintain a Falling Rolls Fund of £400k to support schools with exceptionally high falling pupil numbers;
- ❖ transfer £125k from the Schools Block to the High Needs Block.

5.7. These principles have been applied in the preparation of the 2024/25 Annual Proforma Tool (APT) return that has been submitted to the Education and Skills Funding Agency (ESFA). Individual School Budget (ISB) allocations can be confirmed and issued to schools once this return has been validated by ESFA.

5.8. Mainstream Additional Grant allocations have been baselined into the Schools Block and Hounslow mainstream schools will no longer receive this in addition to their ISB allocation. During the 2024/25 year schools can however expect to receive additional pay and pension grants determined by ESFA.

5.9. Despite increases in per pupil funding in recent years, schools with vacant places face particular cost pressures as funding allocations are pupil led. The Admissions Service continues to work with primary schools on an area basis to reduce Pupil Admission Numbers in some schools to mitigate the adverse financial impact of there being significant numbers of vacant places across all

schools in the area. The Falling Rolls Fund will support 10 of the most affected primary schools in the borough.

High Needs Block

5.10. Hounslow continues to experience a year-on-year pressure due to the number of young people with Education, Health and Care Plans (EHCPs) and increases in the average cost of specialist provision. In 2023/24 there is a projected overspend of £4.7m against the DSG High Needs Block funding allocated by DfE, as shown in the Quarter 3 Financial Monitoring Update report elsewhere on this agenda. This overspend is due to the cost of provision for pupils with SEND exceeding the level of funding provided to Hounslow through the National High Needs Funding Formula.

5.11. In March 2023 the Council entered into the DfE's Safety Valve programme which requires the Council to eliminate its cumulative DSG deficit by 2027/28 through a series of interventions outlined in its DSG Management Plan, and funding contributions from the DfE (£26m) and the Council's General Fund (£12m) over the medium term. In the Quarter 3 Financial Monitoring Update report, a deficit of £11.3m is forecast against the DSG reserve after contributions from the DfE (£2.7m) and General Fund risk reserves (£1.7m). The Council however is currently on track to fulfil its agreement and reach a balanced High Needs budget by 2027/28.

5.12. The council is nearing the end of Year 1 of this agreement and so far, has made good progress on delivery of actions. Financial benefits are likely to be seen in the latter part of the plan, as shown in Table 10 below, and therefore continued successful delivery will be required to realise this benefit towards the negative DSG balance held and to contain future spend. A risk reserve is held to cover any risks and issues that may arise.

Table 10: DSG High Needs Deficit Forecast

Item	Forecast 2023/24 (£m)	Forecast 2024/25 (£m)	Forecast 2025/26 (£m)	Forecast 2026/27 (£m)	Forecast 2027/28 (£m)
Cumulative DSG deficit - brought forward (deficit at beginning of financial year)	11.0	11.3	11.6	11.1	7.8
In-year DSG deficit (before Safety Valve and local contributions and after DSG Management Plan actions)	4.7	4.9	4.4	1.8	(0.1)
Safety Valve programme contribution	(2.7)	(2.7)	(2.7)	(2.7)	(5.4)
Local contribution from earmarked risk reserve	(1.7)	(2.0)	(2.2)	(2.4)	(2.3)
Cumulative DSG deficit - carry forward (deficit at end of financial year)	**11.3**	**11.6**	**11.1**	**7.8**	**0.0**

5.13. For 2024/25 Hounslow's High Needs block funding has increased by £2.0m (before direct funding to institutions by ESFA), compared to our 2023/24 High Needs funding. For 2024/25, local authorities are required to pass on a 3.4% funding increase to maintained special and alternative provision (AP) schools and special and AP academies (including free schools) based on the number of places being funded in 2023/24.

5.14. The proposed 2024/25 High Needs budget will be brought to the Schools Forum meeting in February 2024.

Early Years Block

5.15. The Council's Early Years Block funding is determined based on a census undertaken in January each year. The Council's total funding allocation for Early Years provision has increased by £8.8m from 2023/24 to 2024/25. The net increase comprises of the following:

- An increase in the funding rates for 2, 3 and 4 year olds;
- New funding for the Under 2 working family entitlement;
- New funding for the 2 year old working family entitlement;
- Additional funding for Early Years Pupil Premium;
- Additional funding for disability access funds;
- A net reduction in the number of Part Time Equivalent pupils attending provision in January 2023 compared to the previous census.

5.16. The January 2023 census determines the initial Early Years Block allocation for 2024/25. The 2024/25 allocation will be adjusted in July 2024 to reflect the January 2024 Early Years census.

5.17. Early Years providers (schools with pre-school provision, nurseries, and childminders) are funded based on the number of hours of provision to eligible under 2, 2-, 3- and 4-year-olds. A consultation is being undertaken with providers in January and early February 2024 on the proposed hourly funding rates for 2024/25.

5.18. Schools Forum will consider the feedback from the consultation, the proposed 2024/25 budget for the Early Years DSG block, and the hourly rates to be paid to providers for 2024/25 at their meeting in February 2024.

5.19. The council aims to sets a sustainable and prudent Early Years budget. The council is responsible for the sufficiency of childcare places, so the risk of instability of the Early Years sector is closely monitored through regular dialogue with early years providers.

Central Schools Services Block

5.20. The Central Schools Services Block funds the cost of statutory functions undertaken on behalf of all schools by the council including admissions, copyright licenses, strategic management functions, attendance and exclusions. The Council received an allocation of £1.73m for 2024/25 compared to £1.68m for 2023/24. The allocations from this block to fund services will be agreed by the Schools Forum in January 2024.

6. Housing Revenue Account

6.1. The council is the landlord for around 13,100 council homes, including around 900 sheltered homes for older people. The council is also the freeholder for around 3,000 leasehold properties. Together, these represent roughly one in seven of the borough's total housing stock of around 108,300 properties. They are home to around 67,000 people, nearly one in four of the borough's population.

6.2. The Local Government and Housing Act 1989 requires the council to maintain a ring-fenced budget for its housing stock related income and expenditure, known as the Housing Revenue Account (HRA).

HRA Planning

6.3. The Council's strategy for spending and borrowing, to maintain its housing stock, operate services for its tenants and leaseholders, and design and build new council homes is set out in a 30-year HRA Business Plan which is regularly updated. As with any other business plan, it must show that the council has clear proposals for achieving its objectives and that these are financially viable in the short-, medium- and long-term. The council’s HRA Business Plan was updated and agreed by Cabinet in January 2024.

6.4. The proposed HRA budget for 2024/25 is determined by three key variables:

- ❖ the expected income from dwelling rents and service charges – the 2024/25 budget reflects the rent and service charge increases approved by Cabinet in January 2024;
- ❖ the expected expenditure on management and maintenance of the housing stock. The 2024/25 budget includes a provision for estimated pay inflation and repairs and maintenance inflation;
- ❖ the reserves and provisions needed to enable the HRA to deliver strong financial performance over a period of time.

6.5. In 2024/25 the provision of HRA funded services is expected to generate a surplus of £3.4m which will be transferred to the HRA Balances Reserve to help finance the borrowing required to deliver the HRA capital programme, as detailed in Table 11.

6.6. The key movements between the proposed base budget for 2024/25 and the Council's approved base budget for 2023/24 are shown in Table 11 below.

Table 11: Summary of HRA Budget 2024/25

Item	**Revised Budget 2023/24 (£000s)**	**Draft Budget 2024/25 (£000s)**	**Change from 2023/24 (£000s)**
Expenditure			
Repairs and Maintenance	20,566	23,473	2,907
Supervision and Management	19,832	20,477	645
Special Services	18,581	18,823	242
Rents, Rates, Taxes and Other Charges	3,464	3,826	362
Provision for Bad and Doubtful Debts	875	898	23
Depreciation	14,700	16,516	1,816
Total Expenditure	**78,018**	**84,012**	**5,994**
Income			
Dwelling Rents	(81,906)	(89,636)	(7,730)
Non-dwelling Rents	(2,000)	(2,525)	(525)
Charges for Services and Facilities	(11,798)	(11,748)	50
Contributions Towards Expenditure (Leaseholders)	(3,999)	(3,618)	381
Total Income	**(99,703)**	**(107,528)**	**(7,825)**
Net Service Expenditure	**(21,685)**	**(23,515)**	**(1,830)**
Interest Payable and Similar Charges	19,800	20,175	375
Interest and Investment Income	(70)	(59)	11
Surplus on HRA Services	**(1,955)**	**(3,399)**	**(1,444)**
Contribution to HRA Reserve to finance Capital Expenditure	1,955	3,399	1,444
Net Total	**0**	**0**	**0**

6.7. Overall, the budgeted HRA surplus has increased marginally, by £1.4m in 2024/25 compared to the revised budget operated in 2023/24. The budget shows significant additional rental income falling due in the financial year, being largely offset by additional expenditure coming from increased interest costs on HRA borrowing and depreciation on HRA assets.

HRA Expenditure

6.8. The total HRA expenditure budget is proposed to be increased by £6.0m for 2024/25 of which, £2.9m is allocated to Repairs and Maintenance (R&M) expenditure. £0.5m to Supervision & Management, £0.65m and £1.8m depreciation, reflecting an increase in the valuation of the council housing stock.

6.9. The repairs and maintenance budget includes budgetary provision for responsive repairs, minor works, works to treat and prevent damp and mould in properties, repairs and maintenance to void properties to bring them to a lettable standard, cyclical painting and decorating and compliance activities such as boiler servicing. The increase in the budget reflects the pressure on this budget in recent years and inflation.

6.10. Special Services expenditure budgets have broadly remained unchanged increasing by £0.2m to reflect inflation. These budgets reflect the cost of estate-based services for tenants which are largely funded via service charges.

6.11. The Supervision and Management budgets reflect the costs of support services (e.g. Finance, HR, Customer Services and ICT) recharged from the General Fund, HRA management costs including Housing Management Teams and Leaseholder Services. The increase is due to the inclusion of a provision for pay inflation in 2024/25.

6.12. The budget for Rent, Rates, Taxes and Other Charges pulls together expenditure relating to electricity, water, NNDR, council tax and property insurance that will not to be directly recharged to tenants or leaseholders. These costs are charged to the HRA and form part of the general overheads of running the housing service. The budget is proposed to be £0.4m, for 2024/25 reflecting inflation.

6.13. The Provision for Bad and Doubtful Debts budget, at £0.9m, has remained broadly at the 2023/24 level. This amount will be added to the overall balance set aside to cover debts written off during the financial year. An assessment of the adequacy of the level of provision is normally carried out as part of the close of year end accounts.

6.14. The 2024/25 Depreciation budget has been set £1.8m higher than the last financial year. This follows a revaluation of the HRA housing stock. This provision is used to fund the renewal of housing components as they fall due.

HRA Income

6.15. The HRA receives income from tenant rents and service charges levied on tenants and leaseholders.

6.16. Overall, the rent income budget is proposed to be increased by £7.8m, reflecting the 7.7% rent uplift set out in the Changes to HRA Rents and Service Charges report to Cabinet in January 2024. The budget is predicated on assumptions concerning the level of voids and changes in stock numbers during the year, including the addition, at various points during the year, of an estimated £2.36m (107 new units) of new rental income as per the HRA Business Plan. The council had a higher level of voids than planned during 2023/24 and proactive steps have been taken to reduce this over 2023/24. It will be important to maintain this level of activity in 2024/25, to achieve the assumed rental income within the HRA.

6.17. The Service Charge income budget is proposed to be set at a similar level for 2024/25. The volatility in utility prices seen in recent years has subsided and we expect leasehold insurance premiums to reduce from the levels experienced last year.

6.18. Leaseholders are billed based on their estimated service charges for the year. Bills to leaseholders are adjusted in the following financial year, when the actual cost of service provision is known. The 2024/25 budget has been based on prior year actuals and an inflationary increase.

HRA Financing

6.19. The 2024/25 interest payable budget is proposed to be increased by £0.4m to £20.2m. This follows a refresh of the HRA Business Plan updating the estimated annual interest on the current portfolio of HRA borrowing, and on the financing projections for the Council House Building capital programme.

6.20. The HRA in-year surplus is ringfenced and will be transferred to HRA reserves at the end of the year. The HRA Business Plan approved by Cabinet in January 2024 assumes that the surplus will be held in reserve to support the financing of borrowing required to support the delivery of the capital programme in future years. Further information on the HRA capital programme is in paragraphs 7.12 and 7.13 below.

7. Capital Programme

7.1. In February 2023 Borough Council approved a revised four-year capital programme. The capital programme has been revised for re-phasing and additions approved by Cabinet and under delegated authority over the course of the 2023/24 financial year.

7.2. This report presents the proposed capital programme for 2024/25 to 2027/28, which is set out in Appendix D, including further detail on funding sources for the proposed programme.

New Additions to Capital Programme

7.3. The proposed capital programme includes additions to the currently approved capital programme for 2023/24 to 2026/27, to reflect updated strategies, continuing initiatives and the application of expected additional funding. These are set out as follows:

7.4. ICT Hardware Refresh Programme
As the capital programme is being extended to 2027/28, the ongoing ICT hardware refresh programme budget of £0.7m is added to the capital programme in 2027/28.

7.5. School Condition Programme
The Department for Education provides ongoing funding for the School Condition Programme through the Capital Maintenance Grant. This funding is distributed based on a national formula, making adjustments for academies and other non-local authority maintained schools. Funding allocations are announced on an annual basis. The proposed capital programme includes assumptions about future grant funding from this source, extended also to 2027/28. The allocation of this funding to projects, once confirmed and following consultation with schools, will be the subject of further reports to Members.

7.6. CIL Funded Projects
The proposed capital programme includes 11 projects that have been successful in securing Strategic Community Infrastructure Levy (CIL) to fund their delivery. These have been recommended for inclusion in the capital programme by Capital Strategy Board, based on the CIL allocations recommended to Cabinet elsewhere on this Cabinet agenda.

7.7. Council Property Condition Programme
The proposed capital programme includes an extension of the Council Property Condition Programme of £1.0m per year into 2027/28. This programme is funded by contributions from the existing ongoing Property Maintenance and Repairs Fund revenue budget. This budget allows the planning into the medium-term and to be responsive in addressing emerging asset management expenditure needs.

7.8. Disabled Facilities Grant
The Department for Levelling Up, Housing and Communities provides ongoing capital grant funding for the council's statutory duty to provide Disabled Facilities Grants (DFG). The proposed capital programme includes £1.8m per year from this funding, extending to 2027/28, which is subject to confirmation on an annual basis. This budget is met from within the current grant level of £3.0m, the balance of which is available for other social care capital projects.

7.9. Capital Programme Contingency

The proposed capital programme includes a contingency sum for the General Fund programme of £1.0m in 2024/25. The contingency will be held to manage risk across the capital programme, and to fund urgent new projects identified in-year. It will only be drawn down following a clear examination of business need, having first been reviewed by Capital Strategy Board.

7.10. Capital Programme Unallocated

As part of updating the council's Capital Strategy, a review of the Capital Pipeline has been undertaken, to reconsider the prioritisation and phasing of key projects and programmes that are in development, but that are not ready for approval to be sought for inclusion in the capital programme. From this review, the previously agreed £75m of unallocated headroom in the programme is proposed to be re-phased so that £15m of this headroom in 2024/25 in the current programme is phased into later years. Further details of the review of the Capital Pipeline are described at paragraph 7.18 below.

7.11. For any new capital programmes and projects, there will need to be realistic cost plans for the project, factoring in phasing of delivery, inflationary costs and contingency budgets. The One Hounslow approach to project management adopted by the council requires a robust review of costs ahead of project implementation to ensure realistic cost estimate and value for money assessment ahead of delivery:

7.12. HRA Estate Investment Capital Programme

Cabinet in January 2024 also approved a revised Estate Investment Capital Programme covering the five years from 2024/25 to 2028/29, with a reduced budget of £30m per year. This is proposed to be updated into the capital programme for 2024/25 onwards up to 2027/28. A separate inflation contingency on this programme included in the revised HRA Business Plan will be held outside the capital programme.

7.13. HRA New Build Programme

Cabinet in January 2024 also approved the revised HRA Business Plan, including the allocation of funding of over £500m for the HRA New Build Programme. The proposed programme updates the phasing and total anticipated expenditure over the life of this programme. The programme reflects a tighter funding envelope for the HRA Business Plan going forward, and as described in the Quarter 3 Financial Monitoring Update report there are cost pressures on existing projects in the programme. The programme will therefore be subject to careful management and monitoring of contingencies through 2024/25 to remain within the limits set out in the HRA Business Plan.

Capital Programme Financing

7.14. The proposed General Fund capital programme financing for 2024/25 to 2027/28 is shown at Appendix D. The borrowing requirements reflected

within these programmes for 2024/25 have been reflected within the Treasury Management Strategy for 2024/25.

7.15. The council has not assumed any new capital receipts into its 2024/25 budget and financial planning and capital grants only where these are known to be reoccurring grants. Capital receipt income will be revisited when the Future Asset Strategy is developed and agreed during 2024/25. Currently, capital receipts are only included as a source of financing once there is certainty over its receipt.

7.16. The capital financing of the programme also includes the effect of two of the savings and / or items that have been included in the budget proposals to close the revenue budget gap for 2024/25. These are outlined below:

- ❖ Substitution of financing of the ICT Hardware Refresh Programme from revenue contributions to capital receipts for 2024/25 only (£0.7m);
- ❖ Substitution of financing the unallocated capital programme for 2024/25 with Community Infrastructure Levy (CIL) (£5.0m) rather than council borrowing. . This is in anticipation that council-led schemes in the Capital Pipeline will be strongly placed to be successful for the allocation of strategic CIL in forthcoming CIL allocation rounds. There is a separate report elsewhere on this Cabinet agenda with Section 106 and CIL allocations from the current allocation round.

Capital Strategy

7.17. The council is required to update the Capital Strategy in line with CIPFA's requirements under the Prudential Code, which is presented at Appendix E. This sets out in detail the Council's approach to identifying priorities for improvements in asset utilisation, associated capital investment requirements in line with business needs and available funding, and the council's governance, project management and risk processes for the management of capital expenditure and income.

7.18. Since the draft Capital Strategy was approved by Cabinet in November 2023 it has been further updated, including a refresh of the Capital Pipeline, thereby taking further steps towards a more strategic approach to capital programme planning, and developing a longer-term capital approach, by entrenching the ten-year capital pipeline as an ongoing feature of the capital planning cycle, reviewed annually. The projects captured within the Capital Pipeline have been classified into four groups:

- ❖ Additional Funding - projects in the existing capital programme that require additional funds to achieve their full potential scope;
- ❖ PMO Supported Projects - projects already being monitored by the corporate Project Management Office (PMO) but not yet in the capital programme;
- ❖ Medium-Term Projects - new projects which have not reached the mandate stage but that could be delivered over the medium-term;

- ❖ Aspirational Projects - projects that require external funding to be viable or are outside what is currently regarded as the normal business of local authorities.

7.19. Key projects being developed in the 'PMO Supported' grouping within the Capital Pipeline include:

- ❖ Renewal of care provision for vulnerable adults
- ❖ Modernisation of respite provision for children with additional needs
- ❖ Rationalisation of depot facilities available to the council
- ❖ Development of arts provision as part of the wider regeneration of Brentford town centre
- ❖ Photovoltaic (solar) energy generation from the council's buildings and school buildings

7.20. The Capital Strategy also describes the approach to managing external borrowing required to fund the capital programme, which is also set out in the Treasury Management Annual Strategy. It includes the change in policy regarding the treatment of capital financing costs and treasury management budgets that has allowed temporary savings from higher rates on interest receivable to be included in the 2024/25 budget, as set out at paragraph 9.2 below. The revenue implications of external borrowing required to fund the proposed capital programme in terms of interest and provision for repayment of debt for the General Fund are contained within the revenue budget proposals for 2024/25 in this report, and for the HRA are contained with the HRA budget proposals for 2024/25, and over the longer term in the HRA Business Plan.

7.21. A draft Capital Strategy was issued for consideration within the OHFS by Cabinet in November 2023. The updated Capital Strategy now recommended for adoption within this budget report.

8. Hounslow Companies

8.1. The council has created six companies and one limited liability partnership, the Lampton Group of companies, now known as the Hounslow Companies.

New Process for Hounslow Companies Business Plan

8.2. The Hounslow Companies business plan for 2024/25 and beyond has not yet been finalised and is on the council's Forward Plan to be considered by Cabinet in March 2024. The council will be consulted on the key elements of the plan at the first Shareholder Committee meeting on 15 February 2024. This reflects new governance arrangements laid out in the Shareholder Agreement which was approved by Cabinet in November 2023.

8.3. There will be five Shareholder Committee meetings a year from the 2024/25 financial year. One to review the Business Plan and four to review each quarter's performance and any amendments to the Business Plan.

8.4. The Shareholder Agreement also defines the contents and structure of the Business Plan to be presented to Hounslow.

Additional Features of the Business Plan

8.5. The companies are expected to request support in the form of a Transformation Fund. The Hounslow Companies will use this fund to invest in programmes to make them more efficient and to reduce the cost base.

8.6. As this will be expected to create savings and will not directly provide service to the Council it is anticipated that this would be provided through an extension of the working capital lending to Lampton 360 Ltd.

8.7. Later the Hounslow Companies will also submit a Growth Strategy to the Council. This strategy will identify opportunities for the Hounslow Companies to maximise the profitable expansion of the Group over the next three-year period. It will build on the new governance arrangements now in place.

Key Budget Considerations and Implications

8.8. Lampton Group provides several services to the Council, the parks maintenance and waste and recycling collection have operated on a stable financial footing in recent years. The council is currently under discussion with the companies with regards to commissioning of repairs and maintenance work for 2024/25, with the aim to ensure affordability within the current HRA budget envelope.

8.9. Lampton Homes activity involves investment in long term residential property supported by lending provided by the council, covered by the ability to generate rental income to meet operating costs and service the debt back to the council or dispose of the assets to repay the debt. The development activities require costs to be incurred to establish the viability to schemes, with the assumption these costs are expected to be recovered by identifying and delivering viable schemes.

8.10. The Lampton Homes business plan which will be presented with the wider Hounslow Companies business plan will require an update to the Treasury Management Strategy if the plans are accepted and require additional council lending to support investment in the development and acquisition of housing, as set out in paragraph 9.6 below.

8.11. Lampton Leisure Ltd has been operating in a challenging market environment since being launched in November 2020, recovering membership numbers and rising operating costs mean that income generated from users of Hounslow's leisure centres is not sufficient to meet all the operating costs requiring contributions from the council to reach a breakeven position. Actions to minimise the support required from the council including both practical and technical changes to the delivery of leisure centres are being progressed, if the estimated benefits of these are fully realised this will

reduce the financial gap, however work will need to continue to further reduce the financial gap to achieve financial balance.

8.12. Lampton Leisure Ltd is forecast to make a loss of £2.7m in 2024/25. This is a substantial improvement on 2023/24 where the original Business Plan assumed a loss of £3.6m, and has improved throughout the year with the latest forecast being a loss of £2.6m for the year. Further savings of £1.1m included in Appendix B will mean that the council will need to provide Lampton Leisure Ltd with up to £1.6m of funds in 2024/25 to cover potential in-year losses once these savings are delivered.

8.13. No dividend is planned to be paid by the Hounslow Companies to the Council next year.

8.14. As part of the savings included in Appendix B, the council and Lampton Leisure Ltd are preparing a business case to consider whether to make changes to the Lampton Leisure Ltd relationship with the Council. In 2023 HMRC made two announcements changing the VAT rules on several important categories of leisure income. As a result, it is expected to be able to save substantial sums currently lost as irrecoverable VAT costs.

9. Treasury Management Strategy, Annual Investment Strategy, Statement on Minimum Revenue Provision and Prudential and Treasury Indicators

9.1. In order to produce a balanced budget, the council must calculate within the Council Tax Requirement the revenue costs that flow from capital financing decisions. This means that any increases in capital expenditure must be limited to a level where increases in charges to the revenue account are kept to a level that is affordable within the projected income of the council for the foreseeable future. Such charges to revenue arise from interest and debt principal repayable, caused by increased borrowing to finance additional capital expenditure, and from any increases in running costs from new capital projects.

9.2. The overall revenue budget for treasury management for 2024/25 has been set at a surplus of £0.2m. A short-term saving is proposed to be taken in this area of £7.5m towards balancing the overall revenue budget for 2024/25, mainly based on un-ringfencing the temporary proceeds from higher interest rates on loans of internal balances to the HRA. This reflects the removal of the previous policy ringfencing the General Fund revenue budgets for capital financing costs and treasury management, so that any surplus would be carried to a capital financing risk reserve, so far as General Fund activity is concerned.

9.3. The ringfencing policy remains in place in respect of the costs of and income from lending activity with the Hounslow companies. The Government is undertaking a further consultation on the Minimum Revenue Provision (MRP) regulations. Until or unless the resulting regulations confirm that MRP will not become applicable to the council’s capital loans to the Hounslow companies,

there remains a risk that MRP could be charged in the future that would need to be managed initially from the Capital Financing risk reserve.

9.4. The Council has relied on significant levels of internal borrowing to finance capital investment undertaken in previous years. In a low, relatively stable interest rate environment, this has been beneficial to the council. The use of internal borrowing to finance capital investment means that as the council begins to make use of reserves it will need to externalise some of that borrowing. Known cash requirements are reflected in the Treasury Management Strategy.

9.5. Appendix F contains the detailed Treasury Management Strategy 2024/25, Annual Investment Strategy, Statement on Minimum Revenue Provision and Prudential and Treasury Indicators. These strategies are based on the Executive Director of Finance and Resources' views on interest rates, as informed by leading market forecasts provided by the council's external treasury management adviser.

9.6. The Treasury Management Strategy reflects the lending which is forecast to be extended to Lampton Investment 360 Ltd and Lampton Development 360 LLP by 31 March 2024. As detailed above in section 8, the Hounslow Companies business plan for 2024/25 and beyond has not yet been finalised and no assumptions have been made about new borrowing requirements in the Treasury Management Strategy for 2024/25. Once the details of the business plan are agreed if they require additional lending from the council there will be a need to update the Treasury Management Strategy to reflect these plans. The Treasury Management Strategy requires Borough Council approval, progression of the activities being funded by lending from the council will be contingent on approval of an updated Treasury Management Strategy.

9.7. The Hounslow Companies business plan is expected to include a request for 'Transformation Funding' to enable several invest to save opportunities, as described in paragraph 8.6 this is expected to be funded through lending provided by the council by extending the existing working capital loan to Lampton 360 Ltd, with the lending to be repaid through the savings delivered by the initiatives.

10. Annual Procurement Plan

10.1. The Annual Procurement Plan (APP), at Appendix F, provides an overview of procurement activity above the value of £75k anticipated to be commenced and / or completed in the financial year 2024/25.

10.2. The APP identifies the decision process to commence a procurement exercise and / or award a contract on the basis the decision comes within the remit of Cabinet or as a delegated Chief Officer decision.

10.3. The recommendation for a decision process is chosen at APP registration stage and approved by the relevant Executive Director. The council reserves the right to change this recommendation where necessary.

10.4. The APP does not include procurement activity:

- ❖ to be undertaken and completed by the council's wholly owned companies. These companies have separate arrangements to approve and award contracts, however they must adhere to the council's Contract Procedure Rules, at all times; or,
- ❖ funded by grant monies received during the financial year.

10.5. Any Procurement above £75k which is not placed on the APP will require Cabinet approval before commencement.

10.6. Social Value sits at the heart of the work undertaken by the Procurement Team and every contract awarded above £30k and longer than six months will have defined Social Value commitments for the suppliers to deliver against. The APP enables the Procurement Team to forward plan activity to ensure Social Value is identified at an early stage.

11. Balances and Reserves

11.1. The council holds two types of reserve balances, useable (those that can be applied to fund expenditure, projects or risks) and unusable reserves (those reserves required to meet accounting standards, but which are not backed by real cash resources). This section will focus on useable reserves only for the General Fund. Unusable reserves are not available for use by the council as they are required to ensure compliance with statutory accounting requirements and are not available for use out of public money.

11.2. It is a statutory requirement under Sections 32 and 43 of the Local Government Finance Act 1992 for councils to have regard to the level of reserves needed for meeting estimated future expenditure, when calculating the Council Tax Requirement. It is the responsibility of the Chief Financial Officer as Section 151 Officer to exercise judgement about the adequacy of reserves and is required to provide the necessary assurances as part of this budget report.

11.3. Useable reserves can be classed as either Unallocated General Balances or Earmarked Reserves and represent funds that are not part of the normal recurring budget of the council but are distinct 'pots' of finite funds. An Unallocated General Balance is held as a safeguard against unforeseen events and to ensure the council has sufficient funds to meet cash flow requirements. Earmarked reserves are held for specific purposes to meet risk, operational commitments, or for strategic investment.

11.4. The Unallocated General Balance has recently been reviewed to examine risk exposure and has been assessed and re-calculated to be set at a minimum level of £13.8m. This has been included in Appendix H.

11.5. Earmarked reserves are held for specific purposes. This could be for strategic and investment need; risk mitigation; operational purposes to smooth expenditure between years; or ring-fenced reserves held for use for a statutory or specific purpose. Appendix H includes a breakdown of the current forecast level of all General Fund earmarked reserves and the impact of budget movements anticipated in 2024/25 for balances of risk reserves and strategic investment reserves.

11.6. Reserves should only be used for unforeseen emergencies; mitigation of known risks; pump priming for investment; smoothing of spending fluctuations; or short-term transitional support. Reserves should not be used to support ongoing expenditure commitments or as a substitute for delivering an annually balanced budget. In the current financial climate, the council has included £24.7m of drawings from reserves of which £10.5m is to provide direct support to balance the 2024/25 budget. The council will continue to identify and deliver savings and manage the cost pressures outlined in this report in 2024/25 to manage the overall required drawing on reserves during 2024/25, with the aim to preserve the current reserve levels. The proposed reserve movements recommended for approval in this report are set out in Table 12 below:

Table 12: Balances and Reserves Proposals

General Fund Reserves	Opening Balance 1 April 2023 (£m)	Forecast Closing Balance 31 March 2024 (£m)	Proposed Re-alignment 2023/24 (£m)	Re-aligned Balance 31 March 2024 (£m)	Proposed Budgeted Drawing 2024/25 (£m)
Unallocated General Balance	13.2	9.3	4.5	13.8	0.0
Risk Reserves					
Budget Support Reserve	8.7	8.7	2.2	10.9	(10.5)
Business Rates Volatility	8.8	19.9	(2.0)	17.9	(14.8)
Inflation Risk	2.5	0.7	(0.7)	0.0	0.0
Capital Financing Reserve	8.8	11.8	(4.0)	7.8	4.7
Demand Volatility	5.0	4.0	0.0	4.0	(1.2)
Income Volatility	2.0	2.0	0.0	2.0	0.0
DSG High Needs	17.0	16.3	0.0	16.3	0.3
Insurance Reserve	5.1	5.2	0.0	5.2	0.0
Sub-total – Risk Reserves	***57.9***	***68.6***	***(4.5)***	***64.1***	***(21.5)***
Strategic Investment Reserves	32.7	21.9	4.5	26.4	(3.2)
Operational Reserves	88.9	81.0	(4.5)	76.5	-
Ringfenced Reserves	22.6	18.9	0.0	18.9	-
Total	**215.3**	**199.7**	**0.0**	**199.7**	**(24.7)**

11.7. It is proposed to transfer a net total of £4.5m from risk reserves to Unallocated General Balance to cover the forecast General Fund position included in the Quarter 3 Financial Monitoring Update report (net £3.9m overspend), and to increase the level to the minimum level assessed for 2024/25 (increase by £0.6m to £13.8m), as set out in Appendix H.

11.8. The transfer from risk reserves to the Unallocated General Balance of £4.5m will need to be met from Budget Support Reserve. In order for the Budget Support Reserve to have sufficient resources to meet this transfer and to enable the drawing of up to £10.5m to support the budget proposals in 2024/25 as set out in paragraphs 4.23 and 4.52, it will be necessary to transfer £6.7m from other risk reserves into the Budget Support Reserve. The proposals for these transfers are as follows:

- by releasing £2.0m from the business rates volatility reserve. The Quarter 3 Financial Monitoring Update report includes an assumed £9.5m contribution to the Business Rates Volatility risk reserve to cover forecast business rates Collection Fund deficits in the current year and in future years. Subsequent review on the council's NNDR 1 return to central Government that sets the targets for business rates in the Collection Fund has reduced the forecast ongoing impact on the Collection Fund to £7.5m therefore £2.0m can be released to the Budget Support Reserve;
- by drawing on the remaining £0.7m of the Inflation Risk reserve. The Quarter 3 Financial Monitoring Update report comments that the residual £0.8m of forecast support for Lampton Leisure Ltd losses in the current year that is currently unfunded, could be met from earmarked reserves under existing delegated authority, and a Chief Officer Decision report is already in progress for this;
- drawing £4.0m from the Capital Financing Reserve. As described in paragraphs 9.2 and 9.3 above, the policy around ringfencing resources into this reserve has changed, and the overall risk environment around capital financing has receded compared to when the reserve was originally established.

11.9. The 2024/25 budget proposals include the net drawing of £21.5m from the risk reserves as follows:

- drawing of £10.5m from the Budget Support Reserve as part of the budget balancing proposals set out in paragraphs 4.23 and 4.52;
- drawing of £14.8m from the Business Rates Volatility risk reserve to cover the business rate Collection Fund deficit arising from the current year of £8.9m as described in paragraph 4.48, and a further £5.9m to offset any shortfall in retained business rates as included in the council's NNDR 1 return;
- contribution of £4.7m to the Capital Financing Reserve based on the assumption that interest rates remain at the current higher level and that the Government will not introduce regulations requiring the council to provide MRP on all capital loans to the Hounslow companies, as described in paragraph 9.3;
- drawing of £1.2m from the Demand Volatility reserve to fund very high-cost placements of looked after children;
- a contribution of £2.3m to the DSG High Needs risk reserve as described in paragraph 4.43, and a drawing of £2.0m as part of the council's commitment to reducing the DSG deficit under the Safety Valve agreement with the Department for Education, as set out in the OHFS update report to Cabinet in July 2023, resulting in a net contribution of £0.3m over the year to the DSG High Needs risk reserve.

11.10. It is also recommended to transfer £4.5m from the Operational Reserves to the Strategic Investment Reserves to enable a continuation of the Cabinet's commitment to Delivery Plan programmes, as detailed in paragraph 11.12 below. Of this, £1.2m will top up the Savings and Implementation reserve so that it has sufficient resources to meet the £1.9m drawing for SEND staffing

costs in the current year recommended in the Quarter 3 Financial Monitoring Update report, and £3.3m will enable further strategic business cases to come forward during 2024/25 for approval from the One Hounslow Transformation reserve.

11.11. The 2024/25 budget proposals include existing approved drawings from Strategic Investment Reserves of £3.2m, of which £2.7m is for the delivery of the SEND and Alternative Provision Delivery Plan programme and additional resources into the SEND assessment teams as approved by Cabinet in December 2023, and £0.5m is to meet the profiled budgets of approved Delivery Plan programmes for the Children's Model of Care and the Youth Skills and Employment Guarantee. Further drawings may be requested from the Strategic Investment Reserves as the rolling plan of Delivery Plan Strategic Business Cases are considered by Cabinet during the year.

11.12. Following a review of Operational Reserves with balances that have commitments that have lapsed and have not been drawn upon since 2018/19, it is recommended that the transfer of £4.5m into the Strategic Investment Reserves is made from the Operational Reserves set out in Table 13.

Table 13: Recommended Transfer of Operational Reserves

Reserve	**Balance to Transfer (£000s)**
Miscellaneous Earmarked Funds reserve	2,750
Troubled Families grant reserve	620
Corporate Fleet Maintenance reserve	500
Feasibility Fund reserve	250
Carbon Reduction Non-Salix Fund reserve	157
Safeguarding and Review Holding Account reserve	93
Market Building Repair Fund reserve	93
Community Safety Partnership reserve	70
Hogarth House reserve	30
Total	**4,563**

11.13. Without adequate reserves, the council could be faced with making immediate in-year savings to meet any shortfall and thereby disrupting service delivery. It may also be unable to meet its statutory and civil responsibilities in an emergency. Whilst Hounslow currently holds an adequate level of reserves, it is advised that sufficient earmarked reserves are held to mitigate risk. The council needs to closely monitor the medium-term picture for both ongoing future income and expenditure for the council, to ensure financial sustainability into the future. The next OHFS update in the summer of 2024 will review this and there may be a need to further re-align reserves following an updated risk assessment.

11.14. The Chief Financial Officer and Section 151 Officer considers the level of earmarked reserves as adequate to support the Council during the immediate term, however the medium-term outlook set out in paragraphs 4.72 to 4.76

presents financial challenges the council will need to address during 2024/25. More detail is provided in the Section 25 Statement at Appendix I.

11.15. The council's risk management framework provides a process for the identification, management and reporting on risks. The council's corporate risk register highlights several of key risk areas, including the risk that the council is unable to deliver a balanced budget over the medium term. Mitigating actions are in place to reduce this risk, including the identification of deliverable savings to balance the budget, and the monitoring of these savings. The council also continues to monitor and take learnings from other authorities who have encountered financial difficulty.

12. Financial Governance and Control

12.1. Responsibility for the overall finance governance for the council falls to the Chief Financial Officer and Section 151 Officer for the council.

12.2. Individual managers are key to helping the council deliver the budget through a thorough understanding of the drivers of the council's expenditure and income.

12.3. Managers across the council are responsible for projecting expenditure and income levels, for regular budget monitoring reports to senior management and to Cabinet. Service areas with material budget pressures that do not have an operating mitigation plan are required to produce, seek informal approval by the relevant Cabinet Member and implement mitigation plans to ensure services are delivered within budget. Cabinet Members meet with service directors to review and challenge service performance data.

12.4. Executive Directors have provided monthly projections of their expected net expenditure up to the end of the financial year, including the impact of actions being taken within directorates and by the Corporate Leadership Team as a whole, to ensure that directorates contain net expenditure within the approved budget. It is essential that such active steps continue to be taken to manage expenditure and remain within budget.

12.5. The Financial Regulations were last updated for approval by Borough Council in May 2021. The Financial Regulations include a schedule covering the delegation of all types of financial decisions to Cabinet, Cabinet Members and Executive Directors.

12.6. Members of the Council receive ongoing training and development to ensure they are effectively equipped to undertake their role in financial management of the council and understand the wider business environment of local government finance.

12.7. The Chartered Institute of Public Finance and Accountancy (CIPFA) Financial Management Code, issued in October 2019, sets out the principles by which local authorities should be guided in managing their finances and the specific standards that they should, as a minimum, achieve. The principles are

supported by standards which are deemed to provide the strength of foundation to:

- ❖ manage the short-, medium- and long-term finances of a local authority;
- ❖ manage financial resilience to meet unforeseen demands on services;
- ❖ manage unexpected shocks in financial circumstances.

12.8. The six key principles are:

- ❖ Organisational leadership – demonstrating a clear strategic direction based on a vision in which financial management is embedded into organisational culture;
- ❖ accountability – based on medium-term financial planning that drives the annual budget process supported by effective risk management, quality supporting data and whole life costs;
- ❖ financial management is undertaken with transparency at its core using consistent, meaningful and understandable data, reported frequently with evidence of periodic officer action and elected member decision-making;
- ❖ adherence to professional standards is promoted by the leadership team and is evidenced;
- ❖ sources of assurance are recognised as an effective tool mainstreamed into financial management, including political scrutiny and the results of external audit, internal audit and inspection;
- ❖ the long-term sustainability of local services is at the heart of all financial management processes and is evidenced by the prudent use of public resources.

12.9. The council's last self-assessment was reported to the Audit and Governance Committee in January 2024. It is the opinion of the Chief Financial Officer that the council is currently financially stable, has a framework in place to monitor and to ensure that it delivers value for money to its residents and businesses and in striving for financial excellence continues to identify areas for improvement.

13. Overall Budget for Council Tax Setting

13.1. The Council Tax is set as a rate with reference to a standard Band D property to provide the 'relevant basic amount' for Council Tax purposes, based on the Council Tax Requirement divided by the approved Council Tax Base, as set out in Table 2 above.

13.2. The expected statutory calculation of the amounts of Council Tax for 2024/25 is included in the report recommendations m) to q), and the finalised calculation will be presented to Borough Council when considering the Cabinet's recommendations regarding budget approval and Council Tax setting.

13.3. The final local government finance settlement confirmed the referendum principles that will apply in 2024/25. These are that the relevant basic amount of Council Tax of an authority is excessive if the authority's relevant basic

amount of Council Tax for 2024/25 is 5% (comprising 2% for expenditure on adult social care, and 3% for other expenditure), or more than 5%, greater than its relevant basic amount of Council Tax for 2023/24.

13.4. The proposed increase to Council Tax in this report of 4.99%, consisting of a 2% increase in the Adult Social Care precept and a 2.99% general increase is therefore not excessive with regard to the regulations, hence no local referendum is required for it to be set.

14. Greater London Authority

14.1. The Greater London Authority (GLA) sets an overall precept for London on an annual basis. The precept is the Mayor of London's part of the Council Tax and is collected by London Boroughs and the Corporation of London. The precept collected contributes funding towards services provided by the GLA functional group of authorities including the Mayor's Office for Policing and Crime, the London Fire Brigade, Transport for London and the Greater London Authority.

14.2. The Mayor's consultation budget proposals were released in December 2023. Following the consultation period, the Mayor's draft consolidated budget was released on 17 January 2024. The draft budget proposes an increase in the GLA precept on Council Tax of 8.6% in 2024/25, which includes an additional £20 per Band D property for Transport for London to fund transport services and £13 per Band D property for policing, subject to confirmation from central Government that these increases can be agreed without recourse to a referendum. The final precept will not be formally approved until the London Assembly budget meeting which is scheduled for 22 February 2024.

14.3. Based on the Mayor's draft consolidated budget and the budget proposals in this report, the overall increase in Council Tax likely to be payable by Hounslow residents is shown in Table 14 below:

Table 14: Overall Council Tax Increase 2024/25

Local Authority	Council Tax Band D 2023/24 (£)	Council Tax Band D 2024/25 (£)	Change from 2023/24 (£)	Change from 2023/24 (%)
London Borough of Hounslow	1,447.38	1,519.61	72.23	4.99%
Greater London Authority	434.14	471.40	37.26	8.58%
Total	**1,881.52**	**1,991.01**	**109.49**	**5.82%**

15. Comments of the Acting Chief Financial Officer

15.1. The Section 25 Statement within this report provides critical information, is a legal requirement and is there to ensure all members have the professional advice required when final budget decisions are made being made.

15.2. The Council needs to deliver its Medium-Term Financial Strategy reflecting the continuing impact of the proposed budget and only planned growth in relation to issues that are unavoidable. Within the current uncertain financial climate, delivering service improvement through transformation, improving efficiency in our delivery, tight financial management, along with clear prioritisation of investment will be required to deliver financial savings to address the budgetary gap.

15.3. To protect the council reserves and be able to direct them to strategic priorities, deliver against the Corporate Plan priorities and Delivery Plan, the council must seek to minimise the actual draw down of the reserves built into balance the 2024/25 budget. The medium-term financial planning process must continue after the budget is set, throughout 2024/25, seeking to identify and deliver further savings, new and those on stream, to minimise draw down and ensure a financially sustainable budget into the medium-term.

15.4. The level of financial risk has increased over the past year and whilst we may not be in the position of other Local Authorities of considering and issuing Section 114 Notices, we must recognise that next year will be a vital year for delivery of a balanced budget and difficult decisions may need to be made to ensure the council remains financially sustainable for the future.

15.5. The reserve section outlines the level of balances held in risk reserves, strategic investment reserves, operational reserves and ring-fenced accounts. It provides details on budgeted balances into the 2024/25 financial year, along with recommended movement to / from and between reserves to ensure adequate balances are held for areas of risk and volatility, as identified within the budget report.

16. Legal

a) Legal Details Comments of the Director of Law & Governance, and Monitoring Officer

16.1. The function of calculating the Council's budget requirement and the Council's element of the Council Tax, and the function of setting the Council Tax, are the responsibility of the full Council.

16.2. The function of preparing Official estimates and calculations for submission to the full Council is the responsibility of the Cabinet.

16.3. In coming to decisions in relation to the revenue budget and the Council Tax, the Council and its Officers have various statutory duties. In general terms, the Council is required by the Local Government Finance Act 1992 to make estimates of gross revenue expenditure and anticipated income, leading to a calculation of a budget requirement and the setting of an overall budget and Council Tax.

16.4. The amount of the budget requirement must be sufficient to meet the Council's legal and financial obligations, ensure the proper discharge of its statutory duties, and lead to a balanced budget.

16.5. The Council should be satisfied that the proposals put forward are a reasonably prudent use of resources in both the short and long term, and that the interests of both Council Tax payers and ratepayers on the one hand and the users of Council services on the other are both taken into account.

16.6. The Local Government Act 2003 imposes a duty on the Council's Section 151 Officer to report to the Council on the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed reserves. Their report is set out above and the Council has a statutory duty under the 2003 Act to have regard to the report when taking its decision.

16.7. Section 106 of the Local Government Finance Act 1992, applies to Members where:

- They are present at a meeting of the Council, the Cabinet or a Committee and at the time of the meeting an amount of Council Tax is payable by them and has remained unpaid for at least two months; and,
- Any budget or Council Tax calculation, or recommendation or decision which might affect the making of any such calculation, is the subject of consideration at the meeting.

16.8. In these circumstances, any such Members shall at the meeting and as soon as practicable after its commencement disclose the fact that Section 106 applies to them and shall not vote on any question concerning the matter. Failure to comply with these requirements constitutes a criminal offence, unless any such members can prove they did not know that Section 106 applied to them at the time of the meeting or that the matter in question was the subject of consideration at the meeting.

16.9. The Council is required by section 151 of the Local Government Act 1972 to make arrangements for the proper administration of its financial affairs. The budget planning represented in this report is consistent with this legal duty.

16.10. The adoption of the final budget is reserved as a non-executive decision of full Council in accordance with Part 3A, Paragraph 1.3 of the Constitution.

16.11. Therefore, in order for the recommendations in this report to be effective, a positive decision of a meeting of full Council is required in accordance with the budget framework.

16.12. When considering the budget proposals the Cabinet and full Council will be mindful of their fiduciary duty to ensure that the Council's resources are used in a prudent and proportionate manner.

16.13. Members are required to have regard to their statutory duties whilst bearing in mind the requirement to act reasonably when taking in to account the interests of the Council Tax payers.

16.14. As with other decisions taken by Members, the general principles of administrative law must be adhered to: Lawful discretions must not be abused or fettered, and all relevant considerations must be taken into account. No irrelevant considerations may be taken into account, and any decision made must not be such that no reasonable authority, properly directing itself, could have reached it.

16.15. Council will note the equalities implications set out in section 17 of the report. There are areas covered in the report where persons with a protected characteristic may be indirectly affected by changes to the budget for the purposes of the Equality Act 2010. In circumstances where changes in the budgetary position result in a change to the delivery of a service, the effect on persons should be considered immediately prior to the making of a change to the service. This will be undertaken by way of individual equality impact assessments in order for the respective decision makers to assess the likelihood of any consequential impacts as part of their determination of those decisions.

17. Equalities, Human Rights and Community Cohesion

17.1. Decision makers in this case Cabinet should have due regard to the public sector equality duty in making their decisions. The equalities duties are continuing duties they are not duties to secure a particular outcome. Where appropriate the equalities impact will be revisited on each of the projects or savings proposals as they are developed. Consideration of the duties should precede the decision to implement them.

17.2. The statutory grounds of the public sector equality duty are found at Section 149 of the Equality Act 2010 and are as follows: A public authority must, in the exercise of its functions, have due regard to the need to:

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

17.3. Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

(a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
(b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
(c) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

17.4. The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

17.5. Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

(a) Tackle prejudice, and
(b) Promote understanding.

17.6. Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

17.7. The relevant protected characteristics are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and Civil partnership

17.8. The council has to give due regard to its equalities duties, in particular with respect to general duties arising pursuant to Section 149 of the Equality Act 2010. When making any decisions about growth, savings and investment the council must have due regard to the need to advance equality, in particular, to the need to remove or minimise disadvantages suffered by persons who share a relevant equality characteristic that are connected to that characteristic.

17.9. The council's equalities duties have been considered and are not deemed to be affected by the recommendations within this report. Individual projects, savings and fee increases mentioned within this report will where appropriate be subject to individual equality impact assessments which will be considered by the decision makers prior to approval of those projects.

18. Climate Emergency Considerations

18.1 In 2023, the Mayor of London published the GLA Group's first climate budget. The Mayor is encouraging London Boroughs to pilot and adopt the GLA's climate budgeting framework as part of the budget setting process.

18.2 Climate budgeting aims to mainstream action and accountability across the organisation by embedding climate considerations into decision-making across all council departments from a financial perspective.

18.3 The Council's 2024/25 Climate Budget demonstrates how the Council will achieve the interim 50% reduction by 2026 target from across its operations. The scope of the 2024/25 Climate Budget focuses on actions that will deliver carbon emissions reduction from buildings and vehicle fleet only. This includes actions being delivered across the social housing stock, in schools, corporate buildings and the vehicle fleet.

18.4 More information on the Climate Budget is provided in Appendix J. Table 1 in Appendix J summarises the funded actions that will be implemented within this budgeting period. These actions largely represent capital expenditure and are reflected in the General Fund and HRA capital programmes. Table 2 in Appendix J summarises the actions identified by the Council that are needed to achieve the further 27% reduction (of the 50% by 2026) in carbon emissions from council operations. The actions in Table 2 are currently unfunded. As funding is secured for these programmes they will be reflected in the Council's capital programmes and revenue budgets.

19. Value For Money

19.1. The budget being recommended by this report sets out the level of income and expenditure that the Council's services will require for the forthcoming financial year. Individual spending decisions, including those in the Annual Procurement Plan, will need to ensure that value for money implications are considered and assessed before final agreement and commitment. The review of Third Party Spend in the Delivery Plan aims to achieve cashable savings and service improvements from the supply base from both existing contractual arrangements and new procurement activity.

20. Sustainability Impact Appraisal

20.1. An important goal of the One Hounslow Financial Strategy is to achieve financial sustainability over the medium term. The balances and reserves section of the report and the Acting Chief Financial Officer's comments on the adequacy of reserves consider the impact of the budget proposals on financial sustainability. Hence, a separate Sustainability Impact Appraisal is not considered necessary for this report.

21. Risk Management

21.1. The council has a risk management framework in place which provides a process for the identification, management and reporting on risks. The risk strategy, with the associated risk registers (corporate and departmental), play an important part in the corporate governance structure of the authority. The council's corporate risk register includes risks around delivery of the approved budget. This risk is continuously monitored with changes and related actions reported accordingly.

21.2. In addition, the council holds unallocated General Fund balances for general financial risks outside of the budget proposals, which is reviewed on an annual basis, as well as risk focused earmarked reserves, as set out in Appendix H.

Risks	Uncontrolled Risk	Controls	Controlled Risk
Net expenditure exceeds council resources	Expenditure is incurred without reference to budgets	Budget setting and budget monitoring and reporting for all areas of the council's business	Management action is enabled to align expenditure to budget plan, and inform future budget setting processes

22. Links to Council Priorities

22.1. The budget sets the overall financial plan for the council for the 2024/25 financial year, including the resources available for progressing the priorities in the Corporate Plan 'Ambitious for Hounslow' and the associated Delivery Plan.

23. Staffing / Workforce and Accommodation Implications

23.1. Staffing implications related to proposals approved in this report, will follow Human Resources policy and guidance and, in particular, organisational change policies including staff consultation.

24. Property and Assets

24.1. There are no significant implications brought forward in this report that have not previously been approved by Members.

25. Any Other Implications

25.1. There are no other implications.

26. Consultation and Engagement

26.1. The council is required to consult with representatives of business ratepayers in the borough. A roundtable event and webinar took place on 25 January 2024 with local businesses, organised in conjunction with the local chamber of commerce groups, at which the Leader of the Council presented the council's financial position, the summary implications for businesses in the borough arising from the budget proposals, the council's support for business and objectives for business growth. The Leader responded to questions from participants at the roundtable and on the webinar.

26.2. The Leader also hosted a live online question and answer session on 30 January 2024 on the council's budget position with residents.

26.3. Schools Forum were consulted on 22 January 2024 with the proposals for the local schools funding formula for 2024/25.

26.4. The Overview and Scrutiny Committee is due to consider the budget proposals in this report at the meeting scheduled for 15 February 2024.

27. Timetable for Implementation

27.1. This report is due to be considered by Borough Council when setting the budget and Council Tax on 27 February 2024. Council Tax billing for 2024/25 will commence in March 2024. The budget will take effect from 1 April 2024, the start of the 2024/25 financial year.

28. Appendices

28.1. The report has the following appendices:

Appendix A - Budget Book
Appendix B – Savings Proposals
Appendix C – Fees and Charges Schedule
Appendix D – Capital Programme
Appendix E – Capital Strategy
Appendix F - Treasury Management Strategy 2024/25, Annual Investment Strategy, Statement on Minimum Revenue Provision and Prudential and Treasury Indicators
Appendix G – Annual Procurement Plan
Appendix H – Balances and Reserves
Appendix I – Section 25 Statement
Appendix J – Climate Budget

29. Background Information

29.1. One Hounslow Financial Strategy Update Report to Cabinet November 2023

REPORT ENDS

Appendix A - Budget Book

1 - Summary of Departmental Net Expenditure

Service Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Service:				
Communities & Strategy	18,467,341	18,481,551	20,554,022	21,148,722
Chief Executive	558,893	608,807	618,208	618,208
Childrens and Adult Services	117,605,934	109,647,794	115,933,037	119,449,037
ICP, Health & Social Care Integration	14,613,335	14,657,128	15,046,475	15,593,852
Resources	23,976,560	23,506,187	24,833,990	25,543,320
Regeneration, Housing & Environmental Services	46,089,862	44,042,461	47,818,179	51,311,349
Directorate Budgets	**221,311,926**	**210,943,928**	**224,803,910**	**233,664,487**
Treasury Management and Capital Financing	6,491,000	3,674,000	3,674,000	(161,000)
Corporate Items	(38,618,401)	(440,128)	(14,300,111)	(4,307,488)
Net Expenditure	**189,184,525**	**214,177,800**	**214,177,800**	**229,196,000**
Change in reserves and balances	0	0	0	(10,512,000)
Amount met from Government Grants and Local Taxation	**189,184,525**	**214,177,800**	**214,177,800**	**218,684,000**
Revenue Support Grant	(10,007,101)	(11,420,000)	(11,420,000)	(12,177,000)
Retained Business Rates & Collection Fund Surplus/Deficit	(59,557,624)	(73,494,000)	(73,494,000)	(68,677,000)
Hounslow Council Tax Requirement	**119,619,800**	**129,263,800**	**129,263,800**	**137,830,000**

2 - Subjective summary of service income and expenditure

Service Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	120,919,365	115,952,829	120,534,416	120,594,075
Premises Related Expenditure	20,910,478	16,444,165	16,691,731	16,626,353
Transport Related Expenditure	14,874,726	13,080,744	13,022,471	14,873,899
Supplies and Services	164,955,104	150,442,068	161,717,709	159,936,857
Third Party Payments	289,978,387	254,799,280	276,966,228	293,760,918
Transfer Payments	88,677,234	100,619,439	100,546,002	101,457,728
Support Services	6,404,877	2,374,404	2,391,944	2,594,780
Capital Financing Costs	0	1,500,000	1,500,000	1,500,000
Total Expenditure	**706,720,171**	**655,212,929**	**693,370,501**	**711,344,610**
Income:				
Government Grants	(359,873,130)	(345,312,991)	(369,683,825)	(376,313,568)
Grants and Contributions	(21,544,364)	(18,235,132)	(11,972,919)	(16,547,044)
Sales	(3,839,172)	(3,288,743)	(3,288,743)	(3,431,743)
Fees and Charges	(55,826,957)	(49,743,373)	(50,288,970)	(51,742,464)
Rents	(17,540,928)	(14,401,427)	(14,965,189)	(16,068,504)
Interest	0	0	0	0
Recharges to Other Services	(7,065,305)	(2,646,824)	(2,659,587)	(3,199,146)
Funding	(411,086)	0	0	(410,000)
Total Income	**(466,100,941)**	**(433,628,489)**	**(452,859,233)**	**(467,712,469)**
Movement in Reserves	(19,072,304)	(10,640,512)	(15,707,358)	(9,967,654)
Net Expenditure	**221,546,926**	**210,943,928**	**224,803,910**	**233,664,487**

3 - Communities & Strategy

Service Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Community & Strategy Management	246,420	270,042	278,211	278,211
Culture & Engagement	2,985,217	2,805,674	3,002,673	2,982,673
Communities	10,349,479	10,843,352	11,592,673	11,667,373
Human Resources, Org.Development & Equalities	2,000,904	2,125,248	2,272,230	2,272,230
Strategy,Performance & Commissioning	1,798,112	2,153,186	2,383,711	2,383,711
Strategic Programmes and Climate Change	1,087,209	284,049	1,024,523	1,564,523
Communities & Strategy Total	**18,467,341**	**18,481,551**	**20,554,022**	**21,148,722**

Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	22,251,078	19,372,207	22,330,046	21,480,165
Premises Related Expenditure	6,617,339	4,741,762	5,162,664	5,274,542
Transport Related Expenditure	54,372	139,856	140,856	109,706
Supplies and Services	5,816,565	2,089,713	3,077,326	2,229,163
Third Party Payments	1,996,776	1,483,735	1,969,974	1,483,629
Transfer Payments	16	200	200	200
Support Services	410,731	84,025	74,900	75,300
Capital Financing Costs	0	0	0	0
Total Expenditure	**37,146,877**	**27,911,498**	**32,755,966**	**30,652,705**
Income:				
Government Grants	(918,179)	(295,275)	(312,649)	(312,649)
Grants and Contributions	(1,257,205)	(51,200)	(66,200)	(113,200)
Sales	(825,321)	(291,000)	(291,000)	(291,000)
Fees and Charges	(3,918,041)	(3,387,317)	(3,635,832)	(3,060,280)
Rents	(38,113)	(39,625)	(8,000)	(8,000)
Interest	0	0	0	0
Recharges to Other Services	(1,273,133)	0	0	(508,430)
Funding	0	0	0	0
Total Income	**(8,229,992)**	**(4,064,417)**	**(4,313,681)**	**(4,293,559)**
Movement In Reserves	(6,019,709)	(540,000)	(2,715,740)	0
Net Cost of Communities & Strategy	**22,897,176**	**23,307,081**	**25,726,546**	**26,359,146**

Community & Strategy Management				
This Division includes:				
- Centralised cost of Communities & Strategy directorate				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	242,926	229,784	237,953	237,953
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	0	0	0	0
Supplies and Services	2,716	40,258	40,258	40,258
Third Party Payments	0	0	0	0
Transfer Payments	0	0	0	0
Support Services	778	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**246,420**	**270,042**	**278,211**	**278,211**
Income:				
Government Grants	0	0	0	0
Grants and Contributions	0	0	0	0
Sales	0	0	0	0
Fees and Charges	0	0	0	0
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	0	0	0	0
Funding	0	0	0	0
Total Income	**0**	**0**	**0**	**0**
Movement In Reserves	0	0	0	0
Net Expenditure	**246,420**	**270,042**	**278,211**	**278,211**

Culture & Engagement				
This Division includes:				
- Communications – protects and promotes the reputation of the Council, whilst building awareness, understanding, support for and engagement with				
- Audio Visual Services delivers audio, visual, lighting, live-streaming and recording management for Council events, meetings and third parties.				
- Consultation & Engagement - seeks to empower residents and other stakeholders to shape and influence Council decisions, services and policies,				
- Parks Events, Heritage & Culture- Income from parks events/heritage houses and administration cost.				
Service Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	2,327,885	1,691,428	2,316,448	1,996,280
Premises Related Expenditure	240,233	219,805	216,559	216,559
Transport Related Expenditure	5,421	2,000	2,000	2,000
Supplies and Services	842,559	337,293	793,293	337,293
Third Party Payments	866,498	863,493	863,387	863,387
Transfer Payments	0	0	0	0
Support Services	71,243	12,825	3,700	3,700
Capital Financing Costs	0	0	0	0
Total Expenditure	**4,353,839**	**3,126,844**	**4,195,387**	**3,419,218**
Income:				
Government Grants	0	0	0	0
Grants and Contributions	(362,986)	(20,000)	(35,000)	(82,000)
Sales	(3,314)	0	0	0
Fees and Charges	(71,808)	(269,545)	(314,545)	(354,545)
Rents	(38,113)	(31,625)	0	0
Interest	0	0	0	0
Recharges to Other Services	(282,515)	0	0	0
Funding	0	0	0	0
Total Income	**(758,736)**	**(321,170)**	**(349,545)**	**(436,545)**
Movement In Reserves	(609,886)	0	(843,168)	0
Net Expenditure	**2,985,217**	**2,805,674**	**3,002,673**	**2,982,673**

Communities				
This Division includes: Community Safety & Cohesion , Community Development & Partnerships, Customer services, Libraries, Neighbourhood Enforcement Services (Policing, warden services and pollution) and Community Solutions. This includes working with residents and the local voluntary and community sector, in order to deliver both the Thriving Communities Strategy & the Safer Communities Strategy as well as ensuring a fairer more equal borough through our preventative approach to supporting the community.				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	10,253,598	9,334,807	10,148,706	10,006,706
Premises Related Expenditure	732,185	569,264	642,451	584,222
Transport Related Expenditure	17,793	16,256	16,256	16,256
Supplies and Services	2,449,923	1,093,538	1,389,131	1,193,238
Third Party Payments	888,689	612,242	612,242	612,242
Transfer Payments	0	0	0	0
Support Services	308,717	71,000	71,000	71,000
Capital Financing Costs	0	0	0	0
Total Expenditure	**14,650,906**	**11,697,107**	**12,879,787**	**12,483,664**
Income:				
Government Grants	(548,262)	(50,000)	(50,000)	(50,000)
Grants and Contributions	(738,214)	(29,000)	(29,000)	(29,000)
Sales	0	0	0	0
Fees and Charges	(848,315)	(766,755)	(784,521)	(729,292)
Rents	0	(8,000)	(8,000)	(8,000)
Interest	0	0	0	0
Recharges to Other Services	(86,232)	0	0	0
Funding	0	0	0	0
Total Income	**(2,221,023)**	**(853,755)**	**(871,521)**	**(816,292)**
Movement In Reserves	(2,080,404)	0	(415,593)	0
Net Expenditure	**10,349,479**	**10,843,352**	**11,592,673**	**11,667,373**

Human Resources, Org.Development & Equalities				
This Division includes: '- The Human Resources service, responsible for HR strategy and policy, advisory service to staff, and workforce development. - Facilites management -Equality, Diversity & Inclusion. Health & Safety and counselling.				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	2,495,172	2,164,734	2,604,961	2,380,347
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	659	3,250	4,250	4,250
Supplies and Services	405,222	142,805	187,805	172,805
Third Party Payments	14,560	8,000	95,610	8,000
Transfer Payments	0	0	0	0
Support Services	6,462	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**2,922,074**	**2,318,789**	**2,892,626**	**2,565,402**
Income:				
Government Grants	(185,556)	(110,883)	(49,131)	(49,131)
Grants and Contributions	(33,866)	(2,200)	(2,200)	(2,200)
Sales	0	0	0	0
Fees and Charges	(295,700)	(80,458)	(241,841)	(241,841)
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	(86,675)	0	0	0
Funding	0	0	0	0
Total Income	**(601,797)**	**(193,541)**	**(293,172)**	**(293,172)**
Movement In Reserves	(319,373)	0	(327,223)	0
Net Expenditure	**2,000,904**	**2,125,248**	**2,272,230**	**2,272,230**

Strategy,Performance & Commissioning				
This Division includes: - Intelligence and Insight, including analysis of internal and external data to support decision making - Policy and scrutiny, including provision of policy advice to the organisation and secretariat function to the Council's Overview & Scrutiny Committee - Performance monitoring and reporting, including statutory returns - Corporate risk management - Spatial information, including Land Charges and Street Naming & Numbering (cost of administration and income)				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	2,955,027	3,276,963	3,531,854	3,368,754
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	88	2,050	2,050	1,100
Supplies and Services	139,093	106,095	106,095	105,045
Third Party Payments	0	0	0	0
Transfer Payments	16	200	200	200
Support Services	6,689	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**3,100,912**	**3,385,308**	**3,640,199**	**3,475,099**
Income:				
Government Grants	(150,860)	(134,392)	(134,392)	(134,392)
Grants and Contributions	0	0	0	0
Sales	0	0	0	0
Fees and Charges	(936,961)	(1,097,730)	(1,122,096)	(956,996)
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	(20,098)	0	0	0
Funding	0	0	0	0
Total Income	**(1,107,918)**	**(1,232,122)**	**(1,256,488)**	**(1,091,388)**
Movement In Reserves	(194,882)	0	0	0
Net Expenditure	**1,798,112**	**2,153,186**	**2,383,711**	**2,383,711**

Strategic Programmes and Climate Change				
This Division includes: -Corporate Project and Programme Management, system change, service design and transformation - responsible for the corporate approach to project and programme management, project and programme assurance and resourcing corporate programmes and projects. -Climate Change - Procurement management team				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	2,231,277	932,891	1,673,365	1,673,365
Premises Related Expenditure	1,241,100	58,100	58,100	58,100
Transport Related Expenditure	30,038	0	0	0
Supplies and Services	1,608,539	162,636	353,656	162,636
Third Party Payments	227,029	0	398,735	0
Transfer Payments	0	0	0	0
Support Services	13,034	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**5,351,017**	**1,153,627**	**2,483,856**	**1,894,101**
Income:				
Government Grants	(33,500)	0	0	0
Grants and Contributions	(99,619)	0	0	0
Sales	(822,007)	(291,000)	(291,000)	(291,000)
Fees and Charges	(493,517)	(38,578)	(38,578)	(38,578)
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	0	0	0	0
Funding	0	0	0	0
Total Income	**(1,448,643)**	**(329,578)**	**(329,578)**	**(329,578)**
Movement In Reserves	(2,815,165)	(540,000)	(1,129,755)	0
Net Expenditure	**1,087,209**	**284,049**	**1,024,523**	**1,564,523**

4 - Chief Executive Directorate

Service Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Chief Executive	558,893	608,807	618,208	618,208
Chief Executive Total	**558,893**	**608,807**	**618,208**	**618,208**

Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	274,980	277,877	287,278	287,278
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	0	0	0	0
Supplies and Services	283,913	330,930	330,930	330,930
Third Party Payments	0	0	0	0
Transfer Payments	0	0	0	0
Support Services	0	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**558,893**	**608,807**	**618,208**	**618,208**
Movement In Reserves	0	0	0	0
Net cost of Chief Executive Directorate	**558,893**	**608,807**	**618,208**	**618,208**

Chief Executive

This division includes:
- Chief Executive's Office and Corporate Subscriptions

Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	274,980	277,877	287,278	287,278
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	0	0	0	0
Supplies and Services	283,913	330,930	330,930	330,930
Third Party Payments	0	0	0	0
Transfer Payments	0	0	0	0
Support Services	0	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**558,893**	**608,807**	**618,208**	**618,208**
Net Expenditure	**558,893**	**608,807**	**618,208**	**618,208**
Net cost of Chief Executive Directorate	**558,893**	**608,807**	**618,208**	**618,208**

5 - Children and Adult Services

Service Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Director Children & Adult Services	426,660	(4,018,166)	(4,009,997)	(4,009,997)
Lifelong Learning, Skills & Employment	17,273,066	17,278,239	17,924,617	17,824,617
Schools - Non Delegated & Delegated	0	0	(0)	(0)
Children Safeguarding	44,017,034	34,015,150	34,526,540	34,476,540
Adult Safeguarding, Social Care & Health	55,889,174	62,372,571	67,491,876	71,157,876
Childrens and Adults Services Total	**117,605,934**	**109,647,794**	**115,933,037**	**119,449,037**

Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	57,327,701	53,073,874	56,057,514	57,361,526
Premises Related Expenditure	1,334,957	1,314,832	1,384,379	1,242,379
Transport Related Expenditure	6,817,885	5,973,734	5,917,151	5,952,076
Supplies and Services	14,938,488	11,300,708	10,501,438	10,042,128
Third Party Payments	189,060,222	167,860,281	186,542,676	201,047,525
Transfer Payments	8,990,704	7,340,782	7,261,463	8,173,189
Support Services	2,964,927	2,024,140	2,039,344	2,053,644
Capital Financing Costs	0	0	0	0
Total Expenditure	**281,434,883**	**248,888,351**	**269,703,965**	**285,872,467**
Income:				
Government Grants	(131,924,562)	(110,482,835)	(123,550,886)	(130,071,633)
Grants and Contributions	(15,260,430)	(9,650,278)	(9,907,012)	(13,651,969)
Sales	864	0	0	0
Fees and Charges	(11,266,215)	(11,787,632)	(11,644,012)	(13,464,117)
Rents	(845,693)	(468,200)	(746,667)	(746,667)
Interest	0	0	0	0
Recharges to Other Services	(400,628)	(180,000)	(180,000)	(175,500)
Funding	0	0	0	0
Total Income	**(159,696,663)**	**(132,568,945)**	**(146,028,577)**	**(158,109,886)**
Movement In Reserves	(4,132,322)	(6,672,112)	(7,742,851)	(8,314,044)
Net Cost of Childrens and Adults Services Directorate	**117,605,898**	**109,647,294**	**115,932,537**	**119,448,537**

Director Children & Adult services

This Division includes:

- The budget relating to the management of the Children's and Adults' Services directorate.

Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	1,080,026	235,365	243,534	243,534
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	10,125	0	0	0
Supplies and Services	294,169	(4,253,531)	(4,253,531)	(4,253,531)
Third Party Payments	143,201	0	0	0
Transfer Payments	0	0	0	0
Support Services	237,026	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**1,764,547**	**(4,018,166)**	**(4,009,997)**	**(4,009,997)**
Income:				
Government Grants	(860,466)	0	0	0
Grants and Contributions	0	0	0	0
Sales	0	0	0	0
Fees and Charges	5,224	0	0	0
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	(232,644)	0	0	0
Funding	0	0	0	0
Total Income	**(1,087,886)**	**0**	**0**	**0**
Movement In Reserves	(250,000)	0	0	0
Net Expenditure	**426,660**	**(4,018,166)**	**(4,009,997)**	**(4,009,997)**

Lifelong Learning, Skills & Employment				
This Division includes: - Lifelong Learning - Early Years and Child Care - School Place Planning and Admissions - School Effectiveness and Continued Professional Development with schools - SEN and Disability Service and the Council's In-House Transport service				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	18,497,017	16,977,575	17,653,287	18,194,180
Premises Related Expenditure	803,459	965,629	1,003,907	799,907
Transport Related Expenditure	6,222,270	5,647,472	5,592,268	5,599,693
Supplies and Services	10,040,005	12,038,661	10,635,705	10,350,769
Third Party Payments	81,829,265	76,141,287	86,220,107	86,220,107
Transfer Payments	60,351	0	0	0
Support Services	1,401,031	1,110,000	1,125,204	1,139,504
Capital Financing Costs	0	0	0	0
Total Expenditure	**118,853,397**	**112,880,624**	**122,230,478**	**122,304,160**
Income:				
Government Grants	(100,915,844)	(88,032,806)	(95,723,928)	(95,723,928)
Grants and Contributions	(1,972,919)	(460,850)	(717,584)	(617,584)
Sales	864	0	0	0
Fees and Charges	(1,037,324)	(1,356,617)	(1,212,997)	(811,486)
Rents	(46,114)	(37,500)	(37,500)	(37,500)
Interest	0	0	0	0
Recharges to Other Services	(167,984)	(180,000)	(180,000)	(175,500)
Funding	0	0	0	0
Total Income	**(104,139,321)**	**(90,067,773)**	**(97,872,010)**	**(97,365,999)**
Movement In Reserves	2,522,437	(5,535,112)	(6,434,351)	(7,114,044)
Net Expenditure	**17,236,513**	**17,277,739**	**17,924,117**	**17,824,117**

Schools - Non Delegated & Delegated				
This Division represents: - the Dedicated Schools Grant which is received by the Council from DFE and is then paid over to Hounslow's maintained schools.				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	0	0	0	0
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	0	0	0	0
Supplies and Services	123,117,564	123,117,564	134,379,209	134,379,209
Third Party Payments	0	0	0	0
Transfer Payments	0	0	0	0
Support Services	0	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**123,117,564**	**123,117,564**	**134,379,209**	**134,379,209**
Income:				
Government Grants	(123,117,564)	(123,117,564)	(134,379,209)	(134,379,209)
Grants and Contributions	0	0	0	0
Sales	0	0	0	0
Fees and Charges	0	0	0	0
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	0	0	0	0
Funding	0	0	0	0
Total Income	**(123,117,564)**	**(123,117,564)**	**(134,379,209)**	**(134,379,209)**
Movement In Reserves	0	0	0	0
Net Expenditure	**0**	**(0)**	**(0)**	**(0)**

Children Safeguarding

This Division includes:

- AD Specialist Services: service includes Child Care Agency Placement, UASC (Unaccompanied Asylum Seeking Children) Placement, Emergency
- Child Protection: provision of service which includes Adoption, Section 17 (assisting homeless children together with their families) and Corporate Parenting: provision of service which includes Fostering, Late Entry Team (supporting young people who enter care at the age of 14
- Adolescent Services: provision of services which includes Supporting Families Programme, Specialist Intervention Support Programme, Adolescent
- Front Door & Intake: service includes MASH (Multi Agency Safeguarding Hub), Early Help, Intake teams
- Safeguarding Review & Quality Assurance: service provision includes Learning and Development, Safeguarding and Review team, Frontline Social Work Programme, Hounslow Safeguarding Children Board (HSCB) and Case Conference team.

Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	18,491,680	17,729,872	18,788,789	18,687,414
Premises Related Expenditure	201,637	45,398	53,041	53,041
Transport Related Expenditure	423,506	256,394	255,015	255,015
Supplies and Services	3,650,765	2,474,735	3,078,421	3,022,791
Third Party Payments	30,119,546	18,905,074	24,158,129	24,151,836
Transfer Payments	2,504,069	890,400	306,764	306,764
Support Services	177,471	17,100	17,100	17,100
Capital Financing Costs	0	0	0	0
Total Expenditure	**55,568,674**	**40,318,973**	**46,657,259**	**46,493,961**
Income:				
Government Grants	(9,640,372)	(4,537,433)	(9,914,362)	(9,912,964)
Grants and Contributions	(102,409)	(48,400)	(48,400)	(45,000)
Sales	0	0	0	0
Fees and Charges	(300,069)	(150,290)	(150,290)	(150,290)
Rents	(799,579)	(430,700)	(709,167)	(709,167)
Interest	0	0	0	0
Recharges to Other Services	0	0	0	0
Funding	0	0	0	0
Total Income	**(10,842,429)**	**(5,166,823)**	**(10,822,219)**	**(10,817,421)**
Movement In Reserves	(709,211)	(1,137,000)	(1,308,500)	(1,200,000)
Net Expenditure	**44,017,034**	**34,015,150**	**34,526,540**	**34,476,540**

Adult Safeguarding, Social Care & Health				
This Division includes: - Care Management and Teams budgets - Care provision budgets including in-house provision - Other Commissioned Services supporting care provision including services funded through the Better Care Fund				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	19,258,978	18,131,062	19,371,903	20,236,397
Premises Related Expenditure	329,861	303,805	327,432	389,432
Transport Related Expenditure	161,984	69,868	69,868	97,368
Supplies and Services	953,550	1,040,843	1,040,843	922,099
Third Party Payments	76,968,210	72,813,920	76,164,440	90,675,582
Transfer Payments	6,426,284	6,450,382	6,954,699	7,866,425
Support Services	1,149,399	897,040	897,040	897,040
Capital Financing Costs	0	0	0	0
Total Expenditure	**105,248,265**	**99,706,920**	**104,826,225**	**121,084,343**
Income:				
Government Grants	(20,507,880)	(17,912,596)	(17,912,596)	(24,434,741)
Grants and Contributions	(13,185,102)	(9,141,028)	(9,141,028)	(12,989,385)
Sales	0	0	0	0
Fees and Charges	(9,934,046)	(10,280,725)	(10,280,725)	(12,502,341)
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	0	0	0	0
Funding	0	0	0	0
Total Income	**(43,627,027)**	**(37,334,349)**	**(37,334,349)**	**(49,926,467)**
Movement In Reserves	(5,732,064)	0	0	0
Net Expenditure	**55,889,174**	**62,372,571**	**67,491,876**	**71,157,876**

6 - ICP, Health & Social Care Integration

Service Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Children´s Commissioning	725,025	766,986	1,113,050	1,113,050
Commissioning	1,057,388	1,063,487	1,106,770	1,106,770
Public Health	12,830,922	12,826,655	12,826,655	13,374,032
ICP,Health & Social Care Integration Total	**14,613,335**	**14,657,128**	**15,046,475**	**15,593,852**

Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	4,827,134	3,853,325	4,222,658	4,494,047
Premises Related Expenditure	272,273	0	0	33,000
Transport Related Expenditure	5,337	1,780	1,780	1,780
Supplies and Services	180,239	116,455	116,455	123,620
Third Party Payments	14,164,507	13,564,656	13,584,670	14,649,368
Transfer Payments	0	0	0	0
Support Services	1,583,382	0	0	139,063
Capital Financing Costs	0	0	0	0
Total Expenditure	**21,032,872**	**17,536,216**	**17,925,563**	**19,440,878**
Income:				
Government Grants	(982,814)	0	0	0
Grants and Contributions	(1,223,292)	(480,660)	(480,660)	(1,288,660)
Sales	0	0	0	0
Fees and Charges	0	(593,256)	(593,256)	(593,256)
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	(926,444)	0	0	0
Funding	0	0	0	0
Total Income	**(3,132,549)**	**(1,073,916)**	**(1,073,916)**	**(1,881,916)**
Movement In Reserves	(3,286,987)	(1,805,172)	(1,805,172)	(1,965,110)
Net Cost of ICP,Health & Social Care Integration Dir	**14,613,335**	**14,657,128**	**15,046,475**	**15,593,852**

Children´s Commissioning

This Division includes:
- The budget relating to Child and Adolescent Mental Health Services and Youth Commissioned Services.

Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	879,541	614,600	940,650	940,650
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	2,505	1,000	1,000	1,000
Supplies and Services	(32,068)	1,200	1,200	1,200
Third Party Payments	800,988	653,386	673,400	913,400
Transfer Payments	0	0	0	0
Support Services	3,804	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**1,654,770**	**1,270,186**	**1,616,250**	**1,856,250**
Income:				
Government Grants	0	0	0	0
Grants and Contributions	(717,942)	(503,200)	(503,200)	(743,200)
Sales	0	0	0	0
Fees and Charges	0	0	0	0
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	0	0	0	0
Funding	0	0	0	0
Total Income	**(717,942)**	**(503,200)**	**(503,200)**	**(743,200)**
Movement In Reserves	(211,803)	0	0	0
Net Expenditure	**725,025**	**766,986**	**1,113,050**	**1,113,050**

Commissioning				
This Division includes:				
- The budget relating to the Joint Commissioning and Contracts Management Teams.				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	1,459,487	1,601,587	1,644,870	1,644,870
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	606	780	780	780
Supplies and Services	26,275	29,936	29,936	29,936
Third Party Payments	0	1,900	1,900	1,900
Transfer Payments	0	0	0	0
Support Services	6,191	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**1,492,559**	**1,634,203**	**1,677,486**	**1,677,486**
Income:				
Government Grants	0	0	0	0
Grants and Contributions	(435,171)	22,540	22,540	22,540
Sales	0	0	0	0
Fees and Charges	0	(593,256)	(593,256)	(593,256)
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	0	0	0	0
Funding	0	0	0	0
Total Income	**(435,171)**	**(570,716)**	**(570,716)**	**(570,716)**
Movement In Reserves	0	0	0	0
Net Expenditure	**1,057,388**	**1,063,487**	**1,106,770**	**1,106,770**

Public Health				
This Division includes:				
- The budgets relating to local Public Health improvement and Prevention functions.				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	2,488,106	1,637,138	1,637,138	1,908,527
Premises Related Expenditure	272,273	0	0	33,000
Transport Related Expenditure	2,225	0	0	0
Supplies and Services	186,032	85,319	85,319	92,484
Third Party Payments	13,363,519	12,909,370	12,909,370	13,734,068
Transfer Payments	0	0	0	0
Support Services	1,573,388	0	0	139,063
Capital Financing Costs	0	0	0	0
Total Expenditure	**17,885,543**	**14,631,827**	**14,631,827**	**15,907,142**
Income:				
Government Grants	(982,814)	0	0	0
Grants and Contributions	(70,179)	0	0	(568,000)
Sales	0	0	0	0
Fees and Charges	0	0	0	0
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	(926,444)	0	0	0
Funding	0	0	0	0
Total Income	**(1,979,437)**	**0**	**0**	**(568,000)**
Movement In Reserves	(3,080,769)	(1,805,172)	(1,805,172)	(1,965,110)
Net Expenditure	**12,825,337**	**12,826,655**	**12,826,655**	**13,374,032**

7 - Resources

Service Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Financial Services	5,750,985	5,338,335	6,766,267	7,324,567
Financial Control	4,778,894	5,151,297	4,460,014	4,433,014
Digital,IT & Resilience	9,677,723	9,321,193	9,815,212	10,026,242
Exec Director Finance & Resources	1,110,891	1,053,937	975,689	1,002,689
Law & Governance	2,658,067	2,641,425	2,816,808	2,756,808
Resources Total	**23,976,560**	**23,506,187**	**24,833,990**	**25,543,320**

Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	15,690,438	13,638,104	14,846,206	14,804,336
Premises Related Expenditure	844,500	6,100	6,100	5,300
Transport Related Expenditure	24,075	23,340	20,650	21,650
Supplies and Services	12,768,746	8,297,707	8,965,236	8,780,747
Third Party Payments	10,814,704	9,025,603	9,050,903	10,100,603
Transfer Payments	79,170,475	92,755,557	92,761,439	92,761,439
Support Services	444,620	8,764	11,100	7,655
Capital Financing Costs	0	0	0	0
Total Expenditure	**119,757,558**	**123,755,175**	**125,661,634**	**126,481,730**
Income:				
Government Grants	(84,777,036)	(94,337,106)	(94,344,148)	(94,405,144)
Grants and Contributions	(367,052)	(201,649)	(203,843)	(203,843)
Sales	(4,994)	(6,300)	(6,300)	(6,300)
Fees and Charges	(7,146,211)	(5,309,237)	(5,824,157)	(5,682,098)
Rents	(19,038)	(114,696)	(114,696)	(114,696)
Interest	0	0	0	0
Recharges to Other Services	(851,751)	0	0	(36,329)
Funding	(411,086)	0	0	(410,000)
Total Income	**(93,577,169)**	**(99,968,988)**	**(100,493,144)**	**(100,858,410)**

Movement In Reserves	(2,203,830)	(280,000)	(334,500)	(80,000)

Net Cost of Resources Directorate	**23,976,560**	**23,506,187**	**24,833,990**	**25,543,320**

Financial Services				
This Division includes:				
- Provision of Treasury & Pensions services				
-Finance operations team				
-Housing Benefits (cost of paying Housing beneift to residents)				
- Liberata contract management and Revenue and Benefits team (Council Tax)				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	1,320,273	782,775	2,050,625	2,050,625
Premises Related Expenditure	798,793	0	0	0
Transport Related Expenditure	185	1,500	1,500	1,500
Supplies and Services	3,665,493	244,643	408,079	416,379
Third Party Payments	10,286,276	8,626,921	8,626,921	9,686,921
Transfer Payments	79,170,475	92,755,557	92,761,439	92,761,439
Support Services	321,020	5,000	5,000	5,000
Capital Financing Costs	0	0	0	0
Total Expenditure	**95,562,516**	**102,416,396**	**103,853,564**	**104,921,864**
Income:				
Government Grants	(84,614,973)	(94,312,106)	(94,319,148)	(94,319,148)
Grants and Contributions	(336,772)	(179,109)	(181,303)	(181,303)
Sales	0	0	0	0
Fees and Charges	(2,996,728)	(2,472,150)	(2,472,150)	(2,572,150)
Rents	0	(114,696)	(114,696)	(114,696)
Interest	0	0	0	0
Recharges to Other Services	(310,630)	0	0	0
Funding	(411,086)	0	0	(410,000)
Total Income	**(88,670,190)**	**(97,078,061)**	**(97,087,297)**	**(97,597,297)**
Movement In Reserves	(1,141,340)	0	0	0
Net Expenditure	**5,750,985**	**5,338,335**	**6,766,267**	**7,324,567**

Financial Control				
This Division includes:				
- Staffing and associated costs related to:				
- Corporate Finance teams.				
-Service Finance Business Partnering team, Internal audit and fraud team. External audit fees.				
- Insurance (including cost of the team and associated costs for providing Insurance to the council)				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	2,917,458	3,154,087	2,611,240	2,583,740
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	574	2,100	2,100	2,100
Supplies and Services	1,607,224	2,056,379	1,892,943	1,942,843
Third Party Payments	384,088	398,682	413,682	413,682
Transfer Payments	0	0	0	0
Support Services	6,627	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**4,915,970**	**5,611,248**	**4,919,965**	**4,942,365**
Income:				
Government Grants	0	0	0	(49,400)
Grants and Contributions	(21,740)	0	0	0
Sales	0	0	0	0
Fees and Charges	(505,257)	(459,951)	(459,951)	(459,951)
Rents	(19,038)	0	0	0
Interest	0	0	0	0
Recharges to Other Services	(35,295)	0	0	0
Funding	0	0	0	0
Total Income	**(581,331)**	**(459,951)**	**(459,951)**	**(509,351)**
Movement In Reserves	444,254	0	0	0
Net Expenditure	**4,778,894**	**5,151,297**	**4,460,014**	**4,433,014**

Digital,IT & Resilience				
This division includes: - Digital and IT Strategy (development of the digital strategy, architecture & service design, cyber security and IT commercials) - Digital and IT Services (customer, network and infrastructure support and implementation) - Digital and IT Solutions (management and implementation of applications, data science and quality and information governance. Includes the - Digital and IT Transformation (leads on the portfolio of digital projects and programmes, strategic relationships and digital learning & innovation) - Emergency planning				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	7,478,603	5,842,314	6,213,358	6,193,388
Premises Related Expenditure	449	0	0	0
Transport Related Expenditure	16,775	9,390	6,700	6,700
Supplies and Services	5,558,216	4,449,996	5,124,225	4,865,736
Third Party Payments	132,940	0	10,300	0
Transfer Payments	0	0	0	0
Support Services	100,151	3,764	6,100	2,655
Capital Financing Costs	0	0	0	0
Total Expenditure	**13,287,135**	**10,305,464**	**11,360,683**	**11,068,479**
Income:				
Government Grants	(164,674)	(25,000)	(25,000)	(36,596)
Grants and Contributions	0	0	0	0
Sales	0	0	0	0
Fees and Charges	(1,840,181)	(759,271)	(1,265,971)	(969,312)
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	(505,826)	0	0	(36,329)
Funding	0	0	0	0
Total Income	**(2,510,681)**	**(784,271)**	**(1,290,971)**	**(1,042,237)**
Movement In Reserves	(1,521,108)	(200,000)	(254,500)	0
Net Expenditure	**9,255,346**	**9,321,193**	**9,815,212**	**10,026,242**

Exec Director Finance & Resources				
This Division includes:				
- Finance & Resources leadership team				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	1,092,745	1,040,852	962,604	989,604
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	919	1,000	1,000	1,000
Supplies and Services	53,948	65,411	65,411	65,411
Third Party Payments	11,400	0	0	0
Transfer Payments	0	0	0	0
Support Services	110	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**1,159,122**	**1,107,263**	**1,029,015**	**1,056,015**
Income:				
Government Grants	0	0	0	0
Grants and Contributions	0	0	0	0
Sales	0	0	0	0
Fees and Charges	(48,231)	(53,326)	(53,326)	(53,326)
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	0	0	0	0
Funding	0	0	0	0
Total Income	**(48,231)**	**(53,326)**	**(53,326)**	**(53,326)**
Movement In Reserves	0	0	0	0
Net Expenditure	**1,110,891**	**1,053,937**	**975,689**	**1,002,689**

Law & Governance				
This Division includes:				
- Democratic and Member Services				
- Election Services				
- Executive office admin				
- Corporate Governance and Legal services				
- Registrations				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	2,881,359	2,818,076	3,008,379	2,986,979
Premises Related Expenditure	45,258	6,100	6,100	5,300
Transport Related Expenditure	5,621	9,350	9,350	10,350
Supplies and Services	1,883,865	1,481,278	1,474,578	1,490,378
Third Party Payments	0	0	0	0
Transfer Payments	0	0	0	0
Support Services	16,712	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**4,832,815**	**4,314,804**	**4,498,407**	**4,493,007**
Income:				
Government Grants	2,611	0	0	0
Grants and Contributions	(8,540)	(22,540)	(22,540)	(22,540)
Sales	(4,994)	(6,300)	(6,300)	(6,300)
Fees and Charges	(1,755,813)	(1,564,539)	(1,572,759)	(1,627,359)
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	0	0	0	0
Funding	0	0	0	0
Total Income	**(1,766,736)**	**(1,593,379)**	**(1,601,599)**	**(1,656,199)**
Movement In Reserves	(408,012)	(80,000)	(80,000)	(80,000)
Net Expenditure	**2,658,067**	**2,641,425**	**2,816,808**	**2,756,808**

8 - Regeneration,Housing & Environmental Services

Service Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Housing	6,663,202	6,576,706	6,949,913	10,246,313
Regeneration and Economic Growth	385,750	577,158	453,056	352,856
Planning and Buildings	1,441,732	109,853	408,086	1,039,086
Asset Strategy	(632,555)	(1,637,447)	(1,120,264)	(2,056,704)
Environmental Operation	38,231,733	38,416,191	41,127,388	41,729,798
Regeneration, Housing & Environmental Services Total	**46,089,862**	**44,042,461**	**47,818,179**	**51,311,349**

Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	20,548,035	20,456,259	22,790,714	22,166,724
Premises Related Expenditure	11,841,410	9,964,121	10,138,588	10,071,132
Transport Related Expenditure	7,973,057	6,942,034	6,942,034	8,788,687
Supplies and Services	7,614,589	3,852,340	4,346,615	4,051,060
Third Party Payments	73,942,177	62,865,006	65,818,006	66,479,794
Transfer Payments	516,039	522,900	522,900	522,900
Support Services	1,000,439	257,475	266,600	319,118
Capital Financing Costs	0	1,500,000	1,500,000	1,500,000
Total Expenditure	**123,435,745**	**106,360,133**	**112,325,455**	**113,899,414**
Income:				
Government Grants	(18,152,974)	(17,080,210)	(17,096,933)	(17,144,933)
Grants and Contributions	(3,436,385)	(1,035,318)	(1,315,204)	(1,289,372)
Sales	(3,009,722)	(2,991,443)	(2,991,443)	(3,134,443)
Fees and Charges	(33,496,490)	(28,434,511)	(28,591,713)	(28,942,713)
Rents	(16,638,084)	(13,778,906)	(14,095,826)	(15,199,141)
Interest	0	0	0	0
Recharges to Other Services	(3,613,349)	(2,479,587)	(2,479,587)	(2,478,887)
Funding	0	0	0	0
Total Income	**(78,347,004)**	**(65,799,975)**	**(66,570,706)**	**(68,189,489)**
Movement In Reserves	(3,428,715)	(1,343,228)	(3,109,095)	391,000
Net Cost of Regeneration, Housing & Environmental	**41,660,027**	**39,216,931**	**42,645,655**	**46,100,925**

Housing

This Division includes:

- The cost of providing support services and temporary accommodation to residents who are homeless or at risk of becoming homeless.
- The Housing Adaptations service that helps residents to live indepedently in their own homes.

Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	5,451,686	6,330,082	7,133,748	7,017,978
Premises Related Expenditure	5,836,613	5,525,207	5,525,207	5,525,207
Transport Related Expenditure	9,625	12,830	12,830	6,200
Supplies and Services	1,338,096	932,987	893,487	883,487
Third Party Payments	7,593,619	4,981,501	4,981,501	4,989,601
Transfer Payments	516,039	522,900	522,900	522,900
Support Services	68,677	15,100	15,100	15,100
Capital Financing Costs	0	0	0	0
Total Expenditure	**20,814,354**	**18,320,607**	**19,084,773**	**18,960,473**
Income:				
Government Grants	(4,629,364)	(3,752,552)	(3,752,552)	(3,800,552)
Grants and Contributions	0	0	0	0
Sales	0	0	0	0
Fees and Charges	(264,796)	(340,279)	(343,239)	(295,239)
Rents	(6,229,992)	(3,655,260)	(3,923,260)	(3,923,260)
Interest	0	0	0	0
Recharges to Other Services	(695,000)	(695,810)	(695,810)	(695,110)
Funding	0	0	0	0
Total Income	**(11,819,152)**	**(8,443,901)**	**(8,714,861)**	**(8,714,161)**
Movement In Reserves	(2,332,000)	(3,300,000)	(3,420,000)	0
Net Expenditure	**6,663,202**	**6,576,706**	**6,949,913**	**10,246,313**

Regeneration and Economic Growth				
This Division includes: - management team responsible for driving regeneration, economic growth and business development within the borough.				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	661,654	1,098,342	958,768	958,768
Premises Related Expenditure	539,408	321,212	336,685	336,685
Transport Related Expenditure	2,140	6,700	6,700	6,700
Supplies and Services	968,267	276,716	288,916	276,516
Third Party Payments	268,003	216,712	216,712	216,712
Transfer Payments	0	0	0	0
Support Services	75,941	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**2,515,412**	**1,919,682**	**1,807,780**	**1,795,380**
Income:				
Government Grants	(84,030)	0	0	0
Grants and Contributions	(306,100)	(10,206)	(10,206)	(10,206)
Sales	0	0	0	0
Fees and Charges	(153,170)	(134,833)	(134,833)	(134,833)
Rents	(965,704)	(1,095,985)	(1,095,985)	(1,195,985)
Interest	0	0	0	0
Recharges to Other Services	(101,530)	(101,500)	(101,500)	(101,500)
Funding	0	0	0	0
Total Income	**(1,610,534)**	**(1,342,524)**	**(1,342,524)**	**(1,442,524)**
Movement In Reserves	(519,127)	0	(12,200)	0
Net Expenditure	**385,750**	**577,158**	**453,056**	**352,856**

Planning and Buildings				
This Division includes: - management team responsible for co-ordinating the provision of service within the Planning and Development, Housing, Enforcement Services. Building Control services- advising on all construction matters e.g. building control regulations and fire safety guidance; compliance with building standards.				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	4,241,048	4,508,231	4,885,537	4,829,537
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	3,909	16,400	16,400	16,400
Supplies and Services	1,613,687	532,752	723,327	568,252
Third Party Payments	2,575	2,500	2,500	2,500
Transfer Payments	0	0	0	0
Support Services	18,555	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**5,879,774**	**5,059,883**	**5,627,764**	**5,416,689**
Income:				
Government Grants	(73,725)	0	0	0
Grants and Contributions	(195,622)	0	0	0
Sales	0	0	0	0
Fees and Charges	(3,069,076)	(4,771,030)	(4,833,603)	(4,198,603)
Rents	(11,358)	0	0	0
Interest	0	0	0	0
Recharges to Other Services	(28,771)	0	0	0
Funding	0	0	0	0
Total Income	**(3,378,551)**	**(4,771,030)**	**(4,833,603)**	**(4,198,603)**
Movement In Reserves	(1,059,491)	(179,000)	(386,075)	(179,000)
Net Expenditure	**1,441,732**	**109,853**	**408,086**	**1,039,086**

Asset Strategy				
This Division includes: Corporate Property and Asset Management: provide services relating to managing and project co-ordination of council's property and investment property portfolio. This includes public halls, studios.				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	3,542,527	3,334,299	3,579,509	3,525,309
Premises Related Expenditure	8,656,642	7,462,386	7,924,203	8,048,756
Transport Related Expenditure	2,571,714	1,160,859	1,160,859	1,090,659
Supplies and Services	1,719,494	737,536	737,536	746,036
Third Party Payments	11,043,815	419,035	419,035	419,035
Transfer Payments	0	0	0	0
Support Services	410,212	80,330	89,455	135,684
Capital Financing Costs	0	1,500,000	1,500,000	1,500,000
Total Expenditure	**27,944,405**	**14,694,444**	**15,410,596**	**15,465,478**
Income:				
Government Grants	(165,564)	(165,563)	(261,412)	(261,412)
Grants and Contributions	(22,520)	0	0	0
Sales	(500)	0	0	0
Fees and Charges	(8,297,908)	(5,656,390)	(5,656,390)	(5,190,167)
Rents	(9,400,895)	(8,827,661)	(8,876,581)	(9,879,896)
Interest	0	0	0	0
Recharges to Other Services	(3,334,138)	(1,682,277)	(1,682,277)	(2,190,707)
Funding	0	0	0	0
Total Income	**(21,221,524)**	**(16,331,891)**	**(16,476,660)**	**(17,522,182)**
Movement In Reserves	(7,355,436)	0	(54,200)	0
Net Expenditure	**(632,555)**	**(1,637,447)**	**(1,120,264)**	**(2,056,704)**

Environmental Operation				
This Division includes: Waste management & Recycling, Parks and open spaces, PFI services & highways, Traffic, Transport and Parking, Vehicle Fleet Management, Leisure, Commercial & Community Standard and Food Health				
Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	8,396,312	6,926,905	8,049,911	7,651,891
Premises Related Expenditure	1,212,567	549,909	598,047	576,145
Transport Related Expenditure	5,386,043	5,861,545	5,861,545	7,754,828
Supplies and Services	2,343,559	1,579,437	1,910,437	1,794,657
Third Party Payments	55,034,166	57,245,258	60,198,258	60,851,946
Transfer Payments	0	0	0	0
Support Services	430,863	162,245	162,245	168,934
Capital Financing Costs	0	0	0	0
Total Expenditure	**72,803,510**	**72,325,299**	**76,780,443**	**78,798,401**
Income:				
Government Grants	(13,200,291)	(13,162,095)	(13,162,095)	(13,162,095)
Grants and Contributions	(2,934,663)	(1,025,112)	(1,304,998)	(1,279,166)
Sales	(3,009,222)	(2,991,443)	(2,991,443)	(3,134,443)
Fees and Charges	(22,983,282)	(18,666,230)	(18,757,899)	(19,862,899)
Rents	(30,135)	(200,000)	(200,000)	(200,000)
Interest	0	0	0	0
Recharges to Other Services	(251,523)	0	0	0
Funding	0	0	0	0
Total Income	**(42,409,117)**	**(36,044,880)**	**(36,416,435)**	**(37,638,603)**
Movement In Reserves	4,279,987	2,135,772	763,380	570,000
Net Expenditure	**34,674,380**	**38,416,191**	**41,127,388**	**41,729,798**

9 - Delivery Plan

This Directorate includes

The budgets for the projects and programmes that included in the Delivery Plan. These budgets are funded from council reserves.

Service Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Delivery Plan Portfolio	0	0	0	0
Delivery Plan People Portfolio	0	0	0	0
Delivery Plan Place Portfolio	0	0	0	0
Transformation Projects	235,000	0	0	0
Delivery Plan Total	**235,000**	**0**	**0**	**0**

Subjective Summary	Actual 2022/23 £	Original Budget 2023/24 £	Revised Budget 2023/24 £	**Budget 2024/25 £**
Expenditure:				
Employees	0	0	4,935,088	2,062,000
Premises Related Expenditure	0	0	0	0
Transport Related Expenditure	0	0	0	0
Supplies and Services	235,000	0	1,353,912	8,000
Third Party Payments	0	0	0	0
Transfer Payments	0	0	0	0
Support Services	0	0	0	0
Capital Financing Costs	0	0	0	0
Total Expenditure	**235,000**	**0**	**6,289,000**	**2,070,000**
Income:				
Government Grants	0	0	0	0
Grants and Contributions	0	0	0	0
Sales	0	0	0	0
Fees and Charges	0	0	0	0
Rents	0	0	0	0
Interest	0	0	0	0
Recharges to Other Services	0	0	0	0
Funding	0	0	0	0
Total Income	**0**	**0**	**0**	**0**
Movement In Reserves	0	0	(6,289,000)	(2,070,000)
Net Expenditure	**235,000**	**0**	**0**	**0**

APPENDIX B

One Hounslow Financial Strategy – Savings Proposals

			Change compared to 2023/24		
Savings Title	**Opportunity Type**	**Description**	**Saving 2024/25 (£000s)**	**Saving 2025/26 (£000s)**	**Savings 2026/27 (£000s)**
Savings Included in July 2023 OHFS Update Report					
Reversal of Temporary 2023/24 Savings	Various	Reversal of temporary savings in Table 8 of 2023/24 Budget Report (excluding items drawing on earmarked reserves)	(510)	(510)	(510)
Investment Property Rental Income	Income Generation	Full year effect of 2023/24 saving	230	330	330
Hounslow House Rent Income	Income Generation	Full year effect of 2023/24 saving	100	100	100
Legal Services	Efficiency	Full year effect of 2023/24 saving	60	60	60
Public Halls Venue Management Arrangements	Efficiency	Full year effect of 2023/24 saving	11	11	11
Total – Service Planning Savings (Full Year Effect)			**(109)**	**(9)**	**(9)**
New Savings – Service Planning					
Children's Commissioning Contract Review	Efficiency	To review third party contract spend to promote greater efficiency, a unified governance approach, cost effectiveness and transparency of service operations. Efficiency assumes a reduction of 7.5% on current spend over three years.	97	194	291

APPENDIX B

			Change compared to 2023/24		
Savings Title	**Opportunity Type**	**Description**	**Saving 2024/25 (£000s)**	**Saving 2025/26 (£000s)**	**Savings 2026/27 (£000s)**
Cost Reduction Strategy for Children with Disabilities Spot Purchases (Commissioning Led)	Efficiency	To enhance the Children With Disabilities service's operational efficiency, the proposal is to transition towards the implementation of block contracts for home based care. Efficiency assumes a reduction of 7.5% on current spend over three years.	50	100	150
Staff Efficiencies at Sandbanks Day Service	Efficiency	Deletion of two posts (1.5 FTE) which have both been vacant since 2021	58	58	58
Reduction to Storage Expenses	Efficiency	Reduction in external storage requirements	26	26	26
ICT Efficiencies	Efficiency	A range of savings improving use of licences, streamlining technology and reviewing contracts	73	133	233
Legal Efficiencies	Efficiency	Refinement to cost of the Legal Hub	15	15	15
Parking Income Rightsizing	Non-commercial income	The expected ongoing impact of current levels of on-street parking income	1,000	1,000	1,000
New Bin Delivery Fee	Non-commercial Income	£3.50 box delivery charge and £12.50 wheelie bin delivery charge	90	90	90
Increasing Income in Planning and Buildings	Non-commercial income	Charges in spatial planning services	50	50	50
Parking Income Generation	Non-commercial income	Increase in parking income, as detailed in the Fees and Charges Schedules, to be used to off set increased concessionary fares levy	410	410	410

APPENDIX B

			Change compared to 2023/24		
Savings Title	**Opportunity Type**	**Description**	**Saving 2024/25 (£000s)**	**Saving 2025/26 (£000s)**	**Savings 2026/27 (£000s)**
Fees & Charges Uplift	Non-commercial income	Anticipated income from increases in fees and charges across other areas (linked to the overall policy of increasing discretionary fees and charges in line with September 2023 CPI)	313	313	313
Pension Fund Recharge	Prioritising Resources	Relevant administration costs charged to the Pension Fund	100	100	100
Reduction in Capital Financing Costs on General Fund	Prioritising Resources	By prioritising £5m of Strategic Community Infrastructure Levy (CIL) to Council schemes within the Capital Programme, prudential borrowing will not be required therefore saving on capital financing costs.	119	350	350
Alternative Sources of Funding for Climate Change	Prioritising Resources	A proportion of staff resources working on climate and net zero initiatives to be capitalised	46	199	233
Generate advertising income on corporate communications channels	Commercial Income	Advertising income from corporate communications channels	40	60	80
Lifelong Learning	Commercial Income	Tutoring costs to the DSG High Needs Block are significant and increasing. The council is fully reliant on the private sector for the provision of this service. The proposal is to develop a direct tutoring offer from the Local Authority to reduce spend on external tutoring.	25	100	200
Expand Commercial IT Services	Commercial Income	Expanding services to schools	15	30	30

APPENDIX B

			Change compared to 2023/24		
Savings Title	**Opportunity Type**	**Description**	**Saving 2024/25 (£000s)**	**Saving 2025/26 (£000s)**	**Savings 2026/27 (£000s)**
Investment Portfolio Pipeline	Commercial Income	Projects developed under the Investment Portfolio Property Strategy 2023-26	74	49	74
Lampton Leisure Operating Model	Service Model	A review of Leisure Centre provision, to be reported at March Cabinet	480	480	480
Lampton Leisure VAT	Service Model	Change in HMRC VAT rules with regards to recognition of leisure centres income, involving changes to the structure of Lampton Leisure's business	620	750	750
Lampton Greenspace Operating Model	Service Model	By reducing the service levels around activities associated to green flag award applications efficiencies can be achieved	85	85	85
Review of Waste and Recycling Model	Service Model	Following a review of current rounds, efficiencies can be achieved by divorcing same day collections for refuse and recycling for a number, not all, homes within the Borough. The proposal requires a six-month lead-in time.	50	120	120
Bulky Waste Transfer to West London Waste Authority (WLWA)	Service Model	WLWA delivers bulky waste services for other west London Boroughs and can achieve economies of scale with the inclusion of the Hounslow services. The Council will achieve a saving of £30k in contract costs. Implementation costs may be required.	30	30	30

APPENDIX B

			Change compared to 2023/24		
Savings Title	**Opportunity Type**	**Description**	**Saving 2024/25 (£000s)**	**Saving 2025/26 (£000s)**	**Savings 2026/27 (£000s)**
Space Waye Transfer to WLWA	Service Model	The transfer of management to WLWA will mean that WLWA takes on the running of the Space Waye Household Waste Recycling Centre and the Council achieving savings of £80k. Implementation costs may be required.	80	80	80
Planning and Buildings - Specialist Skills Insourcing	Service Model	Central government uplifted planning fees from December 2023 which will be invested in a recruitment, retention and in sourcing programme. The programme will result in additional income from pre-application fees and the ability over time to reduce reliance on external consultants.	180	180	180
Total – New Service Planning Savings			**4,126**	**5,002**	**5,428**
Total – Service Planning Savings			***4,017***	***4,993***	***5,419***

APPENDIX B

			Change compared to 2023/24		
Savings Title	**Opportunity Type**	**Description**	**Saving 2024/25 (£000s)**	**Saving 2025/26 (£000s)**	**Savings 2026/27 (£000s)**
Savings Included in November 2023 OHFS Update Report					
Reversal of 2023/24 Savings	Delivery Plan	Reversal of savings in Table 8 of 2023/24 Budget Report	(853)	(853)	(853)
Total – Delivery Plan Savings (Full Year Effect)			**(853)**	**(853)**	**(853)**
New Savings – Delivery Plan					
Safer Communities - Reduction of Costs of Police Funded Police Team	Delivery Plan	Cabinet in July 2023 agreed to take forward a tighter, smarter funded police team arrangement from October 2023 resulting in a slightly reduced compliment of 12 Officers from 14.	112	112	112
Third Party Spend (Phase 1)	Delivery Plan	Efficiencies through contracts in Phase 1 of the review	73	98	98
Third Party Spend - Post and Print	Delivery Plan	Efficiency reductions	100	200	200
Third Party Spend – Procurement / Commissioning	Delivery Plan	Efficiency reductions	213	425	425
Organisational Design Review	Delivery Plan	Implementation of the revised directorate structure of the council	180	180	180
Transforming Community Experience	Delivery Plan	A programme to deliver a new, joined-up approach, modernising the way the council interacts and transacts with everyone who has a stake in the borough: residents, visitors, businesses, and partners.	811	811	811
Total – New Delivery Plan Savings			**1,489**	**1,826**	**1,826**
Total – Delivery Plan Savings			***636***	***973***	***973***

APPENDIX B

			Change compared to 2023/24		
Savings Title	**Opportunity Type**	**Description**	**Saving 2024/25 (£000s)**	**Saving 2025/26 (£000s)**	**Savings 2026/27 (£000s)**
Savings Included in July 2023 OHFS Update Report					
Reversal of Temporary 2023/24 Savings	Bridging Items	Reversal of temporary savings (items drawing on earmarked reserves) in Table 8 of 2023/24 Budget Report	(740)	(740)	(740)
Total – Bridging Savings (Full Year Effect)			**(740)**	**(740)**	**(740)**
New Savings – Bridging Items					
Review of Capital and Treasury Approach	Bridging Items	To release the upside benefit of higher interest rates by changing the policy of ringfencing the capital financing costs and treasury management budgets	7,502	3,878	3,498
Total – New Bridging Savings			**7,502**	**3,878**	**3,498**
Total – Bridging Savings			***6,762***	***3,138***	***2,758***
Total – New Savings			**13,117**	**10,706**	**10,752**

Charging policy	Policy objective
Free	The Council continue to provide many services which are free at the point of use. These will be continued to be funded from other sources including from Council Tax receipts. Typically, these will be those universal services to which all Council and business tax payers have always had access without further payment.
Statutory	The Council will comply with all legal requirements for making and setting charges and income generation. The level of charge may be determined not by the Council but by others either Central Government or by the Mayor of London.
Full-cost	The charging arrangements for any service must meet the full costs of providing the service and include arrangements for income collection, in line with the Council's Credit Management Policy and Medium Term Financial strategy.
Subsidised services - take up	When a charge is considered appropriate, the Council will not seek full cost recovery if the resultant charges would discourage behaviour which the Council is specially keen to promote or encourage the opposite.
Subsidised services - concession rate	When a charge is considered appropriate, the Council will not seek full cost recovery if the resultant charges would be beyond the means of people who are likely to be reliant on the service and lack sufficient means to pay.
Deterrent	In a limited number of cases the Council will set charges at levels which are intended not to raise income but to deter irresponsible use of free or subsidised service.
Discretionary	In a limited number of cases (and if entitled to in law) the Council will consciously seek to generate income from fees and charges which exceeds the cost of providing the service.

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Communities & Strategy							
Culture & Engagement							
Events	**Parks and Open Spaces**	Duty Staff Charges per hour: Monday - Friday 8am-5pm Community/Charity	Per hour	33.00	33.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Duty Staff Charges per hour: Monday - Friday Evenings, Weekends, Bank Holidays Community/Charity	Per hour	41.33	41.33	0.0%	Full-cost
Events	**Parks and Open Spaces**	Duty Staff Charges per hour: Monday - Friday 8am-5pm Commercial/Corporate	Per hour	42.06	42.06	0.0%	Discretionary
Events	**Parks and Open Spaces**	Duty Staff Charges per hour: Monday - Friday Evenings, Weekends, Bank Holidays Commercial/Corporate	Per hour	50.38	50.38	0.0%	Discretionary
Events	**Parks and Open Spaces**	Parks Events Friends Groups Application Fee	Per application	65.00	65.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Friends Groups Basic Hire Fee Per Day 0 - 499 attendees	Per Day (hire)	105.00	105.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Friends Groups Basic Hire Fee Per Day 500 - 999 attendees	Per Day (hire)	315.00	315.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Friends Groups Basic Hire Fee Per Day 1,000 - 4,999 attendees	Per Day (hire)	525.00	525.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Friends Groups Basic Hire Fee Per Day 5,000 - 9,999 attendees	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Friends Groups Basic Hire Fee Per Day 10,000 - 14,999 attendees	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Friends Groups Basic Hire Fee Per Day 15,000 - 19,999 attendees	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Events	**Parks and Open Spaces**	Parks Events Community / Charity Application Fee	Per application	65.00	65.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Community / Charity, Basic Hire Fee Per Day (0 - 499 attendees)	Per Day (hire)	105.00	105.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Community / Charity, Basic Hire Fee Per Day (500 - 999 attendees)	Per Day (hire)	315.00	315.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Community / Charity, Basic Hire Fee Per Day (1,000 - 4,999 attendees)	Per Day (hire)	1,050.00	1,050.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Community / Charity, Basic Hire Fee Per Day (5,000 - 9,999 attendees)	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Community / Charity, Basic Hire Fee Per Day (10,000 - 14,999 attendees)	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Community / Charity -Basic Hire Fee Per Day (15,000- 19,999 attendees)	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Events	**Parks and Open Spaces**	Parks Events, Corporate / Commercial, Application Fee	Per application	65.00	65.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Corporate / Commercial, Basic Hire Fee Per Day (0 - 499 attendees)	Per Day (hire)	525.00	525.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Corporate / Commercial, Basic Hire Fee Per Day (500 - 999 attendees)	Per Day (hire)	1,312.50	1,312.50	0.0%	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Corporate / Commercial, Basic Hire Fee Per Day (1,000 - 4,999 attendees)	Per Day (hire)	5,775.00	5,775.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Corporate / Commercial, Basic Hire Fee Per Day (5,000 - 9,999 attendees)	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Corporate / Commercial, Basic Hire Fee Per Day (10,000 - 14,999 attendees)	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Events	**Parks and Open Spaces**	Parks Events - Corporate / Commercial, Basic Hire Fee Per Day (15,000 - 19,999 attendees)	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Events	**Parks and Open Spaces**	Funfair Parks Application Fee	Per application	65.00	65.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Funfair - Premium Park Non-Operating Day Hire Fee	Per Day (hire)	150.00	150.00	0.0%	Full-cost
Events	**Parks and Open Spaces**	Funfair - Premium Park Operating Day Hire Fee Up to 4 rides 0-2999 ppl	Per Day (hire)	750.00	750.00	0.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Events	Parks and Open Spaces	Funfair - Premium Park Operating Day Hire Fee Up to 9 rides 0-2999 ppl	Per Day (hire)	1,000.00	1,000.00	0.0%	Full-cost
Events	Parks and Open Spaces	Funfair - Premium Park Operating Day Hire Fee Up to 10+ rides 0-2999 ppl	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Events	Parks and Open Spaces	Funfair - Premium Park Operating Day Hire Fee Up to 4 rides 3000+ ppl	Per Day (hire)	950.00	950.00	0.0%	Full-cost
Events	Parks and Open Spaces	Funfair - Premium Park Operating Day Hire Fee Up to 9 rides 3000+ ppl	Per Day (hire)	1,200.00	1,200.00	0.0%	Full-cost
Events	Parks and Open Spaces	Funfair - Premium Park Operating Day Hire Fee Up to 10+ rides 3000+ ppl	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Events	Parks and Open Spaces	Funfair - Non-Premium Park Non-Operating Day Hire Fee	Per Day (hire)	100.00	100.00	0.0%	Full-cost
Events	Parks and Open Spaces	Funfair - Non-Premium Park Operating Day Hire Fee Up to 4 rides 0-2999 ppl	Per Day (hire)	400.00	400.00	0.0%	Full-cost
Events	Parks and Open Spaces	Funfair - Non-Premium Park Operating Day Hire Fee Up to 9 rides 0-2999 ppl	Per Day (hire)	850.00	850.00	0.0%	Full-cost
Events	Parks and Open Spaces	Funfair - Non-Premium Park Operating Day Hire Fee Up to 10+ rides 0-2999 ppl	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Events	Parks and Open Spaces	Funfair - Non-Premium Park Operating Day Hire Fee Up to 4 rides 3000+ ppl	Per Day (hire)	600.00	600.00	0.0%	Full-cost
Events	Parks and Open Spaces	Funfair - Non-Premium Park Operating Day Hire Fee Up to 9 rides 3000+ ppl	Per Day (hire)	1,050.00	1,050.00	0.0%	Full-cost
Events	Parks and Open Spaces	Funfair - Non-Premium Park Operating Day Hire Fee Up to 10+ rides 3000+ ppl	Per Day (hire)	By Negotiation	By Negotiation	-	Full-cost
Heritage	Boston Manor House	Boston Manor House Private Visits (per head, min 6 visitors) Guided tour	Per Hour	7.50	7.50	0.0%	Full-cost
Heritage	Boston Manor House	Boston Manor House Private Visits: School Groups - Per class visit	Per visit	125.00	125.00	0.0%	Full-cost
Heritage	Boston Manor House	Boston Manor House School Groups - virtual Half Day Session (per two classes) - Educational session delivered remotely on different topics e.g. Art, History, Geography	Per session	75.00	75.00	0.0%	Full-cost
Heritage	Boston Manor House	Teacher INSET Day - Offer A (per session)	Per session	75.00	75.00	0.0%	Full-cost
Heritage	Boston Manor House	Teacher INSET Day - Offer B (per session)	Per session	200.00	200.00	0.0%	Full-cost
Heritage	Boston Manor House	Teacher INSET Day - Offer C (per session)	Per session	300.00	300.00	0.0%	Full-cost
Heritage	Boston Manor House	Storytelling show (per ticket)	Per ticket	5.00	5.00	0.0%	Full-cost
Heritage	Boston Manor House	Theatre performance - per adult ticket	Per ticket	15.00	16.00	6.7%	Full-cost
Heritage	Boston Manor House	Theatre performance - per child ticket	Per ticket	10.00	10.00	0.0%	Full-cost
Heritage	Boston Manor House	Public Programming Talks - Heritage Talks. Talks about Boston Manor House - History, Architecture, Design, Crafts talks (per ticket)	Per ticket	10.00	10.00	0.0%	Full-cost
Heritage	Boston Manor House	Public Programming Talks - Study Days. Talks about restoration techniques and heritage management (per workshop)	Per ticket	40.00	42.50	6.3%	Full-cost
Heritage	Boston Manor House	Commercial Hire - Meeting Rm 1 (day)	Per Day	600.00	600.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - Meeting Rm 1 (half day)	Per Half Day	300.00	300.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - Meeting Rm 1 (evening to 20.30 hrs)	Per Evening To Hrs	600.00	600.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial Hire - Meeting Rm 2 (day)	Per Day	400.00	400.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial Hire - Meeting Rm 2 (half day)	Per Half Day	200.00	200.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial Hire - Meeting Rm 2 (evening to 20.30 hrs)	Per Evening To Hrs	400.00	400.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial Hire - Meeting Rm 3 (day)	Per Day	150.00	150.00	0.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Heritage	Boston Manor House	Commercial Hire - Meeting Rm 3 (half day)	Per Half Day	75.00	75.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - Meeting Rm 1 & 2 (day)	Per 2 Days	1,000.00	1,000.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - Meeting Rm 1 & 2 (Half day)	Per 2 Half Days	500.00	500.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - Meeting Rm 1 & 2 (Evening to 20.30 hrs)	Per 2 Evenings To Hrs	700.00	700.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - exclusive use - Rms 1,2 & 3 (day)	Per 3 Days	1,150.00	1,150.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - exclusive use - Rms 1,2 & 3 (half day)	Per 3 Half Days	575.00	575.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - exclusive use - Rms 1,2 & 3 (evening to 20.30 hrs)	Per 2 Evenings To Hrs	800.00	800.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - additional hrs - evening/ overrun fees	Per Hour	£200	200.00	0.0%	Full-cost
Heritage	Boston Manor House	Community for profit hire - Meeting Rm 1 (day)	Per Day	400.00	400.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community for profit hire - Meeting Rm 1 (Half day)	Per Half Day	200.00	200.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community for profit hire - Meeting Rm 2 (day)	Per Day	400.00	400.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community for profit hire - Meeting Rm 2 (half day)	Per Half Day	200.00	200.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community for profit hire - Meeting Rm 3 (day)	Per Day	150.00	150.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community for profit hire - Meeting Rm 3 (half day)	Per Half Day	75.00	75.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community for profit hire - Meeting Rms 1&2 (day)	Per 2 Days	800.00	800.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community for profit hire - Meeting Rms 1&2 (Half day)	Per Day	400.00	400.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community for profit hire - Meeting Rms 1&2 (evening to 20.30 hrs)	Per Evening To Hrs	400.00	400.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community for profit hire - exclusive use Meeting rms 1,2&3 (day)	Per Day	950.00	950.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community for profit hire - exclusive use Meeting rms 1,2&3 (half day)	Per Half Day	475.00	475.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community for profit hire - exclusive use Meeting rms 1,2&3 (evening to 20.30 hrs)	Per Evening To Hrs	500.00	500.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community not for profit hire - Meeting Rm 1 (day)	Per Day	240.00	240.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community not for profit hire - Meeting Rm 1 (half day)	Per Half Day	120.00	120.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community not for profit hire - Meeting Rm 2 (day)	Per Day	240.00	240.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community not for profit hire - Meeting Rm 2 (half day)	Per Half Day	120.00	120.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community not for profit hire - Meeting Rm 3 (day)	Per Day	80.00	80.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community not for profit hire - Meeting Rm 3 (half day)	Per Half Day	40.00	40.00	0.0%	Subsidised services - concession rate

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Heritage	Boston Manor House	Community not for profit hire - Meeting Rms 1&2 (day)	Per Day	480.00	480.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community not for profit hire - Meeting Rms 1&2 (half day)	Per Half Day	240.00	240.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community not for profit hire - exclusive use meeting Rms 1,2&3 (day)	Per Day	560.00	560.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community not for profit hire - exclusive use meeting Rms 1,2&3 (half day)	Per Half Day	280.00	280.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community not for profit hire - exclusive use meeting Rms 1,2&3 (evening)	Per Evening To Hrs	350.00	350.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Community not for profit hire - exclusive use meeting Rms 1,2&3 (evening to 20.30 hrs) - split fee where two groups use separate rms simultaneously	Per Evening To Hrs	175.00	175.00	0.0%	Subsidised services - concession rate
Heritage	Boston Manor House	Commercial hire - whole house - exclusive use Inc. meeting rooms (evening 17.30 to midnight)	Per Evening To Hrs	4,500.00	4,500.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - whole house - exclusive use Inc. meeting rooms (evening 17.30 to midnight) Bank Holiday	Per Evening To Hrs	5,000.00	5,000.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - drinks reception (17.30 to 20.30 hrs)	Per Evening To Hrs	1,200.00	1,200.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - drinks reception & dinner (17.30 to midnight)	Per Evening To Hrs	2,500.00	2,500.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - drinks reception & dinner (17.30 to midnight) Bank Holiday	Per Evening To Hrs	5,000.00	5,000.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - wedding ceremony (3 hrs - morning or afternoon)	Per 3 Hours	1,000.00	1,000.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - wedding ceremony (3 hrs - evening)	Per 3 Hours	1,200.00	1,200.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - wedding ceremony & formal luncheon (day 09.00 to 17.00)	Per Day	2,500.00	2,500.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - wedding ceremony & formal dinner (evening 17.30 to midnight)	Per Evening To Hrs	2,500.00	2,500.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - cafe area (evening with agreement of cafe operator only)	Per Evening To Hrs	1,000.00	1,000.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - north lawn (day)	Per Day	1,000.00	1,000.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - south lawn (day)	Per Day	1,000.00	1,000.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - Lawns additional hours	Per Hour	Price on application	Price on application	-	Full-cost
Heritage	Boston Manor House	Commercial Hire - Photoshoot	Per Hour	Price on application	Price on application	-	Full-cost
Heritage	Boston Manor House	Commercial Hire - Filming	Per Hour	Price on application	Price on application	-	Full-cost
Heritage	Boston Manor House	Commercial Hire - Engagement or Wedding Photoshoot inside Boston Manor House (min 3 hrs daytime)	Per Hour	150.00	150.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial Hire - Engagement or Wedding Photoshoot inside Boston Manor House (evening to 20.30 hrs)	Per Evening To Hrs	700.00	700.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial Hire - Wedding Proposal inside Boston Manor House (min 3 hrs daytime)	Per Hour	150.00	150.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial Hire - Wedding Proposal inside Boston Manor House (evening to 20.30hrs)	Per Evening To Hrs	700.00	700.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - add on - tour guide 30 to 60 minutes - during evening drinks reception	Per Unit	200.00	200.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - add on - furniture hire & associated delivery/collection charges	Per Order	Price on application	Price on application	-	Full-cost
Heritage	Boston Manor House	Commercial hire - add on - special clean (estimate)	Unit of charge	500.00	500.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - add on - sundry items cake, wine, av, other miscellaneous items	Per Order	Price on application	Price on application	-	Full-cost
Heritage	Boston Manor House	Commercial hire - duty management	Per Hour	40.00	40.00	0.0%	Full-cost
Heritage	Boston Manor House	Commercial hire - security stewards	Per Order	Price on application	Price on application	-	Full-cost
Heritage	Boston Manor House	Commercial hire - catering commission (set fee if food truck, not cafe operator)	Unit of charge	150.00	150.00	0.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Heritage	**Boston Manor House**	Commercial hire - postponement fee for admin	Unit of charge	100.00	100.00	0.0%	Full-cost
Heritage	**Hogarth House**	Add on to Private Hire - Guided Tour Access to Historic House as part Weston Studio hire	Per hour	50.00	55.00	10.0%	Full-cost
Heritage	**Hogarth House**	Add on to Private Hire - Embossing activity workshop for private visits (per head, min 6 visitors)	Per head	2.50	2.75	10.0%	Full-cost
Heritage	**Hogarth House**	Hogarth's House School Groups - virtual Half Day Session (per two classes) - Educational session delivered remotely on different topics e.g. art, history	Per Session	75.00	75.00	0.0%	Full-cost
Heritage	**Hogarth House**	Public Programming Talks - Directly provided talks about the Hogarth house - Historic talk/art talks	Per unit	10.00	10.00	0.0%	Full-cost
Heritage	**Hogarth House**	Public Programming dry point workshop - Activity offered in new studio to cover cost - Etching/Art	Per unit	5.00	5.50	10.0%	Full-cost
Heritage	**Hogarth House**	Public Programming - Embossing workshop - Stand alone activity - public can book when arranged on website	Per unit	5.00	5.50	10.0%	Full-cost
Heritage	**Hogarth House**	Art and crafts workshops – calligraphy (per ticket)	Per Ticket	42.00	45.00	7.1%	Full-cost
Heritage	**Hogarth House**	Theatre performance - per adult ticket	Per Ticket	20.00	21.50	7.5%	Full-cost
Heritage	**Hogarth House**	Theatre performance - per child ticket	Per Ticket	15.00	16.00	6.7%	Full-cost
Heritage	**Hogarth House**	Artist hire of Exhibition space	Per Day (hire)	250.00	250.00	0.0%	Full-cost
Heritage	**Hogarth House**	Private Hire of Weston Studio only - Children's parties. Solely using Learning Studio facilities. Hire of space for party event - Audio Visual equipment - Tea point - Staffed building (morning or afternoon)	Per Day (hire)	200.00	225.00	12.5%	Full-cost
Heritage	**Hogarth House**	Art and crafts workshops – drawing, sketching (per ticket)	Per Ticket	15.00	16.00	6.7%	Full-cost
Heritage	**Hogarth House**	Family: Blind debossing workshop - per child	Per child	5.00	5.50	10.0%	Full-cost
Heritage	**Hogarth House**	Quiz night, per ticket	Per Ticket	5.00	5.50	10.0%	Full-cost
Heritage	**Hogarth House**	Easter activity for children, per ticket	Per Ticket	15.00	16.00	6.7%	Full-cost
Heritage	**Hogarth House**	Christmas workshops: dry point cards, per ticket	Per Ticket	25.00	26.50	6.0%	Full-cost
Heritage	**Hogarth House**	Christmas workshops: lino print cards, per ticket	Per Ticket	30.00	32.00	6.7%	Full-cost
Heritage	**Hogarth House**	Christmas workshops: print wrapping paper, per ticket	Per Ticket	8.00	8.50	6.3%	Full-cost
Heritage	**Hogarth House**	Christmas workshops: wreath-making, per ticket	Per Ticket	50.00	45.00	-10.0%	Full-cost
Heritage	**Hogarth House**	Corporate and Private Hire of Weston Studio Only. 3rd party event or function solely using the Learning Studio facility (Day 09.00 to 17.00 hrs)	Per Day (hire)	600.00	600.00	0.0%	Full-cost
Heritage	**Hogarth House**	Corporate and Private Hire of Weston Studio Only. 3rd party event or function solely using the Learning Studio facility (Half Day 4 hrs)	Per 4 Hrs	300.00	300.00	0.0%	Full-cost
Heritage	**Hogarth House**	Hogarth House Private Visits: School Groups - Per class visit	Per visit	125.00	125.00	0.0%	Full-cost
Heritage	**Hogarth House**	Corporate and Private Hire of Weston Studio Only. 3rd party event or function solely using the Learning Studio facility (Evening 17.00 to midnight)	Per hire	600.00	600.00	0.0%	Full-cost
Heritage	**Hogarth House**	Corporate and Private Hire of Weston Studio Only. 3rd party event or function solely using the Learning Studio facility (Evening 17.00 to midnight) Inc. morning afterwards	Per hire	900.00	900.00	0.0%	Full-cost
Heritage	**Hogarth House**	Corporate and Private Hire of Weston Studio Only - fee to apply for temporary event notice for liquor	Per Day (hire)	21.00	22.30	6.2%	Full-cost
Heritage	**Hogarth House**	Community for profit hire of Weston Studio Only. 3rd party event or function solely using the Learning Studio facility (Day 09.00 to 17.00 hrs)	Per Day (hire)	N/A	400.00	-	Full-cost
Heritage	**Hogarth House**	Community for profit Hire of Weston Studio Only. 3rd party event or function solely using the Learning Studio facility (Half Day 4 hrs)	Per Half Day (hire)	N/A	200.00	-	Full-cost
Heritage	**Hogarth House**	Community for profit Hire of Weston Studio Only. 3rd party event or function solely using the Learning Studio facility (Evening 17.00 to midnight)	Per hire	N/A	200.00	-	Full-cost
Heritage	**Hogarth House**	Community not for profit Hire of Weston Studio Only. 3rd party event or function solely using the Learning Studio facility (Evening 17.00 to midnight) Inc. morning afterwards	Per hour	N/A	30.00	-	Full-cost
Heritage	**Hogarth House**	Hogarth House Private Visits (per head, min 6 visitors) Guided tour	Per head /Per hour	7.50	8.00	6.7%	Full-cost
Heritage	**Hogarth House**	Duty Management & Security (per hour)	Per hour	40.00	45.00	12.5%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Strategy,Performance & Commissioning							
Corporate Information & Land charges	**Land Charges**	Local Land Charges Search Fee (Full) - Con 29 only (Residential) per search	per search	174.30	186.00	6.7%	Full-cost
Corporate Information & Land charges	**Land Charges**	Local Land Charges Search Fee (Full) - Con 29 only (non-Residential) per search	per search	224.70	240.00	6.8%	Full-cost
Corporate Information & Land charges	**Land Charges**	Personal searches - per search	Per search	0.00	0.00	-	Statutory
Corporate Information & Land charges	**Land Charges**	Local Land Charges Search Fee (LLC1) - This contains only part of the information contained in the full search - per search	Per search	55.60	60.00	7.9%	Full-cost
Corporate Information & Land charges	**Land Charges**	Local Land Charges Search Fee (Full) - Residential - per search	Per search	229.90	246.00	7.0%	Full-cost
Corporate Information & Land charges	**Land Charges**	Local Land Charges Search Fee (Full) - Commercial - per search	Per search	280.30	300.00	7.0%	Full-cost
Corp Info & Land charges	**Land Charges**	Local Land Charges Search Fee (Full) - Additional Land or Property - per search	Per land or property unit	32.50	35.00	7.7%	Full-cost
Corporate Information & Land charges	**Land Charges**	Local Land Charges Search Fee (Full) - Part 2 enquiries - per search	Per question or enquiry	16.80	18.00	7.1%	Full-cost
Policy and Intelligence Management	**Performance and Information - Street Naming & Numbering**	Existing Premises or New Development: Naming or renaming of House or Flat per unit or plot	Per unit or per plot	128.10	137.00	6.9%	Full-cost
Policy and Intelligence Management	**Performance and Information - Street Naming & Numbering**	Existing Premises or New Development: Numbering or renumbering of House or Flat per unit or plot	Per unit or per plot	128.10	137.00	6.9%	Full-cost
Policy and Intelligence Management	**Performance and Information - Street Naming & Numbering**	Existing or New Premises: Naming or renaming of Street per Street	per street	317.10	339.00	6.9%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Communities							
Libraries	**Libraries**	Books: Children's Fine - per day	Per day	0.08	0.08	0.0%	Deterrent
Libraries	**Libraries**	Spoken Word :Children under 12 fine	Per day	0.08	0.08	0.0%	Deterrent
Libraries	**Libraries**	Reservations: Concessions not in stock	Per item	1.20	1.20	0.0%	Full-cost
Libraries	**Libraries**	Commercial use of Library Community Rooms: Other Libraries Monday - Friday - during library opening hours - per hour	Per hour	30.00	30.00	0.0%	Full-cost
Libraries	**Libraries**	Reservations - for books in the Consortium	Per item	1.00	1.00	0.0%	Full-cost
Libraries	**Libraries**	Books: Adult Fine - per day	Per Open Day	0.30	0.30	0.0%	Full-cost
Libraries	**Libraries**	Books: Max Fine - per item	Per Item	5.70	5.70	0.0%	Deterrent
Libraries	**Libraries**	Books: Max Fine -Children's (Limit of Charge) per item	Per Item	2.50	2.50	0.0%	Full-cost
Libraries	**Libraries**	Books: Concession Fine - per day	Per Day	0.15	0.16	6.7%	Deterrent
Libraries	**Libraries**	Books: Lost stock charge	Per Item	Full Cost of replacement plus 10% Administrative	Full Cost of replacement plus 10% Administrative	-	Full-cost
Libraries	**Libraries**	Spoken Word: Talking Books - CD	Per Item	2.40	2.40	0.0%	Free
Libraries	**Libraries**	Spoken Word: Adult Fine	Per day	0.25	0.30	20.0%	Deterrent
Libraries	**Libraries**	Spoken Word: Concession fine	Per Day	0.15	0.15	0.0%	Full-cost
Libraries	**Libraries**	Spoken Word: Lost stock	Per item	full Cost of replacement plus 10% Administrative	full Cost of replacement plus 10% Administrative	-	Full-cost
Libraries	**Libraries**	Replacement Ticket: Adult	Per Ticket	4.00	4.25	6.3%	Deterrent
Libraries	**Libraries**	Replacement Ticket: Concessions	Per Ticket	2.00	2.10	5.0%	Deterrent
Libraries	**Libraries**	Replacement Ticket: Child	Per Ticket	2.00	2.10	5.0%	Deterrent
Libraries	**Libraries**	Photocopies: A4 BW	Per Page	0.20	0.25	25.0%	Deterrent
Libraries	**Libraries**	Photocopies: A3 BW	Per Page	0.30	0.35	16.7%	Full-cost
Libraries	**Libraries**	Photocopies: A4 Colour	Per Page	0.20	0.25	25.0%	Deterrent
Libraries	**Libraries**	Photocopies: A3 Colour	Per Page	0.30	0.35	16.7%	Full-cost
Libraries	**Libraries**	Internet Prints: A4 BW	Per Page	0.20	0.25	25.0%	Deterrent
Libraries	**Libraries**	Internet Prints: A4 Colour	Per page	0.30	0.35	16.7%	Full-cost
Libraries	**Libraries**	Reservations: Adult not in stock	Per Item	2.20	2.34	6.4%	Deterrent
Libraries	**Libraries**	Reservations: Child - not in stock 1 free per visit	Per Item	0.80	0.80	0.0%	Full-cost
Libraries	**Libraries**	Reservations: British Library	Per item	12.20	12.20	0.0%	Deterrent
Libraries	**Libraries**	Reservations: Drama Sets - per set	Per item	3.60	3.90	8.3%	Full-cost
Libraries	**Libraries**	Reservations: Ordestral/vocal - per 40 copies	Per Item	15.30	16.00	4.6%	Full-cost
Libraries	**Libraries**	Community use of Library Community Rooms: Other Libraries Monday - Friday - during library opening hours - per hour	Per hour	9.00	9.60	6.7%	Deterrent
Libraries	**Libraries**	Community use of Library Community Rooms: Other Libraries Saturday - per hour	per hour	9.00	9.60	6.7%	Full-cost
Libraries	**Libraries**	Genealogical Research: Private individuals -first 30 minutes	First 30 mins	0.00	0.00	-	Deterrent
Libraries	**Libraries**	Genealogical Research: Private individuals- subsequent hour or any part thereof	Per Additional Hour	31.00	31.00	0.0%	Full-cost
Libraries	**Libraries**	Genealogical Research: Scanning of local studies materials - A4 per sheet	Per A4 Sheet	7.50	7.50	0.0%	Deterrent
Libraries	**Libraries**	Genealogical Research: Scanning of local studies materials - A3 per sheet	Per A3 Sheet	12.50	12.50	0.0%	Full-cost
Libraries	**Libraries**	Genealogical Research: Reproduction fee	Per Picture	40.00	50.00	25.0%	Deterrent

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Pollution	Enforcement and Regulatory	Offence CN1, Depositing litter, offence under Sections 87 & 88 of the Environmental Protection Act 1990 fixed penalty - charge per FPN	Per FPN	150.00	500.00	233.3%	Statutory
Pollution	Enforcement and Regulatory	Offence CN2, Unauthorised distribution of free printed matter on designated land, offence under Schedule 3A para 1(1) & 1(2) of the Environmental Protection Act 1990 fixed penalty - charge per FPN	Per FPN	150.00	150.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN4, Graffiti & Flyposting, offence under Section 43 of the Anti-Social Behaviour Act 2003 fixed penalty - charge per FPN	Per FPN	150.00	150.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN5, Noise from dwellings, offence under Section 8 of the Noise Act 1996 payable within 14 days - charge per FPN	Per FPN	80.00	80.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN6, Nuisance Parking, offence under Section 6 (1) of the Clean Neighbourhoods and Environmental Act 2005 fixed penalty payable within 14 days - charge per FPN	Per FPN	65.00	65.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN7, Failure to comply with Waste Receptacle Notice, offence under Section 47ZA od the Environmental Protection Act 1990	Per FPN	110.00	110.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN8, Abandoning a vehicle, offence under Section 2A(1) of the Refuse Disposal (Amenity) Act 1978 fixed penalty if paid before 14 days - charge per FPN	Per FPN	200.00	200.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN10, Failure to produce authority (Waste Transfer Notes), offence under Section 34A (6) of the Environmental Protection Act 1990 and Regulation 35 of the Waste (England and Wales) Regulations 2011 fixed penalty - charge per FPN	Per FPN	300.00	300.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN12, Transfer of Controlled Waste without authority (Waste carriers licence) offence under Section 34(3) & 3(A) of the Environmental Protection Act 1990 fixed penalty - charge per FPN	Per FPN	300.00	300.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN1, Depositing litter, offence under Sections 87 & 88 of the Environmental Protection Act 1990 fixed penalty payable after 14 days- charge per FPN	Per FPN	150.00	500.00	233.3%	Statutory
Pollution	Enforcement and Regulatory	Offence CN2, Unauthorised distribution of free printed matter on designated land, offence under Schedule 3A para 1(1) & 1(2) of the Environmental Protection Act 1990 fixed penalty payable after 14 days- charge per FPN	Per FPN	150.00	150.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN4, Graffiti & Flyposting, offence under Section 43 of the Anti-Social Behaviour Act 2003 fixed penalty payable after 14 days - charge per FPN	Per FPN	150.00	150.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN5, Noise from dwellings, offence under Section 8 of the Noise Act 1996 payable after 14 days - charge per FPN	Per FPN	110.00	110.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN6, Nuisance Parking, offence under Section 6 (1) of the Clean Neighbourhoods and Environmental Act 2005 fixed penalty payable after 14 days - charge per FPN	Per FPN	100.00	100.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN8, Abandoning a vehicle, offence under Section 2A(1) of the Refuse Disposal (Amenity) Act 1978 fixed penalty if paid after 14 days - charge per FPN	Per FPN	200.00	200.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence ASB01, Breach of a Community Protection Notice, offence under Part 4 Anti-Social Behaviour, Crime and Policing Act 2014, Community Protection Notice, Section 43, 48 and 52 ASBCPA 2014 charge per FPN	Per FPN	100.00	100.00	0.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN12, Failure to produce authority (Waste Transfer Notes), offence under Section 34A (2) of the Environmental Protection Act 1990 and Regulation 4 of the Environmental Protection (Duty of Care) regulations 1991 maximum penalty on conviction	Maximum Penalty	Determined by Court	Determined by Court	-	Statutory
Pollution	Enforcement and Regulatory	Offence CN13, Noise from Licensed premises, offence under Section 8 of the Noise Act 1996 maximum penalty on conviction	Maximum Penalty	Determined by Court	Determined by Court	-	Statutory
Pollution	Enforcement and Regulatory	Environmental Protection Act 1990. Copy of register of processes under Part 1 of the Act (charge is per copy)	Per Copy	42.00	44.00	4.8%	Full-cost
Pollution	Enforcement and Regulatory	Works in Default. Officer Time for WID after service of Statutory Notice: Head of Enforcement, Community Safety and Commercial Regulation (charge is per hour)	Per Hour	156.00	160.00	2.6%	Full-cost
Pollution	Enforcement and Regulatory	Enforcement -Manager/Section Head (charge is per hour)	Per Hour	130.00	135.00	3.8%	Full-cost
Pollution	Enforcement and Regulatory	Enforcement-Technical/Professional Officer (charge is per hour)	Per Hour	106.00	110.00	3.8%	Full-cost
Pollution	Enforcement and Regulatory	Enforcement-Pollution Officer/Administrative Officer (charge is per hour)	Per Hour	52.00	54.00	3.8%	Full-cost
Pollution	Enforcement and Regulatory	Photocopying: Documents - 10 pages & under (an additional £1.00 will be charged for each additional 10 pages)	up to 10 Pages	27.50	28.00	1.8%	Full-cost
Pollution	Enforcement and Regulatory	Requests for information on Pollution matters (per request)	Per Request	60.50	62.00	2.5%	Full-cost
Pollution	Enforcement and Regulatory	Offence CN9, Depositing controlled waste or extractive waste in/on any land, offence under Section 33 and 33ZA Environmental Protection Act 1990 fixed penalty - charger per FPN	Per FPN	400.00	1,000.00	150.0%	Statutory
Pollution	Enforcement and Regulatory	Offence CN11, Failure to comply with Household Duty of Care offence under Section 34 (2A) of the Environmental Protection Act 1990 fixed penalty - charge per FPN	Per FPN	400.00	600.00	50.0%	Statutory
Pollution	Enforcement and Regulatory	Offence ASB02, Failing to comply with a Public Space Protection Order, offence under Part 4 Anti-Social Behaviour, Crime and Policing Act 2014, Community Protection Notice, Section 43, 48 and 52 ASBCPA 2014 - charge per FPN	Per FPN	100.00	100.00	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Children & Adult Services							
Adult, Safeguarding, Social Care & Health							
Extra Care Provision	**Extra Care Fees**	Bridgewater House extra care fees per individual per week	Per Week	306.63	full cost of placement	-	Full-cost
Extra Care Provision	**Extra Care Fees**	Park Lodge extra care fees per individual per week	Per Week	309.41	full cost of placement	-	Full-cost
Extra Care Provision	**Extra Care Fees**	Greenrod extra care fees per individual per week	Per Week	322.78	full cost of placement	-	Full-cost
Extra Care Provision	**Extra Care Fees**	Bristol Court extra care scheme per individual per week	Per Week	405.49	full cost of placement	-	Full-cost
Extra Care Provision	**Meal charges**	Bristol Court catering charge for one hot meal per day (weekly charge)	Per Week	47.89	51.10	6.7%	Full-cost
LD Day Service Opportunities	**Non-Residential Social Care Services and Support Charges**	Attending either an AM or PM session at LBH Day Care or Day Opportunities (cost of attendance only): The New Sandbanks	Per attendance	24.50	26.00	6.1%	Full-cost
LD Day Service Opportunities	**Non-Residential Social Care Services and Support Charges**	Attending a full day session at LBH Day Care or Day Opportunities (cost of attendance only): The New Sandbanks	Per attendance	48.00	51.00	6.3%	Full-cost
LD Day Service Opportunities	**Non-Residential Social Care Services and Support Charges**	Domiciliary Care delivered in the resident's home - charge per hour pro-rata	Per Hour	£19-£21.96	£19-£23.50	-	Full-cost
LD Day Service Opportunities	**Non-Residential Social Care Services and Support Charges**	Supported Living Services - Care delivered to residents who receive support in the community either at Unregistered accommodation or assistance in social inclusion	Per Week	full cost of placement	full cost of placement	-	Full-cost
LD Day Service Opportunities	**Non-Residential Social Care Services and Support Charges**	Adult Placement Scheme - Resident is placed within a carer's family home, and is provided with care and support (charge is based on a flat weekly fee)	Per Week	full cost of placement	full cost of placement	-	Full-cost
Older People Residential	**Long Term Residential Care Fees**	Sandbanks Resource Centre (single room) Residential/EMI (Low to Medium Dependency) per week	per week	1,096.00	1,126.00	2.7%	Full-cost
Older People Residential	**Long Term Residential Care Fees**	Sandbanks Resource Centre (single room) Residential/EMI (Medium to High Dependency) per week	Per Week	1,433.00	1,479.00	3.2%	Full-cost
Older People Residential	**Long Term Residential Care Fees**	Clifton Gardens (single room) Residential/EMI (Low to Medium Dependency) per week	Per Week	1,117.00	1,139.00	2.0%	Full-cost
Older People Residential	**Long Term Residential Care Fees**	Clifton Gardens (single room) Residential/EMI (Medium to High Dependency) per week	per week	1,432.00	1,461.00	2.0%	Full-cost
Older People Residential	**Long Term Residential Care Fees**	Longer term Residential Care at Independent Home (per week)	Per Week	full cost of placement	full cost of placement	-	Full-cost
Older People Residential	**Long Term Residential Care Fees**	Longer term Nursing care at Independent Home (per week)	Per Week	full cost of placement	full cost of placement	-	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Lifelong Learning, Skills & Empolyment							
Children's Centres	**Children's centre**	Children Centre Activity	Per Activity	0.00	0.00	-	Free
EIS West Locality	**Redless / Reflections charges**	Charge per party hire at Redlees or Reflections premises.	Per Party Hire	180.00	192.06	6.7%	Discretionary
EIS West Locality	**Redless / Reflections charges**	Admission Charges per adult entry, for LBH residents, to the Redlees One O'clock Club.	Per Adult	2.55	2.72	6.7%	Subsidised services - Concession rate
EIS West Locality	**Redless / Reflections charges**	Admission Charges per adult entry, for non-LBH residents, to the Redlees One O'clock Club.	Per Adult	3.20	3.41	6.6%	Subsidised services - Concession rate
EIS West Locality	**Redless / Reflections charges**	Admission Charges per adult for non-LBH residents per entry to Reflections.	Per Adult	3.20	3.41	6.6%	Subsidised services - Concession rate
Non Delegated DSG Funding	**Schools - Academy conversion fees**	Recoupment of Academy conversion costs (maintained schools where the council is the employer and property owner)	Conversion cost	6,000.00	6,400.00	6.7%	Full-cost
Non Delegated DSG Funding	**Schools - Academy conversion fees**	Recoupment of Academy conversion costs (maintained schools where the council is not the employer or property owner)	Conversion cost	1,700.00	1,800.00	5.9%	Full-cost
Transport Operations	**Transport Operations charges**	School Meals Delivery	Per Day	60.00	60.00	0.0%	Discretionary
Westbrook	**Charges to other authorities**	Charge per six hour day session per attendee to Other Local Authorities for use of Council Operated Residential / Respite Home for Children with Physical Disabilities - Westbrook.	Per six hour day per attendee	550.00	550.00	0.0%	Full-cost
Westbrook	**Charges to other authorities**	Charge per every hour after the first six for a day session per attendee to Other Local Authorities for use of Council Operated Residential / Respite Home for Children with Physical Disabilities - Westbrook.	Per every hour after the first six for a day session per attendee	55.00	55.00	0.0%	Full-cost
Westbrook	**Charges to other authorities**	Charge to Other Local Authorities for a Care planning Assessment per child	per child	550.00	550.00	0.0%	Full-cost
Westbrook	**Charges to other authorities**	Introductory Tea visit	per child	495.00	495.00	0.0%	Full-cost
Westbrook	**Charges to other authorities**	Charge per night to Other Local Authorities for use of Council Operated Residential / Respite Home for Children with Physical Disabilities - Westbrook.	Per night per attendee	990.00	990.00	0.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Finance & Resources							
Financial Services							
Corporate Services Contract	**Customer Financial Affairs**	Deputyship fee: Annual management where court appoints a Local Authority as a deputy:- for the first year (annual fee)	Annual	0.00	Currently under review by APAD	-	Statutory
Corporate Services Contract	**Customer Financial Affairs**	Deputyship fee: Annual management where court appoints a Local Authority as a deputy: - for subsequent years (annual fee)	Annual	650.00	Currently under review by APAD	-	Statutory
Corporate Services Contract	**Customer Financial Affairs**	Deputyship fee: Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc or the ongoing maintenance of property including management and letting of rental property (annual fee)	Annual	300.00	Currently under review by APAD	-	Statutory
Corporate Services Contract	**Customer Financial Affairs**	Deputyship fee: Preparation and lodgement of annual report or accounts to Office of Public Guardianship (per submission)	per submission	216.00	Currently under review by APAD	-	Statutory
Corporate Services Contract	**Customer Financial Affairs**	Registering a death on behalf of the Family or from the clients estate, if funds sufficient (one off charge)	Per death	88.00	91.00	3.4%	Full-cost
Corporate Services Contract	**Customer Financial Affairs**	Arranging a funeral on behalf of the Family or from the clients estate, if funds sufficient (one off charge)	Per funeral	235.00	242.00	3.0%	Full-cost
Corporate Services Contract	**Customer Financial Affairs**	Full Property Search, (including third party requests e.g. Hospitals) (per request)	Per Property Search	226.00	233.00	3.1%	Full-cost
Corporate Services Contract	**Customer Financial Affairs**	Property visit (protection of property) per visit per staff member (per visit)	Per Property Visit	86.00	89.00	3.5%	Full-cost
Corporate Services Contract	**Customer Financial Affairs**	Each time case is referred to Treasury Solicitor referral (each referral)	Per Referral	476.00	490.00	2.9%	Full-cost
Corporate Services Contract	**Customer Financial Affairs**	Preparation of Court application: Estates over £250k (one-off)	Per court application	956.00	985.00	3.0%	Full-cost
Corporate Services Contract	**Customer Financial Affairs**	Preparation of Court application: Estates between £100k and £249k (one-off)	Per court application	694.00	715.00	3.0%	Full-cost
Corporate Services Contract	**Customer Financial Affairs**	Preparation of Court application: Estates between £50k and £99k (one-off)	Per court application	564.00	581.00	3.0%	Full-cost
Corporate Services Contract	**Customer Financial Affairs**	Preparation of Court application: Estates between £5k and £49k (one-off)	Per court application	434.00	447.00	3.0%	Full-cost
Corporate Services Contract	**Customer Financial Affairs**	Preparation of Court application: Estates less than £5k (one-off)	Per court application	218.00	225.00	3.2%	Full-cost
Corporate Services Contract	**Customer Financial Affairs**	Appointeeship administration fee for clients with aggregate savings of £6,000 or less (annual fee per case administered)	Annual	296.00	305.00	3.0%	Full-cost
Corporate Services Contract	**Customer Financial Affairs**	Appointeeship administration fee for clients with aggregate savings over £6,000 (annual fee per case administered)	Annual	592.00	610.00	3.0%	Full-cost
Corporate Services Contract	**Customer Financial Affairs**	Deputyship fee: Completion of tax returns (per tax return)	Per Tax Return	70.00	Currently under review by APAD	-	Statutory
Corporate Services Contract	**Customer Financial Affairs**	Deputyship fee: Work up to including the date upon which the court makes an order appointing for property and affairs (annual fee)	Annual	745.00	Currently under review by APAD	-	Statutory
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Setup (one-off) - Standard (Sole Owner)	Per DPA	314.00	325.00	3.5%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA) - Standard (Joint Owners)- Financial Assessment Setup (one-off)	Per DPA	349.00	361.20	3.5%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payment Agreement - Legal Setup Fee (one-off) - Standard (Sole Owner)	Per DPA	344.00	356.00	3.5%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payment Agreement - Legal Setup Fee (one-off) - Standard (Joint Owners)	Per DPA	370.00	383.00	3.5%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA) - Setup Fee (one-off) - Admin Cost (printing, postage etc...) (Sole Owner)	Per DPA	39.00	40.40	3.6%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA) - Setup (one-off) - Admin Cost (printing, postage etc...) (Joint Owners)	Per DPA	41.00	42.40	3.4%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA) - Setup (one-off)- Land Registry: Land Search Fee (Sole Owner or Joint Owners)	Per property	Actual Land Registry Charge	Actual Land Registry Charge	-	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA) - Setup (one-off)- Land Registry: Registration of Charge (Sole Owner or Joint Owners)	Per property	Actual Land Registry Charge	Actual Land Registry Charge	-	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA) - Setup (one-off) - Land Registry: Attachment Fee (Sole Owner or Joint Owners)	Per property	Actual Land Registry Charge	Actual Land Registry Charge	-	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA) - Setup (one-off) - Valuation (Sole Owner or Joint Owners)	Per property	Actual cost plus VAT	Actual cost plus VAT	-	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA) - Setup (one-off) - Legal cost charged per hour	Per hour	80.00	82.80	3.5%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA) - Setup (one-off) - Finance Staff cost charged per hour	Per hour	41.00	42.40	3.4%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Annual Monitoring (Sole Owner)	Annual	114.00	118.00	3.5%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Annual Monitoring (Joint Owner)	Annual	124.00	128.30	3.5%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA) - Annual Monitoring: Admin Cost (issuing statements, printing, postage etc.) (Sole Owner)	Annual	15.50	16.00	3.2%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Annual Monitoring: Admin Cost (issuing statements, printing, postage etc.) (Joint Owner)	Annual	16.50	17.10	3.6%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA) - Land Registry: Land Search Fee (Sole Owner or Joint Owners)	Per property	Actual Land Registry Charge	Actual Land Registry Charge	-	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Annual Monitoring: Valuation (Sole Owner or Joint Owners)	Per property	Actual cost plus VAT	Actual cost plus VAT	-	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Annual Monitoring: Legal cost charged per hour	Per hour	80.00	82.80	3.5%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Annual Monitoring: Finance Staff cost charged per hour	Per hour	41.00	42.40	3.4%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Termination Fee: Financial Assessment (Sole Owner or Joint Owner)	Per DPA	122.00	126.30	3.5%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Termination Fee: Legal (Sole Owner or Joint Owner)	Per DPA	118.00	122.10	3.5%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Termination Fee: Admin Cost (printing, postage etc...) (Sole Owner or Joint Owner)	Per DPA	12.50	12.90	3.2%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Termination Fee: Land Registry: Land Search Fee (Sole Owner or Joint Owner)	Per property	Actual Land Registry Charge	Actual Land Registry Charge	-	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Termination Fee: Land Registry: Attachment Fee (Sole Owner or Joint Owner)	Per property	Actual Land Registry Charge	Actual Land Registry Charge	-	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Termination Fee: Legal cost charged per hour	Per Hour	80.00	82.80	3.5%	Full-cost
Corporate Services Contract	**Financial Assessment**	Financial Assessment - Deferred Payments Agreement (DPA)- Termination Fee: Finance Staff cost charged per hour	Per Hour	41.00	42.40	3.4%	Full-cost
Revenues and Benefits	**Revenues & Benefits**	Council Tax Court Costs per case - Administration, liability order & court fees. Includes a charge of £25 which will be incurred once the liability order is granted.	Per Session	110.50	110.50	0.0%	Statutory
Revenues and Benefits	**Revenues & Benefits**	Business Rates Court Costs per case - Administration, liability order & court fees. Includes a charge of £45 which will be incurred once the liability order is granted.	Per Session	164.80	164.80	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Law & Governance							
Election Services	**Electoral Services**	Electoral Register - Full Version (available to prescribed organisations i.e. Credit Agencies) Electronic version	per 1000 per elector	£1.50 per 1000 of population of the Ward+£10	£1.50 per 1000 of population of the Ward+£10	-	Statutory
Election Services	**Electoral Services**	Electoral Register - Full Version (available to prescribed organisations i.e. Credit Agencies) Paper version	per 1000 per elector	£5.00 per 1000 of population of the Ward+£20	£5.00 per 1000 of population of the Ward+£20	-	Statutory
Election Services	**Electoral Services**	Electoral Register - Open Version - (available to all) Electronic version	per 1000 per elector	£1.50 per 1000 of population of the Ward+£10	£1.50 per 1000 of population of the Ward+£10	-	Statutory
Election Services	**Electoral Services**	Electoral Register - Open Version - (available to all) Paper version	per 1000 per elector	£5.00 per 1000 of population of the Ward+£20	£5.00 per 1000 of population of the Ward+£20	-	Statutory
Registrations	**Registrations & Nationality**	Current Certificates (per certificate) - Issue of a Death Certificate to Parent of a Child under 18: (Charge to be paid for by the Council)	per certificate	11.00	11.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Marriage Ceremony (per ceremony)	Per Ceremony	46.00	46.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Notice of Marriage fee	Per Person	35.00	35.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Notice of marriage (subject to Home Office Immigration and Referral Scheme)	Per Person	47.00	47.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Registrar attendance fee at marriage registered building	Per Ceremony	86.00	86.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Registration fee Waiver	Per Person	60.00	60.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Registrar General's Licence- Notice	Per Couple	15.00	15.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Index Search	Per Hour (not more than 6 hours)	18.00	18.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Citizenship Delegate (Paid by Home Office to LBH Register)	Per Person	80.00	80.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	European Settlement Scheme	Per Person	14.00	14.00	0.0%	Full-cost
Registrations	**Registrations & Nationality**	Short historic certificate (birth only)	Per Certificate	11.00	11.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Priority Certificate Service Civil Partnership -next day	Per Certificate	35.00	35.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	License and Renewal Fee for Approved Premises (5 year license)	Per License	2,750.00	2,750.00	0.0%	Full-cost
Registrations	**Registrations & Nationality**	Two Stage Civil partnership to Marriage Conversion- completing the declaration	Per Couple	27.00	27.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Two Stage Civil Partnership to Marriage Conversion- signing declaration in a religious building registered for the marriage of same sex couples	Per Ceremony	91.00	91.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Notice of Civil Partnership	Per Person	35.00	35.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Foreign divorce fees - Local Registrar clearance	Per Person	50.00	50.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Foreign divorce fees - General Register Office clearance	Per Person	75.00	75.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Certificate - Change of Name of babies in first year	Per Certificate	40.00	40.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Civil Partnership To Marriage Conversion	Per Couple	45.00	45.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Notice of Marriage - Housebound	Per ceremony	47.00	47.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Notice of Marriage - Detained	Per ceremony	68.00	68.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Superintendent Registrar attending a marriage at a registered building or residence of a housebound person	Per application	84.00	84.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Superintendent Registrar attending a marriage at a registered building or residence of a detained person	Per application	94.00	94.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Registrar attending a marriage at a registered building or residence of a housebound person	Per application	81.00	81.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Registrar attending a marriage at a registered building or residence of a detained person	Per application	88.00	88.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Historic Birth, Death and Marriage Certificates	per certificate	11.00	11.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Notice of Civil Partnership (subject to Home Office Immigration and Referral Scheme)	Per person	47.00	47.00	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Registrations	**Registrations & Nationality**	Attendance at a Civil Partnership Registration - Register Office	Per certificate	46.00	46.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Civil Partnership Certificate	Per certificate	11.00	11.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Civil Partnership - attesting a notice outside the office of a house-bound person	Per person	47.00	47.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Civil Partnership -attesting a notice outside the office of a detained person	Per person	68.00	68.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Civil Partnership - Superintendent Registrar attending a civil partnership at a registered building or residence of a housebound person	Per application	88.00	88.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Civil Partnership - Registrar attending a civil partnership at a residence of a housebound person	Per ceremony	81.00	81.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Priority Certificate Service Births, Deaths and Marriages - next day	per certificate	35.00	35.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Baby Naming / Reaffirmations at Register Office	Per ceremony	300.00	300.00	0.0%	Full-cost
Registrations	**Registrations & Nationality**	Baby Naming / Reaffirmations at Approved Venue	Per ceremony	£495.00 - £825.00	495.00-825	-	Full-cost
Registrations	**Registrations & Nationality**	All Ceremonies in Decommissioned Room (Rose Room)	Per Ceremony	275.00	300.00	9.1%	Full-cost
Registrations	**Registrations & Nationality**	GRO Fees Corrections Births and Deaths - corrected locally	Per application	75.00	75.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	GRO Fees Corrections Births, Deaths, Marriages and Civil Partnerships -£28.00 retained by LA £47.00 to General Register Office	Per application	90.00	90.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Overseas Pensions	Per application	10.00	10.00	0.0%	Full-cost
Registrations	**Registrations & Nationality**	Private Citizenship Ceremony	Per Person	250.00	250.00	0.0%	Full-cost
Registrations	**Registrations & Nationality**	Certification of a place of meeting for religious worship	Per application	29.00	29.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Application for registration of a building for the solemnization of marriages between a man and a woman	Per application	64-123	64-123	-	Statutory
Registrations	**Registrations & Nationality**	Application for registration of a building for the solemnization of marriages between same sex couples	Per application	64-123	64-123	-	Statutory
Registrations	**Registrations & Nationality**	Joint application for registration of a building for the solemnization of marriages between a man and a woman and same sex couples	Per application	123.00	123.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	All Ceremonies in Decommissioned Room (Garden Room)	Per Ceremony	300.00	300.00	0.0%	Full-cost
Registrations	**Registrations & Nationality**	Registrars attending Venue- Depending on time and day	Per Ceremony	£495.00- £825.00	495.00-825.00	-	Full-cost
Registrations	**Registrations & Nationality**	License and Renewal Fee for Approved Premises (3 year license)	Per License	1,760.00	1,760.00	0.0%	Full-cost
Registrations	**Registrations & Nationality**	Conversion of civil partnership in accordance with the procedure for housebound	Per person	99.00	99.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Conversion of civil partnership in accordance with the procedure for detained	Per Person	117.00	117.00	0.0%	Statutory
Registrations	**Registrations & Nationality**	Change of date rebooking fee	Per application	25.00	25.00	0.0%	Full-cost
Registrations	**Registrations & Nationality**	Passport Change of Name before Ceremony Fee	Per application	25.00	25.00	0.0%	Full-cost
Registrations	**Registrations & Nationality**	1st Class postage	Per Letter	2.00	2.00	0.0%	Full-Cost
Registrations	**Registrations & Nationality**	Overseas Postage	Per Letter	7.00	7.00	0.0%	Full-Cost
Registrations	**Registrations & Nationality**	Confetti	Per unit	2.00	2.00	0.0%	Full-Cost
Registrations.	**Cemeteries**	Saturday or Evenings burials - burial cremated remains - (overtime fee related to the burial of cremated remains)	Per Burial	223.00	238.00	6.7%	Full-cost
Registrations.	**Cemeteries**	Sunday / Bank Holiday burials - full interment - an overtime fee charged for coffin/casket/shroud burial	Per Burial	557.00	594.00	6.6%	Full-cost
Registrations.	**Cemeteries**	Sunday / Bank Holiday burials - cremated remains - overtime fee charged for burial of cremated remains	Per Burial	278.00	297.00	6.8%	Full-cost
Registrations.	**Cemeteries**	Purchase of exclusive right of burial - additional 10years lawn section (above 60 years): Resident Fee	Per grave	273.00	291.00	6.6%	Full-cost
Registrations.	**Cemeteries**	Purchase of exclusive right of burial - additional 10years traditional section (above 60 years): Non-Resident Fee	Per grave	924.00	986.00	6.7%	Full-cost
Registrations.	**Cemeteries**	Purchase of exclusive right of burial - additional 20years - traditional section (above 60 years): Resident Fee	Per grave	616.00	657.00	6.7%	Full-cost
Registrations.	**Cemeteries**	Purchase of exclusive right of burial - additional 20years - traditional section (above 60 years): Non-Resident Fee	Per grave	1,848.00	1,972.00	6.7%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Registrations.	Cemeteries	Purchase of exclusive right of burial - additional 30years- traditional section (above 60 years): Resident Fee	Per grave	924.00	986.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial - additional 30years - traditional section (above 60 years): Non-Resident Fee	Per grave	2,772.00	2,958.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial - additional 40years - traditional section (above 60 years): Resident Fee	Per grave	1,232.00	1,315.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial - additional 40years- traditional section (above 60 years): Non-Resident Fee	Per grave	3,696.00	3,944.00	6.7%	Full-cost
Registrations.	Cemeteries	Admin fee for refund - If a resident wishes to surrender the Exclusive Right of Burial to their unused burial plot, the Hounslow Council can buy back the plot and issue them with a refund of the original purchase payments, less the cost of years of ownership.	Per refund	25.00	27.00	8.0%	Full-cost
Registrations.	Cemeteries	Duplicate Grave Deed - to be charged by the Cemeteries Office to issue a copy of the original grave deed confirming the grave details and ownership	Per deed	25.00	27.00	8.0%	Full-cost
Registrations.	Cemeteries	Burial cancellation fee (chargeable when less than 72 hours' notice is given)	Per burial	Full Digging Fee	Full Digging Fee	-	Full-cost
Registrations.	Cemeteries	Concrete surround memorial permit - to be charged for issuing of a permit to place a concrete surround on the lawn section	Per Permit	88.00	94.00	6.8%	Full-cost
Registrations.	Cemeteries	Family Trace - this fee is applicable to those entries, which are not computerised such as Chiswick Old Cemetery, Isleworth Cemetery	Per trace	25.00	27.00	8.0%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Non-Resident Fee: Lawn section grave-children under 18years of age including stillborn and Non-Viable Foetus any depth - max 4 burials	Per grave	4,930.00	5,260.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Non-Resident Fee: Traditional section grave - children under 18years of age including stillborn & non-viable foetus any depth - max 4 burial	Per grave	5,528.00	5,898.00	6.7%	Full-cost
Registrations.	Cemeteries	Interment Purchase Graves (Digging fees) Non Resident child under 18 years of age including stillborn and NVF -(digging fee for a burial of non resident child under 18 years of age including stillborn and NVF)	Per Grave	597.00	637.00	6.7%	Deterrent
Registrations.	Cemeteries	Interment Purchase Graves (Digging fees) Resident child under 18 years of age including stillborn and NVF -(digging fee for a burial of a resident child under 18 years of age including stillborn and NVF) *The Council does not pass on costs to residents for child burials. The cemeteries service claim costs from the Central government child funeral fund*	Per Grave	199.00	212.00	6.5%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial - additional 10 years lawn section (above 60 years): Non Resident Fee -	Per Grave	821.00	876.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial - additional 20years lawn section (above 60 years):Resident Fee - charged when the grave owner purchases additional 20years or burial/memorial rights on lawn grave	Per Grave	548.00	585.00	6.8%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial - additional 20years lawn section (above 60 years): Non-resident Fee - charged when the non-resident grave owner purchases additional 20 years of burial/memorial rights	Per Grave	1,643.00	1,753.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial - additional 30years lawn section (above 60 years): Resident Fee - charged when grave owner purchases additional 30years of burial/memorial rights on a lawn grave	Per Grave	821.00	876.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial - additional 30years lawn section(above 60 years): Non Resident Fee = charged when non resident grave owner purchases additional 30years of burial/memorial rights on a lawn grave	Per Grave	2,465.00	2,630.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial - additional 40years lawn section (above 60 years): Resident Fee - charged when grave owner purchases additional 40years burial rights on a lawn grave	Per Grave	1,095.00	1,168.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial - additional 40years lawn section (above 60 years): Non-resident Fee - charged when the non-resident grave owner purchases additional 40 years of burial/memorial rights	Per Grave	3,286.00	3,506.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial - additional 10years traditional section (above 60 years): Resident Fee - charged when grave owner purchases additional 10years/memorial rights on a traditional grave	Per Grave	307.00	328.00	6.8%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Resident Fee: Brick graves – additional 10 years	Per Grave	530.00	566.00	6.8%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Non-Resident Fee: Brick graves – additional 10 years	Per Grave	1,590.00	1,697.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Resident Fee: Brick graves – additional 20 years	Per Grave	1,060.00	1,131.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Non-Resident Fee: Brick graves – additional 20 years	Per Grave	3,181.00	3,394.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Resident Fee: Brick graves – additional 30 years	Per Grave	1,590.00	1,697.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Non-Resident Fee: Brick graves – additional 30 years	Per Grave	4,771.00	5,091.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Resident Fee: Brick graves – additional 40 years	Per Grave	2,120.00	2,262.00	6.7%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Non-Resident Fee: Brick graves – additional 40 years	Per Grave	6,362.00	6,788.00	6.7%	Full-cost
Registrations.	Cemeteries	Permit for Child Memorial Fee - fee for issuing a child memorial permit by the London Borough Of Hounslow	Per Permit	141.00	150.00	6.4%	Full-cost
Registrations.	Cemeteries	Burial of Body Parts (resident)	Per burial	284.00	303.00	6.7%	Full-cost
Registrations.	Cemeteries	Burial of Body Parts (Non-resident)	Per Burial	854.00	911.00	6.7%	Full-cost
Registrations.	Cemeteries	Exhumation of cremated remains - Adult	Per Burial	385.00	411.00	6.8%	Full-cost
Registrations.	Cemeteries	Exhumation of cremated remains - Child	Per Burial	199.00	212.00	6.5%	Full-cost
Registrations.	Cemeteries	Assignment /Additional Owner of Exclusive Rights of Burial	Per Burial	100.00	107.00	7.0%	Full-cost
Registrations.	Cemeteries	Brick grave Re-opened (resident)	Per Burial	913.00	974.00	6.7%	Full-cost
Registrations.	Cemeteries	Brick grave Re-opened (non resident)	Per Burial	2,738.00	2,921.00	6.7%	Full-cost
Registrations.	Cemeteries	Wooden Surround for grave (1 year lease)	Per grave	758.00	809.00	6.7%	Full-cost
Registrations.	Cemeteries	Late Payment For Funeral Directors	Per burial	30.00	32.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Resident Fee: Lawn section grave - purchasing burial rights in a lawn section including stillborn and Non-Viable Foetus any depth - max 4 burials	Per Grave	1,643.00	1,753.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Resident Fee: Traditional section grave - purchasing burial rights in a lawn section including stillborn and Non-Viable Foetus any depth - max 4 burials	Per Grave	1,843.00	1,966.00	6.7%	Full-cost
Registrations.	Cemeteries	Exhumation of child (coffin burial)	Per grave	913.00	974.00	6.7%	Full-cost
Registrations.	Cemeteries	Existing memorial - additional works/refurbishments	Per Memorial	75.00	80.00	6.7%	Full-cost
Registrations.	Cemeteries	Memorial permit for a Tablet or Ledger Memorial	Per Memorial	N/A	75.00	-	Full-Cost
Registrations.	Cemeteries	Exclusive Right of Burial for a purchased Cremated Remains Grave lease term of 60 years	Per grave	N/A	£876.00 (approx half of full size lawn grave fee)	-	Full-Cost
Registrations.	Cemeteries	Exclusive Right of Burial for a purchased Child Grave lease term of 60 years	Per grave	N/A	£876.00 (smaller sized grave, maximum age/coffin size will apply) Fees will not be paid by parents but will be recovered from the Child Funeral Fund	-	Full-Cost
Registrations.	Cemeteries	Burial of Child Cremated Remains (Resident) Children under 18 years of age including stillborn and NVF	Per burial	N/A	66.00	-	Full-Cost
Registrations.	Cemeteries	Burial of Child Cremated Remains (Non-Resident) Children under 18 years of age including stillborn and NVF	Per Burial	N/A	198.00	-	Full-Cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Resident Fee: Brick graves - (Hounslow resident purchasing the rights of burial to a brick grave for 60 years)	Per Grave	3,182.00	3,395.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Non Resident Fee: Brick graves - Hounslow Non-resident purchasing the rights of burial to a brick grave for 60 years	Per Grave	9,547.00	10,187.00	6.7%	Deterrent
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Resident Fee: Traditional grave - front row	Per Grave	2,116.00	2,258.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Non-Resident Fee: Traditional grave - front row	Per Grave	6,350.00	6,775.00	6.7%	Deterrent
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Resident Fee: Traditional grave - second row	Per Grave	1,958.00	2,089.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Non-Resident Fee: Traditional grave - second row	Per Grave	5,876.00	6,270.00	6.7%	Deterrent
Registrations.	Cemeteries	Purchase of exclusive right of burial plot (60 years) - Resident Fee : Traditional Grave allocated in other areas	Per Grave	1,843.00	1,966.00	6.7%	Full-cost
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Non-Resident Fee: Traditional grave -other areas - (Hounslow non-resident purchasing burial rights in a traditional grave allocated in other areas	Per Grave	5,528.00	5,898.00	6.7%	Deterrent
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Resident Fee: Lawn section grave - Hounslow resident purchasing burial rights in a lawn section	Per Grave	1,643.00	1,753.00	6.7%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Registrations.	Cemeteries	Purchase of exclusive right of burial (60 years) – Non-Resident Fee: Lawn section grave - Hounslow non- resident purchasing burial rights in a lawn section	Per Grave	4,930.00	5,260.00	6.7%	Deterrent
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Resident- One interment - digging fee for a burial of Hounslow resident - depth for one only	Per 1 Depth	913.00	974.00	6.7%	Full-cost
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Non-Resident- One interment - digging fee for a burial of Hounslow non-resident - depth for one only	Per 1 Depth	2,738.00	2,921.00	6.7%	Deterrent
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Resident- Two interments - digging fee for a burial of Hounslow resident to the depth of two	Per 2 Depth	1,068.00	1,140.00	6.7%	Full-cost
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Non-Resident- Two interments - digging fee for a burial of a non-resident to the depth of two	Per 2 Depth	3,204.00	3,419.00	6.7%	Deterrent
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Resident: Three interments - digging fee for a burial of Hounslow resident to the depth of three	Per 3 Depth	1,127.00	1,203.00	6.7%	Full-cost
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Non-Resident: Three interments - digging fee for a burial of non-resident to the depth of three	Per 3 Depth	3,381.00	3,608.00	6.7%	Deterrent
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Resident: Four interments - digging fee for a burial of Hounslow resident to the depth of four	Per 4 Depth	1,505.00	1,606.00	6.7%	Full-cost
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Non-Resident: Four interments - digging fee for a burial of non-resident to the depth of four	Per 4 Depth	4,515.00	4,818.00	6.7%	Deterrent
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Residents- Caskets per depth - additional fee for a coffin/casket burial of Hounslow resident -where the width of coffin/casket exceeds 26"	Per Depth	252.00	269.00	6.7%	Full-cost
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Non-Residents- Caskets per depth - additional fee for a coffin/casket burial of non resident - where the width of coffin/casket exceeds 26"	Per Depth	758.00	809.00	6.7%	Deterrent
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Resident- Shroud Burial insert - (digging fee for a burial of Hounslow resident - shroud burial - non coffin burial)	Per Depth	913.00	974.00	6.7%	Full-cost
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee):Non- Resident- Shroud Burial insert - digging fee for a burial of a non- resident - shroud burial - non coffin burial	Per Depth	2,738.00	2,921.00	6.7%	Deterrent
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Resident- Brick graves - digging fee for a burial of Hounslow resident in a brick grave to the depth of one	Per Depth	1,672.00	1,784.00	6.7%	Full-cost
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Non-Resident- Brick graves - digging fee for a burial of non-resident in a brick grave to the depth of one	Per Depth	5,014.00	5,350.00	6.7%	Deterrent
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Charges per skips for removal of excess soil - this fee is related to the burials in brick graves only (excessive soil cannot be used in grave)	Per skip	486.00	519.00	6.8%	Full-cost
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee): Removal and replacement of traditional memorial - to allow the digging of a grave - this fee is charged to accommodate a further burial within a grave where a headstone is already placed - the fee reflects the work related to the removal of a headstone	Per headstone removal	479.00	511.00	6.7%	Full-cost
Registrations.	Cemeteries	Removal and replacement of an existing Lawn memorial (headstone only) on a purchased grave - to allow the re-opening of a grave to accommodate a further burial - the fee charged reflects the work related to the removal and replacement of a memorial.	Per Depth	242.00	258.00	6.6%	Full-cost
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee for a burial of cremated remains for a Hounslow Resident	Per Depth	284.00	303.00	6.7%	Full-cost
Registrations.	Cemeteries	Interment, Purchased Graves (digging fee for a burial of cremated remains for non-Resident)	Per Depth	854.00	911.00	6.7%	Deterrent
Registrations.	Cemeteries	Monday -Saturday or overtime fee for coffin/casket/shroud burial - full interment	Per Burial	445.00	475.00	6.7%	Full-cost
Registrations.	Cemeteries	Late service charge applicable any day for services requested from 3pm and later, including late arriving services for coffin/casket/shroud burial. If on a weekend/Bank Holiday, this is additional fee to the weekend surcharge	Per Burial	445.00	475.00	6.7%	Full-cost
Registrations.	Cemeteries	Unpurchased Graves, Age Scale: Child not exceeding seventeen years - burial in a common(public) grave - available for Residents only	Per Burial	223.00	238.00	6.7%	Full-cost
Registrations.	Cemeteries	Unpurchased Graves, Age Scale: Person exceeding seventeen years - burial in common/public grave - Residents only (service is not available to non-residents)	Per Burial	670.00	715.00	6.7%	Full-cost
Registrations.	Cemeteries	Unpurchased Graves, Age Scale: Cremated remains, half interment fees - burial of cremated remains in a public/common grave for a Hounslow resident only (service is not available to Non Residents)	Per Burial	141.00	150.00	6.4%	Full-cost
Registrations.	Cemeteries	Scattering of Cremated Remains - on a Purchased Grave where registration is required	Per Grave	110.00	117.00	6.4%	Full-cost
Registrations.	Cemeteries	Exhumations (exclusive of re-interment) - this figure is for the removal of the first and or second coffin together with a special fee paid to each member of staff involved in the exhumation.	Per Exhumation	3,678.00	3,924.00	6.7%	Full-cost
Registrations.	Cemeteries	Memorial permit for Purchased Graves: Headstone and/or kerb set - erection of Memorial on single grave space. Fee is doubled or trebled for a double or treble grave space as appropriate. Fee is for issuing a permit for a memorial to be placed on a lawn/traditional/brick grave	Per Headstone Per Grave	284.00	303.00	6.7%	Full-cost
Registrations.	Cemeteries	Memorial Purchased Graves: Additional Inscription on a headstone	Per Memorial	75.00	80.00	6.7%	Full-cost
Registrations.	Cemeteries	Memorial Purchased Graves: Vases - fee for placing a Vase on a purchased grave	Per Vase	35.50	38.00	7.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Registrations.	**Cemeteries**	Memorial Unpurchased Graves: Vases - fee for placing a Vase on a public grave	Per Vase	35.50	38.00	7.0%	Full-cost
Registrations.	**Cemeteries**	Transfer of Exclusive Rights of Burial (Deed of Grant) - The Council acting on a request for a transfer of the Rights referred to in a Deed of Grant will make such transfer for the prescribed fee	Per Transfer	196.00	209.00	6.6%	Full-cost
Registrations.	**Cemeteries**	Use of Chapel - fee for a single service in Chapel lasting 45 minutes	Per Service	136.00	145.00	6.6%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Regeneration, Housing & Environmental Services							
Asset Strategy							
Public Halls	**Public halls**	Chiswick Town Hall, both Main and Hogarth halls (Charity weekend rate)	60 mins	86.00	92.00	7.0%	Subsidised services - concession rate
Public Halls	**Public halls**	Chiswick Town Hall, Main or Hogarth hall (Charity weekend rate)	60 mins	47.50	51.00	7.4%	Subsidised services - concession rate
Public Halls	**Public halls**	Chiswick Town Hall, Council Chamber, Committee Room, Boardroom or Room 22 (Charity Weekend rate)	60 mins	31.50	34.00	7.9%	Subsidised services - concession rate
Public Halls	**Public halls**	Assembly Hall Feltham, Main Hall (Charity weekend rate)	60 mins	48.50	52.00	7.2%	Subsidised services - concession rate
Public Halls	**Public halls**	Assembly Hall Feltham, Committee Room or Bar Area (Charity weekend rate)	60 mins	20.00	21.50	7.5%	Subsidised services - concession rate
Public Halls	**Public halls**	Isleworth Public Hall Main Jubilee Hall (Charity Weekend rate)	60 mins	44.00	47.00	6.8%	Subsidised services - concession rate
Public Halls	**Public halls**	Isleworth Public Hall Vestry room, Room 1,2,3 or 4 (Charity Weekend rate)	60 mins	21.00	22.50	7.1%	Subsidised services - concession rate
Public Halls	**Public halls**	Isleworth Public Hall Vestry room, Room 1,2,3 or 4 (Standard Weekend rate)	60 mins	39.00	41.50	6.4%	Full-cost
Public Halls	**Public halls**	Chiswick Town Hall, Committee room or Meeting Room (Charity Weekend rate)	60 mins	30.00	32.00	6.7%	Subsidised services - concession rate
Public Halls	**Public halls**	Chiswick Town Hall, Committee room or Meeting Room (Standard Weekend rate)	60 mins	50.00	53.00	6.0%	Full-cost
Public Halls	**Public halls**	Chiswick Town Hall, Council Chamber, Committee Room, Boardroom or Room 22 (Standard Weekend rate)	60 mins	58.00	62.00	6.9%	Full-cost
Public Halls	**Public halls**	Chiswick Town Hall, Main Hall only (Standard weekend rate)	60 mins	115.00	122.00	6.1%	Full-cost
Public Halls	**Public halls**	Chiswick Town Hall, Hogarth Hall only (Standard weekend rate)	60 mins	90.00	97.00	7.8%	Full-cost
Public Halls	**Public halls**	Chiswick Town Hall, both Main and Hogarth halls (Charity weekday rate)	60 mins	52.50	56.00	6.7%	Subsidised services - concession rate
Public Halls	**Public halls**	Chiswick Town Hall, Main Hall only (Charity weekday rate)	60 mins	31.50	33.50	6.3%	Subsidised services - concession rate
Public Halls	**Public halls**	Chiswick Town Hall, Hogarth Hall only (Charity weekday rate)	60 mins	23.00	24.50	6.5%	Subsidised services - concession rate
Public Halls	**Public halls**	Chiswick Town Hall, Council Chamber, Boardroom or Room 22 (Charity weekday rate)	60 mins	18.00	19.00	5.6%	Subsidised services - concession rate
Public Halls	**Public halls**	Chiswick Town Hall, Committee Room or Meeting Room (Charity weekday rate)	60 mins	16.00	17.00	6.3%	Subsidised services - concession rate
Public Halls	**Public halls**	Chiswick Town Hall, Main and Hogarth Halls (Standard Weekday rate)	60 mins	130.00	138.00	6.2%	Full-cost
Public Halls	**Public halls**	Chiswick Town Hall, Main Hall only (Standard weekday rate)	60 mins	96.50	103.00	6.7%	Full-cost
Public Halls	**Public halls**	Chiswick Town Hall, Hogarth Hall only (Standard weekday rate)	60 mins	73.50	78.00	6.1%	Full-cost
Public Halls	**Public halls**	Chiswick Town Hall, Council chamber, Boardroom or Room 22 (Standard weekday rate)	60 mins	46.00	49.00	6.5%	Full-cost
Public Halls	**Public halls**	Chiswick Town Hall, Committee room or Meeting Room (Standard weekday rate)	60 mins	42.00	45.00	7.1%	Full-cost
Public Halls	**Public halls**	Chiswick Town Hall, both Main and Hogarth Halls (Standard Weekend rate)	60 mins	160.00	170.00	6.3%	Full-cost
Public Halls	**Public halls**	Chiswick Town Hall, both Main and Hogarth Halls (Standard Bank/Public Holiday rate)	60 mins	216.00	230.00	6.5%	Full-cost
Public Halls	**Public halls**	Assembly Hall Feltham, Main Hall (Charity weekday rate)	60 mins	30.50	32.50	6.6%	Subsidised services - concession rate
Public Halls	**Public halls**	Assembly Hall Feltham, Committee Room or Bar Area (Charity weekday rate)	60 mins	14.00	15.00	7.1%	Subsidised services - concession rate

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Public Halls	Public halls	Assembly Hall Feltham, Main Hall only (Standard Weekday rate)	60 mins	61.00	65.00	6.6%	Full-cost
Public Halls	Public halls	Assembly Hall Feltham, Committee Room or Bar Area (Standard Weekday rate)	60 mins	26.00	28.00	7.7%	Full-cost
Public Halls	Public halls	Assembly Hall Feltham, Main Hall only (Standard Weekend rate)	60 mins	100.00	106.00	6.0%	Full-cost
Public Halls	Public halls	Assembly Hall Feltham, Main Hall only (Standard Bank/Public Holiday rate)	60 mins	178.50	190.00	6.4%	Full-cost
Public Halls	Public halls	Isleworth Public Hall Main Jubilee Hall (Charity Weekday rate)	60 mins	25.00	26.50	6.0%	Subsidised services - concession rate
Public Halls	Public halls	Isleworth Public Hall Vestry room, Room 1,2,3 or 4 (Charity Weekday rate)	60 mins	15.00	16.00	6.7%	Subsidised services - concession rate
Public Halls	Public halls	Isleworth Public Hall Main Jubilee Hall (Standard Weekday rate)	60 mins	50.50	54.00	6.9%	Full-cost
Public Halls	Public halls	Isleworth Public Hall Vestry room, Room 1,2,3 or 4 (Standard Weekday rate)	60 mins	27.50	29.00	5.5%	Full-cost
Public Halls	Public halls	Isleworth Public Hall Main Jubilee Hall (Standard Weekend rate)	60 mins	81.00	86.00	6.2%	Full-cost
Public Halls	Public halls	Isleworth Public Hall Main Jubilee Hall (Standard Bank/Public Holiday rate)	60 mins	182.00	194.00	6.6%	Full-cost
Public Halls	Public halls	Heston Village Hall, Main Hall (Charity weekday rate)	60 mins	26.50	28.50	7.5%	Subsidised services - concession rate
Public Halls	Public halls	Heston Village Hall, Main Hall (Standard Weekday rate)	60 mins	45.00	48.00	6.7%	Full-cost
Public Halls	Public halls	Heston Village Hall, Main Hall (Standard Weekend rate)	60 mins	80.00	85.00	6.3%	Full-cost
Public Halls	Public halls	Heston Village Hall, Main Hall (Charity weekend rate)	60 mins	43.00	46.00	7.0%	Subsidised services - concession rate
Public Halls	Public halls	Heston Village Hall, Main Hall (Standard Bank/Public Holiday rate)	60 mins	124.00	133.00	7.3%	Full-cost
Studios	Arts	Redlees Studios (Cost of use of kiln per firing based on energy use)	Per application	n.a	12.00	-	Full-cost
Studios	Arts	Redlees Studios (Artist Space per Square Metre)	Per Square metre	24.75	26.00	5.1%	Full-cost
Surplus Sites	Corporate Property	Assignment of Leases - minimum fee of £900	Per lease	Minimum £900	Minimum £900	-	Full-cost
Surplus Sites	Corporate Property	Licence to vary any other lease terms – including application to change the user clause (subject to the consent of the Council) - £900 minimum fee, higher if negotiations are protracted.	Per Licence	Minimum £900	Minimum £900	-	Full-cost
Surplus Sites	Corporate Property	Licence to undertake structural alterations/building works (subject to the consent of the Council, as the landlord) - minimum of £600, higher if negotiations are protracted.	Per Licence	Between £600 - £900	Between £600 - £900	-	Full-cost
Surplus Sites	Corporate Property	Dilapidation Surveys and Schedules of Repair/Condition - £1,000 minimum fee, depends on size of property.	Per survey/schedule	Minimum £1,000 depends on size of property	Minimum £1,000 depends on size of property	-	Full-cost
Surplus Sites	Corporate Property	Deed of Surrender (where the council consents)	Per deed	Minimum £600	Minimum £600	-	Full-cost
Surplus Sites	Corporate Property	Release of Restrictive Covenants (where the council consents)	Per Covenant	Minimum £600	Minimum £600	-	Full-cost
Western International Market	Corporate Property	Western International Market: Illegal Overnight Parking Fine (without permit) - First Offense	Per night per vehicle	250.00	250.00	0.0%	Full-cost
Western International Market	Corporate Property	Western International Market: Illegal Overnight Parking Fine (without permit) - Second Offense & thereafter	Per night per vehicle	500.00	500.00	0.0%	Full-cost
Western International Market	Corporate Property	Western International Market: Illegal Parking of Lorry (in non-designated area without prior approval)	Per lorry	1,000.00	1,000.00	0.0%	Full-cost
Western International Market	Corporate Property	Western International Market: Illegal Parking of Van (in non-designated area without prior approval)	Per van	500.00	500.00	0.0%	Full-cost
Western International Market	Corporate Property	Western International Market: Illegal Parking of Car (in non-designated area without prior approval)	Per car	250.00	250.00	0.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Western International Market	**Corporate Property**	Western International Market: Cargo/Skids Containers (stores and left onsite overnight) - First Offense	Per container per night	100.00	100.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Cargo/Skids Containers (stores and left onsite overnight) - Second Offense & thereafter	Per container per night	200.00	200.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Individual not wearing Hi-Viz (First Offense)	Per person	25.00	25.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Individual not wearing Hi-Viz (Second Offense & thereafter)	Per person	50.00	50.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Fly-Tipping (First Offense)	Per pallet	200.00	200.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Fly-Tipping (Second Offense & thereafter)	Per pallet	500.00	500.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Tailgating (Exit Barrier)	Per instance	Minimum £100 (will vary depending on the damage)	Minimum £100 (will vary depending on the damage)	-	Full-cost
Western International Market	**Corporate Property**	Storage of stock in Apron (After 13:00) First Offence	Per instance	1,000.00	1,000.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Storage of stock in Apron (After 13:00)Second Offence & thereafter	Per instance	3,000.00	3,000.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Forklift Truck/Any vehicle - Speeding.	Per instance	N/A	100.00	-	Deterrent
Western International Market	**Corporate Property**	Western International Market: Forklift truck - No Licence/Training.	Per instance	N/A	100.00	-	Deterrent
Western International Market	**Corporate Property**	Western International Market: Forklift Truck - Mobile telephone	Per instance	N/A	100.00	-	Deterrent
Western International Market	**Corporate Property**	Western International Market: Forklift Truck - No Hi-Viz (individual not wearing).	Per instance	N/A	25.00	-	Deterrent
Western International Market	**Corporate Property**	Dolav (theft of) - first offense	Per instance	N/A	1,000.00	-	Deterrent
Western International Market	**Corporate Property**	Dolav (theft of) - second offense	Per instance	N/A	2,500.00	-	Deterrent
Western International Market	**Corporate Property**	Western International Market: Annual Entry Licence Fee	Per Vehicle	125.00	125.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Overnight Parking: Van	Per Van (Annually)	420.00	420.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Overnight Parking: Lorry	Per Lorry (Annually)	1,200.00	1,200.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Overnight Parking: Per Articulated Lorry	Per Articulated Lorry (Annually)	2,400.00	2,400.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Overnight Parking: Management Fee	Per Vehicle (Annually)	350.00	350.00	0.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Daily Parking Fees: First 30 minutes	Per Vehicle	2.00	2.50	25.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Daily Parking Fees: 30 minutes to 1 hour	Per Vehicle	3.00	3.50	16.7%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Daily Parking Fees: 1 hour to 3 hours	Per Vehicle	5.00	5.50	10.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Western International Market	**Corporate Property**	Western International Market: Daily Parking Fees: 3 hours to 5 hours	Per Vehicle	10.00	10.50	5.0%	Full-cost
Western International Market	**Corporate Property**	Western International Market: Daily Parking Fees: Over 5 hours	Per Vehicle	50.00	50.50	1.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Housing							
Affordable Housing & Supply Services	**Travellers Site: Average weekly Rent**	Travellers Site: Average weekly Rent	Per Pitch	145.21	156.39	7.7%	Full-cost
Community Service to Residents	**Home based support charges**	Handyperson Scheme: £17 per hour for non health and safety related work for customers not in receipt of a benefit	Per Hour	17.00	17.00	0.0%	Subsidised services - Concession rate
Community Service to Residents	**Home based support charges**	Handyperson Scheme: Charge per hour (Housing Associations) incl VAT	Per Hour	28.00	28.00	0.0%	Full-cost
Community Service to Residents	**Housing Adaptation fees**	Housing Adaptation Services: Surveyors fees of 20% on grant funded adapations to properties (per scheme) plus VAT	per scheme	20% of the cost of the scheme	20% of the cost of the scheme	-	Full-cost
Community Service to Residents	**Housing Adaptation fees**	Housing Adaptation Services: Works funded by clients - Occupational Therapist Assessment (self referral)	per assessment	149.00	149.00	0.0%	Full-cost
Planning & Building							
Building Control - Fee Earning	**Building Control**	Recharge hourly to the Building Safety Regulator for Building Control services in relation to requests made under Section 13 (1) (VAT applicable)	Per hour	156.00	190.32	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	Recharge hourly to the Building Safety Regulator for Building Control services in relation to requests made under Section 13 (2)	Per hour	130.00	158.60	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	Building Control Completion Certificate - charge is per certificate where a certificate has been previously issued	Per Certificate	70.00	85.00	21.4%	Full-cost
Building Control - Fee Earning	**Building Control**	Photocopies of Letters/Documents - 10 pages & under (an additional £1.00 will be charged for each further 10 pages or part thereof)	Per additional 10 copies	25.00	31.00	24.0%	Full-cost
Building Control - Fee Earning	**Building Control**	Solicitors Inquiries - Typically a single family dwellinghouse or a flat in a building of up to 8 flats (charge is per inquiry)	Per enquiry	52.50	64.00	21.9%	Full-cost
Building Control - Fee Earning	**Building Control**	Processing Demolition Notices and inspecting conditions relating to demolition work up to 100m2 footprint (charge is per notice application)	Per application	155.00	189.00	21.9%	Full-cost
Building Control - Fee Earning	**Building Control**	Processing Demolition Notices and inspecting conditions relating to demolition work in excess of 100m2 footprint (charge is per notice application)	Per application	360.00	439.00	21.9%	Full-cost
Building Control - Fee Earning	**Building Control**	Solicitors Inquiries - A flat in a building of greater than 8 flats (charge is per enquiry)	Per enquiry	105.00	128.00	21.9%	Full-cost
Building Control - Fee Earning	**Building Control**	Table A - Construction of New Dwellings (including Flats). (i) Building Notice Application. 1 dwelling (charge is per notice application)	Per application	2,412.37	2,943.00	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	Table A - Construction of New Dwellings (including Flats). (i) Building Notice Application. 2 dwellings (charge is per notice application)	Per application	2,605.36	3,179.00	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	Table A - Construction of New Dwellings (including Flats). (i) Building Notice Application. 3 dwellings (charge is per application per notice)	Per application	3,666.80	4,474.00	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	Table A - Construction of New Dwellings (including Flats). (i) Building Notice Application. 4 dwellings (charge is per notice application)	Per application	3,956.28	4,827.00	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	Table A - Construction of New Dwellings (including Flats). (i) Building Notice Application. 5 dwellings (charge is per notice application)	Per application	4,149.27	5,062.00	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	Table A - Construction of New Dwellings (including Flats). (i) Building Notice Application. 6 dwellings (charge is per notice application)	Per application	4,342.26	5,298.00	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	Table A - Construction of New Dwellings (including Flats). (i) Building Notice Application. 7 dwellings (charge is per notice application)	Per application	4,535.25	5,533.00	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	Table A - Construction of New Dwellings (including Flats). (i) Building Notice Application. 8 dwellings (charge is per notice application)	Per application	4,631.74	5,651.00	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	Table A - Construction of New Dwellings (including Flats). (i) Building Notice Application. 9 dwellings (charge is per notice application)	Per application	4,728.24	5,768.00	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	Table A - Construction of New Dwellings (including Flats). (i) Building Notice Application. 10 dwellings (charge is per notice application)	Per application	4,824.73	5,886.00	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	B1 Table B - Domestic extensions & Alterations to a Single Dwelling (i) Building Notice Application. Domestic Residential Extensions (not exceeding 3 storeys including basement) 10m2 and under (plus outbuildings containing a Gym, Playroom, Home Office, etc)- charge is per notice application	Per application	916.70	1,118.00	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	B2 Table B - Domestic extensions & Alterations to a Single Dwelling (i) Building Notice Application. Domestic Residential Extensions (not exceeding 3 storeys including basement) 40m2 and under (plus outbuildings containing a Gym, Playroom, Home Office, etc)- charge is per notice application	Per application	964.95	1,177.00	22.0%	Full-cost
Building Control - Fee Earning	**Building Control**	B3 Table B - Domestic extensions & Alterations to a Single Dwelling (i) Building Notice Application. Domestic Residential Extensions (not exceeding 3 storeys including basement) 60m2 and under (plus outbuildings containing a Gym, Playroom, Home Office, etc)- charge is per notice application	Per application	1,157.94	1,413.00	22.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Building Control - Fee Earning	Building Control	B4 Table B - Domestic extensions & Alterations to a Single Dwelling (i) Building Notice Application. Domestic Residential Extensions (not exceeding 3 storeys including basement) 100m2 and under (plus outbuildings containing a Gym, Playroom, Home Office, etc)- charge is per notice application	Per application	1,350.92	1,648.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table B - Domestic extensions & Alterations to a Single Dwelling (i) Building Notice Application. Loft Conversions 60m2 and under (charge is per notice application)	Per application	964.94	1,177.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table B - Domestic extensions & Alterations to a Single Dwelling (i) Building Notice Application. Loft Conversions 100m2 and under (charge is per notice application)	Per application	1,254.43	1,530.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table B - Domestic extensions & Alterations to a Single Dwelling (i) Building Notice Application. Detached Garage, Carports or Store (not including the erection of a habitable outbuilding): 40m2 and under (charge is per notice application)	Per application	771.96	942.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table B - Domestic extensions & Alterations to a Single Dwelling (i) Building Notice Application. Detached Garage, Carports or Store (not including the erection of a habitable outbuilding): 60m2 and under (charge is per notice application)	Per application	964.95	1,177.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table B - Domestic extensions & Alterations to a Single Dwelling (i) Building Notice Application. Conversion of domestic garage to form habitable room (charge is per notice application)	Per application	578.97	706.00	21.9%	Full-cost
Building Control - Fee Earning	Building Control	Table B - Domestic extensions & Alterations to a Single Dwelling (i) Building Notice Application. Alterations/as above B1 to B4 where a basement is being created or extended plus £240.00 (charge is per notice application)	Per application	385.98	471.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table B - Domestic extensions & Alterations to a Single Dwelling (i) Building Notice Application Conversion of single family dwelling house to form 2 flats (charge is per notice application)	Per application	964.95	1,177.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table B - Domestic extensions & Alterations to a Single Dwelling (i) Building Notice Application Conversion of single family dwelling house to form additional flats up to a maximum on 6 (charge is per notice application)	Per application	192.99	235.00	21.8%	Full-cost
Building Control - Fee Earning	Building Control	Table C - Domestic Alterations carried to a Single Dwelling. (i) Building Notice Application. General Alterations, Traditional Underpinning Up to 10m in length (charge is per notice application)	Per application	530.72	647.00	21.9%	Full-cost
Building Control - Fee Earning	Building Control	Table C - Domestic Alterations carried to a Single Dwelling. (i) Building Notice Application. General Alterations, Traditional Underpinning (each additional 10m)- charge is per notice application	Per application	192.99	235.00	21.8%	Full-cost
Building Control - Fee Earning	Building Control	Table C - Domestic Alterations carried to a Single Dwelling. (i) Building Notice Application. Recovering existing roof/renovation of a thermal element fixed price per dwelling (charge is per notice application)	Per application	337.73	412.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table C - Domestic Alterations carried to a Single Dwelling. (i) Building Notice Application. Removal of Chimney breast(s) - fixed price per dwelling (charge is per application)	Per application	385.98	471.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table C - Domestic Alterations carried to a Single Dwelling. (i) Building Notice Application. Window replacement not carried out under the Competent Persons Scheme. Per installation up to 5 windows/doors (charge is per notice application)	Per application	241.24	294.00	21.9%	Full-cost
Building Control - Fee Earning	Building Control	Table C - Domestic Alterations carried to a Single Dwelling. (i) Building Notice Application. Window replacement not carried out under the Competent Persons Scheme. More than 5 and up to 20 Windows/doors. (charge is per notice application)	Per application	337.73	412.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table C - Domestic Alterations carried to a Single Dwelling. (i) Building Notice Application. Controllable Electrical Work (not carried out under Competent Persons Scheme NICEIC, NAPIT, ELECSA, etc) Domestic Electrical works not carried out under the Competent. Persons Scheme. up to 8 'ways' on a consumer unit (1 fuseboard). Charge is per notice application	Per application	430.93	526.00	22.1%	Full-cost
Building Control - Fee Earning	Building Control	Table C - Domestic Alterations carried to a Single Dwelling. (i) Building Notice Application. Controllable Electrical Work (not carried out under Competent Persons Scheme NICEIC, NAPIT, ELECSA, etc) Domestic Electrical works not carried out under the Competent. Persons Scheme. For additional Fuseboards . Charge is per notice application	Per application	367.15	448.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table C - Domestic Alterations carried to a Single Dwelling. Building Notice Application. Controllable work in connection with Part G or Part J (unvented hot water storage cylinder or new boiler installation) where work will not go through a Competent Persons. Scheme- charge is per notice application	Per application	303.37	370.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table D - Building Usage Full Plans Application (i) Other Residential (including Hotels, Hospitals, Hostels, Institutional, (ii) Assembly & Recreational (including Schools, Surgeries, Leisure Centres, etc), (iii) All Other Uses (including Offices, Shops Commercial, etc). Floor area not exceeding 10m2- charge is per notice application.	Per application	1,061.44	1,295.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table D - Building Usage Full Plans Application (i) Other Residential (including Hotels, Hospitals, Hostels, Institutional, (ii) Assembly & Recreational (including Schools, Surgeries, Leisure Centres, etc), (iv) All Other Uses (including Offices, Shops Commercial, etc). Floor area exceeding 10m2 but not exceeding 40m2- charge is per notice application	Per application	1,254.43	1,530.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table D - Building Usage Full Plans Application (i) Other Residential (including Hotels, Hospitals, Hostels, Institutional, (ii) Assembly & Recreational (including Schools, Surgeries, Leisure Centres, etc), (iv) All Other Uses (including Offices, Shops Commercial, etc). Floor area exceeding 40m2 but not exceeding 60m2- charge is per notice application	Per application	1,447.42	1,766.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table D - Building Usage Full Plans Application. (iiii) Industrial & Storage (including Factories, Storage, Car Parks). Floor area not exceeding 10m2- charge is per application	Per application	1,061.44	1,295.00	22.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Building Control - Fee Earning	Building Control	Table D - Building Usage Full Plans Application. (iiii) Industrial & Storage (including Factories, Storage, Car Parks). Floor area exceeding 10m2 but not exceeding 40m2- charge is per notice application	Per application	1,254.43	1,530.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table D - Building Usage Full Plans Application. (iiii) Industrial & Storage (including Factories, Storage, Car Parks). Floor area exceeding 40m2 but not exceeding 60m2- charge is per notice application	Per application	1,447.42	1,766.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table E - All Other Non Domestic Work - Alterations. Full Plans Application. Recovering existing roof/renovation of a thermal element. Estimated cost less than £50,000 (charge is per notice application)	Per application	964.95	1,177.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table E - All Other Non Domestic Work - Alterations. Full Plans Application. Installation of Mezzanine floor. Up to 300m2 - Fixed price (charge is per application)	Per application	771.96	942.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £0.01 to £5,000 (charge is per notice application)	Per application	385.98	471.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £5,000.01 to £10,000.00 (charge is per notice application)	Per application	434.23	530.00	22.1%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £10,000.01 to £20,000.00 (charge is per notice application)	Per application	578.97	706.00	21.9%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £20,000.01 to £30,000.00 (charge is per notice application)	Per application	723.71	883.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £30,000.01 to £40,000.00 (charge is per notice application)	Per application	844.33	1,030.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £40,000.01 to £50,000.00 (charge is per notice application)	Per application	964.95	1,177.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £50,000.01 to £60,000.00 (charge is per notice application)	Per application	1,109.69	1,354.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £60,000.01 to £70,000.00 (charge is per notice application)	Per application	1,254.43	1,530.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £70,000.01 to £80,000.00 (charge is per notice application)	Per application	1,399.17	1,707.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £80,000.01 to £90,000.00 (charge is per notice application)	Per application	1,543.91	1,884.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £90,000.01 to £100,000.00 (charge is per notice application)	Per application	1,688.66	2,060.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £100,000.01 to £110,000.00 (charge is per notice application)	Per application	1,833.40	2,237.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £110,000.01 to £120,000.00 (charge is per notice application)	Per application	1,929.89	2,354.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £120,000.01 to £130,000.00 (charge is per notice application)	Per application	2,026.39	2,472.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £130,000.01 to £140,000.00 (charge is per notice application)	Per application	2,122.88	2,590.00	22.0%	Full-cost
Building Control - Fee Earning	Building Control	Table F - Alterations not described elsewhere including structural alterations and installation of controlled fittings. (i) Building Notice Application based on costs of work: £140,000.01 to £150,000.00 (charge is per notice application)	Per application	2,219.38	2,708.00	22.0%	Full-cost
Development Control	Development Control	Planning Performance Agreement (PPA)	Per application/submission	Bespoke	Bespoke	-	Full-cost
Development Control	Development Control	Prior approval householder extensions	Per application/submission	96.00	120.00	25.0%	Statutory
Development Control	Development Control	Design Review Panel - Large Scale Review	Per application/submission	4,500.00	6,000.00	33.3%	Full-cost
Development Control	Development Control	Design Review Panel - Standard Review	Per application/submission	3,500.00	5,200.00	48.6%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Development Control	**Development Control**	Design Review Panel - Chair's Review	Per application/submission	2,682.60	2,800.00	4.4%	Full-cost
Development Control	**Development Control**	Weekly list of Planning Applications or Planning Decisions - Available free online.	No Charge	No Charge	No Charge	-	Free
Development Control	**Development Control**	General s106 agreements: Negotiating and preparing simple agreements (categories 4-11)	Per agreement	650.26	692.53	6.5%	Full-cost
Development Control	**Development Control**	General s106 agreements: Negotiating and preparing more complex agreements (category 3)	Per agreement	1,138.50	1,212.50	6.5%	Full-cost
Development Control	**Development Control**	General s106 agreements: Negotiating and preparing complex agreements (category 2)	Per agreement	2,059.16	2,193.01	6.5%	Full-cost
Development Control	**Development Control**	General s106 agreements: Negotiating and preparing very large and abnormally complex agreements (category 1)	Per agreement	3,034.56	3,231.80	6.5%	Full-cost
Development Control	**Development Control**	General s106 agreements: Re-negotiating s106 agreements	Per agreement	As per original agreement	As per original agreement	-	Full-cost
Development Control	**Planning Policy**	General s106 agreements: Monitoring s106 agreements	Per clause	670.00	713.55	6.5%	Full-cost
Development Control - Practice	**Development Control**	Discharge of a S106 obligation	Per application	246.00	262.00	6.5%	Full-cost
Development Control - Practice	**Development Control**	Returned/ Invalid Application Charge	Per application	60.09	64.00	6.5%	Full-cost
Development Control - Practice	**Development Control**	Solicitors/Customer Inquiries - Per 30 minutes – or part thereof	Per enquiry	81.55	86.85	6.5%	Full-cost
Development Control - Practice	**Development Control**	Planning Decision Notices/Appeal Decisions/Committee Reports/Delegated Reports & Legal Agreements - Available free online. Charge is for 10 pages & under –an additional £2.00 will be charged for each further 10 pages or part thereof per page if request made for paper copies	up to 10pages	32.51	34.63	6.5%	Full-cost
Development Control - Practice	**Development Control**	High Hedges - Initial Payment	Per application	650.26	692.53	6.5%	Full-cost
Development Control - Practice	**Development Control**	Complaints - Arboriculturist's fee	Per application	943.20	1,004.51	6.5%	Full-cost
Development Control - Practice	**Development Control**	Tree Preservation Orders - An additional charge will be required for the associated plan (see plan charges)	Per application	76.19	81.14	6.5%	Full-cost
Development Control - Practice	**Development Control**	Plans (where permitted by Copyright Order 1989). A4	Per Plan	32.51	34.63	6.5%	Full-cost
Development Control - Practice	**Development Control**	General s106 agreements: Affordable Housing Deferred contribution S106 clause (hourly rate)	Per agreement	189.93	202.27	6.5%	Full-cost
Development Control - Practice	**Development Control**	Cost of expert consultant advice, such as viability assessments, assessments of energy statements	Per Hour	Hourly rate of consultant	Hourly rate of consultant	-	Full-cost
Development Control - Practice	**Pre-application Advice**	Pre - application Advice Category 1: Major Residential. 10 or more homes (no commercial element).	Per application/submission	N/A	£5637.44 for 10 new homes. An additional £63.34 for each additional home	-	Full-cost
Development Control - Practice	**Pre-application Advice**	Pre - application Advice Category 2: Major Commercial. 1000sqm of commercial floor space or more (no residential element).	Per application/submission	N/A	£5637.44 for 1000 SQM of floorspace. An additional £0.59 for each additional SQM	-	Full-cost
Development Control - Practice	**Pre-application Advice**	Pre-application Advice Category 3: Mixture of Major Commercial and Major Residential (Category 1 and 2)	Per application/submission	N/A	£5637.44 for 10 new homes (Category 1) andr 1000 SQM of floorspace (Category 2). An additional £63.34 for each additional home and additional £0.59 for each additional SQM.	-	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Development Control - Practice	Pre-application Advice	Category 1-3 Single follow up meeting (one only) 75% of original fee - provided the advice/ meeting request is received within 6 months of the date of the Council's written response (or if no response has been given by agreement, then 6 months from the date of the initial pre-application meeting)	Per application/submission	75% of Original Price	75% of original fee	-	Full-cost
Development Control - Practice	Pre-application Advice	Pre-application Advice, Category 4: Minor Residential. 1 or more homes, up to 9 homes.	Per application/submission	N/A	£927.90 for a new home. £257.40 for each additional home (Up to 9 homes)	-	Full-cost
Development Control - Practice	Pre-application Advice	Pre-application Advice, Category 5: Minor Commercial. 0/1 or more SQM of commecial floorspace up to 999 sqm.	Per application/submission	N/A	£927.90 for 0/ 1 SQM of floorspace. £2.45 for each additional SQM (Up to 999 SQM)	-	Full-cost
Development Control - Practice	Pre-application Advice	Pre-application Advice, Category 7 Conversion of one house to flats	Per application/submission	N/A	927.90	-	Full-cost
Development Control - Practice	Pre-application Advice	Pre-application Advice, Advice, Category 8 Conversion of one house to a HMO	Per application/submission	N/A	1,106.35	-	Full-cost
Development Control - Practice	Pre-application Advice	Pre-application Advice, Category 6: Mixture of Minor Commercial and Minor Residential	Per application/submission	N/A	£927.90 for a new home. £257.40 for each additional home (Up to 9 homes) and £927.90 for 0/ 1 SQM of floorspace. £2.45 for each additional SQM (Up to 999 SQM)	-	Full-cost
Development Control - Practice	Pre-application Advice	Pre-application Advice, Category 9, Standalone advert hoardings over 5m2 and telecommunications masts	Per application/submission	1,502.57	1,716.71	14.3%	Full-cost
Development Control - Practice	Pre-application Advice	Pre-application Advice, Category 10, Householder developments, including extensions, outbuildings, walls	Per application/submission	267.94	425.90	59.0%	Full-cost
Development Control - Practice	Pre-application Advice	Pre-application Advice, Category 10a, Householder developments, including extensions, outbuildings, walls - written response only, no meeting	Per application/submission	203.02	311.44	53.4%	Full-cost
Development Control - Practice	Pre-application Advice	Pre-application Advice Category 10b, householder development including extensions, outbuildings, walls - with site visit	Per application/submission	376.85	587.04	55.8%	Full-cost
Development Control - Practice	Pre-application Advice	Pre - application Advice. Category 10d: Householder extension to listed building	Per application/submission	N/A	940.04	-	Full-cost
Development Control - Practice	Pre-application Advice	Pre - application Advice. Category 11a: Listed Building - Minor Works (Minor, unobtrusive alterations to a Listed Building)	Per application/submission	N/A	826.87	-	Full-cost
Development Control - Practice	Pre-application Advice	Pre-application Advice, Category 11b: Listed Buildings - Major Works (Major, substantive alterations to a Listed Building)	Per application/submission	N/A	1,483.18	-	Full-cost
Development Control - Practice	Pre-application Advice	Category 4-11 Single follow up meeting (one only) 75% of original fee	Per application/submission	75% of original fee	75% of original fee	-	Full-cost
Development Control - Practice	Pre-application Advice	Additional Meetings – Officer Time: Assistant Director - Per hour	Per Hour	536.52	571.39	6.5%	Full-cost
Development Control - Practice	Pre-application Advice	Additional Meetings – Officer Time: Head of Service - Per hour	Per Hour	321.91	342.84	6.5%	Full-cost
Development Control - Practice	Pre-application Advice	Additional Meetings – Officer Time: Manager/Section Head - Per hour	Per Hour	140.57	149.71	6.5%	Full-cost
Development Control - Practice	Pre-application Advice	Additional Meetings – Officer Time: Principal/Senior - Per hour	Per Hour	113.74	121.14	6.5%	Full-cost
Development Control - Practice	Pre-application Advice	Additional Meetings – Officer Time: Planning Officer and CIL Officer - Per hour	Per Hour	86.92	92.57	6.5%	Full-cost
Development Control - Practice	Pre-application Advice	Additional Meetings – Officer Time: Administrative Officer - Per hour	Per Hour	60.09	78.38	30.4%	Full-cost
Housing Enforcement	Enforcement and Regulatory	The Housing & Planning Act 2016 civil penalties up to £30,000 max	Per notice	Maximum £30,000	Maximum £30,000	-	Statutory
Housing Enforcement	Enforcement and Regulatory	Assisted fee (Room measurements and layout plan) charge is per number of rooms in the HMO	Per room	N/A	30.00	-	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Housing Enforcement	**Enforcement and Regulatory**	Housing Notices (charge per notice): Improvement notices for a single dwelling	Per Notice	570.00	610.00	7.0%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Housing Notices (charge per notice): Prohibition orders, demolition orders and emergency prohibition orders for a single dwelling	Per Notice	450.00	480.00	6.7%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Housing Notices (charge per notice): Emergency remedial action for a single dwelling	Per Notice	440.00	470.00	6.8%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	British High Commission Visits: Charge per visit	Per Visit	275.00	295.00	7.3%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Recovery of expenses relating to enforcement action: Officer time Regulatory Manager (charge per hour)	Per Hour	72.50	77.50	6.9%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Recovery of expenses relating to enforcement action: Officer time Regulatory Officer (charge per hour)	Per Hour	55.00	59.00	7.3%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Recovery of expenses relating to enforcement action: Officer time Business Support Officer (charge per hour)	Per Hour	44.00	47.00	6.8%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Recovery of expenses relating to enforcement action: Photocopying/Printing of 10 pages and under (an additional £1.00 will be charged for each additional 10 pages).	up to 10 Pages	28.00	30.00	7.1%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Houses in Multiple Occupation License (NEW) Part A - fee on application (charge is per premises per application)	Per Application	883.00	950.00	7.6%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Houses in Multiple Occupation License (NEW) Part B - fee on grant of licence (charge is per property per licence)	Per Licence	497.00	530.00	6.6%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Plus additional charge per number of Households/letting units in the HMO	per household/letting unit	N/A	25.00	-	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Houses in Multiple Occupation License (NEW) (Accredited landlord) Part A - fee on application (charge is per premises per application)	Per Application	880.00	945.00	7.4%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Houses in Multiple Occupation License (NEW) (Accredited landlord) Part B - fee on grant of licence (charge is per property per licence)	Per Licence	410.00	440.00	7.3%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Plus additional charge per number of Households/letting units in the HMO	per household/letting unit	N/A	25.00	-	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Houses in Multiple Occupation License (Renewal with material changes) Accredited landlord - Part A - fee on application (charge is per premises per application)	Per Application	883.00	950.00	7.6%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Houses in Multiple Occupation License (Renewal with material changes) Accredited landlord - Part B - fee on grant of licence (charge is per property per licence)	Per Licence	407.00	435.00	6.9%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Plus additional charge per number of Households/letting units in the HMO	per household/letting unit	N/A	25.00	-	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Houses in Multiple Occupation License (Renewal with no material changes) Part A - fee on application (charge is per property per licence)	Per Licence	883.00	950.00	7.6%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Houses in Multiple Occupation License (Renewal with no material changes) Part B - fee on grant of licence (charge is per premises per licence)	Per Licence	497.00	530.00	6.6%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Plus additional charge per number of Households/letting units in the HMO	per household/letting unit	N/A	25.00	-	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Houses in Multiple Occupation License (Renewal with no material changes) Accredited landlord - Part A - fee on application (charge is per property per application)	Per Application	883.00	950.00	7.6%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Houses in Multiple Occupation License (Renewal with no material changes) Accredited landlord - Part B - fee on grant of licence (charge is per premises per licence)	Per Licence	407.00	435.00	6.9%	Full-cost
Housing Enforcement	**Enforcement and Regulatory**	Plus additional charge per number of Households/letting units in the HMO	per household/letting unit	N/A	25.00	-	Full-cost
Planning Enforcement-Practice	**Development Control**	Enforcement Compliance check - site visit required	Per visit	271.48	289.13	6.5%	Full-cost
Planning Enforcement-Practice	**Development Control**	Enforcement initial investigation and site visit, where a breach is found	Per visit	216.75	230.84	6.5%	Full-cost
Planning Enforcement-Practice	**Development Control**	Enforcement assessment and correspondence, following initial investigation	Per assessment	108.38	115.42	6.5%	Full-cost
Planning Enforcement-Practice	**Development Control**	Subsequent site visit, assessment and report to confirm breach resolved	Per visit	271.48	289.13	6.5%	Full-cost
Planning Enforcement-Practice	**Development Control**	Report and service of enforcement notice, where breach not resolved	Per enforcement notice	271.48	289.13	6.5%	Full-cost
Planning Enforcement-Practice	**Development Control**	Follow up investigations and site visits - per occasion	Per investigations	216.75	230.84	6.5%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Planning Enforcement-Practice	Development Control	Lawful development certificate applications: Application for an existing use as one or more dwellings	Per Dwelling	462.00	578.00	25.1%	Statutory
Planning Enforcement-Practice	Development Control	Lawful development certificate applications: Application for a proposed use or operation	Per application	The fee is half that of an equivalent planning application	The fee is half that of an equivalent planning application	-	Statutory
Planning Enforcement-Practice	Development Control	General planning applications: Alterations or extensions to existing dwellings - one dwelling	Per application	206.00	258.00	25.2%	Statutory
Planning Enforcement-Practice	Development Control	Advertisement applications: Relating to the business or premises- charge is per application	Per application	132.00	165.00	25.0%	Statutory
Planning Enforcement-Practice	Development Control	Advertisement applications: Advance signs directing the public to a business- charge is per application	Per application	132.00	165.00	25.0%	Statutory
Planning Enforcement-Practice	Development Control	Advertisement applications: Other advertisements- charge is per application	Per application	462.00	578.00	25.1%	Statutory
Planning Enforcement-Practice	Development Control	Telecommunications	Per correspondence	462.00	578.00	25.1%	Statutory
Planning Enforcement-Practice	Development Control	Submission of details pursuant to planning permission: Non-householder/commercial. Where the conditions refer to more than one application a fee needs to be paid on all applications	per submission	116.00	145.00	25.0%	Statutory
Planning Enforcement-Practice	Development Control	Submission of details pursuant to planning permission: Householder. Where the conditions refer to more than one application a fee needs to be paid on all applications	per submission	34.00	43.00	26.5%	Statutory
Planning Enforcement-Practice	Development Control	Non-material amendments: Residential extensions	Per application	34.00	43.00	26.5%	Statutory
Planning Enforcement-Practice	Development Control	Non-material amendments: All other development	Per application	234.00	293.00	25.2%	Statutory
Planning Enforcement-Practice	Development Control	Hazardous substances consent: Where no one substance exceeds twice the controlled quantity (See Schedule 1 of the Planning (Hazardous Substances)Regulations 1992)	Per application	287.00	287.00	0.0%	Statutory
Planning Enforcement-Practice	Development Control	Hazardous substances consent: Proposals in excess of twice the controlled quantity (See Schedule 1 of the Planning (Hazardous Substances)Regulations 1992)	Per application	460.00	460.00	0.0%	Statutory
Planning Enforcement-Practice	Development Control	Hazardous substances consent: Removal of condition attached to existing consent	Per application	230.00	230.00	0.0%	Statutory
Planning Enforcement-Practice	Development Control	Hazardous substances consent: Continuation of consent upon partial change in ownership of land	Per application	230.00	230.00	0.0%	Statutory
Planning Enforcement-Practice	Development Control	Concessionary fees and exemptions: Applications required because of the removal of permitted development rights by a condition or by an Article 4 direction	Per application	0.00	230.00	-	Statutory
Planning Enforcement-Practice	Development Control	Concessionary fees and exemptions: Development crossing planning boundaries, requiring several applicants	Per application	Only one fee, paid to the authority having the larger site but calculated for the whole scheme, and subject to the special ceiling	Only one fee, paid to the authority having the larger site but calculated for the whole scheme, and subject to the special ceiling	-	Statutory
Planning Enforcement-Practice	Development Control	Concessionary fees and exemptions: Disabled people - works to improve disabled people's access to a public building, or to improve their access, safety, health or comfort at home	Per application	0.00	0.00	-	Statutory
Planning Enforcement-Practice	Planning Applications	Full planning applications: Alterations or extensions to existing dwellings - two or more dwellings. Charge is per application (In line with National Planning Fee Increase on 6th December 2023)	Per application	509.00	509.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Prior Approval applications for permitted development rights for change of use from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a Use Class C3 (Dwellinghouse)- charge is per application (In line with National Planning Fee increase on 6th December 2023)	Per application	120.00	120.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Outline applications. For site up to and including 2.5 hectares. (In line with National Planning Fee increase on 6th December 2023)	For each 0.1 hectare	624.00	624.00	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Planning Enforcement-Practice	Planning Applications	General planning applications: Outline applications. For each 0.1 hectare in excess of 2.5 hectares. (In line with National Planning Fee increase on 6th December 2023)	For each 0.1 hectare	186.00	186.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection of New dwellings up to and including 50 dwellings. (In line with National Planning Fee increase on 6th December 2023)	For each dwelling	578.00	578.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection of new dwellings- for each additional dwellings in excess of 50 dwellings. (In line with National Planning Fee increase on 6th December 2023)	Per application	£30,860 + £186 for each extra dwelling	£30,860 + £186 for each extra dwelling	-	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection of buildings (other than dwellings, agricultural, glasshouse or plant nor machinery) - where no floor space, or less than 40sq.m additional floor space, is to be created. (In line with National Planning Fee increase on 6th December 2023)	Per application	293.00	293.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection of buildings (other than dwellings, agricultural, glasshouse or plant nor machinery) - where more than 40sq.m and less than 75sq.m additional floor space is to be created. (In line with National Planning Fee increase on 6th December 2023)	For each 75 Square Meters	578.00	578.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection of buildings (other than dwellings, agricultural, glasshouse or plant nor machinery) - more than 75sq m but no more than 3,750 sq m. (In line with National Planning Fee increase on 6th December 2023)	For each 75 Square Meters	624.00	624.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection of buildings (other than dwellings, agricultural, glasshouse or plant nor machinery) - for more than 3,750 sq m to a maximum of £300,000 (In line with National Planning Fee increase on 6th December 2023)	Per application	£30,860 plus £186 for each 75 Square Meters	£30,860 plus £186 for each 75 Square Meters	-	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection of building (on land used for agriculture for agricultural purposes - where the area of additional floor space is more than 465sq.m but not more than 540 sq m. (In line with National Planning Fee increase on 6th December 2023)	Per application	578.00	578.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection of building (on land used for agriculture for agricultural purposes - where the area of additional floor space is not more than 465sq.m. (In line with National Planning Fee increase on 6th December 2023)	Per application	120.00	120.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection of glasshouse (on land used for agriculture for agricultural purposes - where the area of additional floor space is not more than 465sq.m. (In line with National Planning Fee increase on 6th December 2023)	Per application	120.00	120.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection of glasshouse (on land used for agriculture for agricultural purposes - where the area of additional floor space is more than 465sq.m. (In line with National Planning Fee increase on 6th December 2023)	Per application	3,225.00	3,225.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection of building (on land used for agriculture for agricultural purposes - where the area of additional floor space is more than 540 sq.m but not more than 4,215 sq m. (In line with National Planning Fee increase on 6th December 2023)	For each 75 Square Meters	624.00	624.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection of building (on land used for agriculture for agricultural purposes - where the area of additional floor space is more than 4,215 sq m. (In line with National Planning Fee increase on 6th December 2023)	Per application	£30860 plus £186 for each additional Square Meter	£30860 plus £186 for each additional Square Meter	-	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection, alteration or replacement of plant and machinery - where the site area does not exceed 5 hectares (In line with National Planning Fee increase on 6th December 2023)	For each 0.1 hectare	578.00	578.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Erection, alteration or replacement of plant and machinery - where the site area exceeds 5 hectares. (In line with National Planning Fee increase on 6th December 2023)	Per application	£30860 plus £186 per 0.1 hectare	£30860 plus £186 per 0.1 hectare	-	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Application to determine whether prior approval is required for agricultural or forestry buildings, residential demolition (charge is per application) (In line with National Planning Fee increase on 6th December 2023)	Per application	120.00	120.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	General planning applications: Council's own application (In line with National Planning Fee increase on 6th December 2023)	Per application	Normal fees apply	Normal Fees Apply	-	Statutory
Planning Enforcement-Practice	Planning Applications	Applications for works other than buildings: Any operations connected with exploratory drilling for oil or natural gas of site not more than 7.5 hectares.(In line with National Planning Fee increase on 6th December 2023)	For each 0.1 hectare	686.00	686.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	Applications for works other than buildings: Any operations connected with exploratory drilling for oil or natural gas of site more than 7.5 hectares.(In line with National Planning Fee increase on 6th December 2023)	Per application	£51,395 plus £204 for each 0.1 hectares	£51,395 plus £204 for each 0.1 hectares	-	Statutory
Planning Enforcement-Practice	Planning Applications	Applications for works other than buildings: Any operations (other than exploratory drilling) for the winning and working of oil or natural gas of site not more than 15 hectares. (In line with National Planning Fee increase on 6th December 2023)	For each 0.1 hectare	347.00	347.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	Applications for works other than buildings: Any operations (other than exploratory drilling) for the winning and working of oil or natural gas of site more than 15 hectares.(In line with National Planning Fee increase on 6th December 2023)	Per application	£52,002 plus £204 for each extra 0.1 hectare	£52,002 plus £204 for each extra 0.1 hectare	-	Statutory
Planning Enforcement-Practice	Planning Applications	Applications for works other than buildings: Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals) - where the site area does not exceed 15 hectares (In line with National Planning Fee increase on 6th December 2023)	For each 0.1 hectare	316.00	316.00	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Planning Enforcement-Practice	Planning Applications	Applications for works other than buildings: Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals) - where the site area is more than 15 hectares (In line with National Planning Fee increase on 6th December 2023)	Per application	£47161 plus £186 for each 0.1 hectares	£47161 plus £186 for each 0.1 hectares	-	Statutory
Planning Enforcement-Practice	Planning Applications	Applications for works other than buildings: Other Operations (winning and working of minerals) excluding oil and natural gas for site area not more than 15 hectares(In line with National Planning Fee increase on 6th December 2023)	For each 0.1 hectare	316.00	316.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	Applications for works other than buildings: Other Operations (winning and working of minerals) excluding oil and natural gas for site area more than 15 hectares(In line with National Planning Fee increase on 6th December 2023)	Per application	£47161 plus £186 for each 0.1 hectares	£47161 plus £186 for each 0.1 hectares	-	Statutory
Planning Enforcement-Practice	Planning Applications	Applications for works other than buildings: Car parks, service road or other accesses for existing uses (In line with National Planning Fee increase on 6th December 2023)	Per application	293.00	293.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	Applications for works other than buildings: Other Operations (not coming within any of the above categories) (In line with National Planning Fee increase on 6th December 2023)	Per application	293.00	293.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	Applications for works other than buildings: Playing fields (for sports clubs etc.) which does not involve the erection of buildings (In line with National Planning Fee increase on 6th December 2023)	Per application	293.00	293.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	Other applications: Variation or removal of a condition (In line with National Planning Fee increase on 6th December 2023)	Per application	293.00	293.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	Change of use of a building to use as one or more separate dwellinghouses, or other cases where the change of use is to use as 50 or fewer dwelling houses (In line with National Planning Fee increase on 6th December 2023)	Per Dwelling	578.00	578.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	Change of use of a building to use as one or more separate dwellinghouses, or other cases where the change of use is to use as 50 or more dwelling houses(In line with National Planning Fee increase on 6th December 2023)	Per application	£30,860 plus £186 per extra dwelling house	£30,860 plus £186 per extra dwelling house	-	Statutory
Planning Enforcement-Practice	Planning Applications	Other Changes of use of a building or land (In line with National Planning Fee increase on 6th December 2023)	Per Dwelling	578.00	578.00	0.0%	Statutory
Planning Enforcement-Practice	Planning Applications	Change of use of a building to use as one or more separate dwellinghouses, or other cases where the change of use is to use as 50 or fewer dwelling houses (In line with National Planning Fee increase on 6th December 2023)	Per Dwelling	578.00	578.00	0.0%	Statutory
Planning Policy	Concept Meeting	Pre-Application Advice-Develoment proposals at a concept stage	Per application	N/A	4,917.42	-	Full-cost
Planning Policy	Planning Policy	Local Plan (LP) (Adopted 15th September 2015): Part 1 Policies	Per Plan	33.30	35.46	6.5%	Full-cost
Planning Policy	Planning Policy	Local Plan (LP) (Adopted 15th September 2015): Part 2 Site Allocations and Appendix	Per Plan	33.30	35.46	6.5%	Full-cost
Planning Policy	Planning Policy	Local Plan (LP) (Adopted 15th September 2015): Set of 2	Per Plan	56.00	59.64	6.5%	Full-cost
Planning Policy	Planning Policy	Local Plan (LP) (Adopted 15th September 2015): Maps (Policies) - (East and West) - Each	Per Plan	16.70	17.79	6.5%	Full-cost
Planning Policy	Planning Policy	Local Plan (LP) (Adopted 15th September 2015): Maps (Policies) - (East and West) - Set of 2	Per Plan	27.80	29.61	6.5%	Full-cost
Planning Policy	Planning Policy	Local Plan (LP) (Adopted 15th September 2015): Supplementary Planning Documents (SPD) - CIL and Planning Obligations (Adopted December 2015)	Per Plan	16.70	17.79	6.5%	Full-cost
Planning Policy	Planning Policy	Local Plan (LP): Authority Monitoring Reports	Per report)	11.10	11.82	6.5%	Full-cost
Planning Policy	Planning Policy	Planning Briefs: Adopted	Per report)	11.10	11.82	6.5%	Full-cost
Planning Policy	Planning Policy	S106: Solicitors/Customer requests for detailed information or reports	Per Hour	72.00	76.68	6.5%	Full-cost
Planning Policy	Planning Policy	Planning fee: Permission in principle.	Per Plan	410.04	410.04	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Environmental Operations							
Animal Warden	**Enforcement and Regulatory**	Animal Welfare Services, Dog Recovery Fees	Subsequent Impounding.	110.00	117.00	6.4%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare Services, Kennel fees per day or part thereof	per day	25.00	27.00	8.0%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Home boarding/daycare - New Application (charge is per application)	Per Application	240.00	265.00	10.4%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Home boarding/daycare - Renewal Application (charge is per application)	Per Application	180.00	208.00	15.6%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Home boarding/daycare - 1 year licence (charge is per Licence)	Per Licence	65.00	190.00	192.3%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Home boarding/daycare - 2 year licence (charge is per Licence)	Per Licence	115.00	240.00	108.7%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Home boarding/daycare - 3 year licence (charge is per Licence)	Per Licence	175.00	280.00	60.0%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Commercial boarding - New Application (charge is per application)	Per Application	240.00	433.00	80.4%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Commercial boarding - Renewal Application (charge is per application)	Per Application	180.00	296.00	64.4%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Commercial dog daycare - New Application (charge is per application)	Per Application	240.00	407.00	69.6%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Commercial dog daycare - Renewal Application (charge is per application)	Per Application	180.00	326.00	81.1%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Commercial boarding/daycare - 1 year licence (charge is per Licence)	Per Licence	275.00	294.00	6.9%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Commercial boarding/daycare - 2 year licence (charge is per Licence)	Per Licence	500.00	534.00	6.8%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Commercial boarding/daycare - 3 year licence (charge is per Licence)	Per Licence	745.00	795.00	6.7%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Commercial Dog Breeding. New Licence Application- charge is per application	Per Licence	240.00	529.00	120.4%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Commercial Dog Breeding. Renewal Licence Application- charge is per application	Per Licence	180.00	416.00	131.1%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Domestic Premises Dog Breeding. New Licence Application - charge is per application	Per Licence	240.00	394.00	64.2%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Domestic Premises Dog Breeding. Renewal Licence Application - charge is per application	Per Licence	180.00	281.00	56.1%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Dog Breeding. 1 year licence (charge is per Licence)	Per Licence	275.00	294.00	6.9%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Dog Breeding. 2 year licence (charge is per Licence)	Per Licence	500.00	534.00	6.8%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Dog Breeding. 3 year licence (charge is per Licence)	Per Licence	745.00	795.00	6.7%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Dangerous Wild Animals Act 1976: Dangerous Wild Animals. New Application for commercial premises (vet fees included).	Per application	210.00	480.00	128.6%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Dangerous Wild Animals Act 1976: Dangerous Wild Animals. Renewal Application for commercial premises (vet fees included).	Per application	165.00	396.00	140.0%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Dangerous Wild Animals Act 1976: Dangerous Wild Animals. New Application for domestic premises (vet fees included).	Per application	210.00	388.00	84.8%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Dangerous Wild Animals Act 1976: Dangerous Wild Animals. Renewal Application for domestic premises (vet fees included).	Per application	210.00	306.00	45.7%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Dangerous Wild Animals Act 1976: Dangerous Wild Animals. Licence.	Per Licence	170.00	281.00	65.3%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Pet Sales. New licence application.	Per application	240.00	517.00	115.4%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Pet Sales. Renewal application.	Per application	180.00	416.00	131.1%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Pet Sales. 1 year licence.	Per Licence	275.00	294.00	6.9%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Pet Sales. 2 year licence.	Per Licence	500.00	534.00	6.8%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Pet Sales. 3 year licence.	Per Licence	745.00	795.00	6.7%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Hiring of Horses. New Application.	Per application	154.00	532.00	245.5%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Hiring of Horses. Renewal Application.	Per application	106.00	374.00	252.8%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Hiring of Horses. 1 year licence. Plus vet fees	Per Licence	86.00	160.00	86.0%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Hiring of Horses. 2 year licence. Plus vet fees	Per Licence	114.00	192.00	68.4%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Hiring of Horses. 3 year licence. Plus vet fees	Per Licence	173.00	224.00	29.5%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Exhibition of animals. New Application.	Per application	240.00	517.00	115.4%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Exhibition of animals. Renewal Application.	Per application	180.00	416.00	131.1%	Full-cost
Animal Warden	**Enforcement and Regulatory**	Animal Welfare (Licensing of Activities involving Animals) Regulations 2018 - Exhibition of animals. Licence.	Per Licence	190.00	205.00	7.9%	Full-cost
Contaminated Land	**Enforcement and Regulatory**	General: Requests for information on Contaminated Land (charge is per report)	Per Report	163.15	174.00	6.7%	Full-cost
Contaminated Land	**Enforcement and Regulatory**	General: Provided electronically (charge is per report)	Per Report	158.00	169.00	7.0%	Full-cost
Parks & Open Spaces	**Allotments**	Annual Allotment all inclusive(water) rent, Resident, Standard Rate	Per Rod	12.00	13.00	8.3%	Subsidised services - take up
Parks & Open Spaces	**Allotments**	Annual Allotment (Sites without water provision) rent, Resident, Standard Rate	Per Rod	9.00	10.00	11.1%	Subsidised services - take up
Parks & Open Spaces	**Allotments**	Annual Allotment all inclusive(water) rent, Non resident Standard Rate	Per Rod	20.00	22.00	10.0%	Subsidised services - take up
Parks & Open Spaces	**Allotments**	Annual Allotment all inclusive(water) rent, Resident, Concession Rate	Per Rod	5.00	5.00	0.0%	Subsidised services - concession rate
Parks & Open Spaces	**Allotments**	Annual allotment all inclusive(water) rent, Resident over 60	Per Rod	7.80	8.35	7.1%	Subsidised services - concession rate
Parks & Open Spaces	**Allotments**	Keys to Allotment sites	Per Key	6.30	6.75	7.1%	Full-cost
Events	**Parks and Open Spaces**	Boston Manor Park School visits - per class visit	per class visit	N/A	125.00	-	Subsidised services - take up
Events	**Parks and Open Spaces**	public programming - guided talks, walks, study sessions, poetry, arts, crafts & photography - Adult/Child	per Adult/Child	N/A	5.00	-	Subsidised services - take up
Events	**Parks and Open Spaces**	Boston Manor Park - community activities per Adult/Child	per Adult/Child	N/A	2.00	-	Subsidised services - take up
Events	**Parks and Open Spaces**	Forest school sessions - per family	per family	N/A	5.00	-	Subsidised services - take up
Events	**Parks and Open Spaces**	Forest school sessions - per child	per child	N/A	2.00	-	Subsidised services - take up
Events	**Parks and Open Spaces**	Boston Manor Park - Holiday Club £30 per child for 4 hrs	per child	N/A	30.00	-	Subsidised services - take up
Events	**Parks and Open Spaces**	Boston Manor Park - Multi sport/ senior exercise classes (adult or child)	per Adult/Child	N/A	3.00	-	Subsidised services - take up
Events	**Parks and Open Spaces**	Boston Manor Park - Multi sport adult exercise classes £5 per adult (Pilates/Yoga/bootcamp-)	per Adult/Child	N/A	5.00	-	Subsidised services - take up
Events	**Parks and Open Spaces**	Boston Manor Park - canoeing	per participant	N/A	10.00	-	Subsidised services - take up
Food Health	**Enforcement and Regulatory**	Rerating for food premises	Per Visit	253.00	270.00	6.7%	Discretionary
Food, & Health & Safety	**Enforcement and Regulatory**	Export Health Certificate	Per Licence	89.50	195.00	117.9%	Full-cost
Food, & Health & Safety	**Enforcement and Regulatory**	Condemned Food Certificate (businesses only) (Voluntary procedure)- per certificate	Per Certificate	227.00	242.00	6.6%	Full-cost
Food, & Health & Safety	**Enforcement and Regulatory**	The Organic Products Regulations 2009, Authorisation to clear/release food: During Office Hours (charge is per visit)	Per Visit	51.00	54.00	5.9%	Statutory
Food, & Health & Safety	**Enforcement and Regulatory**	The Organic Products Regulations 2009, Authorisation to clear/release food: Outside Office Hours (charge is per visit)	Per Visit	106.50	114.00	7.0%	Statutory
Licensing	**Enforcement and Regulatory**	Lotteries & Amusement Act 1976: Renewal of Lotteries licence (per licence)	Per Licence	20.00	20.00	0.0%	Statutory
Licensing	**Enforcement and Regulatory**	Lotteries & Amusement Act 1976: Game Dealers (per licence)	Per Licence	15.00	15.00	0.0%	Statutory
Licensing	**Enforcement and Regulatory**	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Band A (Rateable value of applicant premises; Nil to £4,300), Base Fee (per licence)	Per Licence	100.00	100.00	0.0%	Statutory
Licensing	**Enforcement and Regulatory**	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Band B (Rateable value of applicant premises; £4,301 to £33,000), Base Fee (per licence)	Per Licence	190.00	190.00	0.0%	Statutory
Licensing	**Enforcement and Regulatory**	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Band C (Rateable value of applicant premises; £33,001 to £87,000), Base Fee (per licence)	Per Licence	315.00	315.00	0.0%	Statutory
Licensing	**Enforcement and Regulatory**	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Band D (Rateable value of applicant premises; £87,001 to £125,000), Base Fee (per licence)	Per Licence	450.00	450.00	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Band D (Rateable value of applicant premises; £87,001 to £125,000), Additional fee for premises used primarily for the sale of alcohol (per licence/premises)	Per Licence	Base Fee x2	Base Fee x2	-	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Band E (Rateable value of applicant premises; £125,001 and above), Base Fee (per licence)	Per Licence	635.00	635.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Band E (Rateable value of applicant premises; £125,001 and above), Additional fee for premises used primarily for the sale of alcohol (per licence/premises)	Per Licence	Base Fee x3	Base Fee x3	-	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Capacity of Premises 5,000 to 9,999, Supplementary Fee (per licence)	Per Licence	1,000.00	1,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Capacity of Premises 10,000 to 14,999, Supplementary Fee (per licence)	Per Licence	2,000.00	2,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Capacity of Premises 15,000 to 19,999, Supplementary Fee (per licence)	Per Licence	4,000.00	4,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Capacity of Premises 20,000 to 29,999, Supplementary Fee (per licence)	Per Licence	8,000.00	8,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Capacity of Premises 30,000 to 39,999, Supplementary Fee (per licence)	Per Licence	16,000.00	16,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Capacity of Premises 40,000 to 49,999, Supplementary Fee (per licence)	Per Licence	24,000.00	24,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Capacity of Premises 50,000 to 59,999, Supplementary Fee (per licence)	Per Licence	32,000.00	32,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Capacity of Premises 60,000 to 69,999, Supplementary Fee (per licence)	Per Licence	40,000.00	40,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Capacity of Premises 70,000 to 79,999, Supplementary Fee (per licence)	Per Licence	48,000.00	48,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Capacity of Premises 80,000 to 89,999, Supplementary Fee (per licence)	Per Licence	56,000.00	56,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Fees for the grant of a new licence and for the variation of an existing licence. Capacity of Premises 90,000 and over, Supplementary Fee (per licence)	Per Licence	64,000.00	64,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Band A (Rateable value of applicant premises; Nil to £4,300), Base Fee (per licence)	Per renewal/Per licence	70.00	70.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Band B (Rateable value of applicant premises; £4,301 to £33,000), Base Fee (per licence)	Per renewal/Per licence	180.00	180.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Band C (Rateable value of applicant premises; £33,001 to £87,000), Base Fee (per licence)	Per renewal/Per licence	295.00	295.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Band D (Rateable value of applicant premises; £87,001 to £125,000), Base Fee (per licence)	Per renewal/Per licence	320.00	320.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Band D (Rateable value of applicant premises; £87,001 to £125,000), Additional fee for premises used primarily for the sale of alcohol (per licence/premises)	Per renewal/Per licence	Base Fee x2	Base Fee x2	-	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Band E (Rateable value of applicant premises; £125,001 and above), Base Fee (per licence)	Per renewal/Per licence	350.00	350.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Band E (Rateable value of applicant premises; £125,001 and above), Additional fee for premises used primarily for the sale of alcohol (per licence/premises)	Per renewal/Per licence	Base Fee x3	Base Fee x3	-	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Capacity of Premises 5,000 to 9,999, Supplementary Fee (per licence)	Per Licence	500.00	500.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Capacity of Premises 10,000 to 14,999, Supplementary Fee (per licence)	Per Licence	1,000.00	1,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Capacity of Premises 15,000 to 19,999, Supplementary Fee (per licence)	Per Licence	2,000.00	2,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Capacity of Premises 20,000 to 29,999, Supplementary Fee (per licence)	Per Licence	4,000.00	4,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Capacity of Premises 30,000 to 39,999, Supplementary Fee (per licence)	Per Licence	8,000.00	8,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Capacity of Premises 40,000 to 49,999, Supplementary Fee (per licence)	Per Licence	12,000.00	12,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Capacity of Premises 50,000 to 59,999, Supplementary Fee (per licence)	Per Licence	16,000.00	16,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Capacity of Premises 60,000 to 69,999, Supplementary Fee (per licence)	Per Licence	20,000.00	20,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Capacity of Premises 70,000 to 79,999, Supplementary Fee (per licence)	Per Licence	24,000.00	24,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Capacity of Premises 80,000 to 89,999, Supplementary Fee (per licence)	Per Licence	28,000.00	28,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Annual renewal of an existing licence. Capacity of Premises 90,000 and over, Supplementary Fee (per licence)	Per Licence	32,000.00	32,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Application for copy of a Premises Licence or Summary (on theft, loss etc) - per application	Per Application	10.50	10.50	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Licensing	Enforcement and Regulatory	Licensing Act 2003: Notification of change of name, address of Premises Licence holder or designated premises supervisor (per notification)	Per Notification	10.50	10.50	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Application to vary the person designated as the premises supervisor (per application)	Per Application	23.00	23.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Designated Premises Supervisor being disapplied (per application)	Per Application	23.00	23.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Application to transfer Premises Licence (per Licence)	Per Licence	23.00	23.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Minor Variation (per variation)	Per variation	89.00	89.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Interim Authority Notice (per notice)	Per notice	23.00	23.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Application for making a Provisional Statement - per application	Per Application	315.00	315.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Application for copy of a Club Premises Certificate or Summary (on theft, loss etc), each - per application	Per Application	10.50	10.50	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Notification of change of name by a Club or alteration of Club rules (per address)	Per address	10.50	10.50	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Notification of a change of relevant registered address of a Club (per address)	Per address	10.50	10.50	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Notification of a Temporary Event (per notification)	Per Notification	21.00	21.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Application for a copy of a Temporary Event Notice (on theft, loss etc) - per application	Per Application	10.50	10.50	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Notification of an interest in any premises (per premises)	Per Premises	21.00	21.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Application for grant/renewal of a Personal Licence (per application)	Per Application	37.00	37.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Application for a copy of Personal Licence (on theft, loss etc) - per application	Per Application	10.50	10.50	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Notification of change of name and address of Personal Licence holder (per Licence)	Per Licence	10.50	10.50	0.0%	Statutory
Licensing	Enforcement and Regulatory	Licensing Act 2003: Request for a copy of an entry in the Licensing Register (per request)	Per request	12.00	12.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: New Licence to store explosives where, by virtue of regulation 27. 1 year Licence Fee (per Licence)	Per Licence	189.00	193.00	2.1%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: New Licence to store explosives where, by virtue of regulation 27. 2 year Licence Fee (per Licence)	Per Licence	248.00	253.00	2.0%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: New Licence to store explosives where, by virtue of regulation 27. 3 year Licence Fee (per Licence)	Per Licence	311.00	317.00	1.9%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: New Licence to store explosives where, by virtue of regulation 27. 4 year Licence Fee (per Licence)	Per Licence	382.00	390.00	2.1%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: New Licence to store explosives where, by virtue of regulation 27. 5 year Licence Fee (per Licence)	Per Licence	432.00	441.00	2.1%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Renewal Licence to store explosives. 1 year Licence Fee (per Licence)	Per Licence	88.00	90.00	2.3%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Renewal Licence to store explosives. 2 year Licence Fee (per Licence)	Per Licence	150.00	153.00	2.0%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Renewal Licence to store explosives. 3 year Licence Fee (per Licence)	Per Licence	211.00	215.00	1.9%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Renewal Licence to store explosives. 4 year Licence Fee (per Licence)	Per Licence	272.00	277.00	1.8%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Renewal Licence to store explosives. 5 year Licence Fee (per Licence)	Per Licence	333.00	340.00	2.1%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: New Licence to store explosives where no minimum separation... 1 year Licence Fee (per Licence)	Per Licence	111.00	113.00	1.8%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: New Licence to store explosives where no minimum separation... 2 year Licence Fee (per Licence)	Per Licence	144.00	147.00	2.1%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: New Licence to store explosives where no minimum separation... 4 year Licence Fee (per Licence)	Per Licence	211.00	215.00	1.9%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: New Licence to store explosives where no minimum separation... 5 year Licence Fee (per Licence)	Per Licence	243.00	248.00	2.1%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Renewal Licence to store explosives where no minimum separation... 1 year Licence Fee (per Licence)	Per Licence	55.00	56.00	1.8%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Renewal Licence to store explosives where no minimum separation. 2 year Licence Fee (per Licence)	Per Licence	88.00	90.00	2.3%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Renewal Licence to store explosives where no minimum separation. 3 year Licence Fee (per Licence)	Per Licence	123.00	125.00	1.6%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Renewal Licence to store explosives where no minimum separation. 4 year Licence Fee (per Licence)	Per Licence	155.00	158.00	1.9%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Renewal Licence to store explosives where no minimum separation. 5 year Licence Fee (per Licence)	Per Licence	189.00	193.00	2.1%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Varying the name of a licensee or address of site (per Licence)	Per Licence	37.00	38.00	2.7%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Transfer of Licence (per Licence)	Per Licence	37.00	38.00	2.7%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Replacement of licence cost (per Licence)	Per Licence	37.00	38.00	2.7%	Statutory
Licensing	Enforcement and Regulatory	Firework Regulations 2004: Licence to sell throughout the year (per Licence)	Per Licence	500.00	500.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005: Fast Track Applications – in all cases (charge is per application)	Per application	300.00	300.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005: Non Fast Track Applications: Existing Casinos (charge is per application)	Per application	2,000.00	2,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005: Non Fast Track Applications: Bingo Halls (charge is per application)	Per application	1,750.00	1,750.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005: Non Fast Track Applications: Betting (Off Course)- charge is per application	Per application	1,500.00	1,500.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005: Non Fast Track Applications: Track Betting (On Course)- charge is per application	Per application	1,250.00	1,250.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005: Non Fast Track Applications: Adult Gaming Centre (charge is per application)	Per application	1,000.00	1,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005: Non Fast Track Applications: Family Entertainment Centre (charge is per application)	Per application	1,000.00	1,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New Licences: New Regional Casino (charge is per Licence)	Per Licence	15,000.00	15,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New Licences: New Large Casino (charge is per Licence)	Per Licence	10,000.00	10,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New Licences: New Small Casino (charge is per Licence)	Per Licence	8,000.00	8,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New Licences: Bingo Halls (charge is per Licence)	Per Licence	3,500.00	3,500.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New Licences: Betting (Off Course)-charge is per Licence	Per Licence	3,000.00	3,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New Licences: Track Betting (On Course) - charge is per Licence	Per Licence	2,500.00	2,500.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New Licences: Adult Gaming Centre (charge is per Licence)	Per Licence	2,000.00	2,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New Licences: Family Entertainment Centre (charge is per Licence)	Per Licence	2,000.00	2,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Provisional Statements: New Regional Casino (charge is per Licence)	Per Licence	15,000.00	15,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Provisional Statements: New Large Casino (charge is per application)	Per Application	10,000.00	10,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Provisional Statements: New Small Casino (charge is per application)	Per Application	8,000.00	8,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Provisional Statements: Bingo Halls (charge is per application)	Per Application	3,500.00	3,500.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Provisional Statements: Betting (Off Course)- charge is per application	Per Application	3,000.00	3,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Provisional Statements: Track Betting (On Course)- charge is per application	Per Application	2,500.00	2,500.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Provisional Statements: Adult Gaming Centre (charge is per application)	Per Application	2,000.00	2,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Provisional Statements: Family Entertainment Centre (charge is per application)	Per Application	2,000.00	2,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New where there has previously been a provisional statement granted: New Regional Casino (charge is per application)	Per Application	8,000.00	8,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New where there has previously been a provisional statement granted: New Large Casino (charge is per application)	Per Application	5,000.00	5,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New where there has previously been a provisional statement granted: New Small Casino (charge is per application)	Per Application	3,000.00	3,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New where there has previously been a provisional statement granted: Bingo Halls (charge is per application)	Per Application	1,200.00	1,200.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New where there has previously been a provisional statement granted: Betting (Off Course)- charge is per application	Per Application	1,200.00	1,200.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New where there has previously been a provisional statement granted: Track Betting (On Course)- charge is per application	Per Application	950.00	950.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, New where there has previously been a provisional statement granted: Adult Gaming Centre (charge is per application)	Per Application	1,200.00	1,200.00	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Licensing	Enforcement and Regulatory	Gambling Act 2005, New where there has previously been a provisional statement granted: Family Entertainment Centre (charge is per application)	Per Application	950.00	950.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Transfer: Existing Casino (charge is per application)	Per Application	1,350.00	1,350.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Transfer: New Regional Casino (charge is per application)	Per Application	6,500.00	6,500.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Transfer: New Large Casino (charge is per application)	Per Application	2,150.00	2,150.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Transfer: New Small Casino (charge is per application)	Per Application	1,800.00	1,800.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Transfer: Bingo Halls (charge is per application)	Per Application	1,200.00	1,200.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Transfer: Betting (Off Course)- charge is per application	Per Application	1,200.00	1,200.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Transfer: Track Betting (On Course)-charge is per application	Per Application	950.00	950.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Transfer: Adult Gaming Centre (charge is per application)	Per Application	1,200.00	1,200.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Transfer: Family Entertainment Centre (charge is per application)	Per Application	950.00	950.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Re-Instatement: Existing Casino (charge is per application)	Per Application	1,350.00	1,350.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Re-Instatement: New Regional Casino (charge is per application)	Per Application	6,500.00	6,500.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Re-Instatement: New Large Casino (charge is per application)	Per Application	2,150.00	2,150.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Re-Instatement: New Small Casino (charge is per application)	Per Application	1,800.00	1,800.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Re-Instatement: Bingo Halls (charge is per application)	Per Application	1,200.00	1,200.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Re-Instatement: Betting (Off Course)- charge is per application	Per Application	1,200.00	1,200.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Re-Instatement: Track Betting (On Course)- charge is per application	Per Application	950.00	950.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Re-Instatement: Adult Gaming Centre (charge is per application)	Per Application	1,200.00	1,200.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Re-Instatement: Family Entertainment Centre (charge is per application)	Per Application	950.00	950.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Variation: Existing Casino (charge is per application)	Per Application	2,000.00	2,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Variation: New Regional Casino (charge is per application)	Per Application	7,500.00	7,500.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Variation: New Large Casino (charge is per application)	Per Application	5,000.00	5,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Variation: New Small Casino (charge is per application)	Per Application	4,000.00	4,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Variation: Bingo Halls (charge is per application)	Per Application	1,750.00	1,750.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Variation: Betting (Off Course)- charge is per application	Per Application	1,500.00	1,500.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Variation: Track Betting (On Course)- charge is per application	Per Application	1,250.00	1,250.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Variation: Adult Gaming Centre (charge is per application)	Per Application	1,000.00	1,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Variation: Family Entertainment Centre (charge is per application)	Per Application	1,000.00	1,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Annual Fees: Existing Casino (charge is per application)	Per Application	3,000.00	3,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Annual Fees: New Regional Casino (charge is per Licence)	Per Licence	15,000.00	15,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Annual Fees: New Large Casino (charge is per Licence)	Per Licence	10,000.00	10,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Annual Fees: New Small Casino (charge is per Licence)	Per Licence	5,000.00	5,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Annual Fees: Bingo Halls (charge is per Licence)	Per Licence	1,000.00	1,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Annual Fees: Betting (Off Course)- charge is per Licence	Per Licence	600.00	600.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Annual Fees: Track Betting (On Course)- charge is per Licence	Per Licence	1,000.00	1,000.00	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Licensing	Enforcement and Regulatory	Gambling Act 2005, Annual Fees: Adult Gaming Centre (charge is per Licence)	Per Licence	1,000.00	1,000.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gambling Act 2005, Annual Fees: Family Entertainment Centre (charge is per Licence)	Per Licence	750.00	750.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Scrap Metal Dealers Act 2013 - New Application – site licence - Application Fee - Part A	Per application	148.00	158.00	6.8%	Full-cost
Licensing	Enforcement and Regulatory	Scrap Metal Dealers Act 2013 - New Application – site licence. In 2018/19 this was a combined application and licence fee. Licence Fee - Part B	Per application	742.00	792.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Scrap Metal Dealers Act 2013: Variation of site licence. Application fee Part A	Per application	203.00	217.00	6.9%	Full-cost
Licensing	Enforcement and Regulatory	Scrap Metal Dealers Act 2013: Renewal of site licence. Application Fee - Part A	Per application	93.00	99.00	6.5%	Full-cost
Licensing	Enforcement and Regulatory	Scrap Metal Dealers Act 2013: Renewal of site licence. In 2018/19 this was a combined application and licence fee. Licence Fee - Part B	Per application	574.00	612.00	6.6%	Full-cost
Licensing	Enforcement and Regulatory	Scrap Metal Dealers Act 2013: New Application – collectors licence. Application Fee - Part A	Per application	148.00	158.00	6.8%	Full-cost
Licensing	Enforcement and Regulatory	Scrap Metal Dealers Act 2013: New Application – collectors licence. In 2018/19 this was a combined application and licence fee. Licence Fee - Part B	Per application	335.00	357.00	6.6%	Full-cost
Licensing	Enforcement and Regulatory	Scrap Metal Dealers Act 2013: Variation of collectors licence – general	Per application	132.00	141.00	6.8%	Full-cost
Licensing	Enforcement and Regulatory	Scrap Metal Dealers Act 2013: Variation of collectors licence – conversion to a site licence	Per application	253.00	270.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Scrap Metal Dealers Act 2013: Renewal of collectors licence. Application Fee - Part A	Per application	93.00	99.00	6.5%	Full-cost
Licensing	Enforcement and Regulatory	Scrap Metal Dealers Act 2013: Renewal of collectors licence. Licence Fee Part B	Per application	253.00	270.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Street Trading-New application non-refundable fee-permanent traders (charge per application)	Per application	125.46	133.90	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Street Trading-renewal applications non-refundable fee- casual(temporary/stalls per 6 months)-charge per application	Per application	125.46	133.90	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Street Trading-ID card for all members of staff working on the stall- per application	Per application	30.00	32.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Distribution of free literature-producing Identify Card (per permit)	Per Permit	30.00	32.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Distribution of free literature- daily permit (per permit)	Per Permit	30.00	32.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Distribution of free literature- annual permit (per permit)	Per Permit	265.20	283.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007: Family Entertainment Centre Gaming Machine Permit. New	Per Application	300.00	300.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007: Family Entertainment Centre Gaming Machine Permit. Renewal	Per Application	300.00	300.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007: Family Entertainment Centre Gaming Machine Permit. Change of Name	Per Application	25.00	25.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007: Family Entertainment Centre Gaming Machine Permit. Duplicate	Per Application	15.00	15.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007. Club Gaming and Club Machine Permits. New	Per Application	200.00	200.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007. Club Gaming and Club Machine Permits. New (holder of a Club Premises Certificate under the Licensing Act 2003)	Per Application	100.00	100.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007. Club Gaming and Club Machine Permits. Renewal	Per Application	200.00	200.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007. Club Gaming and Club Machine Permits. Renewal (holder of a Club Premises Certificate under the Licensing Act 2003)	Per Application	100.00	100.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007. Club Gaming and Club Machine Permits. Variation	Per Application	100.00	100.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007. Club Gaming and Club Machine Permits. First Annual Fee	Per Application	50.00	50.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007. Club Gaming and Club Machine Permits. Annual Fee	Per Application	50.00	50.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007. Club Gaming and Club Machine Permits. Duplicate	Per Application	15.00	15.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007. Licensed Premises (Licensing Act 2003) Gaming Machine Permit. New	Per Application	150.00	150.00	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007. Licensed Premises (Licensing Act 2003) Gaming Machine Permit. Renewal	Per Application	150.00	150.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007. Licensed Premises (Licensing Act 2003) Gaming Machine Permit. Transfer	Per Application	25.00	25.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007. Licensed Premises (Licensing Act 2003) Gaming Machine Permit. Variation	Per Application	100.00	100.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007. Licensed Premises (Licensing Act 2003) Gaming Machine Permit. First Annual Fee	Per Application	50.00	50.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007. Licensed Premises (Licensing Act 2003) Gaming Machine Permit. Annual Fee	Per Application	50.00	50.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007. Licensed Premises (Licensing Act 2003) Gaming Machine Permit. Change of Name	Per Application	25.00	25.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007. Licensed Premises (Licensing Act 2003) Gaming Machine Permit. Duplicate	Per Application	15.00	15.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007. Prize Gaming Permits. New	Per Permit	300.00	300.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007. Prize Gaming Permits. Renewal	Per Permit	300.00	300.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007. Prize Gaming Permits. Change of Name	Per Permit	25.00	25.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007. Prize Gaming Permits. Duplicate	Per Permit	15.00	15.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007. Alcohol licensed premises notification of making gaming machines available for use. New	Per Application	50.00	50.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Business and Planning Act 2020. Pavement Licence. New: Licence granted until 30th September 20222	Per Application	100.00	100.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, no minimum separation distance or a 0 meters separation distance is prescribed: 3 year duration (Fee per Licence)	Per Licence	177.00	181.00	2.3%	Statutory
Licensing	Enforcement and Regulatory	Explosives Regulations 2014: Any Other kind of variation	Per Application @ per hour	Per Application	Per Application @ per hour	-	Statutory
Licensing	Enforcement and Regulatory	Zoo Licensing Act 1981. New Licence Application. Plus Zoo Inspector fees	Per application	1,460.00	1,558.00	6.7%	Statutory
Licensing	Enforcement and Regulatory	Zoo Licensing Act 1981. Licence Fee. Plus Zoo Inspector Fees	Per year of issue (4 or 6 year licence)	650.00	694.00	6.8%	Statutory
Licensing	Enforcement and Regulatory	Zoo Licensing Act 1981. Renewal application. Plus Zoo Inspector fees.	Per application	500.00	534.00	6.8%	Statutory
Licensing	Enforcement and Regulatory	Auction Premises Registration	Licence	335.00	357.00	6.6%	Full-cost
Licensing	Enforcement and Regulatory	Offence Code: S1 London Local Authorities Act 1990 (c.vii) Section 34(1) Contravention of condition of street trading licence or temporary licence. Fixed Penalty Level payable within 28 days	FPN	100.00	100.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Offence Code: S2 London Local Authorities Act 1990 (c.vii) Section 34(2) Making false statement in connection with application for street trading licence or temporary licence. Fixed Penalty Level payable within 28 days	FPN	125.00	125.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Offence Code: S3 London Local Authorities Act 1990 (c.vii) Section 34(3) Resisting or obstructing authorised officer. Fixed Penalty Level payable within 28 days	FPN	250.00	250.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Offence Code: S4 London Local Authorities Act 1990 (c.vii) Section 34(4) Failure to produce street trading licence on demand. Fixed Penalty Level payable within 28 days	FPN	100.00	100.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Offence Code: S4 London Local Authorities Act 1990 (c.vii) Section 38(1) Unlicensed Street Trading. Fixed Penalty Level payable within 28 days	FPN	150.00	150.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Offence Code: S1 London Local Authorities Act 1990 (c.vii) Section 34(1) Contravention of condition of street trading licence or temporary licence. Fixed Penalty Level payable within 14 days	FPN	60.00	60.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Offence Code: S2 London Local Authorities Act 1990 (c.vii) Section 34(2) Making false statement in connection with application for street trading licence or temporary licence. Fixed Penalty Level payable within 14 days	FPN	75.00	75.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Offence Code: S3 London Local Authorities Act 1990 (c.vii) Section 34(3) Resisting or obstructing authorised officer. Fixed Penalty Level payable within 14 days	FPN	150.00	150.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Offence Code: S4 London Local Authorities Act 1990 (c.vii) Section 34(4) Failure to produce street trading licence on demand. Fixed Penalty Level payable within 14 days	FPN	60.00	60.00	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Licensing	Enforcement and Regulatory	Offence Code: S5 London Local Authorities Act 1990 (c.vii) Section 38(1) Unlicensed Street Trading. Fixed Penalty Level payable within 14 days	FPN	90.00	90.00	0.0%	Statutory
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Shops, Sex Cinemas and Hostess Bars. New Application. Application Fee - Part A (charge is per application)	Per Application	1,980.00	2,113.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Shops, Sex Cinemas and Hostess Bars. New Application. Licence Fee Part B (Charge is per Licence)	Per Licence	2,200.00	2,347.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Shops, Sex Cinemas and Hostess Bars. Variation Application. Application Fee - Part A (charge is per application)	Per Application	880.00	939.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Shops, Sex Cinemas and Hostess Bars. Variation Licence. Licence Fee - Part B (charge is per Licence)	Per Licence	0.00	0.00	-	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Shops, Sex Cinemas and Hostess Bars. Transfer Application. Application Fee - Part A (charge is per application)	Per Application	240.00	256.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Shops, Sex Cinemas and Hostess Bars. Transfer Licence. Licence Fee - Part B (charge is per Licence)	Per Licence	0.00	0.00	-	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Shops, Sex Cinemas and Hostess Bars. Paragraph 7 Waiver Application. Application Fee - Part A (charge is per application)	Per Application	550.00	587.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Shops, Sex Cinemas and Hostess Bars. Paragraph 7 Waiver Licence. Licence Fee - Part B (Charge is per Licence)	Per Licence	0.00	0.00	-	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Shops, Sex Cinemas and Hostess Bars. Duplicate Application. Application Fee - Part A (charge is per application)	Per Application	22.00	23.00	4.5%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Shops, Sex Cinemas and Hostess Bars. Duplicate Licence. Licence Fee - Part B (charge is per Licence)	Per Licence	0.00	0.00	-	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Establishment Venues. New Application. Application Fee - Part A (charge is per application)	Per Application	1,650.00	1,761.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Establishment Venues. New Licence. Licence Fee - Part B (charge is per Licence)	Per Licence	2,200.00	2,347.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Establishment Venues. Renewal Application. Application Fee - Part A (charge is per application)	Per Application	935.00	998.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Establishment Venues. Renewal Licence. Licence Fee - Part B (charge is per Licence)	Per Licence	2,200.00	2,347.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Establishment Venues. Variation Application. Application Fee - Part A (charge is per application)	Per Application	945.00	1,008.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Establishment Venues. Variation Licence. Licence Fee - Part B (charge is per Licence)	Per Licence	0.00	0.00	-	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Establishment Venues. Transfer Application. Application Fee - Part A (charge is per application)	Per Application	275.00	293.00	6.5%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Establishment Venues. Transfer Licence. Licence Fee - Part B (charge is per Licence)	Per Licence	0.00	0.00	-	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Establishment Venues. Paragraph 7 Waiver Application. Application Fee - Part A (charge is per application)	Per Licence	550.00	587.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Establishment Venues. Paragraph 7 Waiver Licence. Licence Fee - Part B (charge is per application)	No Charge	0.00	0.00	-	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Establishment Venues. Duplicate Application. Application Fee - Part A (charge is per application)	Per Application/Premises	22.00	23.00	4.5%	Full-cost
Licensing	Enforcement and Regulatory	Local Government (Misc. Provisions) Act 1982: Sex Establishment Venues. Duplicate Licence. Licence Fee - Part B (charge is per Licence)	No Charge	0.00	0.00	-	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises- New applications: Category 1 - laser and IPL. Application fee - Part A (charge per application/premises)	Per Application/Premises	141.00	150.00	6.4%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises- Renewal Applications: Category 1 - laser and IPL. Application fee - Part A (charge per application/premises)	Per Application/Premises	77.00	82.00	6.5%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises- New applications: Category 1 - laser and IPL. Licence Fee - Part B (charge per Licence)	Per Licence	857.00	914.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises- New applications: Category 2 - Acupuncture, Body piercing, Tattooing & Semi-permanent Make-Up. Application fee - Part A (charge per application/premises)	Per Application/Premises	141.00	150.00	6.4%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises- Renewal Applications: Category 2 -Acupuncture, Body piercing, Tattooing & Semi-permanent Make-Up. Application fee - Part A (charge per application/premises)	Per Application/Premises	77.00	82.00	6.5%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises- New applications: Category 2 - Acupuncture, Body piercing, Tattooing & Semi-permanent Make-Up. Licence Fee - Part B (charge per Licence)	Per Licence	675.00	720.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1990: Special Treatment Premises- New applications: Category 3 - Massage, Acupressure, Shiatsu, Facial Treatments, Chiropody, Electrolysis, Flotation, Reflexology, Aromatherapy, Sauna, Sunbeds. Application fee - Part A (charge per application/premises)	Per Licence	141.00	150.00	6.4%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises- Renewal Applications: Category 3 - Massage, Acupressure, Shiatsu, Facial Treatments, Chiropody, Electrolysis, Flotation, Reflexology, Aromatherapy, Sauna, Sunbeds. Application fee - Part A (charge per application/premises)	Per Application/Premises	77.00	82.00	6.5%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises- New applications: Category 3 - Massage, Acupressure, Shiatsu, Facial Treatments, Chiropody, Electrolysis, Flotation, Reflexology, Aromatherapy, Sauna, Sunbeds. Licence Fee - Part B (charge per Licence)	Per Licence	374.00	399.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises- New applications: Category 4 - manicure, pedicure, ear and nose piercing Application Fee - Part A (charge per application/premises)	Per Application/Premises	141.00	150.00	6.4%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises- Renewal Applications: Category 4 - manicure, pedicure, ear and nose piercing. Application Fee - Part A (charge per application/premises)	Per Application/Premises	77.00	82.00	6.5%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises- New applications: Category 4 - manicure, pedicure, ear and nose piercing - Licence Fee - Part B (charge per Licence)	Per Application/Premises	215.00	229.00	6.5%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises- New applications: Practitioners (this is a charge to be levied at each additional or new practitioners). Application Fee - Part A (charge per application/premises)	Per Application/Premises	57.00	61.00	7.0%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises - costs for replacement copy of licence and change of details of a therapist and or licence. Application Fee - Part A (charge per application/premises)	Per Application/Premises	34.00	36.00	5.9%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1991: Special Treatment Premises - cost for a new /replacement ID card - Now to cover a 3 year period from April 2019. (charge per application/premises)	Per Application/Premises	33.00	35.00	6.1%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1990: Permanent Traders Annual Licence -New application. Application Fee - Part A (per application)	Per Application	125.46	134.00	6.8%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1990: Permanent Traders Annual Licence - Licence Fee - Licence Fee Part B. Cost per Square metre or part there of. (per Licence)	Per Licence	134.64	144.00	7.0%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1990: Casual (Temporary) Stalls Annual Licence - Application Fee Part A (per application)	Per Application	125.46	134.00	6.8%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1990: Casual (Temporary) Stalls Annual Licence - Licence Fee Part B. Cost per Square metre or part there of. (per Licence)	Per Licence	67.32	72.00	7.0%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1990: Temporary Street Trading Licence for Pavement Cafes, shop Front Displays and 'A' boards. Application Fee - Part A (per application)	Per Application	125.46	134.00	6.8%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1990: Temporary Street Trading Licence for Pavement Cafes, shop Front Displays and 'A' boards. Licence Fee - Part B. Cost per Square metre or part there of. (per Licence)	Per Licence	55.08	59.00	7.1%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1990: Daily Licence application fee, Monday to Friday - Application Fee Part A (per application)	Per Application	125.46	134.00	6.8%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1990: Daily Fees Monday to Friday Flat Rate Licence Fee - Part B (per Licence)	Per Licence	10.81	12.00	11.0%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1990: Daily Licence application fee, Saturday and Sunday - Application Fee Part A (per application)	Per Application	125.46	134.00	6.8%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1990: Daily Fees Saturday and Sunday Flat Rate Licence Fee - Part B (per Licence)	Per Licence	13.52	14.00	3.6%	Full-cost
Licensing	Enforcement and Regulatory	London Local Authorities Act 1990: Street Trading - cost for a new /replacement ID card (per application)	Per Application	40.80	44.00	7.8%	Full-cost
Licensing	Enforcement and Regulatory	Special Treatment Premises Renewals (if submitted on time otherwise treated as a new application): Category 1 - laser and IPL. Licence Fee - Part B (per licence)	Per Licence	720.00	768.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Special Treatment Premises Renewals (if submitted on time otherwise treated as a new application): Category 2 - Acupuncture, Body piercing, Tattooing & Semi-permanent Make-Up. Licence Fee - Part B (per licence)	Per Licence	590.00	630.00	6.8%	Full-cost
Licensing	Enforcement and Regulatory	Special Treatment Premises Renewals (if submitted on time otherwise treated as a new application): Category 3 - Massage, Acupressure, Shiatsu, Facial Treatments, Chiropody, Electrolysis, Flotation, Reflexology, Aromatherapy, Sauna, Sunbeds. Licence Fee - Part B (per licence)	Per Licence	310.00	331.00	6.8%	Full-cost
Licensing	Enforcement and Regulatory	Special Treatment Premises Renewals (if submitted on time otherwise treated as a new application): Category 4 - Manicure, pedicure, ear and nose piercing. Licence Fee - Part B (per licence)	Per Licence	150.00	160.00	6.7%	Full-cost
Licensing	Enforcement and Regulatory	Special Treatment Premises Renewals (if submitted on time otherwise treated as a new application): Licence Variation - Any application for renewal in respect of a treatment in a higher category or change to the existing licence will incur a variation fee of £90 plus the difference in cost between the category licensed and the category applied for (per licence).	Per Licence	102.00	109.00	6.9%	Full-cost
Licensing	Enforcement and Regulatory	Lotteries & Amusement Act 1976: Grant of Lotteries licence (per licence)	Per Licence	40.00	40.00	0.0%	Statutory
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, low emission - 1st vehicle	Per Permit	0.00	0.00	-	Discretionary

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, low emission - 2nd	Per Permit	0.00	0.00	-	Discretionary
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, low emission - 3rd - 5th	Per Permit	0.00	0.00	-	Discretionary
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, low emission - 1st vehicle Diesel fuel	Per Permit	62.50	67.50	8.0%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, low emission - 2nd vehicle Diesel fuel	Per Permit	62.50	67.50	8.0%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, low emission - 3rd - 5th Diesel fuel	Per Permit	62.50	67.50	8.0%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, 1st Vehicle	Per Permit	84.00	90.25	7.4%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, 1st Vehicle Diesel fuel	Per Permit	146.50	157.75	7.7%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, 2nd Vehicle	Per Permit	168.00	180.50	7.4%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, 2nd Vehicle Diesel fuel	Per Permit	230.50	248.00	7.6%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, 3rd Vehicle	Per Permit	252.00	271.00	7.5%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, 3rd Vehicle Diesel fuel	Per Permit	314.50	338.50	7.6%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, 4th Vehicle	Per Permit	336.00	361.25	7.5%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, 4th Vehicle Diesel fuel	Per Permit	398.50	428.75	7.6%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, 5th Vehicle	Per Permit	420.00	451.50	7.5%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, 5th Vehicle Diesel fuel	Per Permit	482.50	519.00	7.6%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Residents Parking Permit-12 Month Permit, Admin charge for replacement of lost /damaged permit or change of vehicle	Per Permit	21.00	23.00	9.5%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Temporary Resident Permit (Valid for 1 month only)	Per Permit	38.39	41.25	7.4%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Visitors Permits – short term	Per Permit	23.63	25.50	7.9%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Carer permits – CPZ (single zone) specific - annual	Per Permit	70.88	76.25	7.6%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Operational permits All Zones - annual	Per Permit	152.25	163.75	7.6%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Operational permit - External - annual	Per Permit	288.75	310.50	7.5%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Doctor permits - annual	Per Permit	354.38	381.00	7.5%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Car Club permits on-street - annual	Per Permit	120.00	130.00	8.3%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Parking Services and Contract	PARKING ON - STREET	Commercial use of Car Park - per bay per day	Per bay	20.00	22.00	10.0%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Suspensions of parking bays - per bay per day	Per bay	20.00	22.00	10.0%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Waivers and dispensations - per vehicle per day	Per Vehicle	20.00	22.00	10.0%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Admin Charge for Commercial use of Car Park, Suspensions and Waivers & Dispensations. Charge applicable to first day of activity.	Per unit	32.00	35.20	10.0%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Casual On Street Parking : All Stop & Shop locations: First 30 Minutes Note - after initial 30 mins Casual On Street Parking Charges apply	Per 30 mins	0.00	0.00	-	Discretionary
Parking Services and Contract	PARKING ON - STREET	Casual On Street Parking Charges: Per Half Hour up to a maximum stay of 5 Hours Cashless & Pay and Display Machine	Per half hour	1.60	1.70	6.2%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Casual On Street Parking Charges: Per Half Hour up to a maximum stay of 5 Hours - Zero Emission Vehicles	Per half hour	0.80	0.80	0.0%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Casual On Street Parking Charges: Per Half Hour up to a maximum stay of 5 Hours - Low Emission 50 Co2 and under	Per half hour	1.20	1.20	0.0%	Full-cost
Parking Services and Contract	PARKING ON - STREET	On-street Contract Parking (a.k.a Season tickets) Mon - Sat - annual charge	Per Ticket	1,455.30	1,564.50	7.5%	Full-cost
Parking Services and Contract	PARKING ON - STREET	On-street Contract Parking (a.k.a Season tickets) Mon - Sat - 6 month charge	Per Ticket	738.15	793.50	7.5%	Full-cost
Parking Services and Contract	PARKING ON - STREET	On-street Contract Parking (a.k.a Season tickets) Mon - Sat - quarterly charge	Per Ticket	373.80	402.00	7.5%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Single Zone Business Permit (annual) Private vehicles - annual (Low Emission 50 Co2 and under) Business & Shared Use Bays	Per Permit	600.00	645.00	7.5%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Single Zone Business Permit (annual) Private vehicles - annual Business & Shared Use Bays	Per Permit	900.00	967.50	7.5%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Single Zone Business Permit (annual) Commercial Vehicles - (Low Emission 100 Co2 and under) Business & Shared Use Bays	Per Permit	350.00	376.25	7.5%	Full-cost
Parking Services and Contract	PARKING ON - STREET	Single Zone Business Permit (annual) Commercial Vehicles Business & Shared Use Bays	Per Permit	650.00	698.75	7.5%	Full-cost
Parking Services and Contract	Parking charge notices	Band A, Higher - Discount	Per PCN	65.00	65.00	0.0%	Statutory
Parking Services and Contract	Parking charge notices	Band A, Lower - Discount	Per PCN	40.00	40.00	0.0%	Statutory
Parking Services and Contract	Parking charge notices	CCTV & Bus Lane & Moving Traffic, Bus Lane - Discount	Per PCN	65.00	65.00	0.0%	Statutory
Parking Services and Contract	Parking charge notices	CCTV & Bus Lane & Moving Traffic, Moving Traffic - Discount	Per PCN	65.00	65.00	0.0%	Statutory
Parking Services and Contract	Parking charge notices	Removal Charges	Per PCN	200.00	200.00	0.0%	Statutory
Parking Services and Contract	Parking charge notices	Band A, Higher - Full Charge	Per PCN	130.00	130.00	0.0%	Statutory
Parking Services and Contract	Parking charge notices	Band A, Lower - Full Charge	Per PCN	80.00	80.00	0.0%	Statutory
Parking Services and Contract	Parking charge notices	CCTV & Bus Lane & Moving Traffic, Bus Lane - Full Charge	Per PCN	130.00	130.00	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Parking Services and Contract	**Parking charge notices**	CCTV & Bus Lane & Moving Traffic, Moving Traffic - Full Charge	Per PCN	130.00	130.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	Removal Charges, A & B - Storage	Per PCN	40.00	40.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	Band A, Higher - Charge Certificate	Per PCN	195.00	195.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	Band A, Lower - Charge Certificate	Per PCN	120.00	120.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	CCTV & Bus Lane & Moving Traffic, Bus Lane - Charge Certificate	Per PCN	195.00	195.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	CCTV & Bus Lane & Moving Traffic, Moving Traffic - Charge Certificate	Per PCN	195.00	195.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	Band A, Higher - Court Fees	Per PCN	9.00	9.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	Band A, Lower - Court Fees	Per PCN	9.00	9.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	CCTV & Bus Lane & Moving Traffic, Bus Lane - Court Fees	Per PCN	9.00	9.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	CCTV & Bus Lane & Moving Traffic, Moving Traffic - Court Fees	Per PCN	9.00	9.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	Band A, Higher - Debt Registration	Per PCN	204.00	204.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	Band A, Lower - Debt Registration	Per PCN	129.00	129.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	CCTV & Bus Lane & Moving Traffic, Bus Lane - Debt Registration	Per PCN	204.00	204.00	0.0%	Statutory
Parking Services and Contract	**Parking charge notices**	CCTV & Bus Lane & Moving Traffic, Moving Traffic - Debt Registration	Per PCN	204.00	204.00	0.0%	Statutory
Parking Services and Contract	**PARKING OFF-STREET**	Contract Parking at all car park (aka Season Tickets) at all Car Parks, Mon-Sun Annual Non Refundable Saver Season Ticket	Per Ticket	1,386.00	1,490.00	7.5%	Discretionary
Parking Services and Contract	**PARKING OFF-STREET**	Contract Parking at all car park (aka Season Tickets) at all Car Parks, Mon-Sun. Quarterly Non Refundable Saver Season Ticket	Per Ticket	357.00	384.00	7.6%	Discretionary
Parking Services and Contract	**PARKING OFF-STREET**	Contract Parking at all car park (aka Season Tickets) at all Car Parks, Mon-Sun. 6 months Non Refundable Saver Season Ticket	Per Ticket	703.50	756.50	7.5%	Discretionary
Parking Services and Contract	**PARKING OFF-STREET**	Bulk Purchase of between six and ten contract parking at all car park (aka Season Ticket) Mon-Sun. Annual Non refundable Saver Season tickets only	Per Ticket	1,354.50	1,456.00	7.5%	Discretionary
Parking Services and Contract	**PARKING OFF-STREET**	Bulk Purchase of between eleven and twenty contract parking at all car park (aka Season Ticket) Mon-Sun. Annual Non refundable Saver Season tickets only	Per Ticket	1,323.00	1,422.50	7.5%	Discretionary
Parking Services and Contract	**PARKING OFF-STREET**	Bulk Purchase of twenty one or more contract parking at all car park (aka Season Ticket) Mon-Sun. Annual Non refundable Saver Season tickets only	Per Ticket	1,249.50	1,343.50	7.5%	Discretionary
Parking Services and Contract	**PARKING OFF-STREET**	Contract Parking at all car park (aka Season Tickets) at all Car Parks, Replacement Permit	Per Ticket	21.00	22.50	7.1%	Full-cost
Parking Services and Contract	**PARKING OFF-STREET**	Car Club permit off-street - annual	Per Permit	120.00	130.00	8.3%	Full-cost
Parking Services and Contract	**PARKING OFF-STREET**	Admin Charge for Commercial use of Car Park, Suspensions and Waivers & Dispensations. Charge applicable to first day of activity.	per unit	38.40	42.25	10.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : Half Hour	Per half hour	1.20	1.30	8.3%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick), : 1 Hour	Per 1 hour	2.20	2.40	9.1%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : 2 Hour	Per 2 hour	4.50	4.90	8.9%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick), : 3 Hour	Per 3 hours	7.20	7.80	8.3%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick+E94) : 4 Hour	Per 4 hours	10.00	10.80	8.0%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : 5 Hour	Per 5 hours	13.70	14.80	8.0%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick), : Over 5 Hours	Per hour over 5 hours	17.20	18.60	8.1%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- (Applies to Albany Parade, Brentford; Bethany Waye, Feltham; Wisdom Court, South Street Isleworth, Chiswick Town Hall): Up to 30 minutes	Per up to 30mins	0.00	0.00	-	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- (Applies to Albany Parade, Brentford; Bethany Waye, Feltham; Wisdom Court, South Street Isleworth; Chiswick Town Hall): 1 Hour	Per 1 hour	2.20	2.40	9.1%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- (Applies to Albany Parade, Brentford; Bethany Waye, Feltham; Wisdom Court, South Street Isleworth; Chiswick Town Hall): 2 Hour	Per 2 hour	4.50	4.90	8.9%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- (Applies to Albany Parade, Brentford; Bethany Waye, Feltham; High St., Brentford): 3 Hour	Per 3 hours	7.20	7.80	8.3%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Brentford Fountain Leisure Centre car park: 1 Hour	Per 1 hour	0.50	0.50	0.0%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Brentford Fountain Leisure Centre car park: 2 Hours	Per 2 hour	1.00	1.00	0.0%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP 1 Hour	Per 1 hour	1.10	1.10	0.0%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP 2 Hours	Per 2 hour	2.20	2.20	0.0%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP 4 Hours	Per 4 hours	4.40	4.40	0.0%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP All Day weekend only	Per day	27.50	27.50	0.0%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP All Day weekday only	Per day	16.50	16.50	0.0%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Pay and Display applies to Chiswick House & Gardens CP 1 Hour - Low Emission vehicles 50g Co2 and under	Per hour	1.00	1.00	0.0%	Discretionary Cashless Only

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP 2 Hour - Low Emission vehicles 50g Co2 and under	Per 2 hour	2.00	2.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP 4 Hour - Low Emission vehicles 50g Co2 and under	Per 4 hours	4.00	4.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP All Day weekend - Low Emission vehicles 50g Co2 and under	All day	25.00	25.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP All Day weekday - Low Emission vehicles 50g Co2 and under	All day	15.00	15.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP 1 Hour - zero emission vehicles	Per hour	0.80	0.80	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP 2 Hour - zero emission vehicles	Per 2 hour	1.60	1.60	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP 4 Hour - zero emission vehicles	Per 4 hours	3.20	3.20	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP All Day weekend - zero emission vehicles	All day	20.00	20.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Chiswick House & Gardens CP All Day weekday - zero emission vehicles	All day	12.00	12.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges-Low Emission vehicles 50g Co2 and under (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : Half Hour	Per half hour	1.00	1.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- Low Emission vehicles 50g Co2 and under (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick), : 1 Hour	Per hour	1.80	1.80	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- Low Emission vehicles 50g Co2 and under (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : 2 Hours	Per 2 hours	3.80	3.80	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- Low Emission vehicles 50g Co2 and under (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : 3 Hours	Per 3 hours	6.00	6.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- Low Emission vehicles 50g Co2 and under (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : 4 Hours	Per 4 hours	8.40	8.40	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- Low Emission vehicles 50g Co2 and under (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : 5 Hours	Per 5 hours	11.40	11.40	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- Low Emission vehicles 50g Co2 and under (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : Over 5 Hours	Over 5 hours	14.40	14.40	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges-Zero Emission vehicles (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : Half Hour	Per half hour	0.60	0.60	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges-Zero Emission vehicles (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : 1 Hour	Per hour	1.10	1.10	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges-Zero Emission vehicles (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : 2 Hours	Per 2 hours	2.25	2.25	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges-Zero Emission vehicles (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : 3 Hours	Per 3 hours	3.60	3.60	0.0%	Discretionary Cashless Only

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges-Zero Emission vehicles (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : 4 Hours	Per 4 hours	5.00	5.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges-Zero Emission vehicles (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : 5 Hours	Per 5 hours	6.85	6.85	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges-Zero Emission vehicles (Applies to Bell Rd, Hounslow; Kingsley Rd, Hounslow; Montague Rd East & West car parks, Hounslow; Prince Regent Rd, Hounslow; Chiswick Common Rd, Chiswick; Welstead Way/ Bath Rd, Chiswick) : Over 5 Hours	Over 5 hours	8.60	8.60	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- Low Emission vehicles 50g Co2 and under (Applies to Albany Parade, Brentford; Bethany Waye, Feltham, Wisdom Court, South Street Isleworth, Chiswick Town Hall): 1 Hour	Per hour	1.80	1.80	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- Low Emission vehicles 50g Co2 and under (Applies to Albany Parade, Brentford; Bethany Waye, Feltham, Wisdom Court, South Street Isleworth, Chiswick Town Hall): 2 Hours	Per 2 hours	3.80	3.80	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges- Low Emission vehicles 50g Co2 and under (Applies to Albany Parade, Brentford; Bethany Waye, Feltham, Wisdom Court, South Street Isleworth, Chiswick Town Hall): 3 Hours	Per 3 hours	6.00	6.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges-Zero Emission vehicles (Applies to Albany Parade, Brentford; Bethany Waye, Feltham; Wisdom Court, South Street Isleworth, Chiswick Town Hall): 1 Hour	Per hour	1.40	1.40	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges-Zero Emission vehicles (Applies to Albany Parade, Brentford; Bethany Waye, Feltham; Wisdom Court, South Street Isleworth, Chiswick Town Hall): 2 Hours	Per 2 hours	3.00	3.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges-Zero Emission vehicles (Applies to Albany Parade, Brentford; Bethany Waye, Feltham; Wisdom Court, South Street Isleworth, Chiswick Town Hall): 3 Hours	Per 3 hours	4.80	4.80	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges (Applies to Hanworth Airparks Leisure Centre, Heston Park Leisure Centre, Isleworth Leisure Centre and Library) up to 3hrs	Per 3 hours	0.00	0.00	-	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges (Applies to Hanworth Airparks Leisure Centre, Heston Park Leisure Centre, Isleworth Leisure Centre and Library) 4 hours	Per 4 hours	3.00	3.00	0.0%	Discretionary
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Dukes Meadows: 1 Hour	Per hour	0.50	0.50	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Dukes Meadows: 2 Hours	Per 2 hours	1.00	1.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Dukes Meadows: 3 Hours	Per 3 hours	2.00	2.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Dukes Meadows: 4 Hours	Per 4 hours	4.00	4.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Dukes Meadows: 5 Hours	Per 5 hours	6.00	6.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Dukes Meadows: Over 5 Hour	Over 5 hours	8.00	8.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Pay and Display applies to Osterley Sports and Athletics Centre CP Up to 3 hours Free and Up to 4 hours £3.00 - Low Emission vehicles 50g Co2 and under	Over 3 hours	3.00	3.00	0.0%	Discretionary Cashless Only

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Pay and Display applies to Osterley Sports and Athletics Centre CP Up to 3 hours Free and Up to 4 hours £3.00 - zero emission vehicles	Over 3 hours	3.00	3.00	0.0%	Discretionary Cashless Only
Parking Services and Contract	PARKING OFF-STREET	Off Street Parking Charges - Pay and Display applies to Osterley Sports and Athletics Centre CP Up to 3 hours Free and Up to 4 hours £3.00 - all other vehicles	Over 3 hours	3.00	3.00	0.0%	Discretionary Cashless Only
Pest Control	Enforcement and Regulatory	Rat Gardens- commercial rate. (Charges excludes materials costs)	Per hour	100.44	105.00	4.5%	Full-cost
Pest Control	Enforcement and Regulatory	Rat Gardens- Domestic charge applies for up to 3 visits to the property and applies to single, occupied premises not in multiple occupation. Communal gardens are charged at the commercial rate.- Additional visits at £35 each	Per application	129.60	138.00	6.5%	Full-cost
Pest Control	Enforcement and Regulatory	Rat Indoor- commercial rate. (Charges excludes materials costs)	Per hour	100.44	105.00	4.5%	Full-cost
Pest Control	Enforcement and Regulatory	Rats indoors - Domestic charge applies for up to 3 visits to the property and applies to single, occupied premises not in multiple occupation. Includes external treatment where necessary. Additional visits at £44 each.	Per application	150.00	160.00	6.7%	Full-cost
Pest Control	Enforcement and Regulatory	Mice- commercial rate. (Charges excludes materials costs)	Per hour	100.44	105.00	4.5%	Full-cost
Pest Control	Enforcement and Regulatory	Mice indoors - Domestic charge applies for up to 3 visits to the property and applies to single, occupied premises not in multiple occupation. Excludes external treatment. Additional visits at £44 each.	Per application	151.20	160.00	5.8%	Full-cost
Pest Control	Enforcement and Regulatory	Squirrels- commercial rate. (Charges excludes materials costs)	Per hour	100.44	105.00	4.5%	Full-cost
Pest Control	Enforcement and Regulatory	Squirrels - Domestic charge applies for up to 4 visits to the property. Any additional visits required will be charged at £44 each.	Per application	194.40	207.00	6.5%	Full-cost
Pest Control	Enforcement and Regulatory	Fleas- Commercial charge (Charges excludes materials costs)	Per hour	100.44	105.00	4.5%	Full-cost
Pest Control	Enforcement and Regulatory	Fleas - Domestic charge covers 1 visit to the property to treat a 2 bedroom property. For larger properties add £30 per bedroom.	Per application	124.20	139.00	11.9%	Full-cost
Pest Control	Enforcement and Regulatory	Cockroaches- Commercial charge (Charges excludes materials costs)	Per hour	100.44	105.00	4.5%	Full-cost
Pest Control	Enforcement and Regulatory	Cockroaches - Domestic charge covers 2 visits to the property. Any additional visits required will be charged at £90 each.	Per application	194.40	207.00	6.5%	Full-cost
Pest Control	Enforcement and Regulatory	Bedbugs- Commercial charge (Charges excludes materials costs)	Per hour	100.44	105.00	4.5%	Full-cost
Pest Control	Enforcement and Regulatory	Bedbugs - Domestic charge covers 2 visits to the property for up to two room treated.	Per application	240.00	269.00	12.1%	Full-cost
Pest Control	Enforcement and Regulatory	Bedbugs - Domestic charge. Each additional rooms at the same visit.	Per application	60.00	65.00	8.3%	Full-cost
Pest Control	Enforcement and Regulatory	Bedbugs - Domestic charge. Any additional visits after the first 2 for up to two rooms.	Per application	120.00	135.00	12.5%	Full-cost
Pest Control	Enforcement and Regulatory	Bedbugs - Domestic charge Additional visit for each additional room.	Per application	30.00	33.00	10.0%	Full-cost
Pest Control	Enforcement and Regulatory	Pharaoh Ants- Commercial charge (Charges excludes materials costs)	Per hour	100.44	105.00	4.5%	Full-cost
Pest Control	Enforcement and Regulatory	Pharaoh Ants- Domestic charge covers 2 visits to the property. Any additional visits required will be charged at the commercial rate	Per application	180.00	192.00	6.7%	Full-cost
Pest Control	Enforcement and Regulatory	Wasps - Commercial charge (Charges excludes materials costs)	Per application	75.00	80.00	6.7%	Full-cost
Pest Control	Enforcement and Regulatory	Charges are for the treatment of a single wasp nest and do not cover removal. Additional nests on the same site are charged at £30 each. Removal of nests, where necessary and accessible, will be charged at the commercial rate.	Per application	75.00	80.00	6.7%	Full-cost
Pest Control	Enforcement and Regulatory	To attend a booking where no work is carried out. Please note that residents cannot book a visit of this category – this category is to cover some of the costs involved in an aborted visit. E.g. where an officer visits to find no pest activity or where client has made alternative arrangements, or failed to prepare properly for other pest control work such as fleas or bedbugs.	Per application	32.40	35.00	8.0%	Full-cost
Pest Control	Enforcement and Regulatory	Aborted visit: Where an officer visits to find no pest activity or where client has made alternative arrangements, or failed to prepare properly for other pest control work such as fleas or bedbugs.	Per Aborted Visit	36.61	39.00	6.5%	Full-cost
Pest Control	Enforcement and Regulatory	Site Visit - Survey/Treatment - Half day	Per Visit	270.00	288.00	6.7%	Full-cost
Pest Control	Enforcement and Regulatory	Site Visit - Survey/Treatment - Full day	Per Visit	540.00	576.00	6.7%	Full-cost
Pest Control	Enforcement and Regulatory	Garden Ants- Commercial charge (Charges excludes materials costs)	Per visit	100.44	105.00	4.5%	Full-cost
Pest Control	Enforcement and Regulatory	Garden Ants- Per treatment. Please note that we do not operate services to control ants in garden or open areas but will treat premises where ants are entering them.	Per visit	125.00	140.00	12.0%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Domestic footway vehicle crossovers - Application fee – non refundable	Per application	109.60	118.58	8.2%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
PFI Services and Highways PFI Contract	Hounslow Highways	Domestic footway vehicle crossovers - On approval - Supervision & administration fee per application (plus actual costs of work)	Per application	398.15	430.77	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Abandoned Vehicles Removal of vehicle from public highway or public off-street car park (where owner can be traced)	Per vehicle	482.76	522.36	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Sponsorship of new street trees on the Public Highway: Supply & plant new tree - per tree including supervision & administration (each including maintenance for 3 years)	Per tree	1,328.52	1,437.38	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Maintenance of new tree on the public highway (per annum until 2037)	per tree	58.80	63.58	8.1%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 1, Painting or otherwise inscribing or affixing picture etc. upon the surface of a highway or upon a tree, structure or works on or in a highway, offence under Section 132(1) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 2, Wilful obstruction of highway, offence under Section 137(1) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 3, Erecting a building, fence or hedge on highway, offence under Section 138 of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 4, Depositing builder's skip on highway without permission, offence under Section 139(3) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	200.00	200.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 5, Failure to secure lighting or other marking of builder's skip, offence under Section 139(4) (a) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 6, Failure to secure marking of builder's skip with name and address, offence under Section 139 (4)(b) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 7, Failure to secure removal of builder's skip, offence under Section 139(4)(c) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 8, Failure to comply with conditions of permission, offence under Section 139(4)(d) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 9, Failure to remove or reposition builder's skip, offence under Section 140(3) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 10, Failure to comply with notice requiring removal of tree or shrub, offence under Section 141(3) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 11, Using of stall etc. for road side sales in certain circumstances, offence under Section 147A(2) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 12, Depositing material etc. on a made-up carriageway, offence under Section 148 (a) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 13, Depositing material etc. within 15 feet from centre of made-up carriageway, offence under Section 148 (b) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 14, Depositing anything on highway to the interruption of user, offence under Section 148 (c) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 15, Pitching of booths, stalls or stands or emcamping on highway, offence under Section 148 (d) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 16, Failure to comply with notice requiring works to prevent soil or refuse escaping onto street or into sewer., offence under Section 151 (3) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 17, Failure to comply with notice requiring removal of projections from buildings, offence under Section 152 (4) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 18, Failure to comply with notice requiring alteration of door, gate or bar opening outwards onto street., offence under Section 153 (5) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 19, Keeping of animals straying or lying on side of highway, offence under Section 155 (2) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 20, Depositing things on highway which cause injury or danger, offence under Section 161 (1) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 21, Erecting scaffolding or other structure without licence or failing to comply with terms of licence or perform duty under subsection (4), offence under Section 169 (5) of the Highways Act 1980 (c.66) fixed penalty payable within 14 days	Per penalty	100.00	100.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 1, Painting or otherwise inscribing or affixing picture etc. upon the surface of a highway or upon a tree, structure or works on or in a highway, offence under Section 132(1) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	2,500.00	2,500.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 2, Wilful obstruction of highway, offence under Section 137(1) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 3, Erecting a building, fence or hedge on highway, offence under Section 138 of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 4, Depositing builder's skip on highway without permission, offence under Section 139(3) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 5, Failure to secure lighting or other marking of builder's skip, offence under Section 139(4) (a) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 6, Failure to secure marking of builder's skip with name and address, offence under Section 139 (4)(b) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 7, Failure to secure removal of builder's skip, offence under Section 139(4)(c) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 8, Failure to comply with conditions of permission, offence under Section 139(4)(d) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 9, Failure to remove or reposition builder's skip, offence under Section 140(3) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 10, Failure to comply with notice requiring removal of tree or shrub, offence under Section 141(3) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	200.00	200.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 11, Using of stall etc. for road side sales in certain circumstances, offence under Section 147A(2) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 12, Depositing material etc. on a made-up carriageway, offence under Section 148 (a) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 13, Depositing material etc. within 15 feet from centre of made-up carriageway, offence under Section 148 (b) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 14, Depositing anything on highway to the interruption of user, offence under Section 148 (c) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 15, Pitching of booths, stalls or stands or emcamping on highway, offence under Section 148 (d) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 16, Failure to comply with notice requiring works to prevent soil or refuse escaping onto street or into sewer., offence under Section 151 (3) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 17, Failure to comply with notice requiring removal of projections from buildings, offence under Section 152 (4) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	200.00	200.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 18, Failure to comply with notice requiring alteration of door, gate or bar opening outwards onto street., offence under Section 153 (5) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	200.00	200.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 19, Keeping of animals straying or lying on side of highway, offence under Section 155 (2) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 20, Depositing things on highway which cause injury or danger, offence under Section 161 (1) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	1,000.00	1,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Offence 21, Erecting scaffolding or other structure without licence or failing to comply with terms of licence or perform duty under subsection (4), offence under Section 169 (5) of the Highways Act 1980 (c.66) maximum penalty on conviction	Per penalty	5,000.00	5,000.00	0.0%	Statutory
PFI Services and Highways PFI Contract	Hounslow Highways	Commercial footway vehicle crossovers - Application fee – non refundable	Per application	679.20	734.89	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Commercial footway vehicle crossovers - On approval - Supervision & administration fee per application (plus actual costs of work)	Per application	567.72	614.20	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Rechargeable Works - Supervision & administration fee per application (plus actual costs of work)	Per application	473.10	511.83	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Replacement of damaged pedestrian guard rails or non-illuminated signs or street furniture due to Road Traffic Accident (RTA) - supervision & administration charge plus Actual costs	per incident	265.00	286.69	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Skips, scaffolding, hoardings, cranes, mechanical plant and materials that are placed on the public highway: Licence Administration	per license	109.60	118.58	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Deposit - to be charged for actual area of activity - Per sq/m	per sq/m	130.40	141.11	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Skips, scaffolding, hoardings, cranes, mechanical plant and materials that are placed on the public highway: Site Inspection - Per inspection: 1. Prior to commencement.	per inspection	88.80	96.05	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Skips, scaffolding, hoardings, cranes, mechanical plant and materials that are placed on the public highway: Site Inspection - Per inspection: 2. Once a week whilst activity is in place.	per inspection	88.80	96.05	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Skips, scaffolding, hoardings, cranes, mechanical plant and materials that are placed on the public highway: Site Inspection - Per inspection: 3. On Completion	per inspection	88.80	96.05	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Skips, scaffolding, hoardings, cranes, mechanical plant and materials that are placed on the public highway: Call out / Lamping - Per occasion	per Occasion	266.35	288.20	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Removal of unlicensed activity and storage costs: Cost of removal and storage	Per Activity	At cost	At cost	-	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Removal of unlicensed activity and storage costs: Licence Fee Administration	per license	109.60	118.58	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Removal of unlicensed activity and storage costs: Supervision & Administration	Per Activity	398.15	430.77	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	NRASWA - section 50, Private works on the public highway: Application Fee	Per application	1,066.85	1,154.32	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	NRASWA - section 50, Private works on the public highway: Deposit per m2 of highway possession	Per m2	61.30	66.35	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Removal and replacement of illuminated street furniture, including caused by RTAs: Illuminated Bollard: - True Signs / Signature - Each	each	1,535.75	1,661.63	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Removal and replacement of illuminated street furniture, including caused by RTAs: Illuminated Bollard: Simmons Signs / Cavex - Each	each	1,738.30	1,880.79	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Removal and replacement of illuminated street furniture, including caused by RTAs: Lamp Columns – Street Lighting Column - up to 5 metres - Each	each	2,760.75	2,987.03	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Removal and replacement of illuminated street furniture, including caused by RTAs: Lamp Columns – Street Lighting Column - 6 metre - Each	each	2,802.35	3,032.09	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Removal and replacement of illuminated street furniture, including caused by RTAs: Lamp Columns – Street Lighting Column - 8 metre - Each	each	3,131.15	3,387.83	8.2%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
PFI Services and Highways PFI Contract	Hounslow Highways	Removal and replacement of illuminated street furniture, including caused by RTAs: Lamp Columns – Street Lighting Column - 10 metre - Each	each	3,324.00	3,596.48	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Removal and replacement of illuminated street furniture, including caused by RTAs: Illuminated Large Base sign post / Directional sign: Double Bracket/Post - Each	each	2,096.20	2,273.45	8.5%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Removal and replacement of illuminated street furniture, including caused by RTAs: Illuminated Large Base sign post / Directional sign: Single Bracket/Post - Each	each	1,616.20	1,748.68	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Removal and replacement of illuminated street furniture, including caused by RTAs: Repair of Defective Lighting Column: Initial inspection and repair of component part replacement lamp per cell bowl etc - Each	each	410.65	444.30	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Ad Hoc clearance of drain by drain van (price per blockage): During normal hours - weekday - per hour (min one hour)	per hour	356.28	385.49	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Ad Hoc clearance of drain by drain van (price per blockage): Outside normal working hours and weekends - per hour (min one hour)	per hour	449.52	486.33	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Ad Hoc clearance of drain or sewer by jetting machine (Price per visit): During normal working hours - weekday - per hour (min one hour)	per hour	356.28	385.49	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Ad Hoc clearance of drain or sewer by jetting machine (Price per visit): Outside normal working hours and weekends - per hour (min one hour)	per hour	449.52	486.33	8.2%	Full-cost
PFI Services and Highways PFI Contract	Hounslow Highways	Ad Hoc clearance of drain or sewer by jetting machine (Price per visit): Retrieval of keys from Road Gully - per occasion	per Occasion	268.02	290.03	8.2%	Full-cost
Preventative Services	CCTV	Provision of CCTV data on CD: Actual costs for the provision of pixelated images on CD plus administration & supervision charge	Per CD	Full cost + £95 admin cost	Full cost + £95 admin cost	-	Full-cost
Preventative Services	CCTV	Request for personal CCTV footage (Subject access requests)	Per footage	Free of charge	Free of charge	-	Statutory
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Main Pitch Standard Hire	120mins	315.00	335.00	6.3%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Main Pitch County FA Hire	120mins	260.00	275.00	5.8%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Main Pitch Partner Club/Junior/Adult Hire	120mins	210.00	225.00	7.1%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Practice Pitch Standard Hire	120mins	84.00	90.00	7.1%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Practice Pitch County League/FA Hire	120mins	74.00	79.00	6.8%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Practice Pitch Partner Club/Junior/Adult Hire	120 mins	63.00	67.00	6.3%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Banqueting Hall Rate	60 mins	52.50	56.00	6.7%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Banqueting Hall Community Rate	60mins	26.00	28.00	7.7%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Ground Floor Hall Standard rate	60mins	47.00	50.00	6.4%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Ground Floor Hall Community rate	60mins	23.50	25.00	6.4%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Boardroom Standard rate	60mins	31.50	34.00	7.9%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Boardroom Community rate	60mins	19.00	20.00	5.3%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Meeting Room Standard rate	60mins	26.00	28.00	7.7%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Meeting Room Community rate	60mins	17.00	18.00	5.9%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Banqueting Hall with staffed bar Standard Rate	60mins	65.00	70.00	7.7%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Ground Floor Hall with staffed bar Standard rate	60mins	60.00	64.00	6.7%	Discretionary

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Banqueting Hall with staffed bar Charity Rate	60mins	45.00	48.00	6.7%	Discretionary
Sports Ground and Leisure Centres	Green Lane Sports Ground	GLSG Ground Floor Hall with staffed bar Charity Rate	60mins	40.00	43.00	7.5%	Discretionary
Sports Ground and Leisure Centres	Leisure centres - swimming	Swimming Instruction (per lesson) One to one tuition 30 mins	30mins	22.31	22.93	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - swimming	Swimming Instruction (per lesson) One to two tuition 30 mins	30mins	37.26	38.30	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - swimming	Swimming Instruction (per lesson) One to one tuition 60 mins	60 mins	37.26	38.30	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - swimming	Swimming Instruction (per lesson) One to two tuition 60 mins	60 mins	55.22	56.77	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Annual Concession Membership	Annual fee	422.24	437.44	3.6%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Annual Concession Joint Membership	Annual fee	760.07	787.43	3.6%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Running Club (Concession)	60 Min	3.46	3.56	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Hire Cricket nets (Concession)	60 mins	16.98	17.46	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Junior Gym 11-15 year olds	per session	4.62	4.75	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Swim (Concession/Junior)	per session	3.57	3.67	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Family Swim extra child	per session	0.82	0.84	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Gym (Concession)	per session	5.50	5.65	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Fitness Class 30 min (Concession)	30 mins	3.19	3.28	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Fitness Class 45 min (Concession)	45 mins	4.78	4.91	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Fitness Class 60 min (Concession)	60 mins	6.70	6.89	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Pilates 90 mins - Holistic classes (Concession)	90 mins	7.86	8.08	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Yoga 90 mins - Holistic classes (Concession)	90 mins	8.35	8.58	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Health Suite (Concession)	60 mins	3.57	3.67	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Squash/Racquetball 40 mins (Concession/junior) per court	40 mins	4.45	4.57	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Badminton 60 mins (Concession)	60 mins	3.57	3.67	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Sports Hall - Half (2 courts) (Concession/ Junior)	60 mins	25.50	26.21	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Sports Hall - Single (4 courts) (Concession/ Junior)	60 mins	37.04	38.08	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Sports Hall - Double (8 courts) (Concession/ Junior)	60 mins	67.37	69.26	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Tennis Court 60 min per (Concession)	60 mins	4.45	4.57	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Monthly Family Flex Membership (1 Adult & 3 Children)	60 mins	3.46	3.56	2.8%	Subsidised services - concession rate

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Monthly Concession Membership	monthly fee	42.22	43.74	3.6%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - concession/junior	Monthly Joint Concession Membership	monthly fee	76.05	78.79	3.6%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - full price	Gym Session (Ability To Pay)	per session	3.79	3.90	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Fitness classes - No Show charges	Per no show	8.79	9.04	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Monthly Soft Play Membership	monthly fee	22.53	23.34	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Monthly Corporate Membership (10% discount)	monthly fee	53.21	55.13	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Monthly Soft Play Bolt On Membership	monthly fee	13.63	14.12	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Annual Corporate Membership	Annual fee	532.14	551.30	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Key worker & LBH Membership - Annual	Annual fee	434.11	449.74	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Annual Family Membership (2 adults and 2 Children)	Annual fee	1,426.85	1,478.22	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Annual Family Flex Membership	Annual fee	1,159.45	1,201.19	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Annual Individual Membership - Gold	Annual fee	591.26	612.55	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Annual Joint Membership - Gold	Annual fee	1,064.38	1,102.70	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Zorbing Football 60 Min	60 Min	224.20	230.48	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Badminton booking No Show Charge per court	single fee	10.55	10.85	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	No Strings Badminton - with coach	120 mins	7.47	7.68	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	No Strings Badminton	120 mins	5.88	6.04	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Squash No Show Charge per court	Per no show	12.86	13.22	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Junior Athletics 11-15yrs	60 Min	2.25	2.31	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Running Club	60 Min	5.55	5.71	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Track pass for 12 months	12mths	130.07	133.71	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Track pass for 6 months	6mths	78.03	80.21	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Track pass 12 months (Concession)	12mths	78.03	80.21	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - full price	Track pass 6 months (Concession)	6mths	47.04	48.36	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - full price	Track pass 6 months (Junior)	6mths	47.04	48.36	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - full price	Hounslow Leisure Card	Annual fee	3.30	3.39	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Dry Crash Course (5 sessions) - Adult	Per session	7.47	7.68	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Swimming Crash Course (5 sessions x 30mins)	Per session	7.47	7.68	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Hire Cricket nets	60 mins	22.64	23.27	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Monthly Corporate - Key worker & LBH Membership	monthly fee	43.41	44.97	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Big Day Party Room upgrade charge	60 mins	11.32	11.64	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Junior Activity	60 mins	4.62	4.75	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Football/Volleyball/Basketball 60 mins per court	60 mins Per court	62.64	64.39	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Thai Boxing Course Adult (6 weeks)	per course	67.92	69.82	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Junior Holiday Activity	60 mins	4.62	4.75	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Monthly membership - Bronze	Monthly fee	41.38	42.87	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Annual Membership - Bronze	Annual fee	413.77	428.67	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Annual Joint Membership - Bronze	Annual fee	746.00	772.86	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Monthly membership - Silver	Monthly fee	47.97	49.70	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Annual Membership - Silver	Annual fee	479.71	496.98	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Annual Joint Membership - Silver	Annual fee	863.81	894.91	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Monthly Joint membership - Silver	Monthly fee	86.38	89.49	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Swim school Bolt on	Monthly fee	24.73	25.42	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Exercise on Referral Membership - monthly DD	Monthly fee	27.46	28.45	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Key worker & LBH Membership - Joint	Annual fee	78.14	80.95	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Key worker & LBH Membership - Joint Annual	Annual fee	781.39	809.52	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Exercise on Referral Membership - Annual	Annual fee	273.65	283.50	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Outdoor - ATP - Peak	60mins	49.46	50.84	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Outdoor - ATP - Off Peak	60mins	38.47	39.55	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Tennis Membership (adult)	Annual fee	5.48	5.68	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Tennis Membership (junior)	Annual fee	3.29	3.41	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Tennis Membership (family of 4)	Annual fee	10.98	11.38	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	PT - individual session	per session	31.65	32.54	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	PT - 6 course session	per session	158.25	162.68	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Day pass - inclusive of full use of activities - Gym, Swim, Racket sports, Court bookings, Athletics track, classes)	per session	15.83	16.27	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Birthday Party - Bronze p.p	per person	14.24	14.64	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Birthday Parties - Silver p.p	per person	21.09	21.68	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Birthday Parties - Gold p.p	per person	26.36	27.10	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Osterley Adult Membership- monthly DD	monthly fee	36.93	38.26	3.6%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Sports Ground and Leisure Centres	Leisure centres - full price	Osterley Concession Membership- monthly DD	monthly fee	17.94	18.59	3.6%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - full price	Osterley Child Membership - Monthly DD	monthly fee	17.94	18.59	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Student memberships - pre paid 30 days	per unit	46.35	48.02	3.6%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - full price	Table Tennis 60 mins	per court	7.00	7.20	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Table Tennis 60 mins (Concession)	per court	5.00	5.14	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - full price	Squash court 60 mins	per court	10.00	10.28	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Squash court 60 mins (Concession)	per court	8.00	8.22	2.8%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Leisure centres - full price	Swim	per session	6.04	6.21	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Family Swim (2 adults & 2 Children)	per session	13.30	13.67	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Gym	per session	9.62	9.89	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Gym Induction	60 mins	27.09	27.85	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Fitness Class 30 min	30 mins	5.39	5.54	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Fitness Class 45 min	45 mins	7.14	7.34	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Fitness Class 60 min	60 mins	8.96	9.21	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Pilates Class 90 mins - Holistic	90 mins	9.84	10.12	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Yoga Class 90 mins- Holistic	90 mins	10.66	10.96	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Health Suite	per session	6.04	6.21	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Squash/Racquetball 40 mins per court	60 mins	6.43	6.61	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Badminton court 60mins	60 mins	5.28	5.43	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Sports Hall - Half (2 courts) (Full)	60 mins	42.31	43.49	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Sports Hall - Single (4 courts) (Full)	60 mins	62.64	64.39	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Sports Hall - Double (8 courts) (Full)	60 mins	114.30	117.50	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Soft Play Session	90 mins	3.79	3.90	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Tennis Court 60 min per court	60 mins	6.43	6.61	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Outdoor Court - Adult (Full)	60 mins	39.34	40.44	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Outdoor Court - Junior (Full)	60 mins	23.74	24.40	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Exercise Referral - Exercise session	60 mins	4.01	4.12	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Athletics - Casual Usage	60 mins	5.55	5.71	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Dry course - Junior 45 mins	45 mins	5.22	5.37	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - full price	Dry course - Junior 60 mins	60 mins	7.03	7.23	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Monthly Add Junior Membership	60 mins	165.95	170.60	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Club Hire - Main Pool	60 mins	95.61	98.29	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Club Hire -Teaching Pool	60 mins	59.13	60.79	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Club Hire - Minor Pool Space	60 mins	43.19	44.40	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Club Hire - Lane	60 mins	26.82	27.57	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Studio/Room Hire	60 mins	42.26	43.44	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Hire : Athletics Track - (Mon-Fri) Off peak - per hour	60 mins	63.74	65.52	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Hire : Athletics Track - (Weekends) Peak - per hour	60 mins	81.33	83.61	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Hire : Athletics Track - 4 hrs (Mon-Fri) Off peak	60 mins	153.86	158.17	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Hire : Athletics Track - 4 hrs (Weekends) Peak	60 mins	166.50	171.16	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Hire : Athletics Track - 8 hrs (Weekends) Peak	60 mins	318.71	327.63	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Hire : Athletics Track - In-field Pitch	60 mins	71.54	73.54	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - hire	Hire : Athletics Track - Additional staff	60 mins	14.34	14.74	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - membership	Joint Joining fee	single fee	21.98	22.60	2.8%	Discretionary
Sports Ground and Leisure Centres	Leisure centres - membership	Monthly Joint membership - Bronze	Monthly fee	74.51	77.19	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - membership	Monthly Individual Membership	monthly fee	59.13	61.26	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - membership	Monthly Joint Membership	monthly fee	106.43	110.26	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - membership	Monthly Family Membership (2 Adults & 2 Children)	monthly fee	142.68	147.82	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - membership	Monthly Family Flex Membership (1 Adult & 3 Children)	monthly fee	116.03	120.21	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - membership	Monthly Add Junior Membership	monthly fee	18.68	19.35	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - membership	Membership Replacement Card	single fee	5.93	6.14	3.6%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - membership	Individual joining fee	single fee	16.49	16.95	2.8%	Discretionary
Sports Ground and Leisure Centres	Leisure centres - party	Big Day Party (Swim, Soft Play, Sports, Bouncy Castle)	per session	197.82	203.36	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - school swimming	Schools Swimming - Instructor Hire (Max 12 pupils)	30 mins	15.17	15.59	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - school swimming	School Swimming - Pool Hire (Max 12 pupils)	30 mins	12.86	13.22	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - school swimming	Swim school child Direct Debit 45 mins	45 mins	34.04	34.99	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - school swimming	Swim school adult Direct Debit	30 mins	41.65	42.82	2.8%	Full-cost
Sports Ground and Leisure Centres	Leisure centres - swimming	Swim school child Direct Debit 30 mins	30 mins	29.19	30.01	2.8%	Full-cost
Sports Ground and Leisure Centres	Sports pitches	All parks Adults Football / Rugby, Pitch & changing Rooms	Per rob	£14.99 (6-10 rob) £7.47 (1-5 rob)	£14.99 (6-10 rob) £7.47 (1-5 rob)	-	Full-cost
Sports Ground and Leisure Centres	Sports pitches	All parks Adults Football / Rugby, Pitch Only	Per booking	107.89	107.89	0.0%	Full-cost
Sports Ground and Leisure Centres	Sports pitches	All parks Adults Football / Rugby, 5/7 a Side	Per booking	89.15	89.15	0.0%	Full-cost
Sports Ground and Leisure Centres	Sports pitches	All parks Under 18s, Pitch & changing Rooms	Per booking	57.32	57.32	0.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Sports Ground and Leisure Centres	Sports pitches	All parks Under 18s, Pitch Only	Per booking	78.13	78.13	0.0%	Full-cost
Sports Ground and Leisure Centres	Sports pitches	All parks Football Block Bookings, Adults	Per booking	53.92	53.92	0.0%	Full-cost
Sports Ground and Leisure Centres	Sports pitches	All parks Football Block Bookings, Youth	Per booking	45.47	45.47	0.0%	Full-cost
Sports Ground and Leisure Centres	Sports pitches	All parks Football Block Bookings, 5/7 a Side	Per booking	32.96	32.96	0.0%	Full-cost
Sports Ground and Leisure Centres	Sports pitches	All parks Rounders, Adult	Per booking	19.52	19.52	0.0%	Full-cost
Sports Ground and Leisure Centres	Sports pitches	All parks Rounders, Concession	Per booking	70.40	70.40	0.0%	Subsidised services - concession rate
Sports Ground and Leisure Centres	Sports pitches	All parks Baseball / Softball, Adult	Per booking	43.67	43.67	0.0%	Full-cost
Sports Ground and Leisure Centres	Sports pitches	All parks Baseball / Softball, Adult	Per booking	95.69	95.69	0.0%	Full-cost
Trading Standards	Enforcement and Regulatory	Application: Part B activity or solvent emission activity I. Any Part 1 reduced fee activity (other than those in items II and vehicle refinishers)	Per Activity	155.00	155.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Application: Part B activity or solvent emission activity II. PVR I and PVR II activities carried on at the same service station	Per Activity	257.00	257.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Application: Part B activity or solvent emission activity III. Vehicle refinishers(b), any Part 2 reduced fee activity, any Part 3 reduced fee activity or any Part 4 reduced fee activity	Per Activity	362.00	362.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Application: Part B activity or solvent emission activity IV. Any other Part B activity or any other solvent emission activity	Per Activity	1,650.00	1,650.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Where an operator has been operating an installation without a permit in contravention of regulation 12, then in addition to the fee in article 5 the operator must pay £71 in the case of an application for a permit authorising any reduced fee activity	Per Permit Application	71.00	71.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Where an operator has been operating an installation without a permit in contravention of regulation 12, then in addition to the fee in article 5 the operator must pay £1188 in the case of an application for a permit authorising any other Part B activity or any other solvent emission activity	Per Permit Application	1,188.00	1,188.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Where an operator has been operating mobile plant in contravention of regulation 12, in addition to the fee payable in article 6 the operator must pay £1188	Per Permit Application	1,188.00	1,188.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Where a direction has been issued under regulation 33 whereby a local authority is to exercise Environment Agency functions in respect of a single permit covering (a)Part B activities and waste operations (b) solvent emission activities and waste operations (c) Part B activities, solvent emission activities and waste operations. then for any activity described in item III or item IV of Table 2, the operator must pay £279 in addition to the fee payable at item III or item IV.	Per Permit Application	279.00	279.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	For an application under regulation 20, which the local authority considers, if granted, would involve a substantial change, the fee for the purposes of regulation 65(1)(a)(ii) is £102, in the case of a permit authorising any reduced fee activity	Per Permit Application	102.00	102.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	For an application under regulation 20, which the local authority considers, if granted, would involve a substantial change, the fee for the purposes of regulation 65(1)(a)(ii) is £1050, in the case of a permit authorising any other Part B activity or any other solvent emission activity.	Per Permit Application	1,050.00	1,050.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	If the local authority considers that any application to vary a permit will, if granted, authorise a substantial change in the operation of an installation which in itself meets any of the thresholds specified for a Part B activity or a solvent emission activity, the fee is £1650.	Per Permit Application	1,650.00	1,650.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Transfer of a permit authorising a reduced fee activity (partial)	Per Permit Application	47.00	47.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Transfer of a permit authorising a reduced fee activity (No fee payable for a total transfer)	Per Permit Application	0.00	0.00	-	Statutory
Trading Standards	Enforcement and Regulatory	Transfer of a permit authorising any other Part B activity or any other solvent emission activity (partial transfer)	Per Permit Application	497.00	497.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Transfer of a permit authorising any other Part B activity or any other solvent emission activity (total transfer)	Per Permit Application	169.00	169.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	On a joint application for the transfer of a Part B mobile plant permit from the operator to another person ("the plant user") for the fixed period of the hire of that mobile plant, the plant user shall pay to the authority that issued the permit to the operator the following fee— (a) £53 on a first such application between the plant user and operator; (b) following the first application— 7 (i) where the same plant user and operator jointly apply for a second time to the same authority for a further fixed period transfer, no fee, unless there is evidence available to the local authority of previous non-compliance; or (ii) where the joint application is made either by different parties, to another authority, or where there is evidence of previous non-compliance, the sum of £53.	Per Permit Application	53.00	53.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Surrender of a permit	Per Permit Application	0.00	0.00	-	Statutory

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Trading Standards	Enforcement and Regulatory	Subsistence charge Authorised Part B activity or solvent emission activity I. Any Part 1 reduced fee activity (other than those in items II & vehicle refinishers) Low Risk	Per Permit Application	79.00	79.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Subsistence charge Authorised Part B activity or solvent emission activity I. Any Part 1 reduced fee activity (other than those in items II & vehicle refinishers) Medium Risk	Per Permit Application	158.00	158.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Subsistence charge Authorised Part B activity or solvent emission activity I. Any Part 1 reduced fee activity (other than those in items II & vehicle refinishers) High Risk	Per Permit Application	237.00	237.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Subsistence charge Authorised Part B activity or solvent emission activity II. PVR I & II activities carried on at same service station Low Risk	Per Permit Application	113.00	113.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Subsistence charge Authorised Part B activity or solvent emission activity II. PVR I & II activities carried on at same service station Medium Risk	Per Permit Application	226.00	226.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Subsistence charge Authorised Part B activity or solvent emission activity II. PVR I & II activities carried on at same service station High Risk	Per Permit Application	341.00	341.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Subsistence charge Authorised Part B activity or solvent emission activity III. Vehicle refinishers , any Part 2 reduced fee activity, any Part 3 reduced fee activity or any Part 4 reduced fee activity Low Risk	Per Permit Application	228.00	228.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Subsistence charge Authorised Part B activity or solvent emission activity III. Vehicle refinishers , any Part 2 reduced fee activity, any Part 3 reduced fee activity or any Part 4 reduced fee activity Medium Risk	Per Permit Application	365.00	365.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Subsistence charge Authorised Part B activity or solvent emission activity III. Vehicle refinishers , any Part 2 reduced fee activity, any Part 3 reduced fee activity or any Part 4 reduced fee activity High Risk	Per Permit Application	548.00	548.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Subsistence charge Authorised Part B activity or solvent emission activity IV. Any other Part B activity or any other solvent emission activity Low Risk	Per Permit Application	772.00	772.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Subsistence charge Authorised Part B activity or solvent emission activity IV. Any other Part B activity or any other solvent emission activity Medium Risk	Per Permit Application	1,161.00	1,161.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Subsistence charge Authorised Part B activity or solvent emission activity IV. Any other Part B activity or any other solvent emission activity High Risk	Per Permit Application	1,747.00	1,747.00	0.0%	Statutory
Trading Standards	Enforcement and Regulatory	Animal Welfare - Dog rehoming fee	Per Unit	175.00	189.00	8.0%	Full-cost
Trading Standards	Enforcement and Regulatory	Animal Welfare - Microchipping per dog	Per Unit	15.00	16.00	6.7%	Subsidised services - take up
Trading Standards	Enforcement and Regulatory	Animal Welfare - Hourly fees for re-chargeable work such as dropping off and collection, attending evictions etc	Per hour	50.00	53.00	6.0%	Full-cost
Trading Standards	Enforcement and Regulatory	The Environmental Protection (Plates, Cutlery, Balloon Sticks and Expanded and Extruded Polystyrene Food and Beverage Containers) (England) Regulations 2023. - Single use plastic ban.	Per Fine	N/A	£200 reduced to £100 if paid within 28 days.	-	Statutory
Trading Standards	Enforcement and Regulatory	Trading Standards: Underage Sales Course (charge is per attendee)	Per Attendee	153.00	163.30	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	Trading Standards: Do you Pass Course (charge is per attendee)	Per Attendee	96.30	102.80	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	B. Weights*: Other weights (charge is per unit)	Per Unit	10.00	10.70	7.0%	Full-cost
Trading Standards	Enforcement and Regulatory	B. Weights*: Weights exceeding 5kg or not exceeding 500mg or 2CM (charge is per unit)	Per Unit	11.55	12.30	6.5%	Full-cost
Trading Standards	Enforcement and Regulatory	C. Measures: Linear measures not exceeding 3m for each scale (charge is per calibration)	Per Calibration	11.55	12.30	6.5%	Full-cost
Trading Standards	Enforcement and Regulatory	C. Measures: Capacity measures without divisions not exceeding 1 litre (charge is per calibration)	Per Calibration	11.50	12.30	7.0%	Full-cost
Trading Standards	Enforcement and Regulatory	C. Measures: Cubic ballast measures (other than brim measures) - per inspection	Per Inspection	202.00	215.50	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	C. Measures: Liquid capacity measures for making up and checking average quantity packages (charge is per verification)	Per Verification	35.50	37.90	6.8%	Full-cost
Trading Standards	Enforcement and Regulatory	C. Measures: Templates; per scale - first item (charge is per template)	Per Template	56.00	59.80	6.8%	Full-cost
Trading Standards	Enforcement and Regulatory	C. Measures: Templates: per scale - second item and subsequent items (charge is per template)	Per Template	22.80	24.30	6.6%	Full-cost
Trading Standards	Enforcement and Regulatory	D. Weighing Instruments 1. Instruments calibrated to weigh only in metric units: a. Not exceeding 1 tonne (charge is per calibration)	Per Calibration	74.00	79.00	6.8%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Trading Standards	Enforcement and Regulatory	D. Weighing Instruments 1. Instruments calibrated to weigh only in metric units: b. Exceeding 1 tonne up to 10 tonnes (charge is per calibration)	Per Calibration	115.00	122.70	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	D. Weighing Instruments 1. Instruments calibrated to weigh only in metric units: c. Exceeding 10 tonnes (charge is per calibration)	Per Calibration	245.00	261.40	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	E. Measuring Instruments for Intoxicating Liquor *: Not exceeding 150ml (charge is per instrument)	Per Instrument	20.00	21.30	6.5%	Full-cost
Trading Standards	Enforcement and Regulatory	E. Measuring Instruments for Intoxicating Liquor *: Other (charge is per instrument)	Per Instrument	22.70	24.20	6.6%	Full-cost
Trading Standards	Enforcement and Regulatory	F. Measuring Instruments for Liquid Fuel and Lubricants*: Container type (unsubdivided)- charge is per instrument	Per Instrument	83.50	89.10	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	F. Measuring Instruments for Liquid Fuel and Lubricants*: Other types – single / multi-outlets: First nozzle tested (charge is per nozzle)	Per Nozzle	136.00	145.10	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	F. Measuring Instruments for Liquid Fuel and Lubricants*: Other types – single / multi-outlets: Each additional nozzle (charge is per nozzle)	Per Nozzle	84.00	89.60	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	A charge to cover any additional costs involved in testing instruments calibrated to incorporate remote display, and /or printing facilities and EC verification of instruments (charge is per verification)	Per Verification	88.00	93.90	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	G. Road Tanker Fuel Measuring Equipment (above 100 litres), Meter measuring systems: Wet hose with 2 liquids (charge is per equipment)	Per Equipment	291.00	310.50	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	G. Road Tanker Fuel Measuring Equipment (above 100 litres), Meter measuring systems: Wet hose with 3 liquids (charge is per equipment)	Per Equipment	341.00	363.80	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	G. Road Tanker Fuel Measuring Equipment (above 100 litres), Meter measuring systems: Dry hose with 2 liquids (charge is per equipment)	Per Equipment	325.00	346.80	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	G. Road Tanker Fuel Measuring Equipment (above 100 litres), Meter measuring systems: Dry hose with 3 liquids (per visit)	Per Visit	369.00	393.70	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	G. Road Tanker Fuel Measuring Equipment (above 100 litres), Meter measuring systems: Wet/dry hose with 2 liquids (per visit)	Per Visit	452.00	482.30	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	G. Road Tanker Fuel Measuring Equipment (above 100 litres), Meter measuring systems: Wet/dry hose with 3 liquids (per visit)	Per Visit	482.00	514.30	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	G. Road Tanker Fuel Measuring Equipment (above 100 litres), Dipstick measuring systems *: a. Up to 7,600 litres (for calibration of each compartment and production of chart)	Per equipment and the Production Of Chart	199.00	212.30	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	G. Road Tanker Fuel Measuring Equipment (above 100 litres), Dipstick measuring systems *: For any compartment over 7,600 litres, basic fee plus additional costs at the rate of (per extra officer hour)	Officer Hour	88.00	93.90	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	G. Road Tanker Fuel Measuring Equipment (above 100 litres), Dipstick measuring systems *: b. Initial dipstick (charge is per verification)	Per Verification	22.50	24.00	6.7%	Full-cost
Trading Standards	Enforcement and Regulatory	G. Road Tanker Fuel Measuring Equipment (above 100 litres), Dipstick measuring systems *: c. Spare dipstick (charge is per verification)	Per Verification	23.00	24.50	6.5%	Full-cost
Trading Standards	Enforcement and Regulatory	G. Road Tanker Fuel Measuring Equipment (above 100 litres), Dipstick measuring systems *: d. Replacement dipstick (including examination of the compartment)- per verification/replacement	Per Verification	50.00	53.40	6.8%	Full-cost
Traffic - Practice	Traffic & Transport	Additional Meetings – Officer Time: Head of Traffic & Transport - Per hour	Per Hour	170.10	181.50	6.7%	Full-cost
Traffic - Practice	Traffic & Transport	Additional Meetings – Officer Time: Traffic & Transport Team Leader - Per hour	Per Hour	137.55	146.80	6.7%	Full-cost
Traffic - Practice	Traffic & Transport	Additional Meetings – Officer Time: Principal/Senior Traffic & Transport Officer - Per hour	Per Hour	111.30	118.80	6.7%	Full-cost
Traffic - Practice	Traffic & Transport	Additional Meetings – Officer Time: Traffic & Transport Officer - Per hour	Per Hour	85.05	90.70	6.6%	Full-cost
Traffic - Practice	Traffic & Transport	Additional Meetings – Officer Time: Administrative officer - Per hour	Per Hour	58.80	62.70	6.6%	Full-cost
Traffic - Practice	Traffic & Transport	Public Rights of Way Deposit of Statements under the Highways Act (Section 31(6) or Commons Act (Section 15(a))	Per statement	726.00	775.00	6.7%	Full-cost
Traffic - Practice	Traffic & Transport	Transport Planning Pre-application meeting	Per meeting	882.00	1,200.00	36.1%	Full-cost
Traffic - Practice	Traffic & Transport	Stopping Up Orders. Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders.	Per application	6,544.23	8,000.00	22.2%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Traffic - Practice	Traffic & Transport	Public Path Orders. Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will be made when dealing with external developers to recover all costs incurred by the Council as a result of increased scope of the works, delay in developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders, etc.	Per Order	6,544.23	7,500.00	14.6%	Full-cost
Traffic - Practice	Traffic & Transport	S278/S38 Agreements. Initial Application Fee. This is a non-refundable charge to cover the council's costs up to completion of the agreement. An additional management and inspection fee will be charged as a percentage of the cost of implementation of the works to cover the total cost to the council up to issuing the Final Certificate. This will vary from 7% for works costing over £1M to 12% for works costing less than £50,000. this percentage will be reduced by the cost of inspections if Hounslow Highways undertake the works for the developer.	Per application	Initial non-refundable fee of £2,500 for works up to a value of £250,000 rising to £5,500 for works with a value over £250,000 plus in both cases an additional inspection and management fee based on the cost of the works (please see charge description)	Initial non-refundable fee of £4,000 for works up to a value of £250,000 rising to £5,500 for works with a value over £250,000 plus in both cases an additional inspection and management fee based on the cost of the works (please see charge description)	-	Full-cost
Traffic - Practice	Traffic & Transport	Travel Plan S106 Clause: Local Level	Per Unit	2,318.40	3,310.00	42.8%	Full-cost
Traffic - Practice	Traffic & Transport	Travel Plan S106 Clause: Strategic Level	Per Unit	3,861.90	6,346.00	64.3%	Full-cost
Traffic Advice	Traffic & Transport	Land Search - extract from Street register	Per search	65.84	70.30	6.8%	Full-cost
Traffic Advice	Traffic & Transport	Highway Adoption & Traffic Schemes - L G Act 2003 - s93	Per Unit	19.11	20.40	6.8%	Full-cost
Traffic Management	Hounslow Highways	Provision of White Bar Marking - Residential	Per marking	119.02	125.00	5.0%	Full-cost
Traffic Management	Hounslow Highways	Provision of White Bar Marking - Commercial	Per marking	236.72	248.60	5.0%	Full-cost
Traffic Management	Special Events	Implementation and asset recover cost to place cones - covers first cone	Per cone	292.22	311.80	6.7%	Full-cost
Traffic Management	Special Events	Additional cones - per cone	Per cone	3.82	4.08	6.7%	Full-cost
Traffic Management	Special Events	Special Events: Provision of tow-truck per 8-hour shift Mon-Sat	Per 8 hour	656.04	699.99	6.7%	Full-cost
Traffic Management	Special Events	Special Events: Provision of tow-truck per 8-hour shift - Sunday	Per 8 hour	992.15	1,058.62	6.7%	Full-cost
Traffic Management	Special Events	Special Events: Provision of CEO Supervisor per 8-hour shift	Per 8 hour	395.01	421.48	6.7%	Full-cost
Traffic Management	Special Events	Special Events: Provision of CEO per 8-hour shift	Per 8 hour	316.47	337.67	6.7%	Full-cost
Traffic Management	Special Events	Special Events: Provision of temporary parking signs - first sign	Per sign	51.98	55.46	6.7%	Full-cost
Traffic Management	Special Events	Special Events: Provision of temporary parking signs - subsequent signs	Per sign	4.85	5.17	6.7%	Full-cost
Traffic Management	Special Events	Special Events: Provision of temporary traffic signs per sign	Per sign	132.25	141.11	6.7%	Full-cost
Traffic Management	Special Events	Supply and display of Traffic Management Orders - 1st notice	Per notice	34.65	36.97	6.7%	Full-cost
Traffic Management	Special Events	Supply and display of Traffic Management Orders - subsequent notices per notice	Per notice	2.31	2.46	6.7%	Full-cost
Traffic Management	Traffic & Transport	Traffic Orders: Temporary Traffic Regulation Order	Per Order	1,980.00	2,112.70	6.7%	Full-cost
Traffic Management	Traffic & Transport	Traffic Orders: Temporary Traffic Regulation Order - under 5 days	Per Order	660.00	704.20	6.7%	Full-cost
Traffic Management	Traffic & Transport	Traffic Orders: Temporary Traffic Regulation Order - over 5 days	Per Order	1,320.00	1,408.40	6.7%	Full-cost
Traffic Management	Traffic & Transport	Traffic Orders: Temporary Traffic Regulation Order - special events	Per Order	420.42	448.60	6.7%	Subsidised services - take up
Traffic Management	Traffic & Transport	Special Events: Street party request including provision of Traffic Notice	Per Notice	31.61	33.70	6.6%	Subsidised services - take up
Traffic Management	Traffic & Transport	Special Events: Provision of "ROAD CLOSED" sign and barriers for street party	Per Unit	74.55	79.50	6.6%	Full-cost
Traffic Management	Traffic & Transport	Special Events: Permission for the erection of temporary event signs on the highway	Per Event	38.22	40.80	6.8%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Traffic Management	**Traffic & Transport**	Special Events: Production of Traffic Management Plan per hour	Per Hour	81.90	87.40	6.7%	Full-cost
Waste Management Services and Contract	**Waste and Recycling - Bins**	Delivery of Wheelie Bins (new, additional or replacement) to households	Per property	N/A	12.50	-	Subsidised services - concession rate
Waste Management Services and Contract	**Waste and Recycling - Boxes**	Delivery of Recycling Boxes (new, additional or replacement) to households	Per property	N/A	3.50	-	Subsidised services - concession rate
Waste Management Services and Contract	**Waste and Recycling - Bulky Waste collections**	Bulky Waste collections - Concession Discounted Minimum charge per collection for up to 5 items Note: 3 securely tied black sacks each less than 10 kgs equates to one item	5 items	15.00	15.00	0.0%	Subsidised services - concession rate
Waste Management Services and Contract	**Waste and Recycling - Bulky Waste collections**	Bulky Waste collections - Concession - Discounted charge for each additional item above 5 items. Note: 3 securely tied black sacks each less than 10 kgs equates to one item	per item	3.00	3.00	0.0%	Subsidised services - concession rate
Waste Management Services and Contract	**Waste and Recycling - Bulky Waste collections**	Bulky Waste collections - Landlord charge for each additional item above 5 items. Note: 3 securely tied black sacks each less than 10 kgs equates to one item	per item	14.40	14.40	0.0%	Full-cost
Waste Management Services and Contract	**Waste and Recycling - Bulky Waste collections**	Bulky Waste collections - Landlord Minimum charge per collection for up to 5 items Note: 3 securely tied black sacks each less than 10 kgs equates to one item	5 items	72.00	72.00	0.0%	Full-cost
Waste Management Services and Contract	**Waste and Recycling - Bulky Waste collections**	Bulky Waste collections - Charge for each additional item above 5 items. Note: 3 securely tied black sacks each less than 10 kgs equates to one item	each	8.20	8.20	0.0%	Full-cost
Waste Management Services and Contract	**Waste and Recycling - Bulky Waste collections**	Bulky Waste collections - Minimum charge per collection for up to 5 items	5 items	41.00	41.00	0.0%	Full-cost
Waste Management Services and Contract	**Waste and Recycling - Bulky Waste collections**	Bulky Waste collections - Mattresses (Residents of the borough as part of paid service e.g. a 6th item free. One of five items for residents on council tax discount. Excludes landlords)	per 6th item	0.00	0.00	-	Free
Waste Management Services and Contract	**Waste and Recycling - Bulky Waste collections**	1100L or 1280L bin for waste collection or recycling collection. Includes one attempt to deliver. 14 days notice for delivery to be given. (Charged to developer for new developments)	Per 1100L/1280L Bin	468.00	468.00	0.0%	Full-cost
Waste Management Services and Contract	**Waste and Recycling - Chargeable collections**	Collection charge only for the collection of waste from council schools: 1100L	Per 1100L bin	12.42	13.20	6.3%	Full-cost
Waste Management Services and Contract	**Waste and Recycling - Chargeable collections**	Collection charge only for the collection of waste from academy schools: 1100L	Per 1100L bin	14.90	15.90	6.7%	Full-cost
Waste Management Services and Contract	**Waste and Recycling - Chargeable collections**	Collection charge only for second or further collections of waste per week from council schools: 1100L	Per 1100L bin	21.75	23.20	6.7%	Full-cost
Waste Management Services and Contract	**Waste and Recycling - Chargeable collections**	Collection charge only for second or further collections of waste per week from academy schools: 1100L	Per 1100L bin	26.10	26.10	0.0%	Full-cost
Waste Management Services and Contract	**Waste and Recycling - Chargeable collections**	Collection and disposal cost for waste collection and disposal from private schools, charities residential care homes, hospitals and penal institutes: 1100L	Per 1100L bin	28.50	28.50	0.0%	Full-cost
Waste Management Services and Contract	**Waste and Recycling - Chargeable collections**	Collection and disposal cost for second or further waste collection and disposal from private schools, charities residential care homes, hospitals and penal institutes: 1100L	per 1100L bin	42.20	42.20	0.0%	Full-cost
Waste Management Services and Contract	**Waste and Recycling - Chargeable collections**	Recycling collection cost from private schools, charities residential care homes, hospitals and penal institutes. 1100/1280L bin per lift per week	1100/1280L bin per lift per week	13.60	13.60	0.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Waste Management Services and Contract	Waste and Recycling - Chargeable collections	Recycling cost for second or further collections from private schools, charities residential care homes, hospitals and penal institutes. 1100/1280L bin per lift per week	1100/1280L bin per lift per week	18.60	18.60	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Disposal of Mixed Commercial Waste: Charge per Tonne	per Tonne	205.00	210.00	2.4%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Disposal of Commercial Waste: 200kg minimum charge per ticket	Per Ticket	41.00	42.00	2.4%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Disposal of Commercial Waste: Public Weighing of vehicles	Per vehicle	11.00	12.00	9.1%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Disposal of Trade Waste - Paper, Cardboard & Green Waste Recycling - per tonne charge. Must be clean loads of single recyclable material only. At discretion of Council:	per Tonne	87.50	87.50	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Disposal of Trade Waste - Paper, Cardboard & Green Waste Recycling - up to 200kg minimum charge. Must be clean loads of single recyclable material only.	per 200kg	17.50	17.50	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Disposal of Trade Waste - Wood Recycling - per tonne charge. Must be clean loads of single recyclable material only. At discretion of Council:	per Tonne	100.00	105.00	5.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Disposal of Trade Waste - Wood Recycling - up to 200kg minimum charge. Must be clean loads of single recyclable material only. At discretion of Council: 250kg minimum charge per ticket	per 200kg	20.00	21.00	5.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Disposal of Trade Waste: Charged per item: Mattresses	per item	12.00	12.00	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Disposal of Trade Waste: Charged per item: Fridges and freezers	per item	75.00	75.00	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Disposal of Domestic: Charged per item: Fridges and freezers	per item	60.00	60.00	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Disposal of Trade Waste: Charged per item: CRT's – Computer monitors & TV Screens	per item	7.40	7.40	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Disposal of Trade Waste: Charged per item: Fluorescent Tubes	per item	2.15	2.15	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Waste from home improvements, (including all electrical items). This is charged a cost per tonne. For more information please see the policy http://www.hounslow.gov.uk/index/environment_and_planning/recycling/spacewaye.htm	per tonne	205.00	210.00	2.4%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Civic amenity	Waste from home improvements. Up to 200kg minimum charge.	per 200kg	41.00	42.00	2.4%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Garden Waste	Half year garden waste	Per 240Lbin/2x90 l sacks	35.40	35.40	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Garden Waste	Half year garden waste concession	Per 240Lbin/2x90 l sacks	50% original fee	50% original fee	-	Subsidised services - concession rate

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Waste Management Services and Contract	Waste and Recycling - Garden Waste	Chargeable Garden waste service provision of 2 x 90L reusable sacks and fortnightly collection.	per 2x90L Sacks	65.00	65.00	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Garden Waste	Garden Waste - Concessions. Discount of 50% for residents in receipt of Council Tax Reduction	Per 240Lbin/2x90 l sacks	50% of oringinal fee	50% of oringinal fee	-	Subsidised services - concession rate
Waste Management Services and Contract	Waste and Recycling - New developments	240L bin with recycling aperture. Includes one attempt to deliver. 14 days notice for delivery to be given. (Charged to developer for new developments)	Per 240l bin	78.00	83.00	6.4%	Full-cost
Waste Management Services and Contract	Waste and Recycling - New developments	360L bin with recycling aperture. Includes one attempt to deliver. 14 days notice for delivery to be given. (Charged to developer for new developments)	Per 360l bin	90.00	95.00	5.6%	Full-cost
Waste Management Services and Contract	Waste and Recycling - New developments	660L for waste collection or recycling collection. Includes one attempt to deliver. 14 days notice for delivery to be given. (Charged to developer for new developments)	per 660L bin	444.00	470.00	5.9%	Full-cost
Waste Management Services and Contract	Waste and Recycling - New developments	Refurbished 1100L bins for waste or recycling collection. Includes one attempt to deliver. 14 days notice for delivery to be given. (Charged to developer for new developments).	Per 1100L bin	250.00	250.00	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - New developments	1100L refuse, cardboard and plastic replacement lids. Includes replacement lid, delivery to site, attachment to the bin and removal and disposal of damaged part.	Per 1100L lid	96.00	102.00	6.3%	Full-cost
Waste Management Services and Contract	Waste and Recycling - New developments	Adhesive signage to show waste type for each bin (any size bin) includes delivery and attachment to the bin(s)	pre signage	12.00	12.50	4.2%	Full-cost
Waste Management Services and Contract	Waste and Recycling - New developments	Wheeled bin per household including delivery (to include: recycling box; food waste bin; food waste caddy; guide to recycling and delivery. Includes one attempt to deliver. Charged to developer for new developments.)	wheeled bin per household	60.00	60.00	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling - Paid for collections	Chargeable Garden waste service provision of 240L bin and fortnightly collection.	per 240L bin	65.00	65.00	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling- Bins	1100L Bin or estate frame additional delivery charge - as a result of first or second failure	per 1100L bin	720.00	720.00	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling- Bins	1100L Bin or estate frame delivery late notification charge. (less than 28 days)	per 1100L bin	810.00	810.00	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling- Bins	Pre-application consultancy fixed fee includes advice, guidance, project management correspondence and ongoing support, up to 3 hours advice.	per pre application	270.00	270.00	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling- Consultation	Pre-application advice per hour if in excess of 3 hours	per hour	44.00	44.00	0.0%	Full-cost
Waste Management Services and Contract	Waste and Recycling- Consultation	Resident/Customer to pay for collection of wheelie bin if collection not carried out due to Bin Not Out, heavy bin, excess waste, contamination etc.	per collection	10.00	10.00	0.0%	Full-cost
Housing Revenue Account							
HRA Housing Services							
Asset Management & Leasehold	Home Ownership fees	Improvements (Non-structural) by leaseholder to property - Application Fee plus desk assessment by Surveying Team per application	Per application	135.00	145.00	7.4%	Full-cost
Asset Management & Leasehold	Home Ownership fees	Improvements (Structural) by leaseholder to property - Application Fee	Per application	270.00	290.00	7.4%	Full-cost
Asset Management & Leasehold	Home Ownership fees	Retrospective permission for Improvements/alterations - Structural or non structural	Per application	270.00	290.00	7.4%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Asset Management & Leasehold	**Home Ownership fees**	Surveyors inspection fee	Per hour	£110 first hour £55 per half hour thereafter	£120 first hour £65 per half hour thereafter	-	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Licence to alter - per license	per licence	£ 55-265	£ 60-285	-	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Pre-sale enquiry - per pre sale pack	per pre sale pack	270.00	290.00	7.4%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Lease Variation - administration fee (excluding legal fee) per application	Per application	215.00	230.00	7.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Granting Supplemental lease - an average administration fee (excluding legal fee) per application	Per application	215.00	230.00	7.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Lease/plan Rectification - administration fee if initiated by the leaseholder + legal fee per application	per application	215.00	230.00	7.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Further Borrowing for Right To Buy lessee - administration fee	per application	58.00	60.00	3.4%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Consent Fees - administration fee per consent	per consent	58.00	60.00	3.4%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Notice of Assignment (Notification to the Council of a new owner) - administration fee per notification where not specified in lease	per notification	58.00	60.00	3.4%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Notice of Charge (Legal charges on the property not council based e.g. a new mortgage) - administration fee per request where not specified in lease	per request	58.00	60.00	3.4%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Notice of Transfer (Notification to the Council of a new owner) - administration fee per request where not specified in lease.	per request	58.00	60.00	3.4%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Remortgage for Shared Owners - administration fee	Per application	110.00	115.00	4.5%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Remortgage for Right To Buy lessee (Any changes on mortgage) - per application	Per application	85.00	90.00	5.9%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Solicitors Requests - administration fee per request	per request	85.00	90.00	5.9%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Deed of Postponement - administration fee per application (excluding legal fees)	Per application	Letter of postponement is £200, deed of postponement £400	Letter of postponement is £215, deed of postponement £430	-	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Update fee for Sub-let properties per update	Per application	37.00	38.00	2.7%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Notice before forfeiture (S146 notice) - Costs are charged based on officer time. The published charge is an indicative charge based on the average time spend on such cases	average per notice	320.00	340.00	6.3%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Copy of Lease - administration charge per lease	per lease	32.00	34.00	6.3%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	District heating disconnection fee	per request	67.00	71.69	7.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Voluntary Charging Order admin fee (Major Works)	per request	58.00	62.00	6.9%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Legal fees (contribution to external legal fee) - Resales per request	per request	1,150.00	1,500.00	30.4%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Legal fees per licence (contribution to external legal fee) - Licence to alter	per licence	1,000.00	1,250.00	25.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Legal fees (contribution to external legal fee) - Deed of variation per request	per request	1,500.00	1,605.00	7.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Asset Management & Leasehold	**Home Ownership fees**	Legal fees (contribution to external legal fee) - Deed of rectification per request	per request	1,150.00	1,230.50	7.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Legal fees (contribution to external legal fee) - Deed of covenant for assignments per request	per request	Where Council is not a covenanting party - £500. Where LBH is a covenanting party - £950.	Where Council is not a covenanting party - £500. Where LBH is a covenanting party - £950.	-	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Legal fees (contribution to external legal fee) - Supplemental lease per request	per request	1,500.00	1,500.00	0.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Legal fees (contribution to external legal fee) per deed - Deed of covenant	per deed	Where Council is not a covenanting party - £500. Where LBH is a covenanting party - £950.	Where Council is not a covenanting party - £500. Where LBH is a covenanting party - £950.	-	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Legal fees per licence (contribution to external legal fee) - Licence to assign	per licence	1,000.00	1,500.00	50.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Legal Fees (payable to external legal firm) Drafting Resale Deed of Covenant - per deed	per deed	950.00	950.00	0.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Legal Fees (payable to external legal firm) - Drafting Resale Certificate of Compliance per certificate	per certificate	350.00	350.00	0.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Discount Market Sale redemption of equity release - fee per application	per application	220.00	235.00	6.8%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Legal Fees (payable to external legal firm) Reviewing Resale Deed of Covenant prepared by other side - per deed	Per deed	500.00	500.00	0.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Legal Fees- Discount Market Sale redemption of equity release - fee per application	per application	350.00	1,000.00	185.7%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Legal Fees- Discount Market Sale redemption of equity release payment with Deed of Release - fee per application	per application	850.00	850.00	0.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Resales administration costs - application fee	Per application	220.00	230.00	4.5%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Sales/Marketing Fee - based on no of units sold (per unit)	per sale	2,060.00	2,200.00	6.8%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Copies of Documentation - per document	per document	32.00	34.00	6.3%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Deed of Covenant	Per unit	57.00	60.00	5.3%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Subletting Fee - initial application	Per application	55.00	58.00	5.5%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Application to register the charge at HMLR for major works loans.	Per application	350.00	750.00	114.3%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	Subsequent discharge of the charge at HMLR once the major works loan has been paid off	Per application	500.00	500.00	0.0%	Full-cost
Asset Management & Leasehold	**Home Ownership fees**	improvements to leasehold property: additional consent administration chargeable , if more than 2.5 hours of management/ administration time is required	Per hour	£30 / hour	32.00	-	Full-cost
Specialist Housing HRA - Sheltered	**Home based support charges**	Linkline Sheltered Accommodation - Bronze (per week)	Per Week	4.99	5.49	10.1%	Full-cost
Specialist Housing HRA - Sheltered	**Home based support charges**	Linkline Sheltered Accommodation - Silver (per week)	Per Week	8.74	9.62	10.0%	Full-cost

Directorate / Division/Buiness Unit	Charge Category	Charge Description	Unit of Charge	Current Charge (£)	Proposed Charge (£)	Change (%)	Charging policy
Specialist Housing HRA - Sheltered	**Home based support charges**	Linkline Dispersed Accommodation - Bronze (per week)	Per Week	4.12	4.53	10.0%	Full-cost
Specialist Housing HRA - Sheltered	**Home based support charges**	Linkline Dispersed Accommodation - Silver (per week)	Per Week	8.74	9.62	10.0%	Full-cost
Specialist Housing HRA - Sheltered	**Home based support charges**	Telecare Sheltered Accommodation - Bronze (per week)	Per Week	5.08	5.59	10.0%	Full-cost
Specialist Housing HRA - Sheltered	**Home based support charges**	Telecare Sheltered Accommodation - Silver (per week)	Per Week	8.76	9.64	10.0%	Full-cost
Specialist Housing HRA - Sheltered	**Home based support charges**	Telecare Dispersed Accommodation - Bronze (per week)	Per Week	4.19	4.62	10.1%	Full-cost
Specialist Housing HRA - Sheltered	**Home based support charges**	Telecare Dispersed Accommodation - Silver (per week)	Per Week	8.76	9.64	10.0%	Full-cost

APPENDIX D

Capital Programme 2024/25 – 2027/28

The draft capital programme for 2024/25 to 2027/28 is set out in summary below. This table includes existing budget lines for the current capital programme as included in the Financial Monitoring Update Quarter 3 2023/24 report elsewhere on this Cabinet agenda, and new or updated lines where new programmes are included in the proposed programme, or where existing programmes are extended.

Programme	***Revised Budget 2023/24 (£m)***	**Budget 2024/25 (£m)**	**Budget 2025/26 (£m)**	**Budget 2026/27 (£m)**	**Budget 2027/28 (£m)**	**Programme Total 2023/24 – 2027/28 (£m)**
Lifelong Learning, Skills & Employment	*1.1*	0.0	0.0	0.0	0.0	1.1
Sub-total – Children & Adults	***1.1***	***0.0***	***0.0***	***0.0***	***0.0***	***1.1***
Culture & Engagement	*0.1*	0.0	0.0	0.0	0.0	0.1
Strategic Programmes & Climate Change	*2.2*	0.3	0.0	0.0	0.0	2.5
Sub-total – Communities & Strategy	***2.3***	***0.3***	***0.0***	***0.0***	***0.0***	***2.6***
Digital & IT	*6.4*	7.9	1.0	0.7	0.0	16.0
UPDATE: ICT Hardware Refresh		0.0	0.0	0.0	0.7	0.7
Revised Total: Digital & IT	*6.4*	7.9	1.0	0.7	0.7	16.7
Sub-total – Finance & Resources	***6.4***	***7.9***	***1.0***	***0.7***	***0.7***	***16.7***
Asset Management & Programme Delivery	*10.0*	3.0	1.4	2.0	0.0	16.4
UPDATE: School Condition Programme Contingency		0.0	0.0	0.0	2.0	2.0
Revised Total: Asset Management & Programme Delivery	*10.0*	3.0	1.4	2.0	2.0	18.4
Environmental Operations	*24.6*	8.0	1.8	0.0	0.0	34.4
NEW: CIL Funded Projects		2.5	0.4	0.0	0.0	2.9
NEW: Dukes Meadow Parks Works		0.4	0.0	0.0	0.0	0.4
Revised Total: Environmental Operations	*24.6*	10.9	2.2	0.0	0.0	37.7

APPENDIX D

Programme	*Revised Budget 2023/24 (£m)*	Budget 2024/25 (£m)	Budget 2025/26 (£m)	Budget 2026/27 (£m)	Budget 2027/28 (£m)	Programme Total 2023/24 – 2027/28 (£m)
Housing Services	*2.1*	1.8	1.8	1.8	0.0	7.5
UPDATE: Disabled Facilities Grant		0.0	0.0	0.0	1.8	1.8
Revised Total: Housing Services	*2.1*	1.8	1.8	1.8	1.8	9.3
Planning & Buildings	*0.1*	0.0	0.0	0.0	0.0	0.1
NEW: CIL Funded Projects		0.4	0.0	0.0	0.0	0.4
Revised Total: Planning & Buildings	*0.1*	0.4	0.0	0.0	0.0	0.5
Regeneration & Growth	*4.9*	6.0	1.0	1.0	0.0	12.9
UPDATE: Council Property Condition Programme		0.0	0.0	0.0	1.0	1.0
Revised Total: Regeneration & Growth	*4.9*	6.0	1.0	1.0	1.0	13.9
Sub-total – Regen, Housing & Environmental Services	***41.7***	***22.1***	***6.4***	***4.8***	***4.8***	***79.8***
Capital Contingency	*1.0*	0.0	0.0	0.0	0.0	1.0
NEW: Capital Programme Contingency		1.0	0.0	0.0	0.0	1.0
Capital Programme Unallocated	*11.3*	20.0	25.0	25.0	0.0	81.3
UPDATE: Capital Programme Unallocated		(15.0)	5.0	10.0	0.0	0.0
Total - General Fund Capital Programme	***63.8***	**35.9**	**37.4**	**40.5**	**5.5**	**183.1**
Asset Management & Programme Delivery	*38.6*	36.0	36.0	36.0	0.0	146.6
UPDATE: Estate Investment Capital Programme	*(8.6)*	(6.0)	(6.0)	(6.0)	30.0	3.4
Revised Total: Asset Management & Programme Delivery	*30.0*	30.0	30.0	30.0	30.0	150.0
Regeneration & Growth	*118.1*	101.4	107.6	195.7	0.0	522.8
UPDATE: New Build Programme	*(10.7)*	2.2	(28.4)	(79.3)	99.7	(16.5)
Revised Total: Regeneration & Growth	*107.4*	103.6	79.2	116.4	99.7	506.3
Total - HRA Capital Programme	***137.4***	**133.6**	**109.2**	**146.4**	**129.7**	**656.3**
Total Capital Programme	***201.2***	**169.5**	**146.6**	**186.9**	**135.2**	**839.4**

Capital Programme Financing

Sources of finance for the proposed General Fund capital programme for 2024/25 to 2027/28 are set out in the following table.

Financing	***Revised Budget 2023/24 (£m)***	**Budget 2024/25 (£m)**	**Budget 2025/26 (£m)**	**Budget 2026/27 (£m)**	**Budget 2027/28 (£m)**	**Programme Total 2023/24 – 2027/28 (£m)**
Government grants	*12.7*	4.8	3.2	3.8	3.8	28.3
Other grants and contributions	*10.3*	0.7	0.0	0.0	0.0	11.0
Section 106 contributions	*3.9*	1.2	1.2	0.0	0.0	6.3
Capital receipts	*2.7*	3.1	0.0	0.0	0.0	5.8
Community Infrastructure Levy (CIL)	*8.2*	10.0	0.4	0.0	0.0	18.6
Borrowing	*17.3*	13.1	30.6	35.0	0.0	96.0
Revenue funding (including from earmarked reserves)	*8.7*	3.0	2.0	1.7	1.7	17.1
Total - General Fund Capital Financing	***63.8***	**35.9**	**37.4**	**40.5**	**5.5**	**183.1**

Sources of finance for the proposed HRA capital programme for 2024/25 to 2027/28 are set out in the following table.

Financing	***Revised Budget 2023/24 (£m)***	**Budget 2024/25 (£m)**	**Budget 2025/26 (£m)**	**Budget 2026/27 (£m)**	**Budget 2027/28 (£m)**	**Programme Total 2023/24 – 2027/28 (£m)**
RTB capital receipts (retained for 1-4-1 replacement)	*17.4*	22.7	11.2	12.5	20.7	84.5
Shared ownership capital receipts	*0.0*	0.0	0.0	0.0	0.0	0.0
Other capital receipts	*26.2*	13.1	3.5	3.6	8.4	54.8
Capital grants	*18.0*	40.2	1.8	2.0	30.2	92.2
Section 106 contributions	*2.4*	3.4	0.0	0.0	0.0	5.8
HRA revenue funding (incl from Major Repairs Reserve)	*16.0*	16.1	16.2	16.4	16.8	81.5
Borrowing	*57.4*	38.1	76.5	111.9	53.6	337.5
Total - HRA Capital Financing	***137.4***	**133.6**	**109.2**	**146.4**	**129.7**	**656.3**

APPENDIX E

LONDON BOROUGH OF HOUNSLOW
CAPITAL STRATEGY 2024/25 – 2033/34

1. Introduction

1.1. This Capital Strategy document has been prepared as part of the Council's obligation under the Local Government Act 2003 to have regard to both the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code and the Department for Levelling Up, Housing and Communities (DLUHC) Guidance on Capital Finance.

2. Background, Aims and Objectives

2.1. The Capital Strategy gives a high-level overview of the ambitions of the council in respect of capital investment, based on the longer-term goals of the council set in the Corporate Plan (endorsed by Borough Council in September 2022), and the processes and governance that determine how capital expenditure and financing plans are decided upon.

2.2. The Council is required to have regard to CIPFA's Treasury Management in the Public Services: Code of Practice 2021 and Prudential Code 2021. These require the Council to approve a capital strategy, investment strategy and a treasury management strategy before the start of each financial year.

2.3. Changes to the guidance in the Code of Practice introduced from 2017 onwards were in response to the increasing commercialisation of local government, and increases in investments made by local government in commercial property. The guidance does not prescribe precisely how councils invest but there are increasing concerns that some councils have taken excessive commercial risks using borrowed money, leading to high-profile cases of failure and Government intervention. This approach means that Members are asked to consider a more extensive strategy so that the risks are highlighted and considered in the overall strategy for the council. Alongside this, in 2020 the Government tightened the terms of local government borrowing from the Public Works Loans Board (PWLB) to effectively remove the ability to borrow solely to achieve an investment yield. The council's position on commercial investment is set out in this strategy document.

2.4. The Capital Strategy is more than a financial management document. In 2021, CIPFA published 'Capital strategy guidance: a whole organisation approach', which seeks underline the strategic significance of the Capital Strategy within the organisation. The guidance begins:

"If you think of capital strategy as a requirement only, you have already missed the point. The development of a capital strategy is a best practice approach to longer-term strategic planning. … Done well, it adds significant value, not only to the

successful management of a local government organisation, but more importantly to the future success and wellbeing of the population, [other] stakeholders and [the] area that it serves."

2.5. It is a statutory requirement for the Council to produce a balanced budget. In particular, a local authority must calculate its General Fund budget requirement for each financial year to include the revenue costs that flow from capital financing and investment decisions. Such charges to revenue arise from increases in debt charges caused by increased borrowing to finance additional capital expenditure, and from any increases in running costs from new capital projects. This is more than a short-term requirement, and means that any increases in capital expenditure must be limited to a level where increases in charges to revenue are kept to a level that is affordable within the projected income of the Council for the foreseeable future. This will be measured through the contribution of capital financing costs to the overall financial position of the Council included in the One Hounslow Financial Strategy (OHFS), and through Prudential Indicators.

2.6. The council has a financial planning cycle that involves planning for, and consideration of the affordability of, future asset needs and related capital expenditure, which is set out in detail in this strategy. The Capital Strategy enables the implications of capital investment decisions to be recognised and ensures that they are considered in line with Council priorities and that financing requirements are robustly evaluated and understood.

2.7. As such, it is important that the capital strategy is considered when setting or updating the OHFS, investment strategy and treasury management strategy, and vice-versa.

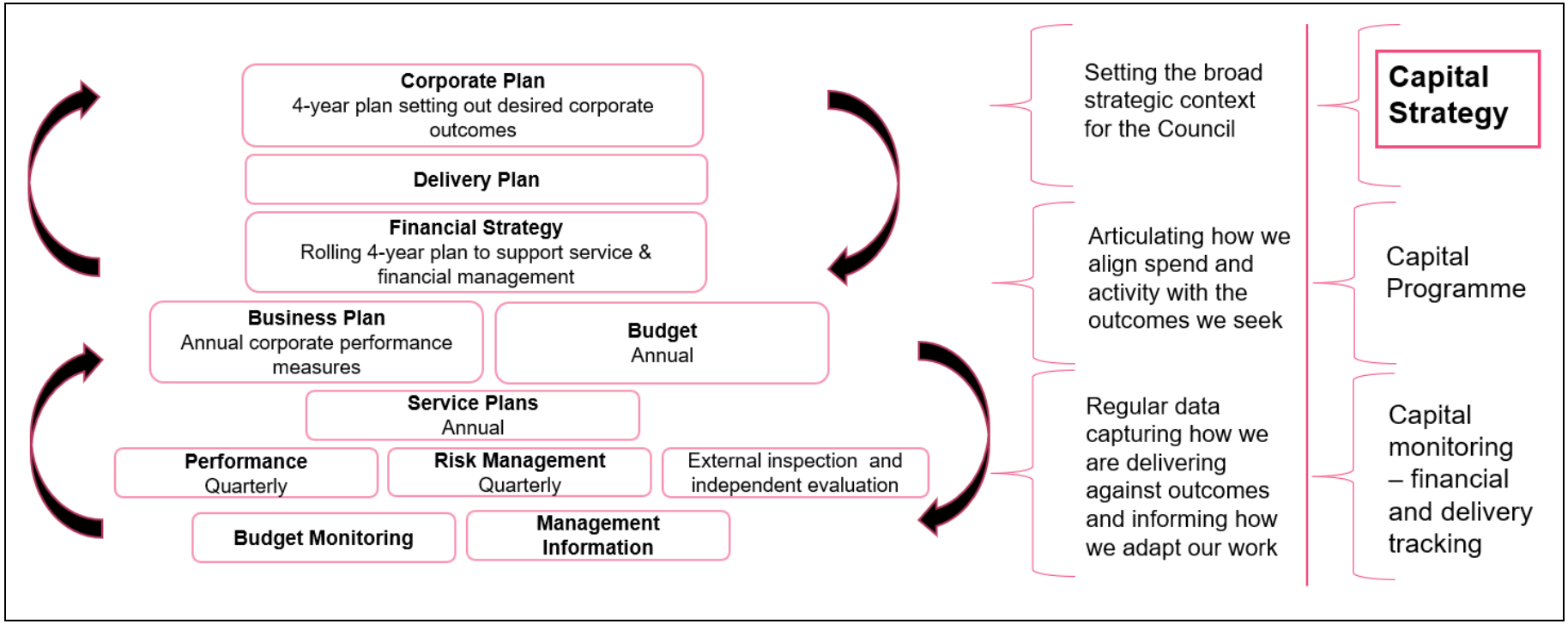
2.8. The objectives of the Capital Strategy are to:

- Develop a longer-term view of capital expenditure and associated financing plans, to ensure plans are affordable
- Understand asset condition and business needs
- Inform expectations around debt and borrowing to support capital expenditure
- Set out the council's approach to commercial activities
- Provide an overview of the governance process for approval and monitoring of capital expenditure
- Outline the available knowledge and skills in relation to capital activity management.

3. Strategic Fit of the Capital Strategy

3.1. The Capital Strategy forms part of the overall strategic framework of the council. It feeds into the One Hounslow Financial Strategy (formerly MTFS), the Delivery Plan and ultimately the Corporate Plan, and is fed by *inter alia* the Treasury

Management Strategy, Annual Investment Strategy and the HRA Business Plan. It is informed by, and supports, service strategies across the council. The following chart shows the position of the Capital Strategy within this strategic framework, and the relationship to, and inter-dependencies with, other key strategies.



3.2. The Capital Strategy extends beyond medium-term horizon of the Delivery Plan and the One Hounslow Financial Strategy to develop a longer-term (10 year) view of capital investment needs. To do this it aligns with the council's Corporate Plan priorities and vision and with service objectives in the delivery of our statutory duties. Several other longer-term plans need to be taken into consideration when setting the Capital Strategy, including:

- the HRA 30-Year Business Plan,
- the asset management plan,
- Infrastructure Delivery Plan,

- Climate Emergency Action Plan (including transition to net zero carbon emissions for the built environment and vehicle fleet)
- Digital and IT Strategy
- Transport Strategy.

4. Capital Expenditure

Definition

4.1. Capital expenditure is defined as expenditure incurred in acquiring, constructing or enhancing physical assets such as buildings, land and vehicles, plant and machinery and intangible assets such as ICT systems that have an estimated useful asset life in excess of one year.

4.2. The Council's policy on capitalisation is included in the Accounting Policies of the Statement of Accounts. The policy states that Council will only capitalise expenditure on Property, Plant and Equipment if it is more than £10,000 per asset (after aggregation). Expenditure under these limits is deemed to be a revenue cost.

4.3. For financial reporting purposes, the council's fixed assets are classified as follows:

- Council housing
- Operational land and buildings e.g. assets that support the council is delivery of its services e.g. schools, office buildings, libraries.
- Vehicles, plant and equipment
- Investment property e.g. properties held to provide a financial return to the council.
- Infrastructure and the public realm e.g. highways, footways, bridges, town centre pedestrianised areas, parks and open space masterplans.
- Community purposes e.g. Parks, playgrounds and open spaces.
- Heritage purposes e.g. Boston Manor House.
- Surplus assets e.g. property held to facilitate regeneration of the town centres or to aid future local economic growth.
- Assets under construction

Capital Expenditure Planning

4.4. The Council determines the areas where it may need to incur capital expenditure from the following:

- Council priorities (Corporate Plan and Delivery Plan)
- Current and future asset management plans
- Changes in service areas where a change in need and / or demand may require additional facilities etc.

4.5. Capital expenditure plans are initially developed through long-term planning processes. For the General Fund the council has developed a ten-year Capital Pipeline which identifies all possible capital expenditure needs. Items within the Capital Pipeline are not approved projects, but they provide the basis for exploratory investment to develop a business case that can then be assessed for affordability and strategic fit. For the Housing Revenue Account (HRA), the HRA 30-year Business Plan performs a similar function.

4.6. Capital spending plans are driven by various factors, some are listed below.

- Asset condition survey
- Increased capacity required from capacity assessment
- Change in asset requirements, e.g. technological, environmental standards (such as reducing carbon emissions)
- Regeneration objectives
- External funding requirements / projects
- Member-led e.g. manifesto pledges
- Government legislation

4.7. The annex ‘Capital Strategy – Asset Summary’ sets out the main groups of assets, their typical capital investment requirements, and the available sources of funding to support these needs.

Council Priorities

4.8. The London Borough of Hounslow’s Corporate Plan 2022-2026, approved by Cabinet in July 2022 and Borough Council in September 2022, lists six priorities and sets out the council’s ambitions for the borough. This Corporate Plan has been reviewed and refreshed to reflect the current Council Administration and the current context within which the council now operates. The Corporate Plan continues to commit the council to work with the widest range of partners and to focus on the outcomes that matter to residents and businesses.

4.9. In order to deliver the council's aspirations in the Corporate Plan and its priorities, there may be a requirement for them to be supported by capital investment. Listed below are some examples of this:

- A Greener Hounslow: Our **Parks and Green Infrastructure** programme will improve local biodiversity and help create a sense of ownership and community involvement toward local green spaces across the borough.
- A Healthier Hounslow: The Council's **Transport Programme** will support residents make healthy travel choices, reduce the number of serious injuries and deaths on the borough's roads, and improve air quality.
- A Cleaner Hounslow: The **Cleaner, Greener** programme will see more street planting, improved street cleaning, and a renewed focus on stopping fly-tipping and littering.
- A Thriving Hounslow: **Prosperity and Place** will see us work with communities as we collectively create vibrant, thriving, healthy places.
- A Safer Hounslow: Investing over £15 million to create safer neighbourhoods and tackle anti-social behaviour.
- A Liveable Hounslow: Hounslow's **Council House Building Programme** continues to see us build both low-carbon Council homes and secure more homes for local people and for those in need.

4.10. The Delivery Plan was approved alongside the Corporate Plan. The Delivery Plan describes the activity that the Council will deliver to meet the Corporate Plan priorities and ambitions. It also sets out the One Hounslow approach to Project and Programme Management (PPM), central to which is the documentation of business cases and PPM control arrangements through a gateway review process. It is expected that all new capital projects in the capital pipeline will need to go through this process to proceed. In addition, this approach will also include minor new capital projects but adjusted appropriately given the lower scheme financial values and / or lower risk exposure.

Asset Management Planning

4.11. One of the programmes within the Delivery Plan is the Future Assets Strategy programme. Cabinet in June 2023 received a report detailing the approach to developing an Assets Strategy to enable the council to think strategically and creatively about their use, management and community benefit, and ensure they deliver the social and commercial outcomes needed.

4.12. It recommended an Asset Review system for classifying assets, using a consistent 'Asset Challenge' approach, to fully understand how the buildings are being used and managed, whether they are fit for purpose, provide value for money, and meet current and future community and corporate need. This will inform an Asset Strategy, Asset Management Plan and associated Delivery Plan, which will be brought to Cabinet during 2024.

4.13. Within the scope of the Asset Review the council's property portfolio includes a wide range of corporate assets, comprising:

- libraries
- leisure facilities
- offices
- day centres
- elderly people homes
- depots
- assets leased to community organisations and
- those which are used to generate a commercial income such as industrial estates, retail premises & markets.

4.14. Excluded from the scope of the Asset Review are:

- Schools, our education estate, including long term leases to academies and trusts
- Housing assets, under the protection of the Housing Revenue Account, covered by the HRA Asset Management Plan.
- Highway and engineered (bridges, etc) assets, covered by the Highways Asset Management Plan.

4.15. Any capital implications arising from the Asset Strategy, Asset Management Plan and associated Delivery Plan, which may generate capital receipts and / or may require further capital investment will be considered by the Capital Strategy Board and will go through due process before being approved onto the capital programme.

4.16. A fleet management and replacement strategy has been developed to ensure the council's access to a flexible and modern green fleet, and infrastructure fit for the future. The fleet replacement plan is currently being updated and will outline the ongoing fleet management requirements to maintain the required vehicle, plant and equipment needs over the medium to long term to meet our organisational needs and priorities. This plan is also being considered in the context of the council's Climate Emergency Action Plan and London Emission Zones, and further detail on this will be presented to Capital Strategy Board in due course. Again, the strategy will seek to identify the medium- and longer-term requirements and any capital implications arising from this.

4.17. A Digital and ICT strategy has been developed and approved by Cabinet in March 2020 that outlines the council's plans to move to a more digital way of working over the medium term. This programme of work is both included in, and an enabler of, the activities outlined in the Delivery Plan. Capital investment will be required to deliver this, and a programme of projects was

approved by Cabinet in September 2020 for inclusion in the capital programme. It is anticipated that this will generate more efficiencies in our service delivery and savings in future years.

4.18. A key additional element of asset management planning emerging from the Climate Emergency Action Plan and the work to develop the capital pipeline, is the need for capital investment to deliver the transition to net zero carbon emissions by 2030. This investment is expected to be on a scale far greater than can be met from the usual financing resources available to a local authority. The council has partnered with the UK Cities Climate Investment Commission to develop innovative financing models that seek to make net zero infrastructure development attractive for large scale private sector investment.

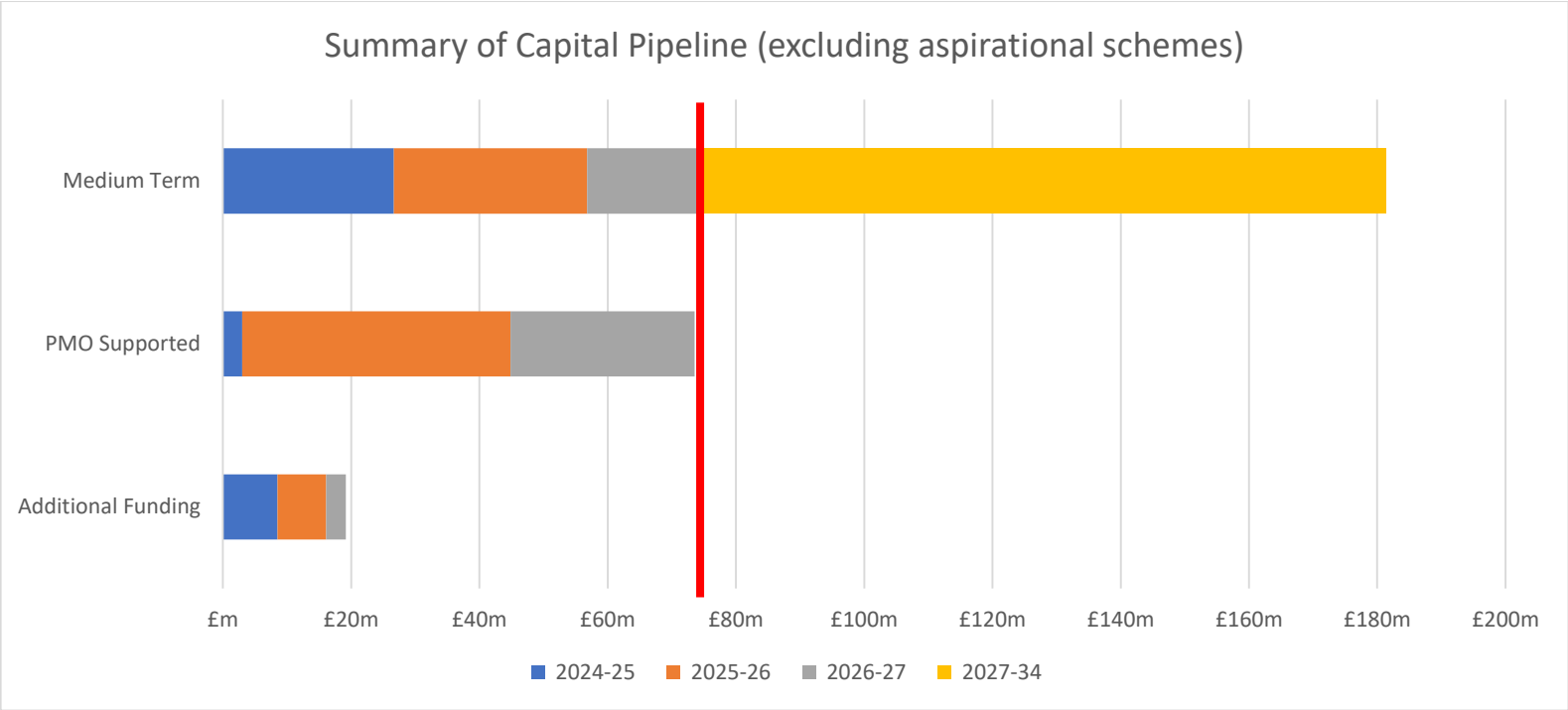
Capital Pipeline

4.19. The Capital Pipeline was originally developed in the spring of 2022 and contains all of the projects that the council could seek to deliver over the 10-year horizon of the Capital Strategy, without regard to affordability constraints. These are not approved projects, but they act as a guide for capital programme planning, enabling consideration of the allocation of scarce resources to undertake feasibility studies, manage and sponsor future projects, and to guide the work programme of Capital Strategy Board as the capital programme develops.

4.20. The Capital Pipeline has been reviewed and updated as part of the 2023/24 work programme of Capital Strategy Board. The projects captured within the Capital Pipeline have been classified into four groups:

- Additional Funding - projects in the existing capital programme that require additional funds to achieve their full potential scope;
- PMO Supported Projects - projects already being monitored by the corporate Project Management Office (PMO) but not yet in the capital programme;
- Medium-Term Projects - new projects which have not reached the mandate stage but that could be delivered over the medium-term;
- Aspirational Projects - projects that require external funding to be viable or are outside what is currently regarded as the normal business of local authorities.

4.21. The total cost of all projects in the Capital Pipeline is £1.4 billion. Excluding the projects in the ‘aspirational’ grouping, many of which are concerned with transition to net zero carbon emissions as noted above, the Capital Pipeline may be summarised in the following chart:



4.22. The red line in the chart shows the current capital headroom of £75m built into the OHFS. The grouping of the Capital Pipeline in this way shows that prioritisation will be needed within over the next three years to keep within the capital headroom. To this end, Capital Strategy Bard have considered a prioritisation matrix against which project mandates and business cases may be assessed where there are competing priorities for council resources.

4.23. Key projects being developed in the 'PMO Supported' grouping within the Capital Pipeline include:

- Renewal of care provision for vulnerable adults
- Modernisation of respite provision for children with additional needs
- Rationalisation of depot facilities available to the council
- Development of arts provision as part of the wider regeneration of Brentford town centre
- Photovoltaic (solar) energy generation from the council's buildings and school buildings

5. Capital Financing

5.1. The council has several different funding sources available to use for capital expenditure. The key sources of funding are detailed below.

- ***Capital Grants*** - The Council receives some Government capital grants e.g. Disabled Facilities Grant and also capital grants from regional bodies such as the Greater London Authority and Transport for London.
- ***External Contributions*** – external contributions such as Section 106 contributions or Community Infrastructure Levy (CIL)***.***
- ***Capital Receipts*** – capital receipts arise from the sale of capital assets and may normally only be used for financing capital expenditure.
- ***Revenue Contributions -*** Revenue contributions will have an overall effect on the General Fund revenue budget if used for financing in the current financial year. Revenue contributions may be funded in turn from prior year resources held in earmarked reserves.
- ***Borrowing –*** if none of the above sources of financing are used, the council's Capital Financing Requirement will increase, which may need to be matched by external borrowing. If this is for General Fund capital financing this will also usually require the council to set aside Minimum Revenue Provision (MRP) from the revenue budget to meet the principal cost of such borrowing over the useful life of the asset created or enhanced.

Policies & Approach

5.2. The Council's capital programme can be financed from various sources as reflected above. Most capital resources are held and allocated corporately. Points which will be taken into financing considerations are noted below.

- Specific grants will be utilised based on any specific grant conditions. Where the grants do not hold specific grant conditions, these will be allocated corporately to relevant projects.
- Revenue contributions will need to be carefully considered to ensure that the General Fund isn't adversely affected – these will be identified in project business cases. Revenue contributions will generally be suited to financing shorter life assets and recurring programmes of capital expenditure.
- All General Fund capital receipts will be held corporately, and may not be ringfenced or netted off from capital expenditure in any business case. Income generated from the sale of vehicles, plant and equipment will be treated as capital receipts where these are above the de minimis threshold. No project can be initiated with future capital receipts as a funding source.

- Financing from existing earmarked reserves can only occur if the funds have already been reserved and set aside for the specific capital project spend, and if corporate finance have established that there is an advantage to using reserves ahead of borrowing or other sources of capital financing.
- Applications of external contributions e.g. Section 106 and CIL should be maximised, subject to the conditions under which these funds were allocated, and ensuring that there is no undue distortion to the objective allocation process maintained by the Development Control service.
- Redirection of capital resources from one project to another will be contained within existing budgets, under the virement rules contained within the council's Financial Regulations.
- In all circumstances, the council should seek to utilise external funding with restrictions where possible before drawing on the council's own resources.
- The Council will seek to maximise the use of restricted funding sources (Grants, Section 106, CIL) before applying General Fund revenue resources and borrowing.

5.3. The council will realise the value of any properties that have been identified surplus to requirements in a timely manner, having regard to the current market conditions and the opportunities available for internal development.

5.4. The General Fund Capital Pipeline is assumed by default to be financed from borrowing. As business cases for new capital projects come forward for approval to Capital Strategy Board, the opportunities for financing from other sources having regard to the above policies will be considered. The Executive Director of Finance and Resources, in consultation with the Cabinet Member for Strategy, Resources and Customer Services will propose the most effective way of financing the Capital Programme in aggregate to optimise the overall use of resources.

5.5. The OHFS that was originally approved by Cabinet in July 2022 included a policy of ringfencing the General Fund revenue budgets for capital financing costs and treasury management, so that any surplus would be carried to a capital financing risk reserve. The main purpose of the risk reserve generated from this approach is to smooth out the risk of fluctuations in the capital financing costs budget arising from changes in interest rates. The OHFS also sought to grow the ringfenced capital financing costs budget to meet future demand for General Fund capital expenditure. This policy has delivered headroom for new capital investment in the Capital Pipeline of £75 million over the life of the current OHFS.

5.6. Since the introduction of this policy there have been two key developments:

a) Slower than anticipated progress in bringing forward the Capital Pipeline so that it now appears unlikely that very significant capital investment will be made until later in the current life of the OHFS;

b) A sharp increase in interest rates that has inhibited discretionary borrowing while also bringing in significant surpluses into the ringfenced capital financing costs and treasury management budget.

5.7. The latest update to the OHFS proposes to remove the ringfencing policy for General Fund activity within the capital financing costs and treasury management budget. This will deliver a short-term benefit towards closing the budget gap for 2024/25, without changing the level of General Fund borrowing headroom.

Treasury Management & Investment Strategy

5.8. The five key objectives of these strategies are to ensure:

- An effectively structured debt portfolio to minimise costs
- The security and liquidity of the council's investments
- Investment returns are maximised whilst protecting the security of investments
- Effective cash flow management
- The management of risks

5.9. The monies the Council has available for investing are primarily cash flow derived and are only available temporarily pending expenditure. The council also has resources suitable for long term investment (e.g. earmarked reserves, capital receipts). The council undertakes internal lending of these resources between the General Fund and the HRA, on which interest is earned by the General Fund from the HRA, in lieu of undertaking external borrowing from PWLB or others for the HRA's capital financing requirement. The council's external investments priorities are to ensure security and liquidity. The Council will look to achieve the optimum yield based on its risk parameters.

5.10. The treasury management and investment strategies are updated annually in light of any changes to the Capital Strategy and in response to changes in financial markets, and are presented for approval by Cabinet and Borough Council alongside the budget report.

Summary

5.11. The current approved capital programme has been set at a level that can be financed within identified resources. The financial implications of any anticipated borrowing for the forthcoming years for its delivery have been calculated and factored into the OHFS and then into the 2024/25 revenue budget proposals.

5.12. The capital financing charges and any additional running costs arising from capital decisions yet to be made will be incorporated within the medium-term financial plans, enabling Members to consider the consequences of capital investment alongside other competing priorities for revenue funding.

6. Commercial Activity

Investment Property

6.1. CIPFA defines investment properties as properties held solely to earn income and / or for capital appreciation i.e. the returns from property ownership can be both income driven (through the receipt of rent) and through appreciation of the asset value (capital growth). Both these factors should be taken into consideration when assessing properties for acquisition.

6.2. The capital strategy proposes that the council continue to hold existing properties for investment and manage those on a commercial basis. While the council may seek to invest in commercial property in future and to take advantage of opportunities as they present themselves, these will be to deliver corporate outcomes and strategic goals. Decisions will only be made following a robust analysis and strong governance process balancing the exposure to commercial risk with the delivery of corporate outcomes. Cabinet has approved the necessary decision frameworks to allow this type of investment to occur, but the council is not currently actively pursuing opportunities to acquire new investment property.

6.3. In 2020 the Government tightened the terms of local government borrowing from the Public Works Loans Board (PWLB) to effectively remove the ability to borrow solely to achieve an investment yield. The council is required to confirm to Government that the capital programme does not include any expenditure on new investment property prior to undertaking any borrowing from PWLB. We have reviewed the capital programme to ensure that it currently only includes expenditure to deliver service, housing or regeneration objectives.

Capital Investment in Hounslow Companies

6.4. The council's subsidiary companies have capital expenditure requirements which are set out in the annual trading companies business plans, the latest of which were approved by Cabinet in March 2023.

6.5. The most significant capital expenditure requirements are for Lampton Investment 360 Ltd, which has a cumulative target of acquiring 1,000 homes for intermediate rental. Acquisitions are financed by loans from the council, which Lampton Investment 360 Ltd service with interest from the rental income achieved on the properties. The council has also provided loans to Lampton Development 360 LLP, in order to bridge timing gaps between development expenditure being incurred and sales

from developments being realised. Other capital expenditure requirements have been met from trading subsidiaries own resources.

6.6. A further purpose of the risk reserve generated from the ringfencing of the capital financing costs budget is to offset risks around the Government's proposed mandating of MRP on loans to subsidiary companies for capital purposes. It is proposed to maintain the ringfencing in respect of Lampton Group activity while the Government's proposals for MRP remain unresolved. The Government has taken longer than anticipated to translate the initial consultation with local government into draft regulations for consultation, with there being indications that the threat this posed to the Lampton Investment 360 Ltd business model has receded, with MRP potentially only applying to loans for investment rather than service purposes.

6.7. Over the last year, the sharp increase in interest rates has slowed Lampton Investment 360 Ltd's acquisition programme. This has the effect of reducing the likely level that MRP charges could end up at over the medium-term. We have also taken the view not to voluntarily apply MRP in anticipation of Government regulations, as our view is that the loans carry low risk and will be repaid in the long-term in line with the Lampton Group business plans.

7. Project Management and Governance

Background

7.1. Capital Strategy Board was instituted in May 2019 as the main internal governance body for capital strategy matters – acting as a gateway for new programmes and projects, having a strategic overview of capital programme monitoring and reviewing project delivery.

Projection Initiation

7.2. As with all other activity in the Delivery Plan, capital-funded projects must follow the One Hounslow approach to Project and Programme Management (PPM). A robust approach to PPM, including rigorous project governance, should enable the oversight and monitoring responsibilities of Capital Strategy Board to be manageable within the Board's wider responsibilities. For larger projects and programme this development will be over multiple stages with 'gateway approvals' at key points in project development and initiation. These stages are summarised in the chart below:

APPENDIX E

Stage	Ideation		Definition		Discovery / exploration		Design		Implementation
What are we doing	Identifying problems and opportunities and ideas to address them		Defining the problem / opportunity in detail and the activity needed to address it		Developing options that can address the problem / opportunity		Designing in detail the recommended solution		Implementing the solution
RIBA	0		1		2, 3		3, 4		5, 6, 7
Control document for next stage		Brief		PDD / PID		Updated PID		Updated PID	Closure Report
Decision-making		Mandate - This is a priority and further work should be completed		Strategic Business Case - Explore options to solve the problem		Outline Business Case - Approve the recommended option to be designed in detail		Full Business Case - Implement the solution	

Throughout	• Plan • Risk, Issues, Assumptions, Dependencies log etc • Status reporting • Change control • Boards – Agendas, Actions, Minutes	**Principles**	• Documents and reports – not forms • Everything should add value and be created for a purpose • Scalability for different sizes of initiative • Should work across all types of initiative – transformation, digital, regen, capital build etc

7.3. The PPM approach is intended to:

- provide a clear project definition which creates a “contract” between the project / programme manager and the sponsor (organisation) about what will be delivered and why, when it will be delivered and for what cost;
- enable risks and issues impacting on project / programme success to be captured and actively managed;
- enables clear monitoring of progress, early warning of challenges and clear approach to sign-off of change (time / cost / quality / benefits).

Delivery Plan Portfolio Structure and Governance

7.4. The Delivery Plan be split into four portfolios:

- People - programmes and projects associated with transforming the council's services and offers to residents;
- Place - programmes and projects associated with development activity to the built or natural environment to transform a place;
- Capital - including all those capital-funded projects that are not in-scope for either the People or Place portfolio;
- Digital.

7.5. The Capital Portfolio is included within the Delivery Plan, with the same quarterly reporting arrangements as the rest of the Delivery Plan to Cabinet and the Overview and Scrutiny Committee. Additionally, Cabinet continues to have a constitutional role in decision-making (approval of the whole capital programme, individual project business cases – where required, and review of capital expenditure and financing through financial reporting).

7.6. As with the other portfolios in The Delivery Plan, an officer level Governance Board is required to agree projects to be included and to monitor / oversee the delivery of capital projects and to agree the response to escalated issues. Capital Strategy Board fulfils this role.

Role of the Capital Strategy Board

7.7. The Capital Strategy Board consists of the following officers:

- Executive Director of Finance & Resources (Chair)
- Assistant Chief Executive, Communities and Strategy
- Executive Director of Regeneration, Housing & Environmental Services
- Director of ICP, Health & Social Care Integration
- Director of Finance - Financial Control
- Director of Climate and Strategic Programmes
- Director of Strategy, Performance and Commissioning
- Director of Law and Governance
- Head of Corporate Finance
- Head of Capital Delivery (secretariat)

7.8. The role of the Corporate PMO is to own, support the use of, and provide organisational assurance of adherence to the One Hounslow PPM approach. To do this effectively for the Capital Portfolio, the Head of Capital Delivery role has been established. This role also facilitates Capital Strategy Board.

7.9. The terms of reference of the Capital Strategy Board is split into three key roles:

7.10. Capital Strategy and Capital Financing:

The Capital Strategy sets out the longer-term context for future investment and is developed to ensure the council can take capital and investment decisions in line with the Corporate Plan priorities. It provides a framework to consider stewardship, value for money, prudence, risk, sustainability and affordability. The Capital Strategy Board should ensure that key priorities for future investment are considered in the context of financial constraints and market forecasts for interest rates and prioritise programmes accordingly. The role of the Capital Strategy Board is to:

- Oversee the development of the Capital Strategy
- Ensure that once approved by Cabinet and Borough Council this is implemented by officers
- Carry out the roles and responsibilities set out in the Financial Regulations, including consultation and agreeing recommendations to Cabinet

7.11. Capital Pipeline and Capital Programme Setting

The capital pipeline includes all ideas for capital-funded projects in the council, which will identify areas of potential capital investment to continue delivering our core services and demand, meet legislation and health and safety requirements, deliver our Corporate Plan priorities and generate financial benefits and savings for the council. These are not approved projects.

The capital programme is a rolling programme for the creation of assets which includes approved projects. Each year, the approved programme reflects at a point in time all the approved projects and their associated funding. The approved programme must be affordable, and the revenue implications of the capital programme, particularly financing costs, need to be considered as part of medium-term financial planning and revenue budget setting. It is important to note that inclusion of a project in the capital programme means that funding has been allocated to that project and held corporately; however, these projects are not approved to progress. For a project to be initiated a Project Mandate (indicative business case) must be developed and approved and funding will be released from the corporately held budget at each gateway cleared. The role of the Capital Strategy Board is to:

- Set the prioritisation criteria for projects in the pipeline to be assessed against for inclusion in the capital programme

- Review the outcome of the pipeline prioritisation to agree projects to be included in the recommended capital programme
- Recommend the annual Capital Programme for Member approval across all Portfolios
- Recommend any in-year additions to the Capital Programme for Member approval across all Portfolios
- Agree additions to capital programme where wholly externally funded and no revenue implications across all Portfolios

7.12. Capital Delivery, Monitoring and Oversight

These responsibilities are for all projects in the Capital Portfolio and all capital funded projects in the People Portfolio. For projects in the Place Portfolio these responsibilities are held by the Place Portfolio Board:

- Approve (or recommend to Cabinet subject to the constitutional requirements) Project Mandates thereby approving the initiation of the project
- Approve (or recommend to Cabinet subject to the constitutional requirements) business cases to enable progression to the next project stage
- Monitor project progress via regular Status Reporting
- Review and provide guidance on escalated risks and issues
- Approve proposed changes to projects where this has a material effect on the project business case or project timescales

7.13. In summary, the remit of Capital Strategy Board extends over the short-, medium- and long-term as follows:

- Short term – monitor delivery of the capital programme within the Capital Portfolio
- Medium-term – agree and amend the forward capital programme
- Long-term – review the Capital Pipeline and the implications for the future development of the Capital Strategy

7.14. Capital Strategy Board makes informal decisions only where priorities are already agreed by the Cabinet as part of the Council's budgetary framework and refers these to the formal decision-making structures of the council. It will also ensure that necessary consultation is carried out with Cabinet Members and relevant directors as part of the decision-making process. Any proposal that is outside the approved budget and policy framework will be referred to Cabinet or Council in accordance with the Constitution.

7.15. Role of Cabinet Members & Cabinet
Cabinet Members should be kept informed of the programme and the individual projects within it, and monitor the progress of approved capital schemes through their regular meetings with Service Directors and Finance.

7.16. The Overview and Scrutiny Committee will also consider capital delivery within the remit of quarterly monitoring of the Delivery Plan.

7.17. Cabinet will consider the medium term and longer-term Capital Strategy through the medium-term financial process each year, the annual budget for the forthcoming year through the budget setting process each year and the in-year delivery of the capital programme through the regular financial monitoring reports.

Financial Monitoring System

7.18. Capital monitoring is managed through a web-based tool called Budget Books. Budget Books has the functionality and ability to hold multi-year budgets and enables the Council to manage its capital projects, budget setting, management and monitoring, alongside revenue budgets. It allows individual managers to access the latest information showing spend to date against budget, enabling budget holders to keep track of their budget position over the year and to make monthly budget monitoring returns online. A business case has been approved to modernise this system.

7.19. Programme and Portfolio Boards meet regularly throughout the year to monitor financial and the delivery performance of the capital programme and this is regularly reported to Cabinet and Overview and Scrutiny Committee through performance reports and Delivery Plan monitoring reports.

8. Risk

8.1. This section considers the council's risk appetite about its capital investments and commercial activities, i.e. the amount of risk that the council is prepared to accept, tolerate, or be exposed to at any point in time. The overall approach to risk management is set out in the council's Risk Management Strategy approved by Cabinet in March 2022.

8.2. Risk will always exist and cannot be removed in its entirety; however, the council should always perform a risk review to identify any such risks and how these can be mitigated.

Risk Management

8.3. The Council recognises that maintaining a dynamic risk aware culture is vitally important as it goes through a period of significant change, with the increasing need to balance the effects of budget reductions, changes to services provided and possible increased demand. The benefits gained in managing risk effectively are improved strategic, operational and financial management, better decisions and outcome delivery, improved statutory compliance and ultimately improving the services that people receive.

8.4. The Council has a strong risk management framework in place which provides a process for the identification, assessment, mitigation and review of risks. The Risk Management Strategy, with the associated risk registers (corporate and departmental), play an important part in the corporate governance structure of the authority.

8.5. The Risk Management Strategy sets out the different methods the council may take to mitigate risk. These are:

- tolerate: Recognising that the risk is tolerable without further action, or the costs of addressing the risk may outweigh the potential benefit of action;
- treat: Constraining risk within acceptable levels by means of various treatments – whether preventing or correcting unwanted outcomes, ensuring positive outcomes happen, or identifying where things have gone wrong in order to inform future work;
- transfer: Mitigating risk by transferring responsibility to others, through –for example –insurance or passing service delivery to another organisation;
- terminate: Stopping an activity, given its risk profile–this option is not always available to a Council, or indeed the wider public sector, given its statutory functions;
- take opportunity: Existing alongside the tolerating, treating, and transferring of risk, is there a means by which advantage can be gained to exploit impact or positive opportunities.

8.6. Risk management is embedded into the One Hounslow Approach to PPM, and reported through monthly status reports on all key projects in the capital programme.

Risk Profile

8.7. Effective risk management means being risk aware, not risk averse. The Council believes that risk needs to be managed rather than avoided, and that its response to risk is proportionate. The amount of risk the Council is prepared to accept or be exposed to (its risk appetite) will vary according to the perceived significance of particular risks, as well as regulatory or legislative constraints. It may be prepared to take comparatively large risks in some areas and none at all in others.

Risk Analysis

8.8. The table outlines the risks associated with capital expenditure and financing and how these could be managed and mitigated.

Risk	Likelihood / Impact	Mitigation	Our Arrangements
Capital projects are approved without a full appraisal of the project and associated business case.	Reasonably Probable / High	Treat	The One Hounslow approach to PPM ensures that all projects with capital expenditure are scrutinised at the appropriate gateways, and the business case approved with the appropriate authorised sign-off.
Full capital and revenue costs of a project not identified.	Reasonably Probable / Medium	Treat	The One Hounslow approach to PPM ensures that all project life cycle costs, capital and revenue are considered with the business case at the appropriate gateways.
Capital projects are not delivered to time	Reasonably Probable / High	Treat	Corporate Programme Management Office (PMO) to develop reporting on project delivery, including through new software, with enhanced governance through Portfolio and Programme Boards. PMO to oversee development of project management skills across the organisation.
Capital projects are not delivered to budget.	Reasonably Probable / Medium	Treat	Capital programme monitoring through monthly financial monitoring, alongside delivery tracking through PMO software, and enhanced governance through Portfolio and Programme Boards.
Assumptions on external funding for capital projects are unrealistic	Probable / Medium	Treat	Business cases under the One Hounslow PPM approach will identify risks around external funding assumptions. These will be monitored and managed alongside other project risks through the corporate PMO reporting process to the appropriate governance forums.

Risk	Likelihood / Impact	Mitigation	Our Arrangements
Inflationary pressures impact on costs across entire programmes	Reasonably Probable / High	Treat	Capital Strategy Board retains a role beyond programme management under the One Hounslow PPM approach to set parameters for the review of affordability of the capital programme in conjunction with the updating of the One Hounslow Financial Strategy and development of the Capital Strategy.
Interest rate changes impact on the affordability of programmes funded from borrowing	Reasonably Probable / High	Treat	Monitoring arrangements for the Treasury Management Strategy and the delivery of the One Hounslow Financial Strategy will identify these impacts, with actions overseen by Capital Strategy Board in conjunction with the updating of the One Hounslow Financial Strategy and development of the Capital Strategy.
VAT partial exemption rules and other taxation implications are not considered.	Reasonably Probable / Medium	Treat	Business cases under the One Hounslow PPM approach will identify risks around taxation. These will be monitored and managed alongside other project risks through the corporate PMO reporting process to the appropriate governance forums.

9. Other Assurance Frameworks

9.1. In addition to the council's risk management framework, there are other assurance frameworks to provide management and members the assurances required over processes and controls.

9.2. The internal audit function has an audit programme whereby financial system are reviewed on a rolling 3-year cycle. The findings and recommendations from these audits are reviewed and actioned by officers and members updated through the Audit & Governance Committee.

9.3. External audit provide additional assurance over our capital processes, controls and management through their annual audit of our Statement of Accounts. In addition, the council is required to submit various returns to Government on the capital programme, capital expenditure and financing, borrowing and investment. The Government may challenge the council through these returns as part of their assurance process prior to publication of the data provided by the council.

10. Knowledge & Skills

10.1. It is important that all those involved with making financially related decisions, whether officers or members, have the relevant knowledge, skills and experience to enable them to make and challenge any decisions made.

10.2. The Council utilises the knowledge and skills of its internal officers when considering and making capital, treasury and investment related decisions and on occasions, where deemed necessary will seek the knowledge and experience of specialist external advisors.

10.3. The Council employs professionally qualified legal, finance and property officers who are able to offer advice and guidance when considering any capital decisions. These officers have continuous professional development (CPD) and attend courses on an ongoing basis to keep abreast of new developments and skills.

10.4. There is a strong commitment that all staff dealing with treasury management receive comprehensive training on an ongoing basis. In addition, training is offered to members to ensure they have up to date knowledge on key council and financial matters. A training programme is currently being refreshed to provide training for all Chief Officers and members on capital and treasury as well as to all officers involved in capital project management on capital budget management and capital financing. This training is be tailored to the needs and requirements of those stakeholders and may vary between groups, e.g. the training for members will be focused around risk management, programme review and challenge and that for officers is around use of Budget Books, capital processes, effective financial management. The most recent round of this training took place in July and August 2023.

11. Review of Strategy

11.1. The Strategy will be reviewed and refreshed annually as part of the process of reviewing and refreshing the One Hounslow Financial Strategy and treasury and investment strategy.

APPENDIX E

LONDON BOROUGH OF HOUNSLOW
CAPITAL STRATEGY – ASSET SUMMARY

The council holds a diverse portfolio or property and other assets in support of its service delivery objectives. These assets give rise to a variety of capital investment needs, some of which are service specific. However, they all need to be considered within an overarching corporate framework, which the Capital Strategy is intended to provide.

The table below summarises the major grouping of assets, their capital investment requirements and the available sources of funding to support these needs:

Asset Group	Capital Requirements	Funding Sources
Schools	<u>Capacity</u> Demand for school places surged in the primary sector from 2008 onwards and in the secondary sector from 2015 onwards, met by significant school expansion programmes. This increase has tailed off and is not expected to continue over the medium-term. In some schools there is now surplus capacity and this may continue if trends first observed during the Coronavirus pandemic away from commuting and migration following Brexit lead to a sustained reduction in the borough's population. Over this period of growth the increase in pupils with special needs has outstripped the overall growth in pupil numbers, creating further demand for special need places, especially for Autistic Spectrum Disorder (ASD) needs. The council continues to invest in local provision to counteract transport costs and achieve value for money from the local state-funded schools economy, with funding available through the DfE Special Educational Needs and Disabilities (SEND) capital grant. This investment supports, and is informed by, the Dedicated Schools Grant (DSG) Management Plan, which shows how the council is using DfE SEND capital grant to develop and improve places for children with SEND as well as the SEND strategy going forward. Capacity needs for school places is measured annually based on population modelling and through the SCAP return.	DfE SEND capital grant DfE Basic Needs grant CIL

	School places are no longer provided solely through the council, with demand also met through Free Schools – the council therefore also needs to monitor these developments. <u>Condition</u> Existing maintained school buildings require investment as aged components such as roofs, windows and heating systems reach the end of their useful life. Meeting these needs is prioritised based on the output of condition surveys. Minor renewal and refurbishment projects are generally met by schools themselves from devolved capital funding and schools own balances. <u>Modernisation</u> Substantial modernisation of the schools estate has been achieved through school expansion and new build programmes. However, there are likely to be school buildings that are in need of renewal that have not been touched by these programmes. This asset need can not readily be met from council resources, and relies on central Government funding becoming available – e.g. Priority Schools Building Programme and successors. <u>Climate Change</u> The council has also invested in noise mitigation and ventilation improvements funded from Heathrow's Community Building Noise Insulation Scheme, and measures to move schools towards net zero carbon emissions in line with the council's Climate Emergency Action Plan, funded from the Government's Public Sector Decarbonisation Scheme.	Education Funding Agency targeted grants DfE Capital Maintenance grant Devolved capital funding to schools and schools balances DfE targeted bid-based funding programmes Heathrow Community Building Noise Insulation Scheme BEIS Public Sector Decarbonisation Scheme
Hounslow House	The council has invested in a brand-new headquarters which became operational in March 2019. Hounslow House delivers benefits in terms of expected revenue savings, better support to modern ways of workings, and town centre regeneration, as well as releasing the previous Civic Centre site to facilitate significant housing development.	

	This once-in-a-generation investment postpones the need for ongoing component renewal for several years. Hence there are no immediate further investment needs. In the longer-term, planning for whole life expenses will need to be considered. Recovery from the Coronavirus pandemic and the remote working arrangements enhanced while Coronavirus restrictions were in place has encouraged a review of the council's ways of working with consequent implications for the ways in which Hounslow House supports the council's operations. This review may lead to some further investment requirements to adapt to rapidly changing expectations of ways of working.	
Other Operational Buildings	<u>Leisure Centres</u> The council has taken over the management of leisure centres from Fusion Lifestyle, the previous contracted provider, including the ongoing maintenance of the assets. Day-to-day management has been passed to a new subsidiary entity, Lampton Leisure. The condition of the plant and major building components will determine future investment needs. Condition surveys have identified an initial approved programme of works. Longer-term, the age and condition of the leisure centre assets is likely to require re-configuration of the council's leisure offer, supported by significant new investment. <u>Libraries</u> Hounslow House includes a new library provision replacing that previously located in the existing Civic Centre. A two-year programme of minor condition works across 11 libraries is coming to an end. Further investment needs will depend on building condition and the lapse since previous extensive refurbishment or modernisation.	

	<u>Social Care Establishments</u> Feasibility studies have commenced to re-shape the council's provision of long-term services to meet eligible needs. Across Adult Social Care the council has sufficiency projects in place, managed as part of the Delivery Plan, to examine alternative ways of increasing the capacity of available cost-effective provision. This is one of the few areas of service provision other than schools and housing that is supported by Government capital grant, however any such investment in new provision is likely to be significant, and to exceed the level of capital grant funding that is targeted to social care services. Across these operational asset types, the council has set in place a recurring Corporate Property Condition Programme with recurring funding from the Property Maintenance and Repairs Fund. <u>Climate Change</u> The council has also invested in measures to move operational buildings towards net zero carbon emissions in line with the council's Climate Emergency Action Plan, funded from the Government's Public Sector Decarbonisation Scheme.	Social care capital grants Property Maintenance and Repairs Fund (internal) BEIS Public Sector Decarbonisation Scheme
Public Realm	<u>Cityscape</u> Major investment in the public realm to date has been funded by Transport for London (TfL) focused on Hounslow town centre and Feltham town centre. <u>Parks and Open Spaces</u> Parks and open spaces host assets such as playgrounds that require renewal on a cyclical basis. This has been supplemented in recent years by investment to broaden community involvement and promote public health, such as outdoor gyms. These assets will require renewal based on age and condition. A series of masterplans are in development for the more significant parks and open spaces, linked to the council's Green Infrastructure Plan, setting out longer-terms development plans, and providing a framework for leveraging external funding.	TfL major schemes funding CIL

	Parks and open spaces also provide key spaces for opportunities locally to mitigate climate change, through tree planting and other carbon cleansing measures in line with the council's Climate Emergency Action Plan, subject to available funding. Some of our parks and open spaces have been subject to unauthorised encampments leading increased costs from damage, cleansing and legal action. Steps are being taken to carry out target hardening work to prevent site incursions, with future plans dependent on funding.	
Highways	The council has entered into a PFI arrangement for the management and maintenance of the adopted highway network. The unitary charge under the PFI includes funding to address the capital investment requirements of the network. The council will need to periodically assess if this is sufficient to meet condition needs and residents' expectations. Local adjustments to the configuration of the highway, footway and cycleway network are normally funded through the Transport for London (TfL) Local Implementation Plan (LIP) allocations.	TfL LIP funding
Social Housing	<u>Capacity</u> Pressures on the local housing market reflected in increased market rents and house prices, impacting on affordability and increased homelessness and the use of temporary accommodation are a key concern for the council, which has committed to increasing the supply of affordable housing and social housing for rent. The council remains the largest social landlord in the borough, and has a self-financing agreement with DLUHC for the HRA committing the council to one-for-one replacement of social housing lost through the right-to-buy scheme. Since 1 April 2021, the council is now able to apply RTB receipts to 40% of the cost of new social housing (previously 30%), subject to match funding of 60%	

	(previously 70%) from other sources, notably from borrowing against the income stream arising from new units over the lifetime of the asset, and applying RTB receipts within five years (previously three years) of receipt. The council's ambitions for new social housing, however, go well beyond one-for-one replacement of council housing. In October 2018 the council committed to secure 2,000 new homes for rent and shared ownership by 2024, procured as 1000 directly secured and 1000 purchased and acquired. The council has successfully applied to the Greater London Authority (GLA) to recycle returned RTB receipts that were not used within the original three-year time limit, for use within a further three years, and successfully secured £93m of additional GLA funding in support of these targets. In meeting these targets the council is targeting both our own new build housing and the acquisition of affordable housing within private developments. New build developments and acquisitions are assessed for affordability based on compatibility with the HRA 30-year business plan ensuring that developments are sustainable over this planning horizon. Policy threats to increasing the council housing stock such as the High Value Voids levy to fund the extension of right-to-buy to housing associations have receded as central Government has focused on other priorities. <u>Condition</u> Existing council housing requires investment as aged components such as roofing, windows, kitchens, bathrooms and heating systems reach the end of their useful life. Meeting these needs is prioritised based on the output of condition surveys and funded within the HRA as part of the council's landlord responsibilities and met ultimately from housing rents. <u>Suitability</u> The councils adapts its existing housing stock to meet the needs of disabled tenants using the same process as to award Disabled Facilities Grants. Council house adaptations are funded within the HRA ultimately from rental income.	Right-to-buy receipts Greater London Authority grants HRA HRA

	Energy efficiency improvements may arise directly from condition programmes, or separate specific schemes may be developed to achieve efficiency gains, for which external funding is often available. These programmes are gaining increasing importance, in order to move council housing towards net zero carbon emissions in line with the council's Climate Emergency Action Plan. New units built through the Council House Building Programme are being targeted for net zero emissions where possible. However, to complete the move to net zero carbon emissions for the entire stock will require Government funding, as the necessary actions can not be contained within the HRA Business Plan.	
	Fire safety risk assessments are conducted on a cyclical basis and the results inform compliance programmes focused on passive measures such as fire doors and emergency lighting. Social housing regulations are also being reviewed, with greater emphasis on building safety and tackling damp and mould. These are also funded within the HRA, placing additional strain on the HRA.	HRA
	Where structural issues are identified with individual properties, these are subject to monitoring and where required, remedial schemes are developed. These schemes may potentially be funded from insurance cover but are more likely to be funded within the HRA.	Insurance / HRA
	<u>Regeneration</u> Wider structural issues across blocks and estates may point to the requirement for regeneration through comprehensive redevelopment to be considered. This may increasingly become relevant where the housing stock consists of post-war high-rise blocks that are coming to the end of their originally intended life cycle.	
	This type of regeneration can not usually be fully funded from the HRA as the new net rental income stream is limited. Other external funding is not generally available unless re-development supports an overall increased number of units.	
	Nevertheless, the council has consulted with residents of the Convent Way Estate in Heston and Charlton and Albany House in Brentford on redevelopment proposals that include the demolition of existing high-rise blocks and re-provision	

	with new housing built to as close as possible to a net zero carbon emissions specification. Furthermore, the Grenfell Tower fire enquiry may provide the basis for a change in policy direction against high-rise living. If this occurs, it could be expected that Government funding may become available for this type of estate regeneration.	
Digital and IT	Cabinet in March 2020 approve the Digital and IT Strategy 2020-2025. The resulting work programme is in included in the approved capital programme and delivers investment over the following themes: ✓ Collaboration and data ✓ Fix the plumbing ✓ Place and community ✓ Services and customers ✓ Staff and workforce This investment is key to harnessing technological change and adopting and sustaining modernised ways of working. It is anticipated that this will support the One Hounslow programme to generate efficiencies in service delivery and savings in future years. The Digital and IT capital programme is partly funded through recurring funding from the Corporate IT Fund.	Corporate IT Fund (internal)
Vehicles	The council's fleet management and replacement strategy has been developed to ensure that the council has a flexible, modern, green vehicle fleet. The fleet replacement plan has a particular focus on delivering reduced carbon emissions in line with the council's Climate Emergency Action Plan, and clean air requirements led by the Mayor of London's Ultra-Low Emission Zone policies.	

	The council has also managed the vehicle fleet requirements of the council's trading companies and needs to maintain an up-to-date understanding of these changing requirements. To support these requirements, the council has set in place recurring funding through the Corporate Fleet Maintenance Fund.	Corporate Fleet Maintenance Fund (internal)

Where specific sources of funding for capital investment are not identified in the above table, the council will generally need to meet these needs from its own resources. These capital resources consist firstly of capital receipts from previous asset sales, and secondly from borrowing undertaken in accordance with the Prudential Code.

General Fund

General Fund borrowing is undertaken in accordance with the requirements of the Prudential Code. The council is required to set aside a Minimum Revenue Provision (MRP) to reflect the assessed principal repayment commensurate with the useful life of assets funded through borrowing, which is met from the General Fund revenue budget. Prudential borrowing provides flexibility to allow new borrowing, either to the extent that the MRP and interest payments do not increase, or that if they do increase that this is identified and funded within the council's Medium Term Financial Strategy. The affordability of prudential borrowing is also assessed through Prudential Indicators.

The council produces and adopts an MRP policy statement as part of its annual budget setting process. The Treasury Management and Investment Strategy contains Prudential Indicators which are also considered as part of annual budget setting.

Housing Revenue Account

The affordability of HRA borrowing is measured through the HRA business plan, which assesses the impact of rental income, management costs and capital investment over a 30-year time horizon. This has replaced the HRA 'borrowing cap' as the main control over the sustainability of investment financed within the HRA. The annual Treasury Management and Investment Strategy also considers the impact of HRA borrowing and contains Prudential Indicators covering the HRA.

Ends

Appendix F: Treasury Management Strategy 2024/25

1.1 **The Treasury Management Strategy will cover the following:**

- Current Treasury Position
- Borrowing Strategy
- Policy on borrowing in advance of need
- Prospects for interest rates.
- Debt Rescheduling.
- Annual Investment Strategy.
- Creditworthiness Policy
- Policy on use of external service providers
- The Prudential and Treasury Indicators
- Subsidiary Companies and Joint Ventures
- Emerging Subsidiary Borrowing Requirement
- Training
- Capital Strategy
- Minimum Revenue Provision (MRP)

2.0 Current Treasury Position

2.1 The current external debt as at 31 December 2023 is as follows:

	Total Principal	HRA	GF	Lampton Group	Average Rate
	£m	£m	£m	£m	%
PWLB	401.6	218.3	7.9	175.4	3.82
LOBO	39.5	35.6	3.9	0.0	4.09
Market Loan (No Option)	7.5	7.5	0.0	0.0	4.65
Other Local Authority	10.0	0.0	10.0	0.0	5.70
Total Borrowing	458.6	261.4	21.8	175.4	

HRA – Housing Revenue Account

GF – General Fund

PWLB – Public Works Loan Board

LOBO – Lender Option, Borrower Option

2.2 The Council's external debt as at 31 March 2024 is expected to be £478.8m.

	Total Principal	HRA	GF	Lampton Group	Average Rate
	£m	£m	£m	£m	%
PWLB	431.8	248.5	7.9	175.4	3.85
LOBO	39.5	35.6	3.9	0.0	4.09
Market Loan (No Option)	7.5	7.5	0.0	0.0	4.65
Other Local Authority	0.0	0.0	0.0	0.0	0.0
Total Borrowing	478.8	291.6	11.8	175.4	

2.3 The overall treasury management portfolio as at 31 March 2023 and for the position as at 31 December 2023 are shown below for both borrowing and investments:

TREASURY PORTFOLIO				
	actual **31/03/23**	actual **31/03/23**	current **31/12/23**	current **31/12/23**
Treasury investments	£m	%	£m	%
Banks	1.4	2.0	0.2	0.5
Building societies - unrated	0.0	0.0	0.0	0.0
Building societies - rated	0.0	0.0	0.0	0.0
Local authorities	0.0	0.0	0.0	0.0
DMADF (H.M. Treasury)	0.0	0.0	0.0	0.0
Money Market Funds	40.0	58.1	16.3	36.7
Certificates of Deposit	0.0	0.0	0.0	0.0
Total managed in house	**41.4**	**60.1**	**16.5**	**37.2**
Bond Funds	11.2	16.3	11.9	26.8
Multi-Asset Fund	16.2	23.6	16.0	36.0
Property Funds	0.0	0.0	0.0	0.0
Total managed externally	**27.4**	**39.9**	**27.9**	**62.8**
Total treasury investments	**68.8**	**100.0**	**44.4**	**100.0**
Treasury external borrowing				
Local Authorities	(0.0)	0.0	(10.0)	2.2
PWLB	(345.6)	88.0	(401.6)	87.6
LOBOs	(39.5)	10.1	(39.5)	8.6
Market Loans	(7.5)	1.9	(7.5)	1.6
Total external borrowing	(**392.6**)	**100.0**	**(458.6**)	**100.0**
Net treasury investments / (borrowing)	**(323.8)**	**100.0**	**(414.2)**	**100.0**

2.4 The treasury management investment breakdown as at 31 December 2023 are as follows:

Counterparty	Value	Interest Rate
	£m	%
Aberdeen MMF	9.75	5.35
Invesco MMF	6.50	5.29
Fidelity International	15.98	N/A
Legal & General	11.91	N/A

3.0 Borrowing Strategy

3.1 The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow have been used as an alternative funding measure. This strategy is considered prudent while investment returns are lower than the cost of borrowing and counterparty risk remains an issue to be considered. This is detailed in Annex C – Prudential and Treasury Indicators.

3.2 In recent years the borrowing requirement has been met by using internal resources and reducing investments. From April 2023, it was clear that this will no longer be possible to facilitate given the lack of available resources for treasury to call upon. As such, borrowing from the market will be required to ensure sufficient liquidity for the Council in future years. Externalising some of the internal borrowing will also be required in 2024/25 as was done in the latter half of 2023/24 to ensure sufficient liquidity for Council commitments.

3.3 The S151 Officer will continue to monitor interest rates in the financial markets and adopt a pragmatic and cautious approach to changing circumstances. For instance, if it was felt that there was a significant risk of a sharp fall in long- and short-term rates than that currently forecast then long-term borrowing will be postponed and potential rescheduling from fixed rate funding into short-term borrowing considered.

3.4 Alternatively, if it was felt that there was a significant risk of a rise in long- and short-term rates then the portfolio position will be reappraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in future years.

3.5 The S151 Officer will instruct borrowing as per the limits approved in Annex C throughout the financial year, and any new borrowing will be included in the mid-year update, and subsequent TMS reports.

3.6 Advice will be taken from the Council's treasury advisors, Link Group, in advance of significant long-term borrowing commitments. This advice sought will be around timing, maturity profile, and source of new borrowings. In conjunction to the advice sought from Link Group, the new treasury management system – PS Live – expected to be implemented in the early part of 2024, should provide officers with greater foresight to required borrowing. This TM software will use information provided by officers, for example the cash

flow, capital programme, and debt envelope to build a strategic path to borrowing, which will assist officers in their decision-making.

4.0 Policy on borrowing in advance of need

4.1 The Council's policy is not to borrow more than, or in advance of its needs purely to profit from the investment of the extra sums borrowed. Consideration may be given to borrow in advance within the three-year planning period of the approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated for example if interest rates are advantageous and are expected to rise, and that the Council can ensure the security of such funds.

5.0 Prospects for interest rates

5.1 The interest rate forecast is attached as Annex E and it details the expected change in interest rates, and PWLB rates from December 2023 to December 2026.

6.0 Debt Rescheduling

6.1 The reasons for any debt rescheduling to take place will include:

- The generation of cash savings and/or discounted cash flow savings.
- Helping to fulfil the Treasury Strategy.
- Enhancing the balance of the portfolio (to amend the maturity profile and/or the balance of volatility).

6.2 The Council has £39.5m of outstanding LOBOs, and £7.5m in market loans which do not have a repayment option. These were taken out between 2006 and 2010 as they were cheaper than borrowing from the PWLB at that time.

6.3 Under the LOBO loan agreements, the lenders have the option to change the terms of the loan at set intervals, but if the lender was to exercise their option, the Council would have the option to repay the loan without penalty. The next LOBO option period is in March 2025 for £14.5m.

6.4 Debt rescheduling opportunities will be monitored on a regular basis and if an opportunity arises to repay borrowing on favourable terms, then this will be considered by the S151 Officer. Any debt rescheduling that takes place will be reported to Borough Council at the earliest meeting possible.

7.0 Annual Investment Strategy

7.1 The Annual Investment Strategy is attached as Annex A, and it details the Council's approach to new investments.

8.0 Creditworthiness Policy

8.1 The Creditworthiness Policy is included within the Annual Investment Strategy in Annex A.

9.0 Policy on use of external service providers

9.1 The Council uses Link Group, Link Treasury Services Limited as its external treasury management advisors.

9.2 The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the services of our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

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

10.0 The Prudential and Treasury Indicators

10.1 The Prudential and Treasury Indicators is attached as Annex C.

11.0 Subsidiary Companies and Joint Ventures

11.1 The Council has one wholly owned subsidiary company called Lampton 360 Ltd (and the relationship constitutes):

11.2 The Council holds all the shares in Lampton 360 Ltd. Currently the Council has lent £1.25m to mobilise and provide working capital to manage cashflow and which holds all the shares of the below 6 subsidiary companies:

- Lampton Investment 360 Ltd (LI360), the Council has currently lent approx. £250m to fund a residential acquisition programme which aims to purchase properties from the open market along with development properties to fill the gap between social and market housing.
- Lampton Recycle 360 Ltd (LR360) is not directly borrowing from the Council. There is an agreement between the Council and LR360 for payment in advance where services are required. LR360 provides the recycling and waste services at the lowest cost to the Borough compared to that of our nearest neighbours.
- Lampton Greenspace 360 Ltd (LG360) is not directly borrowing from the Council. There is an agreement between the Council and LG360 for payment in advance where services are required. LG360 looks after Hounslow's parks and open spaces.
- Coalo Ltd is not directly borrowing from the Council. There is an agreement between the Council and Coalo Ltd for payment in advance

where services are required. Coalo plays a key part in maintaining the Council's housing stock.

- Lampton Development 360 Ltd (LD360) is a partnership between the Council and LI360 to develop residential properties on land originally owned by the Council. The Council has currently lent approx. £1.5m and new loans may be required in due course to cover further capital spends in accordance with Lampton's business plan. The borrowing for New Road Triangle has been covered by Lampton Investment 360 Ltd.
- Lampton Leisure Ltd is limited by guarantee from Lampton 360 Ltd which has been borrowed approx. £4.9m from the Council as 31 March 2023. This loan was fully repaid in September 2023.

11.3 The Council retains ultimate control of all above entities through the structure.

12.0 Emerging Subsidiary Borrowing Requirement

12.1 This report also contains a general delegation to allow the S151 Officer to put in place additional lending facilities to support the activities of the Council's subsidiaries. Where supported by an acceptable business case this will allow longer term funding arrangements to be established at the outset of new initiatives when appropriate avoiding the need for short term arrangements.

12.2 The TMS reflects the lending which is forecast to be extended to LI360 and LD360 by 31 March 2024. As detailed in paragraph 9.6 of the budget report, the Hounslow Companies business plan for 2024/25 and beyond has not yet been finalised and no assumptions have been made about new borrowing requirements in the TMS for 2024/25.

12.3 Once the details of the business plan are agreed, if LI360 or LD360 require additional lending from the Council, there will be a need to update the TMS to reflect these plans. The TMS requires Borough Council approval, progression of the activities being funded by lending from the Council will be contingent on approval of an updated TMS.

13.0 Training

13.1 The CIPFA Treasury Management Code requires the S151 Officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny.

13.2 The Code state that they expect all organisations to have a formal and comprehensive knowledge and skills or training policy for the effective acquisition and retention of treasury management knowledge and skills for those responsible for management, delivery, governance, and decision making.

13.3 The scale and nature of this will depend on the size and complexity of the organisation's treasury management needs. Organisations should consider how to assess whether treasury management staff and board/ council members have the required knowledge and skills to undertake their roles and whether they have been able to maintain those skills and keep them up to date.

13.4 As a minimum, authorities should carry out the following to monitor and review knowledge and skills:

- Record attendance at training and ensure action is taken where poor attendance is identified.
- Prepare tailored learning plans for treasury management officers and board/council members.
- Require treasury management officers and board/council members to undertake self-assessment against the required competencies (as set out in the schedule that may be adopted by the organisation).
- Have regular communication with officers and board/council members, encouraging them to highlight training needs on an ongoing basis.

13.5 In further support of the revised training requirements, CIPFA's Better Governance Forum and Treasury Management Network have produced a 'self-assessment by members responsible for the scrutiny of treasury management', which is available to download from the CIPFA website.

13.6 The training needs of treasury management officers are periodically reviewed. Any further training for officers or members will be arranged as required.

13.7 From 2024/25, a formal record of the training received by officers central to the Treasury function will be maintained by the Head of Pensions & Treasury. Similarly, a formal record of the treasury management/capital finance training received by members will also be maintained by Head of Pensions & Treasury.

14.0 Capital Strategy

14.1 The CIPFA 2021 Prudential and Treasury Management Codes require all local authorities to prepare a Capital Strategy report which will provide the following:

- a high-level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services.
- an overview of how the associated risk is managed.
- the implications for future financial sustainability.

14.2 The aim of the strategy is to ensure that all the Council's elected members fully understand the overall long-term policy objectives and resulting Capital Strategy requirements, governance procedures and risk appetite.

14.3 The Capital Strategy will also be presented to Borough Council on 27 February 2024.

15.0 Minimum Revenue Provision (MRP)

15.1 The Minimum Revenue Provision Statement is attached as Annex B and it details the policy for repayment of debt for capital expenditure, while also setting out what provision is made in the general fund for the repayment of debt and how this provision has been calculated.

APPENDIX F

16.0 Appendices

16.1 Annex A: Annual Investment Strategy

16.2 Annex B: Statement on Minimum Revenue Provision 2024/25

16.3 Annex C: Prudential and Treasury Indicators

16.4 Annex D: UK Economic Update from Link Asset Services

16.5 Annex E: Interest Rate Forecasts 2023-26

16.6 Annex F: Approved Countries for Investment

16.7 Annex G: Extract from Link's Investment Portfolio Benchmarking Analysis

16.8 Annex H: Requirements of the CIPFA TM Code of Practice

16.9 Annex I: Requirements of the Revised CIPFA TM Code of Practice and Prudential Code

Annex A: Annual Investment Strategy

Annual Investment Strategy Context:

1.1 The key requirements of both the CIPFA Code of Practice on Treasury Management in the Public Services and Department for Levelling Up, Housing and Communities (DLUHC's) Investment Guidance are for the Local Authority to set an Annual Investment Strategy, as part of its annual Treasury Management Strategy for the following year, covering the identification and approval of the following, (more detail can be found in section 3):

- The strategy guidelines for choosing and placing investments, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which funds can be committed.
- Specified investments that the Council will use. These are high security (i.e., high credit rating, although this is defined by the Council, and no guidelines are given), and high liquidity investments in sterling and with a maturity of no more than a year.
- Non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall amount of various categories that can be held at any time.

1.2 The Department for Levelling Up, Housing and Communities (DLUHC) and CIPFA have extended the meaning of 'investments' to include both financial and non-financial investments. This report deals predominantly with financial instruments (as managed by the treasury management team).

1.3 The Council's investment policy has regard to DLUHC's Guidance on Local Government Investments ("the Guidance"), the CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"), and CIPFA's Treasury Management Guidance Notes 2021.

1.4 The Council's investment priorities will be security first, portfolio liquidity second, and then yield (return). The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with regard to the Council's risk appetite. In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs but to also consider "laddering" investments for periods up to 12 months with high credit rated financial institutions, whilst investment rates remain elevated, as well as wider range fund options.

1.5 Currently, the funds available to the Council for investing are primarily cash flow derived and are only held temporarily pending expenditure. The Council does not generally have funds available for fixed deposit or long-term investments, and as such utilises Money Market Funds (MMFs) or overnight deposits to ensure liquidity. The exceptions to this are the funds held for the Private Finance Initiative (PFI) and an investment in a multi asset income fund.

1.6 The Council uses Link Group (Treasury Services), as its external treasury management advisor. The Council recognises that responsibility for treasury management decisions remains with the Council at all times and will ensure that

undue reliance is not placed upon our external service providers. All decisions will be undertaken with regards to all available information including, but not solely, our treasury advisors. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

Environmental, Social & Governance (ESG) Considerations:

2.1 This topic is becoming a more commonplace discussion within the wider investment community, including Local Authorities. While around two thirds of councils have declared a "climate emergency" to date, this has not translated into the incorporation of something more formal within their treasury-related Annual Investment Strategy. Changes to the CIPFA TM Code 2021 saw ESG incorporated into Treasury Management Practice 1. The Treasury Management Code suggests the scope of what is included: "The organisation's credit and counterparty policies should set out its policy and practices relating to environmental, social, and governance (ESG) investment considerations. This is a developing area, and it is not implied that the organisation's ESG policy will currently include ESG scoring or other real-time ESG criteria at individual investment level.

2.2 ESG is a topic of increasing interest to the Council's members, and one that is also being raised by officers. However, investment guidance, both statutory and from CIPFA, makes clear that all investing must firstly adopt security, liquidity, and yield principles; and ethical issues must play a subordinate role to those priorities.

Hounslow Council's Investment Policy – Management of Risk:

3.1 The Guidance and CIPFA Treasury Management Code place a high priority on the management of risk. The Council has adopted a prudent approach to managing risk and defines its risk appetite by the following means:

3.1.1 Minimum acceptable credit criteria are applied in order to generate a list of highly creditworthy counterparties which also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short-term and long-term ratings.

3.1.2 Other information – ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this, the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings, as well as information on outlooks and watches. This is fully integrated into the credit methodology provided by the advisors in producing its colour coding which show the varying degrees of suggested institution creditworthiness.

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

3.1.4 The Council has defined the list of types of investment instruments that the treasury management team are authorised to use in the financial year, and these are covered in more detail under the categories of "specified" and "non-specified" investments below:

Specified Investments:

- Specified investments are investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes. They also include investments which were originally classed as being non-specified investments, but which would have been classified as specified investments apart from originally being for a period longer than 12 months once the remaining period to maturity falls to under 12 months.
- These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments which would not be defined as capital expenditure with:

1. The UK Government, such as the Debt Management Account Deposit Facility (DMADF), UK Treasury Bills or a Gilt with less than one year to maturity.
2. Supranational Bonds of less than one year's duration.
3. A Local Authority, Housing Association, Parish Council or Community Council.
4. Pooled investment vehicles (such as Money Market Funds) that have been awarded a high credit rating by a credit rating agency e.g., Standard and Poor's, Moody's and/or Fitch rating agencies.
5. A body that is considered of a high credit quality (such as a bank or building society.

Non-Specified Investments:

- Non-specified investments are any investments which do not meet the specified investment criteria and include certificates of deposit issued by banks or building societies, fixed deposits with building societies that do not meet the basic security requirements of specified investments, corporate bonds, and property funds. The Council will seek guidance on the status of any pooled fund or collective investment scheme it may consider using, and appropriate due diligence will also be undertaken before investment of this type is undertaken.

3.1.5 Non-specified and loan investment limits – the Council has determined that it will set a limit to the maximum exposure of the total treasury management

investment portfolio to non-specified treasury management investments of 50%.

3.1.6 Lending limits (amounts and maturity period) for each counterparty will be set through applying the credit criteria provided by advisors, as shown in table 1 further below.

3.1.7 Interest rate limits are set out in table 8 of the Prudential and Treasury Indicators (Annex C) and place restrictions on the exposure to variable and fixed rate investments.

3.1.8 The Council has placed a limit on the amount of its investments which are invested for longer than 365 days as set out in table 11 of the Prudential and Treasury Indicators (Annex C).

3.1.9 Investments will only be placed with counterparties from countries with a specified minimum sovereign rating (see Annex F).

3.1.10 All investments will be denominated in sterling.

3.1.11 As a result of the change in accounting standards for 2023/24 under IFRS 9, the Council will, on an ongoing basis, consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. In November 2018, a temporary statutory override allowed local authorities to delay implementation of IFRS 9 for five years ending 31 March 2023. More recently, a further extension to the override to 31 March 2025 has been agreed by the Government.

3.2 Investments will be made with reference to the core balances and cash flow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). In order to maintain sufficient liquidity, the Council will seek to utilise its notice accounts, certificates of deposit, MMFs and short-dated deposits (overnight to three months). The remainder of its investments will be placed in fixed term deposits of up to 24 months to generate improved returns, depending on prevailing market conditions.

3.3 The Council will pursue value for money in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance. Regular monitoring of investment performance will be carried out during the year. An example of this can be seen in Annex G.

Creditworthiness Policy

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

- Credit watches and credit outlooks from credit rating agencies.
- CDS spreads that may give early warning of changes in credit ratings.
- Sovereign ratings to select counterparties from only the most creditworthy countries.

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

Yellow	5 years*
Dark pink	5 years for Ultra-Short Dated Bond Funds with a credit score of 1.25
Light pink	5 years for Ultra-Short Dated Bond Funds with a credit score of 1.50
Purple	2 years
Blue	1 year (only applies to nationalised or semi nationalised UK Banks)
Orange	1 year
Red	6 months
Green	100 days
No colour	Not to be used

* for UK Government debt, or its equivalent, money market funds and collateralised deposits where the collateral is UK Government debt.

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

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

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

3.8 All credit ratings will be monitored weekly. The Council's treasury management team is alerted to changes to ratings of all three agencies through its use of the Link creditworthiness service.

- If a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- In addition to the use of credit ratings the Council will be advised of information in movements in Credit Default Swap spreads against the iTraxx European Senior Financials benchmark and other market data on a daily basis provided by Link. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

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

3.10 The criteria, time limits and monetary limits applying to institutions or investment vehicles are:

Table 1: Criteria of Lending with Amount and Maturity Limits

	Minimum credit criteria / colour band	Max % of total investments/ £ limit per institution	Max. maturity period
DMADF – UK Government	Yellow	100%	6 months (max. is set by the Debt Management Office)
UK Gilts	Yellow	£20m	5 years
UK Treasury Bills	Yellow	£60m	364 days (max. is set by the DMO)
Bonds issued by multilateral development banks	Yellow	£20m	5 years
Money Market Funds - CNAV	AAA	£20m	Liquid
Money Market Funds - LVNAV	AAA	£20m	Liquid
Money Market Funds - VNAV	AAA	£20m	Liquid
Ultra-Short Dated Bond Funds with a credit score of 1.25	AAA	£20m	Liquid
Ultra-Short Dated Bond Funds with a credit score of 1.5	AAA	£20m	Liquid
Local authorities	Yellow	£30m	5 years
Term deposits with Banks and Building Societies	Blue Orange Red Green No Colour	£40m £25m £20m £15m Not for use	Up to 1 year Up to 1 year Up to 6 Months Up to 100 days Not for use
CDs or Corporate Bonds with Banks and Building Societies	Blue Orange Red Green No Colour	£40m £25m £20m £15m Not for use	Up to 1 year Up to 1 year Up to 6 Months Up to 100 days Not for use
Pooled investment funds*	N/A	£50m	At least 5 years

***** This covers the current investments held by the Council in Fidelity and Legal & General which are linked to long-term PFI reserves. Any further investment in pooled funds will align to the criteria of lending as set out above.

The monitoring of investment counterparties

3.11 The credit rating of counterparties will be monitored regularly, on at least a weekly basis. The Council receives credit rating information (changes, rating watches and rating outlooks) from Link Group as and when ratings change, and the impact of those changes are assessed promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest upon maturity. Any counterparty failing to meet the criteria will be removed from the lending list immediately, and if required new counterparties which meet the criteria will be added to the list. Any fixed term investment held at the time of the downgrade will be left to mature as such investments cannot be broken mid-term.

Accounting treatment of investments

3.12 The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by the Council. To ensure that the Council is protected from any adverse revenue impact which may arise from these differences, officers will review the accounting implications of new transactions before they are undertaken.

Country limits

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

Building Societies

3.14 Very few building societies have credit ratings assigned to them due to the lack of large ticket funding transactions that would warrant a formal credit rating being issued by one of the three main ratings agencies, and only a select few within the top ten by asset size have been issued with one.

Prospects for Investment Returns

3.15 Investment returns are likely to reduce during 2024/25 as interest rates are expected to fall over the coming 12 months as can be seen in Annex E. In September 2023, the Bank of England paused any further increases to the Bank Rate, this pause was subsequently carried through the following meetings to December 2023. It is thought that the Bank Rate has now hit its peak, this can be further demonstrated as investment market rates have started to fall in expectation that the Bank of England will bring down rates in the near future.

3.16 Global conflicts lead to uncertainty as they could cause economic damage to the UK and economies around the world with increased oil and gas prices which would lead to increased inflationary pressures in 2024/25.

3.17 MMF yields have increased in line with increases in the Bank of England base rate over the past two years however it is expected that the Bank of England will reduce the base rate during 2024/25 which in turn will reduce the interest earned from the cash held in the MMF.

3.18 The Council uses the services of its advisor, Link Group, to formulate a view on interest rates; their view is that there will be a fall in the Bank Rate in 2024/25. However, given the uncertainty on timing, suggested investment returns are expected to remain high at around 3-4%.

3.19 A more extensive table of interest rate forecasts for December 2023 onwards, including Public Works Loan Board (PWLB) borrowing rate forecasts, is set out in Annex E.

Treasury and Non-Treasury Investments

3.20 Treasury management investments represent the placement of cash in relation to the s12 Local Government Act 2003 investment powers, i.e., they represent investments using the residual cash available to the Council from its day-to-day activities, under security, liquidity, and yield principles.

3.21 Treasury investments may include an allowance for a reasonable level of short-term treasury investments to provide access to liquidity; they may also include the investment of borrowing proceeds where it has been prudent for an organisation to borrow in advance of the need for cash, e.g., to reduce financing and interest rate risks. Treasury investments may also arise from other treasury risk management activity that seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.

3.22 The Council recognises that non-treasury investments in other financial assets and property primarily for financial return, taken for non-treasury management purposes, requires careful management. Such investments tend to be either:

- Service type investments: whereby capital or revenue cash is advanced for a specific council objective and will be approved directly through committee. This may be an advance to a third party for economic regeneration, or enable care facilities etc.
- Commercial type investments: whereby the objective is primarily to generate capital or revenue resources. The resources generated would then help facilitate local authority services.

3.23 The Council's risk appetite for these investments is reviewed on a case-by-case basis depending on the scale and nature, and strategic fit, of the proposed investment.

APPENDIX F

Annex B: Statement on Minimum Revenue Provision 2024/25

1. **What is a Minimum Revenue Provision (MRP)?**

1.1 Capital expenditure is expenditure on assets which have a life expectancy of more than one year e.g., buildings, vehicles, machinery etc. It would be impractical to charge the entirety of such expenditure to revenue in the year in which it was incurred. Such expenditure is spread over several years in order to try to match the years over which the assets benefit the local community through their useful life. The manner of spreading these costs is through an annual Minimum Revenue Provision (MRP), which was previously determined under Regulation, and is now determined under Guidance. The MRP is used to repay debt.

2. **Statutory Duty:**

2.1 Statutory Instrument 2008 no. 414 s4 lays down that:

2.1.1 "A local authority shall determine for the current financial year an amount of minimum revenue provision that it considers to be prudent."

2.2 The Housing Revenue Account (HRA) is not subject to a statutory requirement to make a minimum revenue provision payment and is not currently doing so. The HRA will start repaying debt when its Business Plan starts generating sufficient surpluses.

3. **Government Guidance:**

3.1 Along with the above duty, the Government issued revised guidance in 2018 which requires that a Statement on the council's policy for its annual MRP should be submitted to the full Council for approval before the start of the financial year to which the provision will relate.

3.2 The main change from previous guidance is the allowance that any provisions made over and above the MRP according to the Policy at the time, termed voluntary revenue provision can, if identified in the Authority's MRP Policy Statement, be reclaimed in later years if deemed necessary or prudent. The Authority does not currently have a voluntary revenue provision balance.

3.3 The Council is legally obliged to "have regard" to the guidance, which is intended to enable a more flexible approach to assessing the amount of annual provision than was required under the previous statutory requirements. The guidance offers four main options under which MRP could be made, with an overriding recommendation that the Council should make provision to redeem its debt liability over a period which is reasonably commensurate with that over which the capital expenditure is estimated to provide benefits. The requirement to 'have regard' to the guidance means it is the responsibility of each council to decide upon the most appropriate methods of making a provision, after having had regard to the guidance. The four options are:

3.4 **Option 1: Regulatory Method**

3.4.1 For both historical borrowing and supported borrowing before 1 April 2008, principal repayments are set at 4% of the adjusted General Fund capital financing requirement (CFR). The CFR measures a council's underlying need to borrow for capital purposes. Hounslow is eligible to use a technical accounting adjustment which relates to previous changes in the capital accounting system and reduces our required debt repayment. Government has agreed such changes as acceptable adjustments. The impact of these reductions is small, for 2024/25 they result in a reduction in debt repayments of £0.039m.

3.5 **Option 2: Capital Financing Requirement Method**

3.5.1 This is a variation on option 1 but excludes the legitimate accounting adjustments allowed for in option 1.

3.6 **Option 3: Asset Life Method**

3.6.1 This method may be applied to new capital expenditure from 1 April 2008. Under this option, it is intended that MRP should be spread over the estimated useful life of the relevant asset. There are two useful advantages of this option:

- Longer life assets e.g., freehold land can be charged over a longer period than would arise under options 1 and 2.
- No MRP charges need to be made until the financial year after that in which an item of capital expenditure is fully incurred and, in the case of a new asset, comes into service use.

3.6.2 There are two methods of calculating charges under option 3:

- Equal instalments of principal.
- Annuity method – annual payments gradually increase during the life of the asset.

3.6.3 The Council will use the annuity method as this equalises the total payment of principal and interest over the life of the asset and smooths the impact on the revenue budget aiding financial planning.

3.7 **Option 4: Depreciation Method**

3.7.1 Under this option, MRP charges are to be linked to the useful life of each type of asset using the standard accounting rules for depreciation (but with some exceptions). This is a more complex approach than option 3 and is not proposed to be utilised by Hounslow at present.

4. **Private Finance Initiative:**

4.1 The Highways transfer of services to Vinci Ringway using a 25-year Private Finance Initiative (PFI) contract started on 1st January 2013. Vinci are undertaking £98m of capital investment on Hounslow's infrastructure in the first

five years of the contract. Under IFRS (International Financial Reporting Standards) the capital expenditure is required to be included as an increase in the capital financing requirement financed by borrowing on the Council's balance sheet, although the Council will not undertake the borrowing itself. The financing is undertaken by Vinci and recharged to the Council via the annual revenue service charge. The element of the service charge which relates to the repayment of capital counts as part of our minimum revenue provision, and hence is incorporated into the statement below.

5. Minimum Revenue Provision Policy Statement 2024/25:

5.1 In making its provision for Minimum Revenue Provision this authority is adhering to the Guidance issued by the Department of Communities and Local Government in 2018. The major proportion of the MRP for 2024/25 now relates to the repayment of new borrowing since 1 April 2008, as the amount relating to historic debt liability reduces. The MRP relating to historic debt liability will continue to be charged at the rate of 4%, in accordance with option 1. New borrowing will be recharged over the identified asset lives, in accordance with option 3 using the annuity method. Hence our approach is to repay General Fund debt based on:

- 4% of the relevant General Fund Capital Financing Requirement for Government supported borrowing and historical borrowing before 1 April 2008, as detailed under option 1.
- To repay debt based on individually identified asset lives for borrowing since 1 April 2008, as detailed in option 3 using the annuity method. Asset lives will be assessed on a basis which most reasonably reflects the anticipated period of benefit that arises from the expenditure.

5.2 The amounts below are included in the 2024/25 revenue budget:

	Budget 2024/25 £m
4% of Capital Financing Requirement for pre-2008 borrowing	2.3
Repayment of borrowing post-2008	5.4
PFI charge to Vinci	3.9
TOTAL	**11.6**

Annex C: Prudential and Treasury Indicators

Prudential Indicators:

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

1.2 The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes so that sufficient cash is available to meet service activity and the Council's Capital Strategy. This involves both the management and monitoring of cash flows and, where capital plans require, the arrangement of appropriate borrowing facilities.

1.3 Forward projections for borrowing and external debt as at 31 March 2024 are summarised below in Table 4, which shows the actual external debt from treasury management operations and other long-term liabilities against the underlying capital borrowing need (the Capital Financing Requirement - CFR) which is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness, and its underlying borrowing requirements.

Capital Expenditure and Financing:

1.4 This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. This does not include potential expenditure for Lampton Group.

Table 1: Capital Expenditure Forecast

Capital Expenditure	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
	£m	£m	£m	£m	£m
Non-HRA	29.1	41.2	58.5	37.4	40.5
HRA	145.4	122.9	148.1	109.3	146.3
Total	**174.5**	**164.1**	**206.6**	**146.7**	**186.8**

1.5 Table 2 summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a capital financing borrowing need as can be seen from the net financing need for the year.

Table 2: Capital Financing Forecast

Financing of Capital Expenditure	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
	£m	£m	£m	£m	£m
Capital receipts	10.1	18.2	67.0	14.7	16.1
Capital grants	64.1	32.1	65.5	6.2	5.8
Capital reserves	0.6	4.9	13.3	0.4	0.0
Revenue	26.4	15.8	28.0	18.2	18.1
Total Capital Financing	**101.2**	**71.0**	**173.8**	**39.5**	**40.0**
Net financing need for the year	**73.3**	**93.1**	**32.8**	**107.2**	**146.8**

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

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

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

1.8 The CFR includes any other long-term liabilities (e.g., PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility by the PFI, PPP lease provider and so the Council is not required to separately borrow for these schemes.

Table 3: Capital Financing Requirement Forecast

	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
	£m	£m	£m	£m	£m
Capital Financing Requirement					
Non-HRA	441.0	436.8	459.8	490.4	525.9
Housing	386.2	472.4	481.7	558.3	670.1
Total CFR	**827.2**	**909.2**	**941.5**	**1,048.7**	**1,196.0**

External Debt Projections:

1.9 The Council's forward projections for borrowing are summarised below. Table 4 shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

Table 4: External Debt Forecast

	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
	£m	£m	£m	£m	£m
External Debt at 1 April	175.7	392.6	478.8	543.5	650.1
Expected change in External Debt to support Capital	216.9	86.2	9.3	76.6	111.8
Externalising Internal Borrowing	0.0	0.0	55.4	30.0	30.0
PFI and Other Long-Term Liabilities	65.8	62.1	58.4	54.5	50.5
Expected change in OLTL	(3.7)	(3.7)	(3.9)	(4.0)	(4.1)
Gross Debt at 31 March	**454.7**	**537.2**	**598.0**	**700.6**	**838.3**
Capital Financing Requirement	827.2	909.2	941.5	1,048.7	1,196.0
Under / (Over) Borrowing	**372.5**	**372.0**	**343.5**	**348.1**	**357.7**

1.10 Within the range of prudential indicators there are several key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short-term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2024-25 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.

1.11 The S151 Officer reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes account of current commitments, existing plans, and the proposals in the budget report.

Treasury Indicators: Limits to Borrowing Activity

1.12 There are two measures of limiting external debt: the 'operational boundary' and 'authorised limit for external debt,' which the Council reports on as part of its prudential indicators. Both are described in further detail in the following paragraphs:

The Operational Boundary

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

1.14 IFRS 16 will come into effect in financial year 2024-25 and operating leases will be recognised on the balance sheet as a liability. The lease finance is a form of debt, so a provision has been included in other long-term liabilities.

Table 5: Operational Boundary

Operational Boundary at 31 March	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
	£m	£m	£m	£m
External Debt	478.8	543.5	650.1	791.9
PFI and Other Long-Term Liabilities	58.4	54.5	50.5	46.4
Operational Boundary for Year	**537.2**	**598.0**	**700.6**	**838.3**

The Authorised Limit for External Debt

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

1.16 This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all local council plans, or those of a specific council, although this power has not yet been exercised.

1.17 The Hounslow Companies business plan for 2024/25 and beyond has not yet been finalised and no assumptions have been made about new borrowing requirements in the TMS for 2024/25. Once the details of the business plan are agreed there will be a need to update the TMS to reflect these plans so to not breach the authorised limit for external debt.

Table 6: Authorised Limit for External Debt

Authorised Limit for External Debt	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
	£m	£m	£m	£m
Operational Boundary for Year	537.2	598.0	700.6	838.3
Additional Margin (10%)	53.7	59.8	70.1	83.8
Authorised Limit for Year	**590.9**	**657.8**	**770.7**	**922.1**

Ratio of Financing Costs to Net Revenue Stream:

1.18 This indicator identifies the trend in the cost of capital, (borrowing and other long-term obligation costs net of investment income), against the net revenue stream.

Table 7: Ratio of Financing Costs to Net Revenue Stream

	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate
	%	%	%	%	%
Non-HRA	(1.4)	(4.1)	(2.3)	(1.7)	(1.9)
Housing	13.0	20.5	19.7	19.5	22.8

1.19 A prudential indicator is required for the net income from commercial and service investments as a proportion of the net revenue stream. The Council does not invest in commercial or service investments primarily for a return therefore there in nothing to report for this indicator.

Liability Benchmark

1.20 The Council is required to estimate and measure the Liability Benchmark (LB) for the forthcoming financial year and the following two financial years, as a minimum.

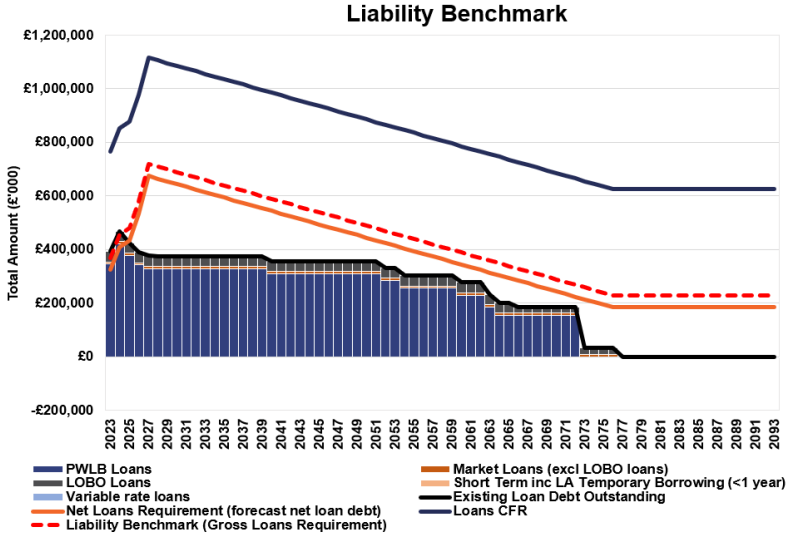
1.21 There are four components to the LB:

1. Existing loan debt outstanding: the Council's existing loans that are still outstanding in future years.
2. Loans CFR: this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP.
3. Net loans requirement: this will show the Council's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.
4. Liability benchmark (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance.

1.22 The liability benchmark highlights any substantial mismatches between actual loan debt outstanding and the liability benchmark.

1.23 From the graph below, prudential borrowing projections suggest that additional borrowing of £342m will be required by the end of 2026/27 financial year to support the Council's capital programme. This is represented by the gap in current external borrowing portfolio and the liability benchmark (dotted line).

1.24 The short-term liquidity allowance recommended by officers is £45m to cover day to day activities. This is the average level of balances which should be held by the Council at any given time and should be invested in line with Annex A – Annual Investment Strategy prioritising security, liquidity and yield in that order.



Treasury Indicators:

1.25 There are three debt-related treasury activity limits. The purpose of these is to keep the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates.

1.26 The debt related indicators are:

1. Upper limits on fixed interest rate exposure.
2. Upper limits on variable interest rate exposure.
3. Maturity structure of borrowing.

Upper Limits on Interest Rate Exposure:

1.27 Upper limits on variable interest rate exposure: this identifies a maximum limit for variable interest rates based upon the debt position net of investments.

1.28 Upper limits on fixed interest rate exposure: this is similar to the previous indicator and covers a maximum limit on fixed interest rates.

Table 8: Upper Limits on Interest Rate Exposure

Upper Limits on Interest Rate Exposure	2024/25	2025/26	2026/27
	%	%	%
Limits on Fixed Interest Rates:			
Debt	100	100	100
Investments*	75	75	75
Limits on Variable Interest Rates:			
Debt	20	20	20
Investments*	100	100	100
*For this calculation short term investments (less than 12 months) are treated as fixed interest rates. Money Market Funds are included as variable interest investments.			

Maturity Structure of Borrowing

1.29 These gross limits are set to reduce the Council's exposure to large, fixed, and variable rate sums falling due for refinancing and are required for upper and lower limits.

Table 9: Current Maturity Structure of Borrowing

	Lower %	Upper %
Under 12 months	0	30
1-2 years	0	30
2-5 years	0	50
5-10 years	5	50
10 years and above	10	75

Table 10: Proposed Change to the Maturity Structure of Borrowing

Maturity structure of fixed interest rate borrowing 2024/25		
	Lower %	Upper %
Under 12 months	0	15
12 months to 2 years	0	20
2 years to 5 years	0	20
5 years to 10 years	0	20
10 years to 20 years	0	25
20 years to 30 years	0	25
30 years to 40 years	0	50
40 years to 50 years	0	50
50 years +	0	50
Maturity structure of variable interest rate borrowing 2024/25		
	Lower %	Upper %
Under 12 months	0	10
12 months to 2 years	0	10
2 years to 5 years	0	10
5 years to 10 years	0	10
10 years to 20 years	0	5
20 years to 30 years	0	5
30 years to 40 years	0	5
40 years to 50 years	0	5
50 years +	0	5

Investment Treasury Indicator and Limit

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

Table 11: Upper limit for principal invested for longer than 365 days

Upper limit for principal sums invested for longer than 365 days			
	2024/25	2025/26	2026/27
	£m	£m	£m
Principal sums invested for longer than 365 days	50.0	50.0	50.0
Current investments as at 31/12/2023 in excess of 1 year maturing in each year	0.0	0.0	0.0

Additional Financial Details:

Table 12: External Debt (Further Breakdown)

	2022/23 Actual	2023/24 Estimate	2024/25 Estimate
	£m	£m	£m
General Fund	11.8	11.8	11.8
Housing	205.4	291.6	356.3
Lampton Group	175.4	175.4	175.4
Total	**392.6**	**478.8**	**543.5**

2.1 As can be seen in table 12, there is currently no expected additional borrowing for Lampton Group as was referenced in section 1.17 of Annex C under the authorised limit for external debt.

2.2 Under statute the HRA does not have to make a provision for Minimum Revenue Provision (MRP), and it is currently not doing so.

Table 13: General Fund – Revenue Cost of Treasury Management Activity

		2023/24 Estimate	2024/25 Estimate
		£m	£m
Borrowing:			
MRP – Principal Repayment		7.4	7.7
Interest Payable		5.9	5.9
Sub-Total	**A**	**13.3**	**13.6**
Investment Interest:			
External		(11.8)	(9.6)
Internal – HRA Recharge		(10.4)	(9.0)
Sub-Total	**B**	**(22.1)**	**(18.6)**
Premium Re: Debt Rescheduling	**C**	**0.1**	**0.1**
Total (A+B+C)	**D**	**(8.7)**	**(4.9)**
Contribution to Capital Reserve	**E**	**12.3**	**4.7**
General Fund Budget	**F**	**(3.6)**	**(0.2)**
Variance (D+E-F)	**G**	**0.0**	**0.0**

Table 14: HRA – Revenue Cost of Treasury Management Activity

APPENDIX F

		2023/24 Estimate	2024/25 Estimate
		£m	£m
Borrowing:			
MRP – Principal Repayment		0.0	0.0
Interest Payable		20.0	21.5
Sub-Total	**A**	**20.0**	**21.5**
Investment Interest:			
External		(0.3)	(0.2)
Sub-Total	**B**		
Premium Re: Debt Rescheduling	**C**	**0.1**	**0.1**
Total (A+B+C)	**D**	**19.8**	**21.4**

Annex D: UK Economic Update from Link Asset Services

The following is an extract on the UK economy at 17 November 2023 provided in full by Link Group:

1.1 The first half of 2023/24 saw:

- Interest rates rise by a further 100bps, taking Bank Rate from 4.25% to 5.25% and, possibly, the peak in the tightening cycle.
- Short, medium, and long-dated gilts remain elevated as inflation continually surprised to the upside.
- CPI inflation falling from 8.7% in April to 6.7% in September, its lowest rate since February 2022, but still the highest in the G7.
- Core CPI inflation declining to 6.1% in September from 7.1% in April and May, a then 31 years high.
- A cooling in labour market conditions, but no evidence yet that it has led to an easing in wage growth (as the 3myy growth of average earnings rose by 7.8% for the period June to August, excluding bonuses).

1.2 The registering of 0% GDP for Q3 suggests that underlying growth has lost momentum since earlier in the year. Some of the weakness in July was due to there being almost twice as many working days lost to strikes in July (281,000) than in June (160,000). But with output falling in 10 out of the 17 sectors, there is an air of underlying weakness.

1.3 The fall in the composite Purchasing Managers Index from 48.6 in August to 46.7 in September left it at its lowest level since COVID-19 lockdowns reduced activity in January 2021. At face value, it is consistent with the 0% quarter on quarter (q/q) rise in real GDP in the period July to September, being followed by a contraction in the next couple of quarters.

1.4 The 0.4% month on month (m/m) rebound in retail sales volumes in August is not as good as it looks as it partly reflected a pickup in sales after the unusually wet weather in July. Sales volumes in August were 0.2% below their level in May, suggesting much of the resilience in retail activity in the first half of the year has faded.

1.5 As the growing drag from higher interest rates intensifies over the next six months, we think the economy will continue to lose momentum and soon fall into a mild recession. Strong labour demand, fast wage growth and government handouts have all supported household incomes over the past year. And with CPI inflation past its peak and expected to decline further, the economy has got through the cost-of- living crisis without recession. But even though the worst of the falls in real household disposable incomes are behind us, the phasing out of financial support packages provided by the government during the energy crisis means real incomes are unlikely to grow strongly. Higher interest rates will soon bite harder too. We expect the Bank of England to keep interest rates at the probable peak of 5.25% until the second half of 2024. Mortgage rates are likely to stay above 5.0% for around a year.

1.6 The tightness of the labour market continued to ease, with employment in the three months to July falling by 207,000. The further decline in the number of job

vacancies from 1.017m in July to 0.989m in August suggests that the labour market has loosened a bit further since July. That is the first time it has fallen below 1m since July 2021. At 3.0% in July, and likely to have fallen to 2.9% in August, the job vacancy rate is getting closer to 2.5%, which would be consistent with slower wage growth. Meanwhile, the 48,000 decline in the supply of workers in the three months to July offset some of the loosening in the tightness of the labour market. That was due to a 63,000 increase in inactivity in the three months to July as more people left the labour market due to long term sickness or to enter education. The supply of labour is still 0.3% below its pre-pandemic February 2020 level.

1.7 But the cooling in labour market conditions still has not fed through to an easing in wage growth. The headline 3myy rate rose 7.8% for the period June to August, which meant UK wage growth remains much faster than in the US and in the Euro-zone. Moreover, while the Bank of England's closely watched measure of regular annual average total pay growth for the private sector was 7.1% in June to August 2023, for the public sector this was 12.5% and is the highest total pay annual growth rate since comparable records began in 2001. However, this is affected by the NHS and civil service one-off non-consolidated payments made in June, July, and August 2023. The Bank of England's prediction was for private sector wage growth to fall to 6.9% in September.

1.8 CPI inflation declined from 6.8% in July to 6.7% in August and September, the lowest rate since February 2022. The biggest positive surprise was the drop in core CPI inflation, which declined from 6.9% to 6.1%. That reverses all the rise since March.

1.9 In its latest monetary policy meeting on 6 November, the Bank of England left interest rates unchanged at 5.25%. The vote to keep rates on hold was a split vote, 6-3. It is clear that some members of the MPC are still concerned about the stickiness of inflation.

1.10 Like the US Fed, the Bank of England wants the markets to believe in the higher for longer narrative. In terms of messaging, the Bank once again said that "further tightening in monetary policy would be required if there were evidence of more persistent inflationary pressures," citing the rise in global bond yields and the upside risks to inflation from "energy prices given events in the Middle East." So, like the Fed, the Bank is keeping the door open to the possibility of further rate hikes. However, it also repeated the phrase that policy will be "sufficiently restrictive for sufficiently long" and that the "MPC's projections indicate that monetary policy is likely to need to be restrictive for an extended period of time." Indeed, Governor Bailey was at pains in his press conference to drum home to markets that the Bank is serious in squeezing inflation out of the economy.

1.11 This narrative makes sense as the Bank of England does not want the markets to decide that a peak in rates will be soon followed by rate cuts, which would loosen financial conditions and undermine its attempts to quash inflation. The language also gives the Bank of England the flexibility to respond to new developments. A rebound in services inflation, another surge in wage growth and/or a further leap in oil prices could conceivably force it to raise rates in the future.

Creditworthiness

1.12 Significant levels of downgrades to short and long-term credit ratings have not materialised since the crisis in March 2020. In the main, where they did change, any alterations were limited to outlooks. Nonetheless, when setting minimum sovereign debt ratings, this Council will not set a minimum rating for the UK.

1.13 There have been few changes to credit ratings over the quarter under review. However, officers continue to closely monitor these, and other measures of creditworthiness to ensure that only appropriate counterparties are considered for investment purposes.

Investment counterparty criteria

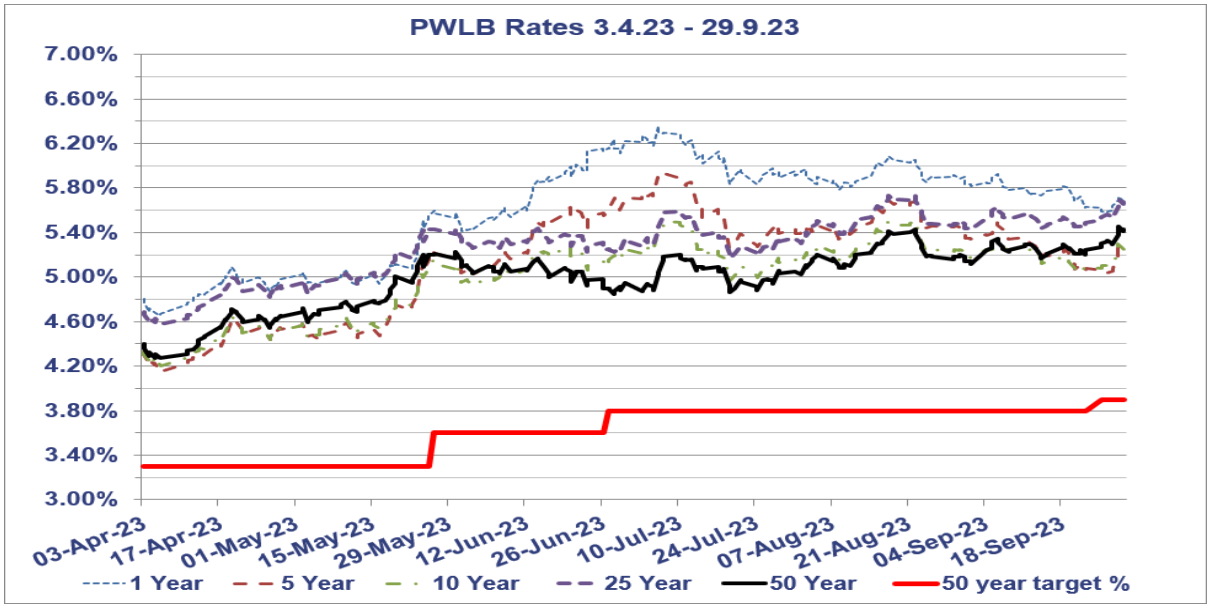
1.14 The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function.

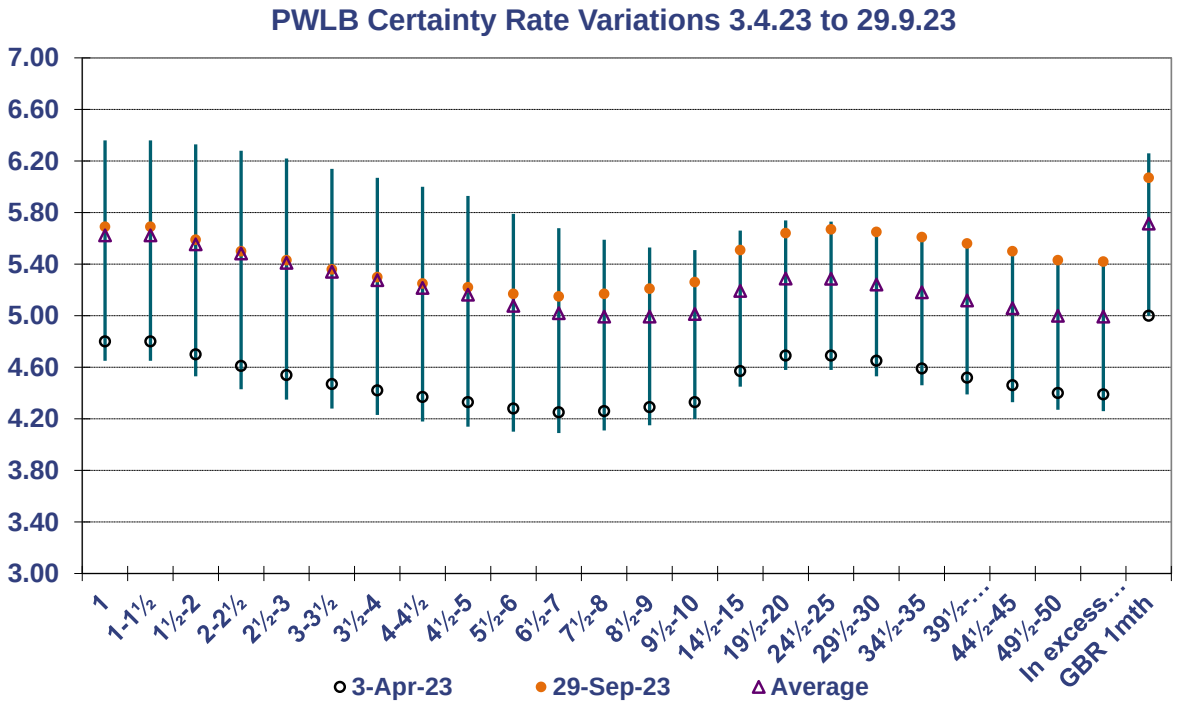
CDS prices

1.15 Although bank CDS prices, (these are market indicators of credit risk), spiked upwards during the days of the Truss/Kwarteng government in the autumn of 2022, they have returned to more average levels since then. However, sentiment can easily shift, so it will remain important to undertake continual monitoring of all aspects of risk and return in the current circumstances.

PWLB Rates April to September 2023:

1.16 In the table below, the rise in gilt yields across the curve as a whole in 2023/24, and therein PWLB rates, is clear to see.





	1 Year	5 Year	10 Year	25 Year	50 Year
Low	4.65%	4.14%	4.20%	4.58%	4.27%
Date	06/04/2023	06/04/2023	06/04/2023	06/04/2023	05/04/2023
High	6.36%	5.93%	5.51%	5.73%	5.45%
Date	06/07/2023	07/07/2023	22/08/2023	17/08/2023	28/09/2023
Average	5.62%	5.16%	5.01%	5.29%	5.00%
Spread	1.71%	1.79%	1.31%	1.15%	1.18%

1.17 The peak in medium to longer dated rates has generally arisen in August and September and has been primarily driven by continuing high UK inflation, concerns that gilt issuance may be too much for the market to absorb comfortably, and unfavourable movements in US Treasuries

1.18 The S&P 500 and FTSE 100 have struggled to make much ground through 2023.

Annex E: Interest Rate Forecasts 2023 – 2026

The following is an extract provided in full by Link Group:

The Council has appointed Link Group as its treasury advisors and part of their service is to assist the Council to formulate a view on interest rates. The PWLB rate forecast below is based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012.

The latest forecast, made on 17 November 2023, sets out a view that both short and long-dated interest rates will remain elevated for some time, as the Bank of England seeks to squeeze inflation out of the economy. Over the coming years, the Government and Bank of England seek to reduce inflation to the 2% target while navigating its way through a potential recession.

The current PWLB rate forecasts below are based on the Certainty Rate.

Period	Bank Rate	PWLB Borrowing Rates % (including certainty rate adjustment of 20 basis points)			
	%	5 year	10 year	25 year	50 year
Dec 2023	5.25	5.00	5.10	5.50	5.30
Mar 2024	5.25	4.90	5.00	5.30	5.10
Jun 2024	5.25	4.80	4.80	5.10	4.90
Sep 2024	5.00	4.70	4.70	4.90	4.70
Dec 2024	4.50	4.40	4.40	4.70	4.50
Mar 2025	4.00	4.20	4.20	4.50	4.30
Jun 2025	3.50	4.00	4.00	4.30	4.10
Sep 2025	3.25	3.80	3.80	4.20	4.00
Dec 2025	3.00	3.70	3.70	4.10	3.90
Mar 2026	3.00	3.60	3.70	4.10	3.90
Jun 2026	3.00	3.50	3.60	4.00	3.80
Sep 2026	3.00	3.50	3.60	4.00	3.80
Dec 2026	3.00	3.50	3.50	4.00	3.80

A summary overview of the future path of the bank rate:

- Our central forecast for interest rates was previously updated on 25 September 2023 and reflected a view that the MPC would be keen to further demonstrate its anti-inflation credentials by keeping Bank Rate at 5.25% until at least H2 2024. We expect rate cuts to start when both the CPI inflation and wage/employment data are supportive of such a move, and that there is a likelihood of the overall economy enduring at least a mild recession over the coming months, although most recent GDP releases have surprised with their on-going robustness.
- Naturally, timing on this matter will remain one of fine judgment: cut too soon, and inflationary pressures may well build up further; cut too late and any downturn or recession may be prolonged.

- In the upcoming months, our forecasts will be guided not only by economic data releases and clarifications from the MPC over its monetary policies and the Government over its fiscal policies, but also international factors such as policy development in the US and Europe, the provision of fresh support packages to support the faltering recovery in China, as well as on-going conflicts internationally.
- On the positive side, consumers are still anticipated to be sitting on some excess savings left over from the pandemic, which could cushion some of the impact of the above challenges and may be the reason the economy is performing better at this stage of the economic cycle than may have been expected. However, as noted previously, most of those excess savings are held by more affluent households whereas lower income families already spend most of their income on essentials such as food, energy, and rent/mortgage payments.

PWLB Rates

- Gilt yield curve movements have broadened since our last Newsflash. The short part of the curve has not moved far but the longer-end continues to reflect inflation concerns. At the time of writing there is 60 basis points difference between the 5- and 50-year parts of the curve.

The balance of risks to the UK economy: -

- The overall balance of risks to economic growth in the UK is to the downside.

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

- Labour and supply shortages prove more enduring and disruptive and depress economic activity (accepting that in the near-term this is also an upside risk to inflation and, thus, could keep gilt yields high for longer).
- The Bank of England has increased Bank Rate too fast and too far over recent months, and subsequently brings about a deeper and longer UK recession than we currently anticipate.
- UK / EU trade arrangements – if there was a major impact on trade flows and financial services due to complications or lack of co-operation in sorting out significant remaining issues.
- Geopolitical risks, for example in Ukraine/Russia, the Middle East, China/Taiwan/US, Iran, and North Korea, which could lead to increasing safe-haven flows.

Upside risks to current forecasts for UK gilt yields and PWLB rates: -

- Despite the recent tightening to 5.25%, the Bank of England proves too timid in its pace and strength of increases in Bank Rate and, therefore,

allows inflationary pressures to remain elevated for a longer period within the UK economy, which then necessitates Bank Rate staying higher for longer than we currently project.

- The pound weakens because of a lack of confidence in the UK Government's pre-election fiscal policies, resulting in investors pricing in a risk premium for holding UK sovereign debt.
- Longer-term US treasury yields rise strongly if inflation remains more stubborn there than the market currently anticipates, consequently pulling gilt yields up higher. (We saw some movements of this type through October although generally reversed in the last week or so).
- Projected gilt issuance, inclusive of natural maturities and QT, could be too much for the markets to comfortably digest without higher yields compensating.

Borrowing advice:

- Our long-term (beyond 10 years) forecast for Bank Rate has increased from 2.75% to 3% and reflects Capital Economics' research that suggests AI and general improvements in productivity will be supportive of a higher neutral interest rate. As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can generally be obtained at the shorter end of the curve and short-dated fixed LA to LA monies should be considered. Temporary borrowing rates will remain elevated for some time to come but may prove the best option whilst the market continues to wait for inflation, and therein gilt yields, to drop back later in 2024.

Annex F: Approved Countries for Investment

This list is based on those countries which have sovereign ratings of AA- or higher, (we show the lowest rating from Fitch, Moody's, and S&P) and also, (except - at the time of writing - for Hong Kong and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the Link creditworthiness service.

Based on lowest available rating:

AAA

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Canada
- Finland
- USA

AA

- Abu Dhabi (UAE)
- France

AA-

- Belgium
- France
- Qatar
- U.K.

Annex G: Extract from Link's Investment Portfolio Benchmarking Analysis

1.1. The following is an extract, with glossary, of the Council's treasury benchmarking report at 30 September 2023.

1.2. As can be seen from Link's benchmarking report, Hounslow Council are performing below its nearest neighbours in the benchmarking group consisting of 15 other authorities, and below 22 Council's across London that employ Link Group for treasury advisory.

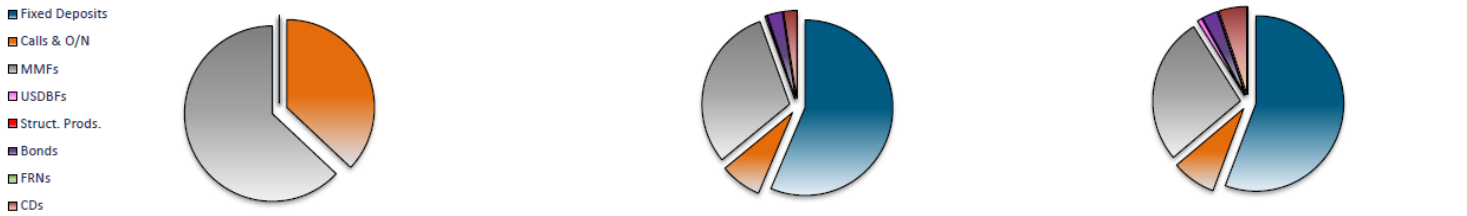
1.3. The poor performance is predominantly due to having low investment balances, and the using resources to fund the Council's ambitious capital programme. Balances held are invested in liquid funds e.g., Money Market Funds (MMFs) compared to other local authorities which typically invest with banks and building societies in fixed deposit, certificate of deposits, and bonds as seen below.

London Borough Of Hounslow

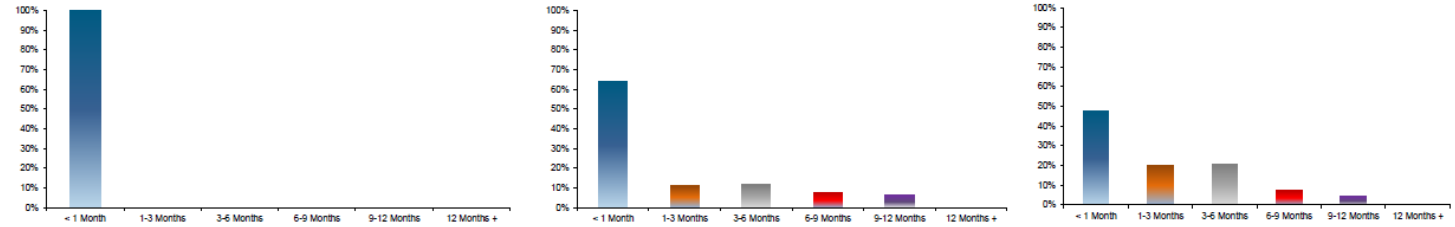
Summary Sheet

	London Borough Of Hounslow	Benchmarking Group 2 (15)	London (22)
		Basic Portfolio Characteristics	
WARoR	4.06%	5.07%	4.99%
WAM	0	61	151
WATT	0	139	227
WA Credit Risk	1.74	2.40	2.32
Model WARoR	5.17%	5.06%	5.06%
Difference	-1.11%	0.01%	-0.07%
Model Band	5.02% - 5.31%	4.92% - 5.20%	4.92% - 5.21%
Performance	Below	Inline	Inline

Asset Breakdown



Maturity Profiles



APPENDIX F

London Borough Of Hounslow

Peer Comparison

	London Borough Of Hounslow	Benchmarking Group 2 (15)		London (22)		Population Average (229)	
Basic Characteristics							
Principal	£27,943,897	£266,125,348		£252,210,013		£108,273,109	
WARoR	4.06%	5.07%		4.99%		5.09%	
WAM	0	61		151		79	
WATT	0	139		227		154	
WA Credit Risk	1.74	2.40		2.32		2.81	
Portfolio Breakdown							
Fixed Deposits	0.00%	56.36%	14	55.70%	19	54.85%	203
Calls & O/N	37.02%	7.68%	6	8.16%	8	11.44%	158
MMFs	62.98%	30.44%	13	27.19%	18	28.24%	185
USDBFs	0.00%	0.33%	1	0.90%	1	0.67%	13
Struct. Prods.	0.00%	0.00%	0	0.00%	1	0.22%	5
Bonds	0.00%	2.79%	1	2.88%	3	1.42%	13
FRNs	0.00%	0.00%	0	0.00%	0	0.10%	1
CDs	0.00%	2.40%	2	5.17%	3	3.05%	23
Institution Breakdown							
Banks	37.02%	39.03%	13	40.97%	0	45.21%	214
Building Socs.	0.00%	1.70%	3	4.37%	2	2.53%	49
Government	0.00%	28.50%	10	25.73%	20	23.08%	134
MMFs	62.98%	30.44%	13	27.19%	6	28.27%	185
USDBFs	0.00%	0.33%	1	0.90%	1	0.60%	13
MLDBs	0.00%	0.00%	0	0.00%	16	0.09%	1
Other	0.00%	0.00%	0	0.83%	1	0.22%	10
Domestic/Foreign Exposure							
Domestic	37.02%	55.89%	15	59.59%	9	62.02%	222
Foreign	0.00%	13.34%	6	12.32%	1	9.08%	86
MMFs	62.98%	30.44%	13	27.19%	6	28.30%	185
USDBFs	0.00%	0.33%	1	0.90%	1	0.60%	13
Maturity Structure							
< 1 Month	100.00%	63.75%		47.57%		55.13%	
1-3 Months	0.00%	10.89%		19.99%		17.21%	
3-6 Months	0.00%	11.48%		20.73%		16.77%	
6-9 Months	0.00%	7.71%		7.35%		5.46%	
9-12 Months	0.00%	6.16%		4.15%		4.05%	
12 Months +	0.00%	0.00%		0.21%		1.39%	

Benchmarking Rationale and Methodology

The aim of this benchmarking model is to compare portfolio weighted average rate of returns (WARoR) by adjusting for the risks inherent in the portfolio. The main risks in cash portfolios are:

Maturity Risk
Credit Risk

As such, the model must normalise WARoRs by adjusting for these risks so as to calculate risk-adjusted returns, or "Model WARoR". The risks the model looks at include:

Maturity Risk
Credit Risk
Change in the shape of the yield curve

This will account for the majority of all risk in the portfolio, however, there will still be some "model uncertainty" as no model can fully explain each WARoR. The difference in model WARoR and actual WARoR may be due to the following reasons:

Timing differences
Higher diversification
Tilt towards a particular asset type or institution type that is extraordinarily paying an above market rate (e.g. special tranche rates)

As a result, the model will build "Standard Error Bands" around the model WARoR calculated so as to adjust for this model uncertainty. This gives us a range for where the actual WARoR should fall. If the actual WARoR is above this upper band, then we would say the client is above on a risk-adjusted basis given the risks inherent in the portfolio. If the actual WARoR is below the lower band, then we would say the client is below on a risk-adjusted basis given the risks inherent in the portfolio.

Model Band — Some values when compared to the Model Band will fall outside the range even if the value appears to be equal to the minimum or maximum. This is due to rounding the data to two decimal places within Excel.

For example:
The value returned is 0.9512 and the range is 0.9541 – 1.2321. When rounded the data will be represented as 0.95 and a range of 0.95 – 1.23, although this appears to be in line with the range the underlying data will actually fall outside.

Definitions

WARoR	Weighted Average Rate of Return	This is the average annualised rate of return weighted by the principal amount in each rate.
WAM	Weighted Average Time to Maturity	This is the average time, in days, till the portfolio matures, weighted by principal amount.
WATT	Weighted Average Total Time	This is the average time, in days, that deposits are lent out for, weighted by principal amount.
WA Risk	Weighted Average Credit Risk Number	Each institution is assigned a colour corresponding to a suggested duration using Link Asset Services' Suggested Credit Methodology. 1 = Yellow; 1.25 = Pink 1; 1.5 = Pink 2, 2 = Purple; 3 = Blue; 4 = Orange; 5 = Red; 6 = Green; 7 = No Colour
Model WARoR	Model Weighted Average Rate of Return	This is the WARoR that the model produces by taking into account the risks inherent in the portfolio.
Difference	Difference	This is the difference between the actual WARoR and the model WARoR; Actual WARoR minus Model WARoR

Annex H: Requirement of the CIPFA Treasury Management Code of Practice

Treasury Management Scheme of Delegation

(i) Full board/council

- Receiving and reviewing reports on treasury management policies, practices, and activities.
- Approval of annual strategy.

(ii) Boards/committees/council/responsible body

- Approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices.
- Budget consideration and approval.
- Approval of the division of responsibilities.
- Receiving and reviewing regular monitoring reports and acting on recommendations.
- Approving the selection of external service providers and agreeing terms of appointment.

(iii) Body/person(s) with responsibility for scrutiny

- Reviewing the treasury management policy and procedures and making recommendations to the responsible body.

The Treasury Management Role of the Section 151 Officer

The S151 Officer has responsibility for:

- Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance.
- Submitting regular treasury management policy reports.
- Submitting budgets and budget variations.
- Receiving and reviewing management information reports.
- Reviewing the performance of the treasury management function.
- Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function.
- Ensuring the adequacy of internal audit and liaising with external audit.
- Recommending the appointment of external service providers.
- Preparation of a Capital Strategy to include capital expenditure, capital financing, non-financial investments, and treasury management, with a long-term timeframe (say 20+ years – to be determined in accordance with local priorities.)
- Ensuring that the Capital Strategy is prudent, sustainable, affordable, and prudent in the long term and provides value for money.

- Ensuring that due diligence has been conducted on all treasury and non-financial investments and is in accordance with the risk appetite of the Council.
- Ensure that the Council has appropriate legal powers to undertake expenditure on non-financial assets and their financing.
- Ensuring the proportionality of all investments so that the Council does not undertake a level of investing which exposes the Council to an excessive level of risk compared to its financial resources.
- Ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long-term liabilities.
- Provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans, and financial guarantees.
- Ensuring that members are adequately informed and understand the risk exposures taken on by the Council.
- Ensuring that the Council has adequate expertise, either in house or externally provided, to conduct the above.
- Creation of Treasury Management Practices which specifically deal with how non treasury investments will be conducted and managed, to include the following:
    - Risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios.
    - Performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments.
    - Decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investments. and arrangements to ensure that appropriate professional due diligence is conducted to support decision making.
    - Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken.
    - Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.

Annex I: Requirements of the revised CIPFA Treasury Management Code and Prudential Code

2021 revised CIPFA Treasury Management Code and Prudential Code – changes which will impact on future TMSS/AIS reports and the risk management framework.

CIPFA published the revised Codes on 20 December 2021 and has stated that revisions need to be included in the reporting framework from the 2023/24 financial year. The Council, therefore, has to have regard to these Codes of Practice when it prepares the Treasury Management Strategy Statement (TMSS) and Annual Investment Strategy (AIS), and also related reports during the financial year, which are taken to Full Council for approval.

The revised Treasury Management Code requires all investments and investment income to be attributed to one of the following three purposes: -

Treasury management

Arising from the organisation's cash flows or treasury risk management activity, this type of investment represents balances which are only held until the cash is required for use. Treasury investments may also arise from other treasury risk management activity which seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.

Service delivery

Investments held primarily and directly for the delivery of public services including housing, regeneration, and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is "either related to the financial viability of the project in question or otherwise incidental to the primary purpose."

Commercial return

Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to an authority's financial capacity – i.e., that 'plausible losses' could be absorbed in budgets or reserves without unmanageable detriment to local services. An authority must not borrow to invest primarily for financial return.

The revised Treasury Management Code will require an authority to implement the following:

1. Adopt a new liability benchmark treasury indicator to support the financing risk management of the capital financing requirement; this is to be shown in chart form for a minimum of ten years, with material

differences between the liability benchmark and actual loans to be explained.

2. Long-term treasury investments, (including pooled funds), are to be classed as commercial investments unless justified by a cash flow business case.
3. Pooled funds are to be included in the indicator for principal sums maturing in years beyond the initial budget year.
4. Amendment to the knowledge and skills register for officers and members involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each authority.
5. Reporting to members is to be done quarterly. Specifically, the S151 Officer is required to establish procedures to monitor and report performance against all forward-looking prudential indicators at least quarterly. The S151 Officer is expected to establish a measurement and reporting process that highlights significant actual or forecast deviations from the approved indicators. However, monitoring of prudential indicators, including forecast debt and investments, is not required to be taken to Full Council and should be reported as part of the authority's integrated revenue, capital, and balance sheet monitoring.
6. Environmental, social and governance (ESG) issues to be addressed within an authority's treasury management policies and practices (TMP1).
7. Training: The CIPFA Treasury Management Code requires the S151 Officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny.

Annual Procurement Plan 2024 - 2025

- **Total Spend: £789,432,469**
- **Number of Entries: 244**

Summary by Directorate

Directorate	Registrations	Total Spend
Children & Adult Services	5	£10,465,000
Communities and Strategy	15	£123,816,210
Finance & Resources	43	£21,385,500
ICP, Health & Social Care Integration	18	£247,885,391
Regeneration, Housing & Environmental Services	163	£385,880,368
TOTAL	**244**	**£789,432,469**

Children & Adult Services

- **Registrations: 5**
- **Total Value: £10,465,000**

Service Area	Procurement Title	Description	Procurement Type	Commen-cement Quarter	Contract Duration	Contract Value	Funding	Authority
Child Safeguarding and Specialist Service	Detached Youth Work	Tender for services in the following, Youth Provision Offer (Universal Youth Offer and Detached youth work), Youth counselling services, Young Carers Project, and Youth Council. Further work regarding The Holiday Youth Activity Programme budget and whether this is integrated into other offers needs further consideration.	Services	Q2	36	£81,000	Revenue	Chief Officer
Children's Commissioning	Strategic Partnership for Local Childrens Residential Home Provision	To engage a private children's residential home provider to provide placements dedicated for LAC from the West London Residential Project member boroughs.	Services	Q3	60	£7,800,000	Revenue	Chief Officer
Safeguarding Adults	Approved SAR Reviewers List	The Hounslow Safeguarding Adults Board are seeking to produce an approved list of experienced reviewers to conduct Independent Safeguarding Adults Reviews, in line with the statutory requirements of S44 of the Care Act 2014.	Services	Q1	48	£84,000	Revenue	Chief Officer
Children & Adult Services	Appointment Of Contractor for Capital Works at Marjory Kinnon School	Procurement of contractor for capital works at Marjory Kinnon School.	Works	Q1	12	£1,500,000	Capital	Chief Officer
Children & Adult Services	Procurement Of Contractor to Create Adult Ed Classrooms	Procurement of contractor to create Adult Ed classrooms at Hounslow House.	Works	Q2	5	£1,000,000	Capital	Chief Officer

	at Hounslow House							

Communities and Strategy

- **Registrations: 15**
- **Total Value: £123,816,210**

Service Area	Procurement Title	Description	Procurement Type	Commen-cement Quarter	Contract Duration	Contract Value	Funding	Authority
ACEO	Advice Service	A free advice service for Hounslow residents. Advice areas will include social welfare/benefit, housing, debt, debt relief orders and immigration advice at Level 1.	Services	Q1	48	£1,600,000	Revenue	Chief Officer
ACEO	VCSE Infrastructure Support	To commission an infrastructure support service for Hounslow's voluntary sector organisations.	Services	Q1	48	£320,000	Revenue	Chief Officer
ACEO	Volunteering Support Service	To commission a Volunteering Support Service for Hounslow's voluntary sector organisations and Hounslow residents.	Services	Q1	48	£200,000	Revenue	Chief Officer
ACEO	Accessible Community Transport Services	Accessible transport options for vulnerable adults supporting access to community-based services.	Services	Q1 25/26	48	£160,000	Revenue	Chief Officer
Climate & Strategic Programmes	Net Carbon Zero Surveys – Associated Retrofit Works	Works following 87 Net Carbon Zero surveys that are currently in progress to scale and cost the decarbonisation of our buildings and provide the council with clarity on the challenges we are facing, understand the actions required and how to effectively transition over time to drive towards Net Zero in all our corporate buildings by 2030.	Works	Q4	36	£30,000,000	Capital	Chief Officer
Climate & Strategic Programmes	Renewal of Strategic Energy Purchasing 2025 -2029.	Purchasing of the Council's flexible half hourly (HH), non-half hourly (NHH), street lighting and other unmetered electricity supplies (UMS) and gas requirements from 2025 onward.	Services	Q1	48	£80,000,000	Revenue	Cabinet Decision

Climate & Strategic Programmes	Solar PV Installation	The project includes designing a programme that will roll out delivery of Solar PV on potential rooftops on schools and Councils operational buildings that are within our ownership and control.	Services	Q3	24	£5,240,000	Capital	Chief Officer
Climate & Strategic Programmes	A4 Green Corridor Feasibility Study	Feasibility, prioritisation, and design of interventions related to green infrastructure including SUDs, active travel infrastructure, wayfinding, and public realm artwork.	Services	Q2	3	£125,000	Revenue	Chief Officer
Climate & Strategic Programmes	Capital Refurbishment and Enabling Works for Green Innovation and Enterprise Hub	Internal fit out of the space including equipment and facilities plus limited enabling works for supporting infrastructure and access.	Works & Goods	Q4	12	£2,500,000	Capital	Chief Officer
Climate & Strategic Programmes	Green Economy Action Plan	One or several commissions to support delivery of the implementation plan.	Services	Q3	12	£100,000	Revenue	Chief Officer
Climate & Strategic Programmes	Net Zero Neighbourhoods Design Surveys	Detailed design and feasibility of retrofit scope and proximate neighbourhood interventions. These will include building surveys to check insulation requirements, domestic energy assessment and viability of Solar PV and heat pumps, thermal imaging, public realm design improvements.	Services	Q2	18	£1,200,000	Capital	Chief Officer
Climate & Strategic Programmes	Hounslow District Heat Network - Detailed Project Development	Detailed Project Development for a borough-wide heat network within Hounslow.	Services	Q4	12	£250,000	Grant	Chief Officer

Community Safety	Council Funded Police Team	Procurement of a new Funded Police Team agreement with the Mayor's Office for Police and Crime for the continued provisioning of 5 officers to provide additional police capacity in line with the Council's housing priorities.	Services	Q3	24	£633,500	Revenue	Chief Officer
Community Safety	CCTV Maintenance Framework Contract	CCTV services, repair, maintenance, installation and capital works requirements for all Community Safety, Housing and Traffic.	Works	Q1	48	£1,487,710	Capital	Chief Officer

Finance & Resources

- **Registrations: 43**
- **Total Value: £ £21,385,500.00**

Service Area	Procurement Title	Description	Procurement Type	Commen-cement Quarter	Duration	Contract Value	Funding	Authority
Contingency Planning & Resilience	Beaversfield Park	Installation of SuD's systems.	Works	Q1	6	£545,000	Capital	Chief Officer
Contingency Planning & Resilience	Brabazon Road	Installation of SuD's systems.	Works	Q1	3	£135,000	Capital	Chief Officer
Contingency Planning & Resilience	Burns Way and Shelley Crescent	Installation of SuD's systems.	Works	Q1	3	£172,500	Capital	Chief Officer
Contingency Planning & Resilience	Renfrew Road	Installation of SuD's systems.	Works	Q1	2	£100,000	Capital	Chief Officer
Contingency Planning & Resilience	Thornbury Park	Installation of SuD's systems.	Works	Q1	4	£110,000	Capital	Chief Officer
Contingency Planning & Resilience	Wellington Road North	Installation of SuD's systems.	Works	Q1	6	£420,000	Capital	Chief Officer
Corporate Finance	Electronic payment services	Electronic Payment Services provider-business transaction and personal business software package.	Services	Q2	36	£294,000	Revenue	Chief Officer
Digital, IT & Resilience	Business Application Support and Maintenance	Enterprise application renewals.	Services	Q1	60	£1,440,000	Revenue	Chief Officer
Digital, IT & Resilience	Business Applications for Planning, Asset and Housing	Planning, Property Asset and Housing services and products including CIL, S106, strategic planning, data/process review.	Services & Goods	Q2	24	£100,000	Revenue & Capital	Chief Officer

Digital, IT & Resilience	Business Continuity and Disaster Recovery	Business Continuity and Disaster Recovery solution which focuses on keeping the council operational during a disaster.	Services	Q3	12	£180,000	Revenue	Chief Officer
Digital, IT & Resilience	Business System Replacement, Redesign & Refresh Projects	Transforming community experience enablers.	Services	Q1	24	£150,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	Finance System Re-Procurement	Re-procurement of the finance system Business World On.	Services	Q2	12	£1,800,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	Housing Management System	Housing management Regulatory Services Software	Services	Q2	36	£450,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	Client, Server OS, and Associated Software	Software upgrades and associated resources.	Services	Q1	36	£210,000	Revenue	Chief Officer
Digital, IT & Resilience	Cloud Server Infrastructure	Public cloud server infrastructure and support.	Services	Q1	36	£500,000	Revenue	Chief Officer
Digital, IT & Resilience	CRM & Case Management	Transforming community experience enablers.	Services	Q1	36	£150,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	Cyber Insurance	Cyber insurance cover in the event of a breach, security failure, illegal threat, or cyber-attack.	Services	Q1	12	£75,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	Digital And ICT Services	This program of work covers various projects such as infrastructure services, ICT applications (renewals, upgrades, replacement of legacy systems) and work on change from fibre to copper across Council and continuing improvements to meeting rooms and display screens.	Services & Goods	Q1	12	£500,000	Capital	Chief Officer
Digital, IT & Resilience	Digital Design Consultancy and Project Delivery Resources	Service Design, Project Management Office, DM, PL resources.	Services	Q1	12	£875,000	Revenue & Capital	Chief Officer

Digital, IT & Resilience	Digital Strategy Resources	Resourcing the delivery of the Digital Strategy and other programmes requiring additional resources.	Services	Q1	12	£3,700,000	Capital	Chief Officer
Digital, IT & Resilience	End User Computing Devices	End user computing device replacements associated sundry items and resources.	Goods	Q4	12	£722,000	Capital	Chief Officer
Digital, IT & Resilience	Enterprise Reporting, Business Intelligence Solutions and Services	Intelligence initiatives informed through analysis of aggregated data.	Services	Q2	24	£350,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	Finance Systems Refresh	Finance refresh of legacy systems including accountancy, budgetary and cash systems.	Services	Q2	24	£290,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	Firewalls	Firewalls	Services	Q1	12	£250,000	Capital	Chief Officer
Digital, IT & Resilience	Identity Management	Identity, password, and privileged access management.	Services	Q2	36	£180,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	Identity Management	Identity and access management.	Services	Q1	12	£100,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	IT Asset Management System	Management and tracking of assets issued to staff.	Services	Q1	36	£165,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	Leisure Services	Application renewals for Leisure Services	Services	Q3	24	£280,000	Revenue	Chief Officer
Digital, IT & Resilience	Network Hardware Refresh	Supply and commissioning of network hardware in borough offices.	Goods	Q1	12	£980,000	Capital	Chief Officer
Digital, IT & Resilience	Network Licensing	Licensing for Network hardware and software.	Services & Goods	Q3	72	£750,000	Capital	Chief Officer
Digital, IT & Resilience	New Service Desk System	Upgrades or replacement to the ICT service desk system.	Services & Goods	Q1	36	£75,000	Capital & Revenue	Chief Officer
Digital, IT & Resilience	Office 365 Backup	Office 365 backup security solution.	Services	Q1	12	£75,000	Capital	Chief Officer
Digital, IT & Resilience	Resilient Internet Connectivity	Resilient Internet links and supporting infrastructure – LGFL and Firewalls.	Services	Q2	72	£500,000	Revenue	Chief Officer

Digital, IT & Resilience	Robotic Process Automation	Automation of simple or complex repetitive processes. Requirement to provide RPA infrastructure, implementation services and automat software licenses.	Services & Goods	Q1	36	£900,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	SIEM (Security Information & Event Management) Solution	Security information and event management is a solution that helps organizations detect, analyse, and respond to security threats before they harm business operations.	Services	Q1	12	£100,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	Smart Cities	Smart City initiatives, POC for Smart Territory Framework, IoT & Assistive technology devices and data storage.	Services & Goods	Q2	36	£250,000	Capital	Chief Officer
Digital, IT & Resilience	Social Care Solutions	Modules and products relating to new Social Care Legislations.	Services & Goods	Q2	24	£100,000	Revenue & Capital	Chief Officer
Digital, IT & Resilience	Telecommunications Links and Lines to Council Buildings	Telecommunications links and lines to Council buildings - review and consolidation into fewer contracts.	Services	Q3	72	£2,500,000	Revenue	Chief Officer
Digital, IT & Resilience	Web And Digital Solutions	Transforming Community Experience: Improvements to Web and digital solutions, user journeys, CMS review and customer facing interactions.	Services	Q1	12	£250,000	Revenue & Capital	Chief Officer
Electoral Services	Election Printing Requirements	Materials required for election. Such as Poll Cards, Postal Ballot Packs and Ballot Papers (excluding ballot papers for GLA elections).	Goods	Q1	60	£142,000	Revenue	Chief Officer
Election Services	Electoral Registration Printing	Materials required for electoral registration such as Canvass Communication, Household Enquiry/Canvass Forms, Invitation to Register, Household Notification Letters, Postal Vote Refresh Applications and Outgoing and return envelopes.	Goods	Q1	60	£120,000	Revenue	Chief Officer

Election Services	Electoral Services Print Requirements	To print and despatch letters regarding electoral registration these include: Printing required to ensure residents can vote at an election.	Services	Q1	60	£120,000	Revenue	Chief Officer
Investment Property Management	Property Management Professional Services	Professional services for the day-to-day management of the Council's Investment Portfolio. Full estate management service to be provided.	Services	Q2	48	£280,000	Revenue	Chief Officer

ICP, Health & Social Care Integration

- **Registrations: 18**
- **Total Value: £247,885,391.00**

Service Area	Procurement Title	Description	Procurement Type	Commencement Quarter	Contract Duration	Contract Value	Funding	Authority
Children & Young People (CYP)	Hounslow Healthy Child Programme	Public Health Nursing for children & young people 0-19 years and families through Health Visiting and School Nursing.	Services	Q3	72	£27,600,000	Capital	Chief Officer
Childrens Commissioning	Commissioning Alliance DPV	Brokerage platform for children's placements.	Services	Q3	12	£79,622	Capital	Chief Officer
Childrens Commissioning	Supported Living Service Contract	Supported Living service for young people and young mothers between the ages of 16-25yrs.	Services	Q3	12	£938,520	Capital	Chief Officer
Commissioning	Bridgewater – Octavia	Care and support for Bridgewater Extra Care Scheme in Isleworth.	Services	Q4	96	£4,598,088	Revenue	Chief Officer
Commissioning	Bristol Court Catering	Catering contract to provide hot meal daily to 94+ residents at Bristol Court Extra Care Scheme in Feltham.	Services	Q3	96	£1,760,000	Revenue	Chief Officer
Commissioning	Bristol Court Extra Care scheme	Care and support at Bristol Court Extra Care Scheme in Feltham.	Services	Q3	96	£17,433,609	Revenue	Chief Officer
Commissioning	Dementia Service	The Dementia Hub model of care would deliver integrated care and support to Hounslow's residents, their families and Carers affected by dementia.	Services	Q2	84	£1,143,083	Revenue & Grant	Chief Officer

Commissioning	Equipment Contract	Community Equipment provider.	Goods	Q4	36	£9,933,227	Revenue	Chief Officer
Commissioning	Falls Prevention Service	The service is designed for people aged 65+ who are felt to be at risk or afraid of falling or have had occasional or recurrent falls.	Services	Q4	24	£1,300,000	Capital	Chief Officer
Commissioning	Greenrod – Housing 21	Care and support for Greenrod Extra Care Scheme in Isleworth.	Services	Q1	96	£5,544,786	Revenue	Chief Officer
Commissioning	Harle House	Day service for up to 25 people with learning disabilities.	Services	Q1	89	£821,079.84	Revenue	Chief Officer
Commissioning	Healthwatch	Healthwatch Hounslow is accessible to all people who are entitled to receive health or social care in Hounslow.	Services	Q4	84	£96,630.16	Revenue	Chief Officer
Commissioning	Integrated Drug and Alcohol Service	An integrated drug and alcohol community treatment service, including both pharmacological and psychosocial interventions.	Services	Q2	84	£15,960,000	Revenue	Chief Officer
Commissioning	Neurological Service	The service comprises of Integrated Neurological Service and Stroke Association (VCSE providers) who provide following; patients leaflets/advisory support, counselling, group activity, care coordination, long-term follow-up, SSNAP reviews, blood pressure monitoring, long-term reablement and hardship grants.	Services	Q2	72	£746,556	Revenue	Chief Officer

Commissioning	Park Lodge, Extra Care scheme	Care and support at Park Lodge extra care scheme in Hounslow.	Services	Q4	96	£5,061,584	Revenue	Chief Officer
Commissioning	Two Bridges	New care provider for the 11-bed supported accommodation unit for people with LD.	Services	Q2	36	£4,718,606	Revenue	Chief Officer
Commissioning	Electric Call Monitoring System	Electronic call monitoring system, used for contract and KPI monitoring of homecare providers and billing of care calls.	Services	Q3	48	£150,000	Revenue	Chief Officer
Commissioning	Hounslow Homecare	Provision of home care (personal care within someone's home) to Hounslow residents through the procurement of external CQC registered homecare providers.	Services	Q4	84	£150,000,000	Revenue	Chief Officer

Regeneration, Housing & Environmental Services

- **Registrations: 163**
- **Total Value: £385,880,368**

Service Area	Procurement Title	Description	Procurement Type	Commencement Quarter	Contract duration	Contract Value	Funding	Authority
Environmental Operations	Bath Road: Priority Cycle Route 6	Detailed design work for Priority Cycle Route 6: Bath Road (Hounslow West to Hounslow Town Centre).	Services	Q2	9	£75,000	Grant	Chief Officer
Facilities Management	Engineering Service Contracts (Fans and Filters Servicing)	Servicing of Air Handling Units, cleaning extractor fans in the kitchens to the various sites in the borough.	Works	Q1	60	£376,000	Revenue	Chief Officer
Facilities Management	Engineering Service Contracts	Mixing Valves and Shower Heads Service Contract. Contract covers cleaning and disinfecting all the Taps (Mixing Valves), Shower heads.	Services	Q3	60	£170,000	Revenue	Chief Officer
Facilities Management	Engineering Service Contract Boiler Service and Maintenance	Servicing of Gas Boilers and Water Heaters for the various sites in the borough (Corporate sites only).	Works	Q1	60	£230,000	Revenue	Chief Officer
Parks and Open Spaces	Bear Road Recreation Ground Play Area Improvements	Procurement of playground infrastructure.	Works	Q3	12	£240,000	Capital	Chief Officer
Parks and Open Spaces	Cemeteries Improvements	Capital infrastructure improvements related to cemetery facilities and buildings.	Works	Q3	12	£500,000	Capital	Chief Officer
Parks and Open Spaces	Chester Road Play Area Improvements	Procurement of playground infrastructure.	Works	Q3	12	£185,000	Capital	Chief Officer
Parks and Open Spaces	Chiswick Back Common Playground	Procurement of playground infrastructure.	Works	Q3	12	£275,000	Capital	Chief Officer

Parks and Open Spaces	Crane Park Play Area Improvements	Procurement of playground infrastructure.	Works	Q3	12	£270,000	Capital	Chief Officer
Parks and Open Spaces	Crane Valley – Take Me to The River	A series of Green and Blue infrastructure improvements to help residents access and connect to the River Crane.	Works	Q3	12	£700,000	Capital	Chief Officer
Parks and Open Spaces	Feltham Green Open Space Play Area Creation	Creation of a new Play Area.	Works	Q3	12	£250,000	Capital	Chief Officer
Parks and Open Spaces	Green Dragon Playground	Revitalised play area with full replacement of existing play equipment and surface.	Goods & Works	Q2	6	£150,000	Capital	Chief Officer
Parks and Open Spaces	Grosvenor Park Play and Sports Infrastructure	Playground infrastructure facilities.	Works	Q3	12	£220,000	Capital	Chief Officer
Parks and Open Spaces	Hanworth Park Community Woodland	Creation of woodland.	Works	Q3	12	£1,200,000	Capital	Chief Officer
Parks and Open Spaces	Harvard Hill Improvements	Play and site infrastructure improvements	Works	Q3	12	£165,000	Capital	Chief Officer
Parks and Open Spaces	Inwood Park Cycle Hub Track Improvements	Surface improvements to cycle track and barrier installation between the new water play area and cycle track.	Works	Q3	12	£75,000	Capital	Chief Officer
Parks and Open Spaces	Lampton Park	Infrastructure and building capital improvements to improve access, in a bid to tackle Women and Girl's Safety issues.	Works	Q2	12	£600,000	Capital	Chief Officer
Parks and Open Spaces	Lampton Park Improvements	Play and recreation infrastructure improvements	Works	Q2	12	£201,000	Capital	Chief Officer
Parks and Open Spaces	Ludlow Road Open Space Perimeter Pathway	Installation of an all-weather perimeter pathway enabling access around and through the nature reserve at Ludlow Road Open Space.	Works	Q3	12	£112,000	Capital	Chief Officer
Parks and Open Spaces	Play Park Improvements	Boroughwide play infrastructure improvements.	Works	Q2	12	£75,000	Capital	Chief Officer

Parks and Open Spaces	Robin Grove Playground Improvements	Procurement of playground infrastructure following the installation of the new footbridge across the Grand Union Canal.	Works	Q1	6	£150,000	Capital	Chief Officer
Parks and Open Spaces	Sutton Playing Fields Perimeter Pathway	Path and edging works.	Works	Q3	6	£220,000	Capital	Chief Officer
Parks and Open Spaces	Tennis Court Improvements	Tennis court improvements.	Works	Q3	12	£102,000	Capital	Chief Officer
Parks and Open Spaces	Ludlow road open space	Works on perimeter path of Ludlow Road Open Space.	Works	Q1	12	£130,000	Capital	Chief Officer
Parks and Open Spaces	Feltham Green Open Space Improvements	Procurement of contractor to undertake improvement works to Feltham Green	Works	Q2	12	£550,000	Capital	Chief Officer
Parks and Open Spaces	Hanworth Park Masterplan	Procurement of contractor to undertake services and landscaping works to Hanworth Park Masterplan	Works & Services	Q2	36	£1,800,000	Capital	Chief Officer
Parks and Open Spaces	Feltham Master Plan: Informal Sports and Recreation	Programme of works associated with Feltham Master Plan and installation of Informal sports and recreation facilities	Services & Works	Q3	24	£780,000	Capital	Chief Officer
Parks and Open Spaces	Active Spaces: Play, Sport and Fitness Improvements	Programme of works involving improvements to play, sport and fitness facilities in the Borough	Works	Q1	24	£800,000	Capital	Chief Officer
Parks and Open Spaces	Allotments improvements	Infrastructure improvements across allotment sites	Works	Q1	24	£400,000	Capital	Chief Officer
Parks and Open Spaces	Bedfont Lakes Masterplan	Procurement of Contractor to undertake services and landscaping works to Bedfont lakes	Services & Works	Q1	24	£550,000	Capital	Chief Officer
Parks and Open Spaces	Borough-wide Signage/Infrastructure	Procurement of a contractor to provide Borough-wide signage for LBH initiatives relating to the Parks and Leisure portfolio.	Works	Q1	12	£235,000	Capital	Chief Officer
Parks and Open Spaces	Crane Valley Masterplan	Procurement of Contractor to undertake services and landscaping works to Crane Valley	Works & Services	Q1	24	£1,150,000	Capital	Chief Officer
Parks and Open Spaces	Dukes Meadow Bandstand area Repairs	Repairs to the wall running along the River Thames and corresponding resurfacing works.	Works	Q1	12	£270,000	Capital	Chief Officer

Parks and Open Spaces	Dukes Meadows Eastern Bridge Landing	Creation of new park at eastern landing of Dukes Meadows footbridge.	Works	Q1	13	£250,000	Capital	Chief Officer
Parks and Open Spaces	Dukes Meadows Masterplan	Procurement of Contractor to undertake services and landscaping works to Dukes Meadows	Works	Q1	12	£300,000	Capital	Chief Officer
Parks and Open Spaces	Dukes Meadows Promenade Approach Restoration	Restoration of Promenade Approach in joint with Dukes Meadows Trust	Works	Q1	12	£200,000	Capital	Chief Officer
Parks and Open Spaces	Farnell Road Open Space improvement	Landscaping and associated services to Farnell Road open spaces	Works	Q1	12	£325,000	Capital	Chief Officer
Parks and Open Spaces	Grow for the future	Associated works for grow for the future project	Works	Q1	36	£165,000	Capital	Chief Officer
Parks and Open Spaces	Landscaping Works to Play sites	Landscaping and associated services to Play Sites within the Borough	Works	Q1	9	£250,000	Capital	Chief Officer
Parks and Open Spaces	Redlees Park Improvements	Repairs to infrastructure at Redlees (pathways and infrastructure)	Works	Q1	24	£250,000	Capital	Chief Officer
Parks and Open Spaces	Restoring and enhancing London Borough of Hounslow Ponds	Procurement of Contractor to undertake restoration and enhancement works to Ponds within the London Borough of Hounslow	Works	Q1	24	£300,000	Capital	Chief Officer
Parks and Open Spaces	River Crane Corridor Improvements - LBH Countryside Sites	Accessibility and biodiversity Works River Crane Corridor	Works	Q1	36	£500,000	Capital	Chief Officer
Parks and Open Spaces	Wildflower Areas in LBH Parkland	Creation of Wildflower areas as part of Open spaces Infrastructure within LBH Parklands, with 3-year maintenance programme	Works	Q1	36	£150,000	Capital	Chief Officer
Parks and Open Spaces	Access Improvement and Urban Greening	Improvement works	Works	Q2	24	£100,000	Capital	Chief Officer
Parks and Open Spaces	Avenue Park - New perimeter path	Procurement of Contractor to undertake works to Avenue Park new perimeter path	Works	Q2	24	£182,000	Capital	Chief Officer
Parks and Open Spaces	Hounslow Heath Masterplan	Procurement of Contractor to undertake services and landscaping works to Hounslow Heath	Services & Works	Q2	24	£750,000	Capital	Chief Officer

Parks and Open Spaces	Invasive Species Management	Management of invasive species within the Hounslow Park and Open Spaces Portfolio	Works	Q2	9	£150,000	Capital	Chief Officer
Parks and Open Spaces	Inwood Park All Ability Cycling Track Adaption	Procurement of Works for a contractor to develop Water Play and Bike Track Facilities at Inwood Park.	Works	Q2	9	£93,000	Capital	Chief Officer
Parks and Open Spaces	Multi Use Games Area Sports Facilities	Sports Games area installation Lampton Park	Works	Q2	12	£200,000	Capital	Chief Officer
Parks and Open Spaces	Nature Recovery Projects	Associated works for nature recovery projects	Services & Works	Q2	36	£300,000	Capital	Chief Officer
Parks and Open Spaces	Playground improvements avenue park	Playground improvements at avenue park	Works	Q2	24	£200,000	Capital	Chief Officer
Parks and Open Spaces	Harvard Hill Improvements	Procurement of Contractor to undertake landscaping and associated services to Harvard Hill	Works	Q3	12	£125,000	Capital	Chief Officer
Parks and Open Spaces	Hatton Cemetery surface Water Management	Procurement of contractor to undertake Water Management works to Hatton Cemetery	Works	Q3	24	£1,000,000	Capital	Chief Officer
Parks and Open Spaces	Outdoor gyms Installation	Installation of outdoor gyms within open spaces in the Borough	Works	Q3	9	£175,000	Capital	Chief Officer
Parks and Open Spaces	Tennis Court improvements	Tennis Court improvements to facilities within the Borough	Works	Q3	9	£180,000	Capital	Chief Officer
Parks and Open Spaces	Thornbury Park Sporting Opportunities	Procurement of Contractor to develop sports facilities at Thornbury Park	Works	Q3	9	£ 100,000	Capital	Chief Officer
Parks and Open Spaces	Beaversfield Masterplan Works	Procurement of Contractor to undertake services and landscaping works to Beaversfield site	Services & Works	Q4	14	£1,900,000	Capital	Chief Officer
Parks and Open Spaces	Beaversfield Park Play Area Improvements	Procurement of contractor to undertake improvement works to Beaversfield Park Play Area	Works	Q4	12	£550,000	Capital	Chief Officer
Parks and Open Spaces	Watermans Park	Landscaping at associated services to Watermans Park	Works	Q4	12	£250,000	Capital	Chief Officer
Parks and Open Spaces	Conversion of toilet to café in Lampton Park	a	Works	Q2	3	£400,000	Capital	Chief Officer

Parks and Open Spaces	Make Your Mark	A strategic project addressing significant population growth and residential development through key improvements in Lampton Park.	Works	Q2	12	£400,000	Grant	Chief Officer
Parks and Open Spaces	Appointment of consultant to refresh the Dukes Meadows Masterplan	Procurement of consultant to update the masterplan.	Services	Q1	6	£100,000	Revenue	Chief Officer
Programme & Strategy	Dockless E-Bikes	Procurement of E-Bikes Operators.	Services	Q4	36	£300,000	Revenue	Cabinet Decision
Strategic Projects – Transport	Car Club Operations	Procurement for car club operator to provide back-to-base and flexible car sharing for Hounslow's community.	Services	Q1	36	£140,000	Revenue	Chief Officer
Strategic Projects – Transport	Car Park Wayfinding Signage, Information and Data	To design and deliver a series of actions in the Parking Strategy that seek to improve wayfinding to car parks and improve availability of real time information on parking availability and other transport data.	Services	Q4	12	£100,000	Revenue	Chief Officer
Strategic Projects – Transport	School Bus Operator	To deliver and manage the School Bus Project.	Services	Q4	12	£100,000	Capital & Grant	Chief Officer
Traffic & Capital Delivery	Feltham Footbridge	Construction of footbridge in Feltham over the railway.	Works	Q3	6	£1,500,000	Capital	Chief Officer
Traffic, Transport and Parking	Richmond Avenue Bridge Design & Build	The detailed design and construction of a wider bridge to accommodate both pedestrians and cyclists.	Services & Works	Q2	12	£210,000	Capital	Chief Officer
Traffic, Transport and Parking	Aligning Car Park Design to Parking & Kerbside Strategy	The procurement of experts in landscape design and community consultation to facilitate further funding for car park improvements and implementation thereof.	Services	Q2	8	£100,000	Revenue	Chief Officer
Traffic, Transport and Parking	CCTV Moving Traffic Enforcement Cameras	To commission and prepare for detailed strategic evidence led report to identifying more viable moving traffic enforcement locations in the borough.	Services	Q1	3	£70,000	Capital	Chief Officer

Traffic, Transport and Parking	Purchase Cardless Equipment Across Borough	Following on from a 6-months review of the cardless payment options at 20 locations around the borough. The trial could result in a roll-out of units across the borough at remaining sites.	Goods	Q4	1	£975,000	Capital & Revenue	Cabinet Decision
Traffic, Transport and Parking	Purchase of CCTV Cameras	Following on from enforcement camera report, there will be a need to purchase cameras identified as being suitable locations to tackle poor driver behaviours, and road safety contraventions.	Goods	Q4	1	£800,000	Capital	Chief Officer
Traffic, Transport and Parking	Hanworth Park	Highway and public realm improvements to roads in the vicinity of the site.	Works	Q2	12	£161,086	S106	Chief Officer
Traffic, Transport and Parking	Green Lane	Footpath widening on Green Lane	Works	Q2	12	£87,388	S106	Chief Officer
Transport Planning & Road Safety	Cycle Training	The Council seeks to promote the provision of superior quality, flexible and accessible delivery of cycle training across London Borough of Hounslow.	Services	Q2	36	£500,000	Grant	Chief Officer
Transport Planning and Road Safety	A4 Great West Road Corridor Enhancements	We will require consultancy support to investigate and develop transport interventions along the A4 Corridor.	Services	Q2	12	£75,000	Capital & Revenue	Chief Officer
Transport Planning and Road Safety	Brentford to Southall Rail Link Development	We will require consultancy support to investigate and develop transport interventions along the A4 Corridor. In this instance there will be studies into the re-opening of the Brentford to Southall rail link.	Services	Q1	12	£150,000	S106	Chief Officer
Transport Planning and Road Safety	Kew Bridge Station Access for All Study	Commissioning of Network Rail to undertake feasibility, design, and potential construction of new lifts at Kew Bridge Station.	Services & Works	Q4	12	£250,000	Capital	Chief Officer
Transport Planning and Road Safety	Public Rights of Way	We will require consultancy support to support the update to the Public Rights of Way (PRoW) network.	Services	Q3	6	£80,000	Revenue	Chief Officer

Transport Planning and Road Safety	Travel Monitoring	We will require procurement of services to monitor traffic including walking and cycle levels at key locations throughout the borough.	Services	Q1	12	£150,000	Revenue	Chief Officer
Waste Management & Recycling	Food Waste Recycling	8 phases of rollout of food waste the aim is to continue to roll out a food waste recycling service for the remainder of the phases as well as target flats above shops to increase the recycling rates across the borough.	Services	Q3	24	£150,000	Capital & Revenue	Chief Officer
Waste Management & Recycling	Waste And Recycling Education and Engagement Communication's Activity	Procurement of suppliers to provide education and engagement material to deliver services that enable the council to collaborate with residents and communities to minimise waste and increase recycling rates.	Services	Q1	12	£90,000	Revenue	Chief Officer
Asset Management and Programme Delivery – Schools and Community	Maintenance Programme for Brentford Fountain Leisure Centre	Brentford Fountain Leisure Centre - Internal and external works.	Works	Q2	12	£227,000	Capital & Revenue	Chief Officer
Asset Management and Programme Delivery – Schools and Community	Maintenance Programme for Chiswick Town Hall	Chiswick Town Hall – Internal and external works including Window replacement.	Works	Q2	12	£483,000	Capital & Revenue	Chief Officer
Asset Management and Programme Delivery – Schools and Community	Maintenance Programme for Feltham Assembly Hall	Feltham Assembly Hall - Internal and external works.	Works	Q2	12	£83,000	Capital	Chief Officer

Asset Management and Programme Delivery – Schools and Community	Maintenance Programme for Hanworth Air Park Leisure Centre and Library	Hanworth Air Park Leisure Centre and Library - Internal and external works.	Works	Q2	12	£143,000	Capital & Revenue	Chief Officer
Asset Management and Programme Delivery – Schools and Community	Multi-Disciplinary Consultant for The Corporate Portfolio	Multi-disciplinary consultant(s) to undertake the Condition Survey and deliver resulting programmes across the corporate portfolio including School and Leisure.	Services & Works	Q3	60	£3,200,000	Capital & Revenue	Chief Officer
Asset Management and Programme Delivery – Schools and Community	Programme Of Maintenance for Grove Park Primary School Funded	Grove Park Primary School - Heating Upgrade and Re-pipe.	Works	Q1	12	£249,394	Grant	Chief Officer
Asset Management and Programme Delivery – Schools and Community	Programme Of Maintenance for Grove Park Primary School	Grove Park Primary School- Rewire of original main building.	Works	Q2	12	£160,000	Grant	Chief Officer
Asset Management and Programme Delivery – Schools and Community	Programme Of Maintenance for The Heathland School	The Heathland School - Upgrade to heating and cooling installations.	Works	Q1	12	£1,205,000	Grant	Chief Officer

Asset Management and Programme Delivery – Schools and Community	Programme Of Maintenance for The Heathland School	The Heathland School - External repairs fencing, hardstanding and mobile unit access.	Works	Q2	12	£378,000	Grant	Chief Officer
Asset Management and Programme Delivery – Schools and Community	Programme Of Maintenance for The Heathland School	The Heathland School - Internal door upgrade.	Works	Q2	12	£90,000	Grant	Chief Officer
Asset Management and Programme Delivery – Schools and Community	Programme Of Maintenance for Marlborough Primary School	Marlborough Primary School - Replacement of rooflights.	Works	Q1	12	£260,000	Grant	Chief Officer
Asset Management and Programme Delivery – Schools and Community	Programme Of Maintenance for Strand on the Green Infant School	Strand on the Green Infant School - Upgrade heating system and pipework.	Works	Q1	12	£176,000	Grant	Chief Officer
Asset Management and Programme Delivery – Schools and Community	Programme Of Maintenance for Strand on the Green Junior School	Strand on the Green Junior School - Upgrade heating system controls and pipework.	Works	Q1	12	£240,000	Grant	Chief Officer

Asset Management and Programme Delivery – Schools and Community	Programme Of Maintenance for Victoria Junior School	Victoria Junior School - Replacement of all boilers.	Works	Q1	12	£80,000	Grant	Chief Officer
Corporate Property	Outsourcing of Property Management Services	To procure an outsourcing contract for consultants to provide professional services for the day-to-day management of the Council's Non-Investment estates portfolio.	Services	Q2	72	£1,000,000	Revenue	Chief Officer
Corporate Property	Care Home Extending and Remodelling	Multi- disciplinary consultancy services in connection with extending and remodelling a Care Home.	Services	Q4	36	£800,000	Capital	Cabinet Decision
Corporate Property	Corporate Property Maintenance Programme 24/25	Unspecified individual construction projects over £75k forming the programme.	Works	Q1	12	£1,000,000	Capital & Revenue	Cabinet Decision
Corporate Property	Future Asset Strategy	Multidisciplinary consultancy services.	Services	Q1	12	£200,000	Capital	Chief Officer
Corporate Property	Multidisciplinary Consultant Services Construction Projects	Unspecified individual construction projects over £75k forming the programme.	Services	Q1	12	£200,000	Capital & Revenue	Chief Officer
Corporate Property	New Depot	Multi- disciplinary consultancy services in connection with a new depot.	Services	Q2	36	£500,000	Capital	Chief Officer
Corporate Property	New SEND Residential Home and Replacement of Short Break Unit	Construction of new Residential Home and replacement Short Break Unit.	Works	Q3	18	£7,700,000	Capital	Cabinet Decision
Corporate Property	New SEND Residential Home	Multidisciplinary design services in construction of new Residential Home and replacement Short Break unit.	Services	Q1	24	£400,000	Capital	Cabinet Decision

	and Replacement of Short Break Unit							
Corporate Property and Major Projects	Procurement Of Works to Deliver "Grey to Green" In Hounslow Town Centre	As part of the Borough's UK Shared Prosperity Allocation, we will be running a procurement next year for a contractor to co-design and oversee delivery of public realm "greening" interventions in Hounslow Town Centre.	Works	Q4	6	£200,000	Grant	Chief Officer
Corporate Property and Major Projects	Neighbourhood Visioning Programme	To develop visions and associated delivery plans across the seven large neighbourhood centres in the borough in collaboration with the communities.	Services	Q2	12	£180,000	Revenue	Chief Officer
Estate Services	Communal Window Cleaning	Procurement of Contractor to clean communal windows on the general needs stock and external window cleaning on all windows in Sheltered Housing, Supported Housing and Extra Care properties.	Services	Q1 25/26	24	£119,000	Revenue	Chief Officer
Housing Adaptations Service	Disabled Facilities Grants DPS Framework	The Council is looking for a number of contractors to work with over the next 2 to 4 years to deliver works under the Disabled Facilities Grant programme.	Works	Q1	48	£2,100,000	Capital	Chief Officer
Housing Adaptations Service	Stairlift Contract	Specialist Equipment for Disabled Facilities Grant	Goods	Q3	36	£600,000	Capital	Chief Officer
Housing Development and Supply	Architect For New Heston Road Phase 2	To deliver our corporate housing multiple construction contracts will be awarded for contractors to undertake the required building works. To facilitate those contracts and represent the council, professional consultants will be required.	Services	Q4	24	£100,000	Capital, Revenue & Grant	Chief Officer
Housing Development and Supply	Architect Prosperity and Place	To deliver our corporate housing target of building 1000 new council homes between 2022 and 2026, multiple construction contracts will be awarded for contractors to undertake the required building works.	Services	Q4	24	£150,000	Capital, Revenue & Grant	Chief Officer

Housing Development and Supply	Commerce Road Procurement of Design Team and Employers Agent	To deliver our corporate housing multiple construction contracts will be awarded for contractors to undertake the required building works. To facilitate those contracts and represent the council, professional consultants will be required.	Services	Q1	24	£500,000	Capital, Revenue & Grant	Chief Officer
Housing Development and Supply	Employers Agent for Development Of 50 Units on Site to Be Confirmed	To deliver our corporate housing target of building 1000 new council homes between 2022 and 2026, multiple construction contracts will be awarded for contractors to undertake the required building works.	Services & Works	Q4	24	£200,000	Capital, Revenue & Grant	Chief Officer
Housing Development and Supply	Employers Agent for Hanworth Park House Development	To deliver our corporate housing target of building 1000 new council homes between 2022 and 2026, multiple construction contracts will be awarded for contractors to undertake the required building works.	Services & Works	Q4	12	£450,000	Capital, Revenue & Grant	Chief Officer
Housing Development and Supply	Employers Agent for New Heston Phase 2	To deliver our corporate housing target of building 1000 new council homes between 2022 and 2026, multiple construction contracts will be awarded for contractors to undertake the required building works	Services & Works	Q4	24	£100,000	Capital, Revenue & Grant	Chief Officer
Housing Development and Supply	Employers Agent for Small Site Schemes	To deliver our corporate housing target of building 1000 new council homes between 2022 and 2026, multiple construction contracts will be awarded for contractors to undertake the required building works.	Services & Works	Q2	18	£500,000	Capital, Revenue & Grant	Chief Officer
Housing Development and Supply	Employers Agent Prosperity and Place	To deliver our corporate housing target of building 1000 new council homes between 2022 and 2026, multiple construction contracts will be awarded for contractors to undertake the required building works.	Services & Works	Q4	24	£150,000	Capital, Revenue & Grant	Chief Officer

Housing Development and Supply	Procurement of Contractor for Batch 2 Garage Sites Developments	To deliver the council's housing target of building 1000 new council homes between 2022 and 2026, numerous contract awards will be required to facilitate meeting this target. The works will vary dependent on the size of the development thus each contract award differing in size and value.	Works	Q2	18	£3,500,000	Capital & Revenue	Chief Officer
Housing Development and Supply	Procurement of Contractor for Convent Way Phase 1 Development	To deliver the council's housing target of building 1000 new council homes between 2022 and 2026, numerous contract awards will be required to facilitate meeting this target. The works will vary dependent on the size of the development thus each contract award differing in size and value	Works	Q4	24	£50,000,000	Capital & Revenue	Chief Officer
Housing Development and Supply	Procurement of Contractor for Hanworth Park House Development	To deliver the council's housing target of building 1000 new council homes between 2022 and 2026, numerous contract awards will be required to facilitate meeting this target. The works will vary dependent on the size of the development thus each contract award differing in size and value.	Works	Q4	30	£50,000,000	Capital & Revenue	Chief Officer
Housing Development and Supply	Procurement of Contractor for LBH Small Sites Development	To deliver the council's housing target of building 1000 new council homes between 2022 and 2026, numerous contract awards will be required to facilitate meeting this target. The works will vary dependent on the size of the development thus each contract award differing in size and value.	Works	Q2	18	£10,500,000	Capital & Revenue	Chief Officer

Housing Development and Supply	Procurement of Contractor to Develop Charlton/Albany House	To deliver the council's housing target of building 1000 new council homes between 2022 and 2026, numerous contract awards will be required to facilitate meeting this target. The works will vary dependent on the size of the development thus each contract award differing in size and value.	Works	Q4	24	£80,000,000	Capital, Revenue & Grant	Chief Officer
Housing Development and Supply	Procurement of Contractor to Develop Fern Grove Site	To deliver the council's housing target of building 1000 new council homes between 2022 and 2026, numerous contract awards will be required to facilitate meeting this target. The works will vary dependent on the size of the development thus each contract award differing in size and value.	Works	Q1	12	£9,000,000	Capital, Revenue & Grant	Chief Officer
Housing Development and Supply	Procurement of Contractor to Undertake Works Associated with Development Of 50 Units on Site to Be Confirmed	To deliver the council's housing target of building 1000 new council homes between 2022 and 2026, numerous contract awards will be required to facilitate meeting this target. The works will vary dependent on the size of the development thus each contract award differing in size and value.	Works	Q4	24	£20,000,000	Capital & Revenue	Chief Officer
Housing Development and Supply	Procurement of contractor for Commerce Rd (124 units)	To deliver the council's housing target of building 1000 new council homes between 2022 and 2026, numerous contract awards will be required to facilitate meeting this target. The works will vary dependent on the size of the development thus each contract award differing in size and value.	Works	Q4	36	£50,000,000	Capital & Revenue	Chief Officer
Housing Standards	Review of the Council's Private Rented Sector property licensing	Consultancy Fees for research and evidence-gathering on property conditions and other significant property sector issues as well as extensive wide-	Services	Q1	6	£100,000	Revenue	Cabinet

		ranging consultation exercise on Licensing proposals.						
Building Control	Delivery of Specialist Building Control Service	Building Control Project Delivery.	Services	Q2	12	£150,000	Revenue	Chief Officer
Building Control	Delivery of Specialist Building Control Service (service management)	The Building Control Service is currently being managed by an Interim Head. This line is included in the plan as contingency in the case that specialist consultancy is required to cover these services in the 24/25 year	Services	Q4	12	£150,000	Revenue	Chief Officer
Assets, Programme and Compliance	Construction Services for Woodbridge Park Education Service	Woodbridge Park Education Service - Remodelling of classrooms and outdoor space in existing premises.	Works	Q4	3	£90,000	Capital	Chief Officer
Assets, Programme and Compliance	Construction Services for ASC Residential Capacity	ASC Residential Capacity - New-build residential care home for older people.	Works	Q4	20	£14,000,000	Capital	Chief Officer
Assets, Programme and Compliance	Construction Services for Lindon Bennett School at St Richards Primary School	Lindon Bennett School at St Richards Primary School - Remodelling of classrooms for early years SEN pupils.	Works	Q4	4	£640,000	Capital	Chief Officer
Assets, Programme and Compliance	Construction Services for Lindon Bennett School	Lindon Bennett School - Expansion of existing SEN school.	Works	Q4	12	£4,900,000	Capital	Chief Officer
Assets, Programme and Compliance	Construction Services for Residential Care Home	New-build residential care home for young people.	Works	Q4	12	£2,300,000	Capital	Chief Officer
Assets, Programme and Compliance	Multidisciplinary Consultant Services for ASC Residential Capacity	ASC Residential Capacity - New-build residential care home for older people.	Services	Q1	30	£2,500,000	Capital	Chief Officer

Assets, Programme and Compliance	Multidisciplinary Consultant Services for LBS At St Richards Primary School	LBS at St Richards Primary School - Remodelling of classrooms for early years SEN pupils.	Services	Q1	8	£100,000	Grant	Chief Officer
Assets, Programme and Compliance	Multidisciplinary Consultant Services for Lindon Bennett School	Lindon Bennett School - Expansion of existing SEN school.	Services	Q1	18	£900,000	Capital	Chief Officer
Assets, Programme and Compliance	Multidisciplinary Consultant Services for Reach Academy 2	Reach Academy 2 - Provision of SEN centre in new-build school.	Services	Q1	30	£100,000	Capital	Chief Officer
Assets, Programme and Compliance	Demolition Contractor – Charlton House Regeneration	Charlton PCSA Demolition Contractor Appointment.	Services	Q3	12	£2,000,000	Capital	Chief Officer
Assets, Programme and Compliance	Site Surveys – Charlton House Regeneration	Charlton PCSA Site surveys and enabling works.	Services & Works	Q1	12	£156,000	Capital	Chief Officer
Assets, Programme and Compliance	Stat Service Disconnections – Charlton House Regeneration	Stat Service Disconnections in association with demolition.	Works	Q2	12	£645,000	Capital	Chief Officer
Assets, Programme and Compliance	Aids And Adaptations Works – Extensive Alterations / Extensions – 2024/25	Targeted investment through extensive property alterations and / or extensions - to change homes to help residents to live independently / cater for care needs.	Works	Q1	12	£200,000	Capital	Chief Officer
Assets, Programme and Compliance	Aids And Adaptations Works – Extensive Alterations / Extensions – 2025/26	Targeted investment through extensive property alterations and / or extensions - to change homes to help residents to live independently / cater for care needs.	Works	Q1 25/26	12	£200,000	Capital	Chief Officer
Assets, Programme	Consultancy Services – 24/25	Capitalised fees for external advice and expertise (commissioned by the Asset &	Services	Q1	12	£500,000	Capital	Chief Officer

and Compliance		Investment Planning Team, Programme Delivery team, and Compliance Team.						
Assets, Programme and Compliance	Consultancy Services – 25/26	Capitalised fees for external advice and expertise (commissioned by the Asset & Investment Planning Team, Programme Delivery team, and Compliance Team.	Services	Q1 25/26	12	£500,000	Capital	Chief Officer
Assets, Programme and Compliance	Delivering On Actions Identified in Fire Risk Assessments (FRA).	Procuring certified and insured contractors to undertake necessary actions (and design liability for such) arising from Fire Risk Assessments across the managed social housing stock.	Services	Q1	24	£551,500	Capital & Revenue	Chief Officer
Assets, Programme and Compliance	District & Communal Heating – 24/25	Targeted investment to ensure effective district / communal heat and hot water supply.	Services	Q1	12	£1,250,000	Capital	Chief Officer
Assets, Programme and Compliance	District & Communal Heating – 25/26	Targeted investment to ensure effective district / communal heat and hot water supply.	Services	Q1 25/26	12	£1,250,000	Capital	Chief Officer
Assets, Programme and Compliance	Estate Improvements – 24/25	Targeted investment at specific estate based public realm improvements in consultation with residents.	Works	Q1	12	£1,000,000	Capital	Chief Officer
Assets, Programme and Compliance	Estate Improvements – 25/26	Targeted investment at specific estate based public realm improvements in consultation with residents.	Works	Q1 25/26	12	£1,000,000	Capital	Chief Officer
Assets, Programme and Compliance	Fire Safety and FRA Consultancy Services.	To support the works on fire safety compliance of the HRA managed stock.	Services	Q1	60	£750,000	Revenue	Chief Officer
Assets, Programme and Compliance	Flat Entrance Fire Doors Across Social Housing.	Delivery of flat entrance door programme (certified manufacture and installation) across the social housing stock. Current commission is due to be reviewed internally in January 2024.	Works	Q1	48	£4,660,000	Capital	Chief Officer

Assets, Programme and Compliance	Garages – 24/25	Targeted investment to upgrade HRA garages and increase let ability.	Works	Q1	12	£100,000	Capital	Chief Officer
Assets, Programme and Compliance	Garages – 25/26	Targeted investment to upgrade HRA garages and increase let ability.	Works	Q1 25/26	12	£100,000	Capital	Chief Officer
Assets, Programme and Compliance	IRS Digital Systems & Aerials – 24/29	Targeted investment for satellite, TV aerial and radio points across the stock.	Goods	Q1	60	£2,750,000	Capital & Revenue	Chief Officer
Assets, Programme and Compliance	Lift Works – Social Housing Stock - 2024/29	Targeted investment to ensure blocks are suitable for all occupants, including people with restricted mobility.	Services	Q1	60	£2,500,000	Capital	Chief Officer
Assets, Programme and Compliance	Roofing – 24/25	Targeted investment at replacement of key building elements to ensure homes are warm and weathertight.	Services & Goods	Q1	12	£2,175,000	Capital	Chief Officer
Assets, Programme and Compliance	Roofing – 25/26	Targeted investment at replacement of key building elements to ensure homes are warm and weathertight.	Services & Goods	Q1	12	£100,000	Capital	Chief Officer
Assets, Programme and Compliance	Sheltered Unit Works – 24/25	Targeted investment at replacement of elements to ensure schemes have reasonably modern facilities.	Works	Q1	12	£100,000	Capital	Chief Officer
Assets, Programme and Compliance	Sheltered Unit Works – 25/26	Targeted investment at replacement of elements to ensure schemes have reasonably modern facilities.	Works	Q1 25/26	12	£100,000	Capital	Chief Officer
Assets, Programme	Structural Works – 24/25	Targeted investment at maintaining structural elements across the managed stock.	Works	Q1	12	£2,000,000	Capital	Chief Officer

and Compliance								
Assets, Programme and Compliance	Structural Works – 25/26	Targeted investment at maintaining structural elements across the managed stock.	Works	Q1 25/26	12	£2,000,000	Capital	Chief Officer
Assets, Programme and Compliance	Construction Services for Westbrook SBU & RC	Westbrook SBU & RC - New-build education/social care facility.	Works	Q4	16	£7,500,000	Capital	Chief Officer
Assets, Programme and Compliance	Multidisciplinary Consultant Services for Westbrook SBU & RC	Westbrook SBU &RC - New-build education/social care facility.	Services	Q1	24	£700,000	Capital	Chief Officer

APPENDIX H

Minimum Unallocated General Balance 2024/25

The assessment of the level of General Fund unallocated balances is based on consideration of the general risks facing the council, that are not specifically addressed in the budget proposals or through earmarked reserves, as set out in the following grid:

	Area of Risk Assessed	Principal Reasons for Requirement	Budget Area of Focus	Calculation Basis	Minimum Balance 2024/25 (£m)
Resources and Funding	Collection Fund Income (Council Tax & NNDR)	Estimates of the level of locally raised income The council is reliant on Council Tax and business rates as key income streams to fund council services. Despite holding earmarked reserves to manage reductions in business rates income, this income stream is likely to remain under pressure into the medium-term.	Council Tax Business Rates	1% of Council Tax revenue 2024/25 (£138m) – Medium Risk 1% of business rates income 2024/25 (£66m) – Medium Risk	2.0
	Government Funding (Grant Income)	Estimates of future Government Funding The council has set a budget based on Government funding confirmed for one year only. The medium-term outlook for Government spending set in the Autumn Statement and funding reforms expected by Government could significantly impact the overall funding envelope for the council beyond 2024/25, which will be reviewed and considered as part of updating the OHFS.	Government Grants	0.5% of Revenue Support Grant 2024/25 (£12m) – Low Risk	0.1

Price / Cost Changes	Inflation	<u>The treatment of inflation</u> Inflation provisions have been included in the budget based on a council-wide review of inflationary pressures. However, inflation remains raised in the wider economy, and there is a risk that inflation could be understated, especially for staff pay.	Staffing Budgets Premises Budgets	1% of net staffing budget 2024/25 (£103m) - Medium Risk 1% of premises budgets 2024/25 (£17m – includes energy) – Medium Risk	1.2
	Contracted Services	<u>The financial risk inherent in major supplier arrangements</u> Supplier risk is monitored as part of the council's risk management framework. The council has previously successfully managed the transitional costs of the transfer in-house of leisure centres and public halls, however there could be other services where supplier failure could have financial implications for the council.	Contracted Services	1% of contracted services budgets 2024/25 (£166m) – Medium Risk	1.7
Volume Changes	Demand / Activity	<u>The treatment of demand-led pressures</u> Demand-led pressures have been reviewed as part of updating the OHFS, however, there is a risk of further unplanned increases in demand for key services and / or a downturn in income streams as the cost-of-living crisis continues and the wider economy is forecast to be muted during 2024/25.	Contracted Services (Key Service Areas)	1% of adult social care placement budget 2024/25 (including element in contingency) (£92m) – Medium Risk 3% of children's social care placement budget	2.6

				2024/25 (including element in contingency) (£31m) – High Risk 1% of bed and breakfast budget 2024/25 (£5m) – Medium Risk 1% of discretionary income budgets 2024/25 (£70m) – Medium Risk	
			Sales, Fees and Charges Rent Income		
Savings	Savings	<u>The treatment of planned savings</u> The budget proposals include savings proposals that have already been developed, reviewed and scrutinised, with any residual risks quantified and management plans in place to secure their delivery.	Savings	1% of directorate savings proposals in budget 2024/25 (£5m) – Medium Risk	Nil

Capital Programme	Capital	<u>The financial risks inherent in any major capital developments</u> The capital programme has inherent risks around the timing, scope and cost of project delivery. Inflationary pressures in the construction industry remain significant at the present time. This item relates to risks that cannot be managed within capital programme contingencies and earmarked reserve balances.	Capital Programme	Approx. 0.5% of forecast General Fund Capital Financing Requirement at 31 March 2024 (£178m) – Low Risk	0.9

APPENDIX H

	Area of Risk Assessed	Principal Reasons for Requirement	Budget Area of Focus	Calculation Basis	Minimum Balance 2024/25 (£m)
Treasury Management	Investments	<u>The treatment of Interest Rates</u> Interest obtainable on both short term and long-term investments is subject to market movements and there remains a continued risk around market uncertainty.	Interest Receivable	1% of treasury management investments (£44m) – Medium Risk	0.4
	Borrowing	<u>The treatment of Interest Rates</u> The council has largely internally borrowed to date to fund its capital programme. Borrowing to date has been towards HRA and Hounslow Companies programme delivery, although going forward the council is expecting to increase borrowing to deliver the Capital Strategy, although this need not necessarily mean external borrowing for the General Fund. As such no additional risk exposure is anticipated for the General Fund for 2024/25 however this will be updated as the capital programme is developed over coming months.	Interest Payable	0.5% of General Fund external borrowing (£12m) – Low Risk	0.1

APPENDIX H

	Area of Risk Assessed	Principal Reasons for Requirement	Budget Area of Focus	Calculation Basis	Minimum Balance 2024/25 (£m)
Group Risk	Group	<u>The financial risks associated with subsidiary trading companies</u> The increasing range and turnover of council's trading company subsidiaries and their current business environment present risks to the companies, and to the council as the ultimate stakeholder.	Trading Subsidiaries	1% of forecast loan exposure to Hounslow trading companies at 31 March 2024 (£259m).	2.6
Other	General	<u>The availability of earmarked reserves and other funds to deal with major incidents and impact on financial standing of the council</u> Whilst the council has contingencies and earmarked reserves that are held for risks, a sum is retained in recognition of: a) exceptional shocks to the council's financial standing, a local disaster or major incident. b) legal and unforeseen risks.	General Fund	0.5% of Budget Requirement 2024/25 (£219m) for civil emergencies – Low Risk 0.5% of Budget Requirement 2024/25 (£219m) for legal and other risks – Low Risk	2.2
	General Fund Balance				**13.8**

APPENDIX H

General Fund Earmarked Reserve Balances 2024/25

The following table provides details of General Fund earmarked reserves, with balances forecasted for the start of 2024/25 (as shown in the Quarter 3 Financial Monitoring Update report elsewhere on this Cabinet agenda and reserves movements shown in section 11 of this report). For Risk Reserves and Strategic Investment Reserves, the drawings for 2024/25 reflected in the budget proposals are also shown.

Risk Reserves

Earmarked Reserve	Main Purposes	Opening Balance 1 April 2023 (£m)	Forecast Movement 2023/24 (£m)	Forecast Closing Balance 31 March 2024 (£m)	Budgeted Movement 2024/25 (£m)	Forecast Closing Balance 31 March 2025 (£m)
Business Rates Volatility	To manage fluctuations in retained business rates income	8.8	9.1	17.9	(14.8)	3.1
Income Volatility	To manage fluctuations in Council Tax and other income streams	2.0	0.0	2.0	0.0	2.0
Demand Volatility	To manage exceptional movements in social care demand – notably very high cost Looked After Children placements	5.0	(1.0)	4.0	(1.2)	2.8
Inflation Risk	To manage the impact of energy inflation on costs of leisure centres	2.5	(2.5)	0.0	0.0	0.0
DSG High Needs	To fund council contributions to reducing the DSG High Needs deficit in line with Safety Valve agreement as associated risks	17.0	(0.7)	16.3	0.3	16.6
Budget Support Reserve	To manage and contain the overall impact on the council's reserves of overspending or underspending in budget monitoring	8.7	2.4	10.9	(10.5)	0.4

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Earmarked Reserve	Main Purposes	Opening Balance 1 April 2023 (£m)	Forecast Movement 2023/24 (£m)	Forecast Closing Balance 31 March 2024 (£m)	Budgeted Movement 2024/25 (£m)	Forecast Closing Balance 31 March 2025 (£m)
Insurance Reserve	To manage the excess cost of insured and uninsured claims	5.1	0.1	5.2	0.0	5.2
Capital Financing Reserve	To manage fluctuations in interest and borrowing costs arising from treasury management activity undertaken on behalf of Hounslow Companies	8.8	(1.0)	7.8	4.7	12.5
Total – Risk Reserves		**57.9**	**6.4**	**64.1**	**(21.5)**	**42.6**

Strategic Investment Reserves

Earmarked Reserve	Main Purposes	Opening Balance 1 April 2023 (£m)	Forecast Movement 2023/24 (£m)	Forecast Closing Balance 31 March 2024 (£m)	Budgeted Movement 2024/25 (£m) *	Forecast Closing Balance 31 March 2025 (£m)
One Hounslow Delivery	Resources to support activity within the Delivery Plan Portfolio and Corporate Plan Priorities / Pledges	18.4	(3.6)	14.8	(1.8)	13.0
Performance Improvement Fund	Corporate fund to support targeted performance improvement across the council	2.4	0.8	3.2	0.0	3.2
One Hounslow Transformation	Resources to support the implementation of Delivery Plan programmes	6.8	(1.0)	5.8	(1.4)	4.4
IT Improvement Fund Reserve	Corporate fund set aside to meet the programmed costs of Digital and IT over the medium-term	3.0	(0.4)	2.6	0.0	2.6
ICT Replacement Programme Reserve	Resources to fund the revenue costs of the ICT device replacement programme	0.2	(0.2)	0.0	0.0	0.0
Savings and Implementation Reserve	Resources to enhance the SEND assessments teams in response to the DSG High Needs deficit and associated Written Statement of Action (future commitments to be met from One Hounslow Delivery reserve)	1.9	(1.9)	0.0	0.0	0.0
Total – Strategic Investment Reserves		**32.7**	**(6.3)**	**26.4**	**(3.2)**	**23.2**

*note there are approved commitments and planned / anticipated commitments against these reserves that are not reflected in this column

Operational Reserves

Earmarked Reserve	Main Purposes	Opening Balance 1 April 2023 (£m)	Forecast Movement 2023/24 (£m)	Forecast Closing Balance 31 March 2024 (£m) *
Community Infrastructure Levy (CIL) Reserve	Ringfenced reserve - CIL receipts received to be allocated in future years, or allocated and to be drawn down when approved spend incurred.	30.5	(2.9)	27.6
Local Land Charges Reserve	Ringfenced reserve - surplus local land charges income ringfenced for re-investment in the service under statute	2.5	(0.5)	2.0
Highways PFI Smoothing Reserve	Ringfenced reserve - To manage cash flow impacts on the council towards end of PFI contract	13.5	0.0	13.5
Parking Reserve Account	Ringfenced reserve - surplus on-street parking income ringfenced for specific traffic management purposes	6.1	0.8	6.9
Vehicle Replacement Fund	Funds set aside for the replacement of the council's vehicle fleet	8.9	(0.1)	8.8
Property Maintenance and Repairs Fund	Funds set aside to meet the programmed costs of property maintenance and repairs over the medium-term	3.2	(0.8)	2.4
Environmental Fund	Fund set aside to deliver air quality improvements and preparation for the Councils response to climate change in the Climate Emergency Action Plan	1.3	(0.8)	0.5

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Earmarked Reserve	Main Purposes	Opening Balance 1 April 2023 (£m)	Forecast Movement 2023/24 (£m)	Forecast Closing Balance 31 March 2024 (£m) *
Waste Fund	Funds set aside from income received from the waste disposal authority, to be used to fund waste pressures and service reforms	1.5	1.8	3.3
Homes for Ukraine Grant	Carry over of government grant to provide council support	4.7	(0.7)	4.0
Government Grants Reserve	Carry over of government grant. Mainly allocations of Flexible Homelessness Support Grant being drawn down for Temporary Accommodation pressures	4.6	(3.1)	1.5
Troubled Families Grant	Grant carried forward to enable continuation of provision for a period of time should funding cease	1.8	(0.6)	1.2
All Other Operational Reserves	Funding for specific smaller valued projects not identified elsewhere	10.3	(5.5)	4.8
Total – Operational Reserves		**88.9**	**(12.4)**	**76.5**

*note there are approved commitments and planned / anticipated commitments against these reserve balances.

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Ringfenced Reserves

Earmarked Reserve	Main Purposes	Opening Balance 1 April 2023 (£m)	Forecast Movement 2023/24 (£m)	Forecast Closing Balance 31 March 2024 (£m)
Schools Reserves	Schools Balances - Maintained schools delegated balances carried forward that are not controlled by the council	8.8	0.0	8.8
DSG Grant Reserve	Ringfenced grant - One-off surplus of DSG grant in 2022/23 (offset by previous cumulative deficits on DSG held in an unusable reserve)	7.4	0.0	7.4
Public Health Grant Reserve	Ringfenced grant for the delivery of public health outcomes, committed per plan approved by Cabinet.	6.4	(3.7)	2.7
Total – Ringfenced Reserves		**22.6**	**(3.7)**	**18.9**

APPENDIX I

Section 25 Statement

Local Government Act 2003 - Section 25

The Local Government Act 2003 (Section 25) requires that when a local authority is agreeing its annual budget and precept, the Section 151 Officer (Chief Finance Officer) must report to it on the following matters:

- the robustness of the estimates made for the purposes of the calculations
- the adequacy of the proposed financial reserves.

This includes reporting and considering:

- The key assumptions in the proposed budget and to give a view on the robustness of those assumptions.
- The key risks and assessment on the adequacy of the council's reserves when reviewing the potential financial impact of these risk areas on the councils finances.

In expressing their opinion, the Section 151 officer (Chief Finance Officer) considers the financial management arrangements that are in place, the level of reserves, the budget assumptions, the overall financial and economic environment, the financial risks facing the council and its overall financial standing. Ensuring financial stability and resilience is fundamental in the council's financial strategy and going concern.

The Council then has a statutory duty to have regard to this report from the Section 151 Officer (Chief Finance Officer) when making its decision about the proposed budget and council tax.

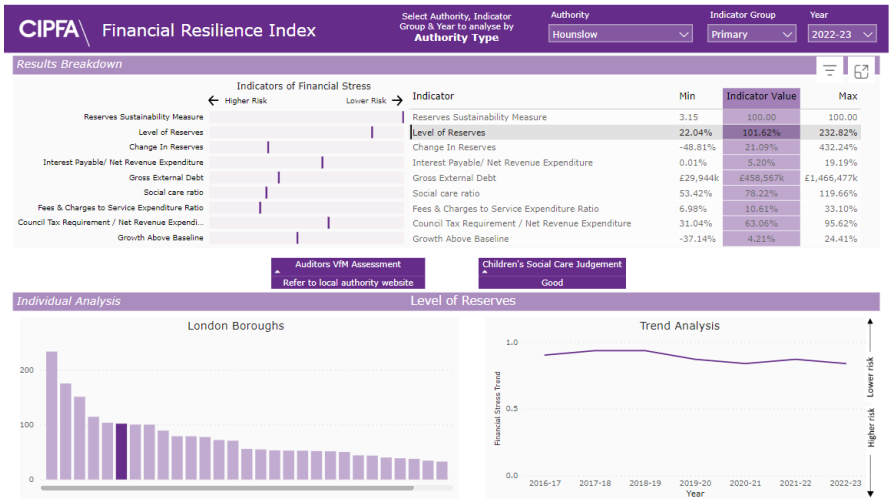
Background & Context

The 2024/25 budget and OHFS update has been compiled against a backdrop of continued and significant macro-economic uncertainty. Inflation has remained high longer than initial government forecasts, giving rise to high pay and contractual inflation in 2023/24. Whilst now reducing, this is still higher than expectations and pre-pandemic levels. Alongside this, the national cost-of-living crisis has continued to impact residents and there has been a significant increase in demand for key services such as adults' and children's social care, asylum seeker support and housing. The council's Quarter 3 financial monitoring report provides more details on these pressures. Any residual overspend at the end of 2023/24 will need to be met from the council's earmarked reserves.

The council's medium-term outlook looks more challenging than ever before, following November's Autumn Statement and accompanying economic forecasts from the Office of Budget Responsibility. Updated forecasts anticipate inflation taking longer to reduce back to the 2% target, government grant income not keeping up with inflation and demand, Services Grant being significantly reduced without warning and the continuation of Household Support Fund (at the time of writing this report) being uncertain. Furthermore, with a general election expected in 2024/25, there will be uncertainty for the sector planning ahead for 2025/26, whilst a new government determine policy changes, funding reforms and funding, all of which will have an impact on the councils' financial position and sustainability. With this uncertainty, it is imperative that the council continue to push forward with the transformation plan and savings delivery to deliver a sustainable financial budget as intended in the Corporate Plan and One Hounslow Financial Strategy.

Despite the economic uncertainty, the council has been reasonably resilient to short-term volatility. Prudent financial planning and management over several years has enabled the council to hold an adequate level of reserves. There are external signposts that give those assurances, such as the CIPFA financial resilience index.

CIPFA publishes a Financial Resilience Index for all authorities each year. The image below shows how LB of Hounslow compares to other London Boroughs as at March 2023. This shows LB of Hounslow's total reserves (general fund and earmarked) level as a percentage of its net revenue expenditure (excluding public health and schools). While the level of reserves gives the council assurance around its short-term resilience, it should be noted that reserves should not be used for long-term support of ongoing budgets as they can very quickly deplete.



Estimates, Assumptions and Risk

The budget, along with any medium-term financial projections, are forward looking and therefore are based on assumptions and estimates.

Developing the budget estimates for 2024/25 and into the medium term has proven more challenging this year. An iterative robust process has been adopted, involving council-wide officers and cabinet members early and throughout the process.

Budget Planning Process

The financial planning process has been managed at a senior officer level through the C council corporate and senior leadership teams. Cabinet has overseen the process for financial planning, including medium-term resource projections, the strategic context for the borough, and the identification of potential budget savings.

Officers have worked together to develop estimates for 2024/25 and into the medium term based on the data available, applying assumptions in the analysis. Consideration has been given to the known and possible future financial pressures and risks to ensure that changes to the budget and reserves are made where this is appropriate.

Expenditure

During 2023-24 the council has seen demand for services increase significantly, to levels beyond those that could have been reasonably expected when the budget was set, particularly within adults and children's social care. Budget estimates have been made in respect of the current and future level of demand in adults and children's social care, taking

into consideration where actions can be taken by management to contain costs. These areas however continue to be volatile and there is no guarantee that the overall cost of demand for services won't continue to rise above expectations, especially where demand exceeds supply. A transformation programme in how we support those most in need is ongoing and will be vital to mitigate further increases in the future.

It is assumed that inflation levels will continue to fall over the medium term. The budget recognises that there is often a lag in timing between the current headline inflation rate and when that is applied through to contracts / supply. Reasonable estimates have been made with these considerations, for pay cost inflation and supply cost inflation with supply chain providers. However, this is not all controlled by the council and therefore an area of risk. Inflationary pressures are expected to impact capital programmes too, it is expected that these costs will be maintained within the project contingency budget.

The savings identified and presented as part of this budget have been reviewed and only put forward with a good degree of certainty over value and deliverability. Officers have developed these options, identifying the benefits and how these will be realised, and senior leadership have approved all savings presented.

Resources

Reasonable estimates have been made with regards to resources. Grant have been set in line with provisional settlement or estimated at 2023/24 levels where yet to be confirmed. With the exception of certain grants, the majority of grants are assumed to be continuing into the medium term at cash levels, Revenue Support Grant is estimated to increase with inflation. The report and my statement outline the uncertainty with regards to future funding. Should funding be reduced over the medium term, this will compound the challenge in the council's ability to deliver a sustainable budget.

Hounslow's council tax base is set on a prudent estimate of property growth and collectability of debt informed by 2023/24 performance. Business rates estimates have been based on the most recent data to inform appeals provision and bad debt provision. There continues to be some volatility year on year with business rates, hence a volatility risk reserve is to be retained. Estimates are made with the latest information available.

The HRA budget estimates income levels that reflect the agreed uplift to rents and service charges and assumes the management of void properties and collection of debt returning to budgeted levels.

Treasury & Capital

The treasury management budgets reflect the Treasury Management Strategy and are based on projected interest rates and borrowing requirements. Any unexpected need to borrow or unfavourable movement in interest rates could result in the budgets being insufficient to cover the costs. The key Prudential Indicators, the Authorised Limit (£658m) sets an affordability cap of £60m above the Operational Boundary (£598m) based on expected interest rates, providing an appropriate buffer for unfavourable interest rate movements or additional external borrowing during in 2024/25.

The capital programme includes a number of projects and programmes for delivery over the medium term with associated borrowing requirements and resulting minimum revenue projections to reflect the need to repay the Capital Financing Requirement. Capital slippage can run the risk of taking out borrowing and incurring costs earlier than required. Officers have estimated the timescales and phasing of delivery (including an estimation for slippage) and the treasury management strategy has been updated and budgets estimated based on this re-profiling of spend.

Hounslow Companies

The 2024/25 budget proposals include commissioning budgets for services to be delivered by Lampton companies. This is in line with contracted delivery expectations for Recycle and Greenspace and estimated spend on repairs and maintenance with Coala. Cost of labour and supplies continue to pose challenges and the Group will need to ensure it adopts tight financial management arrangements during 2024/25 and the council ensures controlled commissioning and monitoring arrangements to ensure delivery is contained within the budgeted envelope. In addition, a financial provision has been set aside for the residual budget gap estimated for Lampton Leisure to operate the leisure centres as the revenues generated are insufficient to meet all of the running costs, the level of this cost is expected to be reduced through delivery of savings.

During 2023/24 the Quarter 2 shareholder performance report indicated that the companies expected to make a loss of £0.4m, there are indications provided by the Group that this position is forecasted to deteriorate during Q3. Overall, the Group, excluding the impact of losses on asset valuations, has a forecast an increase to its negative profit and loss reserve at the end of 2023/24. The Groups business plans for 2024/25 and into the medium term will need to demonstrate how this loss will be managed, these are expected in March. The council has not made any provision for this in its medium-term financial planning and a risk assessment will be undertaken to inform the OHFS strategy update in the Summer.

For Lampton Development LLP, the company has incurred costs of c£2m and presently there is no certainty if the development options being pursued will be viable to progress to delivery. Final costs are also due on completed developments. There will be a need to assess final costs against that budgeted and the company will need to consider and incorporate the final positions arising from this activity into its future business planning. It should be noted however, that in this partnership arrangement, that any underlying or residual financial risk may fall back on the council, the council has not made any provision for this in its medium-term financial planning.

The level of trading with third parties by the wider Lampton group is currently utilising a small proportion of the 'Teckal' allowance. Both the cleaning services and commercial waste collection present minimal financial risk exposure to the council. The council has not included any return from the investment it has made in Lampton Group beyond receiving the interest due on lending into its 2024/25 budget, in line with current business plans. This may need to be reviewed in light of new business plans expected to be received by Cabinet in March 2024.

S151 Assessment

As the Council's s151 officer, it is in my opinion that the 2024/25 budget proposals include reasonable estimates based on data where available and reasonable assumptions. My judgement on the robustness of estimates cannot give Members the guaranteed assurance about the budget, however I can give assurances that the budget has been based on the best available information and reasonable assumptions.

Reserves and Balances

The council's reserves are held to ensure that any potential future financial turbulence and uncertainties can be met (risk reserves), that the council is able to deliver services and meet costs where delivery straddles across years (operational reserves), and to invest in short term measures to deliver benefits for the Borough (strategic investment reserves). In addition, the council holds a minimum level of unallocated balance/reserve, General Balance for the General Fund and HRA Balance for the HRA account.

Any use of reserves should consider not just the short-term pressures to balance the budget, but the longer term risks to the council's financial sustainability. Decisions around the allocation and thereby use of reserves should also be prioritised to ensure there is adequate cover for known and unknown risks to the council's financial stability. The added uncertainty around future council funding along with the impact of other external factors and policy changes, means that there is greater importance of ensuring that the council has adequate level of reserves and balances into the future.

Section 12 of the budget report outlines the council's projected reserve balances at the end of the current financial year. The proposed level of reserves is presented following an updated risk assessment to inform the basis and levels of the Unallocated General Balance and earmarked Specific Risk Reserves. Specific Risk Reserves are to be held to offset the following financial risks; income volatility, demand volatility, business rates volatility, DSG recovery plan, insurance, and capital financing.

The 2024/25 budget report reflects there will be a potential requirement to draw from reserves to cover the in-year projected deficit of c£3.9m and whilst the council has identified options to close the budgetary gap, the 2024/25 budget proposed recommends closing the remaining budget gap with c£10.5m from reserves.

S151 Assessment

As the Council's s151 officer, it is in my opinion that the council has adequate reserve levels to set its 2024/25 budget and maintain both an Unallocated General Balance and specific earmarked Risk Reserves to manage risks known at this time. This judgement is conditional and on the basis that risks are managed and mitigated as far as possible, there are no new risks arising with financial impact, delivery of services in 2024/25 is contained within the budget envelope and there is no further call on the reserves into the medium term, through either unbalanced budget or emerging overspends. Should material issues arise, the council will need to divert resources from other earmarked reserves, strategic investment and operational reserves. It is my advice that reserves continue to be prioritised to deliver the outcomes the council is seeking to achieve, financial sustainability outcome being the key driver in decision-making.

Conclusion and Actions

In taking decisions on any budget all Members must first and foremost understand the underlying funding changes which the council faces and set these associated decisions within the context of the overall financial environment the council faces.

Over recent years there has been a greater element and dependency on one-off funding, savings and measures to deliver an annual balanced budget, for which the council will need to identify and deliver more permanent measures to address. The medium-term financial gap (i.e re-occurrent gap) indicates that as these one-off measures fall away, the council will have a budgetary gap of at least c£30m for the council to address for 2025/26 and over the medium term

This presents a significant challenge for the council in the coming years, with a strong need to continue to deliver substantial savings. The council has an established transformation programme which will be the key vehicle to delivering savings to address this gap. The council may however need to also consider other approaches to delivering a balanced budget for 2025/26 and should the financial picture not improve, then service reductions may be required.

Taking all of these factors and considerations into account, I am satisfied that the:-

i. High level estimates used in the projections for the OHFS beyond 2024/25 are as realistic as can be assessed at this stage given the uncertainties over demand, cost, and funding into the medium term.
ii. Estimates and assumptions used in the revenue budget 2024/25 are realistic and robust as far as possible given the challenging changing circumstances.
iii. The savings propositions presented for 2024/25 are deemed achievable however close monitoring and quick action will be required to mitigate any that cannot be realised in full.
iv. That the level of balances / reserves is adequate at the given time if the council meets the below conditions.

The above is conditional on:

v. delivering the agreed budget savings
vi. continuation to identify and deliver further savings to reduce the call on reserves in 2024/25
vii. any shortfalls that may arise are addressed with matching corresponding savings
viii. strong management and control of spend in year to keep within agreed budgets
ix. reduce costs where possible to demonstrate good financial management

In addition, in my capacity of providing financial advice to the Council, I would further recommend the following:-

x. Any underspends during the year are set aside into reserves for investment in line with priorities.
xi. Not considering further calls on reserves other than for those risks that have been identified, those that could not have been reasonably foreseen and that cannot be dealt with through management or policy actions.
xii. Reserves targeted towards risk in the first instance and then, transformation and strategic investment to deliver council priorities, noting it is not prudent to finance ongoing spend from one-off reserves.
xiii. That the level of reserves and a corporate risk assessment continues to be regularly reviewed, especially in the light of changing circumstances.
xiv. That the council has arrangements and resources in place to consider and assess value for money across the delivery of all its services and operations.

In forming my statement of the robustness of the budget estimates and adequacy of planned reserves the financial position and budget proposals have been reviewed by the corporate leadership team and cabinet. It is important that there is ownership at all levels from both political leadership and officers to maintain and strengthen our financial process for delivering a balanced sustainable budget and providing services within that agreed envelope.

APPENDIX J – London Borough of Hounslow Climate Budget 2024/25

HOUNSLOW COUNCIL CLIMATE BUDGET

The concept of 'climate budgeting' has been incorporated within the 2024/25 budget setting process, where we have set out how the Council's spending aligns with its commitment to achieve net zero by 2030 from across Council operations.

WHAT IS A CLIMATE BUDGET?

A climate budget is a governance process that when applied, will drive effective implementation of short-term actions that will deliver the Council's interim target of 50% reduction in carbon emissions by 2026 (as set out in the Corporate Plan) and the long-term target of reducing carbon emissions to net zero by 2030 (as set out in the Climate Emergency Action Plan) from operational activities.

The climate budget is reported alongside the annual budget and the progress made by implementing the actions is reported in an annual update report to Cabinet in the Autumn.

In 2023, the Mayor of London published the GLA Group's first climate budget. As part of the process, the GLA group identified measures that aim to reduce carbon emissions across the GLA Group that are currently funded within GLA Group organisations' revenue and/or capital budgets between 2023-24 and 2025-26 (funded measures). The process enabled the GLA to raise awareness across the organisation about the net zero targets and commitments, increase transparency and set out a pipeline of projects that, if additional funding could be found, would further reduce carbon emissions across the GLA Group. The Mayor of London is now encouraging London Boroughs to pilot and adopt the GLA's climate budgeting framework as part of their budget setting process. To support local authorities, the GLA has set up a community of practice to share knowledge and best practice.

BENEFITS OF CLIMATE BUDGETING

Climate budgeting aims to mainstream action and accountability across the organisation by embedding climate considerations into decision-making across all Council departments from a financial perspective.

The climate budgeting process provides an opportunity to highlight funded projects set out in the Climate Emergency Action Plan as well as providing scope to identify a pipeline of projects for if/when future funding streams become available. The process also improves collaboration across services providing the opportunity to combine projects that have the potential to deliver bigger carbon and financial savings whilst avoiding duplication. However, it also highlights the scale of the funding gap across London and raises awareness of schemes that are being delivered in order to achieve net zero.

Ultimately, climate budgeting is a recurring process that will allow the Council to identify and solve issues whilst promoting climate leadership and increasing transparency on the action we are taking to reduce our impact on the climate emergency.

CLIMATE EMERGENCY

In June 2019, the Council declared a climate emergency and committed to reducing carbon emissions resulting from Council operations to net zero by 2030, whilst influencing a wider borough reduction. To support the transition to net zero, the Corporate Plan 2022 – 2026 sets out the following interim targets:

- To achieve a 50% reduction in emission by 2026
- Generate 25% of Corporate Estate's energy demand from renewable sources by 2026.
- Replace 50% of Corporate Vehicle Fleet with hybrid or electric vehicles by 2025.

The Climate Emergency Action Plan is the delivery mechanism that will result in a reduction in carbon emissions across Council operations and the wider borough to be achieved. The Action Plan contains over 100 actions which once implemented will achieve a 50% reduction in emissions by 2026.

In July 2023, Cabinet approved the Pathway to Net Zero Delivery Plan which highlighted that the currently funded projects set out in the CEAP will deliver 23% of the 50% reduction target required by 2026. If the Council is to meet its 50% target reduction, then significant financial investment is required.

2024/25 CLIMATE BUDGET

The 2024/25 Climate Budget demonstrates how the Council will achieve the interim 50% reduction by 2026 target from across its operations. The scope of the 2024/25 Climate Budget focuses on actions that will deliver carbon emissions reduction from buildings and vehicle fleet only. This includes actions being delivered across the social housing stock, in school and corporate buildings and the vehicle fleet.

The Climate Budget (table one) sets out the funded actions that will be implemented within this budgeting period and the unfunded actions (table two) that are needed to achieve the further 27% reduction (of the 50% by 2026) in carbon emissions from Council operations.

Hounslow Council's most recent carbon footprint for 2022/23 is 65,150 tonnes CO2e. The Council's carbon footprint has reduced by 10% in total since its baseline year of 2018/19, and reduced by 8% since 2021/22.

Analysis shows that in 2023/24, the Council allocated £152million of funding to projects that will have a positive impact on the climate emergency. Many of these are multiyear projects which commenced in 2020/21 and are still in the delivery phase. Implementation of these projects has resulted in the delivery of sustainable housing developments, increase in renewable energy generation, retrofit of the Council

housing stock and a reduction in waste and increase in recycling rates. In addition, the Council has also invested in increasing the capacity of the Environment and Climate Division to deliver the projects by investing in staffing and resources. The carbon emissions reduction for 23/24 will be quantified and reported to Cabinet in the Fourth Annual Climate Emergency Update Report in Autumn 2024.

For 2024/25, the Council has identified £24million to further develop and deliver climate action that will enable the organisation to work towards achieving the 50% by 2026 carbon emissions reduction target. These actions are captured in the Estate Investment Programme, Schools Maintenance Programme, the Capital Pipeline, the Annual Procurement Plan as well as the CEAP.

The primary objective of all this investment is to deliver improvements to corporate buildings, schools, social housing and the vehicle fleet. The additional benefit of this investment has resulted in improvements to the energy efficiency of the building fabric and local air quality. Nonetheless, the climate budgeting process has highlighted a number of risks and issues that have resulted in an increase in unforeseen project costs. For example:

1. The commitment to achieve net zero by 2030 and deliver zero carbon housing has meant that the Council is actively redesigning housing schemes to incorporate low carbon technologies to enhance the sustainability credentials of the development. This has meant that cost of delivering the redesigned schemes has substantially increased as market pressures, design fees, cost of materials etc. has impacted project budgets.

2. The sub regional electricity capacity and constraint issues impacting the electricity network across west London has meant that the increased electrical loads from new developments going zero carbon are delaying construction timelines. This is because for some schemes contractors are either waiting to secure a connection to a sub-station which can cause significant delays to the development, or they may need to install new local sub stations to manage the demand which has resulted in increased costs that the Council needs to cover or take into consideration when deciding whether or not to proceed with a scheme.

3. The impact of global geopolitical issues has resulted in significant cost increases and delays to housing development projects whereby contractors have had to extend delivery milestones and submit time claims to recoup increased costs.

4. The Council is committed to decarbonising the vehicle fleet; however, soft market testing has demonstrated that the cost of replacing the HGV fleet remains significantly higher for electric vehicles compared to their Internal Combustion Engine (ICE). Whilst the market for purchasing electric vehicle matures, the Council has made a commitment to phase out diesel powered vehicles and introduce lower emission biofuel through the use of HVO (Hydro Vegetable Oil). This allows the Council to maintain the fleet until its end of life whilst it secures the investment required to deliver a sustainable green fleet. However, it should be noted that the cost of purchasing HVO to power the fleet is still higher than diesel or petrol so does not necessarily deliver a saving.

5. The schools Capital Maintenance Programme has also seen a rise in project costs due to an increase in materials and labour costs that are required to improve the building fabric and condition of school buildings.

6. From experience of delivering the Green Homes Grant Local Authority Delivery Scheme, the Council is aware that the current local supply chain does not have the required capacity and skills to deliver, install and maintain low carbon technology. This poses a significant challenge as it has been estimated that over 600 heat pumps have been installed in new housing developments across the borough which will require annual servicing plans. As we continue to improve the energy efficiency of the corporate building and housing stock by installing low carbon technologies such as heat pumps and solar PV, we will need to ensure that we have robust maintenance and management plans in place to address the technical issues which may arise if the technologies malfunction; as well as communication plans which provide support and guidance to residents and building managers on how to use the new technologies as this will be a lot different to the standard gas boilers which they have become accustomed too.

Majority of the climate actions that have been funded, also do not take into consideration the whole life carbon savings of the project from design to construction and then post operational. As the Council refines its climate budgeting processes, these carbon savings will need to be calculated. The aim is incorporate these calculations in the 25/26 budget setting process.

Unfunded climate actions add up to a total of £315million. The Pathway to Net Zero report (approved in July 2023) sets out the opportunities for securing alternative sources of finance to enable the delivery of actions that will result in decarbonisation of the corporate building stock which includes social housing estates and schools, generation of renewable energy through the installation on Solar PV on rooftops, decarbonisation of the vehicle fleet and improving the data collection methodology for procuring services and goods. The Council will continue to explore opportunities to secure sustainable finance further in collaboration with partners and regional and national stakeholders through development of funding bids and business cases.

The 2024/25 Climate Budget is a pilot which provides a foundation for further work to continue. The intention is that the list of funded actions will continue to grow as more funding is secured year on year and the Council works through the risks, issues and challenges that current projects are facing.

As part of the One Hounslow Programme Framework, the Council will incorporate a process whereby all projects will have to quantify how much CO2 is being saved so that it can be tracked and monitored.

Furthermore, throughout 24/25 the Council will aim to develop projects that will reduce the wider borough carbon footprint as well as those that enable the borough to adapt to climate change. These actions will be reported as part of the 25/26 climate budget.

-ENDS-

TABLE ONE – Summary of funded climate measures									
Climate Action	**Funding source**	**Year funding starts**	**Year funding ends**	**Co-benefits and who benefits from the carbon savings**	**Total Scheme Budget £'000**	**Total Exp. 2023/24 £'000**	**Total Exp. 2024/25 £'000**	**Total Exp. 2025/26 £'000**	**Capital / Revenue / Mixed**
Social Housing – New Housing developments	GLA, HRA Right to buy	2019/20	2024/25	Buildings will be energy efficient for residents, tenants, and leaseholders; reduced utility bills; protects the natural environment; lowers carbon footprint; provides healthy indoor environment.	171,950	132,728	548	0	Capital
Social Housing – Building Fabric Improvements	HRA	2023/24	2025/26		43,675	5,550	7,025	7,525	Capital
Social Housing – Retrofit social housing stock	HRA, Social Housing Decarbonisation Fund, LBH	2023/24	2025/26		14,895	950	13,945	0	Capital
Schools – Retrofit school buildings	Public Sector Decarbonisation Scheme	2021/22	2023/24	Reduced utility bills for schools, lowers carbon footprint, improved learning environment for staff and pupils. Supports wider eco school initiatives.	927	927	0	0	Capital
Schools – Building Fabric Improvements	General Fund, DfE	2019/20	2025/26		5,123	3,509	1,520	83	Capital
Corporate Buildings – Building Fabric Improvements	Carbon Offset Fund, LBH General fund	2021/22	2023/24	Reduced utility bills for council; Lower carbon footprint, improvements in energy efficiency, healthy indoor environment for occupants.	290	290	0	0	Capital
Feasibility studies and surveys	Heat Network Development Unit, GLA, LBH	2023/24	2025/26	Enabling projects	322	214	104	4	Revenue
Decarbonise the vehicle fleet	General fund	2023/24	2024/25	Improves air quality for residents	5,704	5,704	0	0	Capital
Resourcing	EFR	2020/21	2025/26	To enable the delivery of projects and accelerate the pace to achieve targets set out in Climate Emergency Action Plan and the Corporate Plan.	2,680	670	670	670	Revenue
Streetlighting improvements	PFI	2015/16	2023/24	Lowers the carbon footprint, improve energy efficiency, and enhances safety of local residents.	19,000	2,000	0	0	Mixed
TOTAL					**264,566**	**152,542**	**23,812**	**8,282**	

TABLE TWO – Summary of unfunded climate programmes				
Climate project name and description	**Potential funding source**	**Anticipated co-benefits and who benefits from the carbon savings**	**Total Scheme Budget £'000**	**Capital / Revenue / Mixed**
Social Housing – new developments	GLA, Right to Buy	Buildings will be energy efficient for residents; protects the natural environment; lowers carbon footprint; provides healthy indoor environment. Lower utility bills for residents.	TBD	Capital
Decarbonisation of the Social Housing Stock – Full retrofit	LBH, HRA, Green Finance Fund		150,100	Capital
Corporate Buildings - Solar PV roll out on rooftops of council buildings	LBH, Salix Finance	Buildings will be more energy efficient; lowers the carbon footprint. Lower utility bills for the council.	1,500	Mixed
School buildings - Solar PV roll out on all school buildings	LBH, Salix Finance		6,000	Mixed
District Heat Network - Optioneering for boroughwide network and Detailed Project Development boroughwide network	HNDU LBH	Buildings will be energy efficient for occupants; reduced protects the natural environment; lowers wider borough carbon footprint; provides healthy indoor environment. Lower utility bills for the occupants.	350	Revenue
Phase 2 Vehicle fleet refresh – Recycle fleet	LBH	Improves local air quality and the environment for residents. Improved service delivery for residents.	15,700	Mixed
Decarbonisation of the vehicle fleet	LBH, Green Finance Fund		49,000	Capital
New development, Depot	LBH		19,000	Capital
Vehicle Fleet - HVO	LBH		660	Revenue
Phase 3 - School Transport Fleet	TBD		TBD	Capital
Full retrofit of council owned operational buildings	LBH, Green Finance Fund, PSDS, Salix Finance	Buildings will be energy efficient for occupants; reduced protects the natural environment; lowers wider borough carbon footprint; provides healthy indoor environment. Lower utility bills for the occupants.	40,000	Capital
Full retrofit of school buildings	LBH, Green Finance Fund, PSDS, Salix Finance		25,000	Capital
Social Housing – development.	TBD		2,000	Capital
Increase in the number of electric pool cars	LBH	Improves local air quality and the environment for residents. Improved service delivery for residents.	3,800	Capital
School transport – School bus pilot programme	LBH		600	Capital
Employee transport - Car share scheme and car clubs	LBH		1,500	Mixed
TOTAL			**315,210**	

London Borough of Hounslow

Report for: ACTION	
Contains Confidential or Exempt Information	***N***
Cabinet Key Decision	***Y***

Report Title	Admission Arrangements for London Borough of Hounslow Community Schools for 2025-2026
Member Reporting	Councillor Lily Bath, Cabinet Member for Education, Children, Skills and Employment
Contact Details	Steven Forbes, Executive Director Children's and Adults Services
For Consideration By	Cabinet
Date to be Considered	Tuesday, 20 February 2024
Implementation Date if Not Called In	Thursday, 29 February 2024
Affected Wards	All
Keywords/Index	Primary, Secondary, PLR, Coordinated, Admission Arrangements 2025 admission scheme

1. Details of Recommendations

The Cabinet is asked to agree and adopt the Admissions Arrangements for Community Schools for 2025 – 2026

2. Report Summary

1. This report deals with the school admission arrangements for community schools within Hounslow for the 2025 – 2026 academic year.

2. It recommends the schemes and admission criteria set out in the appendix be agreed and adopted.

3. These recommendations are being made because of the statutory requirement within the School Admissions Code for Local Authorities to determine admissions arrangements on an annual basis by 28 February each year.

4. There are no key financial implications for the Council.

3. Reason for Decision and Options Considered

3.1. As per requirements outlined in The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012, the Local Authority publicly consulted on the admissions arrangements for 2025-2026 for all community schools in the borough between 2 October 2023 and 19 November 2023. See section 16.

3.2. The admission arrangements for Primary and Secondary community schools for 2025-2026 must be determined by 28 February 2024.

3.3. The full details of the admission arrangements and proposed schemes for Primary and Secondary community schools for 2025-2026 can be found in Appendix A - Proposed Admission Arrangements for 2025-2026 - London Borough of Hounslow Community Schools.

3.4. All timelines in the proposed schemes are based on the Pan-London co-ordinated scheme.

3.5. There are no changes to the proposed admission criteria from those determined in 2024-2025. However, the layout of the proposed scheme has been updated from previous years to make the information clearer and easier to access. There have also been minor revisions including dates, and updates to the definitions for

- Applying from abroad – updated definition to remove requirement of a linked address in Hounslow.
- Out of age group – clarification on the process to request out of age group consideration. This includes requests for summer born delayed admission requests.
- Part time and deferred admissions – clarification of options

3.6. The proposed scheme for coordination of in-year admissions (those made outside the normal admission round) for all community primary and secondary schools within Hounslow, is unchanged from the determined arrangements for 2024 – 2025, subject to revisions outlined in para 3.5.

4. Key Implications

4.1. To ensure the coordinated schemes are delivered within National Offer days and in accordance with the agreed Pan-London Scheme.

4.2. The Local Authority must also ensure that every child resident in the borough, of statutory school age, is offered a school place

5. Financial Details

a) Financial Background

5.1. The provision of primary and secondary education in the Hounslow Community Schools is funded via the Schools Block of the Dedicated Schools Grant (DSG).

5.2. Hounslow's DSG allocation is determined via a National Funding Forumla where most of the funding is determined based on pupil numbers and characteristics. Hounslow's Schools Block allocation is distributed to schools via a locally agreed funding formula which reflects the factors and factor values in the National Funding Formula.

b) Comments of the Chief Financial Officer

5.3. This report requests Cabinet adopt the proposed Admissions Arrangements for Community Schools for the 2025-2026 academic year as set out in the appendices. This report has no direct financial implications for the Council's general fund.

5.4. The admissions service is funded via the Central Schools Services Block of the Dedicated Schools Grant (DSG). Community schools are funded via the Schools Block of the DSG with funding being distributed via the National Funding Formula which Hounslow will fully adopt from the 2024/25 financial year. Pupil numbers and characteristics, impacted by admission arrangements, helps to determine the Council's Schools Block allocation and the delegated budget for each community school. DSG funded budgets are agreed at Schools Forum in January and February each year.

6. Legal

a) Legal Details and comments of the Director of Law & Governance, and Monitoring Officer

6.1. All admission arrangements must adhere to the requirements of The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012, which require school admission authorities to carry out formal consultation for their proposed admission arrangements for a minimum of six weeks ending by 31st January. The admission arrangements are required to be determined by 28th February in the year prior to the intake year.

6.2. The Council has consulted upon admissions arrangements for the Borough's maintained schools in accordance with the statutory requirements detailed in paragraph 3 above.

6.3. The Report Recommendations fall within the responsibility of Cabinet in accordance with Part 3B of the Council's Constitution.

6.4. Members will note the Finance comments in paragraph 5 above. The Council is required when exercising its functions to comply with the Equality duty set out in section 149 of the Equality Act 2010. Cabinet will note the current equality implications arising from the Recommendations addressed in paragraph 7 below.

7. Equalities, Human Rights and Community Cohesion

7.1. The admissions arrangements for Hounslow community schools give priority to children in public care and to those with statements of Special Educational Needs.

7.2. The Fair Access Protocol (appendix B) ensures that outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority must ensure that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

7.3. The protocol has been formulated to ensure its compliance with the Equality Act 2010 and the Public Sector Equality Duty. It seeks to ensure that there is no discrimination against pupils, parents or carers because of their sex, race, disability, religion or belief and sexual orientation or pupils who are pregnant or undergoing gender reassignment. The exception to the discrimination provisions for schools that existed under previous legislation is admissions to single-sex schools.

8. Climate Emergency Considerations – N/A

9. Value For Money – N/A

10. Sustainability Impact Appraisal – N/A

11. Risk Management – N/A

12. Links to Council Priorities

12.1. The proposed admission arrangements will provide fair admission criteria for all community schools in Hounslow, in accordance with the guidance set out in the Government's School Admissions Code, so contributing to transparency in Council procedures and providing a brighter future for the borough's children and young people.

13. Staffing/Workforce and Accommodation implications. – N/A

14. Property and Assets – N/A

15. Any Other Implications – N/A

16. Consultation

16.1. A consultation has been carried out in line with the statutory requirements of The School Admissions Code (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012. The consultation ran for 7 weeks from 2 October 2023 to 19 November 2023.

16.2. The Local Authority sought the views of parents of children between the ages of two and eighteen, other persons with an interest in the proposed admissions, other admission authorities within the relevant area, neighbouring local authorities, religious authorities (in the case of faith schools) and the local community. The relevant area is defined as the limit of the administrative boundary of the London Borough of Hounslow.

16.3. The views of the School Admissions Forum were also sought at the Forum on 8 November 2023. There were no comments received from the Forum.

16.4. For the purposes of consultation, it was agreed that non-responses from governing bodies, admission authority trusts, and schools would be interpreted as agreement with the proposed admission arrangements.

16.5. There was 1 response received to the consultation. This was from a parent who agreed with the proposed admission arrangements for 2025-2026.

17. Timetable for Implementation

17.1. The Cabinet must agree schemes for coordinated admissions to primary and secondary schools in September 2025 and determine arrangements for admission to community schools in 2025 by 28 February 2024 to enable the Authority to comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012

18. Appendices

18.1. Appendix A - Proposed Admission Arrangements for 2025-2026 - London Borough of Hounslow Community Schools.

18.2. Appendix B – Fair Access Protocol September 2023.

19. Background Information

19.1. The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012 – available at: http://www.legislation.gov.uk/uksi/2012/8/contents/made

19.2. DfE School Admissions Code 2021 – available at: https://www.gov.uk/government/publications/school-admissions-code--2

REPORT ENDS

PROPOSED ADMISSION ARRANGEMENTS 2025-2026

LONDON BOROUGH OF HOUNSLOW COMMUNITY SCHOOLS

October 2023

London Borough of Hounslow

LONDON BOROUGH OF HOUNSLOW COMMUNITY SCHOOLS

PROPOSED ADMISSION ARRANGEMENTS FOR 2025-2026

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Introduction

The London Borough of Hounslow is the admission authority for community schools within the borough.

This document sets out the local authority's admission arrangements for entry to schools in September 2025. These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2022, the School Admissions Code 2021 and the School Admission Appeal Code 2022.

Other admission authorities within the London Borough of Hounslow

Voluntary aided schools, free schools and academies are their own admitting authorities and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements.

Details of their proposals and/or determined admissions arrangements should be obtained from each individual school.

Definitions

Children with special educational needs and disabilities

Children undergoing an assessment of special educational needs who do not have an Education, Health and Care Plan yet should apply for a school place using the common application form and inform us of the assessment.

Children with an Education, Health and Care place (EHCP)

Children with an EHCP that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a Plan that has named the school.

Looked after and previously looked after children

In the admission arrangements for all schools looked after and previously looked after children will be considered to be: -

Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children include those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Exceptional Medical/Social Need

All Hounslow schools have experience of dealing with children with different social and medical needs. Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school.

Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability, or if there are any other exceptional social reasons, which means that one school is more suitable than another. Medical applications are considered on a case-by-case basis, the intention

of the criteria is that it should normally only be applied to children who need to attend their nearest school.

Common medical conditions and allergies can usually be supported in all Hounslow mainstream schools. Therefore priority under this criterion would not normally be given for these.

Some mainstream schools have units attached which provide specialist provision for children with an education, health and care plan which names the school. The facilities in these units are not normally available to children in the mainstream school and as such priority under a school's exceptional social or medical criterion would not normally be agreed for a mainstream place on the basis of a specialist unit being attached to the school.

In addition, routine child-minding arrangements would not normally be considered to be an exceptional social reason for placement at a particular school. The request for the admission authority to consider medical and social need priority must be submitted at the same time as making your application.

The application must be supported by compelling written evidence from a suitable professional such as a hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of the original application.

If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school. Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

Sibling

Children who will have a brother or sister, including all blood half, step, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home address on roll of the school in September 2025. This would not apply if the sibling was due to leave in the July before.

Twins/Triplets/Multiple births

If the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Local Authority will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

These children will be considered as 'excepted pupils' until such time as the published admission number reverts.

Children of staff

Children of any member of staff, regardless of role in the school where

a) the member of staff has been directly employed by the school for two or more years at the time of application or
b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Distance – measuring home to school distance

In order to be fair to all applicants, Hounslow has a standard method of measuring the home to school distance. For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body or Academy Trust) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system. The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road, the LA has no control over how OS digitise the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where there are multiple applications with equal distances, the LA's database will randomly order these.

The walking route is established using an algorithm within the software used by the LA. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Access UK Ltd (www.theaccessgroup.com)

Other measuring systems may give a different measurement but the Local Authority cannot take a measurement from another measuring system.

Tie breaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion.

Home Address

The address used in an application must be that where an adult or adults with legal responsibility for the child live. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week * see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas * see applications from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement

and two of the following:

- Recent utility bill – gas/electricity/water/ TV license
- Credit card statement
- Driving license
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/ Housing benefit/Income support/Jobseekers' allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show the full name and match the details provided at the time of application.

Any supporting information not in English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

Shared or joint residency

The Local Authority will only accept one application per child and only one offer of a school place will be made.

We ask that parents work together to agree on the address to be used and the school preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the family Courts. The Local Authority will not mediate between parents.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week. It is for the

home Local Authority to determine the address to be used for the allocation of a school place.

Applications from abroad (or from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands)

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code * see Members of UK Armed Forces and Crown Servants.

If you and/or your child currently live abroad but intend to move to the London Borough of Hounslow, we will accept an application ahead of your arrival. Your application will be processed using the home address in the country where your child is currently residing even if your family is returning to a property you own in the UK.

If we make an offer of a school place, the child will be expected to start on the first day of term.

Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

Members of the UK Armed Force and Crown Servants

Applications will be accepted for children of families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Hounslow and we will arrange for that address to be used throughout the admission process.

Waiting lists

Hounslow keeps a waiting list for each school which is oversubscribed. To ensure that Hounslow meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, Hounslow will ensure that waiting lists do not contain lower ranked preferences.

Waiting lists for Hounslow Community Schools will include those who have moved to the area and were unable to make an 'on time' application. Waiting lists are held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting lists will be in operation until the 31 August 2025. Hounslow will contact parents/carers in August 2025 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2025.

Appeals

In the event that it has not been possible to offer a place at any of the preferred schools listed on an application, the applicant will be advised of the reason and their right of appeal. For Hounslow Community Schools, appeals will be heard in accordance with the provisions of the Schools Standard and Framework Act 1998 and the Education Act 2002, together with the Schools Admissions Appeal Code.

Appeals will be heard by an independent appeals panel who will adjudicate on all appeals.

Children educated outside of their chronological year group

It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is no statutory barrier to children being admitted outside their normal age group. Parents/carers do not have the right to insist that their child is admitted to a particular age group but may make a request for this to happen.

Before making your request, you are encouraged to discuss this with the class teacher and the Headteacher of your current school.

You must make a separate written request at the same time as making your online application for your child's actual age group. You can upload supporting documentation if you wish to do so.

The admission authority for each school will decide based on the circumstances of your case and in the best interests of your child. Your request must set out the reasons why you are making the request and any relevant evidence you want us to consider which may include:

- the parents' views
- recent information about your child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group

The views of the Headteacher will be an important part of this consideration. We may also gather information from any professionals involved with your child to consider whether any of the following apply:

- Whether your child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable.
- Whether your child's physical maturity places them in a position of being developmentally different from their peer group.
- Whether your child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group.

Admission criteria - Community infant and primary schools

Children born between **1 September 2020** and **31 August 2021** will be expected to start in the reception class in an infant or primary school in September 2025.

The Published Admission Numbers (PAN) for initial entry to Hounslow's community infant and primary schools in September 2025 are in the table below. Changes are in bold.

School	PAN
Alexandra Primary	90
Beavers Community Primary	90
Bedfont Primary	60
Belmont Primary	60
Cardinal Road Infant and Nursery	90
Cavendish Primary	30
Chatsworth Primary	90
Crane Park Primary	60
Cranford Primary	90
Edward Pauling Primary	60
Fairholme Primary	60
Feltham Hill Infant and Nursery	120
Green Dragon Primary	60
Grove Park Primary	60
Grove Road Primary	30
Heston Primary	60
Hounslow Heath School	150
Hounslow Town Primary	150
Isleworth Town Primary	120
Ivybridge Primary	30
Lionel Primary	90
Marlborough Primary	90
Norwood Green Infant and Nursery	120
Orchard Primary	90
The Smallberry Green Primary	60
Southville Primary	90
Sparrow Farm Primary	60
Spring Grove Primary	30
Springwell School	90
Strand on the Green Infant and Nursery	90
Wellington Primary	120
William Hogarth Primary	30
Worple Primary	30

When there are more applications than places available, after the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. **Looked after children** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted. (See page 4 for further information)

2. **Exceptional Medical/Social need** – Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. (See page 4 for further information)

3. **Sibling -** Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2025. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.

4. **Children of staff** – children of any member of staff, regardless of role in the school where
   a) The member of staff has been directly employed by the school for two or more years at the time of application or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

5. **Distance -** Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school, with the distance from home to school being measured using a computerised mapping system (See page 6 further information)

Late applications

Application forms must be received by Hounslow Council by the closing date, **15 January 2025**.

Applications received after the closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances where the application may be considered as on time. This also applies to any changes to the application e.g. order of school preferences.

Relevant dates for applications

Applications open	1 September 2024
Closing date	15 January 2025
National offer day	16 April 2025

Applying for entry in Reception - Community infant and primary schools

Children start school in the September of the year they turn 5, which means most children are 4 years old when they start school. Children born between 1 September 2020 and 31 August 2021 are eligible to start school in September 2025.

Children reach compulsory school age at the beginning of the term following their fifth birthday. Compulsory school age means the age when a parent is legally required to make sure that their child attends schools (or is educated other than at school).

Attending the nursery class of a school does not guarantee a place in the Reception class. All parents must apply by the closing date for a place in the Reception class.

Deferred Admission

Parents can choose to defer their child's start for a term or two (until they are of compulsory school age.) Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The table below shows the options available

Children with their fifth birthday between **1 September and 31 December** (autumn born)	Compulsory school age from the following January: A school place will be available from the September but can be deferred until **January** – the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between **1 January and 31 March** (spring born)	Compulsory school age from the following April: A school place will be available from the September before this but can be deferred until **January or April** — the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between **1 April and 31 August** (summer born)	Compulsory school age from the following September (**which is then year 1 not reception**): A school place will be available from the September before this but can be deferred until **January or April** – the school place will be held once parents have agreed this with the school.

The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception.)

Part time Admission

Parents can choose to send their child to school on a part time basis. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class.

Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the part time admission.

Delayed Admission – summer born

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may **request** that they are admitted outside of their normal age group – to reception rather than year 1.

A separate written request must be made at the same time as making the online application for the child's actual age group. Supporting documentation can be uploaded if you wish to do so (use document type – out of cohort.)

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher. They should also read the Department for Education's advice for parents.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The views of the head teacher will be an important part of this consideration. We may also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5^{the} birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right **does not** apply if the child is offered a place at the school but it is not in the preferred age group.

Admission criteria - Community junior schools

Children born between **1 September 2017** and **31 August 2018** and currently in Year 2 in an Infant school will need to transfer to a Junior School (Year 3) in September 2025.

The Published Admission Numbers (PAN) for initial entry to Hounslow's community junior schools in September 2025 are in the table below. Changes are in bold.

School	PAN
Strand on the Green Junior	90
Victoria Junior	90

When there are more applications than places available, after the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. **Looked after children** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted. (See page 4 for further information)
2. **Linked Infant School –** children attending their linked infant school have priority for admission to the linked Junior school after Looked after or previously looked after children. The linked infant and junior schools are listed below.

3. **Exceptional Medical/Social need** – Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. (See page 4 for further information)
4. **Sibling -** Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2025. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.

5. **Children of staff** – children of any member of staff, regardless of role in the school where
   a) The member of staff has been directly employed by the school for two or more years at the time of application or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

6. **Distance -** Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school, with the distance from home to school being measured using a computerised mapping system (See page 6 for further information)

Linked schools

- Cardinal Road Infant and Nursery School linked to Victoria Junior School
- Norwood Green Infant and Nursery School linked to Norwood Green Junior School (Academy)
- Strand on the Green Infant and nursery School linked to Strand on the Green Junior School

Late applications

Application forms must be received by Hounslow Council by the closing date, **15 January 2025**.

Applications received after the closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances where the application may be considered as on time. This also applies to any changes to the application e.g. order of school preferences.

Relevant dates for applications

Applications open	1 September 2024
Closing date	15 January 2025
National offer day	16 April 2025

Admission criteria - Community secondary school – The Heathland School

Children born between **1 September 2013** and **31 August 2014** will be expected to transfer to secondary school in September 2025.

The Published Admission Numbers (PAN) for initial entry to Hounslow's community secondary school in September 2025 is in the table below. Changes are in bold.

School	PAN – Year 7	PAN – Year 12
The Heathland School	270	50*

*PAN for Sixth Form external pupils only – Year 11 pupils within school have priority

When there are more applications than places available, after the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. **Looked after children** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted. (See page 4 for further information)

2. **Exceptional Medical/Social need** – Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. (See page 4 for further information)

3. **Sibling -** Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2025. If the older child is year 11 or year 12 at the time of application, the LA will ask the school whether it is expected that s/he will still be attending the school in September 2025.

4. **Children of staff** – children of any member of staff, regardless of role in the school where
   a) The member of staff has been directly employed by the school for two or more years at the time of application or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

5. **Distance -** Where there are more applications that meet this criterion than there are places in the school, priority will be given to those children who live nearest to the school, with the distance from home to school being measured using a computerised mapping system (See page 6 for further information)

Late applications

Application forms must be received by Hounslow Council by the closing date, **31 October 2024**.

Applications received after the closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances where the application may be considered as on time. This also applies to any changes to the application e.g. order of school preferences.

Relevant dates for applications

Applications open	1 September 2024
Closing date	31 October 2024
National offer day	3 March 2025

Admission to The Heathland School Sixth Form (Year 12)

The school will consider the following factors before deciding to offer a student a place in the Sixth Form:

- The GCSE point score in the students best 8 subjects
- The GCSE grade criteria for individual A level subjects (details are set out on the school website)
- That there are sufficient places available on the Determined course(s) of study.
- Courses will only be offered subject to demand and staff availability.
- First priority will be given to Year 11 students from within the school and then to external applicants subject to availability of places. If courses are oversubscribed, places will be offered on a first come – first served basis as long as the entry criteria have been met. Alternative courses will be offered wherever possible.
- It will not be permitted for students to repeat the same courses having been unsuccessful at the first attempt. We admit students who are currently in Year 11 and who are progressing to Year 12.

In-year Admissions – Primary and Secondary

The following applications will be treated as in-year admissions during 2025-2026

- applications for admission to Reception which are received after 1 September 2025;
- for any school which has a published admission number PAN for Year 3, applications for admission to Year 3 which are received after 1 September 2025;
- applications for admission to Year 7 which are received after 1 September 2025;
- all applications for admission to Years 1 to 6 and 8 to 11.

Applications for places at Hounslow's maintained primary and secondary schools, must be made to the local authority on Hounslow's online in-year application.

Where there are more applications than places available, after the admission of pupils with an Education, Health and Care Plan where the school is named in the plan, applications will be ranked in accordance with the published oversubscription criteria for each school.

The oversubscription criteria for Hounslow's community infant, junior, primary and secondary schools are the same as the main round admissions (see pages 11-18 for further information)

Information regarding home address and home to school distance calculations can be found on page 6.

Hounslow will co-ordinate the in-year application process for all schools apart from Berkeley Academy and Cranford Community College. In-year applications for these school must be made directly to the school.

Further information on how to make an in-year application can be found on the in-year application section on the Hounslow website.

London Borough of Hounslow

FAIR ACCESS PROTOCOL

September 2023

1. Introduction and the law

All Local Authorities in England must comply with the legislative Code on Admissions in the exercise and discharge of local authority functions in relation to admissions under the School Standards and Framework Act (SSFA) 1998. The SSFA and relevant regulations confers a number of duties which require the LA to carry out different functions at different times of the admissions cycle.

The current Code for School Admissions came into force in September 2021. This Code imposed mandatory requirements and includes guidelines, setting out aims, objectives and other matters in relation to the discharge of functions relating to school admissions by the bodies listed below:

- Local authorities
- Admission authorities of maintained schools
- Academies and Academy Trusts (this includes maintained schools converted to academies and free schools)
- Governing bodies
- Schools Adjudicators
- Admission Appeal Panels

These bodies have a statutory duty to act in accordance with the relevant provisions of the Code. The Local Authority has the duty to provide suitable education or otherwise for all children of compulsory school age resident in the borough. Academies are required by their funding agreement to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.

The School Admissions Code (3.14) states each local authority must have a Fair Access Protocol, the protocol must be consulted upon and developed in partnership with all schools in its area. Once the protocol has been agreed by the majority of schools in its area, all admissions authorities must participate in it. To ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place via the in-year process, are allocated a school place as quickly as possible.

In agreeing a protocol, the local authority must ensure that no school, including those with available places, is asked to take a disproportionate number of children who have been permanently excluded from other schools, who display challenging behaviour, or who are placed via the protocol. The protocol must set out how the needs of children who have been permanently excluded, and children for whom mainstream education is not yet possible, will be met.

There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol, but parents' wishes should be taken into account.
In order to support schools and officers in complying with these mandatory requirements the LB Hounslow develops and manages the required local protocols and procedures.

The operation of Fair Access Protocols is outside the arrangements of coordinated normal admission rounds and is triggered when a parent of an eligible child has

not secured a school place under in-year admission procedures. The protocol must describe the circumstances in which it will be applied and set out how decisions about admissions of vulnerable, hard to place and pupils with challenging behaviour will be made.

The Department for Education states that Fair Access Protocols should not be used as a means to circumvent the normal in-year admissions process. A parent can apply for a place as an in-year admission at any point and is entitled to an appeal when a place is not offered.

It will also be used to ensure that schools do not admit a disproportionate number of hard to place vulnerable pupils OR pupils with challenging behaviour.

This protocol has been formulated to ensure its compliance with the School Admissions Code and Equality Act 2010. It seeks to ensure that there is no discrimination against pupils, parents or carers because of their sex, race, disability, religion or belief and sexual orientation or pupils who are pregnant or undergoing gender reassignment. The exception to the discrimination provisions for schools that existed under previous legislation is admissions to single-sex schools.

All LA officers and school staff must adhere to this protocol. Internal and external auditors may complete monitoring exercises on an ad hoc basis to ensure full compliance, fairness and transparency.

2. Consultation and review

This protocol is developed in consultation with the LB Hounslow School Admission Forum and reviewed annually in the summer term to ensure compliance with statutory and local requirements. Where statutory changes are required these will be applied in accordance with legislations which maybe outside our normal timeframe for change.

The Hounslow Education Partnership Board (HEP) are consulted on the recommendation of the School's Admissions Forum. The protocols will be reviewed annually in the summer term and any changes will come into force in September for the start of the new school year unless statutory changes are required before this date.

3. Publication

This protocol will be published:

- On London Borough of Hounslow website (school admissions)
- Via links from the websites of all academies and schools located within Hounslow

Copies are available on request:

- By email from exclusions@hounslow.gov.uk

4. Scope

The law does not allow the Fair Access Protocol to be applied to the coordinated arrangements for the normal points of entry / transition, which are:

- Reception
- Infant to junior transition
- Primary to secondary transition
- Transition to an Atypical school (schools who admit outside the normal points of standard school transition points (Studio Schools and University Technical Colleges).

Pupils can be placed in either a mainstream school or Alternative Provisions, depending on the circumstances of each pupil. The protocol mainly applies to In-Year admissions to mainstream.

This protocol seeks to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a school place as quickly as possible. The protocol, therefore, provides for the efficient processing of applications and identification of children who may be particularly vulnerable. Such vulnerability may be due to a child having missed a significant period of formal schooling or having had difficulties in their previous school setting which have not been satisfactorily resolved. Where, for example, a child has unresolved issues in relation to challenging behaviour, the Local Authority, through the exercise of this protocol, will take steps to offer a suitable education setting and to avoid allocating a disproportionate number of previously excluded children, or those with challenging behaviour, to any Hounslow school.

The law does not allow the protocol to be applied for children:

- With an Education Health and Care Plan (EHCP)
- Who are currently Looked After or previously looked after

These children must be placed using the relevant statutory and local processes. Eligible categories of children in the groups above are set out in Section 6.

5. Identification of pupils for consideration under Fair Access

Pupils for possible consideration under this Fair Access protocol may be identified via:

- Information supplied by the applicant via the non-mandatory sections of the In-Year school admission common application form (CAF) – and then only where consent is given
- allocations of school places outside the waiting list due to lack of vacancies and high demand of application in a certain year group
- Pupils' previous school, pupil referral unit, alternative provision and/or local authority
- Health services or support professionals, as relevant, in the case of children with SEN, disabilities or medical conditions
- Elective Home Education services
- Social Care

- Police or the Youth Offending Team

The above list is not exhaustive.

Other than for permanently excluded pupils, to comply with the Admission Code and General Data Protection Regulation (GDPR), information cannot be shared with parties other than by the new named school other than for Fair Access purposes. This means information cannot be requested by Pupil Services or an Own Admission Authority school at the application process, it can only be requested post offer – unless the applicant requests otherwise.

If, during the admission process, information is received by the named school that may warrant the pupil being considered under Fair Access, admission may be deferred under 3.10 of the Admissions Code pending discussion at the next Fair Access Panel (See Fair Access Panel terms of reference).

In some instances, a school may wish to admit a pupil but refer the case to the Fair Access Panel for possible recognition of the admission in Fair Access figures.

In case of the need for an emergency placement that cannot await the next sitting of the Fair Access Panel, it will be possible for a Chairs Action to consider the case and ratified at the next Fair Access Panel meeting.

In all cases the LA's duty to safeguard the child is paramount. Children out of school may be at risk; with the Admission Team, Early Intervention Service and other relevant representatives of the LA must do their utmost to ensure that children are not out of school for extended periods of time.

6. Pupils for consideration under this protocol

These are mandatory and set by the Department of Education's School Admissions Code – September 2021:

a) children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan, or a Child Protection Plan within 12 months at the point of being referred to the Fair Access Panel

b) children living in a refuge or in other relevant accommodation at the point of being referred to the Fair Access Panel

c) children from the criminal justice system

d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education

e) children with special educational needs (but without an education, health and care plan), disabilities or medical conditions

f) Children who are carers

g) children who are homeless

h) children in formal kinship care arrangements

i) children of, or who are, Gypsies, Roma, Travellers, refugees and asylum seekers

j) children who have been refused a school place on the grounds of their challenging behaviour and referred to the Fair Access Panel in accordance with paragraph 3.10 of the Admissions Code

k) children for whom a place has not been sought due to exceptional circumstances

l) children who have been out of education for 4 or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and

m) previously looked after children for whom the local authority has been unable to promptly secure a school place.

7. Identification and placement information

Looked After Children:
For the purposes of school admissions and fair access, looked after and previously looked after children will be considered to be Children who are looked after by a local authority or were previously looked after but immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Looked after or previously looked after children include those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. For looked after children but not previously looked after the Local Authority may direct any maintained school, including those who are their own admission authorities, to admit a child in care if that school is best suited to his or her needs, even if that school will then be above their published admission number. Where preference for admission to an academy is not granted, the case may be referred to the Secretary of State for direction. Looked After Children cannot be considered under Fair Access and will not be discussed at the Pupil Placement Panel unless they are permanently excluded.

Children from the criminal justice system or Pupil Referral Units:
Children from the criminal justice system or attending PRUs who are ready to be reintegrated back into mainstream education will automatically be referred to the Fair Access Panel in order to identify suitable placement. In such cases, the panel will be provided with a risk assessment in addition to the standard information in

order to assist them in making a decision about whether mainstream schooling is a suitable option. The Youth Offending Team will ensure a fully completed 'In-Year' Application Form is submitted by the parent/carer.

Children being reintegrated into mainstream education from a Pupil Referral Unit (PRU):
Pupils returning to education following a placement by the LA in a PRU will automatically be referred to the Fair Access Panel in order to identify a suitable placement. This will not apply to children on a short term directed placement at a PRU arranged by their school or education provider.

Permanently excluded pupils:
Pupils who have been permanently excluded from school and/or are being reintegrated to mainstream education will be placed using the Fair Access Protocol.

Children out of education for 4 weeks or more
Any child whose parent/carer has not completed an in-year application form despite being encouraged to do so will automatically be referred to the Fair Access Panel to identify a suitable placement. Where an education provision has been named and the family does not engage, the case will be referred to the Education Welfare Service (EWS). This does not apply to children who have been offered/allocated a school place by the Admissions Team or those who are on roll at a school and refusing to attend or have poor attendance, these follow a separate process.

Homeless children
For admissions purposes only children who family meet the statutory definition of homeless and who Hounslow Social Care identify as needing additional support with a school placement will be referred to the Fair Access Panel. All other homeless children will be placed under the standard admissions processes.

Children with an Education Health and Care plan and children for whom the statutory assessment process has been initiated
These pupils cannot be considered at the Fair Access Panel. These children must be placed via the statutory consultation process.

Children with disabilities or severe medical conditions:
These are children for whom the Local Authority determines that only one or a small number of schools located in the borough can meet their needs, they will not be considered at the Pupil Placement Panel.

Children who are carers
Children identified by Social Care as formal 'carers' will be considered under this protocol and their placements will be included in the figures. Self-identified carers will not be considered without confirmation of their carer status from Social Care.

Religious Affiliations
Pupils who are identified as having a proven strong religious affiliation will be matched where possible to a suitable faith school – but this will not override the decision of the Panel.

Children who have been removed from a school roll to be Electively Home Educated

Children who have been removed from a school roll by their parent/carer, to educate them at home, where no evidence has been seen by the EHE Team, the EHE Team will encourage the family to complete an in-year application form, if they do not comply the EHE Team will refer to Children Missing Education (CME) for the child to be considered under the Fair Access arrangements.

Children whose families are applying for them to return to mainstream education after a short period of education overseas or in another local authority (children who lost a school place due to an extended holiday are not considered in this group)

Children who were on roll at a LB Hounslow mainstream school but were removed from roll as their parent advised they were being educated overseas. It applies where a short time after moving aboard the parent advises the child has returned to live in Hounslow and submits an In-Year application for them to return to mainstream education in Hounslow.

8. Fair Access Panel (FAP)

The Fair Access Panel is the Local Authority's recognised body for considering the placement of 'hard to place', vulnerable children and those with challenging behaviour which includes those identified as Fair Access under this protocol, as set out above. The Fair Access Panel membership includes all head teachers (on a rota basis), a wide range of LA officers and other professionals including the Police.

Panels are held fortnightly (on Wednesdays) during term time.

9. Operating principles for successful application of this protocol

- All schools are required to comply with this protocol
- All schools located in Hounslow share a collective responsibility with the LA to ensure swift admission to a suitable school or alternative provision for all children of compulsory school age who are resident in Hounslow who do not have a school place or who otherwise match the criteria for consideration, as described above
- No school, including those with available places, is required to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour
- FAP discussions and decisions should reflect a fair and transparent balance between finding a place quickly (e.g in an undersubscribed school) and finding a place that is appropriate for the child;
- It is recognised that the LA has a duty to provide suitable education for its residents of compulsory school age for whom an application is submitted, irrespective of the location of a child's current education provider
- All fair access placement decisions should take into account the needs of the child and those of the community of any proposed school
- When choosing suitable placements for pupils under this protocol, due consideration should be given to the additional challenges faced by schools who have been identified by Ofsted as being 'inadequate' or 'requiring

improvement', where that has led to a 'notice to improve' or a school has been in special measures within the preceding 12 months

- Head teachers, or their representatives, making submissions regarding Fair Access cases should provide full and current information to enable the FAP to make its decisions effectively
- The named school will admit the pupil within a maximum 10 school days from formal notification of the Fair Access Panel's decision and will contact the family to arrange an admission meeting that may or may not require the attendance of the family
- Schools will not cite oversubscription as a reason for not admitting pupils legitimately placed under the protocol
- Pupils who are legitimately placed by the FAP will be given priority for admissions over others on a waiting list who may currently have a higher waiting list position. Placements using the Fair Access protocol are outside of the waiting list rules.
- Schools cannot insist that an admission appeal be heard before a pupil is admitted under the protocol.
- Due regard will be given to the Infant Class Size regulations, noting that there are some circumstances where a child may be admitted into an infant class which is full as an 'excepted pupil'
- FAP decisions cannot override the statutory right of parents to express a preference/make an application for a particular school, nor their right of an independent appeal where a place at such a school is refused
- Where possible, for continuity of education, when a Hounslow child has been educated at home for a short period, they may be offered a mainstream place at the school they departed before starting their elective home education. This decision will be made taking into account on their behaviour record before leaving the school.
- Where possible, for continuity of education, when a Hounslow child has been educated overseas or in another LA for a short period, they may be offered a mainstream place at the school they departed before moving abroad. This does not apply where the family took unauthorised leave or extended a period of authorised leave which resulted in the child losing their school place. This decision will be made taking into account on their behaviour record before leaving the school.
- No school will ask a parent/carer to withdraw a child from the school's roll. If a school continues to face difficulty with a child on their roll, such as poor attendance or challenging behaviour a referral should be made to the appropriate agency. If information comes to light that a school has taken a child off roll inappropriately and has not sought the appropriate support the local authority will refer to the Director of Education and Early Intervention Services.
- The protocol applies to pupils who are identified as hard to place from Reception through to Year 11.
- The fact that the published admission number may have been reached in a year group should not be given as a reason for not admitting a pupil under this protocol.
- Whilst each LA's Fair Access Protocol covers only the schools in its local authority area, it will sometimes be necessary to approach neighbouring authorities to request consideration under its Fair Access Protocol if all options within the borough have been exhausted.

- The educational needs of the pupil will be the prime factor in deciding a placement, but every effort will be made to ensure that practical issues regarding travel, including arrangements regarding siblings are considered.
- If the parent/carer rejects the school or alternative provision offered to the child, they will still have the right to appeal for a place at the preferred school(s). The appeal panel will be informed that places have been allocated according to the criteria of the Fair Access Protocol which *must* be taken into account.
- Any out of borough in year applicants who meet the criteria in Section 4 will be referred to their home local authority by the In-Year Admissions Team. In these cases, parents will be advised of their right to appeal against this decision.

10. Managed Moves

Managed Moves do not form part of the Fair Access Protocol and there is no role for the local authority in the process, however Hounslow Education Partnership and non-Partnership schools should notify the LA of all successful managed moves that take place to enable the receiving school to receive a Fair Access credit.

Guidance on managed moves, what they are and how they should be used has been updated in the 'Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' September 2023 (paragraphs 48-52).

It is recognised that the Fair Access Panel considers the movement of pupil's who are managed moves and the wider implications for schools when considering pupil placements under the Fair Access Protocol.

11. Fair Access documentation/evidence

In all cases, the Access to Education Team Leader will collate the paperwork to be reviewed by the Fair Access Panel members, this will be circulated on the Monday before each Panel meeting by the clerk. Occasionally, some paperwork may be sent out the next day. Paperwork shared at each meeting is confidential and must not be shared with anyone except for colleagues who are attending each meeting.

12. Deciding whether the pupil meets the Fair Access criteria

In all cases the members of FAP must decide for each pupil presented as Fair Access:

- Do the majority agree that the pupil meets the requirements of the Fair Access protocol?
- If no, the pupil will be referred to the Admissions Team for allocating a school and the allocated school must admit.
- If yes, does the child meet one of the statutory categories of Fair Access?
- If yes, which category?
- If no, which of the local Fair Access categories is the FAP placing under?

13. Outcomes

The possible outcomes available to the Panels for pupils under Fair Access are:

- Placement at a named mainstream school under standard admissions (not recognised by the panel as Fair Access)
- Placement at a named mainstream school as a statutory Fair Access placement
- Placement at a named mainstream school as a local Fair Access placement
- Dual registration with a mainstream school and alternative provision
- Full-time placement in alternative provision with a scheduled review for re-integration into a named mainstream school
- Full-time alternative provision
- Rejection where insufficient in-school additional support has been provided.

Following a decision by the FAP a formal notification letter will be sent to the named school. If no challenge is received, the placement will be confirmed to the family 5 school days after the named school has been notified, as FAP meetings are held fortnightly, this will happen in between meetings and the FAP will be updated at the next meeting. The named school must arrange for an admission interview and start date within 10 days. The paperwork must be sent securely to the named provision.

If a challenge is received, the placement will be reviewed at the next FAP meeting. If the pupil is out of provision, the challenge maybe reviewed as a Chair's Action and ratified at the next FAP meeting.

Schools must notify the Admissions Team via the starter/leaver process of the start date in each case confirming that the child is on roll.

If the family does not engage, the Panel will request the support of the School Attendance Support Service. If a School Attendance Order is required this will be referred to the Child Missing Education Officer, the school identified by the Fair Access Panel will remain the designated school.

14. Refusals to admit

Where a school is identified by the Admissions Team as part of the normal In-Year admission process, and where such a school believes that the pupil meets one or more of the criteria set out in Section 6 above, the school may refer the case to the Fair Access Panel, setting out why the case should be discussed under Fair Access procedures by the panel. However, if the panel disagrees with the reasons for referral, or determines through exercise of this protocol that the school which brought the referral is the most appropriate setting for the pupil, the originally proposed allocation may be upheld.

If information obtained by the named school, which was not available or was not supplied by the current/previous school, has resulted in the named school being

misled, a referral can be made to the Fair Access Panel. This means if a child is offered a place at a school under the normal admission arrangements or via the Fair Access Panel and it is subsequently found that the offer had been based on fraudulent or deliberately misleading information provided by the family or the child's current/previous school, and if the child has not yet been admitted to the new school, the matter can be referred to the Fair Access Panel for consideration under Fair Access procedures. Whilst this may, or may not, lead to a different school being named, it would enable the admission to be credited to the Fair Access figures of the receiving school, if appropriate.

In the event of a school refusing to accept the decision of the Fair Access Panel the Local Authority can direct or instruct the school to admit. The governing bodies of schools which are their own admissions authority may refer a direction to the Schools Adjudicator who will determine which school is to admit the child. For Academies, the LA will apply for a direction to the ESFA.

15. Monitoring and record keeping

- The Access to Education Team Leader is responsible for establishing and maintaining a clear and transparent log of placements in order to underpin the fairness of the decision-making process
- Fair Access statistics will be shared with Headteachers, Hounslow's School Admission Forum and the Vulnerable Students Group which is part of the Hounslow Education Partnership at the end of the Academic Year in order to monitor the performance and effectiveness of the protocol.

Monitoring and Evaluation will include:

- The exclusion rates – in particular the exclusion of vulnerable groups
- The numbers of pupils reintegrating successfully back into mainstream
- Finance and monitoring of placements will be managed by the Placement and Monitoring officer.

16. Figures and statistics

The Access to Education Team Leader will maintain Fair Access information. Figures and statistics will be tabled at each meeting and will be reviewed on an annual basis at the end of the academic year, and from time to time during the year.

17. Financial Matters

Fair Access admissions do not attract any additional funding. Where the FAP determines that a child cannot be admitted to a mainstream school, and names an Alternative Provision, the panel will determine whether the placement is funded by High Needs or by the HEP.

Where schools are asked to accept children above their admission number these will be funded according to Hounslow's pupil-based formula. When a child is excluded from a maintained school, the remaining portion of that child's AWPU (age-weighted pupil unit) may be recovered from the school and passed to the admitting school. For Academies, they may recover the AWPU direct from the

excluding school. These arrangements apply to children up to and including year 11.

18. Annual Review of Protocol

The Fair Access Protocol will be reviewed by the Local Authority and will form part of the annual statutory consultation process on Admission arrangements.

In accordance with 3.23(b) of the Code, local authorities must produce an annual report on admissions to the Adjudicator, which must include an assessment of the effectiveness of Fair Access Protocols and co-ordination in their area, including how many children were admitted to each school under them.

Fair Access Panel Proforma

London Borough of Hounslow

Children's & Adults' Services
Fair Access Pupil Referral Form

Pupil Details:	**CONFIDENTIAL**		
Existing school:			
Forename:		**Surname:**	
Address:			**Post code:**
Parent/Carer Name:			
Contact Telephone Number:	**Home:**	**Mobile:**	
DOB:	**Year group:**	**UPN:**	**M:☐ F:☐**

Fair Access Category: ***(please tick appropriate category)***

(a) ☐	**(b)** ☐	**(c)** ☐	**(d)** ☐	**(e)** ☐	**(f)** ☐	**(g)** ☐	**(h)** ☐	
(i) ☐	**(j)** ☐	**(k)** ☐	**(l)** ☐	**(m)** ☐				

Religion (if known):	**Home Language:**
EAL stage:	**Looked After Child:** **Yes** ☐ **No** ☐ **Social Care Involved:** **Yes** ☐ **No** ☐

EHCP: ☐	**EHCP:** ☐ **(under assessment)**	**SEN Stage:** ☐	**YOS:** ☐

Information Required:

Stated School Preference:			
Previous School History: (including dates)		**From:**	**To:**
		From:	**To:**
Date last in school:			

Academic Attainment:	
Attendance Summary:	
Suspensions:	
Permanent Exclusions:	

Reason for Referral:

Parents Comments:

Pupils Comments:

Schools Comments:

Any Other Relevant Information:

Reported Compiled by:

Signed: _____

Date

London Borough of Hounslow

Report for: ACTION	
Contains Confidential or Exempt Information	***N***
Cabinet Key Decision	***Y***

Report Title	Allocation and reporting on Community Infrastructure Levy (CIL) and S106 fund
Member Reporting	Councillor Tom Bruce, Portfolio holder for Regeneration and Development
Contact Details	Phil Cresswell - Executive Director of Regeneration, Housing and Environmental Services phil.cresswell@hounslow.gov.uk
For Consideration By	Cabinet
Date to be Considered	Tuesday, 20 February 2024
Implementation Date if Not Called In	Thursday, 29 February 2024
Affected Wards	(All Wards);
Keywords/Index	Community Infrastructure Levy (CIL), Planning Obligations-Section106, Infrastructure Funding Statement (IFS) (Annual Financial report on CIL and S106)

1. Details of Recommendations

Cabinet is asked to:

1.1 Approve the allocation of Strategic Community Infrastructure Levy (CIL) funds totalling **£3,252,943.00** to the strategic projects listed in Appendix 1; and note the bids not recommended for Strategic CIL funding in this funding round as outlined in Appendix 2.

1.2 Approve the allocation of Section 106 funds totalling **£4,742,017.38** to projects listed in Appendix 3.

1.3 Subject to approval of recommendations 1.1 and 1.2, approve the addition of the Council delivered projects set out in Appendices 1 and 3 to the general fund capital programme, where CIL and/or Section 106 provide a funding source for the project.

1.4 Approve the publication of the Infrastructure Funding Statement 2022/23, which is the annual report of CIL and S106 funds, as set out in Appendix 4.

1.5 Delegate authority to the

- Executive Director of Regeneration, Housing and Environmental Services, in consultation with the Cabinet Member for Regeneration and Development, to review and implement the new processes for future year allocation of Strategic CIL and the processes for allocating S106 funding; and
- the Executive Director of Regeneration, Housing and Environmental Services and the Assistant Chief Executive, in consultation with the Cabinet Member for Regeneration and Development as well as the Cabinet Member for Communities, Equalities and Culture, to review and implement the new processes for future year allocation of Local CIL;
  (paragraphs 3.13 to 3.16).

2. Report Summary

2.1 This report addresses the allocation of Developer Contributions, in terms of Strategic Community Infrastructure Levy (CIL) resources collected in 2021/22, and Section 106 funds (Appendices 1 to 3).

2.2 The developer contributions concerned are linked to development that has occurred or is occurring in the borough, and are allocated for

(a) Investment in infrastructure linked to population and housing growth, following a bidding cycle open to all from 18 May to 22 September 2023. Bids were assessed on the basis of meeting Corporate Plan Priorities, Development Impact, Deliverability, addressing Climate Change and additional investment generated; or

(b) The mitigation of the impact of development utilising Section 106 contributions, directly linked to individual developments.

2.3 The report seeks approval to publish the annual Infrastructure Funding Statement (IFS) for 2022/23. The IFS outlines developer contributions (both CIL and S106) collected, allocated and spent, within the year, and cumulatively.

2.4 The key financial implications for the Council are the allocation of additional resources to fund the named projects in this report (Appendices 1 and 3).

2.5 Given the increase in developer contributions, particularly in the year 23/24, a review of the Strategic and Local CIL allocation processes, as well as the processes for allocating S106 funding, is recommended.

3. Reason for Decision and Options Considered

Community Infrastructure Levy (CIL)

3.1 CIL is the main way in which the Council collects contributions from developers for infrastructure provision to support development planned in the Council's Local Plan. Money collected through CIL must be used to fund infrastructure needed to support the growth of the Borough. The Strategic CIL Fund accounts

for 80% of CIL receipts and funds necessary infrastructure to support development in the local area. The Local CIL Fund accounts for 15% of all CIL receipts and contributes to the funding of community led projects within the area in which the CIL monies were collected. CIL Regulations state that CIL and S106 funds cannot be spent on the same infrastructure project.

3.2 Hounslow introduced its CIL Charging Schedule in 2015. CIL income has over time replaced Section 106 contributions for general developer contributions for infrastructure. Although Section 106 agreements continue to be used where possible to secure affordable housing, site-specific infrastructure and other non-infrastructure requirements that cannot be addressed through CIL and that are required to mitigate the impacts of development. This frequently includes contributions for local employment and training, and carbon offsetting.

3.3 Of the CIL income collected, 80% is used to fund strategic infrastructure projects mainly listed in the Council's Infrastructure Delivery Plan and Infrastructure Funding Statement (IFS) to accommodate development set out in the Council's Local Plan. The remaining CIL funds are currently distributed to fund local community projects (15%) via the Thriving Communities Fund and to fund CIL administration costs (5%).

3.4 The levy must be spent on infrastructure needed to support the development of the area and is intended to focus on the provision of new infrastructure. It should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. The levy can be used to increase the capacity of existing infrastructure or to repair existing infrastructure, if that is necessary to support development and growth in the area.

3.5 The neighbourhood portion of CIL (i.e. Local CIL) can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the local area'. Local CIL consultation and allocation is currently part of the Council's Thriving Communities Fund processes, with funding allocated in full to charities, voluntary and community groups operating in the borough.

Projects to be funded via Strategic CIL

3.6 The Council invited internal and external infrastructure providers to bid from 18 May to 22 September 2023 for **£3,258.150** of unallocated strategic CIL monies. 29 bids have been received, totalling **£26,276,533.** Of the bids submitted, 11 projects are recommended for CIL allocation, totalling **£3,252,943.** These are:

- 3 transport-related projects;
- 7 parks / open spaces / leisure related projects; and
- 1 multi-purpose project.

3.7 This report seeks approval for **£3,252,943** from Strategic CIL funds to the projects listed in Appendix 1. The total amount remaining for CIL allocation from this round is £5,207; this amount will be carried over into next year's Strategic CIL allocation. Details of the bids not recommended for Strategic CIL allocation

in this round can be found in Appendix 2, along with the reasons why they are not recommended at this point in time. Recommendations have been made, where relevant, of where they can bid for other sources of funding.

Section 106 (S106) funded projects

3.8 This report seeks the allocation of **£4,742,017.38** from Section 106 funds to the projects listed in Appendix 3. These allocations are for a range of projects, relating to:

- Climate change: £677,200
- Traffic, Transport and Parking: £1,109,738.38
- Employment, Skills and Training: £691,338
- Green Spaces/Parks: £151,505; and
- Affordable Housing: £2,112,236

3.9 These projects mitigate the impact of development in the borough and help support the priorities of the Corporate Plan, especially in terms of a Greener Hounslow, a Healthier Hounslow, a Thriving Hounslow and a Liveable Hounslow.

Infrastructure Funding Statement

3.10 The Infrastructure Funding Statement (IFS) provides a summary of the financial contributions that Hounslow Council has secured through the Community Infrastructure Levy (CIL) and Section 106 agreements (S106). The IFS sets out the financial year 2022/23 income and expenditure relating to the CIL and S106 agreements.

3.11 Local Authorities are required under amendments to the regulations (The Community Infrastructure Levy (Amendment) (England) that came into force 1 September 2019) to produce an IFS annually that sets out details about Section 106 and CIL receipts and anticipated expenditure, alongside a statement of its spending priorities. This is to provide clarity and transparency to local communities and developers on the infrastructure and expenditure and in aligning this to planned development, as envisaged in the Local Plan.

3.12 Appendix 4 contains Hounslow's fourth IFS. Subject to Cabinet approving the publication of the IFS, it will then be published on the Council's website. This will ensure the most up to date information on the amount of developer contributions received from new developments, in addition to information on where these monies have been spent, is readily available to members of the public and other interested parties.

Review of CIL allocation process to align with Capital Programme in future years

3.13 Given the substantial increase in developer contributions in the year 23/24, which the Council will be allocating to projects in the year 24/25, it is recommended reviewing the Strategic and Local CIL allocation processes. This will ensure the developer contributions are allocated to fund infrastructure

needed to support the development and growth in the Borough. The review is also recommended to update and refresh the assessment criteria and prioritisation matrix currently used for Strategic CIL allocation. Considering the use of S106 or CIL as a funding source as part of a comprehensive approach to agreeing best use of funding would be expected to reduce the need for General Fund borrowing and the associated revenue costs of servicing the debt.

3.14 It should be noted that the CIL Receipts vary on a year-to-year basis, but overall there is likely to be an upward trend in the amount of CIL collected. For example, the Hounslow CIL collected in 2022/23 was £12,872,361, of which £10,297,888 is Strategic CIL (80%), £1,930,854 in Local CIL (15%), and £643,618 in CIL Admin (5%).

3.15 For Local CIL, the increase in resources available, for example some £1.9 million in the next year, offers an opportunity to further enable the community to contribute to improvements local to them aligned to corporate priorities. It is therefore proposed, as stated in paragraph 3.13, to include Local CIL in the review of how contributions are bid for, allocated and delivered.

3.16 S106 contributions, although more specific in nature as their purpose is already defined by legal clauses in signed S106 agreements between the Council and developers, may also benefit from a review. It may also be necessary to review when S106 allocations are made and agreed, as currently there is one-off bidding process per annum, whereas there may be cases where agreed and collected S106 could be allocated and spent sooner on a specific project.

4. Key Implications

How is success to be measured?					
Defined Outcomes	**Unmet**	**Met**	**Exceeded**	**Significantly Exceeded**	**Date they should be deliver by**
Allocation of Strategic CIL to deliverable projects	Insufficient or unsuccessful projects submitted for potential CIL allocation	Allocate the majority of available Strategic CIL to recommended infrastructure projects	Allocate all of the available Strategic CIL to recommended infrastructure projects	N/A	Annually
Allocation of S106 funds to deliverable projects	Insufficient or unsuccessful projects submitted for S106 allocation	Allocate S106 funds to specific projects that meet the requirements of the specific S106 obligation	Allocate all of the available S106 funds to specific projects that meet the requirements of the specific S106 obligation	N/A	Annually

Publication of Infrastructure Funding Statement (IFS) for 22/23	Non-publication or delayed publication of IFS	Publication of IFS	N/A	N/A	Annually
Review of CIL governance processes in 24/25	Inability to establish and agree new processes	New governance processes developed and agreed in 24/25, to inform the allocation of Strategic and Local CIL.	New governance processes developed and aligned with Capital Programme for 24/25.	New governance processes developed and fully aligned with Capital Programme for 24/25.	By end of calendar year 2024.

5. Financial Details

a) Financial Background

5.1 This report proposes the allocation of Strategic CIL funds to fund investment in infrastructure. This expenditure is reflected in the Council's capital programme.

5.2 S106 funding and the associated expenditure is reflected in the Council's revenue budgets and capital programmes.

b) Comments of the Chief Financial Officer

5.3 This report proposes the allocation of:

1. **£3,252,943** of Strategic CIL funds to the projects outlined in Appendix 1; and
2. **£4,742,017.38** of S106 funding to the projects listed in Appendix 3.

5.4 Where projects are delivered directly by the Council the allocation of CIL and S106 funding enables the funding of projects that are in the Council's capital programme pipeline that would otherwise need to be funded from within the Council's limited capital resources.

5.5 The Council delivered projects that are funded by CIL and/or S106 and represent capital expenditure can be added to the Council's capital programmes with appropriate profiling of the funding against an expenditure plan.

5.6 The delivery of these projects will need to be actively managed in the context of continued build cost inflation on construction projects and monitored via the Council's governance processes for the monitoring of the delivery of its capital programmes.

6. Legal

a) Legal Details and comments of the Director of Law & Governance, and Monitoring Officer

6.1 Financial contributions paid to the Council under the terms of a Section 106 Agreement must be spent in accordance with the terms of that Agreement. Regulation 122 of the Community Infrastructure Levy Regulations 2010 (as amended) ("the Regulations") further provides that a planning obligations which comprise the terms of a S106 agreement:
(2) ….may only constitute a reason for granting planning permission for the development if the obligation is—
(a) necessary to make the development acceptable in planning terms;
(b) directly related to the development; and
(c) fairly and reasonably related in scale and kind to the development.

6.2 This report is compliant with the Council's statutory duty under Regulation 62 to prepare an annual report setting out;
(a) it collects CIL, or CIL is collected on its behalf; or
(b) an amount of CIL collected by it or by another person on its behalf (whether in the reported year or any other) has not been spent.

6.3 The CIL can be used to fund a wide range of infrastructure under Regulation 59 (as amended) and section 216(2) of the Planning Act 2008. This flexibility gives local areas the opportunity to choose what infrastructure they need to deliver their relevant plan (the Development Plan and the London Plan). The proposed allocation of funds pursuant to the recommendation(s) of the Report are consistent with these legal requirements.

6.4 Pursuant to paragraph 1 of the Finance Regulations set out in Part 4G1 of the Council's Constitution, Cabinet has the authority to approve virements in excess of £500,000 (Key Decisions).

6.5 The Council is required when exercising its functions to comply with the Equality duty set out in section 149 of the Equality Act 2010. Cabinet will note the current equality implications arising from the Recommendations addressed in paragraph 7 below, and the Finance comments set out in paragraph 5 above. Members will also note that Climate Emergency, Value for Money, and Risk considerations have been addressed at paragraphs 8, 9 and 11 respectively.

7. Equalities, Human Rights and Community Cohesion

7.1 Under the Equalities Act 2010 the Council has a "public sector equality duty". This means that in taking decisions and carrying out its functions it must have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct prohibited by the 2010 Act; to advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation)

and those who do not share it; and to foster good relations between persons who share a relevant protected characteristic and those who do not share it.

7.2 The Council is also required to have due regard to the need to take steps to take account of disabled persons' disabilities even where that involves more favourable treatment; to promote more positive attitudes toward disabled persons; and to encourage participation by disabled persons in public life.

7.3 The 2010 Act states that "having due regard" to the need to promote equality of opportunity involves in particular having regard to: the need to remove or minimise disadvantages suffered by persons sharing a protected characteristic; take steps to meet the needs of persons sharing a protected characteristic that are connected with it; take steps to meet the needs of persons who share a protected characteristic that are different from those who do not; and encourage persons with a protected characteristic to participate in public life or any other activity in which participation by such persons is disproportionately low.

7.4 The courts have held that "due regard" in this context requires an analysis of the issue under consideration with the specific requirements set out above in mind. It does not require that considerations raised in the analysis should be decisive; it is for the decision-maker to decide what weight should be given to the equality's implications of the decision.

7.5 New and improved infrastructure, in particular relating to health and green infrastructure, is of high importance in tackling inequality in the borough. Each of the applications had to explain what would be the equalities impact of the proposal. A number of projects are located or would affect areas of high deprivation, and they would improve access and maximise opportunities for the disadvantaged communities.

8. Climate Emergency Considerations

8.1 The prioritisation matrix for Strategic CIL projects considers how projects seek to address the climate emergency. Projects that address issues of climate change are weighted higher in the ranking.

9. Value For Money

9.1 The proposals set out in the recommendations of this report align with the Council's Best Value Duty pursuant to Section 3 of the Local Government Act 1999 (as amended by s137 of the Local Government & Public Involvement in Health Act 2007) to "make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness."

10. Sustainability Impact Appraisal

10.1 The management of CIL, to ensure that new infrastructure is provided to support new development in Hounslow, will have positive implications for

sustainability by providing a valuable source of funding for projects that will help achieve the Council's priorities.

11. Risk Management

Risks	Uncontrolled Risk	Controls	Controlled Risk
S106 funding is not spent in the required timeframe	Medium	Regular monitoring of spend	Low
S106 can be challenged by developers and may need to be returned if not spent	Medium	Regular monitoring of spend	Low
S106 expenditure is challenged by contracting developer, for example if not spent on appropriate projects	Low	S106 agreements are carefully checked to ensure projects and expenditure meet the respective clauses. Legal advice is sought when in doubt.	Low
Projects that are allocated Strategic CIL are not forthcoming	Medium/High	Regular monitoring of CIL spend and project status. Review of governance processes for CIL allocation and spending in 2024/25.	Low/Medium
Strategic CIL is not spent	Medium/High	Develop governance processes that allow us to claw back monies and/or re-allocate spend if projects do not come to fruition	Low/Medium

12. Links to Council Priorities

- A Greener Hounslow
- A Healthier Hounslow
- A Cleaner Hounslow
- A Thriving Hounslow
- A Liveable Hounslow

13. Staffing/Workforce and Accommodation implications.

Not applicable

14. Property and Assets

Not applicable

15. Any Other Implications
Not applicable

16. Consultation
Not applicable

17. Timetable for Implementation

17.1 Implementation is dependent on the respective projects that are recommended for Strategic CIL and S106 allocation.

18. Appendices

- Appendix 1: Projects recommended for Strategic CIL allocations
- Appendix 2: Projects not recommended for Strategic CIL allocations
- Appendix 3: Projects recommended for S106 funding
- Appendix 4: Infrastructure Funding Statement 2022/23

19. Background Information

- London Borough of Hounslow Governance Framework – CIL and S106: https://democraticservices.hounslow.gov.uk/documents/s129494/Governance%20Framework%20on%20CIL%20and%20S106%20Planning%20Committee.pdf

REPORT ENDS

Appendix 1 - Summary of projects recommended for CIL allocation

Infrastructure Category	Project Name	Provider/Company	Project Location Ward and Community Area Forum	Amount of CIL allocated Previously (if Any)	Estimated total cost of project (CIL & non CIL)	Amount Sought	Amount to be awarded	Recommendations	Funding status
Transport	Strategic Rail accessibility improvements	LBH - Transport Planning	Borough-wide	0	495,000	**£ 300,000.00**	**£ 300,000.00**	**Recommended** A strategic project in its dimension in accessibility improvements through prioritised improvements to 7 Rail and 10 Underground Stations within or adjacent to Borough boundaries. Improvements will lead to greater overall access to London Underground and Rail Networks, particularly for disabled travelers.	**No further Strategic CIL funding required** Overall project cost £495k, with additional funding from SWE, TfL, and Hounslow.
Transport	Priority Cycle Route 7	LBH - Transport Planning	Cranford, Heston West / Heston and Cranford Area	£ 400,000	£ 2,500,000.00	**£ 1,000,000.00**	**£ 1,000,000.00**	**Recommended** This strategic project delivers an active travel route in a strategic growth area, it is also in line with the Local Plan objectives of enhancing walking and cycling network to encourage active travel, linked to new development and growth in the borough, identified in the Local Plan reviews and the Infrastructure Delivery Plan.	**No further funding required** Total Cost of Priority Cycle Route 7 is £2.5 million, with current CIL and previous CIL allocation £1,400,000, and matched funding of £1.1 million S106, TfL and Highways Agency.
Transport	Priority Cycle Route 6	LBH - Transport Planning	Hounslow West / Central Hounslow Area & Heston West, Heston Central and Cranford / Heston and Cranford Area	£ 300,000	£ 1,000,000.00	**£ 1,000,000.00**	**£ 100,000.00**	**Recommended** This strategic project delivers an active travel route in a strategic growth area. It is also in line with the Local Plan objectives of enhancing the walking and cycling network to encourage active travel, linked to new development and growth in the borough and, identified in the Local Plan reviews and the Infrastructure Delivery Plan. Allocation would support development work on Priority Cycle Route 6, for future implementation .	**Further £900,000 funding required** Total cost of Priority Cycle Route 6 being an estimated £2.6 million; funding includes prior CIL Allocation and TfL funding. There is scope for this project to be considered for further future CIL allocation.
Multi-Purpose, including Employment Training and Skills/ Green Spaces / Heritage	Cedar Yards Community & Creative Campus	Chiswick House & Gardens Trust	Chiswick Homefields / Chiswick	0	£ 5,387,856.00	**£ 600,000.00**	**£ 384,809.00**	**Recommended** This strategic project led by the Chiswick House and Garden Trust addresses a number of borough wide and local objectives around employment and training opportunities, volunteering, biodiversity/green spaces, and heritage. The project focuses on repurposing and developing underused historic buildings and green spaces to create new facilities to generate cultural, community and creative enterprise activity on the estate.	**No further Strategic CIL funding required** £215,191, i.e. the difference in the gap to £600,000, will be sought from Local CIL / Thriving Communities Fund. The overall project cost of approximately £5,2 million will be met by fund raising from Private and Charitable sources. The overall allocation of £600,000 from both Strategic and Local CIL will enable this project to move forward to fruition and deliverability.
Green Spaces	Feltham Lodge - Garden Landscaping Proposal	LBH - Registration, Nationality and Cemeteries	Feltham North / Bedfont and Feltham	0	£ 62,534.01	**£ 62,534.00**	**£ 62,534.00**	**Recommended** This project while small in nature, is considered strategic as it would improve the marriage ceremony offer and hence the competitiveness of Feltham Lodge in attracting Civil Marriages, in what is a cross borough catchment area for weddings.	**No further funding required** All project costs contained within CIL allocation.

Green Spaces	"Take me to the River" - Breaking down barriers to access and supporting enjoyment and use of the Crane Valley Trail and riverside open spaces throughout Hounslow.	Crane Valley Partnership managed by the Crane Valley Community Interest Company (CVCIC)	Cranford / Heston and Cranford Hounslow Heath / Central Hounslow Feltham North / Bedfont and Feltham Hanworth Park / Hanworth	0	£ 834,864.93	**£ 706,865.00**	**£ 193,600.00**	**Recommended** This strategic project aims to improve access to the Crane Valley green and blue corridor benefiting new residential developments and existing local communities. Linked to an additional Local CIL allocation through the Thriving Communities Fund addressing wider community engagement and biodiversity themes.	**No further Strategic CIL funding required** Matched funding utilising Local CIL / Thriving Communities Fund agreed.
Green Spaces	Chiswick House Cricket Square Improvements	LBH - Leisure, Physical Activity and Sport	Chiswick Homefields / Chiswick		£ 98,000.00	**£ 52,000.00**	**£ 52,000.00**	**Recommended** This strategic project addresses sporting need in the borough in renewing and improving Cricket facilities with support from the English Cricket Board (ECB).	**No further Council funding required** Overall project cost is £98k, with matched funding from ECB
Green Spaces	Feltham Green Open Space Play Area Creation	LBH - Parks	Hanworth Park / Hanworth	0	£ 250,000.00	**£ 250,000.00**	**£ 250,000.00**	**Recommended** This strategic project provides for quality play space on Feltham Green, linked to previous CIL investment on the Green and forms part of the wider Feltham area masterplan and Town Centre regeneration.	**No further funding required** All project costs contained within CIL Allocation
Green Spaces	Crane Park Play Area improvements	LBH - Parks	Cranford / Heston and Cranford	0	£ 270,000.00	**£ 270,000.00**	**£ 270,000.00**	**Recommended** This strategic project provides for a renewed play space linking into other activity in and along the Crane Valley Trail	**No further funding required** All project costs contained within CIL Allocation
Green Spaces	Bear Road Recreation Ground Play Area Improvements	LBH - Parks	Hanworth Village / Hanford	0	£ 240,000.00	**£ 240,000.00**	**£ 240,000.00**	**Recommended** A strategic project t linked into other significant Capital Expenditure for Hanworth Park, and is considered a satellite/neighbourhood park to Hanworth Park.	**No further funding required** All project costs contained within CIL Allocation
Green Spaces	Make your Mark	LBH - Parks	Heston East / Heston and Cranford	0	£ 400,000.00	**£ 400,000.00**	**£ 400,000.00**	**Recommended** A strategic project addressing significant population growth and residential development through key improvements in Lampton park. Including new cafe facility, wayfinding and active community engagement to address security and safety though greater activity and oversight in park.	**No further funding required** All project costs contained within CIL Allocation
Total amount sought by these projects:				3,544,703	£ 11,538,254.94	**£ 4,881,399.00**			
Total amount available:							**£ 3,258,150.00**		
Total amount to be awarded:							**£ 3,252,943.00**		
Total amount remaining for CIL allocation:							**£ 5,207.00**		

Appendix 2 Projects not recommended for Strategic CIL Allocation

Infrastructure Category	Project Name	Provider/Company	Project Location Ward and Community Area Forum	Amount of CIL allocated previously	Estimated total cost of project (CIL & non CIL)	Amount of CIL sought	Recommendations
Green Infrastructure	Stansfield Road Flood Alleviation Scheme	LBH - LFA, Contingency Planning, Environment, Culture & Customer Services	Cranford/Heston & Cranford	0	£ 866,143.00	**£ 580,003.00**	**Not Recommended.** Not considered a strategic project at this point in time. The Stansfield Road Flood Measures where not funded as part of wider flood mitigation measures (TWUL) as it did not score sufficiently highly on the benefit to cost matrix used. A separate case for funding under CIL is therefore difficult to justify, even with matched Environment Agency and Local Levy funding in terms of project cost.
Green Spaces	Outdoor Bootcamp/Functional Training Area @ Hanworth Air Park	LBH - Leisure, Physical Activity and Sport	Hanworth Park/Hanworth	0	£ 143,000.00	**£ 143,000.00**	**Not Recommended.** Not considered a strategic project at this point in time. This is a standalone project in an existing park not directly linked to growth and wider investment.
Green Spaces	Green Dragon Lane Open Space Playground Improvements	LBH - Parks	Brentford / Brentford and Syon	0	£ 170,000.00	**£ 150,000.00**	**Not Recommended.** Not considered a strategic project at this point in time. This is a standalone project in an existing park not directly linked to growth and wider investment. There is scope for this to be considered for future CIL allocation.
Green Spaces	Sutton Playing Fields Perimeter Pathway	LBH - Parks	Heston Central/Heston & Cranford	0	£ 230,000.00	**£ 230,000.00**	**Not Recommended.** Not considered a strategic project at this point in time. This is a standalone project in an existing park not directly linked to growth and wider investment. There is scope for this to be considered for future CIL allocation.
Green Spaces	Feltham Arenas/Poets corner BMX Pump Track	LBH - Parks	Feltham North/Bedfont and Feltham	0	£ 60,000.00	**£ 60,000.00**	**Not Recommended.** Not considered a strategic project at this point in time. This is a standalone BMX Cycle Track project in an existing park, not directly linked to growth and wider investment. There is scope for this to be considered for future CIL allocation.
Green Spaces	Chester Road Play Area Improvements	LBH - Parks	Cranford/ Heston and Cranford	0	£ 185,000.00	**£ 185,000.00**	**Not Recommended.** Not considered a strategic project at this point in time. This is a standalone play space project in an existing park, not directly linked to growth and wider investment. There is scope for this to be considered for future CIL allocation.
Green Spaces	Grosvenor Park Play & Sports Infrastructure	LBH - Parks	Feltham West /Bedfont and Feltham	0	£ 230,000.00	**£ 220,000.00**	**Not Recommended.** Not considered a strategic project at this point in time. This is a standalone project for improvements in an existing local park. There is scope for this to be considered for future CIL allocation.
Green Spaces	Chiswick Back Common Playground Upgrade	LBH - Parks	Turnham Green/Chiswick	0	£ 285,000.00	**£ 275,000.00**	**Not Recommended.** Not considered a strategic project at this point in time. This is a standalone project relating to improvements in an existing local park. There is scope for this to be considered for future CIL allocation.

Green Spaces	Cemeteries infrastructure Improvement Project	LBH - Parks	Borough-wide	0	£ 500,000.00	**£ 500,000.00**	**Not Recommended.** Not considered a strategic project at this point in time. There is scope for this to be considered for future CIL allocation or alternatively a business case could be submitted for the Council Capital investment programme.
Health	Feltham Optimisation & Hub Development Project	NHS North West London Integrated Care Board (ICB)	Feltham West/Bedfont and Feltham	£279,793	£ 1,100,000.00	**£ 270,207.00**	**Not Recommended** Although a strategic project, which has received a previous CIL Allocation, it has not been possible to allocate further Strategic CIL resources in this round, due to the limited funds currently available and competing projects. There is scope for this project to be considered for future CIL allocation.
Health	Heart of Hounslow Optimisation Project	NHS North West London Integrated Care Board (ICB)	Hounslow West/Central Hounslow	£665,000	£ 1,700,000.00	**£ 235,000.00**	**Not Recommended** Although a strategic project, which has received a previous Strategic CIL Allocation, it has not been possible to allocate further CIL resources in this round, due to the limited funds currently available and competing projects. There is scope for this project to be considered for future CIL allocation.
Health	Brentford Health Centre	NHS North West London Integrated Care Board (ICB)	Syon and Brentford Lock/Brentford & Syon		£ 16,711,944.00	**£ 6,211,944.00**	**Not Recommended**. Not considered a strategic project at this point of time. Although a strategic project addressing needs in an area of population growth, the allocation sought far exceeds the CIL pot that is available in this allocation round. In addition, the scheme has not sufficiently progressed in terms of gaining planning permission, and a better understanding of funding requirements, including potential S106 allocation, is required.
Health	Ambulatory Diagnostic Centre	Chelsea & Westminster Foundation Trust (CWFT)	Syon and Brentford Lock/ Brentford & Isleworth	£1,000,000	£ 83,739,439.00	**£ 8,850,000.00**	**Not Recommended.** Although a strategic project in relation to health provision in the borough, the allocation sought far exceeds the CIL pot that is available in this allocation round. The Council has demonstrated its commitment to the ADC project through a CIL allocation in last year's round, and planning permission has now been granted. However, the Trust needs to seek alternative funding sources and not rely on large amounts of Strategic CIL for its delivery.
Transport	Priority Cycle Network Route 5	LBH - Transport Planning	Hounslow Heath, Hounslow West/ Central Hounslow Area, Feltham North/Bedfont and Feltham Area	£500,000	£ 3,050,000.00	**£ 1,250,000.00**	**Not Recommended.** Although a strategic project addressing transport needs, similarly to other Priority Cycle Networks Routes, it is not considered for funding at this point in time, due to other Transport projects being given priority and funding in this round. There is scope for this to be considered for future CIL allocation.
Transport	Priority Cycle Route 1	LBH - Transport Planning	Bedfont/Bedfont and Feltham	£400,000	£ 400,000.00	**£ 200,000.00**	**Not Recommended.** Although a strategic project addressing transport needs, similarly to other Priority Cycle Networks Routes, it is not considered for funding at this point in time, due to other Transport projects being given priority and funding in this round. There is scope for this to be considered for future CIL allocation.
Other	Creation of a feasibility fund for strategic infrastructure projects (CIL funded feasibility pot)	LBH - Programmes & Change	Borough-wide	0	£ 1,500,000.00	**£ 1,500,000.00**	**Not Recommended.** Not considered a strategic project as the focus is on feasibility and therefore not directly linked to specific infrastructure outcomes. There is scope to examine alternative funding sources.

Appendix 3: Projects Recommended for S106 Funding 2023/24

Climate Change						
Item	**Ward**	**Total amount to be allocated**	**Project and Description**	**Scheme number**	**Contact Person**	**Project Time Scales**
1	All wards	£300,000	Installation of Solar PV on seven sheltered housing schemes – COF allocation will support the delivery of a project which is predominantly funded from external grant funding secured from the Public Sector Decarbonisation Scheme	570	Charles Pipe	2024/25
				555		
				560		
2	All wards	£220,000	Holly House - EWI	527	Rory Prendergast	
				540		
				543		
				551		
				563		
				567		
3	All wards	£7,200	Fenton and Bellamy - enhanced insulation	564		
				560		
4	All wards	£150,000	Community Energy Fund - Round 3	561	Alejandra Andrade	
		£677,200.00				

Traffic, Transport & Parking						
Item	**Ward**	**Total amount to be allocated**	**Project and Description**	**Scheme number**	**Contact Person**	**Project Time Scales**
1	Heston West	£2,318	Travel plan monitoring	557	Robert Heslop	2024/25
2	Turnham Green	£7,356	Travel plan monitoring	576		
3	Isleworth	£7,739	Bus countdowns in the Isleworth (previous project description); transport improvements in Isleworth (new project description)	433		2024/25 - 2026/27
4	Brentford	£208,522	Great West Corridor transport improvements	555		
5	Brentford	£424,008	Gunnersbury Station	560		
				561		
6	Chiswick Riverside	£25,452	Parking Study	466	Amir Hosseini	2024/25 - 2025/26
7	Brentford	£5,816	Consultation and implementation of a CPZ in the vicinity of the site, and/or delivery of other traffic management measures that would mitigate additional traffic	504	Jacqueline Joseph	
8	Feltham West	£2,529	Grosvenor Park area CPZ	512	Amir Hosseini	2024/25 - 2025/26
9	Brentford	£41,895	Brentford area CPZ	555		
10	Feltham West	£5,462	Feltham area CPZ	564		
11	Heston West	£36,489	CPZ in Staines Road area	578		

Appendix 3: Projects Recommended for S106 Funding 2023/24

12	Syon	£5,973	CPZ consultation and implementation in the vicinity of the site	579	Amir Hosseini	2024/25 - 2025/26
13	Hanworth Park	£161,086	Highway and public realm improvements to roads in the vicinity of the site to improve the pedestrian environment and links in the vicinity of the site	527	Aurang Zeb	2024/25 - 2025/26
14	Brentford	£32,344	Pedestrian improvements on Capital Interchange Way	560		2024/25 - 2026/27
15	Brentford	£7,079	installation of Legible London signage in Brentford	561		2024/25 - 2025/26
16	Cranford	£87,388	footway widening on Green Lane	563		
17	Isleworth	£37,717	Marlborough Road/Hartham Road/Northumberland Avenue/Syon Estate/Ridgeway Road CPZ's - reallocation of funds from CPZ - Isleworth project (08/12/2020)	481	Amir Hosseini	2024/25
18	Hounslow Central	£10,565.38	Bath Road CPZ review - reallocation of funds from CPZ Programme project (11/04/2018)	497		
		£1,109,738.38				

Employment, Skills and Training						
Item	**Ward**	**Total amount to be allocated**	**Project and Description**	**Scheme number**	**Contact Person**	**Project Time Scales**
1	All wards	£147,793	S106 Employment and Skills Monitoring and Delivery	576 421 238 512 558	Maddy Gilbert	2024/25
2	All wards	£124,667	Work Hounslow Employment Support offer – Delivery Management and Resident Employment Support Training Costs	558		
3	All wards	£418,878	Youth Skills and Employment Guarantee	555 566 566 557 558 559 563 564 570	Phillip Walker	2024/25
		£691,338.00				

Appendix 3: Projects Recommended for S106 Funding 2023/24

Parks						
Item	**Ward**	**Total amount to be allocated**	**Project and Description**	**Scheme number**	**Contact Person**	**Project Time Scales**
1	Syon	£118,500	Robin Grove improvements	453	Gaye Galvin	2024/25 - 2025/26
2	Hounslow Central	£6,762	Path Resurfacing and access Lampton Park	501		2024/25
3	Hounslow Central	£10,722	Lampton Park improvements	521		
4	Feltham North	£15,521	Glebelands Playing Fields improvements	238		
		£151,505.00				

Affordable Housing						
Item	**Ward**	**Total amount to be allocated**	**Project and Description**	**Scheme number**	**Contact Person**	**Project Time Scales**
1	Chiswick Gunnersbury	£450,000	Chiswick Health Centre - Joint development with the NHS to redevelop the health Centre and create 55 new homes. Involving the demolition of the existing building to provide 55 residential dwellings/affordable housing for NHS Key workers, a new medical health centre, car parking and cycle parking.	517	Klaudia Wiktorko	2024/25
2	Cranford	£1,662,236	Clements Court Phase 2 – creation of additional 26 units as part of the wider Clements Court infill development.	389 440 571		
		£2,112,236.00				

Summary	
Climate Change	£677,200.00
Traffic, Transport & Parking	£1,109,738.38
Employment, Skills and Training	£691,338.00
Parks	£151,505.00
Affordable Housing	£2,112,236.00
Grand Total	**£4,742,017.38**

London Borough of Hounslow

Hounslow Infrastructure Funding Statement 2022/23 - Appendix 4

INTRODUCTION

As a result of the amendments to The Community Infrastructure Levy (Amendment) (England) Regulations 2019 No.1103 that came into force 1 September 2019, Local Authorities are now required under to produce an Infrastructure Funding Statement (IFS).

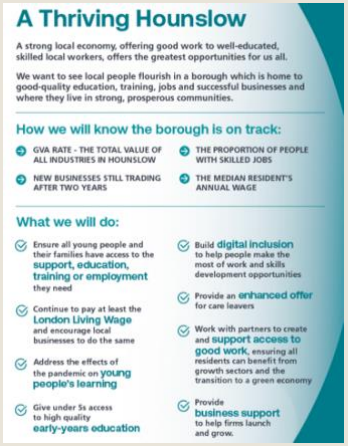
The Infrastructure Funding Statement (IFS) is an annual report, usually published in December and provides a summary of financial and non-financial developer contributions relating to Section 106 Legal Agreements (S106) and the Community Infrastructure Levy (CIL) within Hounslow borough for a given financial year.

The IFS also includes an Infrastructure List of projects that Hounslow Council intends to be, or may be, wholly or partly funded by CIL, along with outlining the adopted governance process that the Council undertakes for allocating CIL and s106 receipts.

Throughout the IFS there will be references to the following definitions:

- **Agreed** – Contributions that have been agreed within a signed legal document. These contributions have not been collected/delivered and if the planning applications are not implemented, they will never be received.
- **Received** – Contributions received, either non-monetary or monetary, that have been transferred to Hounslow Council
- **Allocated** – Contributions that have been received and allocated to specific projects mainly to help deliver the Council Corporate Priorities
- **Spend** – Monetary or non-monetary contributions that have been spent/delivered.
- **Unspent** – Monetary or non-monetary contributions that have not been spent/delivered.
- **This Financial Year** – unless stated otherwise, this refers to the period 01/04/2022 – 31/03/2023.

What our Corporate Plan says?



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COMMUNITY INFRASTRUCTURE LEVY

HOUNSLOW CIL

There are two streams of CIL charging that developments in Hounslow are liable to pay – Mayoral CIL 2 and Hounslow CIL. The Mayor's CIL is a standard charge which applies to most new development across Greater London and is used to help fund Crossrail, The Mayoral CIL 2 charge for Hounslow is £60 per square metre. Hounslow CIL is a standard charge which applies to most new buildings and extensions in the borough, Exceptions to this charge include schools, health facilities, charitable development and self-build housing.

The Council's CIL Charging Schedule came into effect on 24 July 2015. Approximately £38.2 million of CIL has been collected from adoption of CIL to 31st March 2023 to be spent on the delivery of infrastructure in the borough to support growth. CIL can be spent on a very wide range of new infrastructure including schools, transport, healthcare, opens spaces, leisure, biodiversity etc. There is no legislation that prescribes how long a Charging Schedule should apply once adopted; nor is there any duty in the Planning Act 2008 or the Community Infrastructure Levy Regulations 2010 (as amended) for the schedule to be reviewed. Government Guidance, however, encourages Charging Authorities to keep their charging schedules 'under review' to ensure the maximum amount of contributions are secured for local infrastructure delivery.

The key benefits of CIL are in both the certainty of cost to developers and flexibility of use it offers to the Council. The CIL rate is set up-front and is then non-negotiable for developers, unlike section 106 (s106) agreements which are negotiated on a site by site basis.

The Hounslow CIL Rates have risen with inflation since the CIL Charging Schedule was adopted in 2015. This occurs in line with indices derived from the Building Costs index produced by RIBA approximate. Approximate Rates applicable are given below.

CURRENT HOUNSLOW CIL RATES (£/m^2)

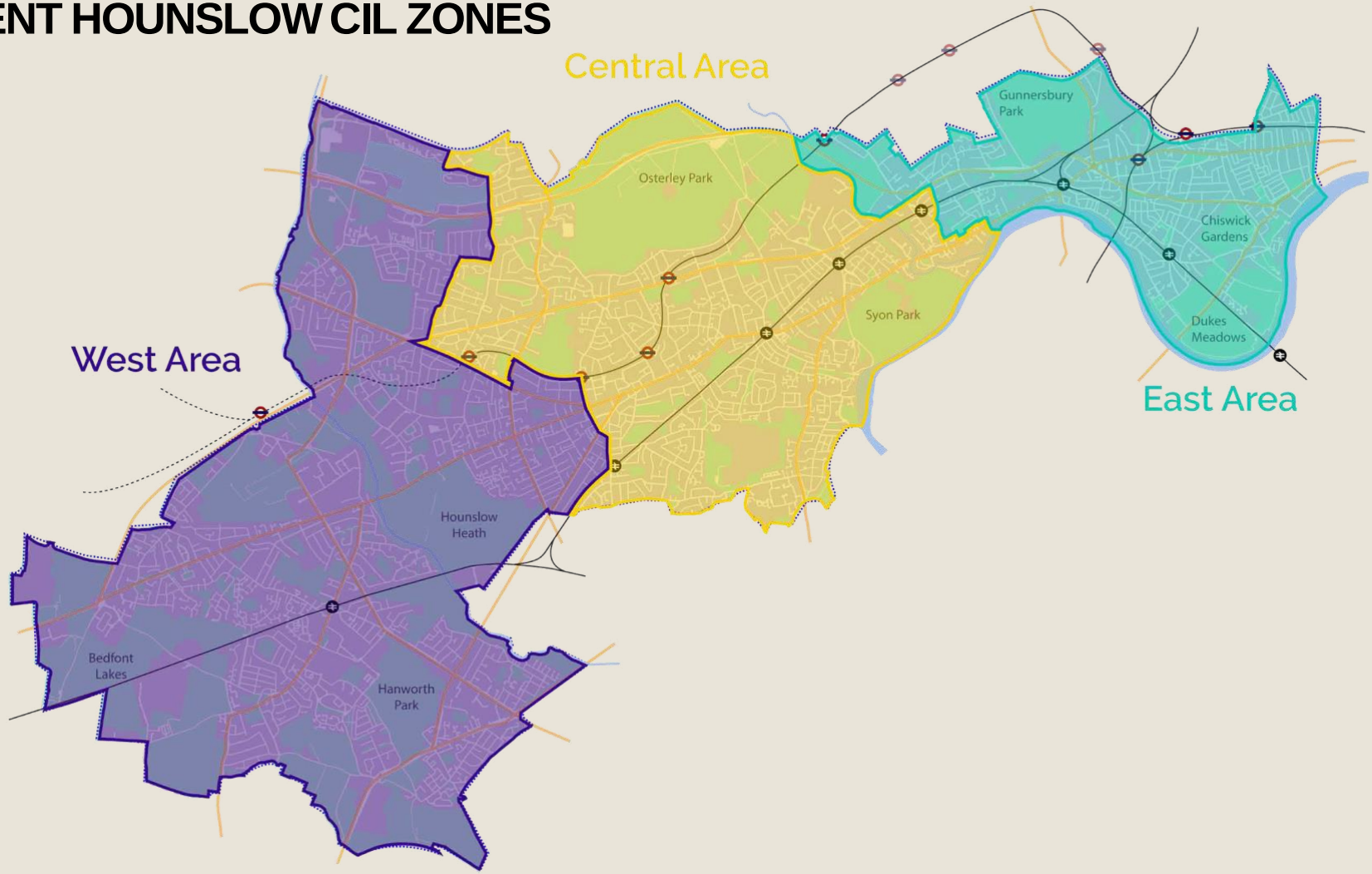
	CIL Rate as adopted in 2015	CIL Rate adjusted in line with indexation 2022/23	Approximate Rate Uplift 2022/23 from 2015
East Area Residential	£200	£274	£74
Central Area Residential	£110	£151	£31
West Area Residential	£70	£96	£26
Convenience Based Retail	£155	£212	£57
All Other Uses	£20	£27	£7

Please note the CIL Rate used are at a point of time in 2022/23, and have been subject to subsequent change in line with inflation.

Furthermore, there is flexibility for the Council to spend the receipts on any infrastructure (as defined in the Planning Act 2008, s216(2)) needed to support growth in the area. This allows much greater freedom compared with contributions secured under s106, which must be spent as per the legal clauses agreed at the granting of planning permission.

Of the Hounslow CIL receipts collected, 80% is used to fund strategic infrastructure projects mainly listed in the Council's Infrastructure Delivery Plan to accommodate development set out in the Council's Local Plan. The remaining CIL funds are distributed to fund local community projects (15%) and to fund CIL administration costs (5%).

CURRENT HOUNSLOW CIL ZONES



OVERALL CIL INCOME IN 2022/23

£8,736,725
Borough CIL Demand Notices issued in 2022/23

£12,872,360
Borough CIL receipts in 2022/23 (100%)

£10,297,888
Borough Strategic CIL (80%)

£1,930,854
Borough Local CIL (15%)

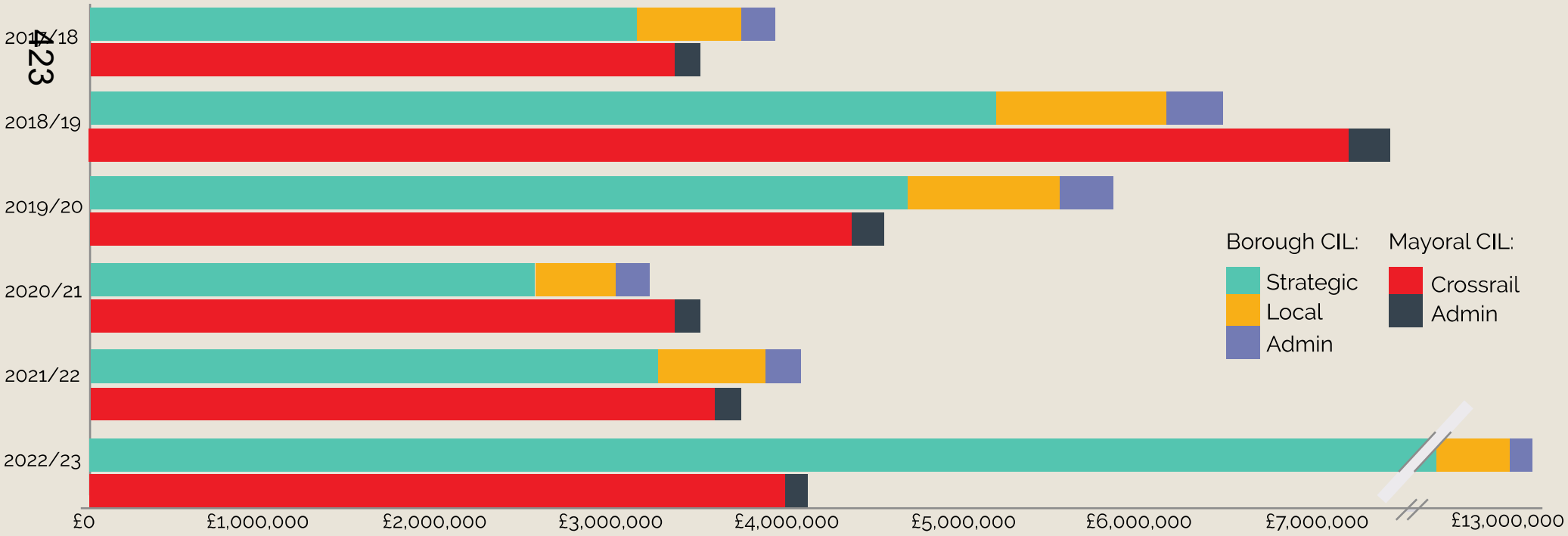
£4,111,463
Mayoral CIL Demand Notices issued in 2022/23

£3,947,004
Mayoral CIL receipts passed to the Mayor of London in 2022/23 (96%)

£164,458
Mayoral CIL receipts retained for administration purposes (4%)

£643,618
Borough CIL admin (5%)

OVERALL CIL INCOME OVER THE YEARS



Citroen Site, Capital Interchange Way

69-76 High Street, Brentford

Land to the rear of 21, High Street, Feltham

Land adjacent to 632 Chiswick High Road, Chiswick

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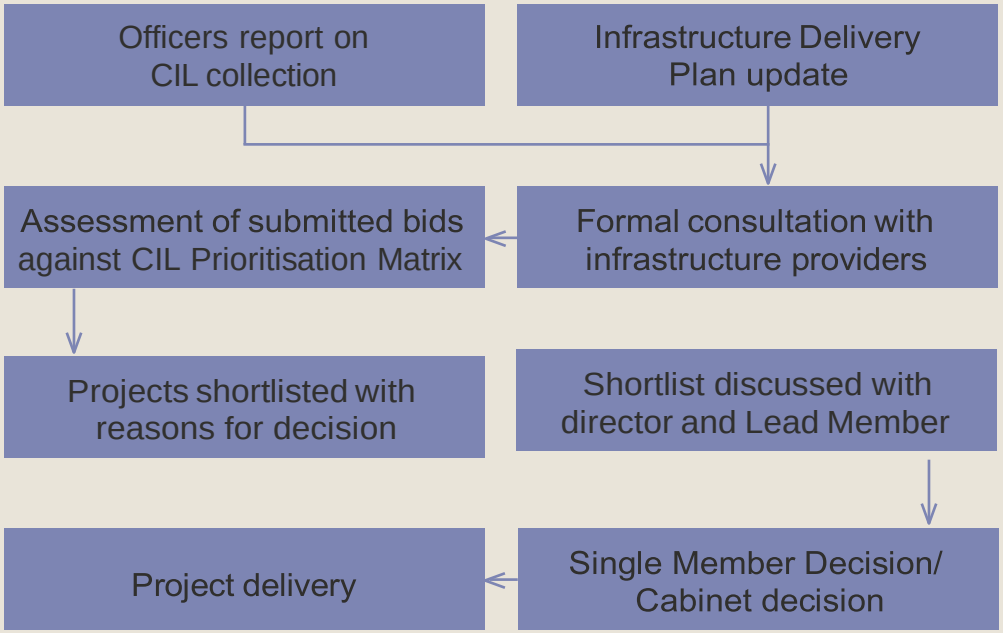
STRATEGIC CIL ALLOCATION

80% of Community Infrastructure Levy (CIL) monies collected will be used to fund strategic infrastructure - these are the “big” items that we need to help support the growth of the borough. The project must be the type of projects listed in 2008 Planning Act and supported by the Infrastructure Delivery Schedule. The strategic monies can be spent anywhere in the borough, regardless of which area they came from.

CIL can be spent on both capital projects and revenue projects such as the maintenance of infrastructure listed in the Council’s adopted CIL 123 List. CIL cannot be spent on addressing current deficits in infrastructure provision unless those deficits are made worse by new development in the area.

CIL allocation process



What is the legal definition of *infrastructure*?

The definition of infrastructure is outlined in section 216(2) of the Planning Act 2008 (as amended) and CIL can therefore be spent on the provision, improvement, replacement, operation or maintenance of the following:

(a) road and other transport facilities,
(b) flood defenses,
(c) schools and other educational facilities,
(d) medical facilities,
(e) sporting and recreational facilities,
(f) open spaces.

What are the CIL assessment criteria?

During consultation Internal and external infrastructure providers will be invited to submit bids for CIL Strategic funds, the biddings cases or business cases for CIL funding will be made on a standard template/ online form issued by Hounslow Council.

In shortlisting and deciding which projects should receive funding, officers will assess the projects against a number of criteria in a CIL Prioritisation Matrix.

The criteria used are:

- How does it fit with the Council’s spending priorities?
- Does it address strategic infrastructure needs that links with the adopted Local Plan/Infrastructure Delivery Plan/major planning permissions?
- Can the infrastructure be delivered now?
- Are the project outcomes sustainable with funding? With little or no additional maintenance/update costs or maintenance funding identified and secured from other sources of funding?
- Does the project help secure further investment?
- Would the project support climate change adaptation and/or mitigation?

Hounslow CIL collection summary since 2017/18

	2017/18	2018/19	2019/20	2020/2021	2021/22	2022/23
Strategic	£3,110,085	£5,138,779	£4,635,802	£2,514,946	£3,238,151	£10,297,888
Local	£583,141	£963,521	£869,213	£471,552	£607,153	£1,930,854
Admin	£194,380	£321,174	£289,738	£157,184	£202,384.	£643,618
Total	£3,887,606	£6,423,473	£5,794,754	£3,143,682	£4,047,688	£12,872,360

Hounslow CIL collection summary by area since 2022/23

	Bedfont and Feltham	Hanworth	Heston and Cranford	Central Hounslow	Hounslow, South Isleworth, Osterley and Spring Grove	Brentford and Syon	Chiswick
Strategic	£278,597	£15,106	£67,961	£283,498	£100,800	£680,998	£8,877,681
Local	£ 52,237	£ 2,832	£12,743	£53,156	£18,900	£127,687	£1,664,565
Total	£348,246	£18,882	£84,952	£354,372	£125,999	£851,248	£11,097,101

Local CIL available for allocation in next funding round

Collected in 22/23	£1,930,954
Total unallocated in previous years	£ 348,294*
Available to allocate	£2,279,148

*Estimate based on projected allocation for the end of the current financial year.

CIL ALLOCATIONS IN 2022/23

The Council continues to identify and agree priorities for the use of CIL and the allocation of funds on an annual basis a nd Hounslow Cabinet is responsible for making the final decision on the allocation of funding raised through CIL. to ensure that the decision-making process is transparent. CIL collected will be used to provide infrastructure to support growth within the Borough. Of this:

- 5% will be used to provide a dedicated resource for the annual monitoring and management required by the CIL regulations.
- 15% of receipts accruing from development within Local area will be allocated to projects recommended by the community. This is now a part of the Council Thriving Community Fund.

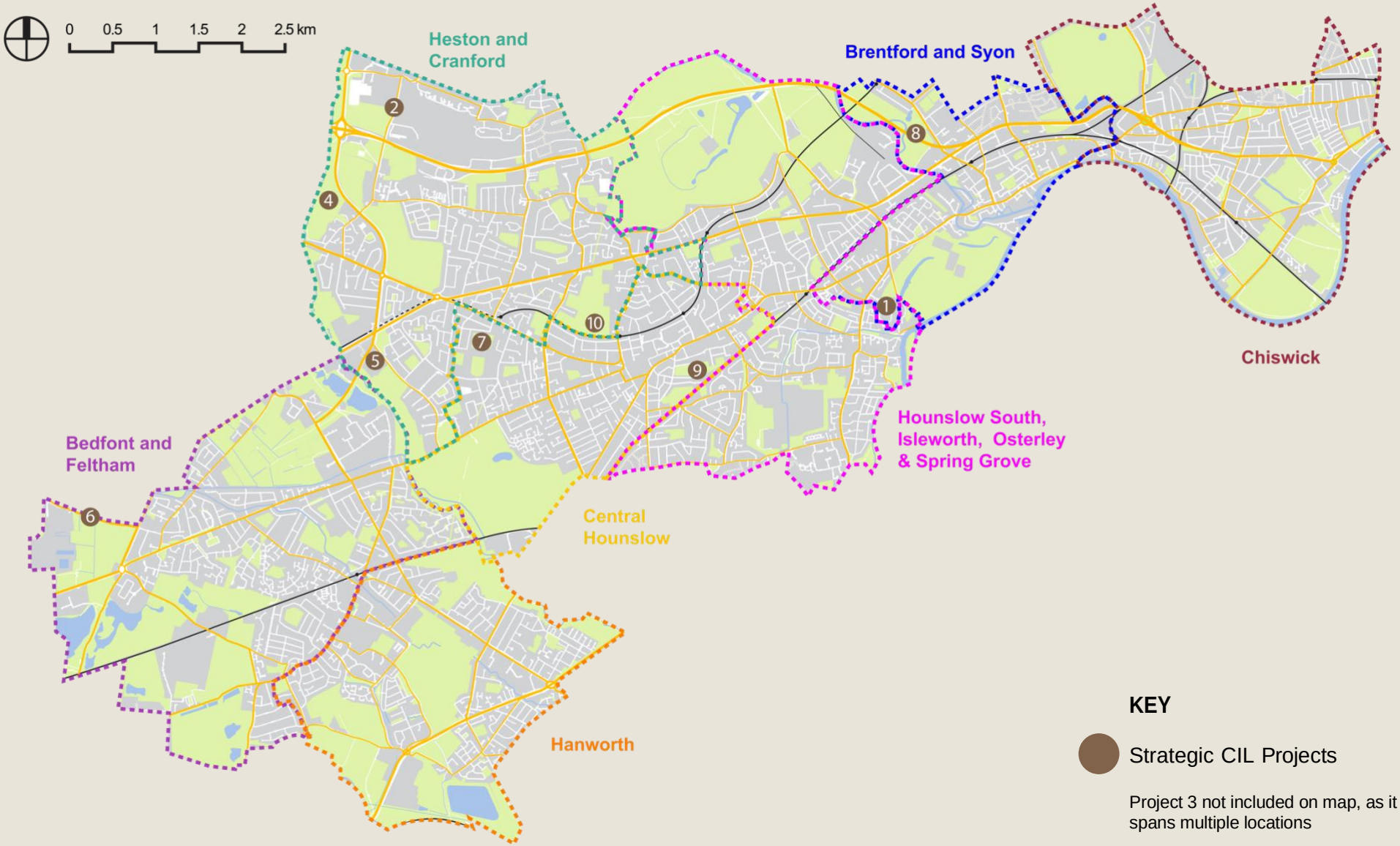
Remaining CIL monies will be allocated by the Council for investment in infrastructure for the borough, in accordance with this Spending Protocol.

Strategic Projects:

1	Ambulatory Diagnostic Centre (WMUH)	£1,000,000
2	Priority Cycle Route 7 (Southall Lane)	£400,000
3	Allotments Improvements Programme	£400,000
4	Avenue Park Playground improvements	£200,000
5	Green Lane Sport Centre accessibility improvements	£179,780
6	Stanwell Road Cycle Track	£177,000
7	Beaversfield Park Playground	£153,501
8	Boston Manor Playground improvements	£150,000
9	Inwood Park Cycle Hub	£92,665
10	Lampton MUGA	£50,000
	TOTAL ALLOCATED STRATEGIC	**£2,802,946**

Inwood Park Cycle Hub

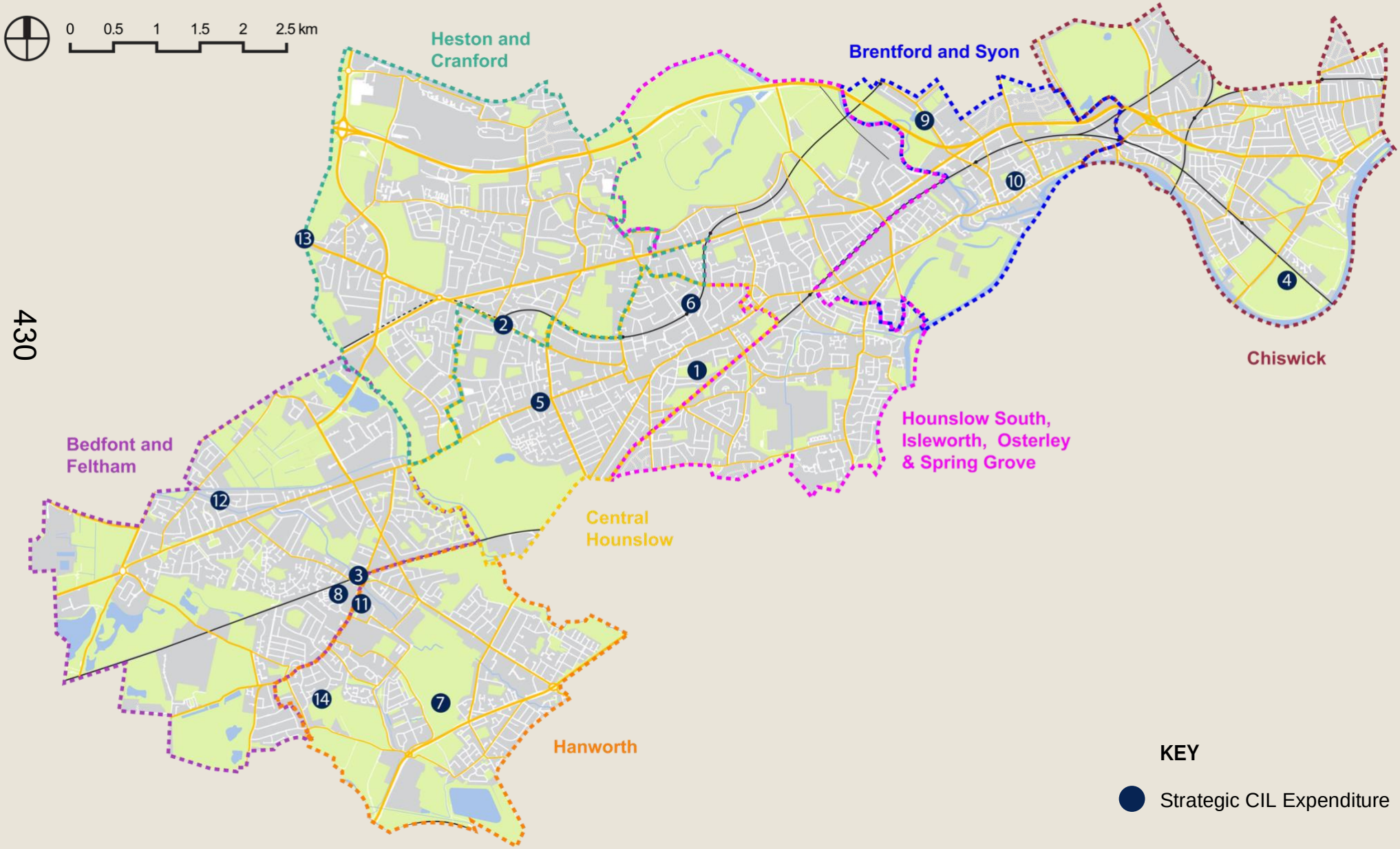
STRATEGIC CIL ALLOCATIONS 2022/23 - MAP



CIL EXPENDITURE IN 2022/2023

	Spend Amount	Project Name	Area Forum
1	£93,800	Improving Inwood Park	Central Hounslow
2	£75,491	Priority Cycle Route 6	Central Hounslow
3	£68,000	Feltham Major Scheme Phase 3, Hounslow Road western footbridge	Bedfont & Feltham
4	£56,000	Dukes Meadows masterplan	Chiswick
5	£49,912	Priority Cycle Route 5	Central Hounslow
6	£48,421	Kingsley Road Open Space Improvement Project	Hanworth
7	£43,000	Hanworth Park Improvements	Hanworth
8	£36,573	Feltham Major Transport Scheme	Bedfont & Feltham
9	£25,000	Boston Manor House Restoration- Interpretation	Brentford & Syon
10	£16,000	St Paul's Park	Brentford & Syon
11	£13,500	Our Feltham - Feltham Green	Hanworth
12	£11,351	Priority Cycle Route 1	Central Hounslow
13	£9,935	Enhancing the Crane Corridor in Cranford	Multiple
14	£660	Ludlow Road Open Space improvements	Hanworth
TOTAL	**£547,642**		

CIL EXPENDITURE IN 2022/2023 - MAP



THRIVING COMMUNITIES FUND

The Thriving Communities Fund is available for Community and Voluntary Sector organisations and groups of residents for activities or services that help to deliver the key outcomes of the Thriving Communities Strategy. Funding for the Thriving Communities Fund is provided through the Local Community Infrastructure Levy (CIL), the Community Partnerships Unit (CPU) and the Housing Revenue Account (HRA).

There are four streams of funding that can be applied for:

- Small Grant – up to £1,000. 2 – 4 week process
- Your Neighbourhood Grant – must have support from Local Ward Councill up to £1,000. 2 – 4 week process
- Revenue – up to £25, 000. 8 week process
- Capital – up to £300k. This is a two stage process – first stage, groups and or residents send in an Expression of Interest and if successful will go through to second stage of full application. 3 – 6 month process depending on type of capital project.

All applications are assessed by the Thriving Community Grant Managers along side relevant teams within the Council for feedback. The recommendations are then taken to Assistant Chief Executive and Director of Communities for approval and sign off.
From 2020/21 the entire sum of collected Local CIL funds is managed by the Thriving Communities Fund.

Allocated in previous years and spent in 2022/23

Beneficiary	Project Name	Allocation	Spend
Dukes Meadows Community Sports Field development*	Old Meadonians FC*	£125,000*	£125,000*
Hanworth Air Park playground*	Friends of Hanworth Airpark*	£96,503*	£96,503*
Heston War Memorial*	Heston Action Group*	£55,646*	£55,646*
Isleworth War Memorial*	Isleworth Society*	£19,511*	£19,511*
Riverside Mill House	Riverside Mill House Crane	£23,479	£11,739
The Reach Foundation	Feltham Station access path safety improvement project	£78,652	£39,326

Beneficiary	Project Name	Allocation	Spend
London Museum of Water and Steam	Wild play space	£21,000	£10,500
The Conservation Volunteers	Jersey Gardens & Thornbury Park Green Gym	£24,903	£12,451
Sir Oswald Foundation	Reconnecting with residents after lockdown (supporting health and wellbeing and encouraging a return to everyday life)	£15,000	£7,500
Hounslow Jamia Masjid Islamic Centre	Peace Garden Orchard	£1,000	£1,000
WERFA	WERFA Playground	£9,945	£9,945
Cultivate London	Salopian Hive Project Expansion year 2	£25,000	£12,500
Marjory Kinnon School	NCIP – The 'Nurture Challenge Inspire Project'	£24,869	£12,434
Residents	Clayton Crescent Greening	£1,000	£1,000
WERFA Social Club	Queen's Jubilee Celebration	£1,965	£1,965
Sabrina Wisely	Grove Park Terrace Street Party (2022)	£1,000	£1,000
Strand on the Green Association	Strand on the Green Platinum Jubilee Celebration	£940	£940
St Mary's Church (on behalf of Daniel Martin)	Queen's Jubilee Celebration	£1,000	£1,000

Beneficiary	Project Name	Allocation	Spend
Charity of E J Jones (Linda Burton)	Queen's Jubilee Celebration	£500	£500
Age Concern	Better garden – more cycling: BGMC	£1,500	£1,500
Parish of St Paul and Good Shepherd (Hope Church)	Hope Church Hounslow Football Academy	£300	£300
Hounslow Multicultural Centre	Caring for our Elderly	£1,000	£1,000
Bedford Park Society	The Bedford Park War Memorial	£3,650	£3,650
Westside Gym	Ivybridge Boxing Gym/Westside Gym	£2,000	£2,000
Heston Action Group	Heston in Bloom, Heston Planters, Heston Blooming	£3,000	£3,000
Brentford Free Church	Community Defibrilator	£1,860	£1,860
Spring Grove Residents Association	Jubilee Jamboree	£961	£961
Brentford Voice	Picnic in the Park	£1,128	£1,128
Health Means Wealth	Growing and Standing Tall	£1,000	£1,000
Hindu Temple & Cultural Trust	Navratri - The 7 days of the Goddess	£1,500	£1,500
Wellington Day Centre	The Queen Platinum Jubilee Celebration, ladies exercise classes, Punjabi Ladies	£2,000	£2,000
Anne Shine Charity UK	Anne Shine Charity food bank	£700	£700
Whitton Tennis Club	Community Defibrillator	£1,000	£1,000

Beneficiary	Project Name	Allocation	Spend
Andrew Sobryan (for Jessica Sobryan)	Defibrillator Spring Grove	£1,000	£1,000
Miss Simrit Kaur Chhokar		£1,000	£1,000
Cranford Action Group	Planters for Cranford	£500	£500

**Spend recorded as in 2022/23, but actual expenditure in 21/22. The expenditure was not captured in previous IFS for 21/22, so has been included here.*

THRIVING COMMUNITIES FUND

Allocated in 2022/23

Beneficiary	Project Name	Allocation	Spend
Chiswick House and Gardens Trust	A Place For Everyone, Every Day	£152,049	£152,049
Riana Development Network	Growing Communities	£18,915	£18,915
Kempton Steam Museum	Making the Museum Accessible to All	£37,750	£37,750
The Bedford Park Society	The Tabard Pub Sign	£7,400	£7,400
Brentford Voice/Hounslow Highways	The Brentford Waterside Heritage Trail	£23,409	£10,809
Friends of Murray Park & WDOS/Parks	Improvements and Enhancements to Whitton Dene Open Space	£57,402	£0
The Arts Centre	The Arts Centre Hounslow's Toilet Renovation	£28,200	£28,200
The Isleworth Society	Renovation of Cemetery Gate/Pillars	£25,665	£25,665
Heston & District Community Centre	Heston Community Centre Refurbishment/ Hounslow Highways	£79,008	£29,860
Cultivate London	Salopian Garden, Green Infrastructure Improvements	£16,210	£8,105
Isleworth Bowls Club	Project Marquee	£18,234	£18,234
The Hanworth Centre/No Shame in Running	The Hanworth Centre Refurbishment	£77,200	£77,200
Heston Action Group/Highways	Heston War Memorial Extra	£1,171	£0

Beneficiary	Project Name	Allocation	Spend
Residents	Hanworth Youth Activities	£1,000	£0
Creative Mile	Creative Mile	£3,000	£3,000
Friends of Beaversfield Park	Move and Mix in the Park, Beaversfield Park	£1,000	£1,000
Friends of Turnham Green	Wildflower Meadow at Turnham Green	£2,000	£2,000
Wild Chiswick	Staverley Wildlife Allotment	£500	£500
Friends of Gainsborough Green/Parks Team	Seating for Gainsborough Green	£1,000	£0
Bedfont Lane Community Centre/Southern Ave Residents Association	Bedfont Lane cc activities and new table and chairs	£3,000	£3,000
Mangalam HCRG	MDM22 Mangalam Diwali Mahotsav Celebrations	£1,000	£0
Cavendish Primary School	Cavendish Nature Area	£500	£500
Friends of Hanworth Park House	Christmas litter pick & pop up celebration	£1,000	£1,000
South Street Café	Festival Celebrations and Christmas Carols Isleworth	£1,000	£1,000
Feltham Arts on behalf of Feltham Station Gallery	Feltham Station Gallery 2023	£750	£750
Bridgelink Centre	Bridgelink Community Garden	£1,000	£1,000
Friends of Feltham Green	Queens Canopy Elm Tree	£126	£126
Polish Klan Association	Christmas Fair with Polish Traditions	£1,800	£1,800

Beneficiary	Project Name	Allocation	Spend
The Politics Project	Town Hall Talk	£1,000	£1,000
Clayton Crescent Resident's Group	Flower Bed on Clayton Crescent	£600	£600
Hounslow Youth Centre	Pensioners alone at Christmas	£1,000	£1,000
Anne Shrine Charity	Who is your neighbours	£730	£730
Faouzi Saffar	Feltham Weekend Arabic Club	£1,000	£1,000
Darpon Bengali Socio-Cultural Group	Darpon Bengali Socio-Cultural Group	£1,000	£1,000
Heston Asian United Reform Church	Christmas Dinner	£1,000	£1,000
Residents	Women's Social Group	£1,000	£1,000
Heston Action Group	Heston Action Group	£1,000	£1,000
Hounslow Community Foodbox	Hounslow Community Foodbox	£1,000	£1,000
Feed Them All	Feed Them All	£1,000	£1,000
Brentford Voice	Brentford Youth Voice	£400	£400
West London Turkish Community	West London Turkish Community	£500	£500
Project Turnover	Project Turnover	£500	£500
Chiswick School	Your Neighbour Grant	£1,000	£1,000

Beneficiary	Project Name	Allocation	Spend
Hogarth Charitable Trust	Phoenix- Sculpting with beads	£1,000	£1,000
Isleworth Bowls Club	Isleworth Bowls Club Xmas Market	£1,000	£1,000
Move into Wellbeing	Move into Wellbeing	£1,000	£1,000
St Mary's Church, Bedfont	Memorial Bench	£1,417	£1,417
Friends of Harvard Hill	Friends of Harvard Hill Playground Planters	£1,000	£1,000
Hounslow Friends of Faith	Osterley Library Greening Project	£1,500	£1,500
OWGRA	OWGRA Newsletters	£500	£0
Spring Grove Residents' Association (SGRA)	Spring Grove Residents' Association (SGRA)	£500	£500
St John's Residents' Association	St John's Residents' Association-newsletter	£500	£0
WB Yeats Project Committee and Bedford Park Society/CCTV Team	WB Yeats Memorial Project Safeguarding and Security	£450	£0
Bedford Park Bicycle Club	Bedford Park Cycle Club Outreach	£550	£0
Grove Park Group Resident's Association	Grove Park Neighbourhood Connection Scgeme	£1,000	£0
Residents	Youth Circle	£2,000	£2,000
Residents	Women's Self Defense	£1,000	£0
Hindu Temple and Cultural Trust Centre	Janma Ashtami Event in Laxmi Narayan Temple	£1,000	£1,000

Beneficiary	Project Name	Allocation	Spend
St Paul's Church	Eco Garden and Clothes Repair Café Workshops	£6,010	£3,005
Air Quality Brentford	Upkeep of our 10 planting projects throughout Brentford	£1,000	£1,000
St Richard's Church	St Richard's Church Community Garden	£500	£500
Cranford Action Group	Cleaning and greening Cranford	£1,000	£1,000
Friends of Turnham Green	Friends of Turnham Green bulb planting	£1,000	£1,000
Health Means Wealth	Health Means Wealth at Heron Way. Community Allotment	£1,000	£1,000
Brentford Free Church	Community Defibrillator Cabinet Installation	£552	£552
Feltham Arts	New Year's Day Parade	£7,019	£7,019
Residents	Chiswick Repair Café	£1,000	£1,000
		TOTAL ALLOCATED £607,514	**TOTAL SPEND £469,086**

439

The spend was of 31 March 2023 - some of the community groups and other beneficiaries had not managed to draw down the funds allocated. Some projects, especially more complex ones, require significant preparation before works can be commenced. Only projects that were funded with Local CIL are listed above - there are other streams of funding in TCF that have not been taken into account.

SECTION 106 CONTRIBUTIONS

Section 106 of the Town and Country Planning Act 1990 (as amended) enables planning obligations to be secured through a S106 agreement between a council and a landowner. This mechanism is designed to make a development proposal acceptable in planning terms that would not otherwise be acceptable. Planning obligations provide means to ensure that that Hounslow's planning policy requirements (as set out in the Local Plan and the Planning Obligations Supplementary Planning Document) are fully met and a proposal for development contributes towards the creation of sustainable communities and should be used to mitigate the negative site-specific impacts of a development.

S106 obligations include:

- site-specific financial contributions - these are secured and must be used for defined purposes; for instance, the provision of education facilities, traffic and transport/highways related works, open space provision and affordable housing contributions (where accepted in lieu of on-site provision);
- provision of infrastructure that does not fall under CIL
- provision of on-site affordable housing; and
- non-financial obligations, including requirements such as employment and skills strategies, construction management plans and travel plans.

SUMMARY OF 2022/23 S106 CONTRIBUTIONS

441

19
number of S106 legal agreements signed in 2022/23

£5,228,708
S106 contributions received in 2022/23

£5,749,639
S106 contributions spent in 22/23

£3,669,549
amount of S106 funds allocated in 2022/23

£7,859,370.47
S106 contributions agreed in 2022/23 (inc. fees)

£144,800
amount of S106 funds allocated in 2022/23 and spent in 2022/23

532
number of affordable homes secured via S106 in 2022/23

£120,004
amount spent on S106 monitoring

£9,219,375
amount of unallocated (retained) S106 funds as of 31/03/2023

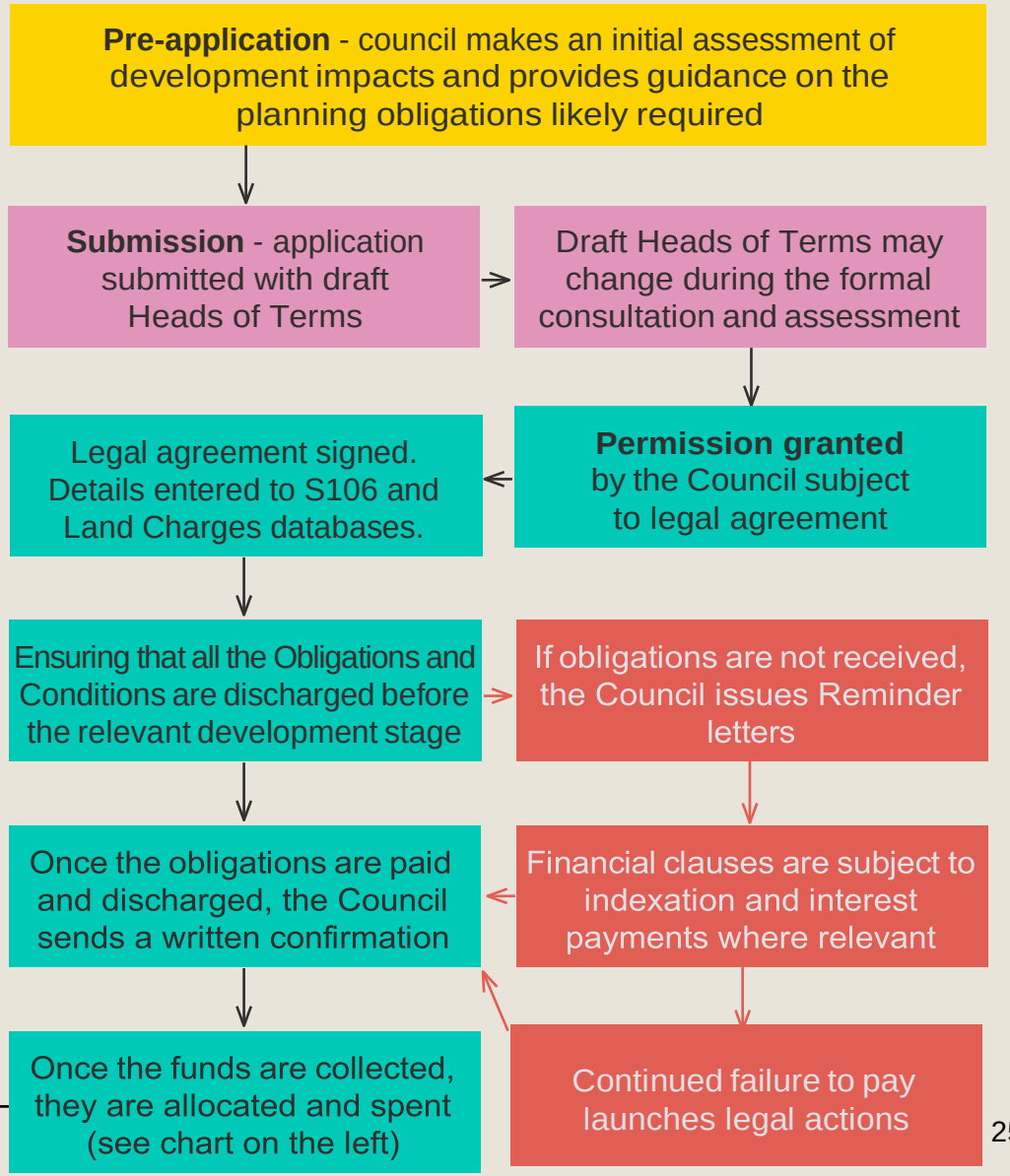
£3,524,749
amount of S106 funds allocated in 2022/23 and unspent in 2022/23

S106 PROCESS

For the allocation of S106, internal and external infrastructure/service areas are invited once a year to submit projects for S106 funding in accordance to the legal agreement, alternatively the service providers can also throughout the year apply for emergency S106 funds, this is assessed in accordance to the legal agreement before a Single Member Decision or Cabinet decision is made.

Unlike CIL, the potential s106 obligations are discussed already at the pre-application stage of the development. However, they may change as a result of the formal consultation of the submitted planning application or during the course of the assessment (if any new information comes to light). The Heads of Terms must be agreed prior to the Planning Committee meeting and within an appropriate timescale of Delegation.
The payments can be made by BACS.

S106 process flow chart



S106 allocation process flow chart

OVERVIEW OF S106 INCOME SINCE 2017/18

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Education	*£941,330*	*£675,129*	*£479,712*	*£94,161*	*£929,537*	*£506,434*
Skills & Employment	*£229,545*	*£294,575*	*£309,802*	*£452,436*	*£830,562*	*£347,977*
Health	*£91,356*	*£203,918*	*£30,649*	*£0*	*£0*	*£0*
Environmental & public realm improv.	*£136,162*	*£207,199*	*£50,847*	*£49,010*	*£25,035*	*£0*
Open Space and Parks	*£163,692*	*£0*	*£181,924*	*£59,561*	*£174,050*	*£3,000*
Transport & Highways	*£599,676*	*£495,098*	*£480,095*	*£762,038*	*£2,359,509*	*£597,817*
Affordable Housing	*£464,864*	*£2,514,299*	*£673,863*	*£707,780*	*£818,670*	*£2,175,235*
Community Facilities	*£13,372*	*£84,917*	*£0*	*£0*	*£14,893*	*£188,864*
Various/other	*£0*	*£0*	*£273,115*	*£584,809*	*£1,357,571*	*£1,409,382*
Total	***£2,639,906***	***£4,475,135***	***£2,480,007***	***£2,709,795***	***£6,509,827***	***£5,228,709***

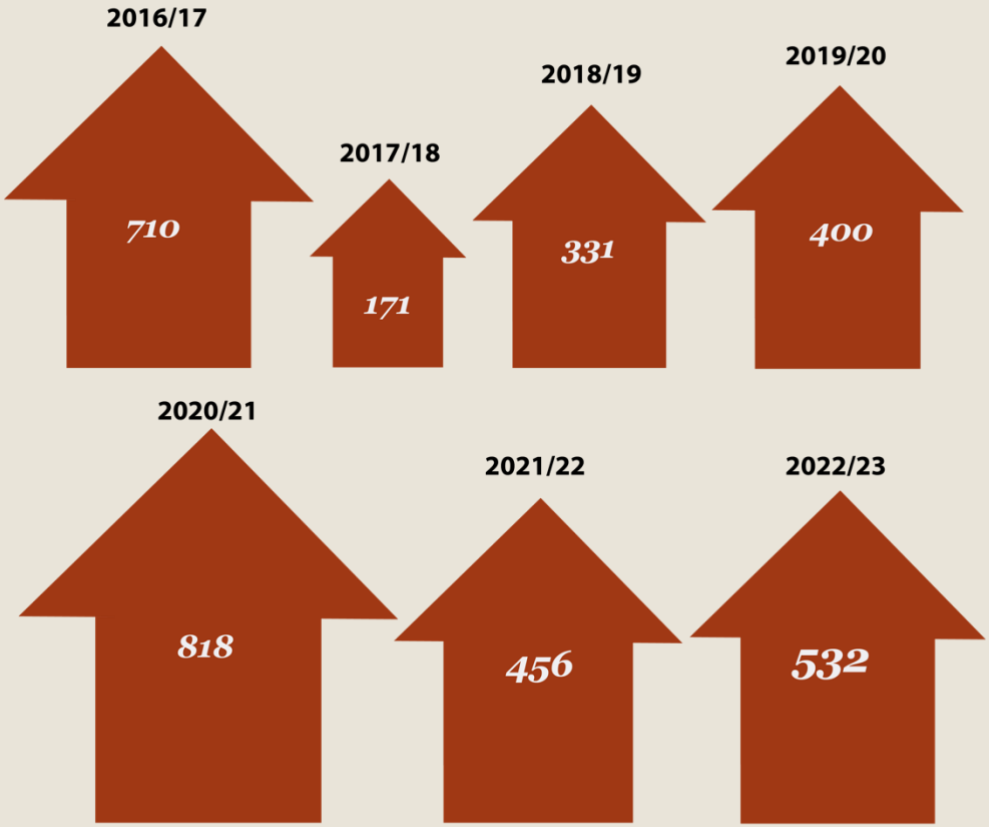
NON-MONETARY S106 RECEIPTS

Affordable Housing*

209	Charlton House, Albany Road	00015/L/S2
164	Homebase Ltd Syon Lane, Isleworth	00505/H/P19
100	69-76 High Street, Brentford	00607/69-76/P12
31	379-389 Staines Road, Hounslow	01054/379-389/P1
28	359-361 Staines Road, Hounslow	01054/359-363/P8(NMA)
532	**TOTAL**	

444

Overview of Affordable Housing agreed since 2016/17*

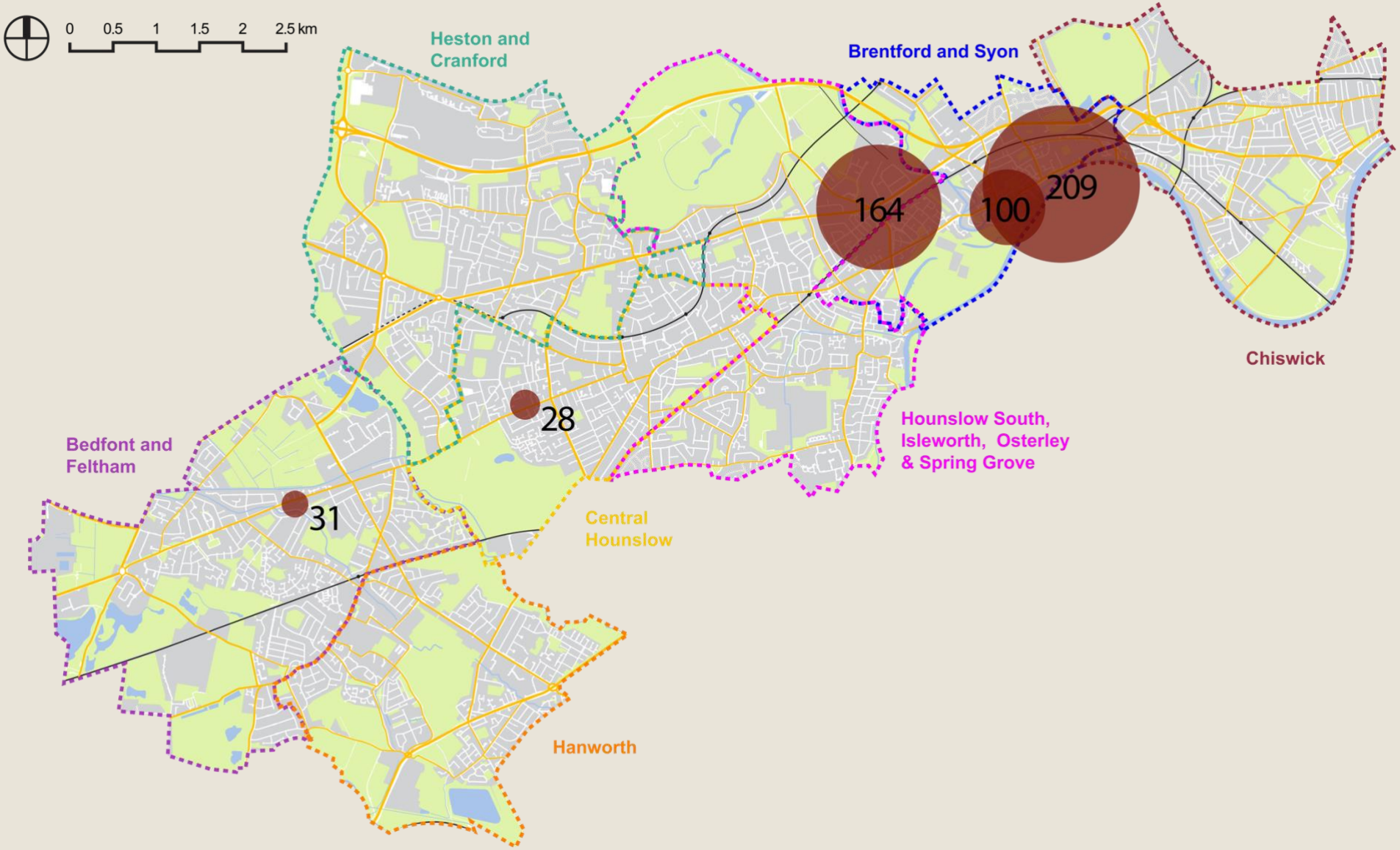


*These figures exclude Council-built affordable homes, as they are not secured via S106 agreements.

Schools

No new school places were created using S106 funds in the reporting year. The Council's schools expansion programme was completed in previous years.

Affordable Housing – Map



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S106 CONTRIBUTIONS: OPEN SPACE & PARKS

Agreed in 2022/23

1	£20,000	Homebase Ltd Syon Lane, Isleworth	00505/H/P19
		Syon Park Planting Contribution	
2	£3,000	495-497 Staines Road, Hounslow	01054/495-497/P14
		Open Space Contribution – improvements to Hounslow Health	
	£23,000	**Total agreed**	

Income in 2022/23

1	£3,000	495-497 Staines Road, Hounslow	01054/495-497/P14
	£3,000	**Total received**	

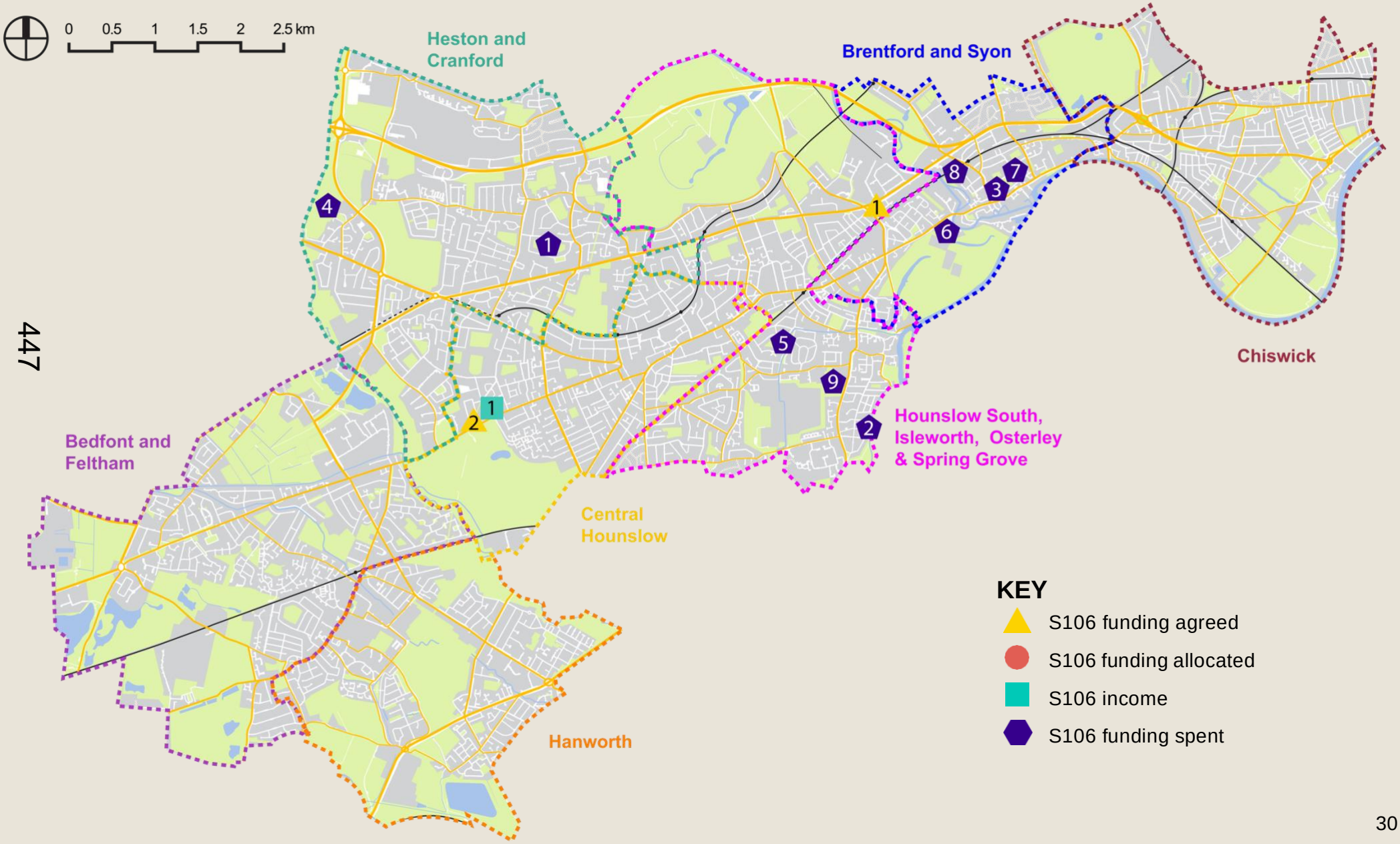
Allocated in 2022/23

1	None	
	£0	**Total allocated**

Spend in 2022/23

1	£12,535	Sutton playing fields
2	£12,000	Northcote Avenue recreation ground improvements
3	£10,370	St Paul's Recreation Ground refurbishment
4	£10,000	Avenue park infrastructure/play park improvements
5	£6,086	Duke of Northumberland river bank improvements
6	£6,000	Brent Lea-upgrade sports facilities
7	£5,630	St Paul's Recreation Ground refurbishment
8	£5,343	Robin Grove play infrastructure improvements
9	£1,722	Redlees Masterplan
	£69,686	**Total spent**

S106 CONTRIBUTIONS: OPEN SPACE & PARKS- MAP



S106 CONTRIBUTIONS: EDUCATION

Agreed in 2022/23

1	None	
	£0	**Total agreed**

Income in 2022/23

1	£467,400	Lionel Road, Land At, South Brentford	00703/A/P11
2	£39,034	Park Lane, Innsite House	00855/B/P10
	£506,434	**Total received**	

4488

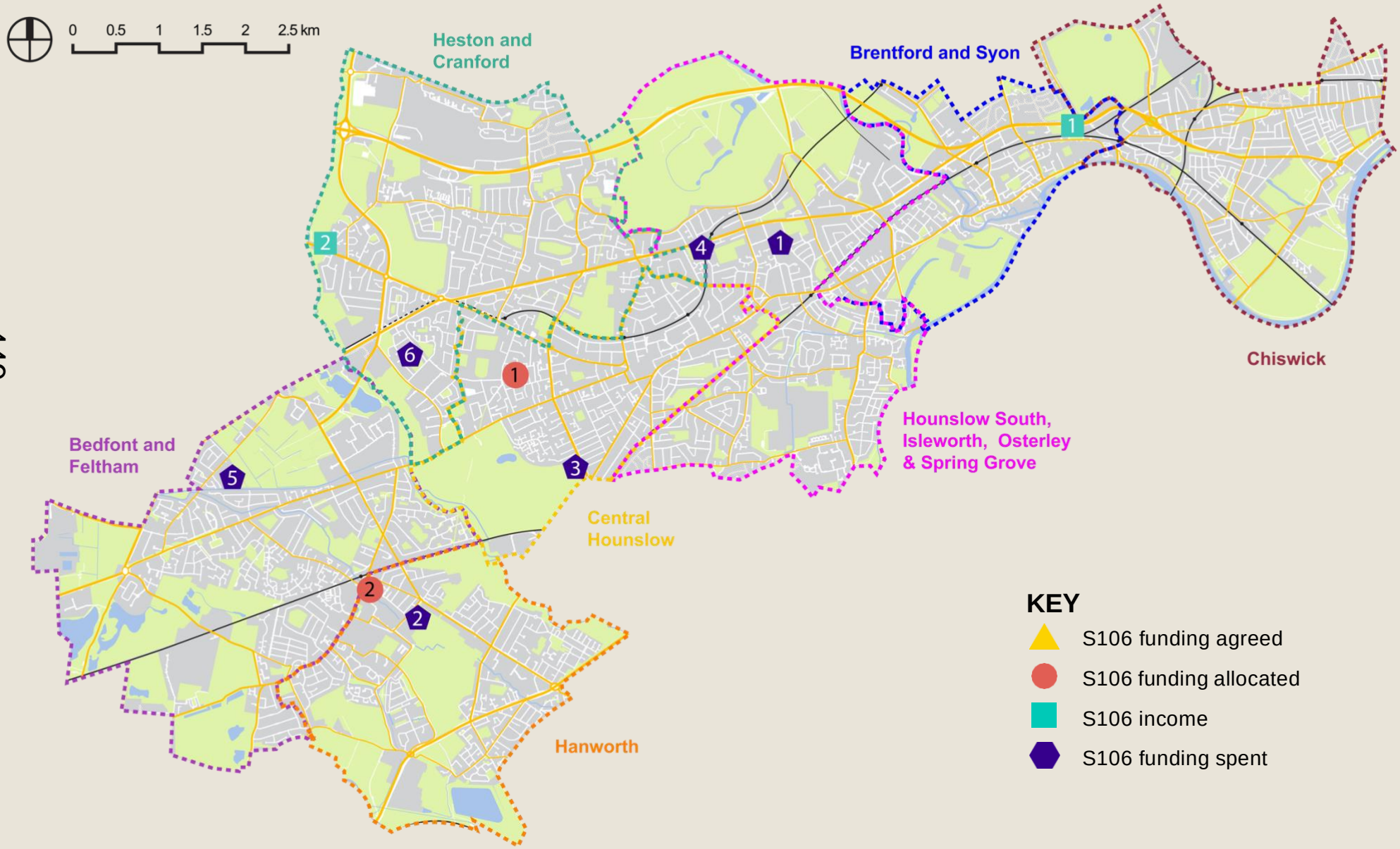
Allocated in 2022/23

1	£85,000	Amalgamation of the Hounslow Heath Schools
2	£7,000	Pedestrian Access Bridge - Cardinal Rd School & Victoria Jr School
	£92,000	**Total allocated**

Spend in 2022/23

1	£52,692	Isleworth & Syon School Expansion
2	£5,164	Hounslow Education and Business Partnership
3	£2,650	Heathland School Kitchen Refurbishment Phase 2
4	£1,307	Gresham Road SEN - Reallocation from Wellington
5	£575	Marjory Kinnon School Expansion
6	£127	Beavers 4FE Expansion
	£62,514	**Total spent**

S106 CONTRIBUTIONS: EDUCATION- MAP



S106 CONTRIBUTIONS: HIGHWAYS, TRAFFIC & TRANSPORT

Agreed in 2022/23

1	£1,856,250	Homebase Ltd, Syon Lane, Isleworth	00505/H/P19
	£1,700,00.	CPZ Consultation and Implementation Contribution	
	£81,250.	Bus Service Contribution	
	£75,000	CPZ Consultation and Implementation Contribution	
2	£455,000	West Cross Industrial Estate 1 To 6 Windsor Close & 1 To 5 West Cross Way, Brentford	01483/F/P1
	£350,000.	Bus Service Contribution	
	£75,000.	A4 Junction Works Contribution	
	£30,000	Real Time Bus Information Works Contribution	
3	£130,000	69-76 High Street, Brentford	00607/69-76/P12
		CPZ Consultation and Implementation Contribution	
4	£30,000	379-389 Staines Road, Hounslow	01054/379-389/P1
		Boston Manor Station Shuttle Bus Service Contribution	
	£2,471,250	**Total agreed**	

Income in 2022/23

1	£420,959	1 - 4 Capital Interchange Way, Brentford	01508/1-4/P7
2	£87,388	Clements Court, Green Lane, Hounslow	00274/A/P11
3	£42,472	Citroen Site Capital Interchange Way, Brentford	01508/A/P6
4	£25,452	Burlington Lane, Hogarth Business Park	00176/A/P62
5	£7,739	Rugby Road, Land Known As The Former Erncroft Works Site, Twickenham Trading Estate	00967/F/P3
6	£5,816	Land At Lionel Road South Brentford	00703/A/P17
7	£5,462	Rose Gardens, Feltham	00958/C/S1
8	£2,528	Land Adjacent To Tesco Manor Lane, Feltham	00733/H/P1
	£597,817	**Total received**	

S106 CONTRIBUTIONS: HIGHWAYS, TRAFFIC & TRANSPORT

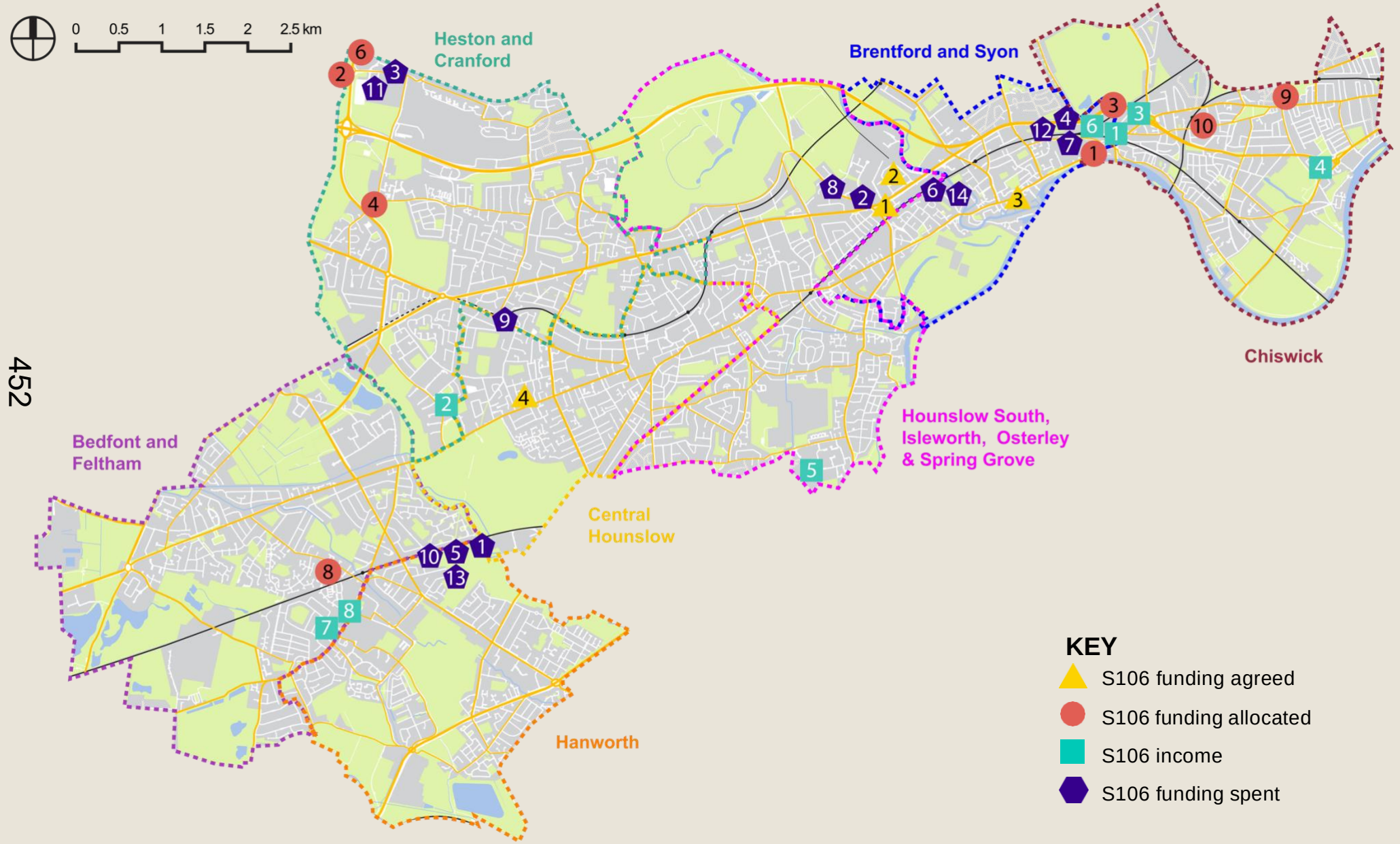
Allocations in 2022/23

1	£1,698,837	Cycleway 9
2	£182,887	Improvement to the Bulls Bridge Roundabout
3	£149,000	Maintenance of new railway bridge to Brentford Community Stadium
4	£28,825	New cycle lane on Southall Lane & Cranford High St
5	£21,333	Grosvenor Park area CPZ
6	£6,995	Improvements to Bulls Bridge Roundabout/traffic signals at Tesco Junction
7	£5,361	Cromwell Road area CPZ
8	£5,165	Bedfont Lane CPZ Extension
9	£5,000	Mid-Chiswick CPZ Review
10	£4,170	Chiswick West CPZ review/update
11	£3,104	Feltham Park Area CPZ
	£2,110,677	**Total allocated**

Spend in 2022/23

1	£27,970	Upgrade north-south path across Feltham Marshalling Yard
2	£22,786	Cycling improvements - Syon Lane
3	£110,000	Widening in vicinity of new Costco site
4	£100,000	Feasibility study and minor works Great West Road
5	£59,500	Highways Commuted Sum for Feltham Marshalling Yard Path
6	£51,000	Pedestrian/Cycling improvements at Commerce Road
7	£23,000	Environmental improvements Green Dragon Lane
8	£15,370	Syon Lane New Pedestrian Crossing
9	£4,356	Provision of Legible London signs around Hounslow West
10	£3,680	Highways Commuted Sum for Feltham Marshalling Yard Path
11	£110,000	Widening in vicinity of new Costco site
12	£100,000	Feasibility study and minor works Great West Road
13	£59,500	Highways Commuted Sum for Feltham Marshalling Yard Path
14	£51,000	Pedestrian/Cycling improvements at Commerce Road
15	£19,403	Hounslow Area CPZ
	£588,759	**Total spent**

S106 CONTRIBUTIONS: HIGHWAYS TRAFFIC & TRANSPORT- MAP



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S106 CONTRIBUTIONS: COUNCIL AND AFFORDABLE HOUSING

Affordable housing S106 funds collected from developers in previous years have contributed to delivery of affordable housing by Hounslow Council on various sites across the borough.

Agreed in 2022/23

1	£TBC*	Charlton House, Albany Road, Brentford	00015/L/S2
2	£TBC*	Homebase Ltd Syon Lane, Isleworth	00505/H/P19
3	£TBC *	69-76 High Street, Brentford	00607/69-76/P12

Income in 2022/23

1	£1,400,000	1 New Horizons Court Ryan Drive, Brentford	02912/A1/P1
2	£450,000	Conduit House 309-317 Chiswick High Road, Chiswick	00248/309-317/P10
3	£197,235	Kew Bridge Road, Land Adjacent to Kew Bridge	00657/P/P16
4	£125,000	Great West Road, Alfa Laval Site, Brentford	00505/Z/P33
5	£3,000	Eldridge House 104-106 Hounslow Road, Feltham	00631/M/P3
	£2,175,235	**Total received**	

Allocated in 2022/23

1	£400,000	Care Leavers Programme
2	£285,700	Whitton Road affordable homes building project
	£685,700	**Total allocated**

Spend in 2022/23

1	£3,700,000	HRA Brentford D Block
2	£827,947	HRA Emerging Care Leavers Programme
	£4,527,947	**Total spent**

*Agreed sums are TBC, as dependent on Affordable Housing Review prior to implementation

S106 CONTRIBUTIONS: COUNCIL AND AFFORDABLE HOUSING- MAP

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S106 CONTRIBUTIONS: PUBLIC REALM & ENVIRONMENTAL IMPROVEMENTS

Agreed in 2022/23

1	None	
	£0	**Total agreed**

Allocated in 2022/23

1	None	
	£0	**Total allocated**

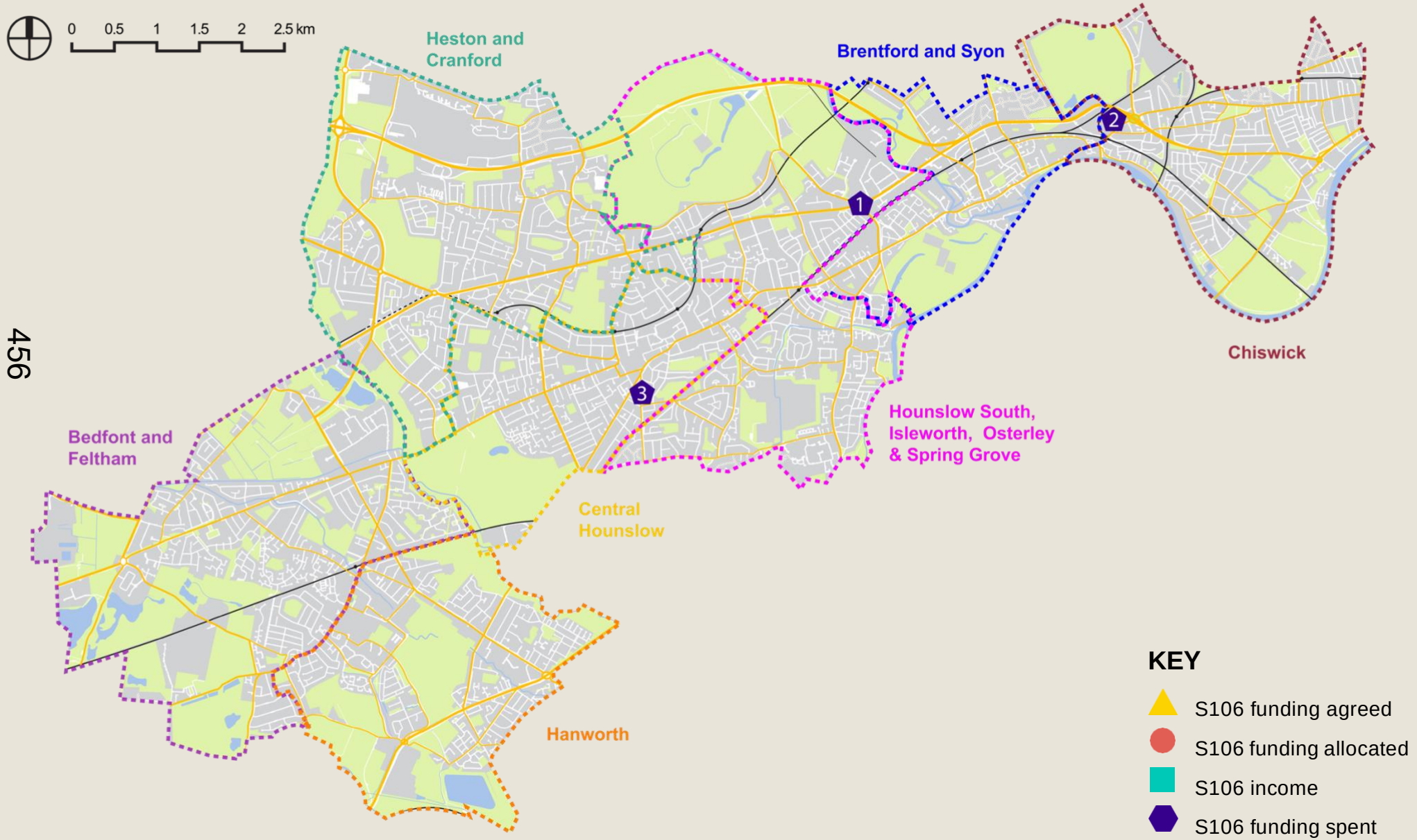
Income in 2022/23

1	None	
	£0	**Total received**

Spend in 2022/23

1	£36,754	Public Realm improvements on GW Road & Syon Lane
2	£22,479	Public Realm improvements- improvements in the GWC, including Capital Interchange Way
3	£5,551	Improved Legible London signage associated with pedestrian route from Hounslow Railway Station along Whitton Road, Hanworth Terrace and Bell Road towards Hounslow High Street
	£64,784	**Total spent**

S106 CONTRIBUTIONS: PUBLIC REALM & ENVIRONMENTAL IMPROVEMENTS- MAP



456

S106 CONTRIBUTIONS: CONSTRUCTION, EMPLOYMENT AND TRAINING

Agreed in 2022/23

1	£108,450	266-270 Gunnersbury Avenue, (North Circular Road)	00535/266-270/P2
	£47,850	Employment Initiatives Contribution	
	£47,850	Loss of Job Mitigation Contribution	
	£12,750	Construction Training Contribution	
2	£27,764	379-389 Staines Road, Hounslow	01054/379-389/P1
		Construction Training Contribution	
3	£221,100	69-76 High Street, Brentford	00607/69-76/P12
	£207,075	Construction Training Contribution	
	£14,025	Employment Initiatives Contribution	
4	£285,750	Charlton House, Albany Road, Brentford	00015/L/S2
	£285,750	Construction Training Contribution	
	£TBC*	Employment Initiatives Contribution	
5	£637,138*	Homebase Ltd Syon Lane, Isleworth	00505/H/P19
	£358,875	Construction Training Contribution	
	£278,263	Employment Initiatives Contribution	
6	£16,500*	Land Adjacent To 632 Chiswick High Road, Chiswick	00248/ADJ632/P1
	£27,225	Construction Training Contribution	
	£16,500	Employment Initiatives Contribution	
7	£130,350	West Cross Industrial Estate 1 To 6 Windsor Close & 1 To 5 West Cross Way, Brentford	01483/F/P1
	£75,075	Construction Training Contribution	
	£55,275	Employment Initiatives Contribution	
	£1,454,277	**Total agreed**	

*Agreed sums are TBC, as dependent on SPD formula calculated figure as per Planning Obligations and CIL SPD

Income in 2022/23

1	£108,450	266-270 Gunnersbury Avenue, (North Circular Road)	00535/266-270/P2
2	£50,129	Land Adjacent To Tesco Manor Lane, Feltham	00733/H/P1
3	£45,060	Clements Court, Green Lane, Hounslow	00274/A/P11
4	£36,412	Eldridge House 104-106 Hounslow Road, Feltham	00631/M/P3
5	£32,007	Studio 1 & 5 Power Road Studios, 114 Power Road, Chiswick	00890/114/P1
6	£30,040	Rose Gardens, Feltham	00958/C/S1
7	£14,076	Park Lane, Innsite House	00855/B/P10
8	£11,653	150-152 Great South-West Road, Hounslow	00504/150-152/P11
9	£10,461	Goddards The Ham, Brentford	00543/R/P11
10	£9,689	61 Fern Grove, Feltham	00439/61/P2
11	£7,664	Land Adjacent 1 Frampton Road Hounslow	00462/ADJ1/51
	£355,641	**Total received**	

458

Allocated in 2022/23

1	None	
	£0	**Total allocated**

Spend in 2022/23

1	£84,215	Targeted Job Brokerage – Integrated local model
2	£83,480	Sector Specific Skills Academies and Fairs
3	£20,370	CEZ Match Funding
	£18,285	Targeted Job Brokerage – Integrated local model
	£206,350	**Total spent**

S106 CONTRIBUTIONS: OTHER

Agreed in 2022/23

Play Space Projects

1	£25,000	Homebase Ltd Syon Lane, Isleworth Play Space Contribution	00505/H/P19
2	£22,919	69-76 High Street, Brentford Play Space Contribution	00607/69-76/P12
3	£20,000	Charlton House, Albany Road, Brentford Play Space Contribution	00015/L/S2
	£67,919	**Total agreed**	

Health Projects

1	£595,473	69-76 High Street, Brentford Healthcare Contribution	00607/69-76/P12
2	£225,830	Homebase Ltd Syon Lane, Isleworth Healthcare Contribution	00505/H/P19
3	£152,920	Charlton House, Albany Road, Brentford Healthcare Contribution	00015/L/S2
	£974,223	**Total agreed**	

Allocated in 2022/23

1	None	
	£0	**Total allocated**

Income in 2022/23

1	£188,864	Land To The South Side Of Brentford High Street, Brentford Waterside Community Facility Contribution	00607/BA/P2
2	£114,383.	Heston Sports Ground, Crane Lodge Road Offsite Sporting Facilities Contribution	00315/B/P66
3	**£303,248**	**Total received**	

Spend in 2022/23

1	AS	£23,782	Amenity Works - Bedfont Lake Masterplan
2	EH	£15,070	Environmental Improvements – Mogden Land
3	Various	£7,093.	Shopfronts improvements Hounslow Town Centre
4	OPS	£7,000	Redlees Outdoor Masterplan
5	GBW/OAS	£7,482	Avenue park infrastructure and play park improvements
6	PAS	£2,910.	Boston Manor Park Masterplan
		£63,338	**Total spent**

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CARBON OFFSET FUND

What is Carbon Offset Fund?

The Hounslow Carbon Offset Fund has been set up to assist new developments to comply with the planning policies outlined in the National Planning Policy Framework (NPPF), the London Plan (policy 5.2) and the Hounslow Local Plan (policy EQ1 and EQ2) whilst contributing towards the funding of carbon-saving projects which will ultimately result in reduction of carbon dioxide (CO2) emissions and an increase in the sustainability of existing Council-owned building stock.

The carbon dioxide reduction targets set out in the Local Plan policy EQ1 are expected to be met through on-site design measures. However, where it is clearly demonstrated that the required carbon dioxide reduction standards cannot be fully achieved on-site, any shortfall in carbon dioxide emissions may be provided off-site through an associated financial contribution to the Hounslow Carbon Offset Fund, in accordance with the Planning Obligations and CIL SPD (2015).

The adopted Planning Obligations SPD emphasises that the contribution to the Carbon Offset Fund will only be accepted if the applicant's justification for not fully achieving the carbon reduction targets onsite is considered acceptable. In no circumstances will a contribution to the Carbon Offset Fund be accepted by the Council if the onsite carbon performance could reasonably be further improved. This approach is supported by the Greater London Authority (GLA).

1t CO_2 / year = £95

What is carbon offsetting?

If a development or a process, is unable to comply or deliver a target reduction in carbon emissions because it is not feasible, practical or viable; then the development or the process can still be deemed 'compliant' if the carbon emissions savings can be funded and delivered elsewhere. This is known as carbon offsetting.

How is it calculated and collected?

The Council requires developers to deliver the maximum feasible and viable carbon dioxide emission reductions on-site, but where developments are not able to meet the Mayor's Sustainable Design and Construction SPG requirement for a 35% reduction in carbon emissions over the Building Regs Part L (2013), carbon abatement should be delivered elsewhere in the borough through a financial contribution to Hounslow Council.

The shortfall in CO2 reduction is charged at £2,850 per tonne of carbon dioxide. £1,800 represents £95 per tonne calculated over 30 years. This is in line with regional policy set out by the GLA in the London Plan and has increased from the previous rate of £60 per tonne. This will be periodically updated in line with amendments published by the Mayor of London and all associated guidance and policies issued by the GLA. Carbon dioxide emission reductions are assessed against a Building Regs Part L (2013) compliant baseline: the Target Emission Rate (TER). Developments are required to demonstrate a carbon dioxide emissions reduction in the building's actual energy performance: the Building Emission Rate (BER). A Dwelling Emissions Rate (DER) is also used for residential developments.

CARBON OFFSET FUND 2022/23

Agreed in 2022/23

1	£1,128,600	Homebase Ltd Syon Lane, Isleworth	00505/H/P19
2	£371,926	Land Adjacent To 632 Chiswick High Road, Chiswick	00248/ADJ632/P1
3	£336,632	69-76 High Street, Brentford	00607/69-76/P12
4	£289,560	Charlton House, Albany Road, Brentford	00015/L/S2
5	£207,660	West Cross Industrial Estate 1 To 6 Windsor Close & 1 To 5 West Cross Way, Brentford	01483/F/P1
6	£198,246	Plot G Brentford Waterside High Street, Brentford	00607/BA/P3
7	£116,850	379-389 Staines Road, Hounslow	01054/379-389/P1
8	£46,500	100 Jersey Road, Hounslow	00647/C/P17
9	£23,693	495-497 Staines Road, Hounslow	01054/495-497/P14
10	£23,565	Building 3 - Bedfont Lakes 3, New Square, Feltham	01636/3/P5
11	£17,432	1 Burlington Lane, Chiswick	00176/1/P3
	£2,760,664	**Total agreed**	

Income in 2022/23

1	£445,278	Citroen Site Capital Interchange Way, Brentford	01508/A/P6
2	£259,784	1 - 4 Capital Interchange Way, Brentford	01508/1-4/P7
3	£198,246	Plot G Brentford Waterside High Street, Brentford	00607/BA/P3
4	£171,765	Triangle Site, New Road, Feltham	00793/L/P3
5	£99,531	Eldridge House 104-106 Hounslow Road, Feltham	00631/M/P3
6	£46,500	100 Jersey Road, Hounslow	00647/C/P17
7	£23,693	495-497 Staines Road, Hounslow	01054/495-497/P14
8	£22,415	Clements Court, Green Lane, Hounslow	00274/A/P11
9	£10,600	Garages Rear of Vineyard Road, Feltham	01158/D/P1
10	£10,129	302 Bath Road, Hounslow	00083/302/P7
11	£7,057	Rose Gardens, Feltham	00958/C/S1
12	£1,546	48 Marnell Way Hounslow	00742/48/P6
	£1,294,998	**Total received**	

CARBON OFFSET FUND 2022/23

Allocated in 2022/23

1	£225,810	Cavity Wall Insulation Programme
2	£200,664	Retrofit the social housing stock
3	£142,998	Carbon Offset - Community Energy Fund
4	† £40,000	Community Energy Fund - Riverside Vineyard Christian Fellowship
5	† £40,000	Community Energy Fund - SF Church Hall
6	‡ £39,500	Community Energy Fund - The Arts Centre Theatre
7	£37,400	Community Energy Fund - Tideway Scullers School
8	† £36,000	Community Energy Fund - St Luke's Church & Building retrofit
9	† £18,800	Community Energy Fund - St Mary's Treads Lighter
	£781,172	**Total allocated**

Spent in 2022/23

1	£107,400	Community Energy Fund
2	£37,400	Community Energy Fund - Tideway Scullers School
	£144,800	**Total spent**

† - funds allocated and entirely spent in the same financial year
‡ - funds allocated and partially spent in the same financial year
no symbol - fund allocated and unspent in the same financial year

INFRASTRUCTURE LIST

Assessment criteria

The Infrastructure List was compiled following consultation with key infrastructure providers across the borough. Submitted projects were assessed against the criteria set out in table to the right to determine their inclusion on the list. In order for a project to be added to the list it is required to satisfy all six criteria.

The list of infrastructure projects that Hounslow Council intends will be, or may be, wholly or partly funded by Community Infrastructure Levy (CIL) funds is set out in the table below. Inclusion of a project on the Infrastructure List does in no way guarantee that the project will receive any CIL funding as projects will be subject to further allocation criteria.

Where a significant number of projects are considered to meet all of the required criteria in a particular year then in order for the list to remain focused and realistic it may be necessary to only include those projects that include the most significant and positive effects.

Criteria	Assessment
Council Priorities	How does it fit with the Council's spending priorities and does it support post-COVID-19 recovery?
Development Needs	Does it address strategic infrastructure needs that links with the adopted Local Plan/Infrastructure Deli- very Plan/ major planning permissions?
Deliverability	When can the infrastructure be delivered and are there any constraints to delivery of the infrastructure?
Legacy	Are the project outcomes sustainable with funding?
Climate Change	How would the project support climate change adaptation and/or mitigation?
Investment	Does the infrastructure align with other Council strategies and partner investment plans?

INFRASTRUCTURE TABLE:

(INFRASTRUCTURE PROJECTS THAT MAY BE WHOLLY OR PARTLY FUNDED BY CIL)

Area	Project	Delivery Body
Education		
Borough-wide	Day Nurseries	Corporate Property
Energy		
West of Borough	Solar PV Farm at Western International Market	TBC
Health		
Brentford	Brentford Health Centre	NHS NWL – ICB
West of Borough	Heston Health Centre	NHS NWL – ICB
Chiswick	Chiswick Health Centre	NHS NWL – ICB
Hounslow Heath	Hounslow Heath Centre for Health	NHS NWL – ICB
West of Borough	Feltham Centre for Health	NHS NWL – ICB
Isleworth	West Middlesex University Hospital	Chelsea & Westminster Foundation Trust. NHS NWL - ICB
Green and Blue Infrastructure		
West of Borough	Feltham Parks Improvements	LBH Parks & Leisure
West of Borough	Bedfont Lakes Improvements	LBH Parks & Leisure
Hounslow Heath	Hounslow Heath Improvements	LBH Parks & Leisure
Borough-wide	Parks and Leisure Buildings	LBH Parks & Leisure
Borough-wide	Sports Play and Fitness Facilities	LBH Parks & Leisure
Brentford	Upgrades to River Brent towpath	Canal and River Trust

Area	Project	Delivery Body
Digital Infrastructure		
Borough-wide	Roll out of fibre cable via Tfl stations	TfL
Borough-wide	Continuation of fibre roll out across public sector asset network and 5G enablement	TBC
Transport		
Great West Corridor	Bus enhancements in GWC and surroundings	TfL
Great West Corridor	A4 Bus Rapid Transit	TfL
Great West Corridor	Improvements to train station capacity, accessibility and customer experience	LBH/TfL
Great West Corridor	Rail capacity upgrades - Piccadilly and District Lines, SWR Hounslow Loop	SWR/TfL/Network Rail
Great West Corridor	Southall Rail Link	LBH/TfL/Network Rail
Great West Corridor	West London Orbital Rail	LBH/TfL/DfT/Network Rail/WLA
Borough-wide	Hounslow Priority Cycle Network	LBH/TffL
West of Borough	West Area Greenways	LBH/TfL
Borough-wide	Hounslow Priority Cycle Network	LBH
West of Borough	Bus priority and cycle improvements in Lower Feltham	LBH/TfL
West of Borough	High Street Cranford and Southall Lane Improvements	LBH/TfL
West of Borough	Feltham Station Interchange and Feltham Major Scheme	Network Rail/LBH
West of Borough	Feltham Town Centre *Liveable Neighbourhoods*	LBH
West of Borough	Bridge widening to improve cycling and pedestrian access at New Road, Feltham	LBH

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Report for: ACTION	
Contains Confidential or Exempt Information	***Y*** *(Appendix E)*
Cabinet Key Decision	***Y***

Report Title	Financial Monitoring Update Quarter 3 2023/24
Member Reporting	Councillor Shantanu Rajawat Leader of the Council and Cabinet Member for Strategy, Resources and External Affairs
Contact Details	Rupa Raghwani Acting Chief Financial Officer rupaben.raghwani@hounslow.gov.uk
For Consideration By	Cabinet
Date to be Considered	Tuesday, 20 February 2024
Implementation Date if Not Called In	Thursday, 29 February 2024
Affected Wards	All Wards
Keywords / Index	Financial monitoring, 2023/24, revenue, capital, reserves, schools, Housing Revenue Account

1. Details of Recommendations

The Cabinet is asked to note the following:

a) The forecast General Fund revenue budget position of an overspend of £3.9m (paragraph 5.1);
b) The forecast Dedicated Schools Grant (DSG) position of an underspend of £0.3m compared to the budgeted deficit of £5.0m (paragraph 5.32);
c) The forecast Housing Revenue Account (HRA) budget position of an overall net nil variance, but with a forecast drawing on HRA balances of £3.4m compared to a budgeted contribution of £2.0m (paragraph 5.26);
d) The capital programme forecast position of an in-year variance on the General Fund capital programme of £22.9m and an in-year variance on the HRA capital programme of £33.8m (paragraph 5.35);
e) The performance against key corporate financial indicators, including forward-looking prudential indicators (paragraph 5.64);
f) Bad debts written off under delegated authority of £214k (paragraph 5.66).

Cabinet is requested to approve the following:

g) The allocation of £1,630k from the corporate inflation provision budget to directorate budgets (virement of budgets) as set out in Appendix C;
h) The entering into of a new Environmental Enforcement contract as set out in the exempt Appendix E, and to delegate authority to the Assistant Chief Executive to agree the contract documents and enter into a Memorandum of Understanding with the London Boroughs of Ealing and Harrow;
i) The allocation and drawdown of £1.9m from the Savings & Implementation strategic investment earmarked reserve to fund the 2023/24 Special Education Needs & Disabilities (SEND) Teams pressure (paragraph 5.9);
j) The reprofiling of the Unallocated Contingency budget in the 2024 HRA Business Plan across 2023/24, 2024/25 and 2025/26 as set out in paragraph 5.44;
k) The allocation of a total budget of £16.2m to the fund the projected additional costs of delivering four infill schemes in the Council House Building programme for the period 2023/24, 2024/25 and 2025/26 be funded from the Unallocated Contingency budget as set out in paragraphs 5.40 to 5.50;
l) The allocation of a total budget of £2.0m to fund the completion of Condition Survey works to the supported housing stock held in the Housing Revenue Account to be funded from the approved budget in the Council House Building Programme for the purchase of supported housing units as set out in paragraphs 5.51 to 5.55 and the associated budget virement to reflect these works in the 2023/24 and 2024/25 HRA Estate Investment capital programme.

2. Report Summary

1. This report provides Members with the financial position forecast for the 2023/24 financial year, as forecast at the end of December 2023.

2. It recommends that Cabinet note the forecast budget position of the Council's principal funds, decisions made under delegated authority and key performance indicators as stated in recommendations a) to f) above; the details of which are contained in the relevant paragraphs within the report.

3. It also recommends that £1,630k is allocated from the corporate inflation provision budgets to directorate budgets as set out in Appendix C. Due to the accelerating rate of inflation at the time that the budget for 2023/24 was approved, inflation allocations are held in a corporate contingency. For several areas of the council's business, the inflation impact is now clear, and having gone through a challenge and review process these allocations are recommended to be released. This will assist services in monitoring against more reliable budgets over the remainder of the year.

4. The report outlines the reasons for projected overspends totalling £16.2m for the period 2023/24 to 2025/26 across four schemes in the Council House Building programme and recommends the allocation of additional budget totalling £16.2m to be funded from the unallocated contingency in the HRA Council House Building programme. The unallocated contingency budget needs to be reprofiled to facilitate these budget allocations.

5. It also seeks approval to allocate a total budget of £2.0m to fund condition survey works to five buildings held in the Housing Revenue Account that are used for the provision of supported housing for young people. The 2024 HRA Business Plan includes budgetary provision for these works.

6. Exempt Appendix E outlines the recommendation arising from the recent re procurement of the Environmental Enforcement contract. The scope of this contract includes issuing of fixed penalty notices for environmental and street scene offences including littering, spitting, fly-tipping, unlicensed street trading, dog fouling and street drinking.

3. Reason for Decision and Options Considered

3.1. The financial monitoring update is a standing report to Cabinet, providing Members with a regular summary of the overall financial position of the Council.

3.2. The report includes a recommendation to enter into a new Environmental Enforcement contract for the reasons set out in Appendix E.

3.3. It also recommends the allocation of additional budgets for four schemes within the Council House Building programme where overspends are currently projected. The additional budget allocations are based on the information currently available to the Council as the expected cost of these schemes. Not allocating this additional budget will result in overspends against the 2023/24 Council House Building programme that will need to be financed as part of the closing of the Council's accounts.

3.4. The recommendation to allocate a £2.0m budget to fund the Condition survey works identified for five HRA properties is made to address issues highlighted by the surveys. Not doing these works could lead to deterioriation of the fabric of the buildings and non-compliance with regulatory requirements.

4. Key Implications

4.1. Table 1 below provides a summary of the measures upon which performance can be measured and the key implications if not met.

Table 1: Success Criteria for Council Budget Monitoring

How is success to be measured?					
Defined Outcomes	**Unmet**	**Met**	**Exceeded**	**Significantly Exceeded**	**Date they should be delivered by**
The One Hounslow Financial Strategy includes a goal of financial sustainability that relies upon the effective management of budgets year-on-year	The council's financial sustainability may be at risk and may require the one-off use of reserves to finance expenditure where the outturn position is not within the budget envelope set.	The council operates within its approved revenue and capital budgets, and the community are assured that the council has effectively managed its operations from a financial perspective.	The council has surplus resources that can be factored into the financial strategy and directed towards funding its future ambitions and plans.	The council has significant surplus resources that can be factored into the financial strategy and directed towards funding its future ambitions and plans.	31 March 2024
Refurbish-ment of all five properties, to meet the council's obligations as Landlord.	Works set out in the programme not started on time.	All works completed within allocated timeframe, by end March 2025.	All works completed ahead of time, and within budget.	All works completed on time, to required standard, and below allocated budget.	Complete all works by end of March 2025.

5. Financial Details

a) General Fund Revenue Budget

5.1. Table 2 below provides a summary of each directorate's forecast against the approved 2023/24 General Fund revenue budget. Appendix A and the paragraphs below provide further detail on the overall position. The directorate structure does not reflect the changes made following Cabinet approval in November 2023 – the previous structure will be reported on for the remainder of the current financial year.

Table 2: General Fund Quarter 3 Monitoring Summary

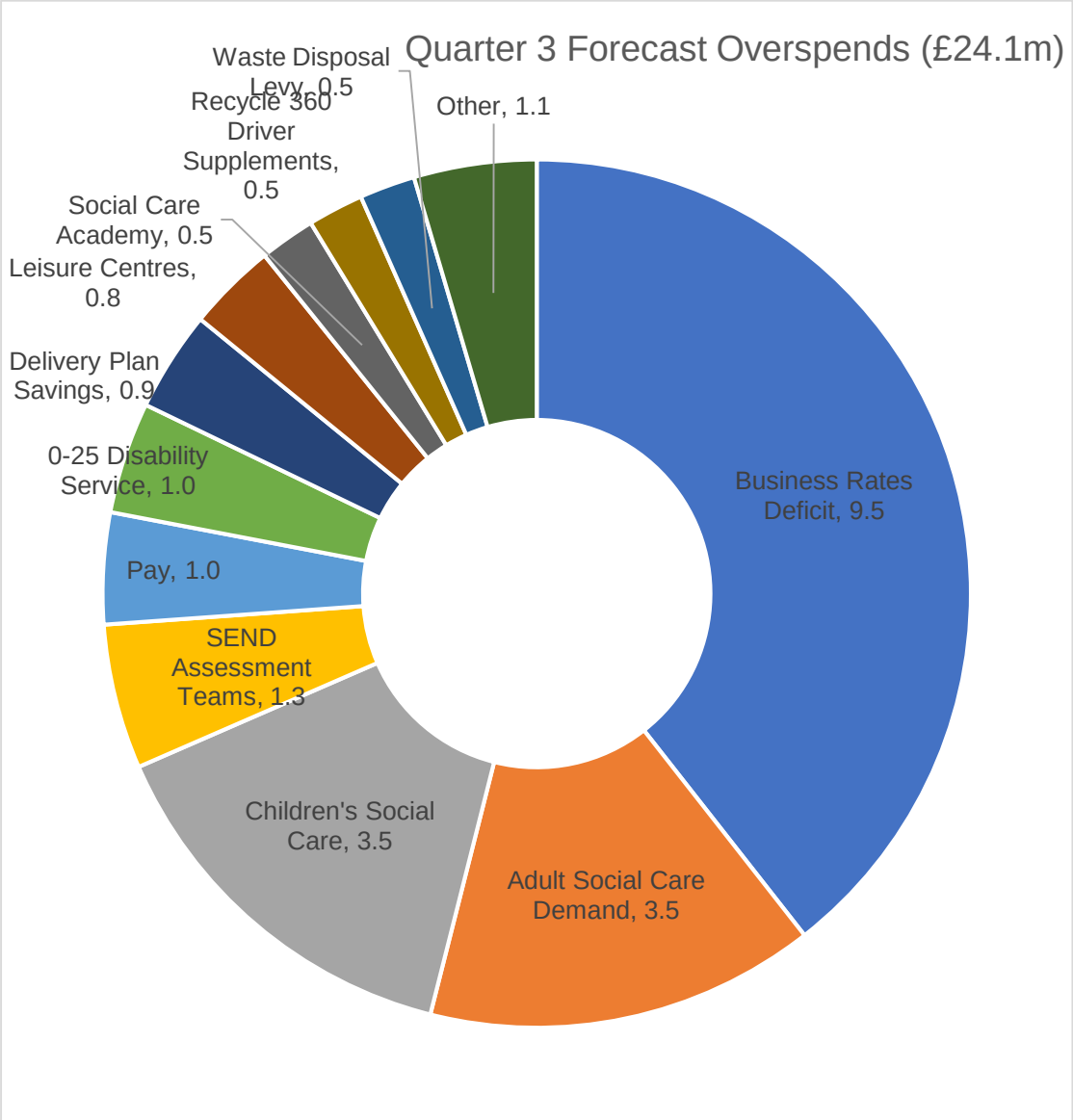
Directorate	Revised Budget (£m)	Quarter 3 Forecast Variance (£m)	Contingency Assumptions		Quarter 3 Net Variance (£m)	Change from Quarter 2 (£m)
			Budget Pressure (£m)	Inflation (£m)		
Assistant Chief Executive	9.5	(0.6)	0.0	0.0	(0.6)	(0.2)
Chief Executive's	0.6	0.0	0.0	0.0	0.0	0.0
Children & Adult Services	115.9	23.7	(12.8)	(1.4)	9.5	3.4
Commissioning	15.0	0.0	0.0	0.0	0.0	(0.1)
Environment, Culture & Customer Services	55.4	0.9	(0.3)	0.0	0.6	(0.4)
Finance & Resources	20.5	0.2	0.0	(0.2)	0.0	(0.6)
Housing & Regeneration	7.8	0.1	(0.7)	0.0	(0.6)	(0.1)
Sub-total Directorate Budgets	**224.7**	**24.3**	**(13.8)**	**(1.6)**	**8.9**	**2.0**
Corporate Budgets	(10.5)	(29.9)	13.8	1.6	(14.5)	(10.6)
Funding	(214.2)	9.5	0.0	0.0	9.5	9.5
Sub-total Corporate Budgets	**(224.7)**	**(20.4)**	**13.8**	**1.6**	**(5.0)**	**(1.1)**
General Fund Total	**0.0**	**3.9**	**0.0**	**0.0**	**3.9**	**0.9**

5.2. A net £3.9m overspend is forecast against the General Fund revenue budget at the end of Quarter 3. This is an increased net overspend of £0.9m compared to the Quarter 2 forecast.

5.3. The forecast variance of £20.4m on corporately held budgets relates mostly to contingencies agreed in the 2023/24 budget report to cover anticipated service budget pressures (£13.8m) and projected inflation in services not yet allocated but recommended to be allocated in Appendix C (£1.6m). Table 2 shows a forecast net directorate overspend of £8.9m after reflection of contingency budgets, an increased overspend of £2.0m compared to the Quarter 2 forecast.

5.4. Within the net forecast overspend of £3.9m, there are £24.1m of forecast overspends, offset by £20.2m of forecast underspends. The forecast overspends of £24.1m are summarised in Chart 1 below:

Chart 1: General Fund Quarter 3 Monitoring – Overspends



5.5. Business Rates Deficit

It is forecast that the business rates volatility risk reserve will need to be topped up by £9.5m in response to a forecast in-year deficit on the Collection Fund of £8.9m that would otherwise need to be met from the council's budget in 2024/25. This reflects a surge in backdated appeals against the 2017 rating valuation list, prior to the deadline for appeals submissions at the end of November 2023, exceeding the provision made in our 2022/23 closing position. The business rates volatility risk reserves contained £8.8m as at 1 April 2023, which would otherwise be removed entirely in 2024/25 when the current in-year deficit is charged to the General Fund. The forecast additional contribution of £9.5m, will bring the business rates volatility reserve to a £19.9m balance. This amount set aside is to cover the in-year deficit noted here and the estimated ongoing impact of the current deficit on future years over the medium term. Retaining this balance in the risk reserves to ensure this does not adversely impact on financial sustainability. Further detail on the

future use of earmarked reserves is contained in the budget 2024/25 report elsewhere on this Cabinet agenda.

5.6. Adult Social Care – Demand

One of the largest forecast overspends is across Adult Social Care services totalling net £3.5m. This is mainly due to increased demand of £3.2m on placement budgets and a £0.3m net pressure from the use of agency staff. The £3.2m placement pressure comprises £3.4m on adults with learning disabilities, and £1.1m on adults with mental health needs, offset by forecast £0.9m additional income from recharges to health and £0.4m more than budgeted income from self-funded clients. The forecast for external care placements has increased by £0.9m compared to Quarter 2. This reflects a 9.6% demand increase from the previous year, compared to 7% increase estimated in Quarter 2. National demographic pressures on net spending on adult social care average around 3% per year. An Association of Directors of Adult Social Services (ADASS) review found that more councils had overspent on their adult social care budget last year and there had been an increase in those relying on reserves to fund pressures.

5.7. Children's Social Care

The underlying Children's Social Care overspend (£11.6m) mitigated by contingency (£8.1m) comprises pressures against Looked After Children (LAC) placements (£6.0m), net cost from Unaccompanied Asylum-Seeking Children (UASC) (£1.9m), agency staffing (£0.6m), Section 17 costs (£1.9m), adoption costs (£0.3m) and legal costs (£0.4m). The Council will continue its engagement with central Government to help address its pressure due to asylum seekers. The LAC placements pressure includes two exceptionally high-cost cases (totalling £1.4m), out-of-borough residential placements that cost significantly more than in-borough Hounslow placements, and 'care leavers' who have not been able to move out of their LAC placements because of insufficient council housing accommodation. Since Quarter 2 significant work has been progressed to identify council accommodation for 'care leavers' and the forecast will be revised when care leavers move out of Placements care into the identified council housing. Cabinet will be updated on the Children's Model of Care programme in due course which has been tasked to review and improve the delivery, efficiency, and outcomes of children's services; the initiatives outlined in the report are expected to help mitigate pressures against the service's budgets. The £3.0m adverse movement since Quarter 2 has arisen due an increase in Section 17 cases and related costs (£1.0m), an increase in Placement cases and costs (£1.6m), revised grant income forecasts (£0.8m) and costs (£0.1m) against Unaccompanied Asylum-Seeking Children, and auxiliary costs across the division (£0.1m), offset by favourable movements against staffing budgets (£0.3m) and adoption costs (£0.3m).

5.8. SEND Assessment Teams

The SEND service was subject to an inspection by the Care Quality Commission and Ofsted, resulting in a requirement to improve weakness in service delivery and a published Written Statement of Action (WSOA) which commits to 16 significant actions for implementation by early 2024. The

SEND service is also instrumental in delivering the DSG Management Plan through which the Council seeks to deliver its Safety Valve agreement with the Department for Education (DfE) in eliminating the Hounslow's cumulative DSG deficit by 2027/28. The net forecast pressure against the service (£0.9m) reflects additional agency support required to deliver the WSOA and DSG Management Plan after a £1.9m drawing from reserves. In December Cabinet approved the SEND and Alternative Provision (AP) Programme strategic business case which included £4.8m from reserves to fund the service over 2024/25 – 2026/27 and implement a new operating model to ensure a resilient and sustainable SEND service during and after the medium-term. Work is underway to bring down the overspend, however majority of the impact will take effect from the new 2024/25 financial year.

5.9. Employee Pay

The pay award for local government for 2023/24 agreed in November 2023 was 3.88% or in outer London £2,226, whichever was the higher amount per grade or spinal point. This pay award costed more than the budget set aside in the corporate inflation provision of £3.1m, giving rise to a budget pressure of £1.0m. This has reduced from the previously estimated overspend of £1.8m in Quarter 2 following a further exercise to match ringfenced funding sources to posts.

5.10. 0-25 Disability Service

There is an additional overspend of £1.0m beyond the contingency of £1.2m included in 2023/24 budget on the children with disabilities service. The pre-contingency forecast overspend of £2.2m comprises pressures against domiciliary care (£1.1m), direct payments (£0.8m) and other care provision (£0.1m) due to an increase in number of children and children with high and complex needs. The service is reviewing the mitigation actions that could be implemented to manage this pressure.

5.11. Delivery Plan Savings

Savings from Delivery Plan programmes of £0.9m were included in the 2023/24 budget based on Strategic Business Cases approved by Cabinet in February 2023 for the Transforming Community Experience (TCE) (£0.3m) and Third Party Spend (£0.4m) programme. Savings of £0.2m were included in anticipation of the business case for the Future Assets Strategy programme. These savings reflected strategic outcomes which required further definition. As shown in Table 3 at paragraph 5.24 below these savings will not be delivered this financial year. The 2024/25 budget report and Quarter 3 Delivery Plan Monitoring Update report elsewhere on this Cabinet agenda contains details of progress made on these programmes and the savings proposed for inclusion into the 2024/5 budget.

5.12. Leisure Centres

The latest forecast for Lampton Leisure Ltd is a loss for the year of £2.6m. This is an improvement of £0.5m on the Quarter 2 forecast which forecast a loss of £3.1m and £1.0m better than the originally forecast loss of £3.6m. In June 2023 Cabinet approved £1.8m of support for Lampton Leisure Ltd for the first half of the year and delegated approval to the Acting Chief Financial

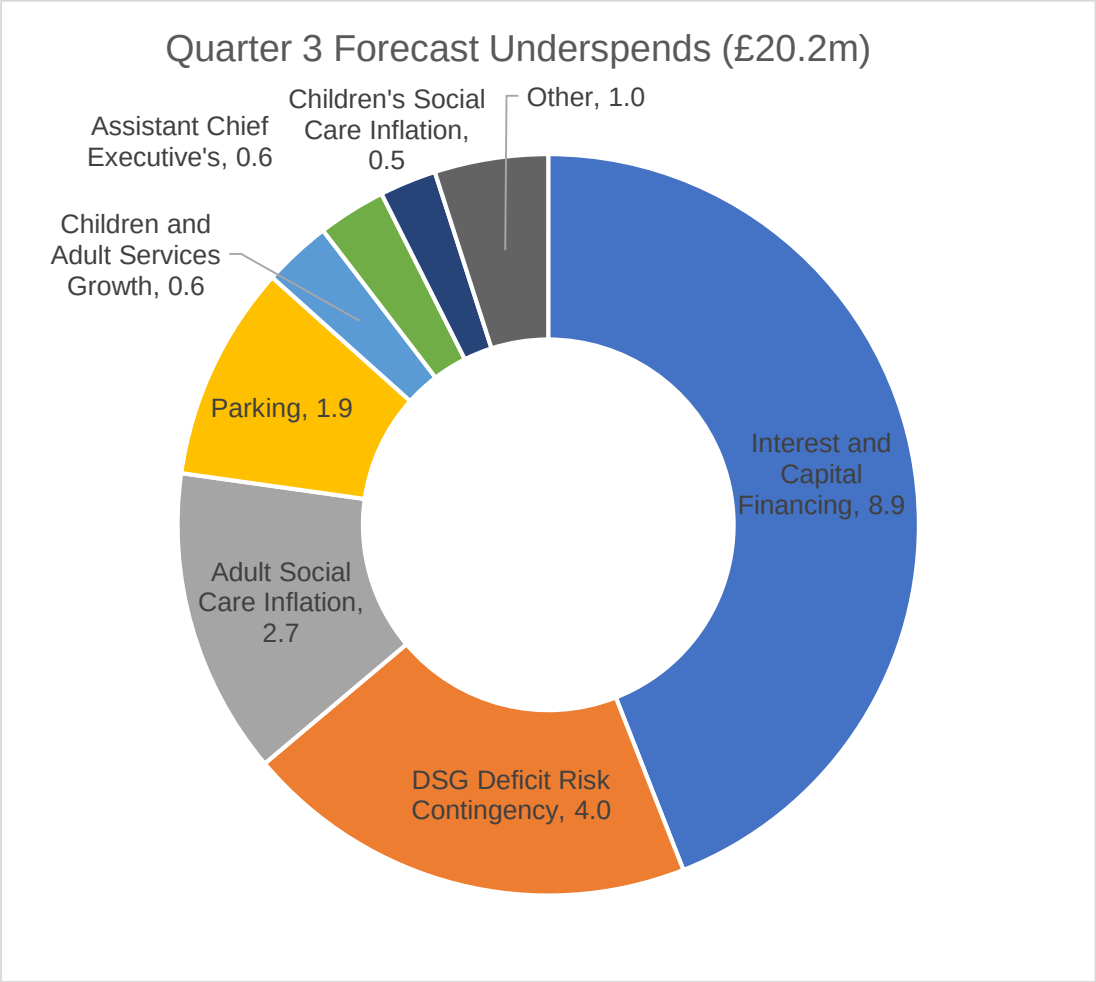
Officer to incur up to a further £1.8m in support if required. In September 2023, Cabinet agreed for the first £1.8m to be funded from the inflation risk reserve. Therefore, the net pressure reported is £0.8m (£2.6m gross less the £1.8m with funding already approved by Cabinet). Should this pressure for 2023/24 be funded from reserves then the overall General Fund revenue position will improve by £0.8m and the earmarked reserves forecast in Table 11 below reduce by £0.8m.

5.13. Social Care Academy
This is an apprenticeship scheme that was established last year to help address recruitment challenges within the sector by attracting and developing local people to train as social workers within the Council. The programme was funded by one-off grant last year. A review of the success of this scheme and a short- to medium-term strategy to address the workforce recruitment, retention and development will be required.

5.14. There is a forecast overspend due to pay pressures arising within in Lampton Recycle 360 Ltd requiring additional funding from the council (£0.5m), an increased overspend of £0.1m compared to Quarter 2. There is also a cost pressure on the Pay As You Throw waste disposal levy due to uplifted disposal prices of £0.5m. There are a range of other smaller overspends forecast across the council which collectively total £1.1m. Individually these overspends are £0.3m or less.

5.15. The forecast underspends of £20.2m are summarised in Chart 2.

Chart 2: General Fund Quarter 3 Monitoring – Underspends



5.16. Interest and Capital Financing

The savings proposals for 2024/25 onwards approved by Cabinet in November 2023 in the One Hounslow Financial Strategy (OHFS) update report included bridging savings arising from removing the policy previously included in the OHFS of ringfencing the General Fund revenue budgets for capital financing costs and treasury management, so that any surplus would be carried to a capital financing risk reserve. The Quarter 1 and Quarter 2 financial monitoring update reports reflected the previous policy of ringfencing these budgets. However, by applying the policy change to remove ringfencing in the current year, forecast reserve contributions of £8.9m can instead be used to support the overall budget position for 2023/24. The key drivers of the improvement from this change in policy is the level of interest that the General Fund earns on internal lending of balances to the Housing Revenue Account (HRA), in lieu of undertaking external borrowing from PWLB or others for the HRA's capital financing requirement (£4.6m), the impact of sustained higher interest rates on external interest receipts (£3.7m), and the impact of outturn re-phasing of the General Fund capital programme on the Minimum Revenue Provision (£0.6m).

5.17. DSG Deficit Risk Contingency

The 2023/24 budget approved by Cabinet in February 2023 included £5.0m to continue the approach of offsetting the budgeted increase in the deficit on the Dedicated Schools Grant (DSG) relating to high needs provision with an equivalent contribution to risk reserves. Additional DSG grant received in March 2023 following the Safety Valve agreement reached with the Department for Education (DfE) means that the full contribution is not required to offset the cumulative DSG deficit, subject to retaining coverage to offset risks over delivery of actions in the DSG Management Plan, as set out in the One Hounslow Financial Strategy update noted by Cabinet in July 2023. A reduced contribution to risk reserves of £1.0m is anticipated for 2023/24, leading to a forecast underspend for the year of £4.0m. This is a reduced contribution of £0.4m compared to Quarter 2, reflecting a £0.3m forecast underspend on DSG High Needs in the current year.

5.18. Adult Social Care Inflation

Officers have worked closely with the Council's care providers in agreeing inflation rates for the 2023/24 financial year; a further £1.6m was funded from grant funding towards rate uplifts. These initiatives have helped contribute to the £2.7m underspend against Adult Social Care inflation.

5.19. Parking

The parking service is forecasting increased net income compared to budget of £1.9m. This is primarily due to non-compliance with traffic restrictions increased income from council operated car parks, and income from traffic works orders.

5.20. Children and Adult Services and Commissioning Growth

The 2023/24 budget report approved a total of £1.1m of medium-term investment to enable the directorates to deliver their statutory duties and corporate priorities in the Delivery Plan as well as changes required following the SEND review, ASC reforms and placement reviews. Delays in the work to direct and apply the investment have resulted in a forecast underspend of £0.6m in 2023/24 against these budgets. The budgets are anticipated to be fully spent in 2024/25.

5.21. Assistant Chief Executive's

Underspends totalling £0.6m are being projected primarily due to part year vacancies in the Community Safety and Corporate Strategy teams.

5.22. Children's Social Care Inflation

At budget setting, an estimate inflation rate was 12.7% was used to set the Children's Social Care inflation budget based on the autumn 2022 inflation rates. Rates have fallen since the start of the financial year. A similar approach to inflation management and tracking as for Adult Social Care placements has been put in place. It is recommended that £1.4m is now released to be applied for the year, as set out in Appendix C.

5.23. There are a range of other smaller underspends forecast across the council which collectively total £1.0m. Individually these underspends are £0.4m or less.

b) General Fund Savings

5.24. The 2023/24 revenue budget included £3.9m of savings to be delivered. Progress in the delivery of these savings is summarised in Table 3 below.

Table 3: Savings Tracker 2023/24

Directorate	No of Savings Items	Total value of savings £'000	Blue £'000	Green £'000	Amber £'000	Red £'000
Finance and Resources	9	610	505	105	-	-
Environment, Culture and Customer Services	25	1,402	335	757	310	-
Childrens and Adult Services	8	312	104	208	-	-
Housing and Regeneration	1	163	-	163	-	-
Assistant Chief Executive	2	540	270	270	-	-
Delivery Plan	3	853	-	-	-	853
	48	**3,880**	**1,214**	**1,503**	**310**	**853**

where:

Blue	Savings already delivered i.e. 'banked'
Green	Savings with clear evidence of delivery within the current financial year
Amber	Savings with good degree of uncertainty with regards to the delivery but has been included in the forecast outturn
Red	Savings where clear plans are yet to be finalised

5.25. The 'red' savings relate to savings from the Delivery Plan programmes for Transforming Community Experience, Third Party Spend and the Future Assets Strategy – these savings are now not expected to be delivered this financial year. The 'amber' savings mainly relate to net income from electric vehicle charging points, and savings in the culture and heritage service. All of the 'amber' savings are, however, forecast to be delivered within Table 2 above.

c) Housing Revenue Account (HRA)

5.26. The HRA budget for the year was set in February 2023 based on the HRA Business Plan, reflecting an overall net nil budget with a £1,955k contribution to the HRA reserves for the capital programme.

5.27. At the end of Quarter 3, the HRA was forecasting a net nil position but with a forecast drawing from HRA reserves of £3.3m (a £5.3m change from the budgeted contribution to reserves of £2.0m). This is primarily due to:

- £2.5m projected overspend against the responsive repairs, minor works and voids programme budgets. These programmes are delivered by Coalo and the projections reflect Coalo's projected expenditure against these workstreams based on current demand;

- £0.8m projected loss of rents and service charge income due to higher than budgeted levels of voids. Council Tax costs to voids are also projected to be higher than budget by £0.6m;
- £1.0m projected increase in interest costs from changes in interest rates;
- £1.8m arising from technical accounting for higher depreciation, because of an upward valuation of the council housing stock. Depreciation is transferred to the Major Repairs Reserve and used to finance capital expenditure, which should result in reduced borrowing for the Estate Investment capital programme.

5.28. These expenditure pressures are offset by £1.0m of higher than budgeted income from the recharging of leaseholders for service charges and major works undertaken during 2022/23 and projected underspends due to staffing vacancies (£0.4m).

5.29. There is also increased spend on leaseholder insurance costs, £1.1m greater than budgeted due to changes in the leaseholder insurance market that have resulted in increased insurance premiums. Insurance costs are rechargeable to leaseholders, so this increased cost is offset by higher than budgeted recharge income.

5.30. The overall position at the end of Quarter 3 is a reduction in the HRA reserves of £5.3m. The forecast movement across all HRA reserves is set out in Table 4 below. HRA balances are expected to reduce to £3.2m instead of increase to £8.5m as per the original budget, due to the £5.3m net overspend. The forecast includes the budgeted contribution to the Major Works reserve of £0.5m. The forecast movement on the Major Repairs Reserve includes the £1.8m additional contribution described in paragraph 5.27, and the £4.1m reduced drawing for capital financing shown in Table 8 in Appendix B. Further detail on the HRA revenue budget position is contained in Appendix A.

Table 4: HRA Revenue Reserves Summary

Reserves	**Opening Balance (£m)**	**Net Budgeted Movement (£m)**	**Quarter 3 Forecast Movement (£m)**	**Forecast Closing Balance (£m)**
HRA Balances	7.0	1.5	(3.8)	3.2
Earmarked Reserves	11.4	0.5	0.5	11.9
Major Repairs Reserve	0.8	0.3	6.2	7.0
Total HRA Reserves	**19.2**	**2.3**	**2.9**	**22.1**

5.31. An updated HRA Business Plan was approved by Cabinet in January 2024. This included some re-profiling of the Estate Investment and Council House Building capital programmes to help manage the pressure on the HRA due to increased interest rates and overspends against repairs and maintenance budgets.

d) Schools Budgets (funded from Dedicated Schools Grant)

5.32. The High Needs block budget for the year was set in March 2023 at £5.0m higher than the DSG funding allocation from the Education and Skills Funding Agency (ESFA), resulting in a budgeted deficit. The Early Years, Schools and Central Services block budgets however were all set within the allocation provided by EFSA. Appendix A includes a breakdown of DSG budgets.

5.33. The Quarter 3 forecast is that the DSG budget will have an underspend of £0.3m compared with this budgeted deficit provision, due to a review and revision of placement costs on the Education Management System. The forecast however assumes that no further additional DSG is received from the DfE under Safety Valve agreement and that the council makes no further contribution from risk reserves to reduce the cumulative DSG deficit.

5.34. Under the Safety Valve agreement, the council is required to report back to DfE three times in the year on progress in implementing the DSG Management Plan and the accompanying Written Statement of Action. Satisfactory progress in delivering the interventions that reduce the cumulative DSG deficit will determine the release of any additional funding from the DfE.

e) Capital Programme

5.35. Table 5 below provides a summary of the forecast position on the approved capital programme. Appendix B provides a more detailed breakdown of the capital programme budget.

Table 5: Capital Programme Summary

	Revised Budget 2023/24 (£m)	**Forecast 2023/24 (£m)**	**In-Year Variance (£m)**	**Revised Budget 2023/24 – 2026/27 (£m)**	**Forecast 2023/24 – 2026/27 (£m)**	**Programme Variance (£m)**
General Fund (approved projects)	52.8	40.2	(12.6)	92.4	94.2	1.8
General Fund (unallocated pipeline)	11.3	1.0	(10.3)	81.3	80.1	(1.2)
HRA	156.7	122.9	(33.8)	669.5	669.5	0.0
Total	**220.8**	**164.1**	**(56.7)**	**843.2**	**843.8**	**0.6**

5.36. There is a forecast net overspend of £0.6m over the life of capital programme, mainly due to forecast overspends of £1.1m on heritage projects.

5.37. There is a forecast in-year variance of £22.9m in the General Fund capital programme, of which £10.3m relates to slower than anticipated approval of

projects within the capital pipeline, and £12.6m relates to the phasing of approved projects in the capital programme.

5.38. The HRA capital programme has an in-year variance of £33.8m, of which £11.5m relates to the Estates Investment Programme and £22.3m relates to the Council House Building Programme.

5.39. The Delivery Plan Monitoring Report elsewhere on this Cabinet agenda includes details of progress made on key projects within the approved capital programme.

5.40. In January 2024, Cabinet approved a revised HRA Business Plan. This included changes to the profiling of the HRA capital programmes in response to increases in the cost of borrowing. The changes to the programme budgets are summarised in Table 4 in Appendix B.

5.41. The revised HRA Business Plan includes a contingency budget for the Council House Building Programme. This is split into two parts as set out in Table 6. The Unallocated element of the contingency is to fund overspends on schemes that are on site. The Planned Schemes contingency holds the budgetary provision that is expected to be required to fund planned schemes that have yet to be approved.

Table 6: HRA Council House Building Programme Contingency Budget

Year	Planned Schemes Contingency (£m)	Unallocated Contingency (£m)	Contingency Total (£m)
2023/24	0.0	10.0	10.0
2024/25	12.3	10.0	22.3
2025/26	13.3	0.0	13.3
2026/27	19.6	0.0	19.6
2027/28	43.0	0.0	43.0
Total	**88.2**	**20.0**	**108.2**

5.42. This report requests approval for £16.2m to be reallocated from the unallocated contingency to fund projected overspends on the infill schemes for the period 2023/24 to 2025/26. As there is no unallocated contingency budget for 2025/26 in the HRA Business Plan the unallocated contingency will need to be rephased to fund the additional budget allocations requested for 202526. The £16.2m budget allocation can be funded from HRA capital receipts.

5.43. The development team are working with our contractor to deliver four infill schemes across the Borough. Table 7 lists the four sites and the additional budget allocations that are expected to be required to complete each scheme.

Table 7: Infill Site Additional Budget Allocation from Contingency

Capital Scheme	Number of Housing Units	Approved Budget (£m)	Required Budget (£m)	Required Additional Budget (£m)
Clements Court	48	28.8	33.8	5.0
Orchard Road	5	2.8	3.0	0.2
Everglades	33	15.0	19.0	4.0
Rose Gardens	42	17.1	24.1	7.0
Total	**128**	**63.7**	**79.9**	**16.2**

5.44. Table 8 sets out the additional projected additional budget requirement these schemes for 2023/24 to 2025/26.

Table 8: Profile of Additional Budget

Capital Scheme	Forecast Additional Expenditure 2023/24 (£000s)	Forecast Additional Expenditure 2024/25 (£000s)	Forecast Additional Expenditure 2025/26 (£000s)	Required Additional Budget (£000s)
Clements Court	1,950	2,925	125	5,000
Orchard Road	150	46	4	200
Everglades	3,120	780	100	4,000
Rose Gardens	1,706	5,119	175	7,000
Total	**6,926**	**8,870**	**404**	**16,200**

5.45. In January 2021 the Affordable Housing Committee approved the development of 154 units on infill land identified at Clements Court, Orchard Road, The Everglades and Rose Gardens. In June 2023 Cabinet approved an increased budget of £3.5m across all four schemes to reflect the increased scheme costs known at that time.

5.46. Construction works commenced at Clements Court in November 2021 delivering 25no 1-bedroom and 23no 2-bedroom units. The scheme is still in the construction phase with a scheduled completion date of June 2024. Rose Gardens is also within the construction phase and started on site in February 2022 to deliver 23no 1-bedroom units, 15no 2-bedroom units, 2no 3-bedroom units and 2no 4-bedroom units and is scheduled for completion in June 2024.

5.47. The Everglades scheme commenced on site in January 2022 and Orchard Road in March 2022 with all units nearing completion. The Everglades has 13no 1-bedroom units, 14no 2-bedroom units, 4no 3-bedroom units and 2no 4-bedroom units with an estimated completion date set for April 2024. The Orchard Road scheme is for the construction of five houses (4no 3-bedroom and 1no 4-bedroom) with private gardens and is scheduled for completion in April 2024.

5.48. The additional budget requirement is due to:

- Redesigns to meet the Council's Climate Emergency Plan to reduce carbon emissions. All schemes listed are now delivering zero carbon;
- Increased electrical loads – new sub-stations were required and there have been backlogs with long lead-in times for delivery. Approximately 70% of the additional costs across all four sites are due to power issues;
- Impacts of COVID-19, Brexit, the Russia-Ukraine war and recent Yemeni attacks on international shipping – all these events have had a negative impact on supply of materials and labour shortages;
- Extension of time claims and increased costs – the contractor has submitted contractual claims for additional time under the terms of the main contract due to the items listed above as well as claims for increased costs. These are currently being assessed by our consultants and we will challenge these as far as practically possible;
- Estate improvement works – as well as building new homes on existing estates at Everglades, Clements Court and Rose Gardens, we are also carrying out estate improvements as part of the development. This means that residents will benefit from enhanced landscaping with new plants, trees and areas for recreational activities provided. New play equipment has been installed in newly designed play areas with seating allowances, along with improvements to the waste and recycling stores and increase of cycle storage provisions. These costs were included in the original budget, but since the contract was tendered costs have increased due to market conditions contributed by Brexit and Russia/Ukraine war. The contractor subsequently reviewed their supply chain for new suppliers as some original suppliers cancelled the initial orders. The landscaping / play areas are sequenced as later tasks in the programme and commencement of these works are affected by the delay to the construction of main block and units;
- Play Equipment - there was a change to the specification for the play areas, as informed by the Asset Team that all play equipment must be approved by the council's preferred supplier which was not known at the tender stage. This resulted in the revised quote being higher than the contractor's nominated supplier and the equipment being sourced from a European country.

5.49. The Greater London Authority (GLA) have been made aware cost increases we are experiencing at each of these schemes which are being part funded by GLA grant funding. The GLA recognise that all social housing providers across London are being impacted by cost pressures and lack of capacity on electricity grids particularly in north-west London. Working groups have been set up by the GLA to help manage these challenges. The GLA have asked us to put forward applications for additional funding which we are in the process of submitting.

5.50. If our application for additional grant funding is successful, this will reduce the council financing that is required to fund the overspend. Any reduction negotiated against each extension of time claim will reduce the additional

budget requirement for the scheme. Any surplus budget can then be transferred back to the Unallocated Contingency.

5.51. In July 2023 Cabinet approved the purchase of 54 units, that were being used for the provision of young persons supported housing on behalf of the council, from Shepherds Bush Housing Association. The 54 units are spread across four properties. Independent condition surveys were carried out in June 2023 to these buildings and another property, Elm Court, which is an HRA property also used for supported housing, that is leased to the same support provider.

5.52. The condition surveys have identified the work required to the five properties, along with provisional costings for their completion. Combined with professional fees, project management costs and contingency, this totals £1,864k, as shown in Table 9 below.

Table 9: Supported Housing Refurbishment Budgets

Property	**Budget 2023/24 (£000s)**	**Budget 2024/25 (£000s)**	**Total Budget (£000s)**
Bath Road	23	207	230
St Margaret	91	820	911
St Agnes	19	172	191
Butlers Close	21	191	212
Elm Court	32	288	320
Sub-total	**186**	**1,678**	**1,864**
Programme Contingency	0	136	136
Total	**186**	**1,814**	**2,000**

5.53. This provisional budget is predicated on 10% of the total spend being incurred in 2023/24, and the remaining 90% of total spend in 2024/25.

5.54. The remaining £136k is proposed to be treated as additional contingency, as two of the properties require additional surveys to identify further structural works. It can also cover the cost of respite arrangements during the period of the works, should these be needed to support residents whilst works are underway.

5.55. The properties are generally in reasonable condition for their age. The work required is primarily maintenance and upgrades to items such as windows, kitchens, and bathrooms. Some properties have minor structural repairs to be addressed. Three of the properties (Bath Road, St Agnes, and Elm Court) are either listed or are in conservation areas with constraints on element replacement such as roof coverings and windows. Internal refurbishment works may require decanting tenant and occupants either to a void unit in the scheme or to a respite unit (preferably on site and in addition to the Contractor's welfare facilities).

f) Delivery Plan

5.56. Budgets for Delivery Plan programmes sit outside of directorate and corporate budgets, and are funded from the One Hounslow reserve, which is a strategic investment earmarked reserve. The current allocations to Delivery Plan programmes and their forecast expenditure are set out in Table 10.

Table 10: Delivery Plan Monitoring

Programme	Budget 2023/24 (£000s)	Forecast 2023/24 (£000s)	In-Year Variance (£000s)	Budget 2023/24 – 2026/27 (£000s)	Forecast 2023/24 – 2026/27 (£000s)	Programme Variance (£000s)
Delivery Plan Portfolio Costs	458	458	0	458	458	0
Adult Social Care System Reform	556	556	0	556	556	0
Children's Model of Care	596	596	0	1,011	1,038	27
Radical Overhaul of Consultation and Engagement	135	135	0	135	135	0
Community Hubs	467	467	0	467	467	0
Health and Social Care Integration	120	120	0	120	120	0
Housing Tenancy Management	137	137	0	137	137	0
Independent Living	485	206	(279)	485	206	(279)
Organisational Design	52	52	0	52	52	0
Safer Communities Improvement	179	143	(36)	179	179	0
SEND and Alternative Provision	154	154	0	154	154	0
Support Services Transformation	250	250	0	250	250	0
Transforming Our Community Experience	737	737	0	737	737	0
Third Party Spend	601	601	0	601	601	0
Youth Skills and Employment Guarantee	325	324	(1)	393	393	0
Place Portfolio Costs	240	240	0	240	240	0
Future Assets Strategy	500	0	(500)	500	500	0
Total	**5,991**	**5,175**	**(816)**	**6,475**	**6,223**	**(252)**

5.57. A total of over £6.4m has been allocated to Delivery Plan programmes, with a forecast underspend on these allocations of £252k, relating to the Independent Living programme. Progress in Delivery Plan programmes is

reported in the Delivery Plan Monitoring Report elsewhere on this Cabinet agenda.

g) Reserves

5.58. The overall effect of the forecast revenue position including Delivery Plan programmes on General Fund balances and General Fund earmarked reserves is set out in Table 11 below.

Table 11: General Fund Revenue Reserves Summary

Reserves	Opening Balance (£m)	Net Budgeted Movement (£m)	Quarter 2 Forecast Movement (£m)	Quarter 2 Variance (£m)	Forecast Closing Balance (£m)
General Balances	**13.2**	**0.0**	**(3.9)**	**(3.9)**	**9.3**
Earmarked Reserves Strategic Investment Reserves	32.7	(5.9)	(10.8)	(4.9)	21.9
Risk Reserves	57.9	5.9	10.7	4.8	68.6
Operational Reserves	88.9	(17.4)	(7.9)	9.5	81.0
Ringfenced Reserves	22.6	(2.2)	(3.7)	(1.5)	18.9
Total Earmarked Reserves	**202.1**	**(19.6)**	**(11.7)**	**7.9**	**190.4**
Total Reserves	**215.3**	**(19.6)**	**(15.6)**	**4.0**	**199.7**

5.59. The total reserves opening balance was £215.3m, of which £13.2m general balances and £202.1m earmarked reserves.

5.60. There is a forecast reduction in general balances of £3.9m, reflecting the forecast net General Fund overspend included in Table 2. This is more than offset by a £7.9m reduced forecast drawing on earmarked reserves compared to that budgeted within the revenue budgets, Delivery Plan programmes and the General Fund capital programme in 2023/24.

5.61. There is a greater than anticipated net contribution to risk reserves of £4.8m, due to changes arising from revised forecasts for business rates and the DSG deficit on high needs. This includes a £9.5m forecast contribution to the business rates volatility risk reserve that was not included in the budget to cover the impact from an in-year deficit on the Collection Fund as described in paragraph 5.5. above. This is partly offset by a reduced contribution to the DSG deficit risk reserve of £4.0m described in paragraph 5.17.

5.62. Forecast drawings from strategic investment reserves are £4.9m greater than budgeted, mainly due to an additional forecast requirement of £1.9m to meet SEND staffing costs as described in paragraph 5.9 above, £1.1m of approved drawings from the Performance Improvement Fund, £0.5m of approved drawings for local strategic planning and £0.6m of forecast drawings for ICT revenue costs.

5.63. The forecast drawing from operational reserves has reduced by £9.5m, due to forecast Community Infrastructure Levy receipts of £3.1m, and forecast slippage on revenue funded and CIL funded projects in the capital programme of £6.7m.

h) Financial Transactions and Performance

5.64. The council aims to make payments to suppliers promptly and to collect sums due to the council as efficiently as possible. Performance indicators have been set to monitor these areas of financial performance and up to the end of Quarter 3 this performance is detailed in Table 12 below.

Table 12: Transactional Performance Indicators

Indicator	Year to Date Target (%)	Current (%)	RAG rating
Council tax collected to date	81.58	81.53	Amber
Business rates collected to date	82.64	83.35	Green
Debt collection within 60 days	95.00	97.41	Green
Creditors - percentage of invoices paid within 30 days	95.00	97.02	Green

5.65. Although Council Tax collection is shown as 'amber', it is just 0.05 percentage points behind the year-to-date target, having recovered from the Quarter 2 position where it was 1.5 percentage points behind the year to date target.

5.66. The Council does not write off historic debts until it has exhausted every possible option to recover any monies owed. Several methods are used for debt recovery, including data matching with other local authorities and private companies, internal tracing, and external tracing through external tracing agents. These are largely due to uncollectable old debts, deceased, non-traceable and bankruptcy cases. Table 13 summarises the debts written-off under delegated authority during Quarter 3:

Table 13: Bad Debt Written Off

Service	Amount (£)	Number of Cases
Sundry Debt – Housing & Regeneration	121,365	51
Housing Benefit	39,408	17
Council Tax	36,363	23
Adult Social Care	16,527	26
Total	**213,663**	**117**

5.67. In 2021 the Chartered Institute for Public Finance and Accountancy (CIPFA) updated the reporting requirements within the Treasury Management Code of Practice. This is guidance that the Council must have regard to in the overall arrangement for its treasury management functions. The updated guidance requires the Council to report quarterly on forward-looking Prudential Indicators within the overall financial monitoring and reporting arrangements.

This is in addition to the Treasury Management mid-year report that Cabinet receives in November of each year.

5.68. Appendix D provides a report on the current position of the relevant Prudential Indicators as at 31 December 2023, based on the capital programme forecasts shown at Table 5 above and in Appendix B.

i) Comments of the Chief Financial Officer

5.69. This report updates Cabinet on the financial position forecast for the 2023/24 financial year, as forecast at the end of December 2023.

5.70. Section 5 of the report summarises the forecast position against the Council's revenue budgets and capital programmes.

5.71. The report recommends that £1,630k is allocated from the corporate inflation provision budgets to directorate budgets as set out in Appendix C. Due to the accelerating rate of inflation at the time that the budget for 2023/24 was approved, inflation allocations were held in a corporate contingency to be allocated to services during the year when the inflation impact became clear. Following a challenge and review process the allocations detailed in Appendix C are recommended to be released to service budgets.

5.72. The report includes a recommendation to allocate £16.2m of the £20m unallocated contingency in the HRA Council House Building programme budget in the 2024 HRA Business Plan to fund projected overspends against four infill schemes. The reasons for these overspends are set out in paragraph 5.48 of the report. These overspends highlight the financial consequences for four new build housing schemes of the continued cost inflation on labour and materials in the construction sector and the constrained capacity on the electricity grid which has led to significant delays in the completion of these schemes and extension of time claims from contractors.

5.73. The budget allocations leave the Council House building programme with a limited unallocated contingency budget to manage overspends on schemes that are being constructed on site that may emerge during the year. If other schemes are completed with underspends against their approved budgets these underspends and any associated non-grant funding can be released to increase the unallocated contingency budget. However, if the trend of escalating costs due to lack of capacity on the electricity grid and construction cost inflation continues this will adversely impact the affordability of new schemes and the resources available to deliver new social housing units.

6. Legal

a) Legal Details and Comments of the Director of Law & Governance, and Monitoring Officer

6.1. Section 151 of the Local Government Act 1972 requires every local authority to make arrangements for the proper administration of their financial affairs and to secure that one of their officers has responsibility for the administration of those affairs. The Council's Section 151 officer/Acting Chief Financial Officer is the Director of Finance & Procurement, Financial Control (Corporate Finance).

6.2. Part VI of the Local Government and Housing Act 1989 requires the Council to account separately for local authority housing finances (the Housing Revenue Account) and to set a balanced HRA budget.

6.3. Section 3 of the Local Government Act 1999 requires the Council to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

6.4. Pursuant to the Council's Financial Regulations as set out in the Constitution, Cabinet is responsible for taking in-year decisions on resources and priorities in order to deliver the budget policy framework within the financial limits set by Borough Council. In doing so, it should receive in-year reports from the Chief Financial Officer on the financial monitoring position.

6.5. Recommendations (a) to (f) of this report are for Cabinet to note information about the status of the revenue and capital budgets and the overall budgetary position of the Council.

6.6. Recommendations (g) to (l) of this report seek approval in accordance with Cabinet's terms of reference and the scheme of delegation of financial authority contained within the Council's Constitution.

6.7. Paragraph 1 of the Schedule to the Council's Financial Regulations provides that the approval of individual revenue virements (reallocation of budgets within overall spending limits and approved budget) in excess of £500,000 is a function reserved to Cabinet. Similarly, paragraph 33 of the Schedule provides that commitments from reserves (any commitments to spend from reserve balances which have been set aside for a general earmarked purpose) in excess of £500,000 must also be approved by Cabinet.

6.8. Specific Finance comments have been given by the Acting Chief Financial Officer in paragraph 5 above.

6.9. Members will note that the Climate Emergency and value for money considerations have been appropriately addressed in paragraphs 8 and 9 of this report. Risk implications and mitigations have also been addressed at paragraph 11.

7. Equalities, Human Rights and Community Cohesion

7.1. Pursuant to Section 149 of the Equality Act 2010, when carrying out its functions, the Council must have regard to the need to eliminate discrimination, promote equality of opportunity and foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2. As part of the method statements for the Environmental Enforcement contract, bidders were asked to describe how they would ensure that all protected groups with reference to ethnicity, race, sexual orientation, disabilities and vulnerabilities would be treated by their organisation in an appropriate manner including all training aspects and to include employees and customers. One of the contract specifications states that “the contractor will not issue a Fixed Penalty Notice to a person appearing to be suffering from mental ill health issues (this restriction does not apply for any persons involved in professional crime or large-scale fly tipping). Names and addresses of persons under 18 found committing littering offences will be forwarded to the relevant authority.

8. Climate Emergency Considerations

8.1 The infill schemes were redesigned to meet the Council’s Climate Emergency Action Plan to reduce carbon emissions. All four schemes are designed to be delivering zero carbon. As a consequence, the delivery of the schemes has required new electricity sub-stations. Around 70% of the additional £16.2m projected additional cost of these schemes is attributed to lack of capacity on the electricity grid.

9. Value For Money

9.1. The Council’s professional advisors will challenge the reasonableness of the contractor’s extension of time and cost increase claims for the infill schemes.

9.2. The Council will use existing frameworks to employ specialist consultants to survey and specify the required works to the supported housing schemes. Another framework will be used to appoint suitable contractors, facilitating refurbishment works across various properties at the same time.

9.3. In evaluating the tender for the Environmental Enforcement contract, the Council alongside the London Boroughs of Ealing and Harrow sought to establish which tender was the most economically advantageous tender in accordance with the evaluation criteria set out in the invitation to tender. Providing a financial and legal penalty for littering and fly tipping offences creates a disincentive to commit these offences and can help keep roads and public spaces clear of litter and fly tipping.

10. Sustainability Impact Appraisal

10.1. There is a positive sustainability impact arising from the recommendation in exempt Appendix E. By creating a disincentive to litter via enforcement, residents and visitors are more aware of the environmental impacts of their consumption, disposal and recycling behaviours.

11. Risk Management

11.1. The council must manage budgets within available resources. To manage this, the council reviews its performance and budget position and reports on its budgets, performance and associated management actions on a monthly basis. Key financial risks are reported in the Council's corporate risk register.

Net expenditure exceeds council resources	Expenditure is incurred without reference to approved budgets	Approved budgets Regular budget monitoring and reporting to key stakeholders, including Cabinet Members	Corrective management actions are in place at all levels to ensure expenditure is managed within approved budgets

12. Links to Council Priorities

12.1. Reporting and management of the financial position of the council is important to ensure that sufficient resources are available to deliver the Corporate Plan priorities.

13. Staffing / Workforce and Accommodation Implications

13.1. None.

14. Property and Assets

14.1. There are no property implications arising from the recommendations of the report.

15. Any Other Implications

15.1. None.

16. Consultation

16.1. None required.

17. Timetable for Implementation

17.1. The timetable for implementation is with immediate effect following the expiry of the scrutiny call-in period.

18. Appendices

18.1. The appendices are:

Appendix A – Directorate Revenue Budget Monitoring
Appendix B – Capital Programme Monitoring
Appendix C –Inflation Allocations 2023/24
Appendix D – Prudential and Treasury Management Indicators
Appendix E – Award of Contract for Environmental Enforcement (EXEMPT)

19. Background Information

19.1. Budget Report 2023/24 to Cabinet and Borough Council February 2023
19.2. One Hounslow Financial Strategy Update to Cabinet November 2023

REPORT ENDS

Appendix A - Revenue Budget Monitoring 2023/24 (Quarter 3)

General Fund

The tables below present the forecast outturn against General Fund directorate budgets by division.

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
ACE Management	278	270	(8)	10	(18)	£8k forecast underspend, an £18k improvement since Quarter 2 relating to reduced forecast expenditure across the non-pay budget and the allocation of a pay inflation budget increase.
Communications, Engagement and Events	1,753	1,859	106	117	(11)	£106k projected net overspend including: £20k forecast overspend on Hounslow Matters due to inflationary cost pressures for printing and distribution. £100k overspend projection in Corporate Events, council hosted events net of increased event income projection. This is a reduction of £11k since Quarter 2 in the forecast overspend. Partially offset by £23k projected underspend on staff costs

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Communities	3,483	3,123	(360)	(315)	(45)	The projected underspend of £360k includes £346k underspend projection in Community Safety due to vacant posts offset by several other small variances. This represents a £45k increase in the forecast underspend since Quarter 2 and relates to the forecast in staff costs.
Human Resources	2,023	1,997	(26)	(26)	0	£26k forecast underspend, includes £13k unbudgeted costs for the Job Evaluation Tool and a net forecast underachievement of £29k from schools-buy-back income offset by underspends in salaries across HR.
Corporate Strategy	1,837	1,550	(287)	(212)	(75)	£287k projected underspend includes: staff vacancies (£288k); increased projected income for Street Naming and Numbering (£47k) offset by £33k forecast underachievement of income from Schools buy-back. The change from Quarter 2 is due to revised income projections.

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Programmes and Change	124	124	0	(2)	2	No significant change since Quarter 2
Assistant Chief Executive's Total	**9,498**	**8,923**	**(575)**	**(428)**	**(147)**	

Chief Executive	618	608	(10)	(10)	0	Near breakeven forecast, no change since Quarter 2
Chief Executive's Total	**618**	**608**	**(10)**	**(10)**	**0**	

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Adult Social Care	67,490	71,031	3,541	7,816	(4,275)	Adult Social Care division is forecasting a net overspend of £3,541k comprised of: • Net placements demand pressures continuing from 2022/23 in homecare, supported living and nursing (average increase of 15%) and continued growth in 2023/24 (average increase of 9%) of approximately £3,600k • Net staffing overspend due to increased use of agency staff due to vacancies and workforce pressures of approximately £300k • A forecast underspend of approximately £400k in in-house settings due to more than budgeted income from self-funder clients partially offsetting the ASC pressure. The improvement from Quarter 2 is due to allocation of corporate inflation contingency (£3,900k approx.) and pay award budget allocation.

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Director	(4,010)	164	4,174	4,296	(122)	Director division forecast overspend of £4,174k relates to £3,700k Adult Social Care (ASC) demand pressures continuing from 2022/23 funded from Corporate Contingency and; £450k pressure on Social Care Academy for the apprenticeship scheme supporting workforce pressures in Social Work Teams across Children's and Adults Services. Movement from Quarter 2 is due to applying £200k of additional Market Sustainability Funding to support workforce pressures in ASC, this has been partially offset by the increase in staffing costs within the Social Care Academy.

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Education, Early Intervention & Lifelong Learning	19,428	23,824	4,396	3,351	1,045	The forecast position for the division is an overspend of £4,396km: • Approximately £2,200k of the overspend correlates to the increased number of care packages as well as the associated agency costs within the Children with Disabilities service. • Approximately £900k of the overspend relates to the SEND Team (EHC Assessment team); the service is actively working to reduce the level of agency staffing driving the pressure. There has been an in-year reduction on agency staff of £130k and an ambitious target of £1,250k in 24/25 which is part of the work on new SEND Operating model. • Approximately £1,200k of the overspend is within the Transport service, the cost for delivering the service has increased due to the routes, increased prices from external contractors and various economic pressures. The change from Quarter 2 is due mainly to the change in drawdown forecast against the SEND team pressure, which previously assumed the pressure to be fully funded from reserves. The Family Hubs programme is temporarily funding several posts within the Childrens Centre in the division.

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Specialist Services	33,016	44,630	11,614	8,632	2,982	The £11,614k forecast overspend includes the following: • £6,000k - Placements costs (£5,600k) and the provision of Looked-After-Children (£400k); Placement costs are attributable to higher costs for complexity of care needs, more expensive external out-of-borough placements compared to internal in-borough placements, delays in availability of permanent housing for Care Leavers. An estimated £1,400k of placements costs are due to inflation, provision set aside within corporate inflation pot. • £400k – The net cost of the two children with exceptionally high care costs; £1,000k of costs is forecast to be funded from reserves as per 2023/24 budget report. • £1,900k – The net pressure of Unaccompanied Asylum-Seeking Children and its ageing profile (18 years and over) which is funded at reduced rate. • £1,900k – The forecast pressure on Section 17 costs due to families presenting themselves as homeless or have no recourse to public funds (£1,600k) and measures to keep young people from becoming looked-after (£300k). • £600k – Staffing pressures due to the shortage of social workers and higher cost of agency staff • £400k – Legal costs associated with delivering children safe-guarding and specialist services. • £300k – The forecast pressure on adoption costs due to lack of Hounslow adopters and higher costs of out-of-borough' adopters. • £100k – Auxiliary costs associated with the delivery

Division	Revised Budget	Quarter 3 Forecast	Quarter 3 Forecast Variance	Quarter 2 Forecast Variance	Change from Quarter 2	Commentary
						of the services. Of the adverse £2,982k movement from Quarter 2 approximately £1,600k is largely due to increased placement numbers and increased cost per placement; £1,000k is due to Section 17 and Section 17 related costs; £800k is due to revised grant income forecasts (£700k) and costs (£100k) against Unaccompanied Asylum-Seeking Children, and auxiliary costs across the division (£100k), offset by favourable movements against staffing budgets (£300k) and adoption costs (£300k).
Children & Adult Services Total	**115,924**	**139,649**	**23,725**	**24,095**	**(370)**	

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Children's Commissioning	1,113	1,113	0	(25)	25	A breakeven position across Commissioning and Children's Commissioning is projected for 2023/24.
Commissioning	1,108	1,108	0	75	(75)	A breakeven position across Commissioning and Children's Commissioning is projected for 2023/24.
Public Health	12,825	12,827	2	0	2	The ringfenced Public Health Grant (PHG) of £17.3m for 2023/24 is forecast to be fully spent. The planned spend from the ringfenced PHG reserve for 2023/24 of £4.0m is also forecast to be fully spent.
Commissioning Total	**15,046**	**15,048**	**2**	**50**	**(48)**	
Customers, Libraries & Registration Services	5,900	5,902	2	80	(78)	The division is forecasting almost breakeven at Quarter 3, the movement from Quarter 2 of £78k largely due to increased income projections for Hogarth House, Boston Manor House, Cemeteries and Registration services.
Environment, Culture & Customer Services - Executive Director	652	588	(64)	(24)	(40)	An overall underspend of £64k is projected for this division. This is largely due to the executive Director post being vacant for part of the year. The change from Q2 is also due to this vacancy.

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Environment & Climate Change	41,763	43,264	1,501	4,464	(2,963)	The forecast overspend of £1,501k is mainly due to:- • £500k increased Pay As You Throw charges from WLWA for 2023/24; • £500k projected cost for the Recycle 360 Drivers supplement; • £251k overspend projection in WIM Electricity Trading due to lower solar power income generation • £233k projected income shortfall at Spacewaye as result of site closure due to flooding • £206k shortfall against the income budgets for the sale of recyclable waste offset by £89k higher than budgeted green waste collection income • £100k reduction in the Hounslow Highways contract cost due to a reduction in the employers pension contribution rate The change from Quarter 2 is largely due to the allocation of £3,325k from the corporate inflation provision to service budgets which has funded inflationary pressures that had been projected at Quarter 2, £256k reduction in the cost due to PFI contract due to contract variations and reduced pension contributions, £100k projected additional cost for the Recycle 360 Drivers supplement, £117k increase in the income projected to be generated from the solar panels and £89k increase in green waste income.

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Leisure, Facilities & Fleet	4,344	5,706	1,361	2,187	(826)	The forecast overspend of £1,361k includes the following: • £800k projected overspend to meet the cost of operating the leisure centres under an interim agreement with Lampton Leisure (£1,800k of the full year projected overspend of £2,600k has already been drawdown from reserves to part fund the projected overspend) • £75k lower than budgeted Public Halls income • £236k Green Lane Sports Centre operational costs • £230k Vehicle Fleet Maintenance costs not recovered via charges to fleet users. The change from Quarter 2 is largely due to the allocation of £516k from the corporate inflation provision to service budgets which has funded inflationary pressures that had been projected at Quarter 2, £490k reduction in Lampton Leisure's projected operating loss, increase projection on Facilities income (£92k) offsetting increases in Vehicle Fleet Maintenance costs £197k) and Public Halls and Bridge Road depot running costs (£75k).

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Traffic, Transport & Parking	(1,349)	(3,257)	(1,908)	(1,533)	(375)	The £1,908k projected underspend includes • £1,800k net additional parking income • £178k projected underspends against staffing budgets • £184k increased income from traffic order works on highways offset by £154k of higher than budgeted operational costs. The change from Quarter 2 relates to £225k projected underspend on salaries due to vacancies and increased income of £150k on temporary traffic orders for works on the highway.
Enforcement and Regulatory Services	4,056	4,076	20	229	(209)	At Quarter 3 the division is almost breaking even with a positive movement from Quarter 2 of £209k, of which £132k relates to revised staffing cost projections due to vacancies, £27k relates to revised premises cost projections at Trimmer Walk and £50k relates to increased income across licensing (£14k), Trading Standards (£20k) and Pest control (£16k).
Environment, Culture & Customer Services Total	**55,366**	**56,278**	**912**	**5,403**	**(4,491)**	

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Finance	11,770	11,840	70	159	(89)	The £70k forecast overspend includes increased scale fees for external audit (£321k) offset by £202k underspend on salaries due to vacancies across the Finance and Procurement teams. The £89k positive change in forecast since Quarter 2 relates to increased forecast staff vacancies.
Digital and IT	9,421	9,478	57	382	(325)	The £57k forecast overspend includes £69k additional costs not currently recharged under existing service level agreements. The forecast overspend has reduced by £325k since Quarter 2. This predominately relates to a proposal to draw down from earmarked reserves to fund the revenue costs of non-capitalised projects.
Executive Director of Finance & Resources	976	1,000	24	118	(94)	£24k overspend projection relating to salaries, incremental increases are unbudgeted. The £94k reduction in forecast overspend is due to the allocation of additional budget to cover salary inflation and reductions to forecast expenditure across the budget.

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Governance	3,785	3,821	36	260	(224)	£36k overspend forecast including the following pressures: • £180k in the Executive Admin Support service due to previously agreed savings not yet being delivered • £100k against Members Allowances. Offset by £96k net forecast underspend in Legal Team staffing costs due to vacant posts and £175k share of the surplus from the legal services contract. This represents a reduction of £224k since the Quarter 2 forecast and relates to increases in forecast vacancies in staffing and the £175k share of the legal services contract surplus.
Investment Property Management	(5,429)	(5,458)	(29)	(28)	(1)	Projected positive variance of £29k has remained consistent, due to commercial income being higher than expected.
Finance & Resources Total	**20,523**	**20,681**	**158**	**891**	**(733)**	

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Housing and Regeneration	726	703	(23)	(19)	(4)	-
Housing Services	6,220	5,958	(262)	39	(301)	The projected underspend of £262k includes • £4,200k higher than budgeted expenditure on temporary accommodation which is being offset by • £750k salary underspends • £1,000k higher than budgeted grant income • £3,800k of additional rental income (some of which is one-off). The 2023/24 budget includes a £3.3m drawing from homelessness grant reserves to fund an anticipated budget pressure; £2.1m is projected to be drawn from reserves for 2023/24. The favourable movement between Quarter 2 and Quarter 3 reflects projected salary underspends due to part year vacancies.
Planning and Buildings	409	1,130	721	513	208	The projected overspend of £721k is due to Development Control income being projected at £894k below budgeted levels offset by projected salary underspends of £174k in the Planning Policy team. The movement between Quarter 2 and Quarter 3 reflects revised income projections which reflect a reduction in development activity in the Borough.
Asset Management and Programme Delivery	2	0	(2)	(6)	4	-

Division	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Regeneration and Growth	452	164	(288)	(301)	13	The projected underspend of £288k is mainly due to vacant posts in the Partnerships & Solutions (£272k) and Asset Management (£66k) teams, offset by adverse variances on sundry expenditure items including electricity, licenses, expert fees and council tax.
Housing Regeneration Total	**7,809**	**7,955**	**146**	**226**	**(80)**	

Schools Budgets funded from Dedicated Schools Grant

Item	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Schools Block	241,000	241,000	0	0	0	-
High Needs Block	68,899	68,634	(265)	134	(399)	The high needs block is expected to underspend by £0.3m. The projected underspend and change from Quarter 2 is due to the review of placement costs on the Education Management System resulting in the revised and improved forecast.
Early Years Block	22,789	22,789	0	0	0	-
Central Schools Services Block	1,522	1,522	0	0	0	-
Sub-total Expenditure	**334,210**	**333,945**	**(265)**	**134**	**(399)**	
Dedicated Schools Grant	(329,214)	(329,214)	0	0	0	-
Sub-total Income	**(329,214)**	**(329,214)**	**0**	**0**	**0**	
Contribution to / from DSG Reserve	(4,996)	(4,731)	265	(134)	399	This budget of £5.0m represents the approved drawdown from the High Needs DSG reserve during 2023/24 required to meet the budgeted High Needs DSG expenditure for 2023/24; it represents the overspend against the High Needs block funding for 2023/24. These figures are before any 2023/24 General Fund or DfE contributions stated in the DFE Safety Valve Agreement. At Quarter 3 a £265k underspend is the projected variance against the deficit budget.
Sub-total Reserve Movements	**(4,996)**	**(4,731)**	**265**	**0**	**399**	
Net Impact on General Fund	**0**	**0**	**0**	**0**	**0**	

Item	Quarter 3 Forecast £'000	Commentary
In-Year Deficit on DSG Income and Expenditure	4,731	Forecast in-year deficit on DSG income and expenditure (from above)
Contribution to / (from) General Fund Risk Reserve	(1,700)	Under the Safety Valve Agreement, the council is required to contribute £1.7m from its own resources in 2023/24 towards clearing the cumulative DSG deficit.
Additional DSG income under Safety Valve Agreement	(2,680)	Under the Safety Valve Agreement, the council receives additional DSG grant subject to making satisfactory progress with the Written Statement of Action.
Net Impact on DSG Reserve	**351**	

Opening DSG Deficit	**10,975**
Forecast Movement on DSG Reserve	351
Forecast Closing DSG Deficit	**11,326**

Housing Revenue Account

Item	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Repairs and Maintenance	20,566	23,047	2,481	2,800	(319)	A £2.5m overspend is projected, with Minor Works expenditure being projected to exceed budget by £1.0m, voids by £0.9m and responsive repairs by £0.4m. Forecast underspends for Leasehold Painting & Cyclical Decorations (£0.4m), Healthy Homes repairs (£0.2m) and jetting, gutter clearance, (£0.2m) are expected to fund the majority of the cost of void works that have been outsourced to clear a backlog of works. The reduction in the projected overspend since Quarter 2 is due to revised projections for the workstreams delivered by Coalo.
General Management	19,832	20,104	272	200	72	The projected overspend of £272k mainly reflects a £0.6m projected overspend due to Council Tax on void properties offset by salary underspends across the service. The change between Quarter 2 and Quarter 3 is due to revised salary projections.
Special Services	18,581	18,844	263	0	263	The in-year adverse variance and the movement during Quarter 3 are mainly the result of projected salary overspends.

Item	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Other Expenditure	19,039	21,700	2,661	2,900	(239)	The projected overspend of £2,661k includes increased depreciation costs £1,800k following an upward revaluation of the housing stock and £1,100k higher leaseholder insurance costs due to an increase in premiums following the withdrawal of suppliers from the leaseholder insurance market. Between Quarter 2 and Quarter 3, the projections for staffing costs were revised.
Sub-total Expenditure	**78,018**	**83,695**	**5,677**	**5,900**	**(223)**	
Dwelling Rental Income	(81,906)	(81,122)	784	800	(16)	The rental income budget is projected to be under achieved by £0.8m due to higher than budgeted levels of void properties.
Leasehold Contribution Towards Expenditure	(3,999)	(6,100)	(2,101)	(2,100)	(1)	The forecast variance (£2,100k) includes leaseholder insurance premium recharges (£1,100k) and (£1,000k) higher than budgeted income from recharges to leaseholders following the billing of actual 2022/23 service charges and major works costs.
Other Income	(13,798)	(13,798)	0	0	0	-
Sub-total Income	**(99,703)**	**(101,020)**	**(1,317)**	**(1,300)**	**(17)**	

Item	Revised Budget £'000	Quarter 3 Forecast £'000	Quarter 3 Forecast Variance £'000	Quarter 2 Forecast Variance £'000	Change from Quarter 2 £'000	Commentary
Interest	19,730	20,715	985	200	785	Forecast interest payable on HRA loans has increased due to increased interest rates.
HRA Reserves	(1,955)	(3,390)	(5,345)	(4,800)	(545)	The forecast income and expenditure projections reduce the total revenue resources available to fund future borrowing.
Sub-total Capital Financing	**21,685**	**17,325**	**(4,360)**	**(4,600)**	**240**	
Net Total	**0**	**0**	**0**	**0**	**0**	

Appendix B - Capital Programme

General Fund Programme

The tables below provide a summary of the approved General Fund capital programme budgets (expenditure and financing) at the end of Quarter 3.

Table 1: General Fund Capital Programme

General Fund Capital Programmes						
	2023/24			2023/24 - 2026/27		
Programme	Revised Budget	Forecast	In-Year Variance	Revised Budget	Forecast	Programme Variance
	£m	£m	£m	£m	£m	£m
Education & Early Intervention	1.1	0.0	(1.1)	1.1	1.1	0.0
Sub-total – Childrens and Adult Services	**1.1**	**0.0**	**(1.1)**	**1.1**	**1.1**	**0.0**
Community Enforcement and Regulatory	0.4	0.4	0.0	0.4	0.4	0.0
Environment & Climate Change	8.4	7.0	(1.4)	14.2	14.1	(0.1)
Customer Services, Culture, Libraries & Registrations	0.1	1.1	1.0	0.1	1.3	1.2
Leisure, Facilities & Fleet	2.9	0.0	(2.9)	2.9	2.9	0.0
Traffic, Transport & Parking	15.2	10.2	(5.0)	19.9	20.4	0.5
Sub-total – Environment, Culture & Customer Services	**27.0**	**18.7**	**(8.3)**	**37.5**	**39.1**	**1.6**
Finance & Corporate Services	0.0	0.0	0.0	0.0	0.0	0.0
Digital and IT	6.6	5.3	(1.3)	16.0	15.8	(0.2)
Sub-total – Finance & Resources	**6.6**	**5.3**	**(1.3)**	**16.0**	**15.8**	**(0.2)**
Asset Management and Programme Delivery	10.0	9.2	(0.8)	16.4	16.4	0.0
Regeneration and Growth	4.9	3.9	(1.0)	12.8	13.2	0.4
Housing Services	2.1	2.1	0.0	7.5	7.5	0.0
Planning and Buildings	0.1	0.0	(0.1)	0.1	0.1	0.0
Sub-total – Housing & Regeneration	**17.1**	**15.2**	**(1.9)**	**36.8**	**37.2**	**0.4**
Capital Contingency	1.0	1.0	0.0	1.0	1.0	0.0
Capital Programme Unallocated	11.3	1.0	(10.3)	81.3	80.1	(1.2)
Total – General Fund	**64.1**	**41.2**	**(22.9)**	**173.7**	**174.3**	**0.6**
Change from Quarter 2	**5.9**	**(9.7)**	**(15.4)**	**5.5**	**5.0**	**(0.5)**

*Budgetary changes from Quarter 2 as noted below:

- £3.7m Traffic, Transport & Parking capital programme additions including £3.5m Cycleway 9 Phase 3D (Watermans Park to Alexandra Road) approved by Cabinet, £0.2m allocation from the Parking Reserve to the General Parking Management budget approved by a COD.

- £1.2m Environment & Climate Change programme additions including £0.2m park projects such as Feltham Arena, £0.7m Crane Park Primary School decarbonisation project, £0.1m Community Led Decarbonisation Projects, £0.2 Green Lane Sports Ground Accessibility Improvements

Children & Adult Services

The Education & Early Intervention programme relates to the SEN Centre being built as part of the construction of the Reach 2 Academy in Feltham. This project is being delivered via the Department of Education. The project budget has been reprofiled to 2024/25 to better reflect the expected timing of the delivery of the SEN Centre.

Environment, Culture & Customer Services

The projected Environment & Climate Change in year variance of £1.4m is mainly due to re-phasing of £0.5m on Feltham Green Pond Improvements, £0.2m on Lampton Park improvements, £0.185m on Crane Valley Masterplan, £0.2m on Feltham Arena Phase 2 and smaller variances across other projects (£0.1m Gunnersbury Triangle improvements, £0.1m Feltham Arena Parklands, £0.1m on Hanworth Park Masterplan, and £0.1m on Redlees Park play area improvements).

The projected Customer Services, Culture, Libraries & Registrations programme variance of £1.0m is due to £0.5m overspend on Gunnersbury Park for the cost of settlement of a commercial dispute and £0.5m overspend on Boston Manor House due to covid and shortfall in fundraising.

The projected Leisure, Facilities & Fleet in-year variance of £2.9m is due to the re-phasing of the Vehicle purchase project due to the longer length in lead times on purchases.

The projected Traffic, Transport & Parking in-year variance of £5.0m is mainly due to re-phasing of £2.0m on Cycleway 9 Phase 3D, £0.8m on Hounslow Road footbridge scheme currently on hold awaiting for additional funding, £0.5m on Hostile Vehicle mitigation awaiting additional funding, £0.3m on Feltham Major scheme, £0.4m Priority Cycle R1F Feltham to Heathrow Cycle and smaller variances across other projects (£0.2m parking improvement at leisure centres, £0.19m Cycle Super Highway 9 and £0.6m on various other parking schemes).

The programme variance of £1.6m is mainly due to £0.5m overspend on Gunnersbury Park for the cost of settlement of a commercial dispute, £0.6m overspend on Boston Manor House due to covid and shortfall in fundraising and £0.5m on Cycle Way 9 (which is expected receive additional TfL funding after final accounts have been approved).

Finance & Resources

The projected Digital & IT programme in-year variance of £1.3m includes forecast overspends of £0.2m in TCE and £0.2m on Schools Admission, Early Years and Children's Centres; £0.2m

underspend on the Hybrid Meeting Technology Upgrade as not all the budget is expected to be required to successfully complete the project, £0.4m re-phasing of the Land and Property System Replacement project to 2024/25 and £0.3m underspend on Smart Place Hounslow Phase 1 due to a more cost effective revised delivery plan and £0.7m re-phasing of the Digital strategy.

£0.2m programme variance is mainly due to £0.1m underspend on the Hybrid Meeting Technology Upgrade and various other small underspends.

Housing & Regeneration

The projected in-year variance of £1.3m is due to re-phasing across a number of projects; £0.2m on works at 49B Star Road, £0.1m on Fairholme Primary School Roof renewal, £0.2m on Marlborough Primary School roof replacement, £0.2 Strand on the Green Infants and Juniors heating system and pipework upgrade, £0.2m on Heathland Repair Concrete structure, £0.16m on Feltham Green Cabin construction works, £0.2m on Gunnersbury Park Café Fire Reinstatement Works.

Financing of the General Fund capital programme

Table 2 below shows the financing of the General Fund capital programme budget and forecast for Quarter 3. Council use various types of funding sources to finance the General Fund capital programme. A total of £98.8m of the councils General Fund capital budget is expected to be funded from borrowing, of which £75m is in the Capital Pipeline and yet to be formally allocated to approved projects.

Table 2: Financing of the General Fund Capital Programme

Financing of the General Fund Capital Programme						
	2023/24			2023/24 - 2026/27		
Financing	**Revised Budget**	**Forecast**	**In-Year Variance**	**Revised Budget**	**Forecast**	**Programme Variance**
	£m	**£m**	**£m**	**£m**	**£m**	**£m**
Government grants	12.7	-11.8	0.9	-24.5	-25.9	-1.4
Other grants and contributions	-10.3	-7.8	2.5	-11.0	-12.0	-1.0
Section 106 contributions	-3.9	-1.9	2.0	-6.3	-6.2	0.1
Capital receipts	-2.7	-2.4	0.3	-4.1	-4.4	-0.3
Community Infrastructure Levy	-8.2	-4.9	3.3	-10.3	-9.6	0.7
Borrowing	-17.3	-6.9	10.4	-101.0	-98.8	2.2
Revenue funding (including from earmarked reserves)	-9.0	-5.5	3.5	-16.5	-17.4	-0.9
Total Financing Period 09	**-64.1**	**-41.2**	**22.9**	**-173.7**	**-174.3**	**-0.6**

HRA Capital Programme

Table 3 below provides a summary of the approved Housing Revenue Account (HRA) capital programme budgets expenditure at the end of Quarter 3.

Table 3. HRA Capital Programme

Housing Revenue Account (HRA) Capital Programmes						
	2023/24			2023/24 - 2026/27		
Programme	**Revised Budget**	**Forecast**	**In-Year Variance**	**Revised Budget**	**Forecast**	**Programme Variance**
	£m	**£m**	**£m**	**£m**	**£m**	**£m**
Estate Investment Programme	38.6	27.1	(11.5)	146.6	146.6	0.0
Council House Building Programme	118.1	95.8	(22.3)	522.9	522.9	0.0
Total	**156.7**	**122.9**	**(33.8)**	**669.5**	**669.5**	**0.0**
Changes from Quarter 2	**(5.1)**	**(8.1)**	**(3.0)**	**(4.1)**	**(4.1)**	**0.0**

Estate Investment Programme

The projected in-year variance of £11.5m is mainly due to:

- £2.9m slippage on the fire safety works – namely the flat entrance fire door programme (£1.5m) and works to private storage areas in tower blocks (£1.3m).
- £2.1m potential underspend on building safety works – Cladding remediation as part of the Fenton & Bellamy House programme review (due to various delays).
- £1.1m underspend on structural repairs due to £0.4m insurance payment for previous year and £0.7m slippage to 24/25 (three projects being re-phased for delivery).
- £1m slippage on Roofing works due to complications of projects arising at Clayponds Gardens and Convent Way (and the need for additional condition reports).
- £0.9m slippage on window renewals – Part of the Fenton & Bellamy House programme review (window replacements throughout the two blocks)
- £0.8m slippage on Asbestos Works primarily due to new contractors being appointed (both on general surveying / testing and on project focusing upon removals across the bison build stock).
- £0.7m slippage on district heating. Large amount of stakeholder consultation, procurement and delivery still to do (during peak heating season).£1.5m slippage on energy improvements - SHDFW2.1 project timeline slippage being addressed through procurement (£526k deferral) and heat metering project.
- £0.6m slippage on the kitchen and bathroom programme. £828k paid to date to Coalo, but their report (P8) projects £3.039m of budget by year end (£461k less than the £3.5m

budget, £146k less than P7) and £1.775m at P8. Client PM reports that LCS are refusing to provide projections at operational level.

- £1.4m slippage on energy improvements - SHDFW2.1 project timeline slippage being addressed through procurement (£526k deferral) and heat metering project.
- £0.4m slippage on door entry, waiting for a QLTA to be awarded. (10 sites)
- £0.4m slippage on emergency lighting, due to not being able to complete necessary Section20 consultation and QLTA (qualifying long-term agreement) award this financial year.
- £0.2m slippage on estate improvement works. One project requesting 100% deferral (£200k) into 24/25.
- Offset by £0.6m overspend on LCS capital prelims.
- And £0.4m overspend on the Rewiring Rolling Programme.

Council House Building Programme

The projected in-year variance of £22.3m is mainly due to:

- £6m slippage on Chiswick Health Centre due to rephasing of programme following the start of ground works and superstructure construction.
- £3.1m slippage on Charlton and Albany House.
- £2.2m slippage on Ferne Grove 4a due to delay in planning decisions and S106 agreement
- £1m slippage on 84 Bath Road due to delay on build contract
- £1m underspend forecasted on Manor Lane bulk purchase, final accounts are being finalised.
- £0.6m slippage on Leasehold buy-back programme
- £0.7m slippage on Care Leavers School Caretakers programme
- £0.6m slippage on Care Leavers 58-59 High Street Brentford
- £0.5m slippage on General Needs Buy Back
- £0.4m slippage on Burlington House
- £0.4m slippage on Land adjacent to 141-149 Staines Road
- £10.8m uncommitted contingency budget to be allocated in future years as well as various smaller variances due to slippage.
- This is offset by £6.9m overspend on infill site schemes consisting of £3.1m on Everglades, £1.7m on Rose Gardens, £1.9m on Clements Court and £0.2m on Orchard Road.

- The total overspends on infill site schemes over 2 years is projected to be £16.2m consisting of £4m on Everglades, £7m on Rose Gardens, £5m on Clements Court and £0.2m on Orchard Road.

- The spend to date for works up to November is £78m (83% of forecast), this consists of £75.7m actuals on the system and £2.3m of pending transactions. The service in on track to deliver forecasted expenditure of £93m.

In January 2023, Cabinet approved a revised HRA business plan. This included changes to the profiling of the HRA capital programmes in response to increases in the cost of borrowing. The changes to the programme budget are summarised in Table 4.

Table 4: Reprofiling of HRA capital programmes in the 2024 HRA Business Plan

Estate Investment Programme						
Budget Version	**2023.24**	**2024.25**	**2025.26**	**2026.27**	**2027.28**	**Total**
	£m	**£m**	**£m**	**£m**	**£m**	**£m**
Current approved budget	38.6	36.0	36.0	36.0	-	146.6
Revised budget per HRA Business Plan	30.0	30.0	30.0	30.0	30.0	150.0
Change	**(8.6)**	**(6.0)**	**(6.0)**	**(6.0)**	**30.0**	**3.4**
Council House Building Programme						
Budget Version	**2023.24**	**2024.25**	**2025.26**	**2026.27**	**2027.28**	**Total**
	£m	**£m**	**£m**	**£m**	**£m**	**£m**
Current approved budget	118.1	101.4	107.6	195.7	-	522.9
Revised budget per HRA Business Plan	107.4	103.6	79.2	116.4	99.7	506.3
Change	**(10.7)**	**2.2**	**(28.4)**	**(79.3)**	**99.7**	**(16.5)**
Total Revised HRA BP	**137.4**	**133.6**	**109.2**	**146.4**	**129.7**	**656.3**
Total Movement	**(19.4)**	**(3.8)**	**(34.4)**	**(85.3)**	**129.7**	**(13.2)**

Financing of the HRA capital programme

Table 8 below shows the financing of the HRA capital programme budget and forecast for Quarter 3. The 2023/24 forecast of £122.9m reflects expenditure for current live schemes. The variance of £33.8m consists of unallocated contingency budget, which will reduce as budget is allocated to new schemes.

The programme is forecast to be on budget at £669.5m. Borrowing is £32m lower than budget, this is mainly due to £40.3m higher right to buy receipts £6.1m higher Section 106 contributions offset by £13.5m lower capital grants.

Table 8: Financing of the HRA capital programme

Financing of the Housing Revenue Account (HRA) Capital Programmes						
	2023/24			2023/24 - 2026/27		
Financing	**Revised Budget**	**Forecast**	**In-Year Variance**	**Revised Budget**	**Forecast**	**Programme Variance**
	£m	**£m**	**£m**	**£m**	**£m**	**£m**
RTB capital receipts (retained for 1-4-1 replacement)	-4.5	-2.5	2.0	-37.7	-78.0	-40.3
Shared ownership capital receipts	-1.9	-2.2	-0.3	-1.9	-2.2	-0.3
Other capital receipts	-11.2	-11.1	0.1	-14.8	-13.3	1.5
Capital grants	-15.6	-10.6	5.0	-95.8	-82.3	13.5
Section 106 contributions	6.2	0.0	-6.2	0.3	-5.8	-6.1
HRA revenue funding (including from reserves)	-14.4	-10.3	4.1	-58.7	-59.0	-0.3
Borrowing	-115.3	-86.2	29.1	-460.9	-428.9	32.0
Total Financing Quarter 3	**-156.7**	**-122.9**	**33.8**	**-669.5**	**-669.5**	**0.0**

Following the approval of the revised HRA Business Plan, the revised financing of the HRA Capital programme is as follows:

Table 9: Funding of revised HRA Business Plan.

HRA Capital Programme 2023/24 - 2027/28						
Financing	***Budget 2023/24***	**Budget 2024/25**	**Budget 2025/26**	**Budget 2026/27**	**Budget 2027/28**	**Programme Total Budget 2023/24-2027/28**
	£m	**£m**	**£m**	**£m**	**£m**	**£m**
RTB capital receipts (retained for 1-4-1 replacement)	(17.4)	(22.7)	(11.2)	(12.4)	(20.8)	(84.4)
Shared ownership capital receipts	0.0	0.0	0.0	0.0	0.0	0.0
Other capital receipts	(26.2)	(13.1)	(3.5)	(3.6)	(8.4)	(54.6)
Capital grants	(18.0)	(40.2)	(1.8)	(2.0)	(30.2)	(92.2)
Section 106 contributions	(2.4)	(3.4)	0.0	0.0	0.0	(5.8)
HRA revenue funding (including from reserves)	(16.0)	(16.1)	(16.2)	(16.4)	(16.8)	(81.5)
Borrowing	(57.4)	(38.1)	(76.6)	(112.2)	(53.6)	(337.9)
Total Financing HRA	***(137.4)***	***(133.6)***	***(109.2)***	***(146.4)***	***(129.7)***	***(656.3)***

Appendix C – Inflation Allocations 2023/24

The Budget 2023/24 report to Cabinet and Borough Council in February 2023 included £15,959k of new inflation for 2023/24. This allowance was held in a corporate inflation contingency and not allocated directly to service budgets. A review process was established that required all inflation requests from external parties to be challenged, covering the following key items:

- ✓ Gaining a better understanding of the need for an inflationary increase to support the council in demonstrating it is delivering value for money, this being through review of the inflation request against contract and challenging suppliers on request through seeking for supporting evidence;
- ✓ When services have reached a point where the specific level of inflation on a contract is known they should work with finance and procurement to confirm the budgetary impact;
- ✓ Where a request for inflation exceeds the budget provision made for that contract it is referred to the Acting Chief Financial Officer who will consider whether or not to recommend the request for Cabinet approval.

Items that have been through the above process are set out in the following table. The budget report did not include any additional delegation for release of inflation allocations to directorate budgets beyond the standard delegations included in the Financial Regulations. Hence a total of £1,630k is now recommended to Cabinet for release to directorate budgets.

Inflation Allocations 2023/24

Directorate	**Item**	**Inflation Contingency Allocation (£000s)**	**Inflation Requested 2023/24 (£000s)**	**Commentary**
Previously Released		**13,887**	**12,252**	The Quarter 2 Financial Monitoring Update report included a total release request of £14,863k, of which £1,805k for employee pay inflation had previously been top-sliced from directorate budgets for reduced employers' pension contributions and national insurance. The net amount applied to service budgets has been reduced by £806k following a review of the funding sources of posts affected by the pay award. This resulted in a net amount of £12,252k being released from the Inflation Contingency 2023/24.
Items above Key Decision Threshold and within Allocation included in Budget Report 2023/24				
C&A	Children's Social Care	1,903	1,400	At budget setting, an estimate inflation rate was 12.7% was used to set the Children's Social Care inflation budget based on the autumn 2022 RPIX rates. Though rates reached a high of 13.9%, rates have fallen since the start of the financial year. A similar approach to inflation management and tracking as for ASC placements has started and will take time to be refined to the service and embed; £1,400k is now

Directorate	Item	Inflation Contingency Allocation (£000s)	Inflation Requested 2023/24 (£000s)	Commentary
				being requested to be applied for the year.
Items within Delegation Threshold to Acting Chief Financial Officer and exceeds Allocation included in Budget Report 2023/24				
F&R	External Audit Fees	169	230	Public Sector Audit Appointments – the body that procures and appoints audit firms – consulted in September 2023 on audit fees increases for 2023/24 which exceed the amount allowed for in the inflation contingency. The council's response to the consultation objected to the scale of increase. The final fees were announced in November 2023, unchanged from the fees consulted upon.
Total Requested for Release		**2,072**	**1,630**	
Cumulative Total Requested for Release		**15,959**	**13,882**	

Introduction:

The objectives of the 2017 Revised CIPFA Prudential Code for Capital Finance in Local Authorities are to ensure that local authorities' investment plans are affordable, prudent, and sustainable. In addition, treasury management decisions must reflect good professional practice and support prudence, affordability, and sustainability. The Code also has the objectives of being consistent with and supporting local strategic planning, local asset management planning and option appraisals.

To demonstrate that the objectives are being fulfilled councils are required to set specific Prudential and Treasury Indicators. These indicators draw together the Council's balance sheet, its revenue budget proposals, capital expenditure plans and the Treasury Management Strategy.

The Prudential Indicators are either capital indicators or treasury indicators. It should be noted that where indicators for three years are required, these are rolling scenarios, not fixed for three years. The indicators are not designed to be inter-authority comparative performance indicators. Each council sets its own limits dependent on its own circumstances.

Affordability Indicators:

1. Capital Expenditure:

Actual and projected capital expenditure

	2023/24 Q3 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
	£m	£m	£m	£m
General Fund	17.0	41.4	71.6	32.0
Housing Revenue Account (HRA)	85.8	120.6	191.7	119.5
Total	**102.8**	**162.0**	**263.3**	**151.5**

This capital expenditure is financed from a combination of capital receipts, capital grants, capital reserves, revenue and borrowing. The rest of the prudential indicators relate to the element of capital expenditure to be met from borrowing.

2. Ratio of net financing costs to net revenue stream:

	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
	%	%	%	%
General Fund	(1.4)	(4.1)	(2.3)	(1.7)
HRA	13.0	20.5	19.7	19.5

Financing costs primarily cover net interest and principal repayment costs. For the General Fund, the increasing trend in the ratio reflects expectations of increasing interest costs as borrowing is externalised. As discussed in the Treasury Management Strategy, the borrowing requirement is expected to be met by further

use of external borrowing as the Authority's capacity for additional internal borrowing reduces.

It is assumed that the HRA will refinance loans when they mature and take on additional debt to support its capital programme, only the cost of interest is included in the calculation of the ratio.

3. The ratio of interest income from wholly owned companies to net revenue stream:

	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
	%	%	%	%
General Fund	3.05	3.99	3.99	4.15

Similar to section 2 above, this ratio details the proportion of interest income from wholly owned companies compared to the net General Fund revenue stream. The gradual increase demonstrates the size of the on-lending programme as detailed in the TMSS. It is expected for future years not presented here that the interest income will begin to fall as loans begin to be repaid.

4. Capital Financing Requirement (CFR)

	2022/23 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
	£m	£m	£m	£m
Non-HRA	441.0	436.8	464.3	478.0
HRA	386.2	471.2	485.8	565.5
Total	**827.2**	**908.0**	**950.1**	**1,043.5**

This indicator measures the Council's underlying need to borrow for capital (not revenue) purposes.

It decreases for the General Fund in 2023/24 and increases in 2024/25 and 2025/26 as minimum revenue provision (repayments of principal) in 2024/25 and 2025/26 is lesser than projected new borrowing.

The loans to Lampton Investment 360 Limited are treated as capital expenditure and included within the CFR.

For the HRA,CFR rises from 2022/23 onwards reflect new borrowing in those years.

A contract for Highways services with Vinci Ringway through a 25-year Private Finance Initiative arrangement started on 1st January 2013. Vinci have undertaken £98m of capital investment on Hounslow's infrastructure in the first five years of the contract. Under IFRS (International Financial reporting Standards) we have to report the capital expenditure in the capital financing requirement as it is financed by borrowing and included in Hounslow's balance sheet. The cost of this financing is charged to Hounslow within the annual contract charges. This reduces the annual amount included in the Capital Financing Requirement over the life of the contract.

CIPFA's Prudential Code states:

“In order to ensure that over the medium-term borrowing will only be for a capital purpose, the local authority should ensure that gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement.”

The S151 Officer notes that the Authority has had no difficulty in meeting this requirement for 2023/24, nor are any difficulties envisaged for future years.

5. Authorised Limit for External Debt:

	2023/24 Q3 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
	£m	£m	£m	£m
Authorised Limit	1,088.5	1,088.5	1,178.6	1,238.7
Actual Borrowing	458.5	589.6	662.3	778.6

The Authorised Limit is the maximum possible limit on borrowing for both capital and temporary revenue purposes and includes an allowance for unusual or uncertain events, as shown in the table the Council borrowing has not exceeded and is not expected to exceed the Authorised limit. The “other long-term liabilities” allowance will enable the Council to use leasing finance if this is financially advantageous. The Authorised Limit should not be set so high that it would never be breached. It should be set to establish the outer boundary of the Council's borrowing based on a realistic assessment of risks. If it is breached a review should be undertaken to assess and understand why. For example, a breach could be an early warning sign of revenue overspending.

The Authorised Limit is increasing to reflect the additional external borrowing needed to finance the HRA and the Lampton activities. It is lower than the Capital Financing Requirement reflecting the internal borrowing of the General Fund capital programme.

6. Operational Boundary for External Debt:

	2023/24 Q3 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
	£m	£m	£m	£m
Operational boundary	1038.5	1,038.5	1,128.6	1,188.7
Borrowing	458.5	536.0	602.1	707.8

As in section 4 above, this allows for the HRA and Lampton borrowing requirements to be met by external borrowing.

The Operational boundary is the most likely maximum level of borrowing for most of the year, without the additional headroom included within the Authorised Limit for unusual cash movements. It may occasionally be exceeded due to unforeseen events. However, a sustained or regular trend above the operational boundary would be significant and should lead to further investigation and action as appropriate. As shown in the table the Council borrowing has not exceeded and is not expected to exceed the Operational Boundary.

7. Actual External Debt:

The Council's actual external debt at 31 December 2023 was £458.5m. This was within the limits set for the year. This covers the Housing Revenue Account (HRA) and General Fund.

8. Monitoring of External Debt:

The S151 Officer monitors the Authorised Limit and Operational Boundary on a regular basis to check that unsustainable breaches are not occurring. If any pattern of breach does occur immediate corrective action will be implemented to protect the Council's financial position.

Indicators of Prudence:

These treasury management indicators recognise the existing structure of the Council's borrowing and investment portfolios. They are set to avoid exposing public funds to unnecessary or unquantified risk, and to reflect safety and liquidity.

9. Upper limit on fixed interest rate exposures and variable rate exposures:

Indicators have to be set which limit the extent to which the Council is exposed to interest rate changes. Separate limits are set for the principal sums for fixed interest rate and variable rate borrowings. These limits are net of investments.

	2023/24 Q3 Actual	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
	£m	£m	£m	£m
Fixed interest rate exposures	458.5	536.0	602.1	707.8
Variable interest rate exposures	0.0	107.2	120.4	141.6

The variable limit has been set at 20% of the operational limit. However, all current debt is at fixed rates of interest, therefore, the fixed limit has been set at the operational limit and has not been exceeded during the year and is not expected to exceed the.

10. Maturity Structure:

It is recommended that the Council sets upper and lower limits for the maturity structure of its borrowings. These limit the extent to which we will be exposed to significantly higher interest rates in any period in which we have to refinance maturing debt.

The table below shows the limits of projected borrowing that is fixed-rate, maturing in each period, as a percentage of total projected fixed-rate borrowing.

	Actual	Upper limit	Lower limit
	%	%	%
Under 12 months	8.7	30	0
1 year-2 years	5.9	30	0
2 years-5 years	3.4	50	0
5 years -10 years	0.0	50	5
10 years to 20 years	4.0	50	5
20 years to 40 years	33.9	50	5
Over 40 years	44.1	75	10

11. Limit on Investments for periods over one year

The Council will only invest in deposits with maturities in excess of one year where there is a minimal risk to capital, and where the rate of return justifies their use. These will usually be restricted to a maximum of two years, but the S151 Officer has the delegated authority to increase this to three years if there is a sound economic argument for doing so.

It is proposed that a maximum of £50m could be held in aggregate for a maximum period of up to three years. These investments will only be with public bodies, to take advantage of more attractive rates of interest. The exceptions to this are the earmarked PFI funds, and the £20m invested in a multi asset income fund.

12. Adoption of CIPFA Code of Practice

The Council has adopted the 2017 Revised CIPFA Code of Practice for Treasury Management in Public Services.

13. Monitoring Performance against Prudential Indicators

The S151 Officer is required to establish procedures for monitoring performance against these indicators, and for establishing a reporting process that highlights any significant deviations. The indicators are monitored on either a weekly, monthly, or annual basis, as considered appropriate for each specific indicator. If the authorised limit for external debt is breached a report to Council will be required.

Performance against these indicators is included in the regular treasury management monitoring reports to Cabinet.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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