

# Cheltenham Borough Council Council

**Meeting date:** 20 February 2023

**Meeting time:** 2.30 pm

**Meeting venue:** Council Chamber - Municipal Offices

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## **Membership:**

Councillors Sandra Holliday (Chair), Matt Babbage (Vice-Chair), Glenn Andrews, Victoria Atherstone, Paul Baker, Adrian Bamford, Garth Barnes, Ian Bassett-Smith, Graham Beale, Angie Boyes, Nigel Britter, Jackie Chelin, Ed Chidley, Barbara Clark, Flo Clucas, Mike Collins, Iain Dobie, Stephan Fifield, Bernard Fisher, Wendy Flynn, Tim Harman, Steve Harvey, Rowena Hay, Martin Horwood, Peter Jeffries, Tabi Joy, Alisha Lewis, Paul McCloskey, Emma Nelson, Tony Oliver, John Payne, Richard Pineger, Julie Sankey, Diggory Seacome, Izaak Tailford, Julian Tooke, Simon Wheeler, Max Wilkinson, Suzanne Williams and David Willingham

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## **Important notice – filming, recording and broadcasting of Council meetings**

This meeting will be recorded by the council for live broadcast online at [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk) and <https://www.youtube.com/@cheltenhambc/streams>. The Chair will confirm this at the start of the meeting.

If you participate in the meeting, you consent to being filmed and to the possible use of those images and sound recordings for broadcasting and/or training purposes.

If you have any questions on the issue of filming/recording of meetings, please contact Democratic Services.

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**Contact:** [democraticservices@cheltenham.gov.uk](mailto:democraticservices@cheltenham.gov.uk)  
**Phone:** 01242 264 246

## **1 Apologies**

## **2 Declarations of interest**

## **3 Minutes of the last meeting (Pages 5 - 38)**

Minutes of the meeting held on 6 December 2022 and the Extraordinary meeting held on 9 January 2023

## **4 Communications by the Mayor**

## **5 Communications by the Leader of the Council**

## **6 To receive petitions**

## **7 Public Questions**

No questions have been received.

## **8 Member Questions**

Two Member questions have been received and will be circulated as a supplement to the agenda.

## **9 Corporate Plan 2023-27 (Pages 39 - 76)**

Report of the Leader

## **10 Housing Revenue Account - Revised Forecast 2022-23 and Budget 2023-24 (Pages 77 - 124)**

Report of the Cabinet Member Finance and Assets

## **11 General Fund Revenue and Capital – Final Budget Proposals 2023/24 (Pages 125 - 226)**

Report of the Cabinet Member Finance and Assets

## **12 Council Tax Resolution**

Report of the Cabinet Member Finance and Assets-TO FOLLOW

## **13 Council Tax Support Fund (Pages 227 - 246)**

Report of the Cabinet Member Finance and Assets

## **14 Council Order of Precedence - Nominations for Mayor Elect and Deputy Mayor Elect (Pages 247 - 254)**

Report of the Chief Executive

## **15 Council Diary 2023-24 (Pages 255 - 272)**

Report of the Leader

**16 Notices of Motion**

None received.

**17 Any other item the Mayor determines as urgent and which requires a decision****18 Local Government Act 1972 -Exempt Information**

**The Council is recommended to approve the following resolution:-**

“That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda items as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraph 3, Part (1) Schedule (12A) Local Government Act 1972, namely:

Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**19 Exempt Minutes (Pages 273 - 282)**

Exempt minutes of the meeting held on 12 December 2022

Gareth Edmundson  
Chief Executive

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# Cheltenham Borough Council

## Council Minutes

**Meeting date:** 12 December 2022

**Meeting time:** 2.30 pm - 8.20 pm

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**In attendance:**

**Councillors:**

Sandra Holliday (Chair), Matt Babbage (Vice-Chair), Glenn Andrews, Victoria Atherstone, Paul Baker, Adrian Bamford, Ian Bassett-Smith, Graham Beale, Angie Boyes, Nigel Britter, Jackie Chelin, Barbara Clark, Flo Clucas, Mike Collins, Iain Dobie, Stephan Fifield, Bernard Fisher, Wendy Flynn, Tim Harman, Steve Harvey, Rowena Hay, Martin Horwood, Peter Jeffries, Tabi Joy, Alisha Lewis, Paul McCloskey, Emma Nelson, John Payne, Richard Pineger, Julie Sankey, Louis Savage, Diggory Seacome, Izaak Tailford, Julian Tooke, Simon Wheeler, Max Wilkinson, Suzanne Williams and Dr David Willingham

**Also in attendance:**

Gareth Edmundson (Chief Executive), Paul Jones (Executive Director of Finance, Assets and Regeneration), Darren Knight (Executive Director of Place and Communities), Paul Minnis (Director of Major Development and Regeneration) and Ann Wolstencroft (Head of Performance, Projects & Risk)

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### 1 Apologies

Apologies were received from Cllrs. Barnes and Oliver.

### 2 Declarations of interest

There were none.

### 3 Minutes of the last meeting

The minutes of the 17<sup>th</sup> October meeting were approved and signed as a correct record.

### 4 Communications by the Mayor

The Mayor invited volunteers from the COP 26 Climate Vigil to present a quilt, which sought to build on COP 26 and the annual UN Conference of the Parties climate change conference.

One of the volunteers explained that the quilt gave residents the opportunity to show solidarity with the aims of COP 26, express their hopes, dreams and suggestions for a carbon neutral future, and send a message that the people of Cheltenham wanted action taken on climate change. Based on the principles of Craftivism, they had held a vigil in the Promenade for every day of the conference, and were delighted by how many people stopped to write their messages. She thanked everyone who had contributed, and hoped that the quilt would be on permanent display as well as a moving display around Cheltenham. It was a living testament that should offer stimulus for further creativity and action. They held another short vigil during this year's COP 27, and continued this every 27<sup>th</sup> of the month on the Promenade.

Speaking as the Cabinet Member Climate Emergency, Cllr. Lewis thanked all the volunteers and contributors for their work on a strong visual reminder of how we needed to take the climate seriously, and looked forward to building on this in the New Year.

She then expressed her condolences to the families of Lord Nigel Jones and former county councillor Mike Skinner, both of whom had recently passed away. She had the pleasure of knowing and working alongside Mike, who was the most gentle soul, a true gentleman, and a dedicated and hard-working councillor. The late Andy Pennington had introduced her to Nigel back in the early 90s, and she remembered watching the declaration on TV in the Bell the night he was elected as Cheltenham's MP. Nigel worked extremely hard for the town and its residents, and was very popular and a genuinely nice man, as well as a great support of Cheltenham Town FC. He was a true ambassador for the town who would be sadly missed by all who knew him. She opened up the floor for Group Leaders and any other Members who wished to express their own thanks.

Cllr. Harman added that Mike Skinner was an absolute gentleman as well as a quiet and hard-working councillor who did a lot behind the scenes in St Mark's in particular. He had also worked with Nigel Jones for a long time, recalled the 1992 count when he was first elected, and had fond memories of their time together at the cricket festival. Despite their political differences, they always got on well.

The Leader of the Council reiterated what both the Mayor and Cllr. Harman had said. Nigel was a great friend and had a great influence on many members of her group in one form or another and would be sorely missed by all, and she sent best wishes to his family in this tough time. Cllr. Payne echoed the reflections of fellow councillors on the passing of two really important people in the community.

Cllr. Flynn added that it was Nigel who had persuaded her to enter politics in the first place more than 20 years ago, and that he was a good, caring man held in high regard in West Cheltenham in particular. She would miss his presence in the world. Mike Skinner was also a lovely man who worked very hard for his community, and she had been grateful to be able to attend his funeral. She passed on her thoughts to both of their families.

The Mayor added that she had had the privilege of accepting an award and plaque at the Campaign to Protect Rural England (CPRE) awards for the work done on Leckhampton Hill and Charlton Kings Common. This had been a partnership project with Charlton Kings Parish Council, Friends of Leckhampton Hill and Charlton Kings Common and the Cotswold

National Landscape Teams together with Cotswold wardens and volunteers. The award demonstrated sustainability and resulted in significant improvements to the environment and facilities for communities, with the introduction of two breeds of cattle onto Leckhampton Hill, improved access for all, and securing almost £175k grant funding from the National Grid Landscape Enhancement Initiative. She thanked all those involved in delivering this.

She added that the Royal British Legion had thanked the council for its support with the Remembrance Sunday service and other remembrance events during the year. She highlighted the contributions of Jennie Ingram, Bob Bishop, the sound team and Parks and Gardens had been willing to engage proactively to ensure that this and other events ran smoothly. It was important to give those working in the background the recognition they deserved.

The Mayor welcomed the new Monitoring Officer, Claire Hughes, to her first Full Council meeting. She sent best wishes to Reverend Gary Grady, who was highly respected in Warden Hill, as he awaited an operation, and thanked all those who had contributed to the Mayor's charities. Finally, she reminded Members that the carol concert would take place at St Marks' Church on Thursday 15<sup>th</sup> December at 7pm, and wished everyone a happy Christmas and all the best for 2023.

### **5 Communications by the Leader of the Council**

The Leader reported that the Golden Valley development was moving along at pace, and the planning application for the Innovation Centre was progressing well. Both the CBC team and their partners at HBD had been recently working on social value workshops with partners and community groups, looking at key economic, cultural, environmental and community issues.

The latest residents' survey had been published, and she highlighted that the kerbside collection satisfaction rates were among the highest out of all council services. One reason for this was that they had extended their range of recyclables, becoming the first council in the country to recycle coffee pods at the kerbside, and were now piloting the collection of soft plastics with a wider rollout planned in the New Year.

The council had also been awarded government funding for a viability study on heat networks, both for Golden Valley and the Town Centre, looking into how these networks could deliver low-cost, low-carbon energy to homes and businesses.

She reported that the climate team had been invited by the Association of Independent Professionals and the Self-Employed (IPSE) to share their climate decision wheel, which was now incorporated into all Cabinet and Council reports. It was excellent to see CBC leading innovative decision-making and already making good use of it in major decisions like Golden Valley.

Finally, as this was the last meeting before Christmas, she thanked officers and partners for their amazing work, and emphasised that the council could not do what it did without them.

### **6 To receive petitions**

There were none.

## **7 Public Questions**

### **1. Question from Dr Cook to the Leader, Councillor Rowena Hay**

Between April 2019 and March 2022, Cheltenham Borough Council paid leasing costs for the mayor's car of £14 439, with a further £1079 spent on fuel. This is the highest amount paid by any council in the South West. If the leasing costs had not been paid, we could have paid for 6275 children to have hot meals in the coming Christmas Holidays. How can the council justify spending so much on leasing costs for the car, when council finances are so limited, and whilst many Cheltenham residents are sat in cold homes, and struggling to feed themselves or their children?

#### **Response from Cabinet Member**

Thank you for the question. We are proud of the work that the Mayor of Cheltenham does to support civic life in Cheltenham. While the global pandemic has impacted Mayoral engagements in 2020 and 2021, in a typical year the Mayor attends hundreds of engagements, sometimes 3 or 4 in the same day. Firstly it is not realistic to use public transport for the Mayor's schedule as the bus services, which are the responsibility of Gloucestershire County Council, are neither reliable nor frequent enough. Secondly, the Mayor wears a chain of historical significance and heritage value, therefore retaining a car is preferable for safety.

It is also important to remember that a key part of the role of Mayor is to raise money for their chosen charities. Over the last ten years £195k has been raised for local good causes doing absolutely essential and valuable work in our communities. Therefore the cost of leasing a car should be offset against the funds raised which are far in excess of the annual cost of leasing a green and sustainable car.

One of the Mayor's charities for this year is #feedcheltenham which directly helps people who are struggling to feed themselves and their families. I hope the Mayor succeeds in raising as much money for this essential cause as possible during these difficult and challenging times.

### **Supplementary question from Dr Cook to the Leader, Councillor Rowena Hay**

Thank you for the answer. I am sorry to hear that the Mayor feels it is unsafe to travel on public transport. If, both as a society and at this council, provided the necessary support and benefits for those in need, there would be no need for charity.

What lower-cost travel solutions have been explored, and if these are not possible due to safety risks, can these be mitigated – for example, by using a protective case for the mayoral chain? If public transport is not feasible, could a daily car hire be more cost-effective than leasing a vehicle for a year?

The Mayor clarified that the original response had described travelling by bus as unrealistic rather than unsafe. She added that the route nearest to her did not run during the week.

#### **Response from Cabinet Member**

Some years ago, this authority owned a car specifically for the Mayor, and paid for its maintenance and storage. This was gotten rid of in order to save money, with a leased electric vehicle being the most appropriate replacement. I remember that when my husband was Mayor in 2012, we often walked to events, but this was not always possible. The cost of insuring the Mayor's chain would likely increase significantly if she were to regularly walk to events rather than use a car. I have no aversion to looking at different options for the Mayor's transport, but using a bicycle or scooter while wearing the chain is hardly realistic. The Mayor could drive herself, but it is really important to ensure that she arrives at events on time, as many of them are scheduled around her arrival. In order to do that, a dedicated driver is needed, and alternatives are unlikely to work on this level.

### **2. Question from Dr Cook to the Leader, Councillor Rowena Hay**

I have twice been unable to copy & paste my question to the council into the online form, which means this form is inaccessible for users of assistive technology, and the website does not contain an accessibility statement. I have contacted the helpdesk regarding this matter and was told I needed to type my question onto the online form, however if I was using a speech to text device, this would not have been possible. Therefore I find that people with disabilities are being discriminated in their access to the [www.democracy.cheltenham.gov.uk](http://www.democracy.cheltenham.gov.uk) website. When will the council bring the site in line with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018?

### **Response from Cabinet Member**

Thank you for your question. Our web team has tested our 'Submit a public question' form and has successfully copied and pasted text into the form so cannot identify with the issue raised.

With regard to the [council's accessibility statement](#), this is available on our main website [Cheltenham.gov.uk](http://Cheltenham.gov.uk) and you'll find links to it in the website header and footer. We thank you for highlighting that it is not apparent on [www.democracy.cheltenham.gov.uk](http://www.democracy.cheltenham.gov.uk), so we'll look at improving this as a priority.

Our web team is currently working with an external organisation called The Shaw Trust, who are experts in the field of accessibility, to bring our website in line with the accessibility legislation. This work is nearing completion, but work to improve accessibility will always be ongoing. We have recently produced an accessibility policy, which is aimed at ensuring the continued improvement of our online platforms.

### **Supplementary question from Dr Cook to the Leader, Councillor Rowena Hay**

I am pleased to hear that the council has recognised that its accessibility statement is not apparent on this site, thank you for promising to amend this. I found the process of asking public questions to be challenging, as the online form did not ask about specific needs or requirements, and did not provide a map telling me where to come to the meeting. When I arrived here today, there was a tiny sign for the wheelchair accessible entrance, and the door in the corridor was locked. Once you are in the building, there is no signage to indicate a wheelchair accessible route, and if you had difficulty climbing the stairs to reach the public gallery there was no signage to indicate another route. Will all councillors uphold democracy by making coming to meetings more accessible?

## **Response from Cabinet Member**

The public questioner left the Chamber before a response could be given.

One Member added as a point of information that members of the public could also email their questions directly to [democratic.services@cheltenham.gov.uk](mailto:democratic.services@cheltenham.gov.uk), which might be more amenable to assistive technology than the online form.

Another Member added that the Accessibility Forum advised the council on these matters, so it would be helpful if Dr Cook's questions were referred to them.

## **8 Member Questions**

### **1. Question from Councillor Tabi Joy to Cabinet Member for Finance and Assets, Councillor Peter Jeffries**

Due to the voter ID requirements set to be implemented from May 2023, and dealing with this on top of existing low voter turnout in many wards in Cheltenham, do we have a voter engagement plan in place to encourage people to vote and support them in voting?

#### **Response from Cabinet Member**

The Elections Act received Royal Assent in April 2022. Laying of the voter identification Statutory Instrument occurred on 6 November 2022 with it expected to come into effect by mid-January 2023 in readiness for the 4th of May 2023 elections. We currently do not have any elections planned for May 2023 in Cheltenham, somewhat of a blessing one may say, as the information and timetable for such a fundamental change in our voting system is somewhat condensed. We do have a draft engagement plan in place, but this may be subject to additions and changes.

### **2. Question from Councillor Tabi Joy to Cabinet Member for Finance and Assets, Councillor Peter Jeffries**

Since the range of voter ID options are very restrictive for those on a lower income or from a younger demographic, with railcards or students cards not being considered valid ID and thus excluding them from the voting process, how will we publicise postal voting or special registration forms as an alternative for those who may not be able to bring the right form of ID to the polling station?

#### **Response from Cabinet Member**

You mention the restrictive nature of the ID options chosen by the government, and I have to agree that currently they will have a significantly detrimental effect for younger residents and those on lower incomes. There will be a national awareness campaign starting on 8 January. We are still waiting for the Electoral Commission to provide us with resources to reflect the key message of the mass advertising campaign. We have a draft Voter ID engagement plan that, through various mediums includes using social media, our website, CBH newsletter and website, provide leaflets to community groups, hold surgeries for electors to apply for Voter ID Certificate. This is not an exhaustive list of activities for engagement.

So in the period before the 2023 May elections we can maximise the key messages for the benefit of our residents.

As I have mentioned in my answer to your previous question we do not have elections planned during 2023, this will give Cheltenham an opportunity to evaluate the impact of this engagement campaign, and its effect in areas that do have election in May 2023, its impact and how our residents responded will prove beneficial. Equally being able to understand the impact of the new voter ID process, the positive and negatives should again be beneficial in our planned elections in 2024.

### **3. Question from Councillor Tabi Joy to Cabinet Member for Customer and Regulatory Affairs, Councillor Martin Horwood**

It appears that Gloucestershire County Council are extending the Zwings electric scooter trial in Cheltenham until May 2024. Does Cheltenham Borough Council have an official stance on this, what is our position, and how has this been communicated to Gloucestershire County Council?

#### **Response from Cabinet Member**

The scooter trial is part of a national initiative across 31 English regions and is being operated by the Department for Transport (DfT) and Active Travel England. Gloucestershire County Council (GCC) is overseeing the scheme in Cheltenham.

DfT announced in July that local authorities would have the option of carrying on with the trials up until May 2024.

The scheme was intended to support a 'green' restart of local travel and to help mitigate reduced public transport capacity as a result of the pandemic. In July 2020, the Department for Transport (DfT) made regulations allowing trials of rental e-scooters to be fast tracked and expanded.

Further details of the scheme which GCC successfully applied to take part in and how it has been extended to date are available via the following link:

[Government e-scooter trials guidance for local areas and rental operators](#)

Safety concerns regarding the scooters have been raised at the CBC Accessibility Forum, by members of the visually impaired community. Officers are currently seeking information from GCC about the number of reports of misuse, including any data on those e-scooters that are licensed as part of the trial and private ones which are not.

In relation to transport more generally, CBC has encouraged GCC to be more ambitious in relation to its local plans and commissioned a report from consultants Systra, entitled 'Connecting Cheltenham' to inform our comments to GCC about what we would like to see in the Local Transport Plan. Whilst e-scooters are not specifically referenced in the report, we are supportive of a significant shift towards more sustainable transport modes, together with an emphasis on the infrastructure needed to support that shift.

Further details of the Connecting Cheltenham report can be found here:

[What is Connecting Cheltenham?](#)

## **4. Question from Councillor Tabi Joy to Cabinet Member for Customer and Regulatory Affairs, Councillor Martin Horwood**

Cheltenham has several heritage neighbourhoods, and while their management and upkeep is demanding for their unique profile, there are many residents who wish to install solar arrays to generate sustainable energy. Are there plans for Cheltenham Borough Council to relax planning rules and regulations to allow listed buildings to have reasonable and workable adjustments to add solar panels without a practical way forward?

### **Response from Cabinet Member**

Both the National Planning Policy Framework and our own Cheltenham policy are quite clear: we encourage solar panels in pursuit of our climate change objectives and solar panels can be put on listed buildings and on buildings in heritage designated areas like the Cheltenham Conservation Area. But obviously this has to be done with care and in compliance with the rules still in force for heritage buildings. We can't relax national rules unilaterally. One of the best examples of imaginative flexibility to this issue in the whole country is the Grade II\* listed church which is now Trinity Cheltenham but which was built in 1820 and modified by Cheltenham's most famous architect John Middleton. The church's new solar array was not only approved by Cheltenham Borough Council but we helped to fund them too through the Cheltenham Zero Community Fund launched by Cllr Wilkinson.

Our planning process has to take into account key issues of focus for Cheltenham such as heritage and the environment but these should not be in competition.

To promote sustainable energy the Council adopted the Climate Change Supplementary Planning Document earlier this year and through our application processes officers are encouraging all residents and homeowners to consider measures which will have a positive impact in tackling the climate crisis and include these in their proposals.

We must also recognise that our heritage is an important part of what makes Cheltenham a special place and we must take care to protect this. Applications for renewables, including solar panels, have to be carefully considered to ensure they sustain and enhance the special interest of listed buildings in line with national legislation surrounding listed buildings, which has not changed. Historic England have produced a range of guidance notes on renewable energy installations and recommending that a 'whole building approach' be taken to improve energy efficiency and provide the best possible balance to be struck between saving energy and reducing carbon emissions, sustaining heritage significance, and maintaining a healthy building. Links to these documents can be found via our website pages at [Working with listed buildings and within conservation areas | Energy efficiency, renewables and our built cultural heritage | Cheltenham Borough Council](#).

The Trinity example shows what can be done within these rules. We want a town that is beautiful, historic and green.

Our local planning policy is set out in our Cheltenham Plan adopted in 2020. In line with statutory requirements we are required to review this every five years and we will of course take the opportunity of the forthcoming review to see if we can strengthen even more our approach to tackling not just the climate crisis but the crisis in the natural world and pollution too. I want us to be one of the country's leading councils on climate action, biodiversity and a true recovery.

In terms of individual applications it is worth noting that each case must be treated on its own merits so while there is no relaxation in the requirement for listed building consent or



planning permission for works that affect listed buildings our officers must consider our other policies too, consider all options available and take a 'whole building approach'. For those wishing to seek new installations we offer a pre-application advice service which includes a heritage surgery and full details of this can be found on our website at [Planning pre-application advice | Cheltenham Borough Council](#).

### **5. Question from Councillor Tim Harman to the Cabinet Member Cabinet Member Waste, Recycling & Street Services, Councillor Iain Dobie**

Some meetings ago I asked if the Cabinet Member would meet me on site to discuss how the Children's Play Area in Rowena Cade Avenue could be upgraded . Can update me on any progress and if he will agree to meet

#### **Response from Cabinet Member**

Yes, I am still willing to meet you at the Rowena Cade play area with a member of the Council's Green Space Team to discuss how the play area can be improved, and how it might be funded. We anticipate there might be some funding available from the Council's rolling annual play area improvement programme in 2023/24. I understand you are looking at external sources of funding with local residents, and that the green space team have suggested a new piece of equipment. Please feel free to contact me at any time to set this up.

### **6. Question from Councillor Tabi Joy to the Leader, Councillor Rowena Hay**

Will there be more active promotion of democratic engagement with Council, Cabinet and the Overview and Scrutiny Committee meetings, so that members of the public are better informed of the work these meetings do, as well as their right to ask questions and interact in those meetings with their elected representatives?

#### **Response from the Leader**

Thank you for highlighting an important topic. The council looks to educate the public about how it can get involved in its decision making and social media is used to flag upcoming public meetings of Cabinet and Council.

The [Get Involved page](#) on the CBC website functions as a useful directory for residents looking to engage with the democratic process, signposting them towards how to attend public meetings, ask questions, speak at regulatory committees, respond to consultations and submit petitions.

The Democratic Services team aim to make the relevant information accessible and understandable for members of the public. All public meetings are now livestreamed to the council's YouTube channel and those who wish to view the meetings in person can come to the Municipal Offices to do so.

In addition to this, our communications team works hard to share key topics of debate and decisions, especially around high profile issues and consultations, with the local media, residents, partners, businesses and community groups. They proactively and reactively manage this through the press, the council's website and a variety of online social media platforms.

Councillors also have a key role to play in raising awareness within their ward of the ways in which constituents can get involved, and alerting residents and community groups to steps in the process where they have a particular role to play.

Of course if Councillor Joy has ideas of how she thinks more could be done I am very happy to hear them, in addition perhaps she would like to request her Green Party MP raise this with the education department in parliament. As we all know engaging at a young age and providing democratic education in schools would be of huge benefit and was something that used to happen.

### **7. Question from Emma Nelson to the Cabinet Member Economic Development, Culture, Tourism and Wellbeing, Councillor Max Wilkinson**

At the last Council Meeting, in response to a couple of public questions, and my question about lack of Tourist Information in the town, we were advised that Tourism information .....“is currently available from Monday to Friday in the revamped Municipal Offices reception, in a staffed area of the council building, a central part of the town. Visitors and residents are welcome to visit the reception area at the Municipal Offices between 9am and 5pm Monday to Friday, (10am to 5pm Wednesday) where maps and town guides are available. Digital screens share up to date information on what’s on and where to go in Cheltenham, and printed tourist information is available to collect.”

I appreciate this may well be the intention, and assurances were given to this end, however, as of Friday 2nd December there was still no Tourist Information available in Reception nor any sign of the other facilities listed above.

Please would the Cabinet Member advise detail of what will be provided and, most importantly, when?

### **Response from Cabinet Member**

Thank you to Cllr Nelson for this question. Following something of a false start, I’m pleased to say that a stand with tourist information is now located in the Municipal Offices reception. Additionally, we have a digital display screen giving tourism information. Anyone without access to a mobile phone who wishes to make subsequent enquiries during their visit, is able to use the booths in reception, which now include lists of useful numbers.

### **8. Question from Councillor Emma Nelson to the Cabinet Member Customer and Regulatory Services, Councillor Victoria Atherstone**

I was disturbed to read the report in local press recently (Gloucestershire Live / Echo November 24<sup>th</sup> p8) concerning insect infestation of a CBH owned property. It seems CBH response was not as prompt, robust or effective as it should have been and officers were not as supportive to the resident as they could have been.

What processes and procedures are in place to ensure similar occurrences, where accommodation becomes uninhabitable (whether through insect infestation, damp, mould or other issues), are dealt with promptly and sensitively. What are the lessons to be learnt from this recent case?

### **Response from Cabinet Member**

Thank you Councillor Nelson for bringing this to my attention however I am can confirm after liaising with the Head of Community Services at Cheltenham Borough Homes (CBH) that they did respond promptly, robustly and effectively and were supportive to all residents impacted by the infestation.

Cheltenham Borough Homes have provided the following response which I trust you find is supportive of my comments above:

Following the passing of the tenant in Edward Wilson House, a fly infestation issue developed (due to the hot weather) and this impacted three flats below this property. There was no delay in CBH's response to this issue. CBH arranged for pest control services to visit the property, the same day as we were made aware of the issue. CBH were aware of the issue on 19th August 2022 and had resolved the infestation issue by 25th August 2022.

The tenants of all three flats impacted by the infestation were offered alternative accommodation. Two tenants chose to remain in the flats while treatment was undertaken. The third tenant (the complainant) had pre-arranged plans to be away from her flat for the weekend and did not initially accept the offer of alternative accommodation.

CBH officers attended the properties, out of hours (at the weekend) to check the outcome of the pest control treatment. The pest control treatment had not delivered a satisfactory outcome at the complainants flat over the weekend; therefore, she was immediately accommodated in a hotel, CBH covered the cost of the hotel and reimbursed her for expenses.

A further pest control treatment was undertaken, the complainant stated that she was still not happy to return to the flat. CBH arranged for another private contractor to carry out a further pest control plus a deep clean of the flat. Four pest control treatments in total were carried out at the complainants flat. The property was inspected, and the complainant advised that there were no flies present in the flat and that it was ready to be reoccupied.

Current position

- The complainant has stated that she wishes to be rehoused, and has been supported to make a Homeseeker application.

Summary:

- CBH were prompt (responded the same day), robust (in arranging 4 pest control treatments within a week) and were effective in resolving the infestation issue. Photographs have been taken of the complainant's flat post infestation treatment as evidence of the success of the infestation treatment.
- CBH were supportive to all three tenants affected by immediately offering alternative accommodation, subsequently providing alternative accommodation to the complainant and covering expenses. CBH officers went the extra mile in checking the properties at the weekend to establish the success of the treatment.
- CBH have ensured that the complainant is fully aware of the complaint process. To date, CBH have not received a complaint. The complainant communicated her viewpoint via the media and CBH have responded to this media enquiry.

### **9. Question from Councillor Matt Babbage to the Cabinet Member Customer and Regulatory Services, Councillor Martin Horwood**

What is Cheltenham's latest five-year housing supply assessment?

## Response from Cabinet Member

The need for local planning authorities to constantly demonstrate a rolling five-year supply of housing, even when they have planned for all local housing need and more as Cheltenham has, is an onerous and often impossible test imposed on planning authorities by central government which has undermined their ability to deliver a plan-led system. The government has announced its intention to remove this requirement, providing the local authority has an up to date local plan in place, alongside the Levelling Up and Regeneration Bill currently before Parliament and the Secretary of State confirmed this in his statement to the House of Commons on 6 December 2022.

The Council's most recent published [five-year housing land supply position statement \(1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020\)](#) sets out that the five year housing land supply calculation was that Cheltenham could only demonstrate a 3.9 year supply of housing land, largely due to the challenges in bringing forward the major strategic developments west and north-west of Cheltenham on which the town is heavily reliant for its demonstration of a five year supply. The Council is in the process of updating the five year housing supply assessment (up to 31<sup>st</sup> March 2022) and are intending to publish this information during January 2023. Of relevance here is that the supply will remain below the 5 years supply which is a position not unique to Cheltenham and local planning authorities across England are in a similar position.

Cheltenham Borough Council is also actively involved in the delivery of housing development above and beyond the planning system to cater for the needs of our community and to accelerate the delivery of much needed housing. 'Live' examples of that involvement include:

- Acquisition of land by Cheltenham Borough Council in West Cheltenham, [driving the Golden Valley Development](#). By working in collaboration with adjacent landowners, the West Cheltenham strategic allocation has the capacity to deliver a minimum of 1,100 homes. This has included preparation of a strategic masterplan for the wider West Cheltenham strategic allocation developed in collaboration with Tewkesbury Borough Council and approved as a Supplementary Planning Document which sets out a strategic framework for the delivery of thousands of new homes, including affordable housing and diverse living options, jobs and infrastructure.
- Active engagement with the North West Cheltenham developer consortium (Elms Park) to support the delivery of over 4,000 new homes through progression of outline application and detail of the first delivery phase.
- Full Council approval of £180m investment in affordable and private market rental stock in the borough.
- New affordable housing stock being delivered through Cheltenham Borough Homes.
- Ongoing property asset assessment to enable the release of council assets for housing development and regeneration.
- Empty shops assessment underway in collaboration with the [Vacant Shops Academy](#) and the Cheltenham BID which includes proactive engagement with the landlords and operators within the town centre to assess the opportunity of changes of use to residential.

## 9 Treasury Mid-Term Report 2022/23

The Cabinet Member Finance, Assets and Regeneration introduced the report, which set out the council's treasury management activities up to September 2022. The global economy had changed significantly since the strategy was agreed, and the economic volatility that

began in early 2022 had continued during the first six months of the financial year. This had been compounded by the additional volatility created in our domestic financial market by political turbulence in Westminster.

The report provided details of the outturn position for treasury activities for the first six months of this financial year, and highlighted compliance with the council's policies previously approved by members in March 2022. The outturn forecast for this financial year at the time of the report being produced was that the General Fund would be in a deficit position against the budget of over £134,000, after the HRA had made its contribution for debt and received its share of investment income.

However, since September, and with a jump in interest rates and some additional interest due, the estimated outturn had now changed favourably, with a deficit of £35,000 now predicted. This would be updated accordingly for the 2022/23 revised budget. He added that all treasury management activities undertaken during the first six months of 2022/23 complied fully with the CIPFA Code of Practice and the Authority's approved Treasury Management Strategy.

He thanked the Treasury Management Panel for providing an effective layer of additional oversight, and the finance team for their work throughout a busy year, and commended the report to Members.

The Mayor moved into Member questions:

- One Member asked whether, with further increases in interest rates expected, this was being factored into the council's calculations regarding projects like its major housing commitments. The Cabinet Member Finance, Assets and Regeneration assured them that they were receiving constant advice on this, though it would be challenging going forward.

The Mayor moved into debate, where Members made the following points:

- The table on page 42 of the reports pack, which outlined the income return on investments for all 121 Arlingclose clients, highlighted the sterling job that the finance team had done.
- It was clear from sitting on the Treasury Management Panel that the finance officers were diligent and especially careful about who they were lending to.
- Managing financial affairs during a time of economic crisis was difficult, especially when they were very limited in terms of what they could do to increase revenue.
- It was good to see that the council was mindful of divesting from its investments in fossil fuels as soon as possible.

The Cabinet Member Finance, Assets and Regeneration thanked councillors for their comments.

The Mayor moved to the vote, it was unanimously:

### **RESOLVED THAT:**

- 1. The contents of this summary report of the treasury management activity during the first six months of 2022/23 be noted.**

**FOR: 37**

**AGAINST: 0**

**ABSTAIN: 0**

## **10 Local Council Tax Support Scheme**

The Cabinet Member Finance, Assets and Regeneration introduced the report, noting that since 2013, the council had been required to set its annual local council tax support scheme for working age residents. Council tax support for pensioners was not localised and continued to be provided for by a national scheme. Funding for this scheme was rolled into the Revenue Support Grant and subject to annual cuts, but as the council no longer received this it needed to fund its share of the cost of the scheme itself.

In 2019/20, they approved a new scheme, with one of the main aims being to ensure that the most vulnerable and those with the lowest incomes continued to receive 100% support. The proposed council tax support scheme from 1<sup>st</sup> April 2023 for working age people would continue to be based on 5 income bands, with the highest band providing support at 100% of the council tax liability, then reducing to 80%, 60%, 40% and 20% as household income increased.

Due to the impact of Covid, the caseload for working age people had increased significantly in 2020/21, and was up by 25% in April 2021. From the 1<sup>st</sup> March 2020, there were 3,984 recipients totalling £3.3million, and by April 2021 this 25% rise had taken the numbers up to 4,988 recipients totalling £4.7million. By October 2021, there had been a slight reduction in these numbers, to 4,839 recipients totalling £4.5million. As of October 2022, there were 4,643 residents totalling £4.2million of support.

Despite the increase in the number of working age residents requiring assistance compared to pre-pandemic levels, they continued to provide 100% support to the most vulnerable and those with the lowest incomes. Many residents were still recovering financially from the effects of the pandemic, in addition to the cost-of-living emergency, and this scheme would provide some vital help for the most financially vulnerable residents.

He drew colleagues' attention to the fourth recommendation, which took into account the fact that the government had not yet made up its mind as to what support it planned to give to residents receiving welfare benefits. The delegation in the recommendation allowed the council to make the relevant changes when this became clear.

He thanked officers working in Revenues and Benefits for the extraordinary work they put in to support residents in the town, and commended the report to Members.

The Mayor moved into Member questions:

- One Member asked what proportion of the £4.2m funding mentioned in the report went to the council, and how this compared to the county and the police. The Cabinet Member Finance, Assets and Regeneration did not have the figures to hand but agreed to provide a written response after the meeting.

The Mayor moved into debate, where Members made the following points:

- It was good to see that council was continuing to choose to provide 100% council relief to the families most in need.

- The number of people needing support had grown by more than 20% during the pandemic, and of all the individuals receiving relief, some 3,000 (70%) were receiving 100% support.

The Cabinet Member Finance, Assets and Regeneration thanked colleagues for their contributions. The council could not solve this crisis on their own, but these little bits of support made a huge difference.

The Mayor moved to the vote, where it was unanimously:

**RESOLVED THAT:**

- 1. The Local Council Tax Support Scheme 2023/24 for working age customers in Appendix 4 and summarised in Appendix 5 be approved;**
- 2. Authority be given to the Executive Director for Finance Assets and Regeneration in consultation with the Cabinet Member Finance and Assets and Regeneration to uprate any premiums, allowances and determine the income levels in line with any increase in Welfare Benefits by 20 February 2023.**

**FOR: 37**

**AGAINST: 0**

**ABSTAIN: 0**

### **11 Review of the Constitution**

The Leader introduced the report, explaining that the constitution was the council's overarching rulebook, and was a living document that needed to be fit for purpose. The changes outlined in the report had been recommended to Council by the cross-party Constitution Working Group.

The Mayor moved into Member questions:

- One Member asked whether public and member questions and their written answers could automatically be taken as read, as it was not a good use of time to read out a full question and answer that had already been circulated. The Leader was happy to take this to the next CWG, though she was not sure it could be done in practice. Being a democratically accountable body meant that any member of the public had the right to ask questions.
- One Member asked whether there was a process in place to report back on how the measures were working. The Monitoring Officer confirmed that this was part of the Constitution Working Group.

The Mayor moved into debate, where Members made the following points:

- They had once passed out during a councillor's memorial service where attendees had been required to remain standing, and later found out that they had a medical condition which caused discomfort and difficulty in thinking clearly while standing. With that in mind, the removal of requirement for Members to stand whilst speaking at Council meetings was welcome, as there were many reasons why someone might want to remain seated, and should not have to ask permission or apologise for this.

However, the phrase 'for the purposes of inclusivity' was needless and discriminatory language that would make Members who chose to sit down seem different, and place an expectation on them to stand.

- It would be more accessible if Members remained seated when addressing the meeting, as they did for all other committees, as they were then closer to their microphones and more easily picked up by the live stream. The Leader responded that freedom of choice was important, noting that she suffered from backache when she leant over the microphone.
- The changes to notice arrangements around Member questions and reduced speech lengths in Council meetings were undemocratic, and reduced the opportunity to scrutinise and hold decision-makers to account. At the moment, Members had the weekend after the agenda and reports were published to submit questions, but this would no longer be the case.
- Having access to reports before the questions deadline was better for scrutiny and accountability, but trying out different deadlines and notice periods to see what worked best was wise.
- Extending the notice period for questions was counterintuitive, as they should be making it easier to ask questions rather than harder. Administrative convenience was being prioritised over democracy.
- Accompanying reports for motions would be appreciated.
- At Planning Committee, councillors were allowed 5 minutes to speak while members of the public had just 3. There ought to be parity, whether it became 5 for everyone or 3 for everyone. The Leader agreed that parity between Members and the public would be reasonable.
- Time was not the only consideration, as substance mattered too. The reduction of time for general debate made sense, as proposers and seconders of motions would still have 10 minutes to cover the key issues before other Members made their contributions.
- While some topics needed more time for discussion, in these cases the standing orders could be waived, as they had been before at budget meetings.
- The reason Members were asked to stand at Council meetings in the past was because of the presence of the Mayor and the mace, and to enable Members to project their voices before there were microphones in the room.
- The county council had a number of different deadlines for questions, both before and after the publication of papers, and allowed for the deadline to be extended if a report was unavoidably delayed. This flexible approach was worth considering here. The Leader noted that while the county's process was more flexible, the time allocated to questions at meetings was strictly limited.
- The removal of the requirement to stand was welcome, and Members did not necessarily need to be disabled to benefit from this.
- The process of supplementary questions allowed councillors and members of the public to follow up if the situation had changed since their original question was submitted.
- In most cases, 3 minutes was more than enough time to make a point.
- Within the Planning process, the officer report was published for residents to read before additional representations were received. Members of the public needed to be able to ask questions about what was on the agenda, and they could not do that until it was published.
- The proposed new rules on Member questions compared favourably on grounds of transparency and accountability to those at other authorities, namely Brighton.



The Leader thanked Members for their contributions, and noted that the Mayor generally allowed councillors to exceed their allotted time as long as it was necessary to get their point across. Flexibility was key, and it enhanced the democratic process when Members needed to be succinct and clear. She finally emphasised that the recommendations came from a cross-party working group, and if any of them did not work then they would go back to it. There was always more they could do to make the constitution more efficient.

One Member asked for a recorded vote, which the requisite number of Members supported.

The Mayor moved to the vote, where it was:

### **RESOLVED THAT:**

- 1. The time limit for submitting Motions be increased from 5 working days to 7 working days;**
- 2. The time limit for submitting member and public questions to Council, Cabinet and the Overview and Scrutiny Committee be increased from 5 working days to 7 working days;**
- 3. The time permitted for speeches in general debate be reduced from 5 minutes to 3 minutes;**
- 4. For the purposes of inclusivity, Clause 13.2 of the Council Procedure Rules (the need to stand to address the meeting) be updated to enable Members to either stand or remain seated when addressing the meeting;**
- 5. Authority be delegated to the Monitoring Officer to make the consequential amendments to the Constitution.**

**FOR (31):** Cllrs. Andrews, Atherstone, Baker, Bamford, Bassett-Smith, Beale, Britter, Chelin, Clark, Clucas, Collins, Dobie, Fifield, Fisher, Harvey, Hay, Holliday, Horwood, Jeffries, Lewis, McCloskey, Payne, Pineger, Sankey, Savage, Tailford, Tooke, Wheeler, Wilkinson, Williams, Willingham

**AGAINST (6):** Cllrs. Babbage, Flynn, Harman, Joy, Nelson, Seacome

**ABSTAIN (0)**

## **12 Member Code of Conduct**

The Leader introduced the report, which sought to ensure that the Code of Conduct remained up to date and aligned with best practice. The Code needed to be fit for purpose, and from a transparency point of view it was important to ensure that the public were not confused by differences between one authority and another across the county. In order to avoid this, the group of Monitoring Officers for the Gloucestershire councils had been involved in discussing and drafting a proposed unified Member Code of Conduct, taking into account the LGA model and their experiences of operating the present Codes in the individual Councils.

She added that the Code was now at a stage where councils had been actively consulting upon it and were moving towards adoption. There were a number of benefits of having a unified code, including Members sitting on more than one council having one consistent set of rules. She was aware of this from a personal point of view, as her husband was a county councillor and the differences in CBC and GCC's constitutions were clear. The Code had been considered by the Standards Committee on 4<sup>th</sup> August and the Constitution Working Group on 14<sup>th</sup> October, both of whom agreed to recommend it to Council.

The Mayor moved into Member questions:

- One Member noted that the Code was only as good as those who oversaw its implementation, and asked whether there was mandatory training for Standards Committee members. The Leader confirmed that there was, in addition to the training provided to the two Independent Members who sat on Standards.
- One Member asked when exactly the Code applied to councillors' conduct. The Leader clarified that the Code applied whenever they were acting in their role as a councillor, due to their role as public figures and their responsibility to represent their constituents.

The Mayor moved to the vote, where it was unanimously:

**RESOLVED THAT:**

**The Member Code of Conduct be adopted with effect from 1 January 2023.**

**FOR: 36**

**AGAINST: 0**

**ABSTAIN: 0**

### **13 Overview and Scrutiny Referral - Council motion on UNICEF child-friendly city status and No Child Left Behind (18th July)**

The Chair of Overview and Scrutiny, Cllr. Payne, introduced the report, which digested the O&S response to the referral from Council on 18<sup>th</sup> July. He explained that having been requested by Council to investigate the UNICEF child-friendly city offer and how it compared to No Child Left Behind's present work, the committee had considered a report from Richard Gibson (Head of Communities, Wellbeing and Partnerships) outlining the different possible approaches.

He noted that it was an unusual request of O&S, and all in his time on the committee he could not recall it being asked before to adjudicate on a motion. The committee had asked a wide range of questions about the various schemes and ultimately put forward two recommendations. The first of these concerned No Child Left Behind, and he thanked Cllr. Clucas and the council's many partners for making this possible. NCLB focused on a very specific group (children living in deprivation in Cheltenham) and fulfilled a sound and important function, so the O&S recommendation was to ring-fence it. He clarified that this meant it should not be constrained, but rather should develop from within, led by experienced partners who understood the job. He was keen to ensure that its impact, organisation and governance were not diluted by another scheme.

He continued by saying that in an ideal world, with greater resources available, the UNICEF scheme would be a welcome addition, especially in terms of giving children and young people a say in the direction of government. However, this was a 3-5 year program, and we did not have the resources to do that at the moment. A change in policy direction was needed at a higher level, and this would be better progressed on a county-wide basis. The situation was changing, and he hoped they could take a more open approach now.

Engaging with the county council would enable us to assess their appetite for delivering this scheme. He hoped Members would support the recommendations, which would ensure that both systems remained alive, and the council could potentially pursue the UNICEF system in the future.

The Mayor moved into debate, where Members made the following points:

- The request for county council involvement was suitable, as CBC had done its bit and now needed the county to step up too.
- O&S deserved thanks for taking such a detailed look at the issue, as did Cllr. Clucas for her amendment back in July that sent it to them. UNICEF was undoubtedly a recognised global brand, and it would be good to take this to the county council with their increased scope and platform.
- Cllr. Clucas and the officers involved deserved thanks for their work on NCLB, which worked very hard for the town. Hopefully the Members who also sat on the county council could work together to bring forward a motion on the UNICEF child-friendly approach at the county level.
- The county would soon be hiring a new Executive Director of Children's Services, and whoever this was could be contacted to see if they could spearhead this.
- NCLB had done great work in addressing poverty and inequality in the town, especially during the pandemic. The Cheltenham Offer, which sought to close the education gap in the town, had then become the Community Agreement and an impressive vehicle for change. Next year's NCLB awards would be a great event.
- The report had made clear that NCLB and UNICEF child-friendly status were two different mechanisms with different outcomes. The UNICEF status addressed the needs and rights of all children, and what was missing in Cheltenham was a strategy for meaningful consultation with children, like what had been seen recently with the climate emergency. There needed to be evidence of how this was fed into the final policy, in order to keep young people engaged. NCLB was an organic thing which was growing and adapting to challenges, and a clear strategy for consultation would be needed rather than anything ad-hoc. Proposals for a youth council would also ensure that young people's voices were heard.
- NCLB was unique, and that nowhere else in the country was doing what it did. It was a huge collective effort from individuals, organisations, groups and communities, and the Cheltenham Chamber of Commerce was now an active supporter of the next stage. It was good that the UNICEF proposal would go to the county for consideration, and that NCLB would be ring-fenced. Tracy Brown, Richard Gibson, Jen Tucker and all those who helped make it possible deserved thanks.

The Chair of O&S thanked Members for their positive responses, and agreed with the suggestion that a motion also be raised with the county council. He agreed that there was not currently a mechanism for young people to influence what the council did, and this needed to be addressed if they wished to implement the UNICEF scheme. It was key that young people felt engaged.

The Mayor moved to the vote, where it was:

### **RESOLVED THAT:**

- 1. The recommendations from the Overview & Scrutiny Committee be noted;**

2. No Child Left Behind be ring-fenced, and not changed or diluted by pursuit of the UNICEF child-friendly approach;
3. An application not be pursued to join the UNICEF initiative, and that the Chair of Overview & Scrutiny write to the County Council to establish whether a cross-county approach can be developed with relation to the child-friendly framework, including greater involvement of children in the decisions that affect them.

**FOR: 36**

**AGAINST: 0**

**ABSTAIN: 1**

## **14 Notices of Motion**

### **Motion A**

**Proposed by Cllr. Flynn; seconded by Cllr. Joy**

Free school meals for all primary school children in England

**4 million children are living in poverty in the UK.**

For many children, living in poverty can mean going to school hungry, sleeping in a cold bedroom, and feeling worried and anxious about the stress at home. Poverty affects young people long into their future too - children growing up in poverty have significantly worse chances in life, poorer health and fewer opportunities.

Many professional education and health organisations, as well as individuals, are calling on the Government to extend Free School Meal provision including, but not limited to:

- Barnardo's - campaigning for Free School Meals for all Primary school children in England (they have a petition here <https://tinyurl.com/5dyp5hzv> ) and have published a Cost of Living report which can be found here <https://www.barnardos.org.uk/get-involved/campaign-with-us/impact-of-cost-of-living>
- The National Education Union - also calling for Free School Meals for all Primary School Children (<https://neu.org.uk/press-releases/food-insecurity-new-food-foundation-data>)
- The Food Foundation – advocating for an extension to the existing provision. They have an evidence pack that can be found here <https://foodfoundation.org.uk/publication/superpowers-free-school-meals-evidence-pack> which cites research indicating that for every £1 invested, £1.38 would be returned, through social, health and educational benefits, resulting in £8.9bn in core benefits.

**This Council notes:**

- Free school meals for all primary-aged children would mean that every child would get at least one nutritious, healthy, filling meal a day, whatever they are facing at home.

- Around 800,000 children living in poverty are currently missing out on free school meals. Children in England are only eligible for free school meals if their families have net earnings below £7,400 per year.
- Free School Meals would relieve stress, anxiety for children at mealtimes, and relieve pressure for families living in poverty.
- Free school meals have been proven to reduce obesity and also to improve attendance and attainment rates at school.
- Scotland, Wales and some boroughs in London have already committed to extending universal free school meals to all primary children and are exploring options for expansion into secondary schools as well.

**This Council calls on Cheltenham's Member of Parliament, Alex Chalk, to support the Free School Meals for All Bill, which will be tabled in Parliament on Tuesday 13 December.**

In proposing the motion, Cllr. Flynn explained that it came about following a meeting of the Scrutiny Task Group on Tackling Multiple Deprivation which had focused on education, and heard from a local school where, despite over 90% of pupils living in poverty, only 55% were eligible for free school meals. Following some research on this, she spoke to Barnardo's about their free school meals campaign and liaised with the National Education Union. After submitting the motion, she was advised by the NEU that a bill on free school meals had been tabled in parliament for the day after this meeting (13<sup>th</sup> December), and adjusted the motion accordingly to request that the council call on Alex Chalk MP directly to support the bill. Both she and Cllr. Joy had also emailed him directly. If Council agreed this motion, he would be very aware of it tomorrow. Members were being asked to support something very straightforward and urgent, supported by Barnardo's, the NEU and the Food Foundation. The motion also expressed five concise reasons why this needed to happen.

In seconding the motion, Cllr. Joy described it as self-explanatory and urgent. There was a moral imperative to act ahead of the parliamentary debate tomorrow, and free school meals were a vital topic linked to other issues like youth engagement and individual autonomy. She was proud of everything that had been achieved through NCLB, and this looked to build on that and set an agenda for positive change.

### **Amendment to Motion B**

**Proposed by Cllr. Clucas; seconded by Cllr. Baker**

**Ask the Government to provide free school meals for all primary school children in England**

**4 million children are living in poverty in the UK.**

**For many children, living in poverty can mean going to school hungry, sleeping in a cold bedroom, and feeling worried and anxious about the stress at home. Poverty affects young people long into their future too - children growing up in poverty have significantly worse chances in life, poorer health and fewer opportunities.**

**Council acknowledges that providing food security for families across Cheltenham requires a wrap-around community support network and dedicated support to tackle associated forms of poverty such as fuel and after-cost-of-housing deprivation.**

**Primary schools providing free school meals to all students could play a vital role in this network.**

**Council recognizes the tireless work of community organizations in Cheltenham that already work to close the gaps and provide food to those most in need, including local food banks, youth groups, and places of worship.**

**This vital work should not be necessary - it is both a credit to our community and a consequence of our failing government.**

**Council instituted No Child Left Behind to fight the impact of poverty in Cheltenham, where we know from research done both in Cheltenham and by the End Poverty Alliance, that almost 5000 children in our town live in poverty.**

**NCLB, a unique alliance of Cheltenham residents and local organizations, has helped thousands of our fellow citizens who would otherwise suffer greatly from the effects of poverty.**

**Part of the work of No Child Left Behind is supporting the HAF (The Holiday Activity and Food programme), for those in reception to Year 11 who receive benefits-related free school meals. This scheme provides enriching activities and nutritious food to children across Cheltenham - but could and should go further to reach more children in need who aren't included in the current benefits programme.**

**The time has come for the government to recognise that denying children and families proper support results in children's educational attainment suffering, potential employment opportunities suffering, and, consequently, our economy suffering.**

**As such, Council resolves to:**

- **Commit to continued support for No Child Left Behind and the HAF scheme in Cheltenham.**
- **Back Layla Moran's campaign for all schools to guarantee food vouchers to families when schools are closed for holidays - which can be exchanged at a range of supermarkets to ensure inclusivity.**
- **Instruct the Leader of the Council to write to the two MPs representing Cheltenham, asking them to VOTE FOR FREE SCHOOL MEALS BILL in Parliament.**
- **Engage with Gloucestershire County Council, as the local authority responsible for the provision of free school meals, and advocate for:**
  - **The offer of free school meals to be extended to all primary school students.**
  - **School holiday food voucher schemes - to be better promoted, more accessible, and reach more families across town.**
  - **The HAF scheme to be opened up to more children and families who need it.**

**In proposing the amendment, Cllr. Clucas acknowledged an interest as a member of a teaching union and as the Vice-Chair of a multi-academy trust. Her amendment sought to highlight the number of people living in poverty in Cheltenham, which might seem from the outside to be a prosperous town. Behind that, however, there was a real and significant**

problem that they could not tackle alone. The government needed to provide free school meals to every single child in the country without conditions or stigma. This would give children a good start to the day and ensure they did not feel hungry at school. Over time, they would see a major effect on their ability to learn and on their wider opportunities. It was estimated that it would cost £365m to provide free school meals for all primary schools each year, or £1bn a year for all schools. In comparison, the government had lost £4.9bn to fraud during Covid. This would be a transformational policy to make lives better, and there were more children than ever in need of support. She was looking forward to hearing members' suggestions about how they could achieve this and do things a better way.

In seconding the amendment, Cllr. Baker thanked Cllr. Flynn for proposing the original motion, and Cllr. Clucas for her amendment. 5,000 children were growing up in poverty, which was scandalous in a town like Cheltenham. As Cllr. Flynn had made clear, it was an urgent issue, with the bill being presented to parliament tomorrow, so they needed to email the MP rather than writing to him. He highlighted a clear provision gap in the current system, noting that at Naunton Park Primary School, only 17 of 600 pupils were eligible for free school meals because the threshold for it was far too low. He had spoken to teachers about the impact of free school meals, and they had reported a noticeable drop-off point in concentration among those who hadn't eaten. The seventh-richest country in the world should be providing free school meals as a basic minimum. He hoped that there would be cross-party support for the amended motion.

The Mayor asked whether the original motion's proposer accepted the amendments. Cllr. Flynn confirmed that she did not. She found it to be a different motion that should have been brought to Council in its own right rather than trying to supersede hers.

The Mayor moved into debate on the amendment, where Members made the following points:

- The amendment expanded on the initial motion rather than seeking to overrule it.
- Children coming into school hungry had severe consequences on both their learning and their health.
- It was a political choice on the part of the government not to solve this crisis, and a consequence of 12 years of Conservative government.
- A recent county council-published booklet about access to food and activities circulated to schools included a six page long list of food banks. The vital and tireless work of these organisations should not be necessary, and food banks should be a last resort.
- Free school meals were an investment in equality and in children's futures.
- The amendment didn't go far enough, considering that in Sweden, for example, three school lunches had been provided to all students aged up to 19 for decades. The UK was richer than Sweden and should be following their model.
- As part of Cheltenham borough was in another constituency, there was another MP who was worth contacting.
- During the pandemic, the government voted down a Labour motion to provide free school meals to all children. The MPs voting against it included those for Gloucester, Tewkesbury, Forest of Dean and Cheltenham, while the other two in the county did not vote. The Leader's emails would likely fall on deaf ears.
- The preamble to the current Gloucestershire-wide food allocation strategy noted that 16 government departments had an interest in food banks, so it was no wonder nothing was happening to change the situation. The council needed to identify the parts of the system it could influence.

- The council was clearly willing to go above and beyond its statutory obligations. Creative ideas were needed to set the agenda and ensure this situation never happened again.
- The amendment stated that ‘the time had come’ for this move, but really it had always been needed.
- It was hard to underestimate the scale of the problem, when they were seeing police officers and nurses relying on food banks.
- It would prove a united front if all Members voted for the amended motion.

The Mayor moved to the vote on whether to accept the amendment:

**FOR: 31**

**AGAINST: 1**

**ABSTAIN: 5**

The amendment thus became the substantive motion.

The Mayor moved to the debate on the substantive motion, where Members made the following points:

- Motions brought by the Green group were continually hijacked by the Liberal Democrat group. The newly agreed amendment disregarded the work of Barnardo's, Food Foundation and National Education Union to solve this issue, and the points that replaced them could have been more suitably expressed in the member debate, while the reference to the government was not needed.
- Many of the new resolutions were already being done.
- Child poverty should not be treated as a political football, and political grandstanding would not feed any children.
- It would be easier to sort disputes like this out further in advance of the meeting.
- Cross-party support for the amended motion would send a powerful message.
- The issue under discussion concerned the future of every child in the country.
- A full stomach was a basic right, and it made children more content, able to learn and better behaved.

The Leader added as a point of information that she had the email ready in her inbox, and would send it as soon as the motion was agreed.

One Member asked for a recorded vote, which the requisite number of Members supported.

The Mayor moved to the vote on the amended motion.

**FOR (33):** Cllrs. Andrews, Atherstone, Baker, Bamford, Bassett-Smith, Beale, Boyes, Britter, Chelin, Clark, Clucas, Collins, Dobie, Fisher, Flynn, Harvey, Hay, Holliday, Horwood, Jeffries, Joy, Lewis, McCloskey, Payne, Pineger, Sankey, Seacome, Tailford, Tooke, Wheeler, Wilkinson, Williams, Willingham

**AGAINST (0)**

**ABSTAIN (4):** Cllrs. Babbage, Fifield, Harman, Nelson

**Motion B**



**Proposed by Cllr. Wilkinson; seconded by Cllr. Boyes**

**Voter ID proposals**

**Council notes with concern:**

**The Voter ID proposals, which are due to be enacted nationwide from 2023 and would apply to all elections in Cheltenham.**

**That people will be disenfranchised by this legislation, particularly those from certain groups, including less well-off families and younger people.**

**The bias in the proposals towards accepting forms of ID commonly held by certain demographic groups and against accepting forms of ID commonly held by others.**

**The lack of funding for councils administering elections to engage in awareness campaigns to prevent disenfranchisement of voters.**

**That the Gould Principle recommends electoral legislation should not be introduced within six months before a scheduled poll, but that unless an unscheduled election were to take place this would not apply to any election in Cheltenham.**

**That while the government is reportedly offering access to a Voter ID card to the 3.5million people without any form of photo identification, this still represents a barrier to voting for many.**

**Council further notes:**

**That in 2019, the most recent general election year, there was only one conviction for electoral fraud due to impersonation.**

**That the reported cost of administering Voter ID will be in the region of £180million, with some extra costs borne by local authorities already under significant financial pressure.**

**Council resolves to:**

**Ask the Chief Executive and/or Returning Officer to report to full council in March 2023 on this authority's proposals to minimise the risk of disenfranchisement.**

**Write to the appropriate Secretary of State and Cheltenham's Members of Parliament to:**

- express concern about the upcoming changes with a suggestion they are scrapped**
- request that if Cheltenham's MPs are not minded to support the scrapping of the changes, propose an expansion of the range of forms of ID that will be accepted and request extra funding for local awareness campaigns**

In proposing the motion, Cllr. Wilkinson described the voter ID proposals in the forthcoming Elections Act as like using a Boeing 747 to go to the shop for a pint of milk, such was the disparity between the scale of the problem and the cost of the solution. You were more likely to meet a lottery winner than someone convicted for voter impersonation in the UK. The Act would not make votes count any more equally, contribute to democracy or make it easier to vote. It was a solution way out of alignment with the scale of the problem, especially considering the cost of living emergency and failure to deliver a basic level of services at the

moment. Even if one took a generous view of the government's intentions, it would not deliver value for money. It also offered fewer options for younger people than older people, meaning that young people were more in danger of losing their rights. It seemed as though the government were trying to prevent certain groups of people voting.

He summarised that the proposals needed to be dropped before people were disenfranchised at the next election, or at least that the current rules on accepted ID be extended. The council would step in to do what it could to prevent disenfranchisement, but Cheltenham's MPs needed to act now to prevent basic rights being infringed.

In seconding the motion, Cllr. Boyes highlighted the impact of the Elections Act on the democratic process. Councillors sat in the Chamber representing all citizens, some of whom would be prevented from voting by the Act, and protecting their access to voting was essential. Forcing voters to bring ID made it harder for people to vote, since the more disadvantaged someone was, the less likely they were to have ID. She highlighted that under the proposed new rules, someone could vote with a 60+ Oyster Card but not an 18+ one, and she had real concerns that it would disenfranchise young people. The UK did not issue citizens with national identity cards, and there were no free or low-cost options. Young and disadvantaged people would effectively be locked out of the polling station. Even senior Tories had described it as an illiberal solution. The Act was estimated to cost £180m in the first decade, even though widespread voter impersonation was not an issue in the UK, with only 33 cases investigated by police after the 2019 election.

There being no amendments proposed, the Mayor moved to the debate, where Members made the following points:

- Only four of the more than thirty members states of the OECD did not require voter ID, and one of those four was trialling it at the moment. Like it or not, we lived in an age where people had to prove their identity.
- The Elections Act was a disgusting piece of legislation which would fundamentally dilute democracy. It was bad legislation by design, putting barriers in front of voters.
- Through an FOI request, the Electoral Commission's warnings about the Act had been made public, making it clear that the 2023 election was being treated as an opportunity to learn rather than a vital exercise in democracy. Poorer people and younger people would have to jump through hoops to access a basic right, and it would be a nightmarish situation for our democracy.
- When speaking to constituents on the doorstep, there was a clear sense of disenfranchisement, particularly amongst young people and those who were struggling to get by. The government should be trying to alleviate people's concerns that their vote didn't count rather than making it worse.
- The proposed list of accepted IDs included an OAP bus pass but not a young person's railcard or student ID. ID was expensive, and this went against the principle of being able to vote as easily as possible. The Act seemed like voter suppression, straight out of the Republican playbook in the USA.
- It would be illiberal to require members of the public to carry their ID at all times, and getting them to pay out of pocket just to vote was ridiculous. Most forms of ID cost more than £20, which was equivalent to a week's worth of food. The policy was either incompetent or a very deliberate attempt to disenfranchise large groups of people. The UK could not be allowed to become a 'papers, please' society.
- UK elections were incredibly safe. You could go to a polling station that morning and see that the boxes are empty, watch them be sealed after polls close, and then go to the count and watch the votes being counted in front of you. There was no need for

this Act unless you wanted to disenfranchise people. It was clear that less affluent people, who the government know wouldn't vote for them, would lose out. This was not characteristic of a free and liberal society.

- These plans would reduce turnout at local elections, which was already as low as 24% in some cases, and there would be a point where the democratic mandate of those elected would be questioned.
- When travelling around Europe with a EU ID card, nobody demanded to see it, and it helped improve access to healthcare. Similar ID measures were in place in Italy, Austria and even Northern Ireland, and there had been no significant issues with it.
- Those who were struggling to get by would be restricted in terms of democratic participation.
- These proposals were part of a general shift to the right in our society, alongside restricting protest and strikes. The bill was rushed and would put barriers in front of young people and other groups.

Cllr. Wilkinson thanked Members for their contributions and again highlighted the key issues of democracy and political engagement.

The Mayor moved to the vote, where the motion was approved.

**FOR: 31**

**AGAINST: 4**

**ABSTAIN: 1**

### **15 Any other item the Mayor determines as urgent and which requires a decision**

There were none.

### **16 Local Government Act 1972 -Exempt Information**

#### **RESOLVED**

**“That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda items as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraph 3, Part (1) Schedule (12A) Local Government Act 1972, namely:**

**Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)**

### **17 A Property Matter**

The Leader of the Council introduced the report which had been circulated to Members as a late supplement to the published agenda.

For the benefit of Members who had joined more recently, she provided the background to the Minster project. Members then had the opportunity to ask questions and then debate the report.

**RESOLVED THAT**

- 1. the original business case was predicated on shipping container-based construction with a lifespan of 10 years.**
- 2. Council notes and approves the updated business plan for the MX recognising the longer lifespan of the building and extending the return on investment from 10 years to at least 25 years be approved.**
- 3. up to £2.560m in additional funding to complete construction be approved (see financial implications and section 5 of the report for detail).**
- 4. authority be delegated to the Chief Executive and the Executive Director Finance, Assets and Regeneration in consultation with the Leader, to negotiate an updated governance and joint venture for the operation of the MX building with Plexal and WSC Group to replace the previous arrangement with WSC Cheltenham.**
- 5. recommended governance for the project be presented by officers to Council for approval in February 2023.**

Voting- 29 in favour; 0 against; 3 abstentions

# Cheltenham Borough Council Council - Minutes

**Monday, 9th January 2023**

**6.00 - 6.22 pm**

**Present:** Councillors Sandra Holliday (Chair), Matt Babbage (Vice-Chair), Glenn Andrews, Victoria Atherstone, Paul Baker, Adrian Bamford, Garth Barnes, Graham Beale, Angie Boyes, Nigel Britter, Jackie Chelin, Barbara Clark, Flo Clucas, Iain Dobie, Stephan Fifield, Bernard Fisher, Wendy Flynn, Tim Harman, Steve Harvey, Rowena Hay, Martin Horwood, Peter Jeffries, Tabi Joy, Paul McCloskey, Emma Nelson, Tony Oliver, John Payne, Richard Pineger, Julie Sankey, Diggory Seacome, Izaak Tailford, Simon Wheeler, Max Wilkinson, Suzanne Williams and David Willingham

**In attendance:** Claire Hughes (Monitoring Officer), Paul Jones (Executive Director for Finance and Assets), Gareth Edmundson (Chief Executive), Kim Smith (Electoral Services Manager)

**1. APOLOGIES**

Apologies were received from Councillors Bassett-Smith, Collins, Lewis and Tooke.

**2. DECLARATIONS OF INTEREST**

There were none.

**3. COMMUNICATIONS BY THE MAYOR**

The Mayor welcomed Members and the public to the meeting. She told members that she had attended Cheltenham Open Door on Christmas Day, where Mark, the chef, prepared a fantastic lunch for guests. She said Cheltenham would be a poorer town without its volunteers, and gave huge thanks to Open Door and everyone involved.

She went on to thank Louis Savage, who stood down as ward councillor for Battledown in December, noting that he had brought a lot to council debates. She wished him well on behalf of all Members.

**4. COMMUNICATIONS BY THE LEADER OF THE COUNCIL**

The Leader advised that consultation on the National Planning Policy Framework started before Christmas, giving the authority an opportunity to comment, and confirmed that it will be making a submission in due course.

She said the government has announced that it will provide funding for additional housing to be built or bought, in particular for refugees and asylum seekers who are currently being housed in expensive accommodation. She confirmed that the council would work up a submission for Cheltenham to send back to government.

Finally, in line with the climate change SPD, she confirmed that the council has purchased nine net zero homes as well as five affordable homes in the development at Shurdington Road, as part of its £180m commitment to provide more housing for Cheltenham residents.

**5. PUBLIC QUESTIONS**

There were none.

**6. MEMBER QUESTIONS**

There were none.

**7. BOUNDARY COMMISSION ELECTORAL REVIEW**

The Executive Director for Finance and Assets introduced the report, advising Members that in November 2022, the Local Government Boundary Commission for England published its new proposals for Cheltenham, keeping 20 wards and 40 councillors, with new ward boundaries across the borough. Public consultation took place between 1 November 2022 and 9 January 2023, and once the Boundary Commission has considered all consultation responses, its final recommendations will be published in March 2023, followed by a draft order in both Houses of Parliament. Subject to parliamentary scrutiny, the new electoral arrangements are expected to come into effect at the authority's local elections in May 2024.

He thanked all Members who submitted views, and officers who worked with group leaders to formalise these into formal recommendations and to produce maps. If approved by Council, this will be submitted to the Boundary Commission as the council's formal response to the consultation. He added that this doesn't prohibit any individual member or group from making their own submissions, should they wish.

The leader of the Conservative group thanked the Executive Director for Finance and Assets and the Electoral Services Manager for their hard work on this complicated issue, which was much appreciated. He confirmed that his group was happy to support the proposals as a package, particularly as the original proposals didn't recognise the community but the current proposals do. He asked whether the council will write to voters who will move wards, and what will be the knock-on effects on polling stations.

The Executive Director for Finance and Assets confirmed that as soon as the proposals were ratified through an act of parliament, the council will write to all voters impacted by a ward change or change of polling station.

In debate, the Leader commented that it was unfortunate that the borough was having to go through a Boundary Commission review, but she was pleased by the cross-party work that had enabled the council to make its submission. She said it was disappointing that the government had not put any money aside to pay for the future communication with residents – the council will have to fund this from its own budget – and also that the county council was about to embark on a similar review, at considerable expense and additional officer time. It was a shame that the Boundary Commission couldn't have saved time and money by looking at all areas collectively. She offered sincere thanks to officers for the work they had done so far, and said that although the borough may not get exactly what it wants, it has at least put forward suggestions based on local knowledge and local communities.

A Member agreed with the Leader, and wanted to highlight what she had said about the relation between the different boundary reviews. He said he raised the issue in his own submission, and noted that if the original proposal had gone through, it would have led to a massive re-drawing of the county division areas – it was disappointing that such a major change could have been smuggled in. Like the Leader, he was disappointed that there was not much discourse between the boundary reviews and that they were not happening concurrently, but was happy with the cross-party consensus which, he felt, increased the chances of the proposed changes getting through.

A Member said she had spent many hours looking at the maps, researching, communicating with officers and others, trying to work out how Hester's Way can stay as it is while addressing neighbouring ward issues. She said the proposals don't reflect the interests and identities of the local community or promote effective local government; neither do they ensure the new wards are properly represented.

She went on to say that the proposed changes in Hester's Way conflict with the Hester's Way Neighbourhood Plan which is based on an area determined by the Cabinet to reflect the local community. The new ward will be an area of higher deprivation which will, over time, have a detrimental effect on the way the area and community is perceived, on the physical and mental health of its residents, and result in even lower turn-out at local elections. Data shows that councillors for deprived areas spend six hours more each week on council duties than their colleagues in more affluent wards; the Hester's Way ward boundary change will result in residents not being as effectively represented.

She recognised that the process has to be completed, but suggested that whatever was agreed today should be an interim measure. The council should not have to wait for the Boundary Commission to force its changes on the borough, with a few amendments; it should take control of its wards and how they are defined. To this end, she requested that the Leader support the continuation of

the boundary review working group, open to all, and take a novel approach as to how wards are defined – starting with no boundaries, engaging with the community in a meaningful way, looking at the naming and size and diversity of wards, to achieve a bold plan which is fit for the future and ensures that Cheltenham residents are represented in the fairest and most democratic way possible. She said she would abstain from the vote today and make her own representation to the Boundary Commission.

The Leader said the Member made a good point, but at the end of the day, the Boundary Commission decides when to carry out a review, and what the Member was suggesting would be a major piece of work for officers, who were already extremely busy at present. She said she would get back to the Member on her question, after checking what this suggestion would mean in terms of officer time. She agreed that CBC hasn't had a boundary review for 20 years, which is unusual, and that once the outcome of the parliamentary review is known and combined with what is coming for the district, this can be looked at holistically to see what it will mean for Cheltenham as a whole.

With no further comments from Members or officers, the Mayor moved to the vote, taking all the recommendations as one item.

**Recommendation:**

**Council approves the submission of Appendix 2 to the Local Government Boundary Commission for England summarised as follows:**

- **The whole of Furrow Close to be included within Prestbury Ward**
- **The whole of Pittville Campus to be included within Pittville Ward (Appendix A)**
- **Barlow Road, Village Mews, Wentworth Court and the properties between Welch Road and Dill Avenue to be retained within Springbank Ward (Appendix B)**
- **Fairview Street and when reaching the top of Fairview Street from 22-31 Glenfall Street and the north side of Glenfall Street from 21 to the east end of the street to remain in the proposed new All Saints Ward. The remainder of this area to be retained in Pittville Ward (Appendix C)**
- **Retain the whole of Clarence Road/Clarence Square within Pittville Ward (Appendix D)**
- **Area to the north of the A4019 to be retained in Swindon Village Ward (Appendix E)**
- **St. Peter's Ward to retain the current boundary with the exception of Malvern Road, to avoid isolated communities such as Pates Avenue (Appendix F)**
- **The current boundary for Wellesley Road to be retained within St. Paul's Ward and disregard new proposed boundary to be included in Pittville Ward (Appendix G)**



- **Move 58 and 67 Merestones Drive from Warden Hill to Park Ward (Appendix I)**
- **Change the name of 'Warden Hill' Ward to 'Warden Hill & Bournside' Ward**
- **Move the 'thin strip of land' on the railway from Warden Hill Ward to the Up Hatherley Ward (Appendix J)**
- **The proposed boundary between Benhall & The Reddings Ward and Springbank Ward is too far north in terms of community. Boundary to be drawn due west from the northern end of Telstar way to the borough boundary (Appendix K)**
- **Move the east side of Cheltenham Spa Station into St Mark's Ward from the proposed Warden Hill Ward (Appendix L)**
- **Retain Imperial Square and Montpellier Gardens within Lansdown Ward (Appendix M)**
- **Move area comprising Naunton Lane up to Churchill Road (including Badminton Close) from Leckhampton Ward to College Ward (Appendix N)**

**33 in support**

**2 abstentions**

**APPROVED**

**8. ANY OTHER ITEM THE MAYOR DETERMINES AS URGENT AND WHICH REQUIRES A DECISION**

There was no other business to consider.

Sandra Holliday  
**Chairman**

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## Cheltenham Borough Council

### Council – 20 February 2022

### Draft Corporate Plan: 2023-27

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#### **Accountable member:**

Cllr Peter Jeffries, Deputy Leader of the Council

#### **Accountable officers:**

Gareth Edmundson, Chief Executive

Paul Jones, Executive Director - Finance, Assets & Regeneration

Darren Knight, Executive Director - Place & Communities

#### **Accountable scrutiny committee:**

Overview and Scrutiny

#### **Ward(s) affected:**

All

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#### **Key/Significant Decision:**

Yes

#### **Executive summary:**

A corporate plan is a key document that sets out the Council's priorities, objectives and how success will be measured. The plan allows the Council to set resources against agreed priorities and provides the framework to help prioritise future opportunities. During the current corporate plan period there have been a number of successes and significant progress against a number of important initiatives.

The approach taken for this Corporate Plan is to refresh the existing plan, as a number of flagship initiatives are continuing such as the Council's plans to make Cheltenham the Cyber Capital of the UK through the Golden Valley Development, Climate Emergency Action Plan: Pathway to Net Zero, £180m housing investment plan to increase the number of affordable carbon neutral homes as well as responding to the ongoing challenging financial environment local government operates in.

The draft Corporate Plan also focuses on some new areas such as how the Council, in partnership with other organisations, can support residents with the cost of living challenges as well as renewed focus to support wider economic growth and community wellbeing through the sport agenda.

## **Recommendations:**

- **Council review and approve the draft Corporate Plan 2023-2027**
- 

## **1. Implications**

### **1.1. Financial implications**

None as a direct result of this report. The corporate plan has been developed alongside the Medium Term Financial Strategy to ensure that there are sufficient budgets in place to deliver the priorities as proposed. In addition, the corporate plan will be reviewed on an annual basis to take into account our changing budgetary position.

**Signed off by:** Gemma Bell, Director of Finance & Assets. [Gemma.Bell@cheltenham.gov.uk](mailto:Gemma.Bell@cheltenham.gov.uk)

### **1.2. Legal implications**

There are no legal implications arising from the recommendations contained in this report. Proposals and actions contained within, and arising from the new Corporate Plan may, where necessary, be the subject of legal advice and support.

**Signed off by:** One Legal – [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk)

### **1.3. HR implications**

There are no HR implications as a result of this report.

**Signed off by:** Clare Jones, HR Business Partner. [clare.jones@publicagroup.uk](mailto:clare.jones@publicagroup.uk)

### **1.4. Environmental and climate change implications**

One of the key priorities in the draft corporate plan is prioritising initiatives that support the environmental and climate agenda.

Projects and initiatives resulting from this plan (where applicable) will be assessed using the newly developed and approved climate change impact assessment tool.

**Signed off by:** Laura Tapping, Climate Emergency Programme Officer.  
[laura.tapping@cheltenham.gov.uk](mailto:laura.tapping@cheltenham.gov.uk)

### **1.5. Property/asset implications**

There are no property implications as a result of this report.

**Signed off by:** Simon Hodges, Senior Surveyor. [simon.hodges@cheltenham.gov.uk](mailto:simon.hodges@cheltenham.gov.uk)

### **1.6. Corporate policy framework implications**

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The draft Corporate Plan will set the overarching priorities, policy and performance framework for the Council.

**Signed off by:** Ann Wolstencroft, Head of Projects, Performance & Risk.  
ann.wolstencroft@cheltenham.gov.uk

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### 2. Promoting equality and reducing discrimination:

Projects and initiatives taken forward from the Corporate Plan will be subject to equality impact assessments (where applicable) to ensure decision makers fully understand the impact of any decisions made.

### 3. Performance management – monitoring and review:

- Progress of the Council's corporate plan will be monitored through our performance management system Clearview.
  - Progress of the Corporate Plan will be subject to review upon request by Overview & Scrutiny Committee.
  - Cabinet will be regularly updated with progress against the agreed objectives
- 

### 4. Background:

4.1. The Council's existing Corporate Plan's agreed duration ends at the end of 2022/2023. Despite the impact of the pandemic a range of progress has been with a number of examples set out below:

- Development agreement signed with HBD X Factory to take forward the Golden Valley Development, which will help cement Cheltenham as the Cyber Capital of the UK
- £40m has been invested so far to increase the supply of affordable homes in partnership with Cheltenham Borough Homes
- Creation of the Climate Emergency Action Plan: Pathway to Net Zero
- Planning permission granted for our first carbon neutral council housing scheme
- Creation and approval of the Climate Change Supplementary Planning document to raise standards for sustainable housing development
- Feed Cheltenham network established with local charities, schools and churches working in partnership with the Cheltenham food support network to feed and provide fuel to households in Cheltenham
- Launched the Cheltenham Lottery - <https://www.cheltenhamlottery.co.uk/>, which has raised over £100,000 for local good causes
- Regeneration of Minster area through the Minster Gardens project
- £1.1m of funding confirmed from the shared prosperity fund to support Carbon busting

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initiatives, skills boosting schemes, supporting business growth and a new cycle hub

- In partnership with the Cheltenham Trust, match funded investment to the Wilson to further broaden the cultural offer for local people and visitors
- Retention of the Green Flag award - the international quality mark for parks and green spaces
- Through No Child Left Behind, 70 organisations from across Cheltenham have signed up to the community agreement
- Cheltenham's night-time economy continues to retain its Purple Flag accreditation
- In 2021, set up Cheltenham's Ice Rink, which resulted in additional £3.3m being spent in Cheltenham as a result of the ice rink and the market
- New digital services have made it easier for residents and businesses to contact and transact with the Council. The newly re-opened reception providing a drop in, or appointments for those residents that prefer to see someone in person
- As of October 2022, an independent resident satisfaction survey shows that overall resident satisfaction with Cheltenham as a place to live is 90%, which is an increase of 6% compared to 2019 and well above the Local Government Association Benchmark.
- Resident satisfaction with how the Council runs things has also increased by 4% compared to 2019 and broadly in line with the Local Government Association's national benchmark for local authorities

4.2. During the current Corporate Plan period, Cheltenham Borough Council has received multiple national award recognition, for example:

- 2019: Winning the MJ Award for Best Commercial Council. The Council's commercial strategy helped to ensure continued investment in front-line services
- 2020: Winning Punchline Gloucestershire's Community & Business Champion for being one of the first Council's in the UK to start paying business grants during the pandemic
- 2021: Winning the Royal Town Planning Institute award in the Planning Heroes in a Pandemic category
- 2021: Winning Silver at the iESE Transformation Awards in the Working Together Category in recognition of the Council's community and business partnership working
- 2022: Winning the Federation of Small Business Local Government Award for Best in Covid-19 Support and Recovery for the South West Region

4.3. These achievements have been against a continuing challenging financial background that local government continues to operate in.

4.4. The current duration of the existing Corporate Plan comes to an end in 2022/2023 and now is the time to agree a new plan. The existing plan sets out significant flagship initiatives which are still continuing such as plans to make Cheltenham the Cyber Capital of the UK through the Golden Valley Development, Climate Emergency Action Plan: Pathway to Net Zero and

## Page 43

increasing the number of affordable carbon neutral homes through our £180m housing investment plan. Therefore, our approach this time is to refresh our existing Corporate Plan to ensure the focus remains on these critically important initiatives that will provide huge benefits to the people of Cheltenham as well as ensuring we are able to respond to other opportunities and challenges ahead.

4.5. It's also important to highlight that the financial challenge facing local government continues with further issues needing to navigate such as energy costs and wider inflationary pressures. We also recognise the Council in partnership with others has an important role to play in supporting residents, communities and businesses with the cost of living challenges.

4.6. **Appendix 1** sets out the draft Corporate Plan and **appendix 2** sets out the one page summary.

### **5. Alternative options considered:**

5.1. Without a refreshed Corporate Plan, the Council will be operating without an agreed framework of priorities and objectives.

5.2. A Corporate Plan is a critical document to ensure strategic direction, focuses prioritisation of resources and one of the key components of good corporate governance.

5.3. As set out in the Executive Summary, a number of flagship initiatives are still progressing from the existing Corporate Plan and so it was therefore more appropriate to refresh the existing plan rather than starting from a blank piece of paper.

### **6. Consultation and feedback:**

6.1. The draft Corporate Plan has gone through a period of consultation and engagement including community groups, business organisations, parish councils, public sector partners and the Council's various service delivery organisations e.g. TCT, CBH, UBICO etc.

6.2. Alongside this consultation and engagement, we also considered feedback from the 2022 Independent Resident Satisfaction Survey.

6.3. In December 2022, the draft Corporate Plan was presented to the Council's Overview and Scrutiny Committee for their consideration and feedback.

### **7. Reasons for recommendations:**

7.1. The draft Corporate Plan has gone through a period of consultation and engagement and this document sets priority areas of focus for the Council between now and 2027.

### **8. Key risks:**

8.1. There are no risks associated with this report.

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### **Report author:**

Darren Knight, Executive Director - Place & Communities

Email: [darren.knight@cheltenham.gov.uk](mailto:darren.knight@cheltenham.gov.uk)

**Appendices:**

- i. Draft Corporate Plan
- ii. One page summary

**Background information:**

None.





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CHEL TENHAM  
BOROUGH COUNCIL

# Corporate Plan 2023 - 2027

[cheltenham.gov.uk](https://www.cheltenham.gov.uk)





# Introduction

Cheltenham is a world renowned cultural destination and rated one of the best places to live in the UK. Building on our successes, our investments into the Golden Valley Development, a pioneering scheme which will include a national cyber innovation centre. This will aim to cement our position as the cyber capital of the UK and extend Cheltenham's presence in the global economy as the safest place to do business online. As well providing high-quality and affordable homes and spaces for business and academia, this development will also play a key role in reducing carbon and encouraging biodiversity.

But the scale of our unique ambition is set against a backdrop of global instability, war, high inflation and the recent pandemic. All of these factors mean that our communities are facing real adversity, where being able to feed a family and keep them warm are a real and increasing challenge. As a council we continue to work now and in the months and years ahead alongside our partners such as #FeedCheltenham and Cheltenham Borough Homes to deliver practical support to our residents, businesses and communities.

As we look beyond the difficult financial and economic pressures that we face, we are clear in our future ambition for Cheltenham. We are setting a higher standard for ourselves, and our town, to build a better future for everyone in Cheltenham, ensuring that everyone who lives and works here can equally share the benefits of Cheltenham's successes.

In this increasingly digital world, our residents are looking for efficient access to council services. We are designing and embedding innovative accessible digital solutions across all our departments, to make doing business with the council easier and quicker. But alongside our digital offer, we will make sure that anyone without a smartphone or access to technology can still find excellent customer service so we support everyone in our borough, regardless of need.

Overall, we believe that building a better future means leaving a legacy of sustainability for future generations. This is the foundation of our ambitions to reduce Cheltenham's carbon emissions to net zero, but also encompasses building affordable carbon neutral homes

across Cheltenham, conserving and enhancing our green spaces, and securing financial and economic sustainability through the Golden Valley Development. We want our residents and communities to thrive, not just survive, and this means continuing investments in partnerships and services that will augment the long-term financial stability of Cheltenham.

We know that we cannot achieve this vision alone. Combining the strength and resilience of our local partners, residents and businesses, we can forge this bright future for our borough.



Together, we are  
Cheltenham

**Cllr Rowena Hay**  
Leader of the Council

**Gareth Edmundson**  
Chief Executive



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# The principles that will guide our priorities

The delivery of our priorities will be based around the following six principles, where we will:



Help all our communities to benefit and prosper from our strong local economy



Work together with everyone in our networks to improve our borough and support our residents to be healthy, our communities to be strong and our businesses to thrive



Be commercially minded to keep costs down and our council financially stable, so we always provide value for money to the taxpayer



Use data and research to drive improvement, listening carefully to our residents, communities and businesses to underpin informed decisions



Ensure the climate emergency agenda is at the forefront and integral to all our decision-making



Be risk aware, rather than a risk averse

# Our five key priorities



## Key Priority 1

Enhance Cheltenham's reputation as the cyber capital of the UK



## Key Priority 2

Working with residents, communities and businesses to help make Cheltenham net zero by 2030



## Key Priority 3

Increasing the number of affordable homes through our £180m housing investment plan



## Key Priority 4

Ensuring residents, communities and businesses benefit from Cheltenham's future growth and prosperity



## Key Priority 5

Being a more modern, efficient and financially-sustainable council

## Key Priority 1

# Enhance Cheltenham's reputation as the cyber capital of the UK

**We will enhance Cheltenham's reputation as the cyber capital of the UK through the Golden Valley Development - the home of the National Cyber Innovation Centre, which will create jobs, drive business growth and provide more new homes. The Golden Valley Development has a key role in the UK's mission of making the UK the safest place to live and do online business, as set out in the Government's National Cyber Strategy 2022.**

This will create a vibrant pioneering garden community integrating hi-tech business, residential and leisure uses. At its heart will be the National Cyber Innovation Centre: an Innovation District and the UK home of cyber, digital and creative sectors arising from Cheltenham's growing international reputation for leadership in cyber innovation.

With a significant development site adjacent to GCHQ, in a highly accessible location with great connectivity, the opportunity exists to create a destination of global significance.

It will require high standards of environmental sustainability integrating exemplar homes as part of a thriving and inclusive campus and garden community, defined by its quality in design, public spaces and approach to connectivity, both digitally and physically.





## Goals

- ✓ Work with partners to attract cyber and associated businesses to Cheltenham and build upon our natural strength in this area
- ✓ Ensure the funding, delivery plan and developer are in place to progress and build the development
- ✓ Ensure the development is defined by its exemplar environmental credentials



## What we will do to secure Cheltenham's economic future

- ✓ Build the UK's national cyber innovation centre as part of the first phase of the innovation district which will support our wider regeneration aspirations for West Cheltenham
- ✓ Through the Golden Valley development, we will increase the supply of new homes by 3,700
- ✓ Work with the developers to ensure an ambitious social value plan is developed and delivered that will ensure our local communities benefit from the investment in the town
- ✓ Continue to expand the local cyber eco-system through the Minster Exchange in the town centre and regenerate the Minster Quarter
- ✓ Work with schools, colleges and universities to support the cyber-tech skills of young people
- ✓ Through Cheltenham Festivals support the DataFace project to help train the next generation of the workforce in the cyber and tech industries
- ✓ Working with the National Cyber Security Centre, Configured Things and Plexal, in testing the use of a small network of smart sensors on Council owned buildings to provide non-personal data to support improved service delivery and customer experience
- ✓ In partnership with Lives of Colour, we will identify ways to develop community connections, community resources and infrastructure to help those moving to Cheltenham to live and work, feel immersed and integrated in the town



## How Cheltenham residents, communities and businesses will benefit

<b>Residents</b>	<ul style="list-style-type: none"><li>✓ Job opportunities</li><li>✓ More affordable homes</li><li>✓ Skills and training opportunities</li></ul>
<b>Communities</b>	<ul style="list-style-type: none"><li>✓ Regeneration opportunities</li><li>✓ Social value</li></ul>
<b>Businesses</b>	<ul style="list-style-type: none"><li>✓ Opportunities for the local supply chain</li><li>✓ Increased footfall for the high street</li><li>✓ Increased secondary spend to Cheltenham's businesses e.g. leisure, culture and hospitality etc.</li></ul>



## How the UK will benefit

The Golden Valley development, which has Ministerial support, will deliver the National Cyber Innovation Centre, a key part of the UK's Cyber Strategy, supporting our mission to be the safest place in the UK to live and do online business. The development will help foster the growth of a sustainable and internationally important innovation district, focused around cyber-tech, developing pioneering products and services, driving forward the economy and the UK's goal to be a science superpower.



## How success will be measured

- ✓ Number of jobs created
- ✓ Number of new businesses started
- ✓ Number of businesses locating to Cheltenham
- ✓ Carbon footprint
- ✓ Number of new and affordable homes built
- ✓ Level of social value secured to support neighbouring areas of Cheltenham such as Hester's Way
- ✓ Increased footfall in the high street

THE  
**GOLDEN VALLEY**  
DEVELOPMENT

Where to find out more:  
[goldenvalleyuk.com](https://goldenvalleyuk.com)





"It's great to see the plans for the new West Cheltenham Golden Valley Development. It's such an exciting prospect, not only in benefit of the cyber industry; nurturing and attracting talent in Gloucestershire, but with the high street in mind too. Building new homes and encouraging more people to spend locally can only support retail and our local economy. The development will undoubtedly attract more people into the centre of Cheltenham and we can't wait to welcome them."

**Jonathan Hall**, John Lewis & Partners



"The Golden Valley Development and the Minster Exchange, both of which GFirst LEP has strongly supported, will together make a huge contribution to the future prosperity of Cheltenham and help to ensure that future growth is both inclusive and sustainable. They will also contribute hugely towards making Gloucestershire a 'magnet' county for individuals, families and businesses and help to position the county as an exceptional place to live and work in the constantly changing, digitally integrated world we now live in."

**David Owen**, CEO, GFirstLEP

"We will increase our support for innovators and entrepreneurs outside of London and the South East. This includes the Golden Valley campus led by Cheltenham Borough Council dedicated to supporting the growth of cyber-related technology businesses."

**HM Government**



## Key Priority 2

# Working with residents, communities and businesses to help make Cheltenham net zero by 2030

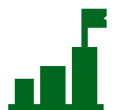
**Our Climate Emergency Action Plan: Pathway to Net Zero sets out our aim to achieve the 2030 target by working with residents, communities, businesses, public and voluntary organisations. This will require mitigation through reducing our carbon footprint, and adaptation through improving our infrastructure and achieving a cleaner and greener sustainable environment.**

We strongly believe that in order to ask others to make the necessary changes to their organisations and lives, we must be seen to be leading on making these changes ourselves. By seeking to set ever higher standards and reducing greenhouse gas emissions, we can position ourselves to offer advice and share best practice, signposting to other leaders along the way, making it easier for others to follow.

Our climate emergency declaration called for devolution of power and money to local councils to expedite further net zero initiatives. We will continue to play a leading role in partnership with others across Gloucestershire to champion and support net zero initiatives.

Cheltenham's new Climate Impact Assessment Tool will make sure that we are appropriately considering climate factors, from biodiversity to air quality, in all of our decisions. The tool will help shape projects which optimise positive impacts on the wellbeing of residents and the environment we all live in.

To support our climate emergency agenda, we will look to implement innovative service improvements to our waste, recycling, street cleansing and grounds maintenance services and deliver a clean, green, sustainable environment for Cheltenham's residents, communities, businesses and visitors.



## Goals

- ✓ Work with others to help make Cheltenham Borough net zero by 2030
- ✓ Make Cheltenham Borough Council net zero by 2030
- ✓ Deliver a modern and fit-for-purpose strategic waste facility that will provide more efficient and environmentally sustainable management of waste and recycling service to better meet the future requirements of the Environment Act 2021
- ✓ Implement improvements to the waste and recycling service to further improve Cheltenham's environment-focused approach



## What we will do to help make Cheltenham clean and green

- ✓ As part of its net zero carbon commitment and strategic asset management plan, the council is reviewing its land holdings, to establish opportunities to support the establishment of publicly-accessible EV charging points across the town. To date, some 40 locations have been analysed and identified as being potentially suitable for such charging points and the council is in discussion with EV charging providers about the arrangements for installing the infrastructure.
- ✓ Work with residents, communities, businesses, public and voluntary sectors, including Gloucestershire County Council, to take forward the actions set out in the 'Climate Emergency Action Plan: Pathway to Net Zero'
- ✓ Implement changes to continue to reduce fuel use in our waste, recycling, parks and gardens services
- ✓ Lobby Government to ensure local councils have the funding and legislative framework to take forward our net zero ambitions
- ✓ Through our £10m green deal fund, take forward climate emergency investment opportunities that support the net zero agenda and contribute to the financial sustainability of the council
- ✓ Embed our newly-approved Climate Change Supplementary Planning Document in the planning decision making process and deliver biodiversity net gain
- ✓ Implement behaviour change initiatives to reduce waste, increase re-use and recycling
- ✓ Work with local amenity and friends of groups to enhance biodiversity in our public spaces, parks and gardens to further improve Cheltenham's environment
- ✓ Review our environmental services, in partnership with our service provider Ubico, and the way we commission these services to meet the demands of the future and our climate emergency agenda
- ✓ Reduce energy consumption across council-owned buildings
- ✓ Explore options for a modern and fit-for-purpose strategic waste facility
- ✓ Develop an Ecology and Biodiversity Supplementary Planning Document to further support sustainable development
- ✓ Work with the CheltZero partnership to fund businesses to carry out carbon footprint reporting and develop carbon reduction plans
- ✓ Develop and deliver a town centre hub for safe bicycle parking
- ✓ Work with Planet Cheltenham to develop the 'Retrofit Street' project to address fuel poverty including engagement, education, job creation, and training
- ✓ In partnership with the Department for Business, Energy & Industrial Strategy, undertake feasibility for launching two heat networks, which could warm hundreds of homes and businesses in the town
- ✓ Install electricity infrastructure in key locations to remove reliance on generators for events



## How Cheltenham residents, communities and businesses will benefit

<b>Residents</b>	<ul style="list-style-type: none"><li>✓ Job opportunities</li><li>✓ More affordable homes</li><li>✓ Skills and training opportunities</li><li>✓ Clean and green environment</li><li>✓ Capacity to adapt to the changing climate</li></ul>
<b>Communities</b>	<ul style="list-style-type: none"><li>✓ Regeneration opportunities</li><li>✓ Social value</li></ul>
<b>Businesses</b>	<ul style="list-style-type: none"><li>✓ Opportunities for the local supply chain</li><li>✓ Advice and support to businesses</li></ul>



## How success will be measured

- ✓ Increase in re-use, reduction in residual waste per household and increase in recycling rates
- ✓ Reduction in carbon emissions
- ✓ Number of actions completed from the Pathway to Net Zero
- ✓ Resident satisfaction
- ✓ Reduction in energy use across the council's land and property portfolio
- ✓ Level of external funding secured
- ✓ Retain Green Flag status for Cheltenham's parks and gardens

20 **CHEL**  
**ZE**RO 30

### Where to find out more:

[cheltenham.gov.uk/pathway-to-net-zero](https://cheltenham.gov.uk/pathway-to-net-zero)



**“Cheltenham Borough Council and Podback recognise that innovation is needed to meet the challenges of the future and our collaboration with Cheltenham, the first authority to sign up to the Podback initiative, demonstrates forward thinking and a real commitment to implementing new initiatives for its residents by launching one of the first kerbside collections of coffee pods.”**

**Rick Hindley,** Executive Director, Podback

**“We are delighted to have partnered Cheltenham in the installation of 200 electricity and gas sub-meters, providing the detailed evidence base which the authority will use to drive down energy use across its property portfolio and helping the council to meet its net zero carbon ambitions by 2030.”**

**Alex Warren,** Group CEO for Stark

## Key Priority 3

# Increasing the number of affordable homes through our £180m housing investment plan

**Working with Cheltenham Borough Homes and other providers, we will continue to increase the number of affordable, carbon net zero homes through our £180m housing investment plan, which will help create more sustainable communities and reduce homelessness.**

With this investment we will look to maximise opportunities for wider regeneration and how we can further support the local supply chain. We will focus on sustainable, green investment in both new and existing homes, ensuring we can continue to support tenants and communities and contribute to the wider regeneration of Cheltenham.

We will also make best use of government homelessness and rough sleeper grant funding opportunities to help prevent homelessness and tackle rough sleeping.





## Goals

- ✓ Increase the number of new affordable and carbon net zero homes
- ✓ Adopt a 'fabric-first' approach to improve energy efficiency of existing council homes
- ✓ Support and enable resilient communities through shared community investment plans with Cheltenham Borough Homes
- ✓ Prevent homelessness and rough sleeping



## What we will do to increase the number of affordable homes, increase town centre living and reduce rough sleeping

- ✓ Increase the supply of affordable homes through our £180m housing investment plan where we have already spent £35m delivering 136 homes, with a strong pipeline set to deliver significant numbers of additional affordable homes over the current and following four years
- ✓ Invest in safe, secure and energy-efficient homes, building on the successful investment of £22m in home improvements over the last three years. This investment will continue from 2022-23 with over £10m allocated each year for the next three years for further home and neighbourhood improvements
- ✓ Continue to take a 'fabric-first' approach with improvements to existing homes, ensuring they are as energy efficient as possible by improving the insulation before low carbon heating is installed
- ✓ Continue to strengthen our partnership with Cheltenham Borough Homes through a number of improvement initiatives, to ensure we maximise value for money and improve tenant, resident and community outcomes
- ✓ Commission services to reduce homelessness and strengthen pathways so that rough sleeping becomes brief, rare and non-recurring
- ✓ Enable development and regeneration opportunities to support more town centre living



## How Cheltenham residents, communities and businesses will benefit

<b>Residents</b>	<ul style="list-style-type: none"><li>✓ Energy-efficient homes</li><li>✓ High-quality landlord services</li><li>✓ Reduction of the housing waiting list and homelessness</li><li>✓ Rough sleeping</li></ul>
<b>Communities</b>	<ul style="list-style-type: none"><li>✓ Regeneration of housing estates</li></ul>
<b>Businesses</b>	<ul style="list-style-type: none"><li>✓ Work in partnership on apprenticeship opportunities and upskill through relevant training</li><li>✓ Maximise opportunities for the local supply chain to recycle the 'Cheltenham pound'</li><li>✓ Increase footfall to the high street through more town centre living</li></ul>



## How success will be measured

- ✓ Number of affordable and carbon net zero homes delivered
- ✓ Tenant and leaseholder satisfaction
- ✓ Reduction in the number of people homeless and rough sleeping
- ✓ Level of social value achieved
- ✓ % of council homes meeting decent home standards
- ✓ Number of homelessness and rough sleepers preventions



### Where to find out more:

[cbh.org/about-us/our-projects/  
regeneration-and-new-build](https://cbh.org/about-us/our-projects/regeneration-and-new-build)





**“They helped me out of a very tricky situation following a divorce six years ago, they have given me a home and let me live as if it is my own. They have always been quick to respond if I have had an issue. I am very satisfied.”**

**Council Tenant**

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**“Daunting as first house on my own but everything’s lovely and the houses are great”**

**New Council Tenant**

## Key Priority 4

# Ensuring residents, communities and businesses benefit from Cheltenham's future growth and prosperity

**Cheltenham will see huge investment over the coming years through expansion of the cyber industry, more affordable homes and infrastructure. This presents a once-in-a-generation chance to ensure all of our communities can benefit from sustainable growth in jobs, skills and housing.**

We will continue to develop our local networks and partnerships, working to ensure residents, communities and businesses are best placed to take advantage of these opportunities. This will include building on our strengths in cyber-tech, culture, hospitality, the creative industries and professional services.

We know that some of our residents face barriers that might prevent them from benefitting from this investment. We are committed to working with community organisations and partners to ensure that residents are supported and barriers are removed wherever possible to ensure residents, communities and businesses are best placed to take advantage of these opportunities.





## Goals

- ✓ Strengthen our working relationship with Gloucestershire County Council to help improve Cheltenham's infrastructure, public realm and environment
- ✓ Work with partners to ensure all of our communities benefit from the investment and growth in our town by embedding our approach to social value
- ✓ Identify and take forward regeneration opportunities that enhance Cheltenham as a place to live, work and visit
- ✓ Identify and drive opportunities in all aspects of economic development across Cheltenham at every level, using economic evidence and data to inform our priorities and outcomes
- ✓ Find ways to ensure Council owned buildings, including those subject to conservation and heritage designations, are financially and environmentally sustainable for future generations to enjoy



## What we will do to boost the local economy

- ✓ Develop our working relationship with Gloucestershire County Council to support improvements to Cheltenham's high street
- ✓ Expand Cheltenham's cyber ecosystem and increase footfall to the high street through the rollout of the Minster Exchange
- ✓ Undertake regeneration within the town centre to increase footfall to the high street and provide more affordable homes
- ✓ Through Marketing Cheltenham, promote the town as a desirable place to live, work, visit, meet, and invest
- ✓ Develop a vision for the town centre to ensure it remains vibrant and an attraction for residents and visitors
- ✓ Through the Culture Board, continue to develop and improve Cheltenham's cultural offer. Support tourist attractions, cultural venues, and event organisers to provide even more reasons to visit or live in Cheltenham
- ✓ Invest £1.1m from the UK Shared Prosperity Fund to support carbon-busting initiatives, skills-boosting schemes in partnership with Gloucestershire College, supporting business growth and a new cycle hub
- ✓ Undertake a residential and commercial regeneration of 232-242 High Street, 254 High Street, 8 St Georges Place to increase footfall to the high street and provide more affordable homes and increase town centre living
- ✓ Fund the Gloucestershire College Construction & Skills School to support the development of skills in key sectors for the town
- ✓ Invest in Cheltenham Growth Hub to provide support for existing and start-up businesses and ensure the successful delivery of a comprehensive support programme for businesses looking to start, survive or grow
- ✓ Support the promotion of Cheltenham as a place to do business with a particular focus on inward investment
- ✓ Support for people who are furthest from the labour market with individually tailored advice on how to move into, or closer to, the labour market
- ✓ Continue to build relationships with local, regional and national visitor economy stakeholders to ensure that Cheltenham remains as one of the most popular visitor destinations in the region
- ✓ Review of the Council's core infrastructure across the town, including toilets and car parks, to ensure sufficient and appropriate provision to support resident and visitor needs.



## What we will do to enhance Cheltenham's cultural and sporting offer

- ✓ Support the Cheltenham Trust's re-opening of the Wilson Art Gallery and Museum to enhance Cheltenham's cultural offer through more diverse programming and use of the Council's collection
- ✓ In partnership with the Cheltenham Trust, Friends of the Wilson, Department of Digital, Culture, Media and Sport and The Wolfson Foundation, support the refurbishment of the museum galleries in the Victorian wing
- ✓ Work with partner organisations to develop a sports strategy for Cheltenham, to improve and further develop sport provision and help ensure more opportunities for external funding in order to improve health and wellbeing opportunities for local people
- ✓ Play an active role in Cheltenham's Culture Board in developing an action plan to improve social, cultural and business outcomes, ensuring funding is targeted to secure value for money
- ✓ Working with Cheltenham's heritage organisations, we will look to develop a heritage strategy. This will be a platform to promote these heritage assets, understand the people who value them, enhance the manner in which they can be conserved and to inform their future preservation and enjoyment



## What we will do to help our communities

- ✓ Work with partner organisations, such as #FeedCheltenham and Cheltenham Borough Homes, to support our residents and communities with the cost of living crisis
- ✓ Through 'No Child Left Behind' continue to raise awareness of issues affecting our children, such as criminal exploitation, period poverty or healthy eating and work with partners across the public, private and voluntary sectors to tackle this
- ✓ With Cheltenham Borough Homes, evaluate options of how we can support the Big Local and Saracens Football Club to take forward the development of a new sustainable community facility in St Peter's and the Moors
- ✓ Embed social value within our procurement and investment activities including maximising further benefit from the Cheltenham Lottery
- ✓ Work in partnership with the police and other agencies to ensure we continue to have a safe night-time economy
- ✓ Explore opportunities to establish a crowdfunding platform to help support local community initiatives



## How Cheltenham residents, communities and businesses will benefit

<b>Residents</b>	✓ Job opportunities	✓ Skills
<b>Communities</b>	✓ Investment in regeneration	✓ Less ASB
<b>Businesses</b>	✓ Skilled workforce	✓ Supply chain opportunities
	✓ Increased footfall to the high street	✓ Increase in visitors



## How success will be measured

- ✓ Number of new businesses started
- ✓ Number of visitors to Cheltenham
- ✓ Retail occupancy rate
- ✓ Retention of Purple Flag status for Cheltenham's night-time economy
- ✓ Level of social value achieved
- ✓ Increase in Cheltenham Lottery ticket sales to support more local good causes
- ✓ Reduction in levels of ASB

### Where to find out more:

[cheltenhamlottery.co.uk](https://cheltenhamlottery.co.uk)

[nclbcheltenham.org.uk](https://nclbcheltenham.org.uk)

[visitcheltenham.com/meet](https://visitcheltenham.com/meet)

[movingtocheltenham.com](https://movingtocheltenham.com)



“Through Cynam we are excited to be working with the council to unlock the potential from the Golden Valley project. One area of great interest to us is making sure that no-one gets left behind so will be working with No Child Left Behind to enthuse local school children as well as ensuring that adults also have opportunities to acquire new digital skills so that the whole community can benefit from this exciting investment.”

**Charlotte Smith,**  
Cyber Skills Growth Lead and Coordinator, Cynam



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“Through #FeedCheltenham, we have worked with the council to ensure that our community food pantries and food banks get the support they need to meet needs within our communities working on the idea that we can do much more together than we can apart. The partnership with No Child Left Behind enables us to have a consistent approach for households and those in need across Cheltenham meaning more people can get support and help at a time when they need it most through the network of food support. Working together gives a forum for sharing ideas and working together. It enables #FeedCheltenham to have greater impact and reach more people. I enjoy working with the council and long may the partnership continue.”

**Sarah Avery,** Family Space

## Key Priority 5

# Being a more modern, efficient and financially-sustainable council

**Local councils continue to operate in a challenging financial environment and as part of our recovery from Covid-19 we will continue to identify opportunities to increase income and reduce costs to ensure financial sustainability. This will enable continued investment in front-line services and enhance Cheltenham as a place to live, work and visit.**

Advancements in new technologies provide a greater opportunity for residents, communities and businesses to interact with the council. Whilst new digital services present huge opportunities, we will continue to provide efficient services over the telephone and face to face, to ensure we remain accessible, responsive and helpful.

To ensure we can continue to invest in frontline services, we will make more efficient and effective use of our assets, identify income-generating opportunities and optimise investments to ensure community benefit and value for money for the taxpayer.



## Goals

- ✓ Make it easier for customers to contact the council and ensure their enquiries are resolved wherever possible at the first point of contact
- ✓ Continue to use our assets for the benefit of our residents, businesses, staff and communities, stimulating a positive environment for inward investment in our place and people
- ✓ Lead the economic recovery of our town and continue to invest in Cheltenham for the benefit of the town, both in terms of sustainable council finances, but also the way we invest both commercially and for regeneration purposes



## What we will do to be a more efficient and financially-sustainable council

- ✓ Introduce new digital services to make it easier for our customers to interact with the council 24/7 and 365 days a year. This will free up more time to help those customers most in need
- ✓ Identify development opportunities that will help regeneration and provide a financial return
- ✓ Ensure value for money for the taxpayer by identifying commercial opportunities to increase our net income
- ✓ Develop a car parking strategy that will bring real change in how we travel, how we help our communities and our financial sustainability, as the supply and provision of acceptable, accessible and good quality car parking is important to visitors, residents and businesses



## How Cheltenham residents, communities and businesses will benefit

<b>Residents</b>	<ul style="list-style-type: none"> <li>✓ Make it easier for customers to interact with the council 24/7 365 days a year</li> <li>✓ Provide vfm for the taxpayer</li> <li>✓ Ensure frontline services have sustainable investment</li> </ul>
<b>Communities</b>	<ul style="list-style-type: none"> <li>✓ Regeneration opportunities</li> </ul>
<b>Businesses</b>	<ul style="list-style-type: none"> <li>✓ Opportunities for the local supply chain</li> </ul>



## How success will be measured

- ✓ Number of digital transactions
- ✓ Resident satisfaction with Cheltenham as a place to live
- ✓ Balanced budget
- ✓ Savings made through process improvements
- ✓ Social, environmental and financial return on investments



Where to find out more:  
[cheltenham.gov.uk](https://cheltenham.gov.uk)

"CBC is a council with ambition and a focus on the projects to deliver that ambition, and the council has demonstrated the organisational flexibility to respond to the Covid-19 crisis in such a way that many of the external stakeholders were keen to acknowledge positively. The council's dynamic assessment and review of risk will ensure that community needs continue to be met and front line services delivered."

## Local Government Association Renewal & Recovery Review

Page 70

"Excellent online use of renewing private hire taxi license. Easy to use. Full instructions which guide you through the process. Would highly recommend it."

Private Hire Driver







# Just some of our partnership organisations

H B D X Factory

gfirst LEP  
gloucestershire

THE  
GOLDEN VALLEY  
DEVELOPMENT

PRESTBURY  
PARISH COUNCIL

UNIVERSITY OF  
GLOUCESTERSHIRE

CHELTENHAM  
BID  
Local businesses  
improving  
our town

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NO CHILD  
LEFT BEHIND

CHELTENHAM  
Festivals

GC  
gloucestershire college

CYNAM

Cheltenham  
Lottery

THE  
CHELTENHAM  
TRUST

CBH

mx

Local  
Government  
Association

LIVES OF  
COLOUR

family  
space+

SPRINGBANK  
COMMUNITY GROUP

An Inspiring Community  
St Peter's & The Moors

VISIT  
CHELTENHAM  
THE FESTIVAL  
TOWN

vision  
21  
Sustaining  
Development

CHELTENHAM  
CHAMBERS OF COMMERCE

ubico

Up  
Hatherley  
Parish Council

GCC

hub8

Cheltenham  
Civic Society

SWAP  
INTERNAL AUDIT SERVICES  
Assuring – Improving – Protecting

ONE  
legal

LECKHAMPTON WITH WARDEN HILL  
PARISH COUNCIL

GLoucestershire  
CONSTABULARY

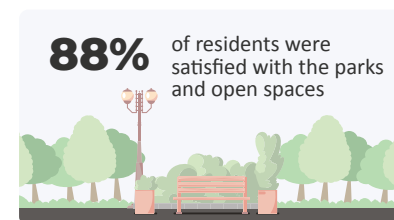
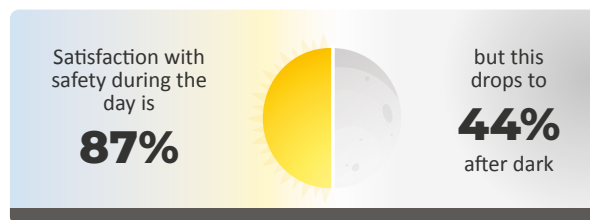
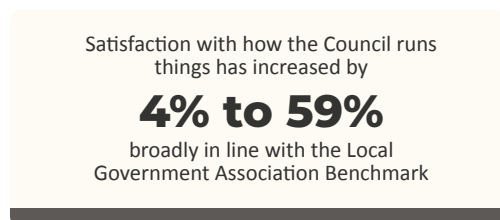
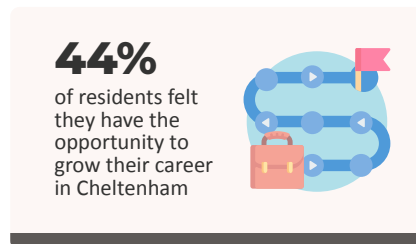
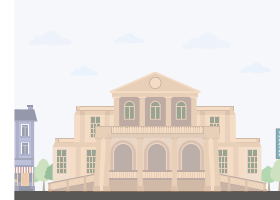
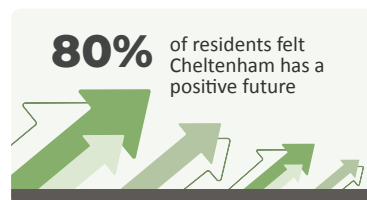
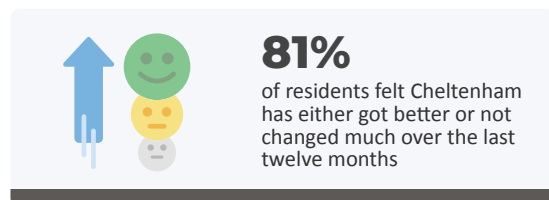
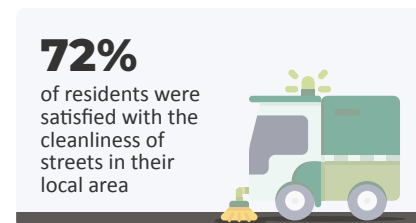
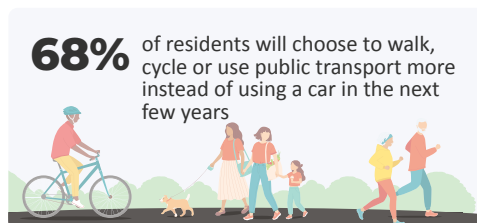
Marketing  
Cheltenham

Charlton Kings Parish Council

SWINDON PARISH COUNCIL

Cheltenham Arts Council  
CHELTENHAM ARTS CULTURE

# Summary of the 2022 Independent Resident Survey Satisfaction Results









# Corporate Plan Summary 2023-2027



## Key Priority 1 - enhance Cheltenham as the Cyber Capital of the UK



Cheltenham is the cyber capital of the UK and home to GCHQ. We will build on our reputation for cyber excellence by delivering a new Garden Community which will create jobs, provide more new homes and encourage business growth. At its heart will be the National Cyber Innovation Centre - a brand new home for the cyber security industry.

## Key Priority 2 - Work with others to help make Cheltenham net zero by 2030



Our planet is precious but it's under threat. We must work together to reduce carbon emissions. We will take action, offer advice and share ideas. Our net zero action plan and new Climate Impact Assessment Tool will ensure we deliver a cleaner and greener environment for all and help make Cheltenham and the Council Net Zero by 2030.

## Key Priority 3 - Increase the number of affordable homes in Cheltenham through our £180m housing investment plan



Working with Cheltenham Borough Homes and others, we plan to increase the number of affordable homes. £180m will be spent on building new houses and on supporting tenants and existing communities. We will also continue to work in partnership with others to reduce homelessness and rough sleeping.

## Key Priority 4 - Ensuring residents, communities and businesses benefit from our future growth



There will be a great deal of money invested in Cheltenham in the future. This will result in more jobs, skills and housing. We will work with local groups and partners to make sure local residents, communities and businesses benefit from Cheltenham's growth.

## Key Priority 5 - Being a more modern, efficient and financially stable council



We will continue to work hard to keep our costs down and increase our income. This will help with the funding for key services. We want everyone to be able to contact the Council 24 hours a day, 7 days a week. So we will introduce new ways to make this possible. Above all, we want to avoid wasting the taxpayer's money and make better use of our resources.

## How we plan to support residents, communities and businesses during 2023-2027

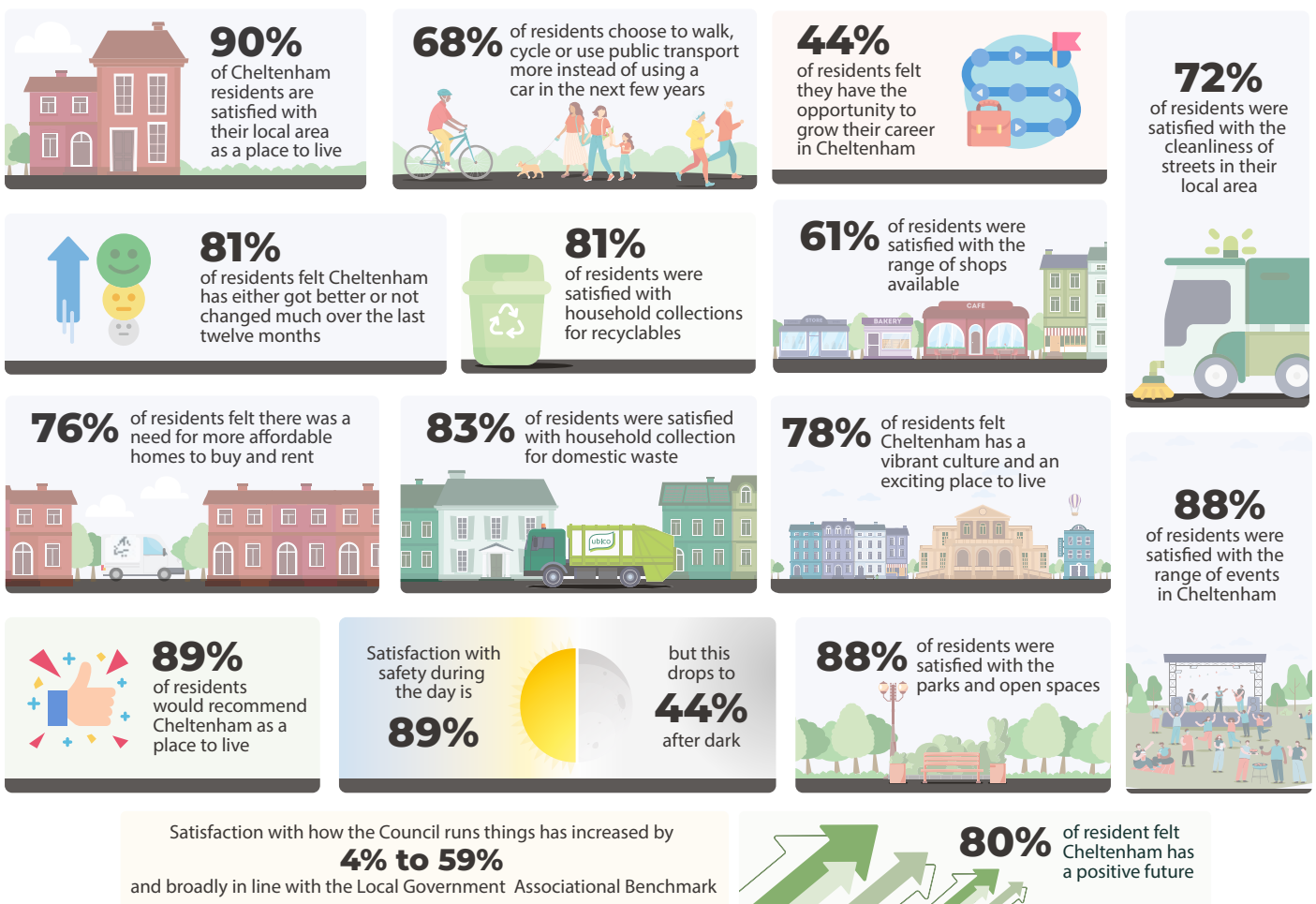
- Create more jobs
- Build more homes
- Work with our partners to help residents to stay warm and feed their families
- Invest in more skills and training opportunities
- Enhance Cheltenham as the centre for cyber security in the U.K.
- Encourage more shoppers on the high street
- Find more ways for people to spend money locally
- Keep Cheltenham clean and green
- Cut down on energy use and waste
- Do more recycling
- Improve housing estates and build sustainable communities
- Reduce homelessness
- Work with the Police to ensure we have safer streets at night
- Work in partnership to reduce child poverty and raise key issues that affect our children
- Develop a sports plan to help improve people's health and wellbeing
- Make it easier for people to contact us 24/7
- Deliver accessible and good quality car parking
- We will increase the number of EV charging points in Council owned car parks
- Achieve value for money for the taxpayer

To see the full detailed corporate plan and to learn more about our priorities visit:

[cheltenham.gov.uk](https://cheltenham.gov.uk)



## Summary of the 2022 Independent Resident Survey Satisfaction Results





## **Cheltenham Borough Council**

### **Cabinet Meeting – 14<sup>th</sup> February 2023**

### **Council Meeting – 20<sup>th</sup> February 2023**

## **Housing Revenue Account - Revised Forecast 2022/23 and Budget Proposals 2023/24**

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#### **Accountable member:**

Cllr Peter Jeffries – Cabinet Member Finance and Assets

#### **Accountable officer:**

Paul Jones – Executive Director Finance, Assets and Regeneration (Section 151 Officer)

#### **Accountable scrutiny committee:**

Budget Scrutiny Working Group

#### **Ward(s) affected:**

All

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#### **Key/Significant Decision:**

Yes

#### **Executive summary:**

This report summarises the Housing Revenue Account (HRA) revised forecast for 2022/23 and the Cabinet's budget proposals for 2023/24.

The country is faced with the most significant cost-of-living crisis in a generation. Inflation (CPI) in the last twelve months has peaked at 11.1% and was 10.5% in December 2022, the Bank of England base rate has increased to 4% with further increases possible in 2023 and energy costs have soared for both consumers and businesses.

Excess cost inflation, increased interest payable, energy costs and additional compliance expenditure have added £1.8m to the HRA cost base compared to the 2022/23 budget prior to other year on year changes of £0.7m resulting in an overall expenditure increase of £2.5m. Whilst rental income will be

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increasing next year it has been capped at 7% (£1.4m increase) resulting in the estimated net operating surplus in the HRA falling from over £1m to £143,800 in 2023/24.

The long-term impact of this high inflation and capped rent is substantial on the 30-year outlook with capacity in the HRA reducing by an estimated £79m.

This reduced capacity in the HRA means that the scale and pace of investment in existing and new homes needs to be carefully managed to ensure that vital services to customers and communities are protected. In order to deliver growth and maintain long term financial viability additional sources of revenue need to be secured including building or acquiring new homes for rent, additional revenue and capital grant funding and through Cheltenham Borough Homes (CBH) exploring new opportunities for commercial income.

Careful management of resources and plans for growth will allow the Council to continue additional, essential support for tenants and communities during the cost-of-living crisis. Alongside CBH and other partners activities will continue as part of the #WarmCheltenham initiative, identifying opportunities and supporting customers into training and employment, working to secure additional income for residents through CBH's Benefit and Money Advice Teams, expanding CBH's Help2 initiative supporting those households most in need and signposting customers to further support and advice during this challenging time.

Whilst the scale and pace of investment needs to be managed appropriately the 2023/24 budget proposals in this report demonstrate the Council's commitment to ambitious plans for delivering new homes, improving the quality of existing homes and protecting services for our customers and communities for the benefit of Cheltenham.

The Council and CBH have already been successful in bids to the Government's Social Housing Decarbonisation Fund and a further bid for up to £2.2m has been submitted to support £6m of retrofit works on approximately 200 existing homes over two years as part of making Cheltenham net zero carbon. This will support tenants to save on their energy consumption, benefit from improved comfort levels in their home and help to improve their overall health and wellbeing.

Budget projections for the next 3 years include £69m for additional affordable homes as part of the Council's £180m housing investment programme in partnership with CBH including £6m in 2023/24 to provide additional homes for people who have arrived in the UK from Ukraine or Afghanistan. The HRA Business Plan target is to deliver 450 additional homes over 5 years with a significant proportion of these being net zero carbon.

The 2023/24 capital programme includes proposals to invest over £12m in existing homes and then to continue at this level for the following 2 years. This demonstrates a significant commitment to improving existing homes for customers to ensure they remain safe and secure places to live.

The budget proposals for 2023/24, including the focus on supporting customers through the cost-of-living crisis, investing in their homes and delivering more net zero carbon homes, will help improve outcomes for all customers and communities, reduce inequality and support the economic recovery of Cheltenham together through this challenging period.

### **Recommendations:**

1. Approve the HRA budget proposals for 2023/24 (shown at Appendix 2)

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2. Approve a rent increase of 7% for social rent homes, affordable rent homes and shared ownership homes (but capping affordable rented homes rent at the Local Housing Allowance where applicable)
  3. Approve changes to other rents and service charges as detailed within the report
  4. Approve the HRA capital programme for 2023/24 as shown at Appendix 3 and Appendix 4
  5. Approve entering into a Memorandum of Understanding with DLUHC (Department for Levelling Up, Housing and Communities) in respect of a £2.36 million grant for the provision of 21 affordable homes during 2023/24 under the Local Authority Housing Fund (subject to DLUHC notifying CBC that their proposed grant funding allocation has been confirmed), see section 5.5
  6. Ratify the performance and satisfaction targets set by CBH for 2023/24
  7. Note the revised HRA forecast for 2022/23
- 

### 1. Implications

#### 1.1. Financial implications

As detailed in the report and appendices.

**Signed off by:** Gemma Bell, Director of Finance & Assets (Deputy s151 officer)

#### 1.2. Legal implications

Under the Constitution Cabinet has responsibility for the preparation of budget proposals for the HRA which are subject to consideration and approval by Full Council in February each year.

By approving the budgets for repairs and maintenance and the capital programme, Cabinet is making key decisions as to the use of the budget. Consequently, the acceptance of tenders in excess of £100,000 by the lead member (or officers if authorised under the constitution) for contracts required to deliver works, services and supplies under the approved budget headings, will not be key decisions.

**Signed off by:** One Legal, [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk)

#### 1.3. HR implications

There are no direct HR implications arising from the report.

**Signed off by:** Julie McCarthy, [Julie.mccarthy@publicagroup.uk](mailto:Julie.mccarthy@publicagroup.uk)

#### 1.4. Environmental and climate change implications

The budget includes further investment in the retrofit of existing homes through a fabric first approach, to make them as energy efficient as possible for the benefit of customers, investing in new net zero carbon homes, improving the energy efficiency of operations to support the aim of making Cheltenham net zero carbon by 2030.

A reduction in energy consumption leads to a reduction in overall greenhouse gas emissions,

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and therefore aligns with our Climate Emergency Action Plan. The investment in the capital programme will expedite our progress towards becoming a net zero Council.

**Signed off by:** Laura Tapping, Climate Emergency Programme Officer, 01242 264263

### 1.5. Property/asset implications

The budget includes investment in both existing homes and delivery of new affordable homes for the HRA.

**Signed off by:** Gemma Bell, Director of Finance & Assets (Deputy s151 officer)

### 1.6. Corporate policy framework implications

The actions outlined in this budget proposal will help ensure that the council can continue to deliver its corporate objectives as set out in the 2019-2023 Corporate Plan. It also means we will be well placed to deliver the priorities in the new Corporate Plan which is being presented to Council for approval in February 2023.

**Signed off by:** Richard Gibson, Head of Communities, Wellbeing and Partnerships, 01242 264280

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## 2. Promoting equality and reducing discrimination

A combined equality impact assessment covers the whole Council budget including the HRA.

## 3. Performance management – monitoring and review

The budget for the HRA is monitored by the CBH Board, the CBC Finance team and Cabinet throughout the year in partnership with CBH and reported to Cabinet and the Budget Scrutiny Working Group during the year.

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## 4. Background

4.1. The following amendments have been made to the interim budget proposals approved by Cabinet on 20<sup>th</sup> December 2022.

4.1.1. Increase in the New Build and Acquisitions budget in 2023/24 by £6m for the acquisition of 21 affordable homes for people who have come to Cheltenham from Ukraine or Afghanistan and Government support schemes with the capital cost of these homes being supported by up to £2.36m of Government grant. Further detail is given in section 5.5 of this report.

4.1.2. The capital forecast for 2022/23 has been updated to reflect latest information as at 31 December 2022 with expenditure on some major works spanning into 2023/24.

4.1.3. Reduction in budgeted management fee charges and repairs and maintenance charges from CBH due to updated pension cost forecasts offset by increased communal heating and lighting charges following revision of 2023/24 cost estimates based on current energy contract pricing. This change in energy cost estimates has also increased related service

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charge estimates. The impact of these changes has increased the budgeted net operating surplus by £73,000 to £143,800.

### 4.2. Current Operating Environment

- 4.2.1. The country is faced with the most significant cost-of-living crisis in a generation. Inflation (CPI, Consumer Price Index) has risen dramatically in the current year to 10.5% in December 2022. The Bank of England base rate has also increased as the Bank attempts to bring inflation back to its target of 2% by 2024. The base rate has increased to 4% with further increases possible in 2023.
- 4.2.2. Energy costs have increased significantly for both businesses and consumers particularly due to the conflict in Ukraine. Household consumer energy costs have been capped under the Government energy price guarantee scheme until April 2023 when the cap will increase from £2,500 to £3,000 for a 'typical' household. Businesses and communal schemes have also received some support from the Government however costs have still soared with gas and electricity prices more than tripling.
- 4.2.3. The ending of COVID restrictions, Brexit and recent inflation pressures have led to significant cost increases of over 20% as well as shortages in supply of certain operating materials, equipment and contractor resource.
- 4.2.4. A reduction in the UK workforce due to early retirements, long term illness and lower migration alongside the cost-of-living crisis has made recruitment and retention of staff more challenging as well as increased pressure on wage costs.
- 4.2.5. All of these factors, including the UK economy potentially entering a recession in 2023, have been taken into consideration when setting the HRA budget 2023/24 and apply significant financial pressures on the Council and its Housing Revenue Account (HRA).

### 4.3. Government Policy

- 4.3.1. As part of the Autumn Budget Statement in November the Government confirmed that the April 2023 rent increase for social housing would be capped at a maximum of 7% for existing tenants rather than the 11.1% increase that would be permitted under current rent policy (September 2022 CPI +1%). This followed a consultation exercise to understand the impact of a below inflation rent rise on tenants, taxpayers and the ability of housing providers to continue to provide new social homes and continue to invest in existing homes. The impact of this cap is detailed further below.
- 4.3.2. Benefits such as universal credit will be uplifted at the same rate as inflation, measured by CPI in September at 10.1%. The benefit cap will also be increased in line with inflation, rising to £22,030 for families outside Greater London. The National Living Wage will rise by 9.7% to £10.42 an hour for individuals aged 23 and over.
- 4.3.3. In 2023-24 an additional Cost of Living Payment of £900 will be provided to households on means-tested benefits, £300 to pensioner households, and £150 to individuals on disability benefits.
- 4.3.4. The Government has stated a new long-term commitment to drive improvements in energy efficiency to bring down bills for households, businesses and the public sector with an ambition to reduce the UK's final energy consumption from buildings and industry by 15% by 2030 against 2021 levels. New government funding worth £6 billion will be made

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available from 2025 to 2028, in addition to the £6.6 billion provided in this Parliament.

4.3.5. In addition to the Council investing in the retrofit of existing homes through a fabric first approach, to make them as energy efficient as possible for the benefit of customers, it will invest in new carbon net zero homes, improve the energy efficiency of its existing office buildings and making operational changes to support the aim of making Cheltenham net zero carbon by 2030.

4.3.6. The Government have confirmed that Local Housing Allowance levels will be frozen for 2023/24 which impacts levels of affordable rent on current and future development schemes.

### **4.4. Social Housing White Paper**

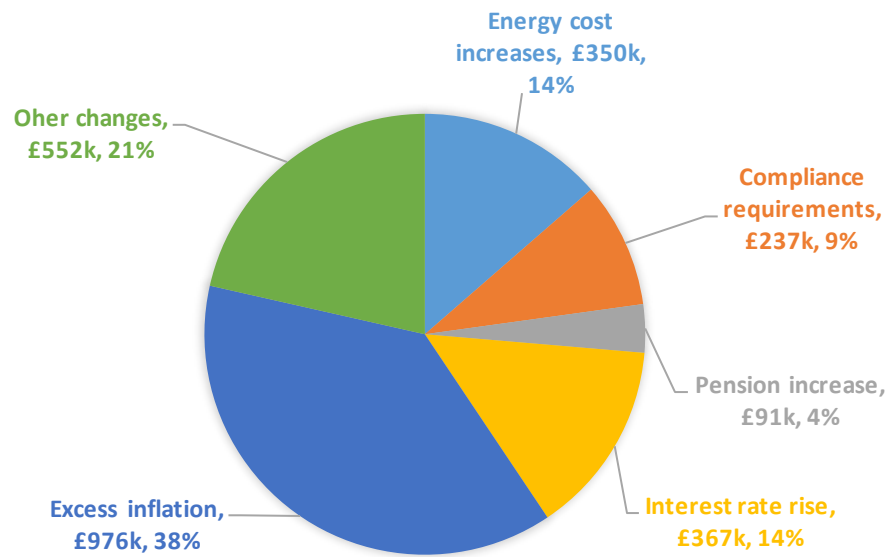
4.4.1. The Social Housing White Paper aims to raise standards, increase transparency and accountability, improve the complaints and redress process, and engage and empower residents over the medium term. Responding to building safety developments and ensuring our tenants have a strong resident voice will be at the forefront of our partnership work with CBH next year.

4.4.2. Additional procedures and resources are included in the budget to: appropriately respond to changes in the Fire Safety Act 2021 and Building Safety Act; extend our systems, data and reporting to meet new legislation on installing smoke alarms and carbon monoxide alarms; perform quarterly fire door checks; deliver 5-year EICR (Electrical Installation Condition Report) safety checks on domestic properties; report on the new Tenant Satisfaction Measures (TSMs); and deliver effective day-to-day processes meeting the Housing Ombudsman complaints code.

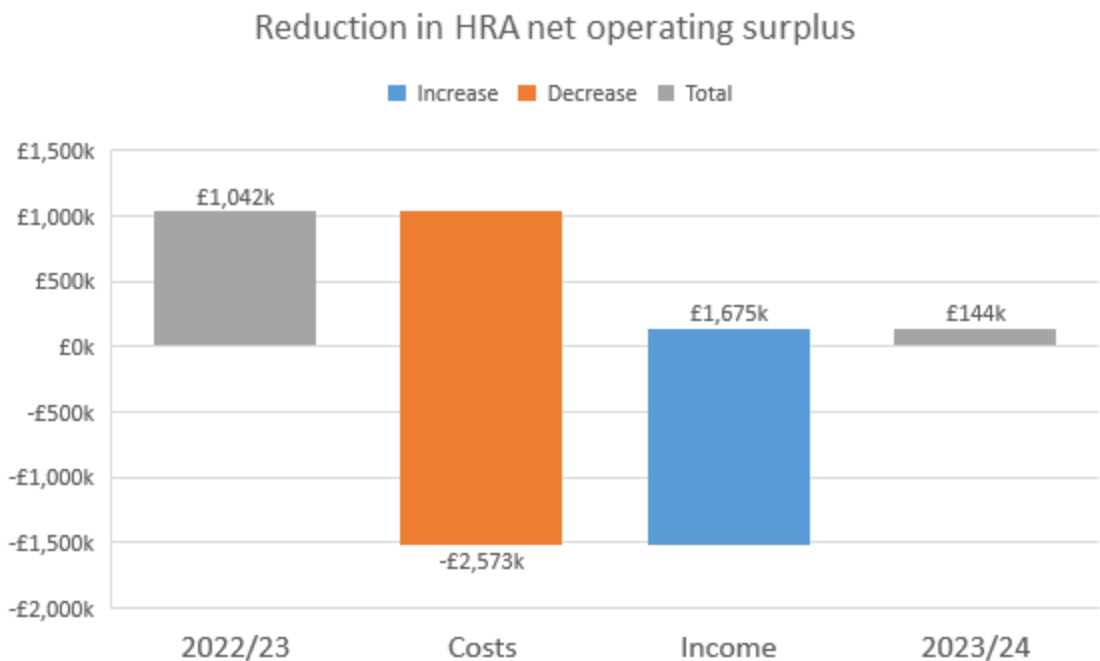
4.4.3. The aims set out in the paper and our drive for continuous service improvement is providing greater opportunity for tenants to shape our activities as we provide greater transparency and reporting and as we listen and act upon their feedback.

### **4.5. Impact on the HRA**

4.5.1. The HRA budget for 2023/24 shows cost increases of £2.5m (12%) compared to the 2022/23 budget with the largest element being excess cost inflation of £976,000 due to the volatile operating environment. Interest costs have risen by £367,000 due to the increase in interest rates and energy cost increases account for £350,000 of the difference. An analysis of the impact on costs is given below.



4.5.2. The 7% increase in dwelling rents accounts for the vast majority of the increase in income despite the Government rent cap reducing potential rental income by £750,000 in 2023/24 compared to what would have been generated by a formula increase of CPI + 1% (11.1%). As can be seen below this increase in income is far outweighed by the increase in costs reducing the net operating surplus by £898,600 to £143,800 compared to the 2022/23 budget.



4.5.3. Over the 30-year HRA plan period, these changes are projected to reduce the capacity of the HRA by approximately £79m (of which £34m relates to inflation and £23m to the rent cap and £22m to changes in other inputs) meaning reduced ability to invest in new homes, existing homes and service provision.



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- 4.5.4. The reduced capacity in the HRA means that the scale and pace of new investment in existing and new homes needs to be carefully managed to ensure that vital services to customers and communities are protected. In order to deliver growth and maintain long term financial viability additional sources of revenue need to be secured including building or acquiring new homes for rent, additional revenue and capital grant funding and through CBH exploring new opportunities for commercial income. The ambitious plans to deliver this investment and protect services whilst supporting our customers and communities through the cost of living crisis are set out below.

### 5. Reasons for recommendations - Plans for Delivery

- 5.1. The proposed budget for 2023/24 demonstrates the Council's commitment to Cheltenham residents and communities during this volatile and challenging period through its continued investment over the medium in improving existing homes, supplying new homes and investing to make Cheltenham net zero carbon whilst providing immediate support during the cost-of-living crisis.

#### 5.2. Support during the Cost-of-Living Crisis

- 5.2.1. During the last six months, in partnership with CBH, we have shifted focus and resources to prevention and support for current tenants with more proactive contact in order to mitigate the risk of rising rent arrears and ensure tenants understand the range of support available to them. Alongside CBH and other local partners activities will continue as part of the #WarmCheltenham initiative.
- 5.2.2. Under this approach the CBH Benefit and Money Advice Team has already secured £705,000 of additional income for tenants against a forecast of £416,000 which is significantly ahead of the £443,000 secured during the same period last year.
- 5.2.3. The CBH Training and Employment Team continues to support tenants and other residents into work and additional training with overall caseloads increasing by 11% from last year.
- 5.2.4. CBH will be expanding their Help2 initiative to make sure we are well placed to support those households most in need. We continue to develop relations with a range of partners and other agencies who provide dedicated specialist advice and support, including for energy bills, so we are able to sign post customers where needed and identify any new funding streams that will help those in need.
- 5.2.5. Funding for these services has been protected within the 2023/24 budget recognising the challenging period ahead for our tenants and communities.

#### 5.3. Making Cheltenham Net Zero Carbon by 2030

- 5.3.1. The Council, in partnership with CBH, are committed to improving homes to support the 2030 net zero carbon target, as well as reducing the burden of fuel poverty for residents. This investment in existing homes comes at a significant cost to the HRA. It is therefore important to continue to make best use of grant funding opportunities as and when these become available.
- 5.3.2. Under the Government's £3.8bn Decarbonisation fund, the Council has already been successful in securing grant funding under the Social Housing Decarbonisation Fund (SHDF) Demonstrator Project and Wave 1 bid rounds. A new bid under the SHDF Wave 2.1

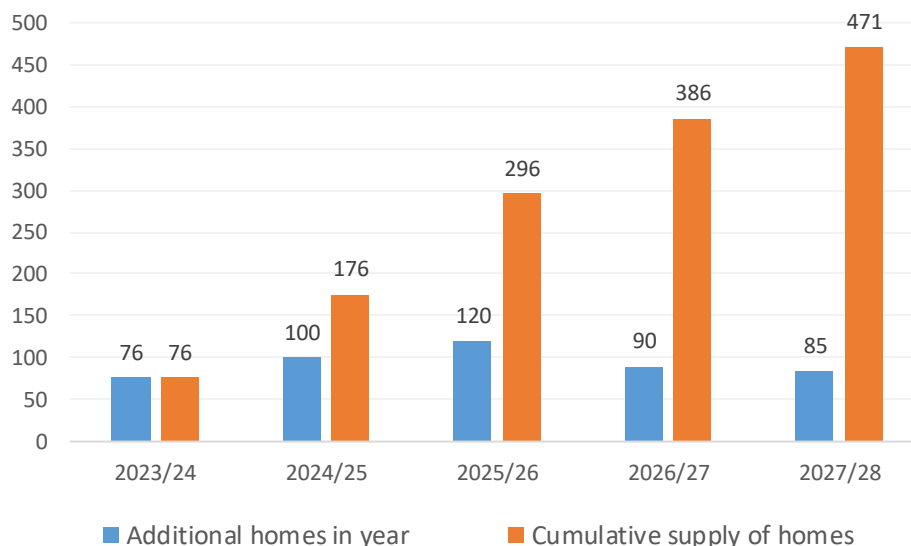
## Page 85

grant funding has been submitted for up to £2.2m to include 'fabric first' works to around 200 HRA homes at a total budget cost in the region of £6m over two years with the HRA supporting the remaining cost of the works of £3.8m. This is a key element of ensuring all HRA homes meet at least a SAP C energy performance rating by 2030.

- 5.3.3. In addition to tenants saving on their energy consumption, they will also benefit from improved comfort levels in their home, which in turn will improve their overall health and wellbeing.
- 5.3.4. In addition, the Council is investing in new net zero carbon homes including 24 highly energy efficient new homes at 320 Swindon Road, final arrangements to acquire 9 net zero carbon homes under a Section 106 scheme with a local developer, and plans to develop up to 70 new net zero carbon homes on existing HRA land available for development.
- 5.3.5. This investment is being managed by CBH and working in partnership with the Council will seek to influence the energy sustainability standard of other developer led schemes which will deliver future homes for the HRA and support other green initiatives for the benefit of Cheltenham residents.

### 5.4. Investing in New Affordable Homes

- 5.4.1. The Council continues to successfully deliver new affordable homes through its £180m housing investment programme in partnership with CBH. As part of this programme the Council has already spent approximately £43m (151 completed homes so far over 3.5 years) and is allocating £22m for 2023/24 and projecting further investment of £47m over the following 2 years.
- 5.4.2. The target is to deliver 76 additional homes in 2023/24, including 21 homes under the Government's recently announced Local Authority Housing Fund (see 5.5 below), and increase the level of delivery in the following four years across a mix of tenures.



- 5.4.3. There continues to be a range of challenges in the housing construction sector, including inflationary pressures, interest rate rises, the threat of recession and resourcing issues. These factors have impacted how quickly new sites can be brought forward for development by developers and contractors. This and the financial pressures on the HRA have impacted the pace of delivery over the next five years. However, the business plan ambition is to

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deliver 450 additional homes in the next five years with all HRA owned land sites to be net zero carbon. Social rent tenure will also be prioritised to ensure homes remain affordable for new customers.

5.4.4. An element of this supply of new homes from 2024/25 onwards is expected to be the contribution from the Golden Valley Development spearheaded by the Council bringing education opportunities, career paths and a substantial number of new homes to residents of Cheltenham.

5.4.5. In addition, CBH continue to actively pursue new business opportunities with a range of developers, agents, and architects, to ensure we have a sufficient pipeline, both in the medium term (delivery within the next 5 years) and looking ahead to the longer term (strategic sites/larger more complex sites). Some of these sites have been discounted on the ground of complexity (listed building/existing building to be retained and remodelled) or financial viability. New business opportunities are monitored to ensure we are well placed to secure the affordable homes on the key sites that align with our collective ambitions to provide high quality affordable homes that support the net zero carbon agenda.

### 5.5. Local Authority Housing Fund (LAHF)

5.5.1. The Government has recently announced £500m worth of capital grant funding via its Local Authority Housing Fund (LAHF) to enable local authorities provide more affordable homes during 2023/24 to alleviate increased housing pressures arisen as a result of the recent and unforeseen conflicts in Afghanistan and Ukraine.

5.5.2. The Council has been provisionally allocated approximately £2.36m funding to provide 21 affordable homes in Cheltenham. It is anticipated that many of these homes will be provided to households accommodated under the Homes for Ukraine Scheme, as this is where the Council expects most of the demand.

5.5.3. Homes need to be purchased by November 2023 with the total cost likely to be in the region of £6m, including £2.36m of grant and the balance to be provided from new borrowing.

### 5.6. Improving Existing Homes

5.6.1. The Council is committed to investing in existing homes to ensure they are safe, secure and good quality places to live for our customers. This commitment is reflected in completing thousands of responsive repairs and planned works each year with 99% completed within target timescales and 84% of customers being satisfied with the quality of their home.

5.6.2. The HRA's asset management strategy includes investment programmes to help bridge the quality gap between existing and new homes. These programmes of work include changes to statutory compliance requirements, increases in energy performance and improvements in the quality of homes in ways that assist customers and contribute to their quality of life.

5.6.3. This programme of investment will continue in 2023/24 with £2.2m allocated to 'fabric first' and other energy sustainability measures, £1.9m for external works including roofs, chimneys and rainwater goods, £0.7m for new kitchens, bathrooms, showers and rewiring, and £0.9m for neighbourhood works. In addition, £1.2m has been allocated for improvements to non-traditional build properties.

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5.6.4. Investment in changing compliance requirements is a high priority for the 2023/24 budget in order to deliver changes to domestic property electrical tests, fire door checks, fire risk assessments and other fire safety and building safety regulations.

5.6.5. In total the budget for 2023/24 proposes an investment of £12.2m in existing homes and the projections are to continue to invest at this level for the following 2 years. This demonstrates a significant commitment to improving existing homes for customers to ensure they remain safe and secure places to live.

### 5.7. Investing in Communities

5.7.1. The Council will continue to deliver on shared community investment plans in partnership with CBH, focusing on social isolation, financial hardship, young people via No Child Left Behind, mental health and wellbeing support and collaborate in support of a sustainable community facility for St Peters & the Moors.

5.7.2. Through CBH and other partners the Council delivers community projects, activities and funding including:

- a large number of successful community events during school holidays and the holiday activity and food programme
- a hub-based service focusing on wellbeing to support older people to access services and social opportunities close to home, supporting independent living and reducing social isolation
- a Housing First pathway to permanently house rough sleepers in tenancies with support
- projects to combat Anti-Social Behaviour
- outcomes for families and young people impacted by Adverse Childhood Experiences
- employment and training outcomes
- a programme of detached youth work
- support for Cheltenham's Heads up campaign to raise awareness of mental health and positive lifestyle choices
- support for Cheltenham's Inspiring Families programme, working with partners to provide community based family support

5.7.3. The budget proposals for 2023/24 ensure the Council and CBH will continue to be able to support tenants and communities to thrive and help improve outcomes for young people and reduce inequality.

### 5.8. Customer Service and Accessibility of Services

5.8.1. Despite the challenging operating environment, with the support of the Council, CBH continues to prioritise the provision of high quality, core landlord services to tenants, delivering first or second quartile performance on a range of outcomes and satisfaction measures when compared to other housing providers in the sector. These core services include repairs, anti-social behaviour management (ASB), tenancy management, rent arrears management, lettings and resident involvement. Appropriate investment in these core landlord services from the HRA ensures high performance and customer satisfaction levels.

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5.8.2. Challenging targets have been set by CBH for performance and customer satisfaction levels in 2023/24 and these are set out in Appendix 6.

5.8.3. Repairs and maintenance performance is a key driver of satisfaction and important to sustain quality housing stock in an environment of increasing demand, current cost pressures and shortages in materials and skilled labour in the sector. The budget proposals also include four apprenticeship positions within CBH's repairs team to grow internal, skilled resource.

5.8.4. As part of the proposed budget CBH will continue to focus on listening and acting on customer feedback in order to improve satisfaction levels, expand digital services whilst recognising that high quality phone contact for many customers is still essential.

### **5.9. Delivering through strong partnership working**

5.9.1. Following the success of the programme to date, work will continue under our shared commitment to deliver continuous improvement and to identify and capitalise on future opportunities that benefit residents and customers.

5.9.2. CBC and CBH have implemented a shared communications and marketing service with the subsequent team structure supporting the requirements of the 'one point of contact' asked for by key stakeholders. This team has a pool of skilled professionals who are specialists in their areas with the resilience to deliver a proactive service to meet CBC and CBH's business needs and aspirations.

5.9.3. As part of the Council and CBH's strong working partnership CBH committed to deliver £487,000 of annual savings over 3 years to the end of 2023/24. CBH have already delivered £309,000 of these savings and the final £178,000 of savings have been included as part the ALMO management fee in these 2023/24 budget proposals. This final tranche of savings has been achieved through staff changes and operating efficiencies.

### **5.10. Value for Money**

5.10.1. Demonstrating excellent customer services at the right cost is crucial and ensures that the Council and CBH are delivering value for money (VFM); it is about understanding the need to spend and managing that effectively to maintain strong core services and continue to achieve positive change and outcomes for our customers. This ensures that the rent that is paid into the Housing Revenue Account (HRA) delivers high quality services whilst maintaining and improving existing homes and building more affordable homes.

5.10.2. Performance, satisfaction and costs are benchmarked against other housing providers in the sector with a target of first and second quartile performance and satisfaction whilst targeting costs at a median sector level.

5.10.3. CBH continues to look for ways of making services cost efficient and opportunities for additional income to increase the capacity of the HRA for investment and maintain long term financial viability.

### **5.11. 2022/23 HRA Revised Forecast (Appendix 2)**

5.11.1. The forecast revenue position after the first 9 months of 2022/23 shows a negative variance of £691,000 from budget, reducing the operating surplus for the year from £1,042,400 to £351,400. Significant variations (greater than £50,000) have been identified in

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budget monitoring reports and are shown below.

Budget Heading	Additional Cost (-) / Income (+) £
General & Special Management – impact of higher than budgeted pay award and higher energy costs	(162,600)
Repairs and Maintenance - increased expenditure due to continuing high demand and inflationary pressures on materials, labour and sub-contract works, as well as supply issues with certain material products	(196,300)
Provision for Bad Debts – collection performance remains high reducing debt write off	82,000
Depreciation of Dwellings – reflects higher stock numbers and inflation on components and property valuations	(79,600)
Interest Payable – reduction in borrowing arising from delays to capital programme	113,100
Dwelling Rents – fewer acquisitions in the current year than budgeted	(56,300)
Reduction in Non-Dwelling Rents – commercial properties appropriated to General Fund April 2022	(293,100)
Other net variations (lower than £50,000)	(98,200)
<b>Decrease in Operating Surplus (compared to Original Budget)</b>	<b>(691,000)</b>

5.11.2. The HRA capital programme shows a marginal reduction in forecast spend on existing homes, down by £359,200 to £11.0m on the original budget. The new build programme is anticipated to reduce by £11m to £6m. The economic outlook continues to be uncertain and identified opportunities have been delayed due to planning issues and material and labour shortages experienced by developers. Market purchases are also lower than planned due to current market conditions. The pipeline remains strong but timings of the programme will be dependent on market conditions.

## 5.12. 2023/24 HRA Budget Proposals (Appendix 2)

5.12.1. The budget proposals for the HRA Operating Account are set out in Appendix 2. The budget is set in comparison with the forecast for 2022/23 and budget 2022/23 figures.

5.12.2. This shows a decreased net operating surplus due to inflationary pressures, additional compliance costs, higher interest payable and the Government rent cap. The net operating surplus is projected to increase in future years as new homes are added to the HRA housing stock.

5.12.3. All rents are proposed to increase by 7% in April 2023 following the announcement of the CPI for September 2022 at 10.1% and subsequent cap introduced by the Government.

5.12.4. Social and Affordable rents are proposed to be capped at the Local Housing Allowance (frozen by Government for 2023/24) meaning 29 homes will not have the full 7% rental



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increase. Rent for sheltered homes will also be capped at 7% although under Government rent guidance it would have been possible to include a CPI + 1% rental increase. Shared Ownership homes rent, which is governed under separate shared ownership leases, could be increased by RPI + 0.5% however it is proposed that the increase is limited to 7% for 2023/24 for the HRA's 8 Shared Ownership homes. The Council believes it is appropriate to maintain a fair and equal rental increase across all HRA homes for 2023/24.

5.12.5. The rent estimates assume a 1% void rate and 20 RTB sales annually and also reflect additional income from newly built homes and acquired homes.

5.12.6. There are significant inflationary pressures on service costs which are recharged to tenants (eligible for benefit support) and leaseholders. Estimates of service charge increases for 2023/24 are:

- Additional 12% for HRA grounds maintenance work undertaken by Ubico (average charge increasing by 23p to £2.15 per week).
- Uplift of 13.5% on cleaning charges for the communal areas in blocks of flats (average charge increasing by 31p to £2.63 per week).
- Communal lighting to be raised by an estimated 150%, reflecting the end of a three-year fixed price contract and the significant rise in electricity prices (average charge increasing by £1.16 to £1.93 per week). The procurement of a new contract will complete before the end of March and the actual increase may vary from this estimate.

5.12.7. In sheltered schemes heated by a communal boiler, gas charges are to be increased by 200%, rising on average by £16 per week. This reflects the massive increase in gas prices over the last 9 months. Recognising the impact of this change on 162 properties, CBH propose to offer additional support to those tenants, endeavouring to ensure all relevant benefits and grants are being claimed and received. These include the higher winter fuel allowance (+£300 2023/24), energy bill discount (£400 to March 2023), cost of living allowance where eligible (£900 for 2023/24) and warm homes discount (£150 p.a.).

5.12.8. Garage rents are proposed to be increased by 7% from April 2023 in line with the proposed increase in housing rents.

5.12.9. Expenditure budgets reflect:

- An estimated pay award in 2023/24 of 5%
- An increase in the ALMO management fee of 5.8% which reflects provision for a pay award, increase in pension contributions, additional resource to meet new regulatory compliance requirements and inflation on other non-staff costs, offset by savings under the CBC/CBH Stronger Working Partnership Programme
- Inflationary increase of 9% on repairs and maintenance costs which reflects provision for a pay award, increase in pension contributions and higher inflationary increases on building and maintenance costs reflecting current price pressures in the construction sector
- Shared service cost increases at 5% per annum
- Interest rates on new borrowing at 3.65% per annum
- Assumption that Homes England funding continues at existing levels and shared ownership costs do not change substantially

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5.12.10. Significant changes to the HRA operating account (greater than £50,000) in 2023/24 as compared to the revised forecast for 2022/23 are itemised in the table below.

<b>Budget Heading</b>	<b>Additional Cost (-) / Income (+)</b> <b>£</b>
General and Special Management – increase due to pay award and inflation on non-staff costs in particular energy costs	(643,100)
ALMO Management Fee – increase arising primarily from anticipated pay award, inflation and pension contributions partly offset by savings identified through the CBC/CBH Stronger Working Partnership	(367,500)
Repairs & Maintenance – continuing high demand and inflationary pressures	(431,900)
Interest Payable- significant increase in interest rates and additional borrowing to finance the capital programme	(479,900)
Depreciation of Dwellings – reflects increase in stock numbers and inflation on component costs	(275,200)
Rent Income – rent increase (7%) and supply of new homes	1,577,900
Service Charge income – reflects impact of inflation on service costs in particular energy costs	371,100
Other net variations (lower than £50,000)	41,000
<b>Decrease in Operating Surplus (compared to 2022/23 forecast)</b>	<b>(207,600)</b>

### 5.13. HRA Capital Programme 2023/24 (appendices 3&4)

5.13.1. The capital programme for 2023/24 continues to show significant investment in both existing homes and the acquisition and development of additional homes. Total spend is forecast to increase to £34.8m.

5.13.2. The proposed funding of this ambitious programme is set out at Appendix 3 and includes a combination of borrowing, Homes England grant, Local Authority Housing Fund grant, shared ownership sales, capital receipts and leaseholder contributions. The balance of funding sources may vary depending on availability and prevailing interest rates.

## 6. Funding and Financial Viability

6.1. As noted above the impact of inflation, the rent cap, interest rates and compliance changes have had a substantial impact on the capacity of the HRA over the medium to long term. It is still important to invest in existing and new homes and the customer focused services which are essential for the support of our communities in this most challenging of times.

6.2. The significant level of capital investment proposed within this report will be financed by a combination of borrowing, grant funding, shared ownership sales and capital receipts. In order to deliver this investment the level of debt within the HRA will be higher at its peak and need to be serviced and repaid over a longer period of time. This brings its own risks which need to be

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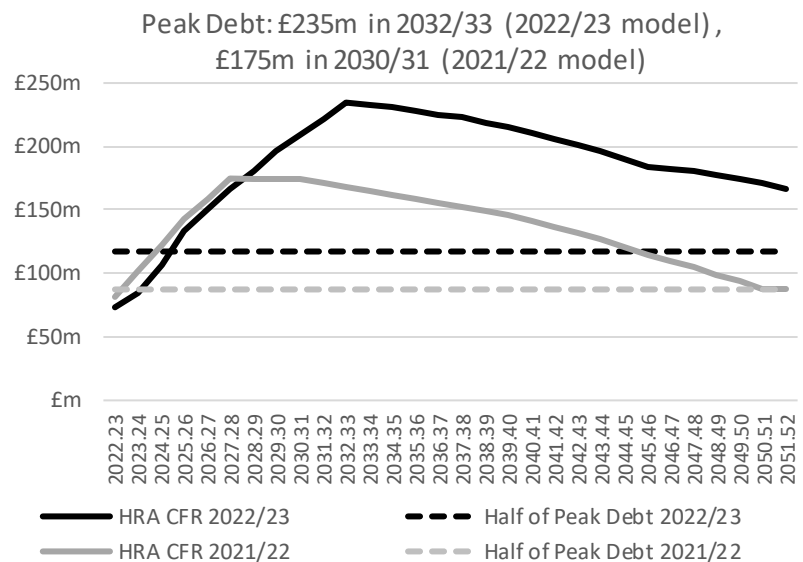
carefully managed over the short to medium term to ensure viability over the long term.

### 6.3. Long term assumptions, beyond the next three years, include:

- CPI at the Government target rate of 2%
- Rent increases at CPI + 1% per annum to March 2025 then reducing to CPI + 0.5% and then CPI thereafter (next review of Government rent policy due April 2025)
- Borrowing rates at 3% per annum over the long term
- A refreshed assessment of the 30-year need to spend on repairs and component replacement

### 6.4. The following parameters are targeted to ensure financial viability in the longer term:

- the ability to deliver the capital programme on existing homes
- the HRA is able to repay debt over the long term with debt in year 30 less than half of peak debt
- HRA reserves do not fall below a contingency level
- there is sufficient and growing interest cover



6.5. The current projections show that the second parameter relating to the repayment of debt will not be met during the plan period under current assumptions due to the financial pressures on the HRA. It is proposed that this is accepted in order to allow for the continued investment in essential services and new homes as set out in this proposed budget. Careful monitoring will be necessary to ensure that the scale and pace of delivery does not risk long term viability and terminal debt reduces to 50% of peak debt over the medium term.

## 7. Consultation process

7.1. The 2023/24 budget proposals have been endorsed by the CBH Board. No other comments have been received.

## 8. Key risks

8.1. There remains a number of areas of uncertainty and risk within the longer-term projections for the HRA including the level and nature of Government funding for the net zero carbon programme for existing homes, timings for delivery of new homes, inflationary and supply pressures, and Government rent and other policy positions. These will continue to be monitored and modelled as further information becomes available.

8.2. A key deliverable of the 5-year business plan is new build and delivering this on time and within viability parameters without significant increases in costs will strengthen the HRA going

forwards.

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**Report author:**

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**Appendices:**

- i. Risk Assessment
- ii. HRA Operating Account
- iii. Major Repairs Reserve and HRA Capital Programme (summary)
- iv. HRA Capital Programme (detail)
- v. CBH – who we are, what we do, why we do it
- vi. CBH performance and satisfaction targets for 2023/24
- vii. Forecast procurement programme for the HRA for 2023/24 (fully exempt – paragraph 3, schedule 12A, 1972 Local Government Act)

**Background information:**

- 1. CBC Corporate Plan
- 2. HRA 5-year Business Plan
- 3. HRA 30-year Financial Model

## Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
1.01	If the external policy environment remains volatile this may impact the economic operating environment and future funding of the HRA	Paul Jones	4	3	12	Reduce the risk	Policy changes are monitored closely and the impacts understood and mitigated where there is a significant impact on the HRA (such as the recent rent cap). A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially viable over the long term	CBH through management agreement	Mar 2024
1.02	If cost inflation is higher than forecast without an increase in income, rent cap extends beyond one year or interest rates are higher this will add additional financial pressure to the HRA and reduce investment capacity	Paul Jones	4	3	12	Reduce the risk	A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially viable over the long term. Mitigating actions are considered against these scenarios and a number of these actions have been built into the new five-year HRA business plan.	CBH through management agreement	Mar 2024

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							Monitoring of the operating and regulatory environment is crucial to ensure mitigating actions are taken where possible on a timely basis.		
1.03	If material and labour price increases and resource constraints continue in the medium term this may cause further financial restraints	Paul Jones	4	4	16	Reduce the risk	The current volatility in the construction sector will continue to be monitored carefully. Long term supply agreements are in place or will be put in place for new programmes through competitive procurement to reduce the risk of labour and material shortages. Sufficient internal resource will be maintained to reduce the impact of subcontractor price volatility. A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially	CBH through management agreement	Mar 2024



Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							viable over the long term. The pace and scale of future investment will be managed carefully to protect existing services and support for tenants.		
1.04	If welfare reforms, including changes to UC rates, or the cost-of-living crisis have a greater impact on tenants than anticipated and planned for, it may increase the level of arrears for the HRA and impact on vulnerable families	Paul Jones	3	2	6	Reduce the risk	The HRA budget includes specific resources to control rent arrears and support tenants through transition to Universal Credit and support tenants from the cost-of-living crisis. This has been successful in mitigating the impact so far.	CBH through management agreement	Mar 2024
1.05	If void rent loss is higher than estimated, it will impact on assumed rent income in the HRA	Paul Jones	3	2	6	Reduce the risk	Demand for social housing remains high and is anticipated to increase in the medium term, with a significant waiting list and short re-let times. Quality of homes needs to be	CBH through management agreement	Mar 2024

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							maintained and changes in void levels monitored.		
1.06	If there are insufficient resources to deliver planned maintenance to existing homes or meet additional compliance requirements, then homes may become non decent or there may be an increase in void loss	Paul Jones	4	3	12	Reduce the risk	Robust stock condition data and compliance data is maintained informing future capital spend and compliance requirements. Procurement best practice is followed with continuing contract management. A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially viable over the long term	CBH through management agreement	Mar 2024
1.07	If the demand for reactive repairs increases, there may be insufficient budget to meet demand	Paul Jones	3	2	6	Reduce the risk	The planned maintenance programme for existing homes is delivered each year. A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially	CBH through management agreement	Mar 2024

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							viable over the long term. Major peril to the stock is fire which is covered by appropriate insurance.		
1.08	If the Net Zero Carbon programme is not carefully planned and delivered and not sufficiently funded by Government, there may be insufficient resources to deliver existing maintenance programmes and services	Paul Jones	4	3	12	Reduce the risk	Resources have been set aside to conduct retrofit activities over the next 3 years. This will be followed by further funding bids and retrofit programmes. The target for new build land owned by the HRA is to deliver net zero carbon homes. Progress in the sector and funding proposals by Government will be carefully monitored. A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially viable over the long term	CBC/CBH through partnership working	Mar 2024
1.09	If there are insufficient new supply opportunities	Paul Jones	3	2	6	Reduce the risk	Internal resources have been expanded	CBC/CBH via Strategic	Mar 2024

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	(land/acquisitions) or resources (including funding such as grants and borrowing) the ambitious targets for net new supply will not be achieved						to identify and deliver on new supply opportunities. Close partnership working between and CBC and CBH and also with Homes England is maintained. A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially viable over the long term	Housing Delivery Group, Council Member Working Group	
1.10	If the capital receipts held from RTB sales under the retention agreement with DLUHC are not used within 5 years of receipt, they are repayable with interest to the Government	Paul Jones	3	1	3	Reduce the risk	The acquisition programme is continuing at a level which is adequate to use receipts before they would be repayable. This position is regularly monitored.	CBC/CBH through partnership working	Mar 2024

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	2022/23		2023/24	2024/25		2025/26
	Original	Forecast	Estimate	Projections		
	£	£	£	£	£	£
<b>EXPENDITURE</b>						
General & Special Management	2,623,500	2,786,100	3,429,200	3,280,300	3,352,700	
ALMO Management Fee	5,591,000	5,633,000	5,958,500	6,077,700	6,199,300	
Rents, Rates, Taxes and Other Charges	89,600	120,000	130,300	130,300	130,300	
Repairs & Maintenance	4,808,800	5,005,100	5,437,000	5,740,700	5,903,300	
Provision for Bad Debts	307,000	225,000	242,000	262,000	277,000	
Interest Payable	2,120,000	2,006,900	2,486,800	2,870,300	3,190,100	
Depreciation of Dwellings	5,258,100	5,337,700	5,612,900	5,937,500	6,288,300	
Depreciation of Other Assets	278,200	309,100	342,300	368,100	394,400	
Debt Management Expenses	93,600	94,700	104,100	106,200	108,300	
<b>TOTAL</b>	<b>21,169,800</b>	<b>21,517,600</b>	<b>23,743,100</b>	<b>24,773,100</b>	<b>25,843,700</b>	
<b>INCOME</b>						
Dwelling Rents	20,471,100	20,414,800	21,992,700	23,805,600	25,200,700	
Non Dwelling Rents	508,000	214,900	229,900	244,400	251,600	
Charges for Services and Facilities	947,300	953,600	1,324,700	1,376,100	1,398,400	
Feed in Tariff from PV Installations	255,000	255,000	287,100	305,800	315,000	
<b>TOTAL</b>	<b>22,181,400</b>	<b>21,838,300</b>	<b>23,834,400</b>	<b>25,731,900</b>	<b>27,165,700</b>	
<b>NET INCOME FROM SERVICES</b>	<b>1,011,600</b>	<b>320,700</b>	<b>91,300</b>	<b>958,800</b>	<b>1,322,000</b>	
Interest Receivable	30,800	30,700	52,500	41,300	30,000	
<b>NET OPERATING SURPLUS</b>	<b>1,042,400</b>	<b>351,400</b>	<b>143,800</b>	<b>1,000,100</b>	<b>1,352,000</b>	
<b>Appropriations</b>						
Revenue Contributions to Capital	-1,042,400	-1,174,400	-143,800	-1,000,100	-1,352,000	
<b>Net Increase/(Decrease) in reserves</b>	<b>-</b>	<b>-823,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Revenue Reserve brought forward</b>	<b>1,500,000</b>	<b>2,323,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	
<b>Revenue Reserve carried forward</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	

<b>Average Social Rent:-</b>				
<b>Increase 1st April</b>		<b>7.00%</b>	<b>6.50%</b>	<b>2.50%</b>
<b>48 wk</b>	<b>93.00</b>	<b>99.52</b>	<b>105.98</b>	<b>108.63</b>
<b>52 wk</b>	<b>85.85</b>	<b>91.86</b>	<b>97.83</b>	<b>100.28</b>
<b>Average stock</b>	<b>4,376</b>	<b>4,355</b>	<b>4,370</b>	<b>4,410</b>

<b>Average Affordable Rent:-</b>				
<b>Increase 1st April</b>		<b>7.00%</b>	<b>6.50%</b>	<b>2.50%</b>
<b>48 wk</b>	<b>147.19</b>	<b>157.49</b>	<b>167.73</b>	<b>171.92</b>
<b>52 wk</b>	<b>135.87</b>	<b>145.38</b>	<b>154.83</b>	<b>158.70</b>
<b>Average stock</b>	<b>143</b>	<b>186</b>	<b>243</b>	<b>291</b>



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**MAJOR REPAIRS RESERVE**

	<b>2022/23</b>		<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
	<b>Original</b>	<b>Forecast</b>	<b>Estimate</b>	<b>Projections</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward	-	-	-	-	-
Depreciation of Dwellings	5,258,100	5,337,700	5,612,900	5,937,500	6,288,300
Depreciation of Other Assets	278,200	309,100	342,300	368,100	394,400
	<u>5,536,300</u>	<u>5,646,800</u>	<u>5,955,200</u>	<u>6,305,600</u>	<u>6,682,700</u>
Utilised to fund Capital Programme	-5,536,300	-5,646,800	-5,955,200	-6,305,600	-6,682,700
Balance carried forward	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**HRA CAPITAL PROGRAMME**

	<b>2022/23</b>		<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
	<b>Original</b>	<b>Forecast</b>	<b>Estimate</b>	<b>Projections</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>EXPENDITURE</u></b>					
<b>EXISTING STOCK</b>					
Property Improvements & Major Repairs	10,767,000	10,332,800	12,156,000	12,473,000	12,976,000
Adaptations for the Disabled	500,000	575,000	600,000	600,000	600,000
Other inc repurchase of S/O Dwellings	60,000	60,000	60,000	60,000	60,000
	<u>11,327,000</u>	<u>10,967,800</u>	<u>12,816,000</u>	<u>13,133,000</u>	<u>13,636,000</u>
<b>NEW BUILD &amp; ACQUISITIONS</b>	17,000,000	6,000,000	22,000,000	24,000,000	23,000,000
<b>TOTAL</b>	<u>28,327,000</u>	<u>16,967,800</u>	<u>34,816,000</u>	<u>37,133,000</u>	<u>36,636,000</u>
<b><u>FINANCING</u></b>					
Capital Receipts	1,511,000	1,511,000	1,511,000	1,511,000	1,511,000
HRA Revenue Contribution	1,042,400	1,174,400	143,800	1,000,100	1,352,000
Leaseholder Recharges	300,000	300,000	300,000	300,000	300,000
Major Repairs Reserve	5,536,300	5,646,800	5,955,200	6,305,600	6,682,700
Grants & Shared Ownership Sales	2,187,900	1,534,000	9,582,100	8,067,500	4,265,000
Borrowing	17,749,400	6,801,600	17,323,900	19,948,800	22,525,300
<b>TOTAL</b>	<u>28,327,000</u>	<u>16,967,800</u>	<u>34,816,000</u>	<u>37,133,000</u>	<u>36,636,000</u>

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PROPERTY IMPROVEMENT & MAJOR WORKS				
Description of works	2022/23	2023/24	2024/25	2025/26
EXTERNAL IMPROVEMENTS	1,952,000	1,932,000	1,967,000	1,750,000
INTERNAL IMPROVEMENTS	679,000	748,000	3,969,000	4,518,000
PATHS, FENCES & WALLS	427,000	376,000	473,000	402,000
NEIGHBOURHOOD WORKS	152,500	950,000	440,000	-
ENERGY EFFICIENCY & OTHER SUSTAINABILITY MEASURES	1,410,900	2,200,000	2,000,000	2,000,000
RENEWAL OF HEATING SYSTEMS	607,000	683,000	289,000	605,000
MAJOR REFURBISHMENTS TO VOID PROPERTIES	1,081,600	1,060,000	986,000	1,013,000
WINDOWS & DOORS	1,609,000	100,000	1,000	863,000
ASBESTOS	374,000	275,000	275,000	110,000
SHELTERED ACCOMMODATION	250,000	160,000	88,000	33,000
DOOR ENTRY SCHEMES	2,000	175,000	112,000	112,000
STRUCTURAL WORKS	55,000	33,000	33,000	33,000
COMMUNAL WORKS	16,400	185,000	185,000	185,000
FIRE PROTECTION	275,000	165,000	171,000	160,000
LIFTS	237,000	281,000	-	147,000
NON TRADITIONAL HOMES (CORNISH UNIT PROPERTIES)	11,400	1,166,000	-	-
GARAGE IMPROVEMENTS	25,000	28,000	28,000	28,000
WARDEN CALL UPGRADE	314,000	700,000	-	-
CONCRETE REPAIRS	-	-	489,000	32,000
WORKS TO BUILDING FABRIC	10,000	11,000	11,000	-
FEE FOR MANAGING PROGRAMME	844,000	928,000	956,000	985,000
<b>TOTAL BUDGET FOR EXISTING PROPERTIES</b>	<b>10,332,800</b>	<b>12,156,000</b>	<b>12,473,000</b>	<b>12,976,000</b>

NEW BUILD & ACQUISITIONS				
	2022/23	2023/24	2024/25	2025/26
<b>NEW BUILD (APPROVED)</b>	1,665,700	2,281,000	1,825,000	-
<b>MARKET PURCHASE</b>	2,698,500	3,950,000	3,950,000	3,950,000
<b>MARKET PURCHASE - LAHF</b>	-	6,000,000	-	-
<b>NEW SCHEMES</b>	1,635,800	9,769,000	18,225,000	19,050,000
<b>TOTAL ESTIMATE FOR NEW BUILD &amp; ACQUISITIONS</b>	<b>6,000,000</b>	<b>22,000,000</b>	<b>24,000,000</b>	<b>23,000,000</b>

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# CHELTENHAM BOROUGH HOMES

WHO WE ARE | WHAT WE DO | WHY WE DO IT



**January 2023**  
[www.cbh.org](http://www.cbh.org)



Working in  
partnership  
with







"2023 marks 20 years in the life of Cheltenham Borough Homes (CBH). Over this time the organisation has evolved from a traditional landlord, to a people-focused organisation embedded and trusted in communities across the town. With the support of Cheltenham Borough Council (CBC), CBH has continued to support its customers and communities throughout the most challenging of recent times whilst at the same time supporting CBC's wider aspirations for the town.

We are proud of our consistent delivery of high-quality and well-received services to our customers. Despite our past successes, we will not rest on our laurels as we endeavour to continue growing and improving the services and support we offer. To this end, we have just completed a thorough consultation with customers, and all other key stakeholders in order to develop the next five year HRA Business Plan. The plan highlights the challenging environment in which we will be working with many competing priorities for limited resources.

Looking ahead, there are economic and environmental challenges for people and organisations, and significantly increased scrutiny and regulation placed on social housing from government that applies to both CBH and CBC, which will require proactive work to ensure we remain compliant. However, there are significant opportunities ahead of us, such as our focus on supporting CBC in meeting its affordable housing and net zero carbon targets.

We have a solid foundation to support us through what continues to be volatile times and our fantastic relationship with CBC will enable the right decisions to be made at the right time. This will ensure challenges are overcome and opportunities taken without long-term negative impacts on financial plans, or short-term damage to reputation all while meeting evolving customer needs.

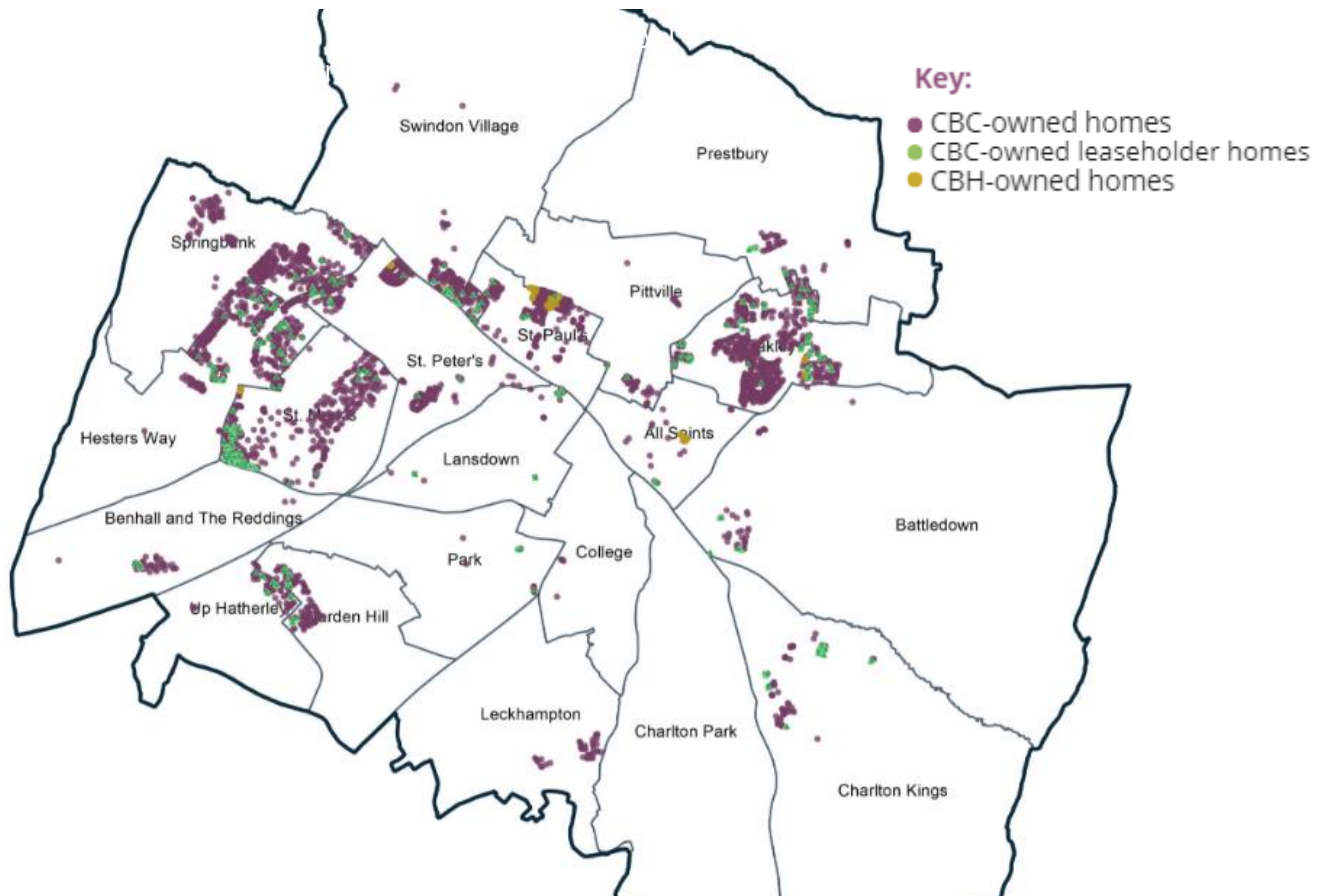
Understanding tenants' needs is fundamental to the continuing success of CBH. The need to give tenants opportunities to talk to us, for us to listen, and then act on that feedback appropriately is at the heart of our approach. This will ensure CBH keeps pace and evolves to meet customer need.

We look forward to another year of working closely with CBC to ensure we continue to deliver for our customers and ensure we play our part in building a brighter future for Cheltenham.

Steve Slater, CEO of Cheltenham Borough Homes



## Distribution of CBC-owned homes, garages and leasehold properties



4,018

**CBC**  
OWNED  
HOMES

Almost 1 in every 11 homes in Cheltenham is managed by CBH

35

**CBC**  
SHARED  
OWNERSHIP  
HOMES

492

**CBC**  
OWNED  
HOMES FOR  
OLDER  
PEOPLE

109

**CBH**  
OWNED  
HOMES

444

**CBC**  
LEASEHOLD  
HOMES

13

**CBH**  
PRIVATE  
RENTED  
HOMES

# WHAT WE DO

## Investing in tenants, homes, and Cheltenham

We support the Council to deliver the HRA Business Plan and deliver its ambitious aims for Cheltenham. We do this by providing **enhanced services** that make a **positive difference** to people's lives, and **providing** and **maintaining** safe, quality, **affordable homes**.

We offer **benefit and money advice**; help people **find work and training** opportunities; operate **community hubs** for delivery of **activities**; provide **social** and **digital inclusion** opportunities; and work closely with **local schools** to help students remain in mainstream education.

We are perfectly positioned to support customers and their families with the **rising costs of living** and other issues this can bring. Our people-focussed approach, **strong partnership working** and drive to go above and beyond, **enables people to thrive** and **create stronger, sustainable communities**.

We see the person not the tenancy, and our listening and acting approach puts **customers right at the heart of what we do**; ensuring their voices are heard and are shaping the services they receive.

As a trusted and effective partner, we are supporting the council to achieve its **ambitious 2030 carbon target**, through improving homes, driving increased standards for new build, and making changes to business operations; and its aims **more affordable homes** for the town.

The following pages provide a snapshot of our work and outcomes for people and families during 2021-22.



# WHAT WE DO

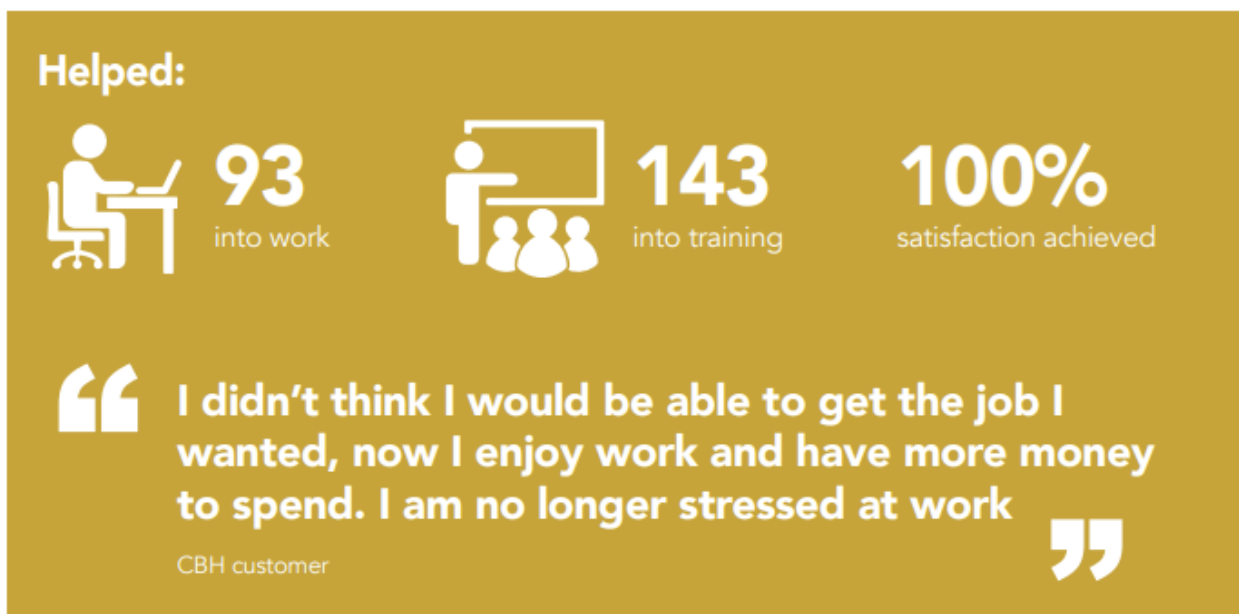
## Helping people into work, training, and education

For more than a decade, CBH's Training and Employment Service (TES) has supported people of all ages in finding work.

We deliver a variety of virtual and in-person support to assist customers in finding work and training opportunities, and we are proud to have developed an approach to support young people at risk of exclusion. We also provide equipment and materials where they are needed.

We continue to engage with the 'Thrive' programme and we deliver weekly back to work clubs.

During 2021/22, we:



## Surprised our Thrive graduate Ollie...

with a gift package to support his development and to acknowledge his enormous achievements. Ollie has been an apprentice with Cheltenham Flooring and CBH since September 2019.

Thanks to the invaluable support from our local partners we were able to provide Ollie with his own range of work tools as he works more independently and takes on greater work responsibilities.



## Delivering through strong partnership working

We're passionate about creating stronger, vibrant, and resilient communities where families can thrive. We do this by working closely with local partners, including Cheltenham Borough Council. During 2021/22, we have achieved the following:

Secured

**£5,300**

worth of funding to support community groups and bring people together



Over

**300**



customers involved in meetings and activities that directly influence our services



**3,969**

times people attended our events



**16**

Facebook live sessions receiving

**2,278**  
views

## Maintaining high quality landlord services

We help people to maintain and stay in their homes, working with them to identify and engage with the right support. Helping the most vulnerable households to secure a long-term home they can sustain.



Number of people we helped access the right support so they were no longer at risk of losing their home and in a position where they can sustain their tenancy



**We offer free and confidential advice on all welfare benefits and day to day money management, including a free benefit and budget calculation. To know that I play a key role within the team in how people are living and when I can see what a difference a few changes can make to an individual or family is so rewarding**



Suzanne, CBH Benefit and Money Advisor (BMA)

## WHAT WE DO

### Making Cheltenham Net Zero Carbon by 2030

We're committed to supporting Cheltenham Borough Council's ambition to be carbon net zero by 2030. In 2021/22, we spent £1.8m improving the energy efficiency of homes. We're always looking for ways to help customers reduce fuel bills.

We secured **£40K** worth of funding as part of a pilot study to carry out deep retrofitting of two homes and further funding to improve the energy efficiency of homes during 2022/23.

### Investing in existing homes

The safety of our customers remains our top priority. We carry out thousands of responsive repairs and planned works each year. All part of our commitment to deliver quality homes and thriving communities.

We spent £4.7m on maintaining and repairing homes and achieved the following:



**99.6%**  
**of 5,713**

emergency, urgent  
and responsive repairs  
completed on time



We responded to

**559**

emergency repairs  
at night or over  
the weekend



We carried out

**846**

electrical tests to keep  
customers safe and  
secure in their homes



## WHAT WE DO

### Investing in new affordable homes

Great homes is what we're about. We continue to work in partnership with Cheltenham Borough Council to enable the £180m investment in quality homes and thriving communities, including affordable and private rent and through multiple opportunities. We will continue to play our part in progressing new and existing schemes - continuing our acquisition and regeneration programmes, and playing our part in the Golden Valley Development.

On schemes controlled by the Council, new homes will be designed to be net zero carbon buildings, helping to meet Cheltenham's aspirations to be net zero by 2030, and will also consider other aspects such as biodiversity and fuel poverty.

This supports the wider housing strategy of the Council in meeting future housing needs for Cheltenham.

### Supplying more high quality homes for Cheltenham

**34** 

Number of new affordable homes we built to provide families with more opportunities to find their homes through social rent and shared ownership

**26** 

homes acquired on the open market, making good use of the money received from properties sold under the right to buy scheme

Worked in partnership with Cheltenham Borough Council to provide

**13** newly refurbished homes for private rent to provide people with more choice in finding a home that is high quality where they can feel happy and safe and secure



Part of the £180m investment in Cheltenham's future made by Cheltenham Borough Council and delivered by Cheltenham Borough Homes, to increase the supply of new and affordable housing throughout the town





# WHAT WE DO

## Listening and Acting

We work hard to provide the support our customers and their families need, and we're committed to listening and acting on feedback. We had 1,016 responses to our quarterly customer surveys during 2021/22. This is what we were told:

### 84%

of people said they are happy overall with CBH

### 76%

satisfied with the repairs and maintenance service

### 90%

of people thought their rent was value for money

### 85%

of people feel safe and secure in their home

### 84%

of people found it easy to get hold of the right person

### 86%

of people are happy with the quality of their home

CBH customers are at the heart of everything we do, and we are always looking ahead to make sure we continue to provide excellent services. Surveys and feedback groups help us to scrutinise and challenge ourselves and are a big part of our tenant engagement strategy.

Demonstrating excellent customer services at the right cost is crucial and ensures CBH is delivering value for money (VFM). We manage spend effectively to maintain strong core services and achieve positive outcomes for customers.

## “

**...thank you for not giving up on me. You didn't give up on me when I turned you away.... The help to identify benefit issues, applying for help to support my rent shortfall and my new cooker is all amazing. I haven't had a cooker for over two years. I am so grateful. I made myself boiled potatoes, sausages, and garlic bread. I know you might laugh, I'm clearly not a chef but it was delicious! – Thank you**

CBH customer

## ”

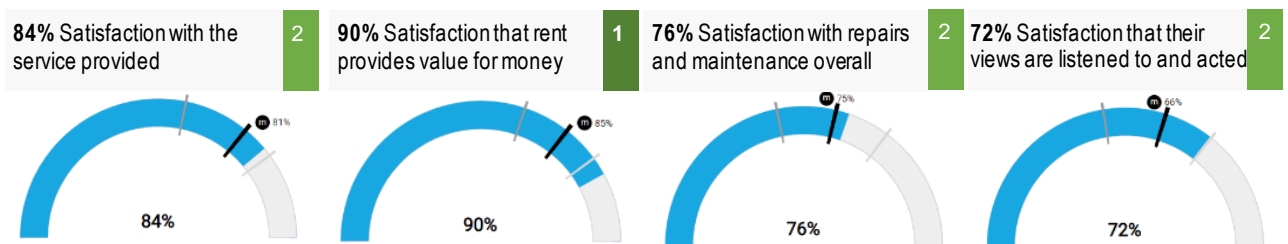
# WHAT WE DO

## Providing value for money (VFM)

We set clear budgets and targets every year and monitor closely how we are doing to make sure we spend money in the best way to maximise the delivery of the services valued by our customers. Ensuring our services are value for money is important to us and so we **regularly assess our satisfaction, performance, and costs with a comparable peer group** in the housing sector.

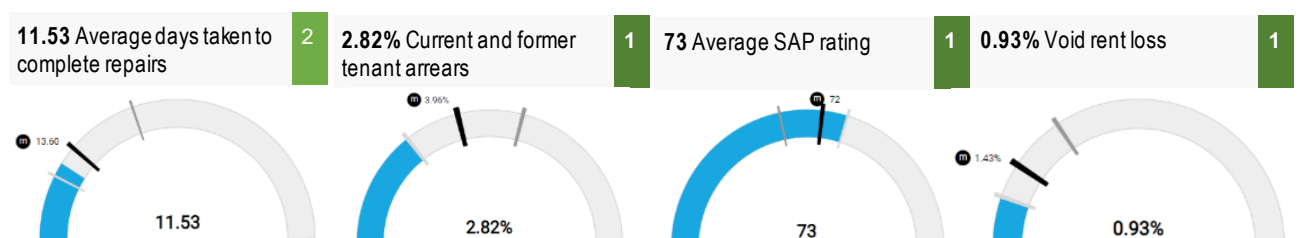
The following indicators are sourced directly from a tried and tested benchmarking model developed by an external third party and widely used in the sector. The infographics show which quartile we are in, in the top right corner (1 = top 25%, 2 = top 50%, and so on), and our current performance – the 'm' shows the average for our peer group.

**Satisfaction levels are strong** during challenging times, suggesting that our services and how we operate are meeting the needs of our customers. This is a key part of our approach; we listen and then we act on feedback wherever possible.



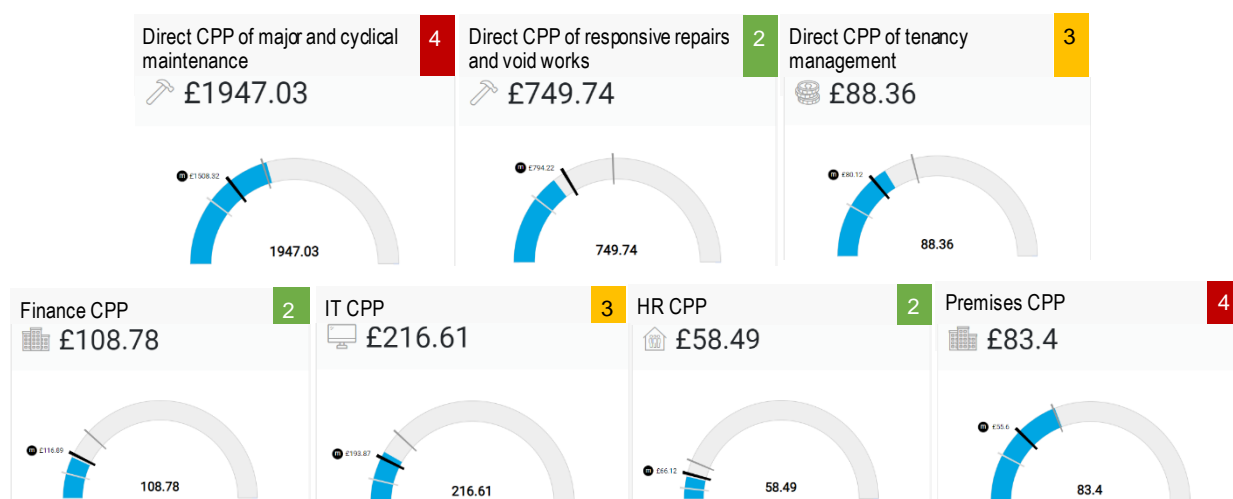
**Operating performance is also strong**, as shown by the indicators below, demonstrating that we are delivering high quality core landlord services. It is of note that the management of lettings and rent and arrears during a time of increasing pressure on tenants and CBH colleagues has remained well above sector medians. Health and Safety has always been a priority for CBH, demonstrated by our eighth consecutive RoSPA Gold Award for H&S Management, ensuring effective management in this critical area.

Our planned programmes of investment in existing homes allow us to meet statutory compliance, improve energy performance and the quality of homes in ways that assist our customers and contribute to their satisfaction/quality of life. For example, this investment in homes has resulted in a SAP figure (an indicator of energy efficiency) that has increased year on year and as an average for all HRA properties is in quartile 1 for our peer group.



Our tenancy management team connect support from other CBH teams and local partners to achieve better outcomes for customers than would otherwise be the case. Our person-centred community-focussed approach supports **CBC's aim to ensure all our communities benefit from the investment and growth in our town** to improve their quality of life.

This high level of satisfaction and performance comes from **investing in supporting strong communities** and this is reflected in our costs for housing management services are marginally higher than the peer group average. Effective neighbourhood and community investment, with the involvement of tenants, supports local aims led by CBC and which CBH is very well placed to help deliver.



Costs per property (CPP) for major works and cyclical maintenance are **higher than average** reflecting the approved level of planned investment in existing homes and the average age of the housing stock in the HRA which is significantly higher than our peer average. This level of investment is set to continue and includes investment in specific carbon reduction measures on a 'fabric first' approach.

Costs for **responsive repair and void works** are **lower than average** when compared with our peers reflecting a good balance between reactive and planned works. Premises costs are higher than average however this does not yet take account of the savings made by CBH in office costs as part of the Stronger Working Partnership programme. Changes in IT recharges are also expected to reduce the IT CPP in the coming year.

We believe the services we deliver on behalf of CBC are value for money. We continue to monitor and balance the three elements of VFM whilst seeking opportunities to become more efficient, find cost savings, and free up further resources in the HRA for investment in services, existing homes, and new homes.

For further information about the contents of  
this report please contact:  
[comms@cbh.org](mailto:comms@cbh.org)

| [www.cbh.org](http://www.cbh.org) |   



Great  
Homes



Stronger  
Communities



Inspired  
People

## Appendix 6: CBH performance and satisfaction targets for 2023/24

### HRA BUSINESS PLAN AIM: Homes

KPI/Tenant Satisfaction Measure (TSM)	2023-24		Notes
	Year-end target	Potential benchmark	
% dwellings with a valid gas safety certificate	100	Q1	
% satisfaction of tenants with communal areas about the maintenance of the areas	74	Q1	This is a new TSM, and the target is based on a small sample, outturn and the emerging benchmarking environment may be volatile and take time to settle meaning targets may need revising. The target will maintain current performance levels and aspires for quartile 1 benchmarking.
% tenants satisfaction that the home is well maintained	tbc	Q1	This is a new TSM, and baselines and benchmarking have yet to emerge from the sector, however our aim will be to reach Q1 performance levels
% tenants satisfaction that the home is safe	tbc	Q1	This is a new TSM, and baselines and benchmarking have yet to emerge from the sector, however our aim will be to reach Q1 performance levels
% satisfaction with a repair in the last 12 months prior to the survey	82	Q1	This is a new TSM, and the target is based on a small sample, outturn and the emerging benchmarking environment may be volatile and take time to settle meaning targets may need revising.
% satisfaction with the time taken to complete repair in the last 12 months	80	Q1	This is a new TSM, and the target is based on a small sample, outturn and the emerging benchmarking environment may be volatile and take time to settle meaning targets may need revising.
Overall tenant satisfaction (%)	86	Q1	This lower target that seeks to improve on current outturn and aspire to top quartile benchmarking whilst taking account of the ongoing depression of satisfaction levels across the sector.
% dwellings non-decent at the end of the period	0	Q1	This has been adopted as a TSM by the Regulator of Social Housing and will be adapted to enable reporting from April 2023 onwards. This may mean that benchmarking breakpoints may be affected, and the target may require revising as this becomes clear.
% of E U and R repairs completed within target (Emergency/Urgent/Routine)	99	Q1	This KPI will be adapted to match the new TSM for reporting from April 2023 onwards. The internal target remains set at 99% but no benchmarking comparisons are yet available.
Gas safety checks	100	Q1	This is a new TSM and baselines and benchmarking have yet to emerge from the sector.
Fire safety checks	100	Q1	This is a new TSM and baselines and benchmarking have yet to emerge from the sector.
Electrical safety checks	100	Q1	This is a new TSM and baselines and benchmarking have yet to emerge from the sector.
Asbestos safety checks	100	Q1	This is a new TSM and baselines and benchmarking have yet to emerge from the sector.
Water safety checks	100	Q1	This is a new TSM and baselines and benchmarking have yet to emerge from the sector.

KPI/Tenant Satisfaction Measure (TSM)	2023-24		Notes
	Year-end target	Potential benchmark	
Lift safety checks	100	Q1	This is a new TSM and baselines and benchmarking have yet to emerge from the sector.
Average SAP rating (2009 methodology)	73.50	Q1	
Number of additional homes supplied	76	n/a	The target includes an estimated 24 acquisitions, 21 homes under the LAHF, with the rest being new build homes.
Average "end to end" repairs time in days	10	Q1	
% repairs completed on first visit	93	Q1	

## HRA BUSINESS PLAN AIM: Communities

KPI/Tenant Satisfaction Measure (TSM)	2023-24		Notes
	Year-end target	Potential benchmark	
% tenants satisfied that CBH makes a positive contribution to your neighbourhood	tbc	tbc	This is a new TSM, and baselines and benchmarking have yet to emerge from the sector, however our aim will be to reach Q1 performance levels..
Average time taken to respond to initial complaints in days	10	Q2	This has been adopted by the Regulator of Social Housing as a TSM and as a consequence may need to be adapted to ensure compliance with methodology, however the target remains the same although the outturn and benchmarking breakpoints may be affected by the change. Although this target potentially positions CBH in Q2 it is in line with legislative requirements.
Stage 1 complaints per 1,000 properties	40	tbc	This is now a new TSM and baselines and benchmarking have yet to emerge from the sector. The internal target has been adjusted upwards following enhancements to the complaints process (dissatisfaction now recorded as a complaint under the new guidelines) and may need to be revisited as the levels are better understood.
Number of new ASB cases per thousand properties	15	Q2	This target has been revised down to match enhanced processes in the ASB team for recording contact. The baseline output is still being assessed as is based on a limited amount of data and therefore may be subject to change. This is now a TSM and both outturn and the emerging benchmarking environment may be subject to a degree of volatility meaning that targets may need to be revised. Although this target potentially positions in Q2 it reflects the local levels we have come to understand and recognise.
% tenants satisfied with landlord approach to handling anti-social behaviour	73	Q1	This is a new TSM, and the target is based on a small sample, outturn and the emerging benchmarking environment may be volatile and take time to settle meaning targets may need revising.
% tenants satisfied with landlord approach to handling complaints	71	Q1	This is a new TSM, and the target is based on a small sample, outturn and the emerging benchmarking environment may be volatile and take time to settle meaning targets may need revising. The target will maintain current performance levels and aspires for quartile 1 benchmarking.



KPI/Tenant Satisfaction Measure (TSM)	2023-24		Notes
	Year-end target	Potential benchmark	
% tenants feeling landlord keeps them informed about things that matter to them	83.00	Q1	<i>This is a new TSM, and the target is based on a small sample, outturn and the emerging benchmarking environment may be volatile and take time to settle meaning targets may need revising.</i>
% tenants feeling landlord treats them fairly and with respect	84.00	Q1	<i>This is a new TSM, and the target is based on a small sample, outturn and the emerging benchmarking environment may be volatile and take time to settle meaning targets may need revising.</i>
% closed ASB cases that were resolved	100	n/a	
Income generated on behalf of customer year to date	£1m	n/a	
Complaints closed at stage 1 - % within agreed timescales	100	Q1	
% of stage 1 complaints upheld (fully or partially)	80	n/a	
% contact Centre Calls Answered within 60 seconds	90	n/a	
% tenants finding CBH easy to deal with	85	Q1	<i>This target is aligned with current performance levels and quartile 1 benchmarking.</i>
% of contact centre calls answered	97	Q1	
Number of downsizers moved	20	n/a	
Average time taken to relet minor void CBC properties (excluding temporary furnished accommodation and James Donovan Court) in days	24	Q1	<i>The increased target reflects the need to strike a better balance. Relaxing letting times, whilst maintaining top quartile benchmarking comparisons, means improving responsive repairs and the quality and cleanliness of the homes let.</i>
% rent lost through CBC dwellings becoming vacant excluding temp furnished	0.98	Q1	
Income generated on behalf of Housing Options customer	£1.3m	n/a	
Number of successful homelessness outcomes	290	n/a	<i>The increased target is based on expected numbers at current year end and rise in homeless applications. Looking ahead there will be increased opportunities to achieve successful outcomes, and enhancements to the housing options team. It is a challenging but obtainable target, however, much is dependent on funding and other external social, economic factors, and these could significantly change.</i>
Evictions due to rent arrears as a % of all tenancies	0.14	Q1	<i>Up to 0.14 from 0% in actual numbers means approximately 6 evictions for rent arrears. In an increasingly difficult rent collection environment, it is felt that although the priority is always to keep people in their homes by being proactive and supportive the number of evictions are likely to increase.</i>
Current arrears as % of rental income (excluding court costs)	2.48	Q2	<i>Although this target suggests that CBH may be positioned in Q2 it is felt that it is an honest and transparent calculation and takes account of the difficult operating environment. .</i>

KPI/Tenant Satisfaction Measure (TSM)	2023-24		Notes
	Year-end target	Potential benchmark	
CBC Rent collected from current and former tenants as % rent due (excl arrears brought forward)	99.90	Q2	<i>The target has increased to reflect enhancements now possible in the calculation of the outturn meaning it is more accurate and as a consequence slightly higher. This is a complicated KPI with many moving parts and although this target suggests that CBH may be positioned in Q2 it is felt that it is an honest and transparent calculation and takes account of the difficult operating environment. .</i>

## HRA BUSINESS PLAN AIM: Change

KPI/Tenant Satisfaction Measure (TSM)	2023-24		Notes
	Year-end target	Potential benchmark	
% tenants satisfied CBH listens to their views and acts upon them	75.00	Q1	<i>This is now a TSM, and the new surveys being carried out by providers may result in a volatile benchmarking environment as results settle, meaning targets may need revising.</i>
Average number of working days lost to total sickness	7	Q1	
Leavers as % of average number of employees since start of the year	12	Q1	
Engaged Colleagues Score Best Companies	659.5	n/a	<i>This is the breakpoint for 1 Star accreditation.</i>
% of tenancies ending in less than 12 months	5	n/a	
Number of training & employment customers sourced employment or training	150.00	Q1	

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## **Cheltenham Borough Council**

### **Cabinet – 14 February 2023**

### **Council – 20 February 2023**

## **General Fund Revenue and Capital – Final Budget**

### **Proposals 2023/24**

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#### **Accountable member:**

Cllr Peter Jeffries, Cabinet Member for Finance & Assets

#### **Accountable officer:**

Gemma Bell, Director of Finance & Assets (Deputy s151 Officer)

#### **Accountable scrutiny committee:**

Budget Scrutiny Working Group and Overview and Scrutiny Committee

#### **Ward(s) affected:**

All

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#### **Key/Significant Decision:**

Yes

#### **Executive summary:**

This report summarises the revised budget for 2022/23 and the Cabinet's final budget proposals and pay policy statement for 2023/24.

The Council have faced unprecedented financial challenges over the last two years in providing the resources and support to manage the response to the Covid-19 pandemic and then rising costs and challenges faced by the cost of living crisis. This is in addition to the ten years of austerity and year on year cuts to the Council's Government funding.

With inflation at a 40 year high and not expected to fall back to pre-pandemic levels for another two years and eight consecutive rises in interest rates since the 2022/23 interim budget proposal was approved by Cabinet in December 2021, these continue to be some of the most challenging

times for Local Authorities.

This Council was one of, if not the first council to publish a Recovery Strategy in 2020 in the middle of a global pandemic. That early publication and consultation enabled the Council to clearly signal recovery aims and objectives. The economy was, and continues to be in an extremely difficult position nationally and responding dynamically was seen as the best way to support the rest of the town to recover.

The financial strategies implemented by this Council since November 2020 to refresh the commercial strategy, review asset management and invest in growth have so far meant the Council have not needed to pursue this course of action. In the recent budget monitoring report presented to Cabinet in November 2022, the forecast overspend against the 2022/23 budget was £2.39m. Of this figure, £1.985m related to pressures resulting from interest rate rises, inflation, the cost of energy and the subsequent pay award for Council officers and other contracted staff.

Although work is ongoing to mitigate these pressures and generate value elsewhere, there are areas such as the pay award where this is obviously not possible. The Council are in a favourable position where there is sufficient general balances available to manage these pressures in 2022/23, but given the finite nature of these reserves this is not a long term strategy.

The Council still face a challenging economic environment which is set to continue. The final budget proposals presented in this report aim to utilise our assets, skills and infrastructure to continue the enabling of inclusive and environmentally sustainable growth in the Borough whilst providing a mechanism to ensure the Council has the revenue resources to continue to provide services and resources to our residents. The council's ambition to make Cheltenham the cyber capital of the UK also continues to be critical to ensuring that the council achieves financial sustainability.

The recommendations within this report aim to ensure a balanced budget is delivered in 2023/24, that sufficient revenue resources are transferred to reserves to provide a cushion to combat longer term uncertainty and that appropriate resources continue to be directed towards our key priorities.

#### **Recommendations:**

- 1. Approve the revised budget for 2022/23 which is reported here as part of the budget monitoring process for 31 December 2022.**
- 2. Consider the budget assessment by the Section 151 Officer at Appendix 2 in agreeing the following recommendations.**
- 3. Approve the final budget proposals including a proposed council tax increase for the services provided by Cheltenham Borough Council for the year 2023/24 based on a Band D property (an increase of 2.99% for a Band D property), as detailed in paragraphs 9.1 to 9.5.**
- 4. Approve the savings / additional income totalling £1,300,000 and the budget strategy at Appendix 4.**
- 5. Approve the use of reserves and general balances and note the projected level of reserves, as detailed at Appendix 5.**
- 6. Approve the capital programme at Appendix 6.**



7. **Approve the programmed maintenance programme at Appendix 7.**
  8. **Approve the flexible use of capital receipts strategy as detailed in Appendix 8.**
  9. **Note that the Council will remain in the Gloucestershire business rates pool for 2023/24.**
  10. **Approve the Medium Term Financial Strategy (MTFS) detailed in Appendix 9.**
  11. **Approve the Pay Policy Statement for 2023/24, including the continued payment of a living wage supplement at Appendix 10.**
  12. **Approve the proposed fees and charges schedule for 2023/24 at Appendix 11, subject to appropriate consultation where required.**
  13. **Approve a level of supplementary estimate of £100,000 for 2023/24 as outlined in Section 19.**
  14. **Resolves to amend the definition of a Key Decision as set out in the constitution to increase the threshold for the acquisition or disposal of land from £250,000 to £500,000, and gives delegated authority to the Monitoring Officer to make the associated change to the constitution as outlined in Section 17.**
- 

## **1. Implications**

### **1.1. Financial implications**

As detailed in the report.

**Signed off by:** Gemma Bell, Director of Finance & Assets (Deputy s151 officer)

### **1.2. Legal implications**

The budget setting process must follow the Council's Budget and Policy Framework Rules.

Members are not generally regarded as having a personal or prejudicial interest in the setting of the council budget and council tax. However, any member who is in arrears of council tax needs to give careful consideration to the provisions of section 106 of the Local Government Finance Act 1992. This states that if any arrears remain unpaid for at least two months then the member must disclose this at the beginning of the meeting, which is to consider the council tax calculation and shall not vote on the matter. It is a criminal offence to disregard this requirement. Any member likely to be in such a position should seek advice as quickly as possible from the Monitoring Officer.

There is a legal requirement under the Local Government Finance Act 1992, sections 31A and 42A to set a balanced budget. The budget proposals include budgets for expenditure and income and use reserves to fund one off expenditure, fund future expenditure or phase in the impact of increased expenditure in accordance with the Medium Term Financial Strategy.

Section 38 of the Localism Act 2011 requires local authorities to produce Pay Policy Statements.

The Act also contains requirements for local authorities to hold a referendum where council tax is proposed above specific levels. The relevant basic amount of council tax in 2023/24 will require a referendum if it is 3%, or more than 3%, above its 2022/23 level.

This means that a shire district authority will need to exceed the percentage referendum thresholds in order to be subject to a referendum.

Section 25 of the 2003 Local Government Act requires the Authority's Section 151 Officer to comment on the robustness of the estimates and the adequacy of reserves.

By approving the budgets for the capital programme, Cabinet are making key decisions as to the use of the budget. Consequently, the acceptance of tenders in excess of £100,000 by the lead member (or officers if authorised under the constitution) for contracts required to deliver works, services and supplies under the approved budget headings, will not be key decisions.

In accordance with the Council's approved Investment Strategy, the Council is able to lend money to support local public services and stimulate local economic growth. These include loans to organisations and residents within the Borough which support the priorities of the Council.

**Signed off by:** One Legal, [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk), Tel no: 01684 272012

### 1.3. HR implications

Relationships with the two recognised trade unions continue to remain very positive. The Executive Leadership Team and the HR team will continue to work closely with TU colleagues in order to ensure that any potential impact on employees as a result of realisation of budget savings are kept to a minimum.

**Signed off by:** Clare Jones, [HR.Cheltenham@publicagroup.co.uk](mailto:HR.Cheltenham@publicagroup.co.uk)

### 1.4. Environmental and climate change implications

The final budget proposals for 2023/24, particularly in relation to the increasing cost of energy, are broadly in line with our Climate Emergency Action Plan. A target reduction in energy consumption will lead to a corresponding decrease in greenhouse gas emissions, which aligns with our Climate Emergency Action Plan objectives. The investment set out in the capital programme and through the countywide Climate Co-ordinator role will help progress countywide carbon reduction initiatives. However, increased revenue investment is needed to maintain progress against the actions set out in the Climate Emergency Action Plan and this will continue to present a challenge for the council's budget without further funding support from central government.

The expenditure of allocated budgets within all services will be assessed using the Climate Impact Assessment Tool, which has been formally adopted by Cabinet, to help ensure that projects and policies are effectively aligned to the council's commitments on climate change, as well as other key social and environmental priorities.

**Signed off by:** Laura Tapping, Climate Emergency Programme Officer, 01242 264263

### 1.5. Property/asset implications

As detailed in the report and appendices, specifically the capital programme in Appendix 6 and the planned maintenance programme in Appendix 7.

**Signed off by:** Gemma Bell, Director of Finance & Assets (Deputy s151 officer)

### 1.6. Corporate policy framework implications

The actions outlined in this final budget to implement savings and grow commercial income will help ensure that the Council can continue to deliver its corporate objectives as set out in the revised Corporate Plan for 2023- 2027.

**Signed off by:** Ann Wolstencroft, Head of Performance, Projects and Risk

## 2. Promoting equality and reducing discrimination

The Council takes its statutory duties to promote equality of opportunity seriously. The 2010 Equality Act sets out that we must have due regard to the need to advance equality of opportunity between people who share a protected characteristic and those who do not. The groups that share a protected characteristic include those defined by age, ethnicity, disability, religion or belief and sexual orientation.

The Cabinet Member Finance and Assets and the Director Finance and Assets have been mindful of this statutory duty in how the budget proposals have been prepared. The community and equality impacts of the various budget proposals are as follows:

Budget Proposal (excerpt from appendix 4)	Potential community and equality impacts and any mitigating actions
Re-alignment of resourcing with Corporate Priorities	It is suggested that an equalities impact assessment is carried out on specific proposals that are brought forward following the approval of the Corporate plan for 2023-27 to assess how they may impact on staff and/or customers to ensure that individuals with protected characteristics are not in any way disadvantaged by the proposals. The EQIA will then be reported as part of any decision making on the proposal.
Commercial Income Generation opportunities	None identified at this stage; the individual proposals for revising fees and charges will be subject to separate equality impact assessments to ensure that particular groups are not disadvantaged.
Reduction in the Cheltenham Trust management fee	None identified at this stage; no impact has been assessed or measured in the prior two years of implementation of this proposal.
Maximise opportunities to strengthen CBC-CBH partnership	None identified.
Review of budget allocations against the new Corporate Plan	It is suggested that an equalities impact assessment is carried out on specific proposals that are brought forward following the approval of the Corporate plan for 2023-27 to assess how they may impact on staff and/or customers to ensure that individuals with protected characteristics are not in any way disadvantaged by the proposals. The EQIA will then be reported as part of any decision making on the proposal.

Pension tri-annual valuation	None identified.
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### 3. Performance management – monitoring and review

The scale of future budget savings will require significant work to deliver them within the agreed timescales and there is a danger that this could divert management time from the delivery of services to the delivery of savings. There are regular progress meetings to monitor the delivery of savings and this will need to be matched with performance against the corporate strategy action plan to ensure that resources are used to best effect and prioritised.

The delivery of the savings work streams included in the final budget proposals, if approved by full Council will be monitored by the Budget Scrutiny Working Group and reported quarterly to the Cabinet.

### 4. Background

- 4.1. In accordance with the Council's Budget and Policy Framework Rules, which are part of the Council's constitution, the Cabinet is required to prepare interim budget proposals for the financial year ahead and consult on its proposals for no less than four weeks prior to finalising recommendations for the Council to consider in February 2023. The consultation took place between the period 21 December 2022 to 31 January 2023 and this report sets out the final proposals for 2023/24.

### 5. Budget Assessment of the Section 151 Officer

- 5.1. Under Section 25 of the 2003 Local Government Act, there is a legal requirement for the Section 151 Officer to make a report to the authority when it is considering its budget, council tax and housing rents (see separate report on Housing Revenue Account to Council) covering the robustness of estimates and adequacy of reserves. The Act requires councillors to have regard to the report in making decisions at the Council's budget and council tax setting meeting.
- 5.2. The Section 151 Officer is satisfied that the proposed budget for 2023/24 has been based on sound assumptions and that the Council has adequate reserves to fund operations in 2023/24. The full assessment is attached at Appendix 2.

### 6. 2022/23 Budget Monitoring to December 2022

- 6.1. The budget monitoring report to the end of December 2022, indicates that despite a number of variances to the budget it still anticipates the delivery of services within the revised budget for 2022/23. It is proposed that this is achieved as previously reported by using general balances to offset the pressures experienced from the current economic environment.

### 7. Settlement Funding Assessment

- 7.1. The assumptions within these budget proposals are based on the local government 'final' finance settlement for 2023/24 which was released by DLUHC on 6 February 2023.

7.2. The headlines from the Local Government Final Finance Settlement for Cheltenham in 2023/24 are:

- The referendum threshold for increasing the “Core” Band D Council Tax borough council precept to be increased from the higher of 1.99% or £5 to 2.99%.
- No further continuation of the Lower Tier Services Grant for which we received £129,988 in 2022/23.
- A reduction in the Services Grant introduced in 2022/23 from £195,881 last year to £114,920 in 2023/24.
- Business rates pooling will be available in 2023/24 and 2024/25 with an expected reset from 2025/26.
- A final payment of £31,640 of New Homes Bonus, a small reduction in what was previously expected.
- A one off 3% Funding Guarantee payment of £817,477 expected for 2023/24 only.

7.3. Ministers will be re-starting the local government funding reforms in 2023/24. This means that the Fair Funding Review and business rates baseline reset are both going to be under consideration again, for possible implementation in 2025/26. This increases the urgency of the realignment of our budgets to ensure any changes to our baseline funding for next year can be managed more effectively.

## **8. Business Rates Retention (BRR)**

8.1. In October 2012, Council approved the principle of Cheltenham joining the Gloucestershire Business Rates Pool, subject to a thorough assessment of the risks and rewards and agreement of satisfactory governance arrangements.

8.2. Continuation within the pool was delegated to the Section 151 Officer and Chief Executive and this is reviewed on an annual basis.

8.3. The Gloucestershire Business Rates Pool was set up in 2013/14 to maximise the business rate income retained within the County and to support economic growth within the area of the Local Enterprise Partnership.

8.4. The anticipated level of business rates due to this Council in 2023/24, despite the severe impact of the Covid-19 pandemic and the current economic environment remains above the baseline funding target (Cheltenham’s target level of retained Business Rates) which will result in Cheltenham still being liable to a ‘levy’.

8.5. The post-pandemic economic recovery of the town is being monitored closely by the Executive team and has been supported by the targeted use of the business support grant funding provided by the Government through the pandemic. The focused funding of specific sectors and provision of financial support has enabled businesses to adapt the way they operate through national restrictions and mitigate the long-term economic impact of the pandemic on the town.

8.6. Taking the above into account, it is the opinion of the Section 151 Officer that this Council will benefit from remaining in the pool in 2023/24 as it will result in a reduction in the levy payment due to central government, which will be distributed in accordance with the governance arrangements.

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- 8.7. One of the key documents in the budget setting process is the estimate of business rates yield, reported on the National Non Domestic Rates return (NNDR1), which is submitted to the DLUHC. The NNDR1 return was submitted by the deadline of 31 January 2023 and the budget is based on the figures in that return. The table below incorporates figures from the NNDR1 return and the estimated net surplus from retained business rates against the baseline funding position in 2022/23 is £1.716m (revised estimate) and £2.732m in 2023/24.
- 8.8. Due to the expected receipt of the grants in 2021/22 but the need to spread the losses over the next three years, it is proposed to transfer the additional income receivable in 2021/22 to the Business Rates Retention Reserve, for use in future years to compensate for the impact of the increased losses (deficits) in those years. This is shown in the table below.

	<b>2022/23 Original 50% system £</b>	<b>2022/23 Revised 50% system £</b>	<b>2023/24 Original 50% system £</b>
Retained business rates	20,219,722	20,219,722	23,769,071
Tariff payable to government	(19,244,897)	(19,244,897)	(20,991,879)
Grant to compensate for government decisions	3,886,006	4,038,464	4,181,908
Estimated levy payable to government after Pool surplus	(566,208)	(455,792)	(1,279,572)
<b>Net retained business rates</b>	<b>4,294,622</b>	<b>4,557,496</b>	<b>5,679,528</b>
Less Baseline Funding (target level of net retained rates)	(2,841,443)	(2,841,443)	(2,947,776)
<b>Net surplus on business rates against baseline funding</b>	<b>1,453,179</b>	<b>1,716,053</b>	<b>2,731,752</b>
Deficit adjustment re 2020/21	(361,769)	(361,769)	(542,148)
Deficit adjustment re 2021/22	(4,903,767)	(5,937,118)	967,084
Surplus adjustment re 2022/23	-	-	318,370
<b>One-off adjustments re previous years' deficits</b>	<b>(5,265,536)</b>	<b>(6,298,887)</b>	<b>(743,306)</b>



<b>Net retained business rates (after one-off deficit adjustments)</b>	<b>(970,914)</b>	<b>(1,741,391)</b>	<b>(6,422,834)</b>
Transfer (to) / from BRR earmarked reserve	5,308,695	5,932,560	(250,000)
<b>Net retained business rates</b>	<b>4,337,781</b>	<b>4,191,169</b>	<b>6,172,834</b>

## 9. Council Tax

- 9.1. Government legislation, through the Localism Act, requires councils proposing excessive rises in council tax to hold a local referendum allowing the public to veto the rise. The referendum threshold for council tax for shire districts in 2022/23 was the higher of £5, or up to 1.99 per cent. This has been increased in the 2023/24 Settlement to up to 2.99 per cent.
- 9.2. With increased pressures caused by the pandemic and the recent increase in inflation and other operational costs, it continues to be difficult to deliver current levels of services when government support does not cover all additional costs we expect to incur. To this end, there is a clear mandate from central government for the reliance of council tax to fund our local services.
- 9.3. The tax base is forecast to increase by 0.52% in 2023/24 against the target increase of 0.8%. The Cabinet has had to consider what level of increase in council tax is sustainable, without creating an increased risk of service cuts and/or larger tax increases in the future.
- 9.4. The uncertainty surrounding the timing of the fair funding review, business rates and the uncertainty about the continuity of Government funding for more than a year continues to place significant reliance on council tax as our main source of income.
- 9.5. Therefore, the Cabinet is proposing a 2.99% increase in council tax in 2023/24; an increase of £6.70 for the year for a Band D property.

## 10. Collection Fund

- 10.1. Under normal circumstances, collection fund surpluses arise from higher than anticipated rates of collection of council tax (for example due to additional new build properties becoming chargeable). At this point in time, it is anticipated that there will be a surplus on the collection fund in 2022/23, primarily arising from an increase in the tax base compared to that estimated in setting the budget in February 2022. Surpluses and deficits are normally shared out between the Council, County and Police and Crime Commissioner in the following year.
- 10.2. A deficit on the Collection Fund was reported in 2020/21 and the Government announcement in July 2020, in response to the financial pressures faced by Local Authorities as a result of the pandemic, confirmed that the repayment of any deficits could be spread over three years.
- 10.3. As a result, the council's share of the deficit of £27k for 2020/21 will be spread over three years: £9k in 2021/22, 2022/23 and 2023/24. However, in 2023/24 the Council will also receive a share of the estimated deficit for 2021/22 of £11k and a share of the the

surplus for 2022/23 of £53k, resulting in a net surplus of £34k. Again, evidence supporting the economic recovery of our town post pandemic as new businesses open and empty premises become occupied again.

## **11. The Cabinet's general approach to the budget for 2023/24**

- 11.1. As outlined in the Executive Summary of this report, the Council have taken decisive action since the outbreak of the global pandemic in 2020 to safeguard the financial sustainability of the Local Authority. This followed the introduction of the commercial strategy in 2015 which underpinned the actions taken to generate income streams to offset the reduction in Government revenue funding and support the general fund.
- 11.2. In the previous two budget proposals, there has been continued commitment to the Council's corporate priorities; to inclusive and sustainable growth in the town, to the goal of supporting the Council and the town to be net carbon zero by 2030, to becoming the Cyber capital of the UK, to delivering more housing across the borough and to our No Child Left Behind initiative. The success of this approach has been reflected in the responses to the Resident's Satisfaction Survey in October 2022 where 80% of respondents agreed that Cheltenham has a positive future.
- 11.3. The final budget proposal for 2023/24 is a re-commitment to these priorities and to the ambitions for growth, investment and sustainability originally outlined in the Recovery Strategy. The Cabinet acknowledge that decisive action is needed to ensure resources are balanced to deliver on these commitments, particularly in light of the economic challenges which are forecast to continue into the medium term.
- 11.4. In preparing this budget, the Cabinet and officers have considered the following:
  - Provided for inflation for contractual, statutory, and health and safety purposes at an appropriate inflation rate where proven;
  - Budgeted for pay inflation at 4% for 2023/24, with an additional 1% held in contingency;
  - Budgeted for an increase in Members allowances in line with the assumptions on pay inflation outlined above;
  - The provision of support and services to assist our communities, businesses and residents response and recover from the pandemic;
  - An inflationary increase in sales, fees and charges where market conditions dictate;
  - Assessed the impact of prevailing interest rates on the investment portfolio, the implications of which have been considered by the Treasury Management Panel.
- 11.5. The budget strategy outlined below aims to balance sustainable and green growth and investment with the financial sustainability of the Council. However in order to deliver these ambitions a challenging savings strategy is also required, despite the savings already delivered in 2022/23.

### **Carbon neutrality**

- 11.6. CBC's ambition to be net carbon zero by 2030 is a credible and commendable plan and in 2021/22 the Council invested in the creation of a permanent central team to monitor and manage the carbon reduction programme for the Borough as a whole.
- 11.7. One of the most significant achievements of this team to date was a successful bid to the Public Sector Decarbonisation Scheme (PSDS) for £382,600 of capital funding to support key projects. Work has been undertaken throughout 2022/23 to install smart meters in our buildings, increasing the accuracy of the monitoring of energy usage across the Council's estate. This is undertaken by a permanent energy officer, a post which has now been built

into the base budget.

- 11.8. On 21 February 2022 the Council approved a Climate Change Emergency Action Plan which outlined in further detail their commitment to taking a leading role, as well as playing its part in working with individuals, communities, businesses and other partners to achieve this ambitious goal.
- 11.9. The Council also approved a £10m Green Investment Fund to provide capital investment for schemes, projects and building improvements which would contribute to the net zero carbon goal. In 2022/23 funding for the first project was approved and work is now underway to upgrade the building management systems at all the Council's main buildings to reduce energy usage.
- 11.10. The PSDS capital budget supplements the existing £350,000 of CBC funding already earmarked to support the implementation of climate change activities. In 2022/23, part of this fund has been invested in infrastructure at the Depot to allow more Ubico vehicles to operate using green fuel sources.
- 11.11. In March 2022, Cheltenham Borough Homes (CBH) was successfully awarded £800,000 of funding through the Government's Social Housing Decarbonisation Fund (SHDF). The fund is administered by the Department for Business, Energy, and Industrial Strategy (BEIS) to improve the energy performance of homes with an EPC rating of D or below. This award follows the SHDF Demonstrator where CBH was successful in obtaining £40,000 towards the improvement of two homes as a pilot. These works are underway and due to be completed in April 2022.
- 11.12. The climate change team are now fully established have built strong relationships with stakeholders across the borough through Climate Leadership Gloucestershire and the County wide Climate Change Coordinator to ensure that a County wide approach is being taken to tackle the climate challenges we face.

### **Inclusive and Sustainable Economic Growth and Development**

- 11.13. Despite the financial uncertainty caused by the pandemic and the current cost of living crisis, over the last two years, the Council has continued to demonstrate its commitment to make Cheltenham a place where everyone can thrive. The Council have invested in a number of activities over the last year to drive sustainable growth and investment in the town:
  - An investment of £87k into the upgrade of the public space around Clarence Fountain to improve facilities, seating and planting.
  - A £3.3m investment in retail units on the High Street for development and regeneration.
  - An additional £2.5m investment into the MX to complete the build of a cyber-innovation hub and cultural venue by the Cheltenham Minister.
  - A contribution of £250k to the refurbishment of the Wilson Art Gallery and Museum which has now re-opened with new galleries and a café facilities.
  - The re-design of the Minster Gardens to connect the high street to the MX and Wilson Art Gallery.
- 11.14. These investments provide a once in a generation opportunity to revitalise the town centre, increase footfall to businesses on the high street and support sustainable economic growth in Cheltenham. The impact of investments like this are reflected in the results of our recent Residents Satisfaction survey where 87% of respondents were satisfied with the town

centre as a place to visit during the day.

- 11.15. To support these same ambitions for the wider town centre, the 2022/23 budget included a review of the role and resources available to Marketing Cheltenham. This has now been completed and the team in place is working with stakeholders on the town, focussing on destination marketing and economic growth and development.
- 11.16. The Council has also completed the procurement to find a development partner to realise its flagship ambition to make Cheltenham the Cyber Capital of the UK. Creating a national centre of excellence for the cyber sector and wider tech industries that will be an engine-room for long-term inclusive growth for Cheltenham. The Golden Valley project team have been established in the base budget and a number of new officers have been recruited to ensure the Council have the skills and expertise to deliver the ambitious development and construction projects planned for the town.
- 11.17. The Council's new Asset Management Strategy was also approved in February 2022 and work is underway to review the strategic alignment of our £500m property portfolio to the Council's Corporate Priorities. A number of sites have already been brought forward for disposal where the benefits of retention are not aligned to the Council's focus. These disposals will generate capital receipts which are being re-invested by the Council on key projects whilst also providing opportunities for new housing and development in the town.
- 11.18. In the 2021/22 budget proposal there was a growth item approved for a £75k investment into an apprenticeship scheme. In September 2021, five apprentices were recruited and are now progressing through their qualification pathways. With the success of the first cohort of apprentices, more regular and flexible recruitment cycles are planned from September 2023 as apprentices successfully complete their training. With a competitive recruitment market in the current economic environment, this will support staff retention and reduce the cost of recruitment activity by providing longer term investment to build the skills and expertise we need to deliver our priorities.
- 11.19. The economic uncertainty we currently face will continue to challenge us as a town and a Council into the medium term. Our recovery strategy and subsequent budget proposals have focused on the revitalising and reshaping the economy and ensuring that future growth benefits all our communities. The Council aims to encourage collaboration across sectors to ensure that culture, hospitality and creativity is interweaved into our economic recovery plans particularly in enhancing our cyber investment plans, supporting the creative revitalisation of the town centre, and the imaginative use of our open spaces.

## **12. Treasury Management**

- 12.1. Appendix 3 summarises the budget estimates for interest and investment income activity. Security of capital remains the Council's main investment objective.
- 12.2. The Bank of England unexpectedly raised interest rates in December 2021, for the first time in three years amid growing concerns over inflation, despite the rapid spread of the coronavirus Omicron variant. Since this date, interest rates have risen a further eight times
- 12.3. . This means in one year the Bank of England base rate has risen from 0.1% to 3.5% and our treasury advisors have forecast this will peak to between 4.25% and 4.5% during 2023/24.
- 12.4. As at 30 September 2022, the Council had net borrowing of £152.751m, a reduction

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since March 2022 by reducing the amount of temporary borrowing and using cash investments earning very little interest to fund capital spend.

- 12.5. This approach of keeping borrowing and investments below their underlying levels, sometimes known as internal borrowing, reduces our risk of budgetary pressures caused by significant increases in interest rates.
- 12.6. We also invest to generate returns which support the costs of discretionary services such as leisure and culture. It is critical to get the right balance between social, environmental and financial factors when assessing the investments we make.
- 12.7. We are committed in the longer term to divesting from oil and gas but need to balance these priorities with ensuring we are making the right financial decisions to safeguard our residents, businesses and communities. At the time of reporting the estimated cost of immediate divestment is £520,000 which would have to be offset by savings elsewhere.
- 12.8. As a net borrower, the speed of the rise in interest rates has created a budget pressure for the Council during 2022/23 and into 2023/24. It is forecast that the net impact of interest rate rises will require an additional £608k of revenue funding in 2023/24 which is included in the final budget. This is significantly more the 2022/23 forecast which has been partially protected by the incremental increases.
- 12.9. It is our £45.5m of temporary borrowing that is most exposed to increase rate increases and monitoring of fixed rates continues as the decision to fix all or a proportion of this borrowing is subsequently reviewed.
- 12.10. We will continue to closely monitor the benefits of fixed vs. temporary borrowing as well as the performance of the Schroder income fund and when it is financially prudent to do so, will consider the climate implications of how we invest this money in the future. This will be covered in the 2023/24 Treasury Management Strategy, which will be presented to the March Council meeting.

### 13. Reserves

- 13.1. Section 25 of the Local Government Act 2003 requires the Chief Financial Officer (Section 151 Officer) to comment upon “the robustness of the estimates and the adequacy of the reserves for which the budget provides”. This is presented in Appendix 2 to this report. A projection of the level of reserves to be held at 31 March 2023 and 31 March 2024 respectively is detailed in Appendix 5.
- 13.2. The level of our general balances through 2022/23 has meant the forecast £2.39m overspend against the approved budget reported to Cabinet in November 2022 can be managed within the year. However, this leaves our general balances at pre pandemic levels, at a time of significant uncertainty about the medium term economic environment.
- 13.3. The Cabinet recognise the importance of continuing to strengthen reserves to provide additional financial stability to the Council in managing these pressures. It is therefore recommended that any future underspends or fortuitous windfalls are earmarked for transfer to either general balances or the budget strategy (support) reserve.

### 14. Capital Programme

- 14.1. The capital programme for the period 2022/23 to 2025/26 is set out at Appendix 6.

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- 14.2. The strategy for the use of the council's capital resources is led by our corporate priorities. The existing programme includes sums for infrastructure investment to be funded from capital receipts which align to the Council's key corporate priorities. In particular, it includes an allocation for public realm works within the Town Centre, regeneration and development of the High Street and continued commitment to investment in a net carbon zero town and Council.
- 14.3. These reflect the Cabinet's view that the Council are an enabler for economic recovery, making sustainable and financially secure investments to provide benefits for our businesses, residents and communities. This is more important than ever to support the town post pandemic when residents and businesses are facing rising costs due to the inflation, rising interest rates and a predicted recession in the coming year.
- 14.4. During the 2023/24 financial year, other projects and schemes may come to light which require investment by the Council. These proposals will be considered by the Cabinet and approval will be requested through the relevant channels in line with the Council's Budget and Policy Framework Rules.

### **15. Property Maintenance Programme**

- 15.1. The final budget proposals include the 2023/24 property maintenance programme, which will also be reviewed by the Asset Management Working Group, and the budget includes a revenue contribution of £599k to planned maintenance, as detailed in Appendix 8.

### **16. Pay Policy Statement**

- 16.1. Section 38 of the Localism Act requires local authorities to produce pay policy statements which should include the authority's policy on pay dispersion. Pay dispersion is the relationship between remuneration of Chief Officers and the remuneration of other staff.
- 16.2. The Pay Policy attached at Appendix 10 includes the following key requirements of the Localism Act 2011:
- policy on pay for each of the 'in scope' Officers;
  - policy on the relationship between Chief Officers and other Officers;
  - policy on other aspects of remuneration, namely recruitment, increases in remuneration, performance related pay and bonuses, termination payments, and transparency.

### **17. Local Authority Housing Fund**

- 17.1. The Council has provisionally secured £2.36m of funding from the Government's Local Authority Housing Fund to acquire 21 homes on the open market to provide homes for the Ukrainian and Afghan refugees. This project will be delivered by Cheltenham Borough Homes in addition to their existing acquisitions programme.
- 17.2. The timescales to have acquired these properties is November 2023, so we need to be mobilised to move swiftly to secure properties which exceed the £250,000 delegated threshold to be classified as a key decision.



- 17.3. In order to deliver the programme and expand our affordable housing stock in the Housing Revenue Account, a recommendation has been included in this report to amend the threshold for a Key Decision for the disposal or acquisition of property from £250,000 to £500,000. This proposal has been discussed at the Constitutional Working Group who are supportive of this amendment.

## **18. Consultation and feedback**

- 1.1 The formal budget consultation on the detailed interim budget proposals took place over the period 21 December 2022 to 31 January 2023. The Cabinet sought to ensure that the opportunity to have input into the budget consultation process was publicised to the widest possible audience, predominately through its social media channels. During the consultation period, interested parties including businesses, parish councils, tenants, residents, staff and trade unions were encouraged to comment on the initial budget proposals.
- 1.2 The Budget Scrutiny Working Group has been meeting during the course of the year and has made a positive contribution to the budget setting process in considering various aspects of the budget leading to its publication. The group met on 12 January 2023 and comments have been fed back to the Overview and Scrutiny Committee and the Cabinet.
- 1.3 Formal meetings to discuss the budget were also held with Cheltenham Chamber of Commerce, C5 Parish Council's and the Voluntary and Community Sector (CVS). Public responses to the budget proposals with responses from the Cabinet are provided at Appendix 12.

## **19. Supplementary Estimates**

- 19.1. Under financial rule B11.5, the Council can delegate authority to the Cabinet for the use of the General Reserve up to a certain limit. This is to meet unforeseen expenditure which may arise during the year for which there is no budgetary provision. It would be prudent to allow for a total budget provision of £100,000 for supplementary estimates in 2023/24 to be met from the General Reserve, the same level as in 2022/23.

## **20. Alternative options considered**

- 20.1. This Council was one of, if not the first council to publish a Recovery Strategy in 2020 in the middle of a global pandemic. That early publication and consultation enabled the Council to clearly signal recovery aims and objectives. The economy was, and continues to be in an extremely difficult position nationally and responding dynamically was seen as the best way to support the rest of the town to recover.
- 20.1. Section 114 (1) of the Local Government Finance Act 1988 places a duty on the Section 151 Officer to report certain matters to the authority. The duty of the Section 151 Officer to report where they believe that the authority's expenditure is likely to exceed available resources. The authority is prevented from entering into any agreements incurring expenditure until the Council has considered the report.
- 20.2. News from Councils across the country tell of local authorities who are continuing to struggle to balance the books and warn of the possibility of issuing section 114 notices without further financial support from Central Government. In many cases this has

already happened.

20.3. The financial strategies implemented since November 2020 to refresh the commercial strategy, review asset management and invest in growth have so far meant the Council have not needed to pursue this course of action. However, with the challenging economic environment set to continue the Council need to renew their commitment to delivering efficiencies, savings and maximising income streams to support the ongoing delivery of services and build robust reserves as they work towards financial self-sufficiency.

## **21. Key risks**

21.1. See Risk Assessment in Appendix 1.

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### **Appendices:**

1. Risk Assessment
2. Section 151 Officer budget assessment report
3. Summary net budget requirement
4. Budget Savings / Additional Income
5. Projection of reserves
6. Capital programme
7. Programmed Maintenance programme
8. Flexible use of Capital Receipts Strategy 2023/24
9. Medium Term Financial Strategy (MTFS) TO FOLLOW
10. Pay Policy Statement
11. Fees & Charges Schedule for 2023/24
12. Responses to the 2023/24 Budget Consultation
13. Climate Change Impact Assessment

### **Background information:**

1. General Fund Revenue and Capital – Interim Budget Proposals – Cabinet 20 December 2022;
2. The Quarter two 2022/23 budget monitoring report to Cabinet – 8 November 2022;
3. The final local government finance settlement for 2023/24:

<https://www.gov.uk/government/collections/final-local-government-finance-settlement-england-2023-to-2024>

**Appendix 1: Risk Assessment**

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
347	If energy costs keep rising / fluctuating as per the current market then it impacts on our ability to accurately budget/forecast expenditure and may impact on our the investments we can make in projects / programmes whilst still being able to achieve our MTFS	Gemma Bell, Director of Finance and Assets	4	4	16	Reduce	This policy and the associated action plans.	Gemma Bell, Director of Finance and Assets	Ongoing
	If the Council is unable to come up with long term solutions which close the gap in the medium term financial strategy then it will find it increasingly difficult to prepare budgets year on year without making unplanned cuts in service provision.	Cabinet	5	3	15	Reduce	The budget strategy projection includes 'targets' for work streams to close the funding gap which aligns with the council's corporate priorities.	ED Finance and Assets	Ongoing

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	If the Budget Strategy (Support) Reserve is not suitably resourced insufficient reserves will be available to cover anticipated future deficits resulting in the use of General Balances which will consequently fall below the minimum required level as recommended by the Section 151 Officer in the council's Medium Term Financial Strategy	ED Finance and Assets	5	4	20	Reduce	The MTFS is clear about the need to enhance reserves and identifies a required reserves strategy for managing this issue. In preparing the budget for 2020/21 and in ongoing budget monitoring, consideration will continue to be given to the use of fortuitous windfalls and potential future under spends with a view to strengthening reserves whenever possible.	ED Finance and Assets	Ongoing
	If income streams from the introduction of the business rates retention scheme in April 2013 are impacted by the loss of major business and the constrained	ED Finance and Assets	5	4	20	Accept & Monitor	The Council joined the Gloucestershire pool to share the risk of fluctuations in business rates revenues retained by the Council.	ED Finance and Assets	Ongoing

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	ability to grow the business rates in the town then the MTFS budget gap may increase.						<p>The Gloucestershire S151 Officers continue to monitor business rates income projections and the performance and membership of the pool / pilot.</p> <p>Work with members and Gloucestershire LEP to ensure Cheltenham grows its business rate base.</p>		
	If the robustness of the income proposals is not sound then there is a risk that the income identified within the budget will not materialise during the course of the year.	ED Finance and Assets	4	4	16	Reduce	<p>Robust forecasting is applied in preparing budget targets taking into account previous income targets, collection rates and prevailing economic conditions. Professional judgement is used in the setting / delivery of income targets. Greater focus on cost control and</p>	ED Finance and Assets	Ongoing



Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
							income generation will be prioritised to mitigate the risk of income fluctuations.		
	If the assumptions around government support, business rates income, impact of changes to council tax discounts prove to be incorrect, then there is likely to be increased volatility around future funding streams.	ED Finance and Assets	5	3	15	Reduce	Work with Publica and countywide CFO's to monitor changes to local government financing regime including responding to government consultation on changes Business Rates and the Fair Funding review. The assumptions regarding government support have been mitigated to a certain extent by the acceptance of a multi-year settlement agreement.	ED Finance and Assets	Ongoing
	If government support to compensate this Council for the impact of COVID-19 is insufficient, greater reliance will be placed on the use of reserves, service reduction and	ED Finance and Assets	5	3	15	Reduce	The Council will continue to lobby for additional resource, as promised by Central Government from the outset of the pandemic.	ED Finance and Assets	Ongoing

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	asset sales.						Work programmes are underway to review service provision, capital programmes and rationalisation of assets.		

## STATEMENT OF THE SECTION 151 OFFICER UNDER THE REQUIREMENTS OF SECTION 25 OF THE LOCAL GOVERNMENT ACT 2003

### ROBUSTNESS OF BUDGET ESTIMATES AND ADEQUACY OF RESERVES 2023/2024

#### 1. INTRODUCTION

The Local Government Act 2003 Section 25 includes a specific duty on the Chief Finance Officer (Section 151 Officer) to make a report to the authority when it is considering its annual budget and council tax levels. The report must deal with the robustness of the estimates and the adequacy of the reserves included within the budget. (For the purpose of the Act 'reserves' includes 'general fund balances'.) The Act requires the Council to have regard to the report in making its decisions at the Council's budget and council tax setting meeting in respect of 2023/24.

In making this report I have considered the risks arising from it, outlined below, and the Council's mitigating actions in arriving at my conclusions which, in summary are:

- Supplies and services and staffing budgets are sufficient to maintain services as planned.
- Budgeting assumptions for treasury management activity reflect the impact of increasing interest rates and diversification of investments.
- The 2023/24 budget has provided an opportunity for the Council to reset its baseline position against its corporate priorities. The budget proposals take account of the Council's ambition to make Cheltenham the cyber capital of the UK through initiatives such as the Golden Valley Development and the Minster Exchange.
- It is my opinion that the approach to budgeting for income is prudent although it is imperative that monthly forecasting and analysis of key income streams are monitored throughout the financial year.
- The proposal to increase council tax is required to ensure the viability of this Council in future years without having to make significant cuts to front-line services. The proposed increase in council tax for 2023/24 is within the referendum threshold, which allows shire district councils to increase council tax by the 'greater' of 2.99% or £5 based on a Band D property.
- The medium term financial planning assumptions, including future cuts in government support (aligned behind the government commitment to undertake a fair funding review, business rates baseline reset and an overhaul of the new homes bonus), are prudent. The continued development and revision of the budget strategy for closing the projected budget gap is providing a planned and measured approach to meeting future financial challenges.
- The approach to financing maintenance and ICT replacement is acceptable. Looking ahead, the need to model and prioritise future investment aspirations will become critical if the Council is to meet some of the targets within the Medium Term Financial Strategy (MTFS).
- The level of reserves, including General Balances, is satisfactory.

## 2. ROBUSTNESS OF ESTIMATES

Budget estimates are assessments of spending and income made at a point in time, based on service needs and known expenditure patterns. The statement about the robustness of estimates cannot give a guaranteed assurance about the budget, but gives members reasonable assurances that the budget has been based on the best available information and assumptions.

In order to meet the requirement of assessing the robustness of estimates the Section 151 Officer will consider and rely upon the key processes that have been put in place:

- the issuing of clear guidance to Service Managers on preparing budgets through the annual budget strategy report;
- peer review by finance staff involved in preparing the standstill base-budget, i.e. the existing budget plus contractual inflation;
- the use of in-year budget monitoring to re-align budgets in line with projected changes for 2023/2024;
- a medium term planning process that highlights priority services and risks;
- a review of the corporate risk register;
- a service review by the Cabinet, Executive Leadership Team and Service Managers of detailed budget and proposed savings and their achievability;
- Finance staff providing advice throughout the process on robustness, including vacancy factors, increments, current demand, and income levels; and
- Sign-off from budget-holders to take accountability and ownership of the budgets devolved to them for managing within the financial rules.

Notwithstanding these arrangements that are designed to test the budget throughout its various stages of development, considerable reliance is placed on Service Managers having proper arrangements in place to identify issues, project demand data, to consider value for money and efficiency and record key risks within their operational risk register.

The table below identifies assumptions made during the budget process and comments upon the risks and decisions taken when preparing the budget.

Budget Assumption	Financial Standing and Management
<p>1. The treatment of demand led pressures.</p>	<p>The Council have faced unprecedented financial challenges over the last two years in providing the resources to manage the response to the Covid-19 pandemic followed by rising costs and challenges faced through the cost of living crisis. With inflation at a 40 year high, fuelled by rising energy costs, the Council has had to rely on its general balances to ensure it has a balanced budget in 2022/23.</p> <p>Since the final Covid business grants were paid in March 2022, the Revenues and Benefits team has been instrumental in delivering further government initiatives to combat the current cost of living crisis and economic downturn. From April to September 2022, the service administered the Energy Rebate Scheme, making payments of £150 to over 44,000 eligible households in Cheltenham. This is currently being followed up with the Energy Bills Support Scheme which is due to be launched at the end of February 2023. This is for residents in Cheltenham who do not have a direct relationship with an energy provider. It is estimated that a further 1,600 awards of £400 will be made by 31 May 2023.</p> <p>Government funding has also been provided by way of a Council Tax Support Fund to reduce council tax bills further for those in receipt of council tax support for the 2023/24 financial year. Awards will be made to around 3,000 people in total, with the award paid directly to the person's council tax account.</p> <p>The service is also preparing for the 2023 revaluation for Business Rates which will impact the rateable values of all 2.14 million non-domestic properties in England and Wales. Rateable values are used to calculate business rates bills, and the revaluation often leads to changes in customers' bills and questions about this. The changes to reliefs for the retail, hospitality and leisure sectors will also be implemented in time for the 2023/24 billing exercise. Steps are currently being taken to obtain information from businesses in these sectors so that the correct relief of up to 75% can be awarded, which will support businesses further. There has been a recent drive to encourage businesses to sign up to the "My Revenues and Benefits" customer portal so that they can manage their accounts 24/7 and submit on line forms to the service for processing.</p> <p>Service Managers are expected to manage changes within their budgets by re-prioritising or by taking steps to reduce expenditure where income streams decrease significantly. Where this is not possible it will be necessary to use the working balance or earmarked reserves on the understanding that they may need to be restored in future years.</p> <p>Benefits such as universal credit will be uplifted at the same rate as inflation, measured by CPI in September at 10.1%. The benefit cap will also be increased in line with inflation, rising to £22,030 for families outside Greater London. The National Living Wage will rise by 9.7% to £10.42 an hour for individuals aged 23 and over.</p> <p>In 2023/24 an additional Cost of Living Payment of £900 will be provided to households on means-tested benefits, £300 to pensioner households, and £150 to individuals on disability benefits.</p> <p>The impact on rent arrears will be closely monitored and the HRA budget proposals reflect a provision for bad debts of £242,000 in 2023/24.</p>

Budget Assumption	Financial Standing and Management
<p>2. The treatment of inflation and interest rates.</p>	<p>The following assumptions have been made in the preparation of the Medium Term Financial Strategy in respect of inflationary pressures:</p> <ul style="list-style-type: none"> <li>• The pay award for 2023/24 has allowed for a 4% increase with an additional 1% held in contingency. As the rate of inflation is forecast to move back towards the Bank of England's target of 2%, pay awards are modelled at 3% per annum from 2024/25. Members allowances have been budgeted to reflect the same assumptions as staff.</li> <li>• Employer's Superannuation contributions – agreed until 2026 through the latest triennial valuation and through agreement to pay the required secondary sum payments to the Local Government Pension Scheme (LGPS) as an up-front payment for the next 3 years future liability. Future uncertainty in the economy / fund performance may increase or decrease pension fund deficits although budgeting assumptions follow actuarial advice. Current modelling and results support the current strategy which has ensured the Council is in a positive cash-flow position, resulting in an improved funding level of 101%.</li> <li>• Contract inflation has been allowed for at the appropriate contractual rate. The Ubico contract sum (by far our largest contract value) now reflects rising costs of fuel, energy and pay.</li> <li>• In line with previous practice, general inflation has not been provided for unless the relevant professional officer has indicated that there are inflationary pressures. Whilst this creates natural efficiency savings it could lead to insufficient budget to maintain service levels. In-year increases will need to be managed.</li> <li>• The Council provides a number of demand led services e.g. green waste collection, car parking, building control charges, etc. The estimates for 2023/24 provide for an inflationary increase where market conditions dictate. Income from council tax and business rates appear to have recovered to pre-pandemic levels despite the cost of living crisis.</li> <li>• As part of the Autumn Budget Statement in November 2022, the Government confirmed that the April 2023 rent increase for social housing would be capped at a maximum of 7% for existing tenants rather than the 11.1% increase that would be permitted under current rent policy (September 2022 CPI +1%). This increase in income is far outweighed by the increase in costs reducing the net operating surplus by £898,000 to £143,800 compared to the 2022/23 budget Current.</li> <li>• The treasury management strategy continues to diversify into pooled funds which will expose the Council to investments within property, bonds and equities. These funds have the advantage of providing wide diversification of investment risk, coupled with the services of professional fund managers in return for a fee. These funds offer enhanced returns over the longer term, but are more volatile in the short-term but will allow the authority to diversify into asset classes other than cash.</li> <li>• The Council adheres to the CIPFA Code of Practice for Treasury Management 2011 and updates its policy and strategy statements annually. The Capital Strategy and Investment Strategy is reviewed annually to ensure security of public money. Our treasury advisors continue to advise the Council and Treasury Management Panel on policy.</li> </ul> <p>Risks around inflation and interest rate variations have been built into my assessment of the budget and subsequently have been built into the base budget in 2023/24. In-year increases will need to be managed but may need to be funded from General Balances as was the case in 2022/23.</p> <p>The recommended minimum HRA revenue reserve to cover contingencies is £1.5m. The three year projections forecast a reserve balance of £1.5m at 31st March 2026.</p>



Budget Assumption	Financial Standing and Management
<p>3. Estimates of the level and timing of capital receipts.</p>	<p>Property services need to ensure our land and property asset portfolio is fit for purpose, secures increased income generation, maximises capital receipts and stimulates growth and investment in the Borough.</p> <p>Surplus assets and assets generating a low yield have been identified for disposal to realise c. £5m in capital receipts whilst also contributing to the stimulation of the local economy. A strategic review of our property portfolio has been undertaken to ensure that the council's assets make the maximum contribution possible to support the MTFS. In addition the revised Asset Management Strategy was considered and approved by Full Council on 21st February 2022.</p> <p>In November 2020, Full Council agreed its Covid-19 recovery budget alongside a revised Minimum Revenue Provision (MRP) policy and a flexible use of capital receipts strategy.</p> <p>The Council's MRP policy has come under some scrutiny but this is not unique to Cheltenham. The Government recently consulted on proposed changes to MRP guidance and legislation as they acknowledge current practices across the sector is supported with differing legal advice on interpretations of the existing Regulations.</p> <p>DLUHC has made a clear indication that any changes to the regulations will not come into force prior to 1st April 2024 and will only apply prospectively which is in line with our current MRP policy and the projections forecast within the MTFS.</p> <p>Housing stock sales through Right to Buy (RTB) are estimated to be at 20 per annum. These receipts will be ring-fenced towards the supply of new housing. The Government has implemented changes to RTB policy in 2021 which supports the reinvestment of these receipts into the supply of additional social housing in Cheltenham. The deadline to use RTB receipts has been extended from three years to five years and these receipts can fund 40% of each new home instead of 30%. The use of RTB receipts continues to be closely monitored by Cheltenham Borough Homes to ensure they are retained for reinvestment in Cheltenham.</p>
<p>4. The treatment of efficiency savings/ productivity gains.</p>	<p>67% of the savings proposals for 2023/24 are already in progress and no slippage have been identified at this stage. Two of the proposals, totalling £425k, relate to the re-alignment of budget and resourcing to complement our corporate priorities within the new Corporate Plan. Whilst further work is required to realise these savings in a transparent manner, this should not undermine our ability to keep expenditure within budget in 2023/24 as provision is made for slippage within working balances.</p>

Budget Assumption	Financial Standing and Management
<p>5. Government support.</p>	<p>The following assumptions have been made in the preparation of the Medium Term Financial projections in respect of Government support:</p> <ul style="list-style-type: none"> <li>• The estimates for 2023/24 are based on the final financial settlement notified by the Department for Levelling Up, Homes and Communities (DLUHC) on 7<sup>th</sup> February 2023.</li> <li>• The medium term financial projections assume a full business rates reset under the fair funding review in 2025/26. It also assumes this Council will no longer receive any Revenue Support Grant (RSG) and that New Homes Bonus (NHB) will be phased out in its entirety by 2025/26. The Government are committed to releasing a consultation on a replacement scheme for NHB in the coming months ahead.</li> <li>• The budget requires £0.032m of New Homes Bonus (NHB) to support the revenue budget in 2023/24. The budget also requires £0.932m from other grants; Lower Tier Services Grant of £0.115m and Funding Guarantee Grant of £0.817m. In modelling the MTFS, coupled with a business rates reset, it is assumed that these grants will fall away over the coming years, albeit softened by a 'damping' payment in 2025/26.</li> <li>• The budget for 2023/24 includes assumptions for business rates based on estimates of collection rates, bad debts, appeals, reliefs (mandatory and discretionary) and assumed 40% share under the 50% retention system. The medium term financial projections assume that a full reset will be implemented as part of the fair funding review. As in previous years, an earmarked reserve is maintained to help mitigate the risk of any future fluctuations.</li> </ul> <p>Despite the uncertainty over future government funding, I am comfortable that the Council has been sufficiently prudent in budgeting for reductions in government support, including dealing with the uncertainty of business rates and New Homes Bonus receipts.</p> <p>The Government lifted the HRA borrowing restrictions, abolishing the debt cap and left the level of borrowing to be controlled by the prudential code. This should allow a significant increase in the new build programme subject to the identification of appropriate sites and financial viability.</p>

Budget Assumption	Financial Standing and Management
<p>6. Proposed level of council tax.</p>	<p>When setting the level of council tax, members should always consider the medium term outlook to ensure that a sustainable budget position is maintained</p> <p>Members also need to acknowledge that the Localism Act 2011 contains requirements for local authorities to hold a referendum where council tax is proposed above a specific increase (the greater of up to 3% or £5 in 2023/24).</p> <p>Council tax is the main source of locally-raised income for this authority and has previously been referred to by DLUHC as 'an important source of funding which is used to meet the difference between the amount a local authority wishes to spend and the amount it receives from other sources such as government grants.</p> <p>When calculating the core grant settlement, the Government assumes that all Shire Districts will increase their Council Tax by the threshold amount for 2023/24. The indicative grant levels for the period 2023/24 and beyond also assumes that all local authorities will increase their Council Tax levels up to the threshold each year.</p> <p>CIPFA has published a financial resilience index and their recommended good practice is that this is referred to within the s25 report for 2023/24.</p> <p>One of the indicators is the council tax requirement as a ratio to net revenue expenditure. This indicator provides a measure of the relative importance of council tax and grants. A low ratio suggests higher dependency on grants which may suggest that a council may experience financial difficulties as grants diminish further. The ratio for this council in 2023/24 is 57.67% and is projected to rise over the duration of the MTFS which equates to this council having a diminishing dependency on grants.</p> <p>There has been an important shift in the Government's principles, most noticeably, the shift away from freezing council tax to using council tax to generate additional funding. Given the relevance of the indicator outlined above, I support a council tax increase of 2.99% (equivalent to a £6.70 increase on a Band D property) as this will avoid the requirement for a referendum (cost c. £230k) for council tax increases over the government cap.</p>

Budget Assumption	Financial Standing and Management
<p>7. Medium Term Financial Strategy (MTFS) – the strategy for closing the projected funding gap.</p>	<p>Sound financial management requires that the Section 151 Officer and Councillors have full regard to affordability when making recommendations about the local authority's future revenue and capital programme.</p> <p>The 2023/24 budget includes medium term financial projections of the projected funding gap and indicates broadly how the Council may close the projected funding gap over the period 2023/24 to 2026/27. The Medium Term Financial Strategy outlines the strategy for closing the funding gap and includes efficiency savings and income targets rather than necessarily specific worked up projections of cost savings.</p> <p>The Council has traditionally provided 'one off' funding for investment in systems or staff costs i.e. additional short-term resource, redundancy / pension costs funded from savings or earmarked reserves.</p> <p>The Council's approach to modelling and monitoring the MTFS and planning for meeting future funding gaps outlined in the budget strategy demonstrates robust and effective planning for closing the funding gap and is effectively scrutinised.</p> <p>The Council is developing a more commercial approach to service provision with the aim of becoming self-financing and less dependent of Central Government funding. This approach has helped to refocus on delivering a sustainable MTFS. Developing strategies for regeneration and economic growth which will generate revenue for the council to offset the reductions in government funding streams will be a key strand of the development of the MTFS.</p> <p>As the Council moves into the next phase of delivery in its Golden Valley Development (GVD) it is critical that the Council commits adequate resources which are directed towards meeting its corporate priorities. Both the General Fund and the Housing Revenue Account, alongside external partners, have allowed for budget allocations in 2023/24 and beyond to ensure the GVD programme is adequately resourced both via a dedicated program team and through external advisors.</p>
<p>8. The authority's capacity to manage in-year budget pressures.</p>	<p>The authority has proven its ability to manage in-year budget pressures with no recorded overspends in recent years. However, the unprecedented circumstances related to the cost of living crisis, have required a significant drawdown from general balances in 2022/23 to fund budget pressures relating to pay and energy price increases.</p> <p>Improvements to our Devolved Budgetary Control scheme have improved our management of cash limited budgets, with a requirement for each budget-holder to sign and take accountability for their budgets set for the following financial year.</p>
<p>9. The strength of the financial information and reporting arrangements.</p>	<p>The Council has strong internal and external reporting standards. Quarterly management reports are made to the Cabinet. These procedures have allowed firm management of any projected overspends in the past. These reports have been enhanced with detailed financial commentary and clear direction with regards to in-year virements which aids transparency and full scrutiny.</p> <p>In addition, the budget scrutiny working group meet regularly to scrutinise both the in-year budgetary position and the medium term financial strategy.</p>

Budget Assumption	Financial Standing and Management
10. The authority's virement and end of year procedures in relation to budget under/overspends at authority and departmental level.	The Council's virement and carry forward rules are clear. The Council is operating management disciplines to ensure management and policy actions are considered in relation to overspending budgets. Generally virement is considered at a corporate level against corporate priorities, including the contribution towards the optimal level of general fund reserves. The Council's Devolved Budgetary Control scheme gives managers flexibility to manage budget variations within their range of services. Service overspends may be clawed back from future budgets.
11. The adequacy of the authority's insurance arrangements to cover major unforeseen risks.	The Council's insurance arrangements are considered adequate. The Council does self-insure on small claims to mitigate rising insurance premiums which will need to be funded from the base budget.
12. The approach to financing the maintenance programme.	The Council has £599k built into the base revenue budget to fund the annual maintenance budget of the property portfolio. The maintenance schedule of planned commitments has been established for 2023/24 and will be reviewed by the Asset Management Working Group on an annual basis.

Given consideration of the above factors and the detailed scrutiny of the budgets that has been undertaken this year I can give positive assurance on the robustness of the budget estimates. The greatest risk to this assurance is a sustained period of both high inflation and interest rates.

### 3. ADEQUACY OF RESERVES AND BALANCES

The requirement for financial reserves is acknowledged in statute. Sections 32 and 43 of the Local Government Finance Act 1992 require billing authorities in England and Wales to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

Within the statutory and regulatory framework it is the responsibility of the Section 151 Officer to advise the authority on its level of reserves that should be held and to ensure that there are clear protocols for their establishment and use. Councillors, on the advice of the Section 151 Officer, should make their own judgements on such matters taking into account local circumstances. The adequacy of reserves can only be assessed at a local level and requires a considerable degree of professional judgement. The assessment needs to be made in the context of the authority's MTFS, its wider financial management, and associated risks over the lifetime of the plan. The Secretary of State has reserved powers to set a minimum level of reserves to be held by councils if required.

The CIPFA resilience index also has a number of indicators measuring reserves. The indicators suggest that compared to other district councils, both our earmarked reserves and our unallocated reserves (i.e. general balances) are in the middle quartile. Whilst this is useful information, it needs to be more qualitative, which is around whether reserves are being used in line with policy. There appears to be an assumption within these indicators that having high levels of reserves is a good measure which doesn't necessarily fit well with the equity perspective that Council's

should not be sitting on high levels of reserves as this is being funded by local taxpayers that are not getting any benefit.

Reserves should not be held without a clear purpose. Should it be considered that the level (or proposed levels of reserves) is inadequate then a report must be made to Council outlining how this has arisen and what action should be taken to prevent a reoccurrence in subsequent years.

As part of the annual budget setting process and in reviewing the MTFS, the Council needs to consider the establishment and maintenance of reserves. These can be held for three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general balances;
- a contingency to cushion the impact of unexpected events or emergencies – this also forms part of general balances;
- a means of building up funds (earmarked reserves) to meet known or predicted requirements.

## **GENERAL (WORKING) BALANCES – CALCULATION OF OPTIMUM LEVEL**

There are two approaches for deciding the optimum level of working balance. One approach is to simply apply a percentage range to the Net Budget Requirement, currently assessed as between 5% and 10% or a level between £0.875m and £1.750m. The alternative is a level based upon a risk assessment of the budget. In 2023/24 the Section 151 Officer has used a risk based approach to assess the appropriate level of general balances.

The framework for assessing the risks surrounding the budget needs to consider the following:

- Inflationary pressures.
- Pension Fund changes.
- Planned savings measures.
- Interest rate variations.
- Volume variations on demand-led services such as planning fees, land charges, particularly in light of Covid-19.
- New services/initiatives including waste and recycling.
- The risk of litigation.
- Emergency planning.
- Financial guarantees.
- Grant income.
- Future budget projections.

	Area of Risk	Explanation
1.	Inflationary Pressures	Historically the cost of pay awards has caused major variations to budget estimates. The 2023/24 budget proposals assume a pay rise of 4% will be offered in 2023/24 in line with expectations across the whole Public Sector. The assumptions within the proposed budget also allow for a further contingency of 1% which negates the need to make a

	Area of Risk	Explanation
		<p>provision within the working balance to offset this risk.</p> <p>Inflationary risks on other costs are a factor elsewhere. The Ubico contract is driven by fuel and pay increases and a provision of 1% on the 2023/24 General Fund contract value (excluding asset charges which are relatively stable) suggests a figure of £95,000 should be kept as a provision within the working balance.</p> <p>Whilst the rising costs of energy have been factored into the base budget in 2023/24, other supplies and services could be subject to an uplift in prices. A further £100,000 is considered prudent to be provided for within the working balance.</p>
2.	Pension Fund Changes	The 2022 triennial review has brought a degree of certainty to future pension costs for 2023-2026. These will not impact adversely on the Council in the next 12 months so no specific provision is required at this point.
3.	Planned savings measures	The Savings Strategy identifies £4.200m of targets to be delivered across 2023/24 to 2026/27. Slippage can occur and a Red Amber Green (RAG) system for identifying those work streams at risk of slippage are coded within the internal Savings Strategy. Currently the strategy notes £425,000 of work streams considered 'amber' for 2023/24 in terms of delivery and so 50% of these (i.e. £212,500) are accommodated within the working balance.
4.	Interest rate variations	<p>After a sustained period of low interest rates, the Bank of England base rate has increased on 8 occasions during the last 12 months with it now standing at 4%. Whilst the majority of the Council's borrowing is fixed, our existing strategy remains to use short-term borrowing to fund elements of our capital programme identified as work in progress.</p> <p>The 2023/24 budget assumes interest rates for short-term borrowing is 4% and whilst many commentators believe that interest rates have peaked there remains some upside risk. A provision of £125,000 is therefore, provided within the working balance.</p>
5.	Volume variations demand led	<p>During the economic downturn associated with Covid-19 the Council was extremely vulnerable to drops in key income streams, e.g. planning fees, car parking income, etc. The budget projections reflect a reset in some of these areas to align with changing consumer behaviours and to ensure the Council is less reliant on income from car parking charges. As such a provision amounting to £300,000 to reflect the volatility is recognised in the working balance. A number of earmarked reserves are also held specifically to deal with this volatility.</p> <p>The Council currently budgets £1.160m from total recycling material sales in 2023/24 but this income stream has been subject to significant volatility in the prices we are receiving within the market over the last 3 years.</p> <p>A 15% swing in prices across the board would represent a £174,000 within our revenue budget which is provided for within the working balance.</p>
6.	Risk of litigation contingency	The level of risk associated with litigation is considered and a provision of £100,000 is retained within the working balance, which mirrors the budget provision for supplementary approvals. The council holds a separate earmarked reserve for planning appeals which is also available if required.
7.	Emergency planning	Whilst the government will step in to assist in the event of a major disaster there are thresholds at which assistance is given. This threshold is 0.2% of the net budget. Financial support is then given at 85% of costs above this level. Provision of £1m would cost this Council £170,000 which is provided for within the working balance; the cash flow impact would need to be handled from invested cash balances.



	Area of Risk	Explanation
8.	Financial guarantees/ contingent liabilities	Run-off of the old Municipal Mutual Insurance claims has begun but no provision is required at this stage.
9.	Grant income	A number of one-off grant streams are anticipated in the 2023/2024 budget but no assumptions have been made for their continuation across future financial years. No risks have been identified around existing grant flows that require specific provision in the working balance.
10.	Business rates retention	As part of the pooling arrangement, the Council could be required to contribute to large scale revaluations such as occurred with Virgin Media via Tewkesbury Borough Council. Provision for such occurrences should therefore be included within the working balance and as such £150,000 is held. The council holds a separate earmarked reserve for Business Rates Retention which is also available if required.
11.	The Cheltenham Trust	A contingency provision of £100,000 is to be held in general balances for any unforeseen instances incurred by the Trust as they go through re-organisation and transformation post Covid-19.

The assumptions above total £1,526,500 suggesting that we strive to maintain a working balance around this figure during 2023/24. The Council should aim to not allow the working balance to fall below this figure. The current working balance is projected to be £1,563,128 at 31<sup>st</sup> March 2024.

### **EARMARKED RESERVES**

In order to assess the adequacy of earmarked reserves when setting the budget, the Section 151 Officer should take account of the strategic, operational and financial risks facing the authority. Accepting that there are still some areas of uncertainty, the level of reserves appears adequate at this point in time and no other changes are currently recommended, although every effort should be made to increase the level of reserves held as a way of future-proofing against further funding reductions.

I have reviewed the revenue reserves and propose the transfers as identified in Appendix 5. I also consider that the financial reserves and working balance as proposed in these papers are adequate to fund spending plans for 2023/2024. However, given the uncertainty surrounding the outcome of the Fair Funding Review and the Business Rates Retention reset proposed in 2025, I recommend that any future underspends or fortuitous windfalls are earmarked for transfer to either general balances or the budget strategy (support) reserve.

### **3. CAPITAL HEALTH**

The CIPFA Resilience Index highlights 2 particular indicators surrounding capital health:

- Interest Payable / Net Revenue Expenditure
- Gross External Debt

These measures only partially cover capital health as they are unable to analyse how these measures are factored in at a local level. Interest payable is more than covered

by income received which have been backed up by prudent business cases when it comes to commercial property investments and regeneration projects. The Council has also approved a prudent Minimum Revenue Provision (MRP) Policy that ensures all debt is serviced and repaid over the life of an asset.

Whilst the gross external debt level may be perceived to be high in value, this indicator alone does not reflect the strength of the Council's Balance Sheet or indeed recognise the benefits of debt such as social value, wellbeing and financial return.

The asset to debt ratio is a measure of a company's financial risk. That is, it measures how much of a company's debts could be paid off by selling its assets in case of liquidation. If it is less than 0.5, the company's ratio is strong, because the company is easily able to service their debts if they have to. If the ratio is large, like over 0.5 or especially over 1, more of the expenses are being paid by borrowed money, which might indicate less stability. With an asset to debt ratio of 0.45, the council's ratio is therefore strong.

#### **4. OVERALL CONCLUSION**

There is a legal requirement under the Local Government Act 1992, section 32 and 43 to set a balanced budget. The budget proposal includes budgets for expenditure and income and uses reserves to fund one off expenditure, fund future expenditure or phase in the impact of increased expenditure per the MTFS without drawing on the General Reserve.

I am, therefore, satisfied that the proposed budget is balanced and meets the legal requirement to set a balanced budget.

My overall view is that the budget is a sound response to continuing challenging financial circumstances, which maintains services, maximises efficiencies and responds to anticipated future financial challenges.

In line with statutory duties, Members are asked to consider the advice provided in this report, based upon my assessment of the robustness of the overall budget and estimates in the medium term financial projections.

**PAUL JONES**

Executive Director Finance, Assets and Regeneration (Section 151 Officer)

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**APPENDIX 3: NET GENERAL FUND DRAFT BUDGET 2022/23 & 2023/24**

<b>GROUP</b>	<b>2022/23 ORIGINAL £</b>	<b>2022/23 REVISED £</b>	<b>2023/24 ORIGINAL £</b>
<b>Projected cost of 'standstill' level of service</b>			
Chief Executive Directorate	3,276,963	3,847,616	3,492,225
Communities & Place	11,127,385	10,942,575	12,347,059
Finance, Assets & Regeneration	7,347,112	6,779,454	7,814,318
<b>Total Cost of Services*</b>	<b>21,751,460</b>	<b>21,569,645</b>	<b>23,653,602</b>
Capital Charges	(3,833,984)	(3,386,939)	(3,308,333)
Interest and Investment Income	(2,275,432)	(2,344,480)	(2,019,012)
Savings / Additional income identified - Appendix 5	(1,507,000)	0	(1,300,000)
Use of balances and reserves	(4,603,568)	(6,502,341)	136,535
Transfer to/(from) General Balances	302,143	(300,835)	331,385
Use of Budget Strategy Support reserve			
<b>NET BUDGET</b>	<b>9,833,619</b>	<b>9,035,050</b>	<b>17,494,177</b>
<b>Deduct:</b>			
National Non-Domestic Rate	(457,416)	(519,033)	(1,497,620)
National Non-Domestic Rate - 2020/21 (surplus) / deficit	361,769	361,769	542,146
National Non-Domestic Rate - 2021/22 (surplus) / deficit	4,903,766	5,937,118	(967,084)
National Non-Domestic Rate - 2022/23 (surplus) / deficit			(318,368)
National Non-Domestic Rates - S31 Grants	(3,889,118)	(4,038,464)	
SFA Levy Surplus		(23,820)	(4,181,908)
New Homes Bonus	(637,846)	(637,846)	(31,640)
S31 Grants - Lower Tier Services Grant	(129,988)	(129,988)	0
Services Grant	(195,881)	(195,881)	(114,920)
3% Funding Guarantee Grant			(817,477)
Council Tax (Surplus)/deficit	(58,500)	(58,500)	(33,760)
	<b>(103,214)</b>	<b>695,355</b>	<b>(7,420,631)</b>
<b>NET SPEND FUNDED BY COUNCIL TAX</b>	<b>9,730,405</b>	<b>9,730,405</b>	<b>10,073,547</b>
Band 'D' Tax	£224.08	£224.08	£230.78
Increase per annum	£5.00	£5.00	£6.70
Increase per week	£0.10	£0.10	£0.13
% Rise	2.28%	2.28%	2.99%
Gross Collectable Tax Base	43,862.42	43,862.42	44,090.90
Collection Rate %	99.00%	99.00%	99.00%
Net tax base	43,423.80	43,423.80	43,650.00

\*total cost of services has been re-categorised to reflect the new organisational structure of the Council

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#### Appendix 4 - Budget Savings and Additional Income

Description	Original 2022/23 £	Delivered 2022/23 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £
Re-alignment of resourcing with Corporate Priorities	175,000	175,000	125,000	150,000	150,000	-
Customer digital channel shift			-		50,000	100,000
Commercial income generation opportunities	50,000	50,000	100,000	200,000	50,000	50,000
Reduction in the Cheltenham Trust management fee	100,000	100,000	100,000	100,000	-	-
Maximise opportunities to strengthen CBC-CBH partnership	300,000	200,000	100,000	-	-	-
Review of the commercial viability of pest control service	50,000	50,000	-	-	-	-
Review of the trade waste service	120,000	120,000	-	-	-	-
Efficiency review of the Household Recycling Centre	87,000	40,000	-	-	-	-
Marketing and destination - service redesign	50,000	50,000	-	-	-	-
North Place Development - increase in tax base	-	-	-	-	-	50,000
North West and West Cheltenham Development - Increase in Council Tax and NNDR	-	-	-	-	250,000	750,000
Value for money review of our planned maintenance and reactive repairs contracts	125,000	25,000	-	50,000	-	-
Pension tri-annual review	-	-	575,000	100,000	100,000	100,000
Existing Investment portfolio income generation	150,000	-	-	-	-	-
Energy usage review across asset portfolio	100,000	-	-	50,000	50,000	50,000
New Housing supply - mark-up on borrowing / equity	50,000	-	-	-	-	-
Treasury Management activity	50,000	-	-	100,000	-	-
Modernisation Programme	100,000	-	-			
Review of budget allocations against new Corporate Plan		-	300,000			
Minister Exchange	-	-	-		-	
Depot Rationalisation of the site	-	-	-		-	100,000
Maximise opportunities from asset portfolio	-	-	-	150,000	50,000	100,000
<b>Total</b>	<b>1,507,000</b>	<b>810,000</b>	<b>1,300,000</b>	<b>900,000</b>	<b>700,000</b>	<b>1,300,000</b>

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Appendix 5 - Reserves Statement 2022/23 & 2023/24

			<u>31st March</u>	<u>2022/23</u>	<u>2022/23</u>	<u>2022/23</u>	<u>31st March</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2023/24</u>	<u>31st March</u>
			<u>2022</u>	<u>Revenue</u>	<u>Capital</u>	<u>Adjustments</u>	<u>2023</u>	<u>Revenue</u>	<u>Review</u>	<u>Capital</u>	<u>2024</u>
			£	£	£	£	£	£		£	£
<u>EARMARKED RESERVES</u>			<u>Purpose of Reserve</u>								
<u>Other</u>											
RES002	Pension & Restructuring Reserve	To fund future reorganisational changes	(226,003)	(250,000)		228,520	(247,483)	(100,000)			(347,483)
RES003	Economic Development & Tourism Reserve	To fund future economic and tourism studies	(4,200)				(4,200)		4,200		0
RES008	House Survey Reserve	To fund cyclical housing stock condition surveys	(5,616)				(5,616)				(5,616)
RES009	Twinning Reserve	Twinning towns civic visits to Cheltenham	(8,366)				(8,366)				(8,366)
		To fund future flood resilience work, delegated to the Flood working group for allocation	(30,500)				(30,500)				(30,500)
RES014	GF Insurance Reserve	To fund risk management initiatives / excess / premium increases	(77,106)				(77,106)		77,106		(0)
RES016	Joint Core Strategy Reserve	To fund Joint Core Strategy	(127,780)				(127,780)				(127,780)
RES020	Ubico Reserve	Replacement fund	(54,000)				(54,000)				(54,000)
RES022	Homelessness Reserve	To cover future homelessness prevention costs	(41,100)				(41,100)				(41,100)
RES023	Transport Green Initiatives Reserve	To fund Transport Green Initiative Schemes	(33,825)				(33,825)				(33,825)
RES024	New Initiatives reserve	To fund transformation programme	(251,469)		94,846	24,870	(131,753)	93,675			(38,078)
RES025	Budget Strategy (Support) Reserve	To support budget strategy	(177,177)	(339,032)		345,000	(171,209)	161,757			(9,452)
RES026	Social Housing Marketing Assessment (SHMA) Reserve	To fund Social Housing Marketing Assessment work	(41,534)	(2,500)			(44,034)	(2,500)			(46,534)
RES028	Green Economic Recovery and Investment Funding Reserve	To utilise the underspend from the 2020/21 outturn	(250,000)		112,049		(137,951)		(4,200)		(142,151)
			<b>(1,328,676)</b>				<b>(1,114,923)</b>				<b>(884,885)</b>
<u>Repairs &amp; Renewals Reserves</u>											
RES201	Commuted Maintenance Reserve	Developer contributions to fund maintenance	(48,691)	12,172			(36,519)	12,172			(24,347)
RES204	I.T. Repairs & Renewals Reserve	Replacement fund	(167,200)	(50,000)			(217,200)	(50,000)			(267,200)
RES206	Delta Place Reserve	maintenance fund	(374,792)	(100,000)	200,000		(274,792)	(50,000)			(324,792)
RES205	Property Repairs & Renewals Reserve	20 year maintenance fund	(741,872)	102,000			(639,872)	102,000			(537,872)
			<b>(1,332,555)</b>				<b>(1,168,383)</b>				<b>(1,154,211)</b>
<u>Equalisation Reserves</u>											
RES029	Council Tax Appeals Equalisation Reserve	To fund fluctuations in overpayment of court costs	(53,926)				(53,926)				(53,926)
RES101	Rent Allowances Equalisation	Cushion impact of fluctuating activity levels	(131,431)				(131,431)		31,431		(100,000)
RES102	Planning Appeals Equalisation	Funding for one off appeals cost in excess of revenue budget	(76,612)				(76,612)				(76,612)
RES105	Local Plan Equalisation	Fund cyclical cost of local plan inquiry	(9,795)				(9,795)				(9,795)
RES106	Elections Equalisation	Fund cyclical cost of local elections	(186,787)	62,900			(123,887)	(62,100)			(185,987)
RES107	Car Parking Equalisation	To fund fluctuations in income from closure of car parks	(269,341)			25,120	(244,221)		44,221		(200,000)
RES108	Business Rates Retention Equalisation	To fund fluctuations in income from retained business rates	(5,932,560)	5,308,695		600,045	(23,820)	(250,000)			(273,820)
RES109	Cemetery income Equalisation reserve	Additional Crematoria income to 2nd chapel build scheme	(126,369)				(126,369)		26,369		(100,000)
RES110	HMO Licenses Equalisation	To fund fluctuations in income from HMO Licenses	(58,667)	29,333			(29,334)	29,334			0
			<b>(6,845,488)</b>				<b>(819,395)</b>				<b>(1,000,140)</b>
<u>Reserves for commitments</u>											
RES301	Carry Forwards Reserve	Approved budget carry forwards	<b>(705,218)</b>	705,218			<b>0</b>				<b>0</b>
<u>CAPITAL</u>											
RES402	Capital Reserve - GF	To fund General Fund capital expenditure	<b>(293,403)</b>	(200,000)	200,000		<b>(293,403)</b>	(200,000)		200,000	<b>(293,403)</b>
<b>TOTAL EARMARKED RESERVES</b>			<b>(10,505,340)</b>				<b>(3,396,104)</b>				<b>(3,332,639)</b>
<u>GENERAL FUND BALANCE</u>											
B8000 -	General Balance - RR	General balances									
B8240			(1,532,578)	(2,204,769)		2,505,604	(1,231,743)	(152,258)	(179,127)		(1,563,128)
			<b>(1,532,578)</b>				<b>(1,231,743)</b>			<b>(1,563,128)</b>	
<b>TOTAL GENERAL FUND RESERVES AND BALANCES</b>			<b>(12,037,918)</b>	<b>3,074,017</b>	<b>606,895</b>	<b>3,729,159</b>	<b>(4,627,846)</b>	<b>(467,920)</b>	<b>0</b>	<b>200,000</b>	<b>(4,895,766)</b>

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Code	Funded	Directorate / Scheme	Scheme Description	Approved Budget 2022/23 £	Actual Spend 2022/23 £	Forecast Outturn 2022/23 £	Forecast Budget 2023/24 £	Forecast Budget 2024/25 £	Forecast Budget 2025/26 £
		<b><u>FINANCE &amp; ASSETS</u></b>							
CAP516	PB	Gloucestershire Airport Limited	Runway repairs	5,200,000	3,025,000	3,193,000	270,000	-	-
CAP515	PB	Minster Innovation Exchange	20,000 sq ft purpose-built commercial space adjacent to the Minster	4,218,191	1,613,552	2,718,191	1,500,000	-	-
CAP522	GF Cap receipts	Electric Vehicle Charging Points	Infrastructure to support the delivery of EV charging points	75,000	-	-	75,000	-	-
CAP033	Revenue Reserves	Refurbishment of the Reception	Refurbishment of the Reception in advance of re-opening	130,000	130,403	130,403	-	-	-
CAP506	GF Cap receipts	Enterprise Way Phase 2	Industrial units to complete development	-	22,651	22,651	-	-	-
CAP524	PB	Green Investment Fund - Upgrade of the Building Management System	Installation of a new building management system to reduce energy usage across the main buildings in our portfolio.	151,000	-	151,000	-	-	-
CAP513	GF Capital Receipts	Smart Working project	Municipal Offices ground and first floor refurbishment	200,000	34,720	100,000	50,000	-	-
CAP518	GF Cap receipts	Sandford Park toilets	Provide for new public toilet provision at Sandford Park	150,000	-	-	150,000	-	-
CAP208	Revenue Reserves	Clarence Fountain	Refurbishing the Clarence Fountain area in line with Green Economic Recovery and Investment strategy outlined in the 2020/21 outturn report.	95,000	87,049	87,049	-	-	-
CAP521	Revenue Reserves	Montpellier Toilets	To improve public toilet provision in the town.	100,000	11,249	25,000	75,000	-	-
CAP026	GF Cap receipts	IT Infrastructure	5 year ICT infrastructure strategy	250,000	735	80,523	319,477	150,000	150,000
			The new Case Management System, when fully implemented, should deliver staffing efficiencies of between 5% - 10% which would free up resource to take on additional third party work as envisaged by the Business Plan and the anticipated increase in third party income would be estimated to exceed, over the three year period, the procurement cost	40,000	-	40,000	-	-	-
CAP131	GF Cap receipts	One Legal case management system							
CAP507	GF Cap receipts	Changing Places	Two changing room accessible toilets in the town centre	42,185	-	-	42,185	-	-
CAP227	PB	Housing Delivery	Enabling the delivery of Private Rented Sector (PRS) Housing through Cheltenham Borough Homes	4,500,000	-	-	4,500,000	4,500,000	4,500,000
CAP228	Partner funding	Housing Enabling	Expenditure in support of enabling the provision of new affordable housing in partnership with registered Social Landlords and the Homes and Communities Agency (HCA)	252,746	-	252,746	-	-	-
CAP606	GF Cap receipts	Crematorium Scheme - existing chapel	Redevelopment of existing chapel	285,000	-	50,000	235,000	-	-
CAP523	PB	High Street Regeneration and Investment	Investment for the purchase and regeneration of properties and enhancement of the Council's property portfolio	6,232,410	3,307,507	3,307,507			
CAP517	PF	Imperial Gardens Railing Restoration	The restoration of the Imperial Gardens Railing to be funded by external resources and project managed by CBC. £100k	100,000	90,431	90,431	-	-	-
				22,021,532	8,323,297	10,248,501	7,216,662	4,650,000	4,650,000
		<b><u>PLACE &amp; COMMUNITIES</u></b>							
CAP030	GF Cap receipts	Carbon Neutral agenda	Seed funding to deliver the actions needed, as outlined in the report to Full Council in October 2019, to facilitate the Council's ambition to become carbon neutral by 2030.	332,016	113,859	150,000	182,016	-	-
CAP032	Capital Grant contribu	Public Sector Decarbonisation Scheme	Installation of the sub-meters in line with the SALIX grant application	149,517	152,174	152,174			
CAP010	Revenue Reserves	Digital Platform	Implementation and roll out of the new digital platform across the Council	94,846	43,200	43,200	51,646		
			Invest a sum of £1m to pump prime the commercial opportunities identified by The Cheltenham Trust (including investment which both sustains and grows income at the Town Hall);						
CAP135	GF Cap receipts	Commercialisation opportunities within the Cheltenham Trust		650,000	250,000	250,000	400,000		
			The introduction of an In-Cab system would reduce the mileage required to be completed by Ubico, because it would guide the crew around their collection route and would largely eliminate mistakes.						
CAP306	GF Cap receipts	In Cab Technology		200,000	-	130,781	-	-	-
CAP607	Partner funding	The Burrows Improvement Project	Forward funding for the Leckhampton playing field works.	298,159	214,695	298,159	-	-	-
CAP204	GF Cap receipts	Public Realm Investment - Grosvenor Street Car Park	Improving linkages to the High Street, signage and decoration.	115,500	-	-	115,500	-	-
CAP201	GF Cap receipts	CCTV	Additional CCTV in order to improve shopping areas and reduce fear of crime	104,781	9,520	10,000	226,281	-	-
CAP205/6/7	GF Cap receipts	Public Realm Improvements - High Street Phase 2	Public Realm in the Strand / Cambray	412,914	30,498	412,914	-	-	-
			Mandatory Grant for the provision of building work, equipment or modifying a dwelling to restore or enable independent living, privacy, confidence and dignity for individuals and their families.						
CAP221	Better Care Fund	Disabled Facilities Grants		500,000	368,775	500,000	500,000	500,000	500,000
CAP223	Partner funding	H&S, vacant property & renovation grants	Assistance available under the council's Housing Renewal Policy	206,400	4,592	206,400	-	-	-
CAP224	Better Care Fund	Warm & Well	A Gloucestershire-wide project to promote home energy efficiency, particularly targeted at those with health problems	18,400	-	18,400	18,400	18,400	18,400
CAP101		Clyde Scooter Skate Park	Developer Contributions						
				50,000	61,280	50,000	50,000	50,000	50,000
				15,000	-	15,000	64,494	300,000	
CAP102	GF Cap receipts	Play Area Enhancement	Delivery of the capital projects in line with the UKSPF funding bid	123,800	99,828	123,800	-	-	-
			We are tendering one large playground improvement contract. Both will be committed this year, but paid for in next financial year.						
			Contribution to the works required to build the storage room for Leckhampton Rovers	25,000	-	-	25,000		
CAP608	GF Cap receipts	The Burrows Improvement - phase two		25,000	-	-	25,000		
	GF Cap receipts	Naunton Park Improvements	Contribution to pathways and drainage work						
			Allotment Enhancements - new toilets, path surfacing, fencing, signage, and other improvements to infra-structure.	161,000	-	161,000	-	-	-
CAP501	GF Cap receipts	Allotments		-	-	-	40,800	-	-
CAP133	GF Cap receipts	Replacement Parks & Gardens Vehicles	Replacement vehicles for parks and gardens					-	-
CAP301	GF Cap receipts	Vehicles and recycling equipment and receptacles	Replacement vehicles and recycling equipment	1,710,795	516,235	1,710,795	1,300,000	-	-
				5,193,128	1,864,656	4,232,623	2,999,137	868,400	568,400
		<b>TOTAL CAPITAL PROGRAMME</b>		27,214,660	10,187,953	14,481,124	10,215,799	5,518,400	5,218,400

<b>Funded by:</b>						
General Fund Capital Receipts	4,902,991	1,078,046	4,242,464	4,686,259	150,000	150,000
Prudential Borrowing	20,301,601	7,946,059	8,369,698	4,770,000	4,500,000	4,500,000
Partner Funding	857,305	309,718	847,736	-	-	-
Capital Grant or Contribution	164,517	152,174	167,174	64,494	300,000	-
Better Care Fund	518,400	368,775	518,400	518,400	518,400	518,400
s106 Funding	50,000	61,280	50,000	50,000	50,000	50,000
Revenue Reserves	419,846	271,901	285,652	126,646	-	-
<b>Total</b>	<b>27,214,660</b>	<b>10,187,953</b>	<b>14,481,124</b>	<b>10,215,799</b>	<b>5,518,400</b>	<b>5,218,400</b>

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**Appendix 7: Planned Maintenance Programme**

**Priority Grading**

**Priority 1:** Critical work that will prevent immediate closure of premises, and/or address an immediate high risk to health & safety of occupants, and/or remedy a serious breach of legislation

**Priority 2:** Essential work required within two years that will prevent deterioration of fabric or services, and/or to the health & safety of occupants, and/or remedy a lesser breach of legislation

**Priority 3:** Desirable work required within two years that will prevent deterioration of fabric or services, and/or to the health & safety of occupants, and/or remedy a lesser breach of legislation

Order of Estimated Cost		Financial Year 2023 - 2024			
		Priority			Total
Property Name	Description	1	2	3	
	Contingency fund for Compliance/ H&S remedial work (including Fire, Legionella & Asbestos remedials)				
All Properties (H&S)	Top up for reactive	35,000			
All Properties (H&S)		134,450			
Bridges	Bridge inspection reports and remedials	10,000			
Rec Centre	Replacement of change village cubicles	25,000			
PoW	Ongoing repairs to the athletics track	15,000			
Central Depot	Ongoing repairs to service road	15,000			
Central Depot	Ongoing roof repairs to various buildings	15,000			
Whaddon Road Pavilion	Compliance works	13,000			
Municipal offices	Replacement of 2 No. obsolete gas boilers	25,000			
Municipal offices	External fabric survey	5,000			
Municipal offices	Works arising from fabric survey	20,000			
Art Gallery and Museum	Stonework remedials	10,000			
Art Gallery and Museum	Replacement humidifier	7,000			
Art Gallery and Museum	Decommission lift	10,000			
Town Hall	Stonework remedial works	10,000			
Pump Rooms	Plasterwork remedial works arising from inspection	15,000			
Pump Rooms	Upgrade CCTV system.	10,000			
Pump Rooms	Upgrade current fire alarm system with wireless	30,000			
Cemetery Gardens	Phase3 water main renewal	20,000			
Cemetery Gardens	Security fencing	15,000			
Old Chapels	Remedial works arising from stonework surveys	10,000			
Old Chapels	Bat surveys/ license	10,000			
Cemetery Yard	Renew kitchen units	5,000			
Cemetery Yard	Renew yard entrance gate	3,500			
Cemetery Yard	Repainting/painting to yard building	5,000			
Cemetery roads	Ongoing resurfacing/ pothole repairs to roads and footpaths	20,000			
Crematorium	Renew specialist entrance doors (Oak Chapel)	8,000			
Pittville Toilets	Internal & external refurbishment	10,000			
Royal Well Toilets	Internal & external refurbishment	10,000			
Regent Arcade Car Park	Deep clean to decks	7,000			
Regent Arcade Car Park	Remedial works to ramp entrance	5,000			
High Street Car Park	Resurface concrete hardstanding	10,000			
St James Street Car Park	Line marking	3,500			
Commercial Street Car Park	Line marking	3,500			
Commercial Street Car Park	Boundary wall repairs	5,000			
St Georges Road Car Park	Boundary wall repairs	5,000			
Chelt Walk car park	Boundary wall repairs	5,000			
Bath Terrace Car Park	Line marking	3,500			
Pump Rooms Car Park	Line marking	3,500			
Phoenix Passage	Renew drainage channels	12,000			
Oakley Resource Centre	Access control upgrade to all doors	15,000			
Sub Totals:		£ 598,950	£ -	£ -	£ 598,950

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**Flexible use of Capital Receipts Strategy 2023/24****Introduction**

As part of the November 2015 Spending Review, the Government announced that it would introduce flexibility for the period of the Spending Review for local authorities to use capital receipts from the sale of assets to fund the revenue costs of service reform and transformation. Guidance on the use of this flexibility was issued in March 2016 which applied to the financial years 2016/17 through to 2019/20.

In December 2017 the Secretary of State announced that this flexibility would be extended for a further three years (until 2021-2022) and in February 2021 an additional extension of three years was announced. The latest extension focused on the use of capital receipts to fund transformation or other projects that produce long term savings or reduce the costs of service delivery.

**The Guidance**

The guidance issued by the Secretary of State under section 15(1)(a) of the Local Government Act 2003 specifies that;

- Local authorities will only be able to use capital receipts from the sale of property, plant and equipment received in the years in which this flexibility is offered. They may not use their existing stock of capital receipts to finance the revenue costs of reform.
- Local authorities cannot borrow to finance the revenue costs of the service reforms.
- The expenditure for which the flexibility can be applied (known as 'Qualifying Expenditure') should be the up-front (set up or implementation) costs that will generate future ongoing savings and/or transform service delivery to reduce costs or the demand for services in future years. The ongoing revenue costs of the new processes or arrangements cannot be classified as qualifying expenditure.
- The key determining criteria to use when deciding whether expenditure can be funded by the new capital receipts flexibility is that it is forecast to generate ongoing savings to an authority's net service expenditure.
- In using the flexibility, the Council will have due regard to the requirements of the Prudential Code, the CIPFA Local Authority Accounting Code of Practice and the current edition of the Treasury Management in Public Services Code of Practice.

To make use of this flexibility, the Council is required to prepare a "Flexible use of capital receipts strategy" before the start of the year, to be approved by Full Council. This can form part of the budget report to Council. This Strategy therefore applies to the financial year 2023/24, which commences on 1 April 2023.



**Examples of qualifying expenditure**

There are a wide range of projects that could generate qualifying expenditure and the list below is not prescriptive. Examples of projects include:

- Sharing back-office and administrative services with one or more other council or public sector bodies;
- Investment in service reform feasibility work, e.g. setting up pilot schemes;
- Collaboration between local authorities and central government departments to free up land for economic use;
- Funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation;
- Sharing Chief-Executives, management teams or staffing structures;
- Driving a digital approach to the delivery of more efficient public services and how the public interacts with constituent authorities where possible;
- Aggregating procurement on common goods and services where possible, either as part of local arrangements or using Crown Commercial Services or regional procurement hubs or Professional Buying Organisations;
- Improving systems and processes to tackle fraud and corruption in line with the Local Government Fraud and Corruption Strategy – this could include an element of staff training;
- Setting up commercial or alternative delivery models to deliver services more efficiently and bring in revenue (for example, through selling services to others);
- Integrating public facing services across two or more public sector bodies (for example children's social care, trading standards) to generate savings or to transform service delivery.

**The Council's 2023/24 Budget Proposal**

The Government has provided a definition of expenditure which qualifies to be funded from capital receipts. This is: "Qualifying expenditure is expenditure on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners. Within this definition, it is for individual local authorities to decide whether or not a project qualifies for the flexibility."

The 2023/24 budget proposal presented to Full Council in February 2023 does not include any proposal to utilise the flexible use of capital receipts. However, if during the year projects are identified that satisfy the definition above these will be considered by Cabinet and approval for the use of capital receipts will be requested through the relevant channels in line with the Council's Budget and Policy Framework Rules.

**Impact on Prudential Indicators**

The guidance requires that the impact on the Council's Prudential Indicators should be considered when preparing a Flexible Use of Capital Receipts Strategy. Capital receipts which are allocated to fund the Council's capital programme have been allocated, will be monitored throughout the year and will not be subsequently used to fund qualifying expenditure. Therefore, there will be no change to the council's Prudential Indicators that are contained in the Treasury Management Strategy Statement which will be presented to Full Council in March 2023 for approval.

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## Pay Policy Statement

For all employees at Cheltenham Borough Council  
2023 - 2024

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## 1. Purpose

- 1.1. This Pay Policy Statement (The Statement) is provided in accordance with Section 38(1) of the Localism Act 2011 and will be updated annually prior to the commencement of the new financial year.
- 1.2. The Statement sets out Cheltenham Borough Council's (The Council) policies relating to the pay of its workforce for the financial year 2023 -2024, in particular: -
- the remuneration of its Chief Officers
  - the remuneration of its lowest paid employees
  - the relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers.

## 2. Definitions

2.1. For the purpose of this Pay Policy Statement the following definitions will apply:

- **Chief Officers** as detailed in paragraph 7.1 of the document.
- **Lowest paid employees** of the Council are defined as those employees (excluding Apprentices) who are in a full time or part time role, who are above the age of 21, and are paid within Grade A of the Council's Job Evaluation scheme (the lowest band). As at 1 April 2022 the Grade A band was £20,441 per annum, with only one pay point. This is in line with the Real Living Wage (at Nov 2021). New rate at Nov 2022 to be agreed at Budget Setting Council meeting (see paragraph 12).
- **Employees who are not Chief Officers** - refers to all staff not covered under the Chief Officer group detailed above.

At the time of publication of this policy statement no annual pay award has been agreed for 2023-2024.

## 3. Pay framework & remuneration levels

- 3.1. Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be unnecessarily excessive. Each council has responsibility for balancing these factors and each council faces its own unique challenges and opportunities in doing so. Flexibility to cope with various circumstances that may arise is retained by the use of market supplements. (See Market Forces Supplement section below) for individual categories of posts where appropriate.

## 4. Responsibility for decisions

- 4.1. The Council is a member of the local government employers association for national collective bargaining in respect of Chief Executives, Chief Officers, and all other employees.

Listed below are the separate negotiations and agreements in respect of each of these three groups.

- Chief Executives - Joint Negotiating Committee for Local Authority Chief Executives (ALACE is normally the negotiating body for pay, unless varied locally);
- Chief Officers – Joint Negotiating Committee for Chief Officers of Local Authorities
- All other employees – National Joint Council for local Government Services.

In addition to pay, the national agreements cover other terms and conditions such as:

- Pension
- Occupational sickness scheme
- Maternity scheme
- Overtime

## **5. Grading framework & salary grades**

### **5.1. Grading framework**

The Chief Executive and Chief Officers have their basic pay determined by a job evaluation scheme (the Hay scheme).

All other employees have their basic pay determined by a different job evaluation scheme (the National Joint Council Job Evaluation scheme). Both schemes ensure that different jobs having the same value are paid at the same rate. The “job score” determines the pay grade for the job. With the exception of the Head of Paid Service who is on a spot salary grade (with no provision for incremental progression nor additional payment on completion of a period of service), all other pay grades have between two and seven incremental points.

Employees move up one incremental point per year. Annual increments within a pay band shall be payable until the maximum incremental point of the grade is reached subject to the line manager being satisfied that an employee has achieved a suitable standard of performance. Increments may be accelerated or withheld based upon outstanding or poor performance respectively.

Annual increments will be payable on 1 April each year to the maximum of the grade. Employees must have completed a minimum of six months service in their current post to qualify for an increment at 1 April.

For clarity, employees starting in their current post between 1 April and 1 October receive an increment, if applicable, the following April. Employees starting after 1 October and before 1 April receive an increment, if applicable, after six months in the post.

Job evaluation is carried out for all new roles, for roles where a substantial change of duty has occurred, or as required as a result of an equal pay audit. A fair and transparent process is in place for managing job evaluations, which includes Trade Union input, and

moderation of evaluation outcomes to ensure consistency of application of the scheme. Equal pay audits are carried out as required.

## **5.2. Shared posts/lead employer**

Where these are agreed and set in place, the costs of any role are appropriately apportioned and recharged via the employment/secondment/management agreement. Such roles, where the Council is the employer, are evaluated according to the Council's existing job evaluation scheme.

## **5.3. Salary grades**

A full list of the Council's salary grades and associated spinal column pay points can be found in Annex A.

At the time of publication of this policy statement no annual pay award has been agreed for 2023-2024.

## **6. Electoral registration and returning officer**

The scale of fees for this role is approved by the Gloucestershire Elections Fees Working Party for local elections, or the relevant scales of fees prescribed by a Fees Order in respect of national, regional or European Parliament elections, polls or referendums.

The fees constitute payments for separate employment and in most cases are eligible for superannuation purposes.

The fees are paid as part of the election account for each election and all costs, including employer superannuation costs, are recovered from the body responsible for the assembly to which candidates are being elected, or for which a poll or referendum is being carried out.

The Electoral Registration Officer (ERO) and Returning Officer (RO) for the Council is the Executive Director Finance, Assets and Regeneration.

## **7. Remuneration - level & element**

### **7.1 Chief Officers - figures as at 01/4/2022 (See Annex B)**

### **7.2. Non Chief Officers**

Employees	12 Grades A to L (see Annex A) (Grade L came into effect on 01/06/2022)
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### **7.3. New starters joining the Council**

Employees new to the Council will normally be appointed to the first point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive or where the employee already operates at a level commensurate with a higher salary, a higher salary point within the pay grade for the post may be considered by the recruiting manager. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range. These arrangements apply to all posts up to the level of Chief Officer.



In professions where there is a particular skills shortage, as a temporary arrangement, it may be necessary to consider a market supplement to attract high quality applicants. The level and duration of premium will be determined by reference to a combination of national comparators, local conditions, recruitments difficulties, inflation, and whether the post has recently been advertised and the process has been unsuccessful.

Guidance set out by the Secretary of State states Full Council should be given the opportunity to vote before large salary packages are offered in respect of new appointments. The guidance states a threshold of £100,000 should be set. At present there is no statutory requirement for posts over £100,000 to be appointed by Full Council. Our constitution instead provides that Executive Directors and Directors should be appointed by a Council committee which must contain at least one Cabinet member.

### **7.3. Lowest paid employees**

Lowest paid employees of the Council are defined as those employees (excluding Apprentices) who are in a full time or part time role, who are above the age of 21, and are paid within Grade A of the Council's Job Evaluation scheme (the lowest band). As at 1<sup>st</sup> April 2022 the Grade A band was £18,333 per annum, with only one pay point, which is line with the Real Living Wage (see paragraph 12).

For pay comparison purposes the top of pay grade will always be used.

### **7.4. Relationship between remuneration of highest paid employee (Chief Officer) and lowest paid employee**

The Council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required. In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities but with the exception of overtime payments not to differentiate on other allowances, benefits and payments it makes.

The Council aims to pay no more than median salary levels when looking at market rates, and in the case of senior roles it will seek to maintain pay differentials well within the parameters recommended by the pay and pensions review (1:20). For the Council, using the salary information as at 1<sup>st</sup> April 2022 the current ratio of highest paid to lowest paid is 1:6. The ratio between the highest paid salary and the median paid salary of the Council's workforce is 1:4.

Lowest paid employee (Top of current salary band Grade B)	£21,189
Mean paid employee (Average salary band of all employees up to & including Chief Officers)	£34,546
Median paid employee (Middle Salary band value of all employees up to & including Chief Officers)	£30,151
Highest paid employee	£126,705

### 7.5. Bonuses

The Council does not operate any bonus schemes for any chief officer or any other employee.

### 7.6. Performance related pay

Other than incremental progression through the pay grade of a post (see section 5.1) the Council does not operate performance related pay for any chief officer or any other employee.

### 7.7. Pay protection

The Council seeks to ensure that all employees receive equal pay for work of equal value. To be consistent with equal pay principles the council's protection arrangements will not create the potential for pay inequalities (e.g. open-ended protection).

There may be times when the grade for an individual's role changes for reasons unrelated to their performance e.g. restructures, In such cases the protection arrangements outlined will apply for 12 months from the date of the change.

### 7.8. Severance payments

The Council has a consistent method of calculating severance payments which it applies to all employees without differentiation. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment.

In line with the statutory redundancy payment scheme, the Council calculates redundancy severance payments using the following calculation. The calculation is based on an employee's age and length of continuous local government service (please note that employees must have a minimum of 2 years' continuous service to qualify for a redundancy payment) the multiplier for the number of weeks is then applied to the employee's actual weekly earnings.

The amount of redundancy pay will be calculated as:

- 0.5 week's pay for **each full year of service** where age at time of redundancy is less than 22 years of age
- 1.0 week's pay for each **full year of service** where age at time of redundancy is 22 years of age or above, but less than 41 years of age
- 1.5 weeks' pay for **each full year of service** where age at time of redundancy is 41+ years of age

The maximum number of years' service taken into account is 20. The maximum number of weeks' pay for anyone aged 61 years of age or older with 20 years or more service is 30.

Guidance set out by the Secretary of State states Full Council should be given the opportunity to vote before large severance packages are offered and arrangements are finalised for employees leaving the organisation. The guidance states a threshold of

£95,000 should be set. This Council acknowledges this guidance and is committed to seeking Full Council approval for any severance packages (including salary paid in lieu, redundancy compensation, pension entitlements/costs, holiday pay, fees or allowances) offered by the authority in excess of £95,000. See below links:

Link to guidance <https://www.local.gov.uk/reform-local-government-exit-payments>

Link to legislation <https://www.legislation.gov.uk/ukdsi/2020/9780348210170>

### **7.9. Settlement agreements**

In exceptional circumstances to avoid or settle a claim or potential dispute, the Council's Head of Paid Service may agree payment of a settlement sum on termination.

All cases must be supported by a business case and take account of all legal, financial, contractual and other responsibilities. The level of payment will be taken on the individual merits of the case and with approval from the HR Manager/Head of HR and the Executive Director Finance, Assets and Regeneration.

### **7.10. Pension - The Local Government Pension Scheme (LGPS) and policy with regard to the exercise of discretions**

Pension provision is an important part of the remuneration package. All employees may join the LGPS. The LGPS is a statutory scheme with contributions from employees and from employers. For more comprehensive details of the LGPS please visit the following web page:-

<http://www.lgps.org.uk>

For district councils in Gloucestershire, the LGPS is administered by Gloucestershire County Council. For information please visit the following web page:

<http://www.gloucestershire.gov.uk>

Neither the LGPS nor the Council adopt different policies with regard to benefits for any category of employee: the same terms apply to all employees of the Council.

The LGPS provides for the exercise of discretion that allow for retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that it does not normally enhance pension benefits for any of its employees (see the LGPS Statement of Policy/Discretions on the Council's website). This policy statement reaffirms this in respect all employees.

The LGPS provides for flexible retirement. The LGPS requires a minimum reduction in working hours and/or that there is a reduction in grade and that any consequential payments to the pension fund are recoverable within a set pay back period. (See section below)

### **7.11. Early/flexible retirements**

The precise terms of the Council's policy are discretionary and may be varied unilaterally.

Subject to the criteria of the policy and service delivery needs being met, any employee over the age of 55 and who is a member of the Local Government Pension Scheme (LGPS) can request to either reduce their hours or take a job at a lower grade/rate of pay and gain access to their pension even though they have not retired.

It is the intention of the Council that this facility be used in order to provide employees with the opportunity to take a one-off step towards permanent retirement. Any agreed requests will be treated as a permanent change to an employee's contract of employment.

### 7.12. Honorarium payments

The Council has a responsibility to ensure equal pay for all employees and so the use of honoraria payments should be carefully considered, and be capable of justification. A payment can be made for the following reasons:-

- To recognise a *specific* contribution that an employee has made by making a single payment to him/her,

Or

- To recognise that an employee is temporarily undertaking some but not all the additional responsibility of a higher graded role for a continuous period of at least four weeks by making a regular monthly payment to them during that temporary period.

### 7.13. Acting up allowances

'Acting Up' is when an employee is authorised by their line manager to provide cover for a more highly graded post for an agreed period of time.

The payment ('acting up' allowance) is a temporary payment and will be made to the individual employee for covering the duties of the higher graded job for the agreed period of time. The policy applies to all employees. The supplement to be paid will be the difference between the employee's current salary and depending on experience up to the second scale point of the grade relating to the higher level post. The payment will cease on completion of the 'acting up' period and the employee's salary will revert to that which it would have been had 'acting up' not occurred.

### 7.14. Market forces supplement

The Council is committed to the principles of single status employment and seeks to ensure employees receive equal pay for work of equal value.

In some circumstances it is necessary to ensure the effective recruitment and retention of employees and to pay individuals and/or groups of employees a premium rate to reflect the market competitiveness of the job. Any market supplement must be provided for from within existing budgets and be objectively justifiable. The job evaluation determined grade for that post will not be changed. Market supplements will be paid as a temporary fixed allowance. The supplements will be reviewed bi-annually and consequently can be withdrawn, should the review demonstrate that current evidence does not justify a supplementary payment continuing. Should such a supplement continue to be paid for an extended period, e.g. several years or more, the need for continuation will be examined carefully during the annual review in order to ensure that such continuation continues to be objectively justifiable in the circumstances.

## 8. Reimbursement of expenses

### 8.1 Travel & subsistence

The Council will meet or reimburse authorised travel and subsistence costs for attendance at approved business meetings and training events. Claims should be submitted via the agreed process, be supported by appropriate receipts in all cases and authorised by the appropriate line manager.

The Council pays the HMRC mileage rate of 45 pence per business mile.

The Council does not regard such costs as remuneration but as non-pay operational costs.

### **8.2 Disturbance allowance**

All employees who incur additional costs arising from a compulsory change in their work place will be reimbursed in accordance with the Council's Disturbance Allowance policy. Claims should be submitted via the agreed process, be supported by appropriate receipts in all cases and authorised by the appropriate line manager. The Council does not regard such costs as remuneration but as non-pay operational costs.

### **8.3. Relocation expenses**

The Council operates a scheme of relocation allowances to assist new employees who need to move in order to take up an appointment with the Council. Relocation allowances are paid at the discretion of the Directors (or Appointment Committee for Chief Officers and above) where they think that it is essential to pay such allowances in order to attract the right candidate for the job.

The same policy applies to the Chief Executive, Chief Officers and other employees in that payment will be made against a range of allowable costs for items necessarily incurred in selling and buying a property and moving into the area. The costs include estate agents fees, legal fees, stamp duty, storage and removal costs, short term rental etc up to the value of £8,000 (including VAT). An employee who leaves within 2 years of appointment will have to make a repayment of 1/24<sup>th</sup> for each month short of the 2 year period.

### **8.4. Professional fees & subscriptions**

The Council meets the cost of one annual professional membership body fee or subscription where it is a statutory requirement for the role or it is directly aligned to the professional discipline of the role.

Where applicable, the Council also meets the cost of membership of SOLACE (Society of Local Authority Chief Executives).

## **9. Re-employment of former Council employees**

With regards to re-employing former local government employees who have been made redundant, in line with LGA guidance **if there is less than a 4 week gap between the date the employee was made redundant from the Council/a body under the modification order and the date of joining/re-joining a Council the employee will be required to repay their redundancy payment to their previous employer as continuity of service will be protected and their employment classed as continuous.** If the gap is longer than 4 weeks the employee can retain their payment as continuity of service will have been broken and continuous service will not be protected.

## 10. The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

The Council notes the discretion and confirms that it will not make use of this discretionary power.

## 11. Trade union recognition and facility time

The Council supports the system of collective bargaining and the principle of solving employee relations problems by discussion and agreement.

The Council recognises two trade unions for collective bargaining purposes. These are GMB and Unison. All parties recognise that it is vital to good employee relations for the workforce to be properly represented. Furthermore all parties believe that a truly representative and effective union will enhance workforce employee relations.

The Trade Union and Labour Relations (Consolidation) Act 1992 sections 168 and 170 make provision for employees to be given the right to take reasonable time off under various circumstances. Trade Union representatives engaged on recognised duties will be given reasonable paid time off during normal working hours to carry out functions related to their representational responsibilities. The table below contains the estimated amount of reasonable time permitted for TU activity/duties over a normal business year.

**The Council does not have any full time trade union representatives in its employment.**

\*business year assumes TU reps each have 25 days annual leave. Calculation based on 47 weeks per year

Activity/duty	Estimated hours per week	No of reps	Total estimated time per business year.*
Case management & advice to membership	Average 1 hours per week	2	94 hours
Training	Average 0.5 hours per week	2	47 hours
Health and Safety	Average of 1 hours per week	2	94 hours
Corporate meetings, TU meetings and prep time	Average 0.5 hours per week	2	47 hours
<b>Estimated total hours</b>			<b>282 hours</b>
<b>Estimated average total hours per TU rep per week</b>		<b>3 hours per week</b>	

## 12. The Real Living Wage

The Council complies with all the statutory requirements of the National Minimum Wage and National Living Wage. The majority of the Council's employees are on Grade B, point 4B, £10.98 per hour and above which is higher than the statutory rates.

**The Real Living Wage (RLW)** as set by the Living Wage Foundation is not a legal requirement but a recommended hourly rate set independently and updated annually. The RLW is calculated by the Centre for Research in Social Policy whilst the London LW is calculated by the Greater London Authority and is based according to the basic cost of living in the UK.

Employers **can choose to** pay the RLW on a voluntary basis.

The Council has chosen to pay the RLW hourly rate to **all eligible employees** by way of an additional Living Wage Allowance. The Council will review its decision to pay the RLW annually at the Budget Setting Council meeting.

**The Real Living Wage rates effective 1 November 2022 are:**

- £10.90 (per hour) UK rate outside London
- £11.95 (per hour) UK rate for London

### **13. Other operational/non-operational pay and conditions**

Other pay and conditions in operation, as follows:

- Shift premium
- Stand by and call out payments
- Premium for bank holiday/public holiday working
- Long service award
- Enhanced leave – buy or sell up to an additional 5 days' leave.
- Training fees reimbursement (post entry training scheme)
- Employee welfare service
- Eye test voucher scheme

### **14. Publication and access to information**

The publication of and access to information relating to remuneration of the Council's Chief Officers will be published annually on the Council's website.



## Annex A

Cheltenham Borough Council							£1925 added
New pay scales following pay award April 2022 - AMENDED June 2022 - Grade L added							Updated Nov 2022 SR
Payroll	Payroll	New	OLD	NEW			
SYSTEM			2021	2022	2022	2022	2022
SCP	GRADE	NJC	Annual Salary	Annual Salary	Monthly	Weekly RATE	Hourly RATE
GRADE		SCP	April 2021	April 2022	Salary	37 hr week	37 hr week
LW	Living Wage		£18,333	£19,100	£1,591.67	£366.30	£9.90
2A	Grade A	2	£18,516	£20,441	£1,703.42	£392.20	£10.60
3B	Grade B	3	£18,887	£20,812	£1,734.33	£399.23	£10.79
4B	Grade B	4	£19,264	£21,189	£1,765.75	£406.26	£10.98
5C	Grade C	5	£19,650	£21,575	£1,797.92	£413.66	£11.18
6C	Grade C	6	£20,043	£21,968	£1,830.67	£421.43	£11.39
7D	Grade D	7	£20,444	£22,369	£1,864.08	£428.83	£11.59
8D	Grade D	8	£20,852	£22,777	£1,898.08	£436.97	£11.81
9D	Grade D	9	£21,269	£23,194	£1,932.83	£444.74	£12.02
10D	Grade D	10	£21,695	£23,620	£1,968.33	£452.88	£12.24
11D	Grade D	11	£22,129	£24,054	£2,004.50	£461.39	£12.47
12E	Grade E	12	£22,571	£24,496	£2,041.33	£469.90	£12.70
13E	Grade E	13	£23,023	£24,948	£2,079.00	£478.41	£12.93
14E	Grade E	14	£23,484	£25,409	£2,117.42	£487.29	£13.17
15E	Grade E	15	£23,953	£25,878	£2,156.50	£496.17	£13.41
16E	Grade E	16	£24,432	£26,357	£2,196.42	£505.42	£13.66
17E	Grade E	17	£24,920	£26,845	£2,237.08	£514.67	£13.91
18E	Grade E	18	£25,419	£27,344	£2,278.67	£524.29	£14.17
19F	Grade F	19	£25,927	£27,852	£2,321.00	£534.28	£14.44
20F	Grade F	20	£26,446	£28,371	£2,364.25	£544.27	£14.71
21F	Grade F	21	£26,975	£28,900	£2,408.33	£554.26	£14.98
22F	Grade F	22	£27,514	£29,439	£2,453.25	£564.62	£15.26
23F	Grade F	23	£28,226	£30,151	£2,512.58	£578.31	£15.63
24G	Grade G	24	£29,174	£31,099	£2,591.58	£596.44	£16.12
25G	Grade G	25	£30,095	£32,020	£2,668.33	£614.20	£16.60
26G	Grade G	26	£30,984	£32,909	£2,742.42	£631.22	£17.06
27G	Grade G	27	£31,895	£33,820	£2,818.33	£648.61	£17.53
812	Grade H		£32,588	£34,513	£2,876.05	£661.93	£17.89
813	Grade H		£33,853	£35,778	£2,981.47	£685.98	£18.54
814	Grade H		£35,117	£37,042	£3,086.81	£710.40	£19.20
815	Grade H		£36,376	£38,301	£3,191.79	£734.45	£19.85
722	Grade I		£37,103	£39,028	£3,252.34	£748.51	£20.23
723	Grade I		£38,536	£40,461	£3,371.79	£775.89	£20.97
724	Grade I		£39,988	£41,913	£3,492.71	£803.64	£21.72
725	Grade I		£41,423	£43,348	£3,612.33	£831.39	£22.47
632	Grade J		£42,087	£44,012	£3,667.66	£843.97	£22.81
633	Grade J		£43,857	£45,782	£3,815.16	£878.01	£23.73
634	Grade J		£45,627	£47,552	£3,962.66	£912.05	£24.65
635	Grade J		£47,407	£49,332	£4,111.03	£946.09	£25.57
542	Grade K		£48,328	£50,253	£4,187.78	£963.85	£26.05
543	Grade K		£50,510	£52,435	£4,369.61	£1,005.66	£27.18
544	Grade K		£52,680	£54,605	£4,550.39	£1,047.10	£28.30
545	Grade K		£54,857	£56,782	£4,731.87	£1,088.91	£29.43
L1	Grade L		£56,980	£58,905	£4,908.75	£1,129.61	£30.53
L2	Grade L		£59,246	£61,171	£5,097.58	£1,173.27	£31.71
L3	Grade L		£61,256	£63,181	£5,265.08	£1,211.75	£32.75
L4	Grade L		£64,125	£66,050	£5,504.17	£1,266.88	£34.24

## Annex B

Cheltenham Borough Council - Chief Officersincrease of £1925 1/4/2022 included(JNC Chief Officer conditions of service)1st April 2022

SCP	GRADE DESCRIPTION	OLD salary April 2021	NEW SALARY APRIL 2022	Monthly Salary	Hourly Rate
M1	Grade M - Director Level 1	£69,714.00	£71,639.00	£5,969.92	£37.13
M2	Grade M - Director Level 2	£73,853.00	£75,778.00	£6,314.83	£39.28
M3	Grade M - Director Level 3	£77,682.00	£79,607.00	£6,633.92	£41.26
N1	Grade N - Director Level 1	£81,235.00	£83,160.00	£6,930.00	£43.10
N2	Grade N - Director Level 2	£86,175.00	£88,100.00	£7,341.67	£45.66
N3	Grade N - Director Level 3	£88,067.00	£89,992.00	£7,499.33	£46.65
O1	Grade O - Exec Director Level 1	£92,645.00	£94,570.00	£7,880.83	£49.02
O2	Grade O - Exec Director Level 2	£97,235.00	£99,160.00	£8,263.33	£51.40
O3	Grade O - Exec Director Level 3	£98,455.00	£100,380.00	£8,365.00	£52.03
P1	Grade P - CEO Level 1	£118,270.00	£120,195.00	£10,016.25	£62.47
P2	Grade P - CEO Level 2	£121,524.00	£123,449.00	£10,287.42	£64.16
P3	Grade P - CEO Level 3	£124,780.00	£126,705.00	£10,558.75	£65.86

For more information about this Statement and/or its content please contact the  
Publica HR Manager (acting on behalf of the Council) on

01242 264355 or email [HR@cheltenham.gov.uk](mailto:HR@cheltenham.gov.uk)

Please note all HR policies referred to in this statement are available on request.

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Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
<b>1</b>	<b>Allotment provision</b> <i>Prices increase in Jan each year, with one year's notice</i>						
<b>1.001</b>	Small Plot		36.81	36.81	4.20	38.36	NB
<b>1.002</b>	Medium Plot		60.97	60.97	4.20	63.53	NB
<b>1.003</b>	Large Plot		86.28	86.28	4.20	89.90	NB
<b>1.004</b>	Extra Large - 350-399m2		98.94	98.94	4.20	103.10	NB
<b>1.005</b>	Extra Large - 400-449m2		110.44	110.44	4.20	115.08	NB
<b>1.006</b>	Extra Large - 450-499m2		123.10	123.10	4.20	128.27	NB
	Senior Citizen concessions (over 60's):						
<b>1.007</b>	Small Plot		29.91	29.91	4.20	31.17	NB
<b>1.008</b>	Medium Plot		49.46	49.46	4.20	51.54	NB
<b>1.009</b>	Large Plot		67.88	67.88	4.20	70.73	NB
<b>1.010</b>	Extra Large - 350-399m2		79.38	79.38	4.20	82.71	NB
<b>1.011</b>	Extra Large - 400-449m2		88.58	88.58	4.20	92.30	NB
<b>1.012</b>	Extra Large - 450-499m2		98.94	98.94	4.20	103.10	NB
<b>1.013</b>	Extra charge for Council shed		10.42	10.42	4.20	10.86	NB
<b>1.014</b>	Admin fee (new tenant)		15.00	15.00	4.20	15.00	NB
<b>1.015</b>	Deposit for key - sites with Yale type key		5.00	5.00	4.20	5.00	NB
<b>1.016</b>	Deposit for key - sites with Garrison security key		10.00	10.00	4.20	10.00	NB
<b>2</b>	<b>Building Control Fees (including VAT)</b>						
	Building Control Charges						
	In accordance with Building (Local Authority Charges) Regulation 1998	No. of houses being built					
	TABLE 1 New Dwellings						
<b>2.001</b>	(Total internal floor area of each dwelling must be less than 300m²) Projects larger than six properties calculated on an individual basis. Houses over 300m² total floor area calculated on an individual basis.	1	720.00	720.00	10.00	792.00	STD
	TABLE 2 Domestic and Commercial Extensions						
	Description of work						
<b>2.002</b>	The erection or extension of a DETACHED garage or carport, or both, not exceeding 60m² in total		354.00	354.00	10.00	390.00	STD
<b>2.003</b>	Total or part conversion of attached or integral garage to provide additional habitable accommodation		276.00	276.00		390.00	STD
<b>2.004</b>	Any extension and loft conversion with a floor area which does not exceed 20m²		540.00	540.00	10.00	594.00	STD
<b>2.005</b>	Any extension and loft conversion with a floor area which exceeds 20m² but does not exceed 60m²		720.00	720.00	10.00	792.00	STD
<b>2.006</b>	Any extension and loft conversion with a floor area which exceeds 60m² but does not exceed 100m²		876.00	876.00	10.00	964.00	STD
	TABLE 3 Conversions and Alterations						
<b>2.007</b>		Under 1,000	198.00	198.00	10.00	218.00	STD
<b>2.008</b>	(i.e. those not specifically covered by Table 1 & 2)	1,001 to 5,000	270.00	270.00	10.00	297.00	STD
<b>2.009</b>		5,001 to 10,000	354.00	354.00	10.00	390.00	STD
<b>2.010</b>		10,001 to 20,000	480.00	480.00	10.00	528.00	STD
<b>2.011</b>		20,001 to 30,000	678.00	678.00	10.00	746.00	STD
<b>2.012</b>		30,001 to 40,000	828.00	828.00	10.00	911.00	STD
<b>2.013</b>		40,001 to 50,000	960.00	960.00	10.00	1,056.00	STD
<b>2.014</b>		50,001 to 60,000	1,182.00	1,182.00	10.00	1,300.00	STD
<b>2.015</b>		60,001 to 70,000	1,266.00	1,266.00	10.00	1,393.00	STD
<b>2.016</b>		70,001 to 80,000	1,404.00	1,404.00	10.00	1,545.00	STD
<b>2.017</b>	Projects over £80,001 to be agreed on an individual basis						
<b>2.018</b>	Up to 8 new windows installed by a non FENSA installer		102.00	102.00	10.00	113.00	STD
<b>2.019</b>	Over 8 new windows installed by a non FENSA installer		use estimated cost	use estimated cost			STD
<b>3</b>	<b>Built Environment</b>						
<b>3.001</b>	Planning Services Fee (i.e history searches etc)						STD

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
3.002	Plans over A3	Per page	6.00	6.00	0.00	6.00	STD
3.003	CON29R Standard Enquiries		127.80	127.80	0.00	127.80	STD
3.004	CON29R Additional parcel of Land		18.00	18.00	0.00	18.00	STD
3.005	CON 29O (Part II Optional enquiries) per question 4-21		10.50	10.50	0.00	10.50	STD
3.006	CON 29O (Part II Optional enquiries) per question 22		36.50	36.50	0.00	36.50	STD
3.007	Non-Standard enquiries		30.00	30.00	0.00	30.00	STD
3.008	Admin fee for part CON29 & CON29O		10.00	10.00	25.00	12.50	STD
3.009	House Naming		35.00	35.00		50.00	NB
3.010	Change Property Name	Existing postal Address	35.00	35.00		50.00	NB
3.011	Allocating a name or number	Existing postal Address	35.00	35.00		50.00	NB
3.012	Change of Commercial Address	Existing postal Address	35.00	35.00		50.00	NB
3.013	Merging of multiple plots to one address	Existing postal Address	50.00	50.00	0.00	50.00	NB
3.014	Providing a letter / schedule of certification of a single address	Address Confirmation	25.00	25.00	0.00	25.00	NB
3.015	Issuing of a single address confirmation	Address Confirmation	35.00	35.00	0.00	35.00	NB
3.016	Number of new plots on an existing street	New Developments not involvng new street naming	50.00 per plot	50.00 per plot		50.00 per plot	NB
3.017	Numbering of block of flats on an existing street - up to 10 plots	New Developments not involvng new street naming	50.00 per plot	50.00 per plot		50.00 per plot	NB
3.018	Numbering of block of flats on an existing strett - 10+ plots	New Developments not involvng new street naming	600.00	600.00		600.00	NB
3.019	Naming and numbering of new properties including commercial building (1-5)	Developments requiring new street naming and numbering	50.00 per plot	50.00 per plot		50.00 per plot	NB
3.020	Naming and numbering of new properties including commercial building (6-25)	Developments requiring new street naming and numbering	400.00	400.00		400.00	NB
3.021	Naming and numbering of new properties including commercial building (16-25)	Developments requiring new street naming and numbering				600.00	
3.022	Naming and numbering of new properties including commercial building (26-75)	Developments requiring new street naming and numbering	700.00	700.00		800.00	NB
3.023	Naming and numbering of new properties including commercial building (76-150)	Developments requiring new street naming and numbering	1,000.00	1,000.00		1,000.00	NB
3.024	Naming and numbering of new properties including commercial building (151-250)	Developments requiring new street naming and numbering	1,250.00	1,250.00		1,250.00	NB
3.025	Naming and numbering of new properties including commercial building (251-350)	Developments requiring new street naming and numbering	1,500.00	1,500.00		1,500.00	NB
3.026	Naming and numbering of new properties including commercial building (351-500)	Developments requiring new street naming and numbering	1,750.00	1,750.00		1,750.00	NB
3.027	Naming and numbering of new properties including commercial building (501+)	Developments requiring new street naming and numbering	2,000.00	2,000.00		2,000.00	NB
3.028	New Street name required (1)	Developments requiring new street naming and numbering	100.00	100.00		100.00	NB
3.029	New Street name required (2-5)	Developments requiring new street naming and numbering	200.00	200.00		200.00	NB
3.030	New Street name required (6-10)	Developments requiring new street naming and numbering	400.00	400.00		400.00	NB
3.031	New Street name required (10+)	Developments requiring new street naming and numbering	500.00	500.00		500.00	NB
3.032	Charge for developer amending plans after naming and numbering has commenced		200.00	200.00		200.00	NB
3.033	Failure to register a correct address vuia strett naming and numbering may result in the need for retrospective application		Fee charge will be based on 120% of original application fee charge	Fee charge will be based on 120% of original application fee charge		Fee charge will be based on 120% of original application fee charge	NB
3.034	Enforcement action may be taken for the ise of an incorrect or unregistered address		Where enforcement action is required when an owner / occupier fails to comply, expenses may be recovered through the Magistrates Court	Where enforcement action is required when an owner / occupier fails to comply, expenses may be recovered through the Magistrates Court		Where enforcement action is required when an owner / occupier fails to comply, expenses may be recovered through the Magistrates Court	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
4.001	Bus departures, price per departure (local)		0.80	0.80	12.50	0.90	STD
4.002	Bus departures, price per departure (visitors)		1.50	1.50	10.00	1.65	STD
5	<b>Car Parking Fines - Off Street</b>						
	Penalty Charge Notices - On/Off Street *						
5.001	Higher Band (e.g. parking on double yellow line or in disabled bay (without badge) ) *	Paid within 14 days	35.00	35.00	0.00	35.00	NB
5.002	Higher Band *	Paid after 14 days	70.00	70.00	0.00	70.00	NB
5.003	Lower Band (e.g. overstays, failure to pay the parking charge or display a valid ticket) *	Paid within 14 days	25.00	25.00	0.00	25.00	NB
5.004	Lower Band *	Paid after 14 days	50.00	50.00	0.00	50.00	NB
	* Set by Gloucestershire County Council acting as the Highways Authority in accordance with Department of Transport regulations						
6	<b>Car Parking - Off Street (inclusive of VAT)</b>						
6.001	Bath Parade	Up to 1 hr	1.70	1.70	0.00	1.70	STD
6.002	Portland Street	Up to 2 hrs	3.10	3.10	0.00	3.10	STD
6.003	St George's Road	Up to 3 hrs	4.50	4.50	0.00	4.50	STD
6.004	St James Street	Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.005		Up to 6 hrs	10.00	10.00	0.00	10.00	STD
6.006		Over 6 hrs	12.00	12.00	0.00	12.00	STD
6.007	Royal Well	Up to half an hour					STD
6.008		Up to 1 hr	1.70	1.70	0.00	1.70	STD
6.009		Up to 2 hrs	3.10	3.10	0.00	3.10	STD
6.010		Up to 3 hrs	4.50	4.50	0.00	4.50	STD
6.011		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.012	Chelt Walk	Up to 1 hr	n/a	n/a			STD
6.013		Up to 2 hrs	2.90	2.90	0.00	2.90	STD
6.014		Up to 3 hrs	4.50	4.50	0.00	4.50	STD
6.015		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.016		Over 4 hrs	10.00	10.00	0.00	10.00	STD
6.017	High Street	Up to 2 hrs	3.10	3.10	0.00	3.10	STD
6.018		Up to 3 hrs	3.90	3.90	0.00	3.90	STD
6.019		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.020		Over 4 hrs	10.00	10.00	0.00	10.00	STD
6.021	Sherborne Place	Up to 2 hrs	2.90	2.90	0.00	2.90	STD
6.022		Up to 3 hrs	3.90	3.90	0.00	3.90	STD
6.023		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.024		Over 4 hrs	10.00	10.00	0.00	10.00	STD
6.025	Bath Terrace	Up to 1 hr	1.00	1.00	0.00	1.00	STD
6.026	Commercial Street	Up to 2 hrs	1.50	1.50	0.00	1.50	STD
6.027		Up to 3 hrs	2.00	2.00	0.00	2.00	STD
6.028		Over 3 hrs	5.50	5.50	0.00	5.50	STD
6.029	Coronation Square	Up to 1 hr	0.30	0.30	0.00	0.30	STD
6.030	Local businesses only	Up to 2 hrs	0.50	0.50	0.00	0.50	STD
6.031		Up to 4 hrs	1.00	1.00	0.00	1.00	STD
6.032		Over 4hrs	2.00	2.00	0.00	2.00	STD
6.033		Annual Permit (All day)					STD
6.034	Town Centre East (formerly known as Grosvenor Terrace)	Up to 1 hr	1.50	1.50	0.00	1.50	STD
6.035		Up to 2 hrs	2.90	2.90	0.00	2.90	STD
6.036		Up to 3 hrs	3.90	3.90	0.00	3.90	STD

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6.037		Up to 4 hrs	4.50	4.50	0.00	4.50	STD
6.038		Up to 6 hrs					STD
6.039		Over 6 hrs	8.00	8.00	0.00	8.00	STD
6.040		3 mth permit					STD
6.041		6 mth permit					STD
6.042		Annual permit					STD
6.043	Phoenix Passage (West End)	Up to 1 hr	1.20	1.20	0.00	1.20	STD
6.044		Up to 2 hrs	2.50	2.50	0.00	2.50	STD
6.045		Up to 3 hrs	3.50	3.50	0.00	3.50	STD
6.046		Up to 4 hrs	5.50	5.50	0.00	5.50	STD
6.047		Up to 6 hrs	8.00	8.00	0.00	8.00	STD
6.048		Over 6 hrs	12.00	12.00	0.00	12.00	STD
6.049	Regent Arcade	after 5.30pm	2.50	2.50	0.00	2.50	STD
6.050		Up to 1 hr	1.70	1.70	0.00	1.70	STD
6.051		Up to 2 hrs	3.10	3.10	0.00	3.10	STD
6.052		Up to 3 hrs	4.50	4.50	0.00	4.50	STD
6.053		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.054		Up to 6 hrs	10.00	10.00	0.00	10.00	STD
6.055		Up to 8 hrs	14.00	14.00	0.00	14.00	STD
6.056		Over 8 hrs	15.00	15.00	0.00	15.00	STD
6.057		Lost ticket	15.00	15.00	0.00	15.00	STD
6.058	Rodney Road	Up to 1 hr	1.70	1.70	0.00	1.70	STD
6.059		Up to 2 hrs	3.10	3.10	0.00	3.10	STD
6.060		Up to 3 hrs	4.50	4.50	0.00	4.50	STD
6.061		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.062		Up to 6 hrs	10.00	10.00	0.00	10.00	STD
6.063		Over 6 hrs	12.00	12.00	0.00	12.00	STD
6.064	Pittville Pump Room	Up to 1 hr	1.00	1.00	0.00	1.00	STD
6.065		Up to 2 hrs	1.50	1.50	0.00	1.50	STD
6.066		Up to 3hrs	2.00	2.00	0.00	2.00	STD
6.067		Up to 4hrs	2.00	2.00	0.00	2.00	STD
6.068		Over 3 hrs	5.50	5.50	0.00	5.50	STD
6.069	St Georges Road	Up to 1 hr	1.70	1.70	0.00	1.70	STD
6.070		Up to 2 hrs	2.90	2.90	0.00	2.90	STD
6.071		Up to 3 hrs	4.50	4.50	0.00	4.50	STD
6.072		Up to 4 hrs	6.00	6.00	0.00	6.00	STD
6.073		Up to 6 hrs	10.00	10.00	0.00	10.00	STD
6.074		Over 6 hrs	12.00	12.00	0.00	12.00	STD
6.075	Lansdown Place Lane	Up to 1 hr	1.00	1.00	0.00	1.00	STD
6.076		Up to 2 hrs	1.50	1.50	0.00	1.50	STD
6.077		Up to 3 hrs	2.00	2.00	0.00	2.00	STD
6.078		Over 3 hrs	5.50	5.50	0.00	5.50	STD
7	<b>Car Parking - Off Street permits (inclusive of VAT)</b>						
7.001	Existing residents' Off street Annual all-day permit (Mon to Sun)		222.50	222.50	0.00	222.50	STD
7.002	Any residents' Off street Annual overnight permit (Mon to Sun 5pm to 9am)		58.00	58.00	0.00	58.00	STD
7.003	Farmers' Market annual market day parking permit for North Place		14.00	14.00	0.00	14.00	STD
7.004	Councillors annual permit for rear Municipal Offices Parking		144.00	144.00	0.00	144.00	STD
7.005	St Johns Primary School annual permit (pick-up set-down St James Street car park)		14.20	14.20	0.00	14.20	STD
7.006	Crescent Bakery Surgery - annual permit for St Georges Road		770.00	770.00	0.00	770.00	STD
7.007	St Georges Road daily permit (CPS, Magistrates, Probation Office only)		8.60	8.60	0.00	8.60	STD
7.008	Bath Terrace Business Permits		219.50	219.50	0.00	219.50	STD

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
7.009	Bath Terrace Business Permits (Half yearly)	120.50	120.50	0.00	120.50	STD
7.010	Cheltenham Bowls Club (4 hour permit)	2.70	2.70	0.00	2.70	STD
8	<b>Cemetery</b>					
8.001	FEE for USE of CHAPEL for BURIAL and MEMORIAL SERVICES at CHELTENHAM CEMETERY	210.00	210.00	10.00	231.00	EX
8.002	Use of Chapel for burial Sunrise Service only	110.00	110.00	10.00	121.00	EX
8.003	Over running allotted service time - Up to 10 minutes	80.00	80.00	30.00	104.00	EX
8.004	Over running allotted service time - Over 10 minutes	80.00	250.00	0.00	250.00	
	<b>Obitus (New Revised Service Offer)</b>					
8.005	Halo Photo (Single Image)	N/A	0.00	0.00	0.00	STD
8.006	Basic Slideshow	N/A	45.00	0.00	45.00	STD
8.007	Music Slideshow	N/A	70.00	0.00	70.00	STD
8.008	Themed Tribute	N/A	95.00	0.00	95.00	STD
8.009	Extra Single Photo	N/A	12.00	0.00	12.00	STD
8.010	Family Supplied Video/Tribute	N/A	25.00	0.00	25.00	STD
8.011	Bespoke Tribute	N/A	400.00	0.00	400.00	STD
8.012	Extra Work Charge	N/A	21.00	0.00	21.00	STD
8.013	Extra Photo Charge	N/A	21.00	0.00	21.00	STD
8.014	Tribute Download	N/A	10.00	0.00	10.00	STD
8.015	Live & On Demand (Stream Live & Watch On Demand for 28 Days + Option to Download)	N/A	49.00	0.00	49.00	STD
8.016	Live Only	N/A	33.00	0.00	33.00	STD
8.017	DVD/USB/Blu-Ray/Audio CD Keepsake	N/A	55.00	0.00	55.00	STD
8.018	Video Book Keepsake	N/A	95.00	0.00	95.00	STD
8.019	Memory Box Keepsake	N/A	130.00	0.00	130.00	STD
8.020	Second Copies	N/A	28.00	0.00	28.00	STD
8.021	Obitus Bundle - Halo Photo/Music Slideshow/Webcast/x1 Keepsake	N/A	159.00	0.00	159.00	STD
8.022	Live & on demand, halo photo & basic slideshow - Service for young people	N/A	0.00	0.00	0.00	STD
	<i>*Change in Products and services so new fees and charges have been created (Above)</i>					
	<b>BURIAL FEES (Not liable to VAT)</b>					
	NEW PURCHASE (Lawn Garden) GRAVES					
8.023	Exclusive Right of Burial 75 years	1,220.00	1,220.00	10.00	1,342.00	NB
8.024	Exclusive Right of Burial 99 years	1,609.00	1,609.00	10.00	1,769.90	NB
	NEW PURCHASE (Traditional) Graves					
8.025	Exclusive Right of Burial 75 years	1,525.00	1,525.00	10.00	1,677.50	NB
8.026	Exclusive Right of Burial 99 years	2,012.00	2,012.00	10.00	2,213.20	NB
	NEW PURCHASE CREMATION GRAVES					
8.027	Exclusive Right of Burial 75 years	775.00	775.00	10.00	852.50	NB
8.028	Exclusive Right of Burial 99 years	1,024.00	1,024.00	10.00	1,126.40	NB
	CHILD'S GRAVE (not available at Charlton Kings Cemetery)					
8.029	Exclusive Right of Burial 75 years	450.00	450.00	10.00	495.00	NB
8.030	Exclusive Right of Burial 99 years	595.00	595.00	10.00	654.50	NB
	For children up to the age of 12 years, in used or new ground (at a depth not exceeding 6ft. (1.8m)					
	<i>*Removal of 50 years - Min term is now 75 years</i>					
	<b>INTERMENT FEES</b>					
	FEES to OPEN EXISTING PLOT (Interment Fee)					
8.031	Child who has not reached his or her 16th Birthday not exceeding single depth					NB



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8.032	Open for single interment	793.00	793.00	10.00	872.30	NB
8.033	Open for double interment	993.00	993.00	10.00	1,092.30	NB
8.034	Open for ashes	206.00	206.00	10.00	226.60	NB
8.035	Two sets of cremated remains interred at same time - with or without appointment	250.00	250.00	10.00	275.00	NB
8.036	For a single set of cremated remains placed within the coffin of a full burial	37.00	37.00	10.00	40.70	NB
PRE-PURCHASE of (Lawn Garden) FULL GRAVES						
8.037	Exclusive Right of Burial 75 years	1,411.00	1,411.00	10.00	1,552.10	NB
8.038	Exclusive Right of Burial 99 years	1,801.00	1,801.00	10.00	1,981.10	NB
PRE-PURCHASE of (Traditional) FULL GRAVES						
8.039	Exclusive Right of Burial 75 years	1,779.00	1,779.00	10.00	1,956.90	NB
8.040	Exclusive Right of Burial 99 years	2,266.00	2,266.00	10.00	2,492.60	NB
PRE-PURCHASE of ASHES GRAVES						
8.041	Exclusive Right of Burial 75 years	913.00	913.00	10.00	1,004.30	NB
8.042	Exclusive Right of Burial 99 years	1,161.00	1,161.00	10.00	1,277.10	NB
8.043	Renew or extend Exclusive Right of Burial 25 years (Adult Traditional Style Grave Only)	440.00	440.00	10.00	484.00	
8.044	Renew or extend Exclusive Right of Burial 25 years Adult (Lawn Garden Grave)	440.00	440.00	10.00	484.00	NB
8.045	Renew or extend Exclusive Right of Burial 25 years (Childs grave)	142.00	142.00	10.00	156.20	NB
8.046	Renew or extend Exclusive Right of Burial 25 years Cremated Remains Grave	258.00	258.00	10.00	283.80	NB
*Removal of 50 years - Min term is now 75 years						
MONUMENTS, HEADSTONES, VASES and TABLETS (Not liable to VAT)						
For the Right to Erect or place on a Grave or Vault in respect of which an Exclusive Right of Burial has been						
8.047	(A) i) Lawn Garden - Headstone not exceeding 3ft 6 ins. (1070mm) high by 3ft (915mm) wide including base by 2ft 6in (762mm) front to back	288.00	288.00	10.00	316.80	EX
8.048	ii) Traditional - Headstone or Monument in any other form not exceeding 5ft (1525mm) high by 3ft 1in.(940mm) wide by 7 ft 1in (2160mm) front to back including the base.	288.00	288.00	10.00	316.80	EX
8.049	iii) Traditional - Kerb set additional to headstone not exceeding 3ft 1in (940mm) wide by 7 ft 1in.(2160mm) front to back	160.00	160.00	10.00	176.00	EX
8.050	iv) Traditional - Headstone and Kerbs or Kerb Set only.	448.00	448.00	10.00	492.80	EX
8.051	v) Child's Grave - Headstone or Monument in any other form not exceeding 3ft (915mm) high by 2ft (610mm) wide by 2ft 6ins (762mm) including the base.	0.00	0.00	10.00	0.00	EX
8.052	(B) An Inscribed Vase not exceeding 12ins (0.3m) high, provided that no such fee shall be payable if such Vase is erected or placed in conjunction with a headstone or monument in any other form.	119.00	119.00	10.00	130.90	EX
8.053	(C) An Inscribed Tablet not exceeding 24ins (0.6m) by 18ins (0.4m) on any position grave except in the Lawn Garden.	119.00	119.00	10.00	130.90	EX
8.054	(D) Charlton Kings Gardens of Remembrance - An Inscribed Vase or Tablet not exceeding 12ins (0.3m) high or 12ins (0.3m) square.	119.00	119.00	10.00	130.90	EX
8.055	(E) Additional Inscriptions	119.00	119.00	10.00	130.90	EX
8.056	Cremated Remains Grave Headstone not exceeding 2ft high, 18" wide	199.00	199.00	10.00	218.90	EX
9	Contaminated Land Fees (inclusive of VAT)					
9.001	Contaminated land and pollution searches - standard service - response within 20 working days	£152 Standard Service (response within 20 working days)	£152 Standard Service (response within 20 working days)	10.10	£167 Standard Service (response within 20 working days)	STD
9.002	Contaminated land and pollution searches - expedited service - response within 10 working days	£227 Expedited Service (response within 10 working days)	£227 Expedited Service (response within 10 working days)	10.00	£250 Expedited Service (response within 10 working days)	STD
10	Council Tax/NNDR					
	Legal Fees					
10.001	Costs charged for summonses to court for non-payment of Council Tax				55.00	NB

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
10.002	Costs charged for summonses to court for non-payment of NNDR			75.00		NB
11	<b>Cremations</b>					
11.001	ADULT SERVICE - <b>CLASSIC 35 minutes service</b>	925.00	925.00	10.00	1,017.50	EX
11.002	Medical Referee Fee	25.00	25.00	10.00	27.50	EX
11.003	ADULT CREMATION - Direct Cremation	450.00	400.00	0.00	400.00	EX
11.004	ADULT CREMATION <b>SUNRISE 15 minutes service</b>	660.00	660.00	0.00	660.00	EX
11.005	Cremate Body Parts	45.00	45.00	10.00	49.50	EX
11.006	USE of ORGAN (no longer included in cremation fee)	25.00	25.00	10.00	27.50	EX
	BOOK of REMEMBRANCE					
11.007	2 Line Entry	65.00	65.00	10.00	71.50	STD
11.008	3 Line Entry	86.00	86.00	10.00	94.60	STD
11.009	4 Line Entry	106.00	106.00	10.00	116.60	STD
11.010	5 Line Entry	125.00	125.00	10.00	137.50	STD
11.011	6 Line Entry	146.00	146.00	10.00	160.60	STD
11.012	7 Line Entry	166.00	166.00	10.00	182.60	STD
11.013	8 Line Entry	187.00	187.00	10.00	205.70	STD
11.014	Crest, Badge or Floral Emblem - with 5 Line Entry	218.00	218.00	10.00	239.80	STD
11.015	Crest, Badge or Floral Emblem with 8 Line Entry	279.00	279.00	10.00	306.90	STD
11.016	Full Heraldic Device with 8 Line Entry	311.00	311.00	10.00	342.10	STD
	REMEMBRANCE CARDS with COPY of INSCRIPTION (inclusive of VAT) (Only in conjunction with an Entry in the Book of Remembrance)					
11.017	2 Line Entry	51.00	51.00	10.00	56.10	STD
11.018	3 Line Entry	71.00	71.00	10.00	78.10	STD
11.019	4 Line Entry	92.00	92.00	10.00	101.20	STD
11.020	5 Line Entry	112.00	112.00	10.00	123.20	STD
11.021	6 Line Entry	132.00	132.00	10.00	145.20	STD
11.022	7 Line Entry	153.00	153.00	10.00	168.30	STD
11.023	8 Line Entry	172.00	172.00	10.00	189.20	STD
11.024	Crest, Badge or Floral Emblem with 5 Line Entry	165.00	165.00	10.00	181.50	STD
11.025	Crest, Badge or Floral Emblem with 8 Line Entry	226.00	226.00	10.00	248.60	STD
11.026	Full Heraldic Device with 8 Line Entry	258.00	258.00	10.00	283.80	STD
	MINIATURE BOOK of REMEMBRANCE with COPY of INSCRIPTION (inclusive of VAT) (Only in conjunction with an Entry in the Book of Remembrance) Note: Each Additional inscription in the miniature book will be as remembrance card prices					
11.027	2 Line Entry	65.00	65.00	10.00	71.50	STD
11.028	3 Line Entry	86.00	86.00	10.00	94.60	STD
11.029	4 Line Entry	106.00	106.00	10.00	116.60	STD
11.030	5 Line Entry	125.00	125.00	10.00	137.50	STD
11.031	6 Line Entry	146.00	146.00	10.00	160.60	STD
11.032	7 Line Entry	166.00	166.00	10.00	182.60	STD
11.033	8 Line Entry	187.00	187.00	10.00	205.70	STD
11.034	Crest, Badge or Floral Emblem - with 5 Line Entry	218.00	218.00	10.00	239.80	STD
11.035	Crest, Badge or Floral Emblem with 8 Line Entry	279.00	279.00	10.00	306.90	STD
11.036	Full Heraldic Device with 8 Line Entry	311.00	311.00	10.00	342.10	STD
	BRONZE MEMORIAL KERB, SEAT and TREE PLAQUES					
11.037	Kerb Plaque (153mm x 102mm) (6" x 4") for 10 years	296.00	296.00	10.00	325.60	EX
11.038	Kerb Plaque (153mm x 102mm) (6" x 4") for 20 years					EX
11.039	Kerb Plaque (153mm x 102mm) (6" x 4") for 30 years					EX
11.040	Kerb Plaque (153mm x 102mm) (6" x 4") for 40 years					EX
11.041	Memorial Tree Plaque (178mm x 128mm) (7" x 5")	421.00	421.00	10.00	463.10	EX

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
11.042	Memorial Tree Plaque (230mm x 153mm) (9" x 6")	649.00	649.00	10.00	713.90	EX
11.043	Memorial Seat Plaque 9" x 2.5" or 12" x 2.5"					EX
11.044	Replacement Seat Plaque - like for like					EX
11.045	Replacement Seat Plaque - different to original					EX
11.046	Reservation of Kerb Plaque Space in the Gardens of Remembrance - not refundable. (not liable to VAT)	88.00	88.00	10.00	96.80	EX
11.047	Renovate plaques for kerb, tree, bench or Recordia Wall	84.00	84.00	10.00	92.40	STD
11.048	Replacement tree plaque - different to original	204.00	204.00	10.00	224.40	EX
	LEATHER PANEL - in Cloisters					
11.049	Blue leather panel with 10 year lease	296.00	296.00	10.00	325.60	EX
11.050	Renewal of lease Blue leather panel - @ £15 per year minimum 5 years	85.00	85.00	10.00	93.50	EX
	GRANITE SEAT PLAQUE					
11.051	Granite Seat Plaque (Single Inscription) 10 years					EX
11.052	Granite Seat Plaque (Single Inscription) 20 years					EX
	RECORDIA WALL MEMORIAL PLAQUE in the GARDENS of REMEMBRANCE at CHARLTON KINGS CEMETERY					
11.053	Wall Plaque (153mm x 102mm) (6" x 4")	500.00	500.00	10.00	550.00	EX
11.054	Reservation of Plaque Space (not liable to VAT)	88.00	88.00	10.00	96.80	EX
	BABY REMEMBRANCE GARDEN MEMORIAL PLAQUES					
11.055	6" x 3" 10 years	213.00	213.00	10.00	234.30	EX
11.056	7.25" x 3" 10 years	259.00	259.00	10.00	284.90	EX
11.057	8.5" x 3" 10 years	304.00	304.00	10.00	334.40	EX
11.058	9.75" x 3" 10 years	350.00	350.00	10.00	385.00	EX
11.059	11" x 3" 10 years	394.00	394.00	10.00	433.40	EX
	BABY REMEMBRANCE GARDEN MEMORIAL PLAQUES RENEWAL					
11.060	6" x 3" additional 10 years lease	139.00	139.00	10.00	152.90	EX
11.061	7.25" x 3" additional 10 years lease	139.00	139.00	10.00	152.90	EX
11.062	8.5" x 3" additional 10 years lease	139.00	139.00	10.00	152.90	EX
11.063	9.75" x 3" additional 10 years lease	139.00	139.00	10.00	152.90	EX
11.064	11" x 3" additional 10 years lease	139.00	139.00	10.00	152.90	EX
	VASE BLOCK					
11.065	Vase Block (Single Inscription) 10 years	524.00	524.00	10.00	576.40	EX
11.066	Reservation of Vase Block with 10 years lease	524.00	524.00	10.00	576.40	EX
11.067	Additional 10 years lease	209.00	209.00	10.00	229.90	EX
11.068	Repaint lettering	68.00	68.00	10.00	74.80	STD
	TREE BLOCK					
11.069	Tree Block 25 years lease	1,152.00	1,152.00	10.00	1,267.20	EX
11.070	Additional 25 year lease	470.00	470.00	10.00	517.00	EX
	BELOW GROUND SANCTUM VAULT					
11.071	Below ground vault - large enough to accept two sets of cremated remains (20 years lease)	1,705.00	1,705.00	10.00	1,875.50	EX
11.072	Reservation with 20 years lease	1,705.00	1,705.00	10.00	1,875.50	EX
11.073	Additional 10 year lease	314.00	314.00	10.00	345.40	EX
	ABOVE GROUND NICHE					
11.074	Above ground niche - two sets of ashes 20 year lease inc first casket, first inscription and flower holder	1,506.00	1,506.00	10.00	1,656.60	EX
11.075	Reservation with 20 years lease	1,506.00	1,506.00	10.00	1,656.60	EX
11.076	Additional 10 year lease	314.00	314.00	10.00	345.40	EX
11.077	Photograph/Design additional charge	107.00	107.00	10.00	117.70	EX
	ADDITIONAL FEE FOR NICHE/VAULT/BLOCKS					

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
	Inscription ~ either second OR first if purchased in reserve on Vase Block/Boulder Block/Niche/Vault					EX
	LEAF BLOCK					
11.078	Immediate use to include 20 years lease	1,406.00	1,406.00	10.00	1,546.60	EX
11.079	Reservation to include 20 years lease	1,406.00	1,406.00	10.00	1,546.60	EX
11.080	Renewal of lease for additional 10 years	376.00	376.00	10.00	413.60	EX
11.081	LEAF BLOCK - ABOVE GROUND NICHE					
11.082	Immediate use small niche for one set of ashes 20 years lease					EX
11.083	Reservation small niche for one set of ashes 20 years lease					EX
11.084	Renewal of lease for additional 10 years small leaf block niche					EX
11.085	Immediate use large niche for two sets of ashes 20 years lease	1,607.00	1,607.00	10.00	1,767.70	EX
11.086	Reservation large niche for two sets of ashes 20 years lease	1,607.00	1,607.00	10.00	1,767.70	EX
11.087	Renewal of lease for additional 10 years large leaf block niche	376.00	376.00	10.00	413.60	EX
11.088	Dandelion ashes urn	73.00	73.00	10.00	80.30	EX
11.089	Inscription of Leaf Block tablet	325.00	325.00	10.00	357.50	EX
11.090	Second inscription but with new Leaf Block tablet	422.00	422.00	10.00	464.20	EX
	POND MARKERS ~ no longer available to purchase - only add to existing purchased memorial					
11.091	Renewal of lease for additional 20 years - Pond Marker above ground niche	376.00	376.00	10.00	413.60	EX
11.092	Large memorial tablet including inscription	426.00	426.00	10.00	468.60	EX
	MEMORIAL BENCH					
11.093	Provision of a council sanctioned hardwood 5 foot bench inc plaque, hard standing, fixing for lease period of 20 years	1,152.00	1,152.00	10.00	1,267.20	EX
11.094	Provision of a council sanctioned hardwood 6 foot bench inc plaque, hard standing, fixing for lease period of 20 years	1,270.00	1,270.00	10.00	1,397.00	EX
11.095	Renovation of memorial bench to include removal, cleaning, retreating and replace	188.00	188.00	10.00	206.80	STD
11.096	Remove and resite existing bench - hardstanding and labour	117.00	117.00	10.00	128.70	STD
11.097	Removal and Resiting of Kerb Plaque in Gardens of Remembrance (excluding renovation)	57.00	57.00	10.00	62.70	STD
11.098	Replacement Kerb Plaque (153mm x 102mm) (6" x 4") (inclusive of VAT)	129.00	129.00	10.00	141.90	EX
11.099	Replacement Kerb Plaque (153mm x 102mm) (6" x 4") (inclusive of VAT) different to original but no change to lease	129.00	129.00	10.00	141.90	EX
11.100	Replacement Tree (like for like)	N/A	N/A			EX
11.101	Replacement tree plaque - different to original					EX
11.102	Renewal of rights on Kerb Plaques per year, MINIMUM 5 years					EX
	FEES for SCATTERING/INTERRING CREMATION ASHES SCATTER in GARDENS of REMEMBRANCE or ON A GRAVE					
11.103	Cremated at Cheltenham - no appointment	37.00	37.00	10.00	40.70	STD
11.104	Cremated at Cheltenham - by appointment	73.00	73.00	10.00	80.30	STD
11.105	Cremated Elsewhere - with or without appointment	94.00	94.00	10.00	103.40	STD
11.106	Double Scattering if both sets cremated elsewhere - with or without appointment	131.00	131.00	10.00	144.10	STD
	MISCELLANEOUS CHARGES					
11.107	Retention of Cremated Remains in temporary deposit pending final disposal -per month after the first month	38.00	38.00	10.00	41.80	EX
11.108	Loan of Bronze Scattering Casket where final disposal is elsewhere	N/A	N/A		NA	EX
11.109	Additional Cremation Certificate	24.00	24.00	10.00	26.40	STD
11.110	Search Fee	17.00	17.00	10.00	18.70	STD
11.111	Polytainer	32.00	32.00	10.00	35.20	STD
11.112	Urn	42.00	42.00	10.00	46.20	STD
11.113	Casket	63.00	63.00	10.00	69.30	STD
11.114	Transfer of Grave Ownership	50.00	50.00	10.00	55.00	STD
	(Note: There is no Chapel at Charlton Kings Cemetery - Committal Services only)					
12	Electoral Registration					
	SALE OF PUBLICATIONS					
12.001	Register of Electors - hardcopy	Varies	Varies		Varies	NB

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
12.002	Data for Register of Electors - hardcopy Plus cost of actual postage if applicable (can be emailed) Cost set down in legislation. Labels i.e. names & house addresses for parties Rare occurrence & cost set down in legislation.	Varies	Varies		Varies	NB
12.003	Street Index	20.00	20.00	0.00	20.00	NB
12.004	Data for Street Index Plus cost of actual postage if applicable (can be emailed)	23.00	23.00	0.00	23.00	NB
12.005	Marked copies of Polling Station Registers - (cost set down in legislation)	Varies	Varies		Varies	NB
13	<b>Food Safety Fees (inclusive of VAT)</b>					
13.001	Primary Authority Partnerships - set up costs	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
13.002	Copies of any reports, preparation of statements etc (non commercial)	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
13.003	Advice and consultancy - primary authority related	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
13.004	Food Hygiene Rating Scheme requested revisits	£170	£170		185.00	
13.005	Gain and Retain a Rating of 5	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
13.006	Food safety/hygiene advice and consultancy (excluding Primary Authority Partnerships)	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
13.007	Health Certificates and attestations			10.1	£83/hr	
14	<b>Health &amp; Safety Fees (inclusive of VAT)</b>					
14.001	Tattoo Hygiene Rating Scheme	Inspection and rating of premises Annual inspection of premises Re-rating of premises upon request from business	115.00 115.00	10.10 10.10	127.00 127.00 127.00	STD STD STD
14.002	Copies of any reports, preparation of statements etc	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
14.003	Health and Safety advice and consultancy (including beauty registrations but EXCLUDING animal licensing)	£75 per hour or part thereof	£75 per hour or part thereof	10.1	£83 per hour or part thereof	STD
	<b>Beauty Registration Pre-Application Fees</b>					
14.004	Soft/advisory visit	£75 per hour or part thereof	£75 per hour or part thereof	10.10	£83 per hour or part thereof	STD
14.005	Typed report following soft/advisory visit	£75 per hour or part thereof	£75 per hour or part thereof	10.10	£83 per hour or part thereof	STD
14.006	Telephone advice (15 minutes)	£75 per hour or part thereof	£75 per hour or part thereof	10.10	£83 per hour or part thereof	STD
14.007	Document template toolkit (when available)	N/A	N/A		N/A	STD
16	<b>Licence Fees</b>					
	<b>Beauty Registration Fees: Acupuncture, tattooing, electrolysis and skin piercing</b>					
16.001	Personal licence	111.00	111.00	10.10	122.00	NB
16.002	Premises licence	111.00	111.00	10.10	122.00	NB
16.003	Replacement or reissued certificate	17.00	17.00	10.10	19.00	NB
16.004	Variation of registration including certificate	52.00	52.00	10.10	57.00	NB
	<b>Animal boarding establishments Kennel/cattery/homeboarding/Day care</b>					
	License application and issue Franchises and arrangers		265.00	10.10	292.00 POA	
	<b>Dangerous wild animals (excluding veterinary fees)</b>					
16.005	New Application	204.00	204.00	10.10	224.00	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.006	Renewal		151.00	151.00	10.10	166.00	NB
16.007	<b>Dog Breeding (excluding veterinary fees)</b> New Application			300.00	10.10	330.00	NB
16.008	Replacement or reissued certificate (animal licensing)					19.00	NB
16.009	Variation of licence including certificate					POA	NB
							NB
	<b>GAMBLING ACT 2005 - Bingo Club</b>						
16.010	New application	min	2,939.00	2,939.00	0.00	2,939.00	NB
16.011	Annual fee	min	842.00	842.00	0.00	842.00	NB
16.012	Application to vary	min	1,472.00	1,472.00	0.00	1,472.00	NB
16.013	Application to transfer	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.014	Application for reinstatement	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.015	Application for provisional statement	min	2,939.00	2,939.00	0.00	2,939.00	NB
16.016	Licence application (provisional statement holders)	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.017	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.018	Notification of change	min	40.00	40.00	0.00	40.00	NB
	<b>GAMBLING ACT 2005 - Betting Premises Exc. Track</b>						
16.019	New application	min	2,522.00	2,522.00	0.00	2,522.00	NB
16.020	Annual fee	min	504.00	504.00	0.00	504.00	NB
16.021	Application to vary	min	1,259.00	1,259.00	0.00	1,259.00	NB
16.022	Application to transfer	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.023	Application for reinstatement	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.024	Application for provisional statement	min	2,522.00	2,522.00	0.00	2,522.00	NB
16.025	Licence application (provisional statement holders)	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.026	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.027	Notification of change	min	40.00	40.00	0.00	40.00	NB
	<b>GAMBLING ACT 2005 - Track</b>						
16.028	New application	min	2,099.00	2,099.00	0.00	2,099.00	NB
16.029	Annual fee	min	842.00	842.00	0.00	842.00	NB
16.030	Application to vary	min	1,049.00	1,049.00	0.00	1,049.00	NB
16.031	Application to transfer	min	801.00	801.00	0.00	801.00	NB
16.032	Application for reinstatement	min	801.00	801.00	0.00	801.00	NB
16.033	Application for provisional statement	min	2,099.00	2,099.00	0.00	2,099.00	NB
16.034	Licence application (provisional statement holders)	min	801.00	801.00	0.00	801.00	NB
16.035	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.036	Notification of change	min	40.00	40.00	0.00	40.00	NB
16.037	Temporary Use Notice	min	500.00	500.00	0.00	500.00	NB
16.038	Temporary Use Notice - copy	min	25.00	25.00	0.00	25.00	NB
	<b>GAMBLING ACT 2005 - Family Entertainment Centre</b>						
16.039	New application	min	1,681.00	1,681.00	0.00	1,681.00	NB
16.040	Annual fee	min	632.00	632.00	0.00	632.00	NB
16.041	Application to vary	min	842.00	842.00	0.00	842.00	NB
16.042	Application to transfer	min	801.00	801.00	0.00	801.00	NB
16.043	Application for reinstatement	min	801.00	801.00	0.00	801.00	NB
16.044	Application for provisional statement	min	1,681.00	1,681.00	0.00	1,681.00	NB
16.045	Licence application (provisional statement holders)	min	801.00	801.00	0.00	801.00	NB
16.046	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.047	Notification of change	min	40.00	40.00	0.00	40.00	NB
	<b>GAMBLING ACT 2005 - Adult Gaming Centre</b>						
16.048	New application	min	1,681.00	1,681.00	0.00	1,681.00	NB
16.049	Annual fee	min	842.00	842.00	0.00	842.00	NB
16.050	Application to vary	min	842.00	842.00	0.00	842.00	NB
16.051	Application to transfer	min	1,008.00	1,008.00	0.00	1,008.00	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.052	Application for reinstatement	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.053	Application for provisional statement	min	1,681.00	1,681.00	0.00	1,681.00	NB
16.054	Licence application (provisional statement holders)	min	1,008.00	1,008.00	0.00	1,008.00	NB
16.055	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.056	Notification of change	min	40.00	40.00	0.00	40.00	NB
<b>GAMBLING ACT 2005 - Large Casino</b>							
16.057	New application	min	8,398.00	8,398.00	0.00	8,398.00	NB
16.058	Annual fee	min	8,398.00	8,398.00	0.00	8,398.00	NB
16.059	Application to vary	min	4,200.00	4,200.00	0.00	4,200.00	NB
16.060	Application to transfer	min	1,806.00	1,806.00	0.00	1,806.00	NB
16.061	Application for reinstatement	min	1,806.00	1,806.00	0.00	1,806.00	NB
16.062	Application for provisional statement	min	8,398.00	8,398.00	0.00	8,398.00	NB
16.063	Licence application (provisional statement holders)	min	4,200.00	4,200.00	0.00	4,200.00	NB
16.064	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.065	Notification of change	min	40.00	40.00	0.00	40.00	NB
<b>GAMBLING ACT 2005 - Small Casino</b>							
16.066	New application	min	3,150.00	3,150.00	0.00	3,150.00	NB
16.067	Annual fee	min	5,250.00	5,250.00	0.00	5,250.00	NB
16.068	Application to vary	min	3,675.00	3,675.00	0.00	3,675.00	NB
16.069	Application to transfer	min	1,050.00	1,050.00	0.00	1,050.00	NB
16.070	Application for reinstatement	min	1,050.00	1,050.00	0.00	1,050.00	NB
16.071	Application for provisional statement	min	5,250.00	5,250.00	0.00	5,250.00	NB
16.072	Licence application (provisional statement holders)	min	3,675.00	3,675.00	0.00	3,675.00	NB
16.073	Copy licence	min	25.00	25.00	0.00	25.00	NB
16.074	Notification of change	min	40.00	40.00	0.00	40.00	NB
<b>GAMBLING ACT 2005 - Permits (fee fixed by statute)</b>							
16.075	FEC gaming machine Application fee		300.00	300.00	0.00	300.00	NB
16.076	Renewal fee		300.00	300.00	0.00	300.00	NB
16.077	Transitional application fee		100.00	100.00	0.00	100.00	NB
16.078	Prize Gaming Application fee		300.00	300.00	0.00	300.00	NB
16.079	Renewal fee		100.00	100.00	0.00	100.00	NB
16.080	Transitional application fee		100.00	100.00	0.00	100.00	NB
16.081	FEC permits change of name		25.00	25.00	0.00	25.00	NB
16.082	copy of permit		15.00	15.00	0.00	15.00	NB
16.083	Prize gaming permits change of name		25.00	25.00	0.00	25.00	NB
16.084	copy of permit		15.00	15.00	0.00	15.00	NB
16.085	Notification of intention to make (up to 2) gaming machines available		50.00	50.00	0.00	50.00	NB
<b>Licensed premises gaming machine permits (more than 2 gaming machines)</b>							
16.086	Application existing operator		100.00	100.00	0.00	100.00	NB
16.087	Application new operator		150.00	150.00	0.00	150.00	NB
16.088	Variation of permit		100.00	100.00	0.00	100.00	NB
16.089	Transfer of permit		25.00	25.00	0.00	25.00	NB
16.090	Change of name on permit		25.00	25.00	0.00	25.00	NB
16.091	Copy of permit		15.00	15.00	0.00	15.00	NB
16.092	Annual fee		£50 payable with 30 days of issue then annually on anniversary of issue	£50 payable with 30 days of issue then annually on anniversary of issue	0.00	£50 payable with 30 days of issue then annually on anniversary of issue	NB
<b>GAMBLING ACT 2005 - Club gaming and club machine permits (fee fixed by statute)</b>							
16.093	Application existing operator		100.00	100.00	0.00	100.00	NB
16.094	Application holder of club premises cert		100.00	100.00	0.00	100.00	NB
16.095	Application new applicant		200.00	200.00	0.00	200.00	NB
16.096	Renewal (every 10 years)		£200 (£100 for club premises certificate holder)	£200 (£100 for club premises certificate holder)	0.00	£200 (£100 for club premises certificate holder)	NB
16.097	Variation of permit		100.00	100.00	0.00	100.00	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.098	Copy of permit		15.00	15.00	0.00	15.00	NB
16.099	Annual fee		£50 payable with 30 days of issue then annually on anniversary of issue	£50 payable with 30 days of issue then annually on anniversary of issue	0.00	£50 payable with 30 days of issue then annually on anniversary of issue	NB
16.100	<b>Hackney carriage and private hire</b> Vehicle licences initial - Electronic		232.00	232.00	0.00	232.00	NB
16.101	Vehicle licences renewal - Electronic		232.00	232.00	0.00	232.00	NB
16.102	Vehicle transfer or change		100.00	100.00	0.00	100.00	NB
16.103	<b>Driver licences</b> Private hire - 3 year Initial Application - Electronic		230.63	230.63	10.00	253.69	NB
16.104	Hackney carriage - 3 year Initial application - Electronic		230.63	230.63	10.00	253.69	NB
16.105	Private hire - Three yearly Renewal - Electronic		230.63	230.63	10.00	253.69	NB
16.106	<b>Private hire operators licences (5 year licence)</b> Licence (Micro)	Up to 3 cars	1,350.95	1,350.95	5.00	1,418.50	NB
16.107	Licence (Small)	4 - 10 cars	1,626.68	1,626.68	5.00	1,708.01	NB
16.108	Licence (Medium)	11 - 30 cars	4,356.25	4,356.25	5.00	4,574.06	NB
16.109	Licence (Large)	31 + cars	6,078.25	6,078.25	5.00	6,382.16	NB
16.110	<b>Miscellaneous</b> Plate brackets		12.00	12.00	10.00	13.20	STD
16.111	Replacement drivers badge		12.00	12.00	10.00	13.20	NB
16.112	Replacement window badge		12.00	12.00	10.00	13.20	NB
16.113	Window pouch		5.00	5.00	10.00	5.50	STD
16.114	Replacement licence		15.00	15.00	10.00	16.50	NB
16.115	Replacement licence (change of circumstances) - per licence		15.00	15.00	10.00	16.50	NB
16.116	Copy of DVLA driving licence		N/A	N/A	0.00	N/A	NB
16.117	Loan of temporary top light		£45 per week	£45 per week	0.00	£45 per week	NB
16.118	Copy of insurance document		N/A	N/A	0.00	N/A	NB
16.119	Copy of log book		N/A	N/A	0.00	N/A	NB
16.120	English Proficiency Test		45.00	45.00	10.00	49.50	NB
16.121	Hackney carriage and Private Hire local knowledge test		N/A	N/A	0.00	N/A	NB
16.122	Independent safeguarding Authority CRB check (from July 2010)		75.50	75.50	10.00	83.05	NB
16.123	Enhanced CRB check (fee not refundable)		60.00	60.00	10.00	66.00	NB
16.124	Plate exemption Application		50.00	50.00	10.00	55.00	NB
16.125	Plate Clips (for 4 clips)		2.50	2.50	10.00	2.75	STD
16.126	Application to Approve External Advertising		50.00	50.00	10.00	55.00	NB
16.127	Advance Booking Only Sticker (each)		1.50	1.50	10.00	1.65	NB
16.128	Change from PHD to HCD - Administration Fee		40.00	40.00	10.00	44.00	NB
16.129	<b>Knowledge Test Fees</b> Attendance – full day's training		78.93	78.93	10.00	86.82	NB
16.130	Resitting written assessment		35.88	35.88	10.00	39.46	NB
16.131	Upgrade from private hire to hackney carriage		41.00	41.00	10.00	45.10	NB
16.132	Replacement vehicle plates						
16.133	- hackney carriage		20.00	20.00	10.00	22.00	NB
16.134	- private hire		20.00	20.00	10.00	22.00	NB
16.135	GAMBLING ACT 2005 - Lotteries (fee fixed by statute)						
16.136	Initial registration		40.00	40.00	10.00	44.00	NB
16.137	Renewal		20.00	20.00	10.00	22.00	NB
16.138	<b>Expedited/late renewal fee</b> Driver's licences (Late renewal applications only)		40.00	40.00	10.00	44.00	NB
16.139	Vehicle licences		40.00	40.00	10.00	44.00	NB
16.140	Operator's licences		40.00	40.00	10.00	44.00	NB
16.141	Objects on the highway		75.00	75.00	10.00	82.50	NB



Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code	
16.142	Consent to distribute free printed material	40.00	40.00	10.00	44.00	NB	
	<b>Distributing free printed and promotional material</b>						
16.143	5 points	56.38	56.38	10.00	62.01	NB	
16.144	6 -10 points	188.60	188.60	10.00	207.46	NB	
16.145	11-15 points	268.55	268.55	10.00	295.41	NB	
16.146	16+ points	376.18	376.18	10.00	413.79	NB	
	<b>Advertising structures</b>						
16.147	Administration fee not refundable for unsuccessful applicants	118.66	118.66	10.00	130.52	NB	
	<b>Information structures</b>						
16.148	Administration fee (not refundable for unsuccessful applicants)– charity/not for profit	56.38	56.38	10.00	62.01	NB	
16.149	Administration fee (not refundable for unsuccessful applicants)– commercial	153.75	153.75	10.00	169.13	NB	
16.150	Charity/not for profit- £/sqm obstructed (in addition to administration fee)	10.25	10.25	10.00	11.28	NB	
16.151	Commercial - £/sqm obstructed (in addition to administration fee)	30.75	30.75	10.00	33.83	NB	
16.152	Advertising structures (new and renewal)	107.63	107.63	10.00	118.39	NB	
	<b>Miscellaneous goods and other items</b>						
16.151	Tables and chairs						
16.152	Administration fee not refundable for unsuccessful applicants	107.63	107.63	0.00	107.63	NB	
16.153	Up to 8 chairs	273.68	273.68	0.00	273.68	NB	
16.154	9 to 16 chairs	547.35	547.35	0.00	547.35	NB	
16.155	17 to 24 chairs	1,183.88	1,183.88	0.00	1,183.88	NB	
16.156	25 chairs and over	1,733.28	1,733.28	0.00	1,733.28	NB	
	<b>Promotional structures/activities - Horse race events</b>						
16.157	Administration fee (not refundable for unsuccessful applicants)					NB	
16.158	Day rate					NB	
	<b>Zoos</b>						
16.159	New	1,900.00	1,900.00		POA	NB	
16.160	Renewal	2,700.00	2,700.00		POA	NB	
16.161	New s14(2) dispensation	1,200.00	1,200.00		POA		
16.162	Renewal s14(2) dispensation	1,600.00	1,600.00		POA	NB	
						NB	
16.176	Transfer Replacement of Licence (Zoo)	300.00	300.00		POA		
16.177	Variation of licence including certificate (Zoo)	200.00	200.00		POA		
						NB	
16.178	<b>Animal Activities Licensing Pre-application Advice</b>					NB	
16.179	Advisory visit	75.00	75.00	10.10	83/hr	NB	
16.180	Typed report (following advisory visit)	75.00	75.00	10.10	83/hr	NB	
	Check & send service (validation checks & submitting your pre-app to consultees for comment etc)	150.00	150.00	10.10	165.00		
16.181	<b>The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018</b>					NB	
16.182	Total fee include application and issue fee - does not include any required veterinary fees, supplementary fees etc under Regulation 13					NB	
16.183		Total application fee	£375.00	£375.00	10.1	412.00	NB
16.184	<b>Selling animals as pets</b>	Renewal with NO change to documented system					
16.185		As an additional activity	£165.00	£165.00		170.00	NB
						NB	
						NB	
16.186		Total application fee	£300.00	£300.00	10.1	330.00	
16.187	<b>Hiring out Horses</b>	Renewal with NO change to documented system					NB
16.188		As an additional activity	£165.00	£165.00	10.1	182.00	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.189		Total application fee	£235.00	£235.00	0.00	235.00	NB
16.190	Exhibition of animals based in Local Authority Area	Renewal with NO change to documented system					NB
		As an additional activity	£125.00	£125.00	10.1	138.00	
<b>The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 - Other Fees</b>							
16.191	Star Re-Rating		£105.00	£105.00	10.00	115.00	NB
16.192	Star Re-Rating - Arrangers head office		£80.00	£80.00	10.00	88.00	NB
16.193	Star Re-Rating - Arranger Host		£100.00	£100.00	10.00	110.00	NB
16.194	Variation Fee (no visit required)		£65.00	£65.00		POA	NB
16.195	Variation Fee (excluding Animal Boarding and Animal Exhibiting) - visit required		£80.00	£80.00		POA	NB
16.196	Variation Fee for Animal Boarding and Animal Exhibiting (visit required)		£70.00	£70.00		POA	
16.197	Hard copy of licence		£20.00	£20.00	10.00	22.00	
16.198							
16.199	<b>Premises licenses</b>						
16.200	New application & variation	Band A	100.00	100.00	0.00	100.00	NB
16.201		Band B	190.00	190.00	0.00	190.00	NB
16.202		Band C	315.00	315.00	0.00	315.00	NB
16.203		Band D	450.00	450.00	0.00	450.00	NB
16.204		Band E	635.00	635.00	0.00	635.00	NB
16.205	The Government has used the non-domestic rateable value (NDRV) as the means of allocating premises to fee bands. NDRV is considered the fairest method of allocating fee bands because it:						
16.206							
16.207	Application for minor variation of licence (fixed by statute)		89.00	89.00	0.00	89.00	NB
16.208							
16.209	Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises.	Band D x2	900.00	900.00	0.00	900.00	NB
16.210		Band E x3	1,905.00	1,905.00	0.00	1,905.00	NB
16.211							
16.212	Annual charge *	Band A	70.00	70.00	0.00	70.00	NB
16.213		Band B	180.00	180.00	0.00	180.00	NB
16.214		Band C	295.00	295.00	0.00	295.00	NB
16.215		Band D	320.00	320.00	0.00	320.00	NB
16.216		Band E	350.00	350.00	0.00	350.00	NB
16.217	Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises.	Band D x2	640.00	640.00	0.00	640.00	NB
16.218		Band E x3	1,050.00	1,050.00	0.00	1,050.00	NB
16.219							
16.220	Club premises certificates						
16.221	New application and variation	Band A	100.00	100.00	0.00	100.00	NB
16.222		Band B	190.00	190.00	0.00	190.00	NB
16.223		Band C	315.00	315.00	0.00	315.00	NB
16.224		Band D	450.00	450.00	0.00	450.00	NB
16.225		Band E	635.00	635.00	0.00	635.00	NB
16.226							
16.227	Annual Charge	Band A	70.00	70.00	0.00	70.00	NB
16.228		Band B	180.00	180.00	0.00	180.00	NB
16.229		Band C	295.00	295.00	0.00	295.00	NB
16.230		Band D	320.00	320.00	0.00	320.00	NB
16.231		Band E	350.00	350.00	0.00	350.00	NB
16.232	*There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of The Licensing Act 2003 (Fees) Regulations 2005						
16.233							
16.234	Additional Premises Licence fee						
16.235	Number in attendance at any one time	5,000 to 9,999	1,000.00	1,000.00	0.00	1,000.00	NB
16.236		10,000 to 14,999	2,000.00	2,000.00	0.00	2,000.00	NB
16.237		15,000 to 19,999	4,000.00	4,000.00	0.00	4,000.00	NB
16.238		20,000 to 29,999	8,000.00	8,000.00	0.00	8,000.00	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.239		30,000 to 39,999	16,000.00	16,000.00	0.00	16,000.00	NB
16.240		40,000 to 49,999	24,000.00	24,000.00	0.00	24,000.00	NB
16.241		50,000 to 59,999	32,000.00	32,000.00	0.00	32,000.00	NB
16.242		60,000 to 69,999	40,000.00	40,000.00	0.00	40,000.00	NB
16.243		70,000 to 79,999	48,000.00	48,000.00	0.00	48,000.00	NB
16.244		80,000 to 89,999	56,000.00	56,000.00	0.00	56,000.00	NB
16.245		90,000 and over	64,000.00	64,000.00	0.00	64,000.00	NB
16.246							
16.247	Additional annual fee payable, if applicable						
16.248	Number in attendance at any one time	5,000 to 9,999	500.00	500.00	0.00	500.00	NB
16.249		10,000 to 14,999	1,000.00	1,000.00	0.00	1,000.00	NB
16.250		15,000 to 19,999	2,000.00	2,000.00	0.00	2,000.00	NB
16.251		20,000 to 29,999	4,000.00	4,000.00	0.00	4,000.00	NB
16.252		30,000 to 39,999	8,000.00	8,000.00	0.00	8,000.00	NB
16.253		40,000 to 49,999	12,000.00	12,000.00	0.00	12,000.00	NB
16.254		50,000 to 59,999	16,000.00	16,000.00	0.00	16,000.00	NB
16.255		60,000 to 69,999	20,000.00	20,000.00	0.00	20,000.00	NB
16.256		70,000 to 79,999	24,000.00	24,000.00	0.00	24,000.00	NB
16.257		80,000 to 89,999	28,000.00	28,000.00	0.00	28,000.00	NB
16.258		90,000 and over	32,000.00	32,000.00	0.00	32,000.00	NB
16.259							
16.260	Licensing Pre-application Advice						
16.261	New premises licence	C&S (Check & send)	40.00	40.00	10.00	44.00	STD
16.262		PAC (Pre-application consultation)	70.00	70.00	10.00	77.00	STD
16.263		Full (Full service) - Smalll	70.00	70.00	10.00	77.00	STD
16.264		Large/meduim	130.00	130.00	10.00	143.00	STD
16.265							
16.266	Full variation of a premises licence	C&S (Check & send)	40.00	40.00	10.00	44.00	STD
16.267		PAC (Pre-application consultation)	70.00	70.00	10.00	77.00	STD
16.268		Full (Full service) - Smalll	70.00	70.00	10.00	77.00	STD
16.269		Large/meduim	130.00	130.00	10.00	143.00	STD
16.270							
16.271	Minor variation of a premises licence	PAC (Pre-application consultation)	40.00	40.00	10.00	44.00	STD
16.272		Full (Full service) - Smalll	70.00	70.00	10.00	77.00	STD
16.273		Large/meduim	130.00	130.00	10.00	143.00	STD
16.274							
16.275	Street trading consent	PAC (Pre-application consultation)	40.00	40.00	10.00	44.00	STD
16.276		Full (Full service) - charity/not for profit	70.00	70.00	10.00	77.00	STD
16.277		Full (Full service) - commercial rate	130.00	130.00	10.00	143.00	STD
16.278							
16.279	Permission to place objects on the highway	PAC (Pre-application consultation)	40.00	40.00	10.00	44.00	STD
16.280		Full (Full service) - charity/not for profit	70.00	70.00	10.00	77.00	STD
16.281		Full (Full service) - commercial rate	130.00	130.00	10.00	143.00	STD
16.282							
16.283	Application for a club premises certificate	C&S (Check & send)	40.00	40.00	10.00	44.00	STD
16.284		PAC (Pre-application consultation)	70.00	70.00	10.00	77.00	STD
16.285		Full (Full service)	70.00	70.00	10.00	77.00	STD
16.286							
16.287	Application for the grant or renewal of a personal licence		37.00	37.00	0.00	37.00	NB
16.288	Temporary event notice		21.00	21.00	0.00	21.00	NB
16.289	Theft, loss, etc. of premises licence or summary		11.00	11.00	0.00	11.00	NB
16.290	Application for a provisional statement where premises being built etc.		315.00	315.00	0.00	315.00	NB
16.291	Notification of change of name or address		11.00	11.00	0.00	11.00	NB
16.292	Application to vary licence to specify individual as premises supervisor		23.00	23.00	0.00	23.00	NB
16.293	Application for transfer of premises licence		23.00	23.00	0.00	23.00	NB
16.294	Interim authority notice following death etc. of licence holder		23.00	23.00	0.00	23.00	NB
16.295	Theft, loss etc. of certificate or summary		10.00	10.00	0.00	10.00	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.296	Notification of change of name or alteration of rules of club		10.50	10.50	0.00	10.50	NB
16.297	Change of relevant registered address of club		10.50	10.50	0.00	10.50	NB
16.298	Theft, loss etc. of temporary event notice		10.50	10.50	0.00	10.50	NB
16.299	Theft, loss etc. of personal licence		10.50	10.50	0.00	10.50	NB
16.300	Duty to notify change of name or address		10.50	10.50	0.00	10.50	NB
16.301	Right of freeholder recto be notified of licensing matters		21.00	21.00	0.00	21.00	NB
16.302	Temporary Use Notice (Gambling Act) - Fee (*see note below)		500.00	500.00	0.00	500.00	NB
16.303	Copy of Notice		25.00	25.00	0.00	25.00	NB
16.304							
16.305	<b>Sex establishments</b>						
16.306	Deposit (not refundable) *NEW		1,158.00	1,158.00	0.00	1,158.00	NB
16.307	Initial Application (remainder)		1,158.00	1,158.00	0.00	1,158.00	NB
16.308	Subsequent Fee		593.48	593.48	0.00	593.48	NB
16.309	Transfer or variation		593.48	593.48	0.00	593.48	NB
16.310							
16.311	<b>Sexual Entertainment Licence</b>						
16.312	Deposit (not refundable) *NEW		1,300.00	1,300.00	0.00	1,300.00	NB
16.313	Initial Application (remainder)		1,300.00	1,300.00	0.00	1,300.00	NB
16.314	Subsequent Fee		1,614.38	1,614.38	0.00	1,614.38	NB
16.315	Transfer or variation		871.25	871.25	0.00	871.25	NB
16.316							
16.317	<b>Street trading consents - annual</b>						
16.318	Administration fee for unsuccessful applicants		107.63	107.63	0.00	107.63	NB
16.319							
16.320	<b>Ice cream vehicles</b>						
16.321	- annual		1,296.63	1,296.63	0.00	1,296.63	NB
16.322	- seasonal	Apr - Sep	862.03	862.03	0.00	862.03	NB
16.323							
16.324	<b>Hot food units - Town Centre only (Core Commercial Area)</b>						
16.325	Consent	Full Year	5,223.40	5,223.40	0.00	5,223.40	NB
16.326		Half Year	2,630.15	2,630.15	0.00	2,630.15	NB
16.327		Three Months	1,333.53	1,333.53	0.00	1,333.53	NB
16.328							
16.329	<b>Hot food units - Outside Town Centre</b>						
16.330	Consent	Full Year	3,429.65	3,429.65	0.00	3,429.65	NB
16.331		Half Year	1,734.30	1,734.30	0.00	1,734.30	NB
16.332		Three Months	885.60	885.60	0.00	885.60	NB
16.333							
16.334	<b>Mobile and static Units</b>						
16.335	Mobile Unit - Drinks only		4,561.25	4,561.25	0.00	4,561.25	NB
16.336							
16.337	<b>Flower stalls - prime sites</b>						
16.338	(to include Promenade and High Street between Pittville Street and Bath Road)						
16.339	Consent	Full Year	4,174.83	4,174.83	0.00	4,174.83	NB
16.340		Half Year	2,106.38	2,106.38	0.00	2,106.38	NB
16.341		Three Months	1,072.15	1,072.15	0.00	1,072.15	NB
16.342							
16.343	<b>Flower stalls - secondary sites</b>						
16.344	Consent	Full Year	3,347.65	3,347.65	0.00	3,347.65	NB
16.345		Half Year	1,693.30	1,693.30	0.00	1,693.30	NB
16.346		Three Months	865.10	865.10	0.00	865.10	NB
16.347							
16.348	<b>Other stalls or units - prime sites</b>						
16.349	(to include Promenade and High Street between Boots Corner and Bath Road, including sites up to 20 metres away from Promenade and High Street)						
16.350	Consent	Full Year	4,290.65	4,290.65	0.00	4,290.65	NB
16.351		Half Year	2,164.80	2,164.80	0.00	2,164.80	NB
16.352		Three Months	1,100.85	1,100.85	0.00	1,100.85	NB
16.353		Monthly	366.95	366.95	0.00	366.95	NB

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
16.354		Day rate	25.63		25.63	NB
16.355						
16.356	Other stalls or units - secondary sites					
16.357	Consent	Full Year	3,440.93	0.00	3,440.93	NB
16.358		Half Year	12,502.95	0.00	12,502.95	NB
16.359		Three Months	887.65	0.00	887.65	NB
16.360		Monthly	296.23	0.00	296.23	NB
16.361		Day rate	15.38	0.00	15.38	NB
16.362						
16.363	Markets					
16.364	Suffolk Street Traders and Montpellier Profile Group		269.58	10.00	296.53	NB
16.365	Continental Market		380.28	10.00	418.30	NB
16.366	Other markets (stall/day in addition to admin fee)		20.50	10.00	22.55	NB
16.367						
16.368	Scrap Metal Dealers Act 2013 (new fees from September 2013)					
16.369	Site Licence					
16.370	Grant, renewal and variation to change of site manager		425.38	0.00	425.38	NB
16.371	Variation other than a change of site manager		91.23	0.00	91.23	NB
16.372	Copy of a licence		12.30	0.00	12.30	NB
16.373	Scrap metal dealers (Late renewal applications only)		35.88	0.00	35.88	NB
16.374	Collector's Licence					
16.375	Grant and renewal of a collector's scrap metal dealer licence		387.45	0.00	387.45	NB
16.376	Variation		91.23	0.00	91.23	NB
16.377	Copy of a licence		12.30	0.00	12.30	NB
16.378						
16.379						
16.380	Lifeline (inclusive of VAT)					
16.381	*Majority will be exempt due to long term health condition - a few will not be therefore charged at 20%					
16.382	Weekly Rental of Lifeline alarm unit		4.02		4.02	EX/STD*
16.407A	Annual rental of Lifeline Alarm Unit				174.31	
16.407B	Installation of a SUPRA C500 Keysafe (To supply and install a Keysafe)				72.00	
16.407C	Set up Charge				20.00	
16.407D	Supply only Supra C500 Keysafe				65.00	
16.407E	Annual Rental of Lifeline Alarm and Vibby				210.31	
16.407F	Annual rental of Lifeline Alarm Unit - SIM only				222.36	
16.407G	Sim only set up charge				48.00	
16.383						
16.384						
16.385	Miscellaneous Properties					
16.386	Property Rents					
16.387	Granting L/L Consent (assignments and subletting )*	350.00	350.00		385.00	
16.388	Granting L/L Consent ( Building Alterations)*	350.00	350.00		385.00	
16.389						
16.390	Schedule of Dilapidations	* Charges:- Surveyors charge £36 per hour plus mileage, administration and any other departmental cost or specialist advice.	* Charges:- Surveyors charge £36 per hour plus mileage, administration and any other departmental cost or specialist advice.	10.00	* Charges:- Surveyors charge £39.60 per hour plus mileage, administration and any other departmental cost or specialist advice. no longer available	STD
16.391	Condition Surveys					
16.392	Valuations					
16.393	Third Party asset valuations and survey works	£200 minimum charge plus any additional charges depending upon the complexity and time expended. 75 p per square metre occupied	£200 minimum charge plus any additional charges depending upon the complexity and time expended. 75 p per square metre occupied		no longer available	STD
16.394	Thursday Market - Henrietta Street				no longer available	EX
16.395	Granting residential leasehold extensions				385.00	STD
16.396	Granting wayleaves or easements				450.00	STD
16.397	Development Agreements – To be agreed				TBA	STD

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
<b>21</b>	<b>Neighbourhood Regeneration</b>						
<b>21.001</b>	06/07 Statutory License (Housing Act 2004)	Charge per property	£650 (+ civil penalties for unlicensed HMOs)	£650 (+ civil penalties for unlicensed HMOs)		Recover actual costs incurred	EX
<b>21.002</b>	06/07 Formal Notices - Housing Standards Officer - Charged on a cost recovery basis, based on time recording and hourly rates of officers.		Recover actual costs incurred	Recover actual costs incurred		Recover actual costs incurred	EX
<b>21.003</b>	Mobile Home License charges (Mobile Home Act 2013)	Charge per site	Recover actual costs incurred	Recover actual costs incurred		Recover actual costs incurred	EX
<b>22</b>	<b>Outdoor Recreation (inclusive of VAT)</b>						
<b>22.001</b>	Adult Football with changing rooms		54.00	54.00	10.01	59.50	STD
<b>22.002</b>	Pitch only		28.00	28.00	10.01	30.80	STD
<b>22.003</b>	Junior football with changing rooms		29.25	29.25	10.01	32.20	STD
<b>22.004</b>	Junior football pitch only		26.15	26.15	10.01	29.00	STD
<b>22.005</b>	Rugby with changing rooms		54.00	54.00	10.01	59.50	STD
<b>22.006</b>	Adult Cricket Weekends		57.00	57.00	10.01	63.00	STD
<b>22.007</b>	Playgroups per session		14.00	14.00	10.01	15.40	STD
<b>22.008</b>	Playgroup Swindon Village		11.40	11.40	10.01	12.50	STD
<b>22.009</b>	Tennis per hour per court		7.35	7.35	10.01	8.00	STD
<b>22.010</b>	Tennis half hour " "		3.70	3.70	10.01	4.00	STD
<b>22.011</b>	Tennis OAP/Jnr. " "		4.30	4.30	10.01	5.00	STD
<b>22.012</b>	Fishing Adult all day		7.70	7.70	10.01	8.50	STD
<b>22.013</b>	Fishing OAP/Jnr all day		4.60	4.60	10.01	5.00	STD
<b>22.014</b>	Golf Adult		6.40	6.40	10.01	7.00	STD
<b>22.015</b>	Golf OAP/Jnr		4.50	4.50	10.01	5.00	STD
<b>22.016</b>	Equipment Hire - Irons		2.55	2.55	10.01	2.80	STD
<b>22.017</b>	Golf Balls (each)		1.10	1.10	10.01	1.20	STD
<b>22.018</b>	Fishing Permits		8.40	8.40	10.01	9.50	STD
<b>22.019</b>	Boating - Rowing 1 hr		12.00	12.00	0.00	12.00	STD
<b>22.020</b>	Rowing half an hour		8.00	8.00	0.00	8.00	STD
<b>22.021</b>	Juniors under 10, half an hour		4.60	4.60	0.00	4.60	STD
	<b>Event Daily Charges for Parks, Gardens &amp; Playing fields</b>						
	<b>Montpellier Gardens:-</b>						
<b>22.022</b>	Commercial		1063.00 - 797.00	1063.00 - 797.00		1,170.00 - 880.00	EX
<b>22.023</b>	Registered Charity		280.00	280.00	10.10	310.00	EX
<b>22.024</b>	Community		53.00	53.00	10.10	60.00	EX
	<b>Sandford Park</b>						
<b>22.025</b>	Commercial		1063.00 - 797.00	1063.00 - 797.00		1,170.00 - 880.00	EX
<b>22.026</b>	Registered Charity		280.00	280.00	10.10	310.00	EX
<b>22.027</b>	Community		53.00	53.00	10.10	60.00	EX
	<b>Pittville park</b>						
<b>22.028</b>	Commercial		1063.00 - 797.00	1063.00 - 797.00		1,170.00 - 880.00	EX
<b>22.029</b>	Registered Charity		280.00	280.00	10.10	310.00	EX
<b>22.030</b>	Community		53.00	53.00	10.10	60.00	EX
	<b>Imperial Gardens - Whole Gardens</b>						
<b>22.031</b>	Commercial		1063.00 - 797.00	1063.00 - 797.00		1,170.00 - 880.00	EX
<b>22.032</b>	Registered Charity		280.00	280.00	10.10	310.00	EX
<b>22.033</b>	Community		53.00	53.00	10.10	60.00	EX
	<b>Fitness Classes</b>						
<b>22.034</b>	4-9 participants		4.30	4.30	10.10	4.75	EX
<b>22.035</b>	10-15 participants		8.35	8.35	10.10	9.20	EX
<b>22.036</b>	16+ participants		16.70	16.70	10.10	18.40	EX

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
22.037	Tethered hot air baloon	800.00	800.00	10.10	880.80	EX
22.038	Professional Dog Walkers Annual Licence	0.00	0.00		0.00	
		320.00	320.00	10.10	352.32	EX
23	<b>Pest Control Fees (inclusive of VAT)</b> <i>Charges may vary depending on how many rooms need to be treated</i> <b>Standard Prices</b>					
23.001	Ants	£85 for first visit Subsequent Visits £35	£85 for first visit Subsequent Visits £35	0.00	£85 for first visit Subsequent Visits £35	STD
23.002	Bedbugs	£375 Per visit may require more than 1 Visit	£375 Per visit may require more than 1 Visit	0.00	£375 Per visit may require more than 1 Visit	STD
23.003	Beetles	£45 Survey (Quotation will follow survey)	£45 Survey (Quotation will follow survey)	0.00	£45 Survey (Quotation will follow survey)	STD
23.004	Booklice	£45 Survey (Quotation will follow survey)	£45 Survey (Quotation will follow survey)	0.00	£45 Survey (Quotation will follow survey)	STD
23.005	Carpet beetles and moths	£150 for 1 Visit and £85 for subsequent visits	£150 for 1 Visit and £85 for subsequent visits	0.00	£150 for 1 Visit and £85 for subsequent visits	STD
23.006	Cockroaches (includes 2 visits)	£190 for 1 Visit and £85 for subsequent visits	£190 for 1 Visit and £85 for subsequent visits	0.00	£190 for 1 Visit and £85 for subsequent visits	STD
23.007	Flies (house and cluster) per treatment	£95 for first visit subsequent £45 per subsequent visits	£95 for first visit subsequent £45 per subsequent visits	0.00	£95 for first visit subsequent £45 per subsequent visits	STD
23.008	Fleas 1 - 3 rooms	(£95 for first visit and £50 for subsequent visits) 3 bed house	(£95 for first visit and £50 for subsequent visits) 3 bed house	0.00	(£95 for first visit and £50 for subsequent visits) 3 bed house	STD
23.009	Fleas 4 rooms + (minimum charge)	£125 for first visit for 4-6 bedrooms and £50 for subsequent visits	£125 for first visit for 4-6 bedrooms and £50 for subsequent visits	0.00	£125 for first visit for 4-6 bedrooms and £50 for subsequent visits	STD
23.010	Mice (Up to 3 visits) Non refundable deposit £29	(£165 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	(£165 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	0.00	(£165 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	STD
23.011	Rats (Up to 3 visits) Non refundable deposit £25	(£165 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	(£165 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	0.00	(£165 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	STD
23.012	Squirrels (Maximum of 5 visits) £25 per subsequent visit. Non refundable deposit of £25.	£245 for max 5 visits traps to be checked daily	£245 for max 5 visits traps to be checked daily	0.00	£245 for max 5 visits traps to be checked daily	STD
23.013	Wasps (per nest) £15 per additional nest	£65 First Nest £25 for subsequent nests	£65 First Nest £25 for subsequent nests	0.00	£65 First Nest £25 for subsequent nests	STD
23.014	Woodlice (minimum charge)	Survey and quote	Survey and quote	0.00	Survey and quote	STD
23.015	Survey/Advice Fee - Standard	45.00	45.00	0.00	45.00	STD
23.016	Prices for people on Income Support	Case by case basis	Case by case basis		Case by case basis	
<b>Commercial or business customer (pest control contract with the council)</b>						
<b>Regular size business</b>						
23.017	Pests Covered Rats, Mice, Ant, Wasps, Fleas, Flies, other pest such as Cockroaches, Moths and Bed Bugs may require a more intensive treatment method which may incur additional costs.	£ 70 per visit based 12 visits a year. Callouts outside normal contract visits will be charged at: £105 per visit	£ 70 per visit based 12 visits a year. Callouts outside normal contract visits will be charged at: £105 per visit	0.00	£ 70 per visit based 12 visits a year. Callouts outside normal contract visits will be charged at: £105 per visit	STD
<b>Large size business</b>						
23.018	Pests Covered Rats, Mice, Ant, Wasps, Fleas, Flies, other pest such as Cockroaches, Moths and Bed Bugs may require a more intensive treatment method which may need additional visits.	£140 per visit based on 12 visits a year. Callouts outside . Normal contract visits will be charged at £210 per visit.	£140 per visit based on 12 visits a year. Callouts outside . Normal contract visits will be charged at £210 per visit.	0.00	£140 per visit based on 12 visits a year. Callouts outside . Normal contract visits will be charged at £210 per visit.	STD

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
<b>Commercial or business customer (no pest control contract with the council)</b>						
23.019	Ants	£65 survey and quote for works	£65 survey and quote for works	0.00	£65 survey and quote for works	STD
23.020	Cockroaches	£65 survey and quote for works	£65 survey and quote for works	0.00	£65 survey and quote for works	STD
23.021	Bedbugs	£65 survey and quote for works	£65 survey and quote for works	0.00	£65 survey and quote for works	STD
23.022	Flies (house and cluster)	£65 survey and quote for works	£65 survey and quote for works	0.00	£65 survey and quote for works	STD
23.023	Fleas	£65 survey and quote for works	£65 survey and quote for works	0.00	£65 survey and quote for works	STD
23.024	Mice (up to 3 visits)	£250 for 3 visits and £65 for subsequent Visits	£250 for 3 visits and £65 for subsequent Visits	0.00	£250 for 3 visits and £65 for subsequent Visits	STD
23.025	Rats (up to 3 visits)	£250 for 3 visits and £65 for subsequent Visits	£250 for 3 visits and £65 for subsequent Visits	0.00	£250 for 3 visits and £65 for subsequent Visits	STD
23.026	Wasps (per nest) £20 per additional nest	£75 First Nest £35 for subsequent nests	£75 First Nest £35 for subsequent nests	0.00	£75 First Nest £35 for subsequent nests	STD
23.027	Survey/Advice Fee - Standard	Included above	Included above	0.00	Included above	STD
23.028	Survey/Advice Fee - Income Support	Included above	Included above	0.00	Included above	STD
24	<b>Planning Fees</b> The Town and Country Planning Act 1990					
24.001	The Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2005 require that fees shall be paid in respect of planning and advertisement applications.	Set nationally	Set nationally			EX
24.002	Telephone appointments	Planning or conservation telephone appointment (no written response) NA	50.00	0.00	50.00	NB
	<b>Householder</b>	Fees for householder pre-application advice				
24.003	Formal pre-application submission	Letter only NA	75.00	0.00	75.00	NB
24.004		Meeting and letter NA	100.00	0.00	100.00	NB
24.005		Site visit and letter NA	135.00	0.00	135.00	NB
24.006		Follow-up meeting NA	50.00	0.00	50.00	NB
	<b>Residential development</b>	Fees for residential development pre-application advice				
24.007	1-2 dwellings	Letter only NA	250.00	0.00	250.00	NB
24.008		Meeting and letter NA	350.00	0.00	350.00	NB
24.009		Site visit and letter NA	400.00	0.00	400.00	NB
24.010		Follow-up meeting NA	100.00	0.00	100.00	NB
24.011		Follow-up letter NA	125.00	0.00	125.00	NB
24.012	3-9 dwellings	Letter only NA	600.00	0.00	600.00	NB
24.013		Meeting and letter NA	700.00	0.00	700.00	NB
24.014		Site visit and letter NA	800.00	0.00	800.00	NB
24.015		Follow-up meeting NA	125.00	0.00	125.00	NB
24.016		Follow-up letter NA	150.00	0.00	150.00	NB
24.017	10 to 49 dwellings	Letter only NA	1,000.00	0.00	1,000.00	NB
24.018		Meeting and letter NA	1,250.00	0.00	1,250.00	NB
24.019		Site visit and letter NA	1,500.00	0.00	1,500.00	NB
24.020		Follow-up meeting NA	250.00	0.00	250.00	NB
24.021		Follow-up letter NA	300.00	0.00	300.00	NB
24.022	50 to 199 dwellings	Letter only NA	3,000.00	0.00	3,000.00	NB



Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
24.023		Meeting and letter	NA	3,350.00	0.00	3,350.00	NB
24.024		Site visit and letter	NA	3,500.00	0.00	3,500.00	NB
24.025		Follow-up meeting	NA	350.00	0.00	350.00	NB
24.026		Follow-up letter	NA	500.00	0.00	500.00	NB
24.027	200 to 350 dwellings	Letter only	NA	4,000.00	0.00	4,000.00	NB
24.028		Meeting and letter	NA	4,400.00	0.00	4,400.00	NB
24.029		Site visit and letter	NA	4,750.00	0.00	4,750.00	NB
24.030		Follow-up meeting	NA	450.00	0.00	450.00	NB
24.031		Follow-up letter	NA	750.00	0.00	750.00	NB
24.032	General principle advice for 10 to 49 dwellings or up to 5000 sq metres floor space; meeting only (up to 60 minutes) with no written response		NA	500.00	0.00	500.00	NB
24.033	General principle advice for 50 or more dwellings or over 5000 sq metres floor space; meeting only (up to 90 minutes) with no written response		NA	1,000.00	0.00	1,000.00	NB
	<b>Non-residential or commercial development</b>	Fees for non-residential or commercial development pre-application advice					
24.034	Up to 500 sq metres	Letter only	NA	250.00	0.00	250.00	NB
24.035		Meeting and letter	NA	350.00	0.00	350.00	NB
24.036		Site visit and letter	NA	400.00	0.00	400.00	NB
24.037		Follow-up meeting	NA	100.00	0.00	100.00	NB
24.038		Follow-up letter	NA	125.00	0.00	125.00	NB
24.039	501 to 999 sq metres	Letter only	NA	400.00	0.00	400.00	NB
24.040		Meeting and letter	NA	500.00	0.00	500.00	NB
24.041		Site visit and letter	NA	600.00	0.00	600.00	NB
24.042		Follow-up meeting	NA	100.00	0.00	100.00	NB
24.043		Follow-up letter	NA	125.00	0.00	125.00	NB
24.044	1,000 to 4,999 sq metres	Letter only	NA	1,000.00	0.00	1,000.00	NB
24.045		Meeting and letter	NA	1,250.00	0.00	1,250.00	NB
24.046		Site visit and letter	NA	1,500.00	0.00	1,500.00	NB
24.047		Follow-up meeting	NA	250.00	0.00	250.00	NB
24.048		Follow-up letter	NA	300.00	0.00	300.00	NB
24.049	5,000 to 9,999 sq metres	Letter only	NA	2,000.00	0.00	2,000.00	NB
24.050		Meeting and letter	NA	2,350.00	0.00	2,350.00	NB
24.051		Site visit and letter	NA	2,500.00	0.00	2,500.00	NB
24.052		Follow-up meeting	NA	350.00	0.00	350.00	NB
24.053		Follow-up letter	NA	500.00	0.00	500.00	NB
24.054	10,000 to 19,999 sq metres	Letter only	NA	3,000.00	0.00	3,000.00	NB
24.055		Meeting and letter	NA	3,500.00	0.00	3,500.00	NB
24.056		Site visit and letter	NA	4,000.00	0.00	4,000.00	NB
24.057		Follow-up meeting	NA	450.00	0.00	450.00	NB
24.058		Follow-up letter	NA	750.00	0.00	750.00	NB
	<b>Other fees</b>	Fees for other pre-application advice					
24.059	Listed building (solely LBC) - householder	Letter only	NA	75.00	0.00	75.00	NB
24.060		Meeting and letter	NA	100.00	0.00	100.00	NB
24.061		Site visit and letter	NA	135.00	0.00	135.00	NB
24.062		Follow-up meeting	NA	50.00	0.00	50.00	NB
24.063		Follow-up letter	NA	NA		NA	
24.064	Listed building (solely LBC) - non-householder	Letter only	NA	150.00	0.00	150.00	NB

Reference	Description		22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
24.065		Meeting and letter	NA	200.00	0.00	200.00	NB
24.066		Site visit and letter	NA	250.00	0.00	250.00	NB
24.067		Follow-up meeting	NA	100.00	0.00	100.00	NB
24.068		Follow-up letter	NA	NA		NA	
24.069	Change of use	Letter only	NA	200.00	0.00	200.00	NB
24.070		Meeting and letter	NA	250.00	0.00	250.00	NB
24.071		Site visit and letter	NA	300.00	0.00	300.00	NB
24.072		Follow-up meeting	NA	100.00	0.00	100.00	NB
24.073		Follow-up letter	NA	125.00	0.00	125.00	NB
24.074	Advertisements	Letter only	NA	75.00	0.00	75.00	NB
24.075		Meeting and letter	NA	NA		NA	
24.076		Site visit and letter	NA	NA		NA	
24.077		Follow-up meeting	NA	NA		NA	
24.078		Follow-up letter	NA	NA		NA	
	<b>Specialist comments</b>	Where specialist comments are needed, the following fees will be added to the relevant category of development fee:					
24.079	Heritage and conservation	for householder	NA	50.00	0.00	50.00	NB
24.080		for all other developments	NA	150.00	0.00	150.00	NB
24.081	Drainage		NA	50.00	0.00	50.00	NB
24.082	<b>Notes</b>	Development of over 350 dwellings, or more than 20,000 sq metres of commercial development will need a Planning Performance Agreement, please contact us to discuss					
	<b>Exemption from fees</b>	No fees will be payable when:					
24.083		the enquiry is made by a local authority or county council and relates to a statutory function					
24.084		the enquiry is made by a parish council					
24.085		the proposal relates to development of an existing dwelling where the works are for the benefit of a disabled occupier					
24.086	<b>Reduction in fees for charities</b>	A 50 per cent reduction in fees will be given for local charities or local community groups					
25	<b>Pollution Control Fees</b>						
	<b>Application Fee</b>						
25.001	Standard process (includes solvent emission activities)		1,650.00	1,650.00	0.00	1,650.00	NB
25.002	Additional fee for operating with a permit		1,188.00	1,188.00	0.00	1,188.00	NB
25.003	PVRI, SWOBs and Dry Cleaners		155.00	155.00	0.00	155.00	NB
25.004	PVR I & II combined		257.00	257.00	0.00	257.00	NB
25.005	VRs and other Reduced Fee Activities		362.00	362.00	0.00	362.00	NB
25.006	Reduced fee activities: Additional fee for operating without a permit		71.00	71.00	0.00	71.00	NB
25.007	Mobile plant - not using simplified permits		1,650.00	1,650.00	0.00	1,650.00	NB
	Mobile plant for the third to seventh applications		985.00	985.00	0.00	985.00	NB
25.008	Mobile plant for the eighth and subsequent applications		498.00	498.00	0.00	498.00	NB

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
Annual Subsistence Charge						
25.009	Standard process Low*	772.00	772.00	0.00	772.00	NB
25.010	Standard process Medium*	1,161.00	1,161.00	0.00	1,161.00	NB
25.011	Standard process High*	1,747.00	1,747.00	0.00	1,747.00	NB
25.012	PVRI, SWOBs and Dry Cleaner Low	79.00	79.00	0.00	79.00	NB
25.013	PVRI, SWOBs and Dry Cleaner Medium	158.00	158.00	0.00	158.00	NB
25.014	PVRI, SWOBs and Dry Cleaner High	237.00	237.00	0.00	237.00	NB
25.015	PVR I & II combined Low	113.00	113.00	0.00	113.00	NB
25.016	PVR I & II combined Medium	226.00	226.00	0.00	226.00	NB
25.017	PVR I & II combined High	341.00	341.00	0.00	341.00	NB
25.018	VRs and other Reduced Fees Low	228.00	228.00	0.00	228.00	NB
25.019	VRs and other Reduced Fees Medium	365.00	365.00	0.00	365.00	NB
25.020	VRs and other Reduced Fees High	548.00	548.00	0.00	548.00	NB
25.021	Moile plant, for first and second permits Low - not using simplified permits	626.00	626.00	0.00	626.00	NB
25.022	Moile plant, for first and second permits Medium - not using simplified permits	1,034.00	1,034.00	0.00	1,034.00	NB
25.023	Moile plant, for first and second permits High - not using simplified permits	1,551.00	1,551.00	0.00	1,551.00	NB
25.024	for the third to sevent permits Low	385.00	385.00	0.00	385.00	NB
25.025	for the third to sevent permits Medium	617.00	617.00	0.00	617.00	NB
25.026	for the third to sevent permits High	924.00	924.00	0.00	924.00	NB
25.027	eighth and subsequent permits Low	198.00	198.00	0.00	198.00	NB
25.028	eighth and subsequent permits Medium	314.00	314.00	0.00	314.00	NB
25.029	eighth and subsequent permits High	473.00	473.00	0.00	473.00	NB
25.030	Late payment fee	52.00	52.00	0.00	52.00	NB
	* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation					
	Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the amounts					
Transfer and Surrender						
25.031	Standard process transfer	169.00	169.00	0.00	169.00	NB
25.032	Standard process partial transfer	497.00	497.00	0.00	497.00	NB
25.033	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	75.00	75.00	0.00	75.00	NB
25.034	Surrender: all Part B activities	0.00	0.00	0.00	0.00	NB
25.035	Reduced fee activities: transfer	0.00	0.00	0.00	0.00	NB
25.036	Reduced fee activities: partial transfer	47.00	47.00	0.00	47.00	NB
Temporary transfer for mobiles						
25.037	First transfer	53.00	53.00	0.00	53.00	NB
25.038	Repeat following enforcement or warning	53.00	53.00	0.00	53.00	NB
Substantial change						
25.039	Standard process	1,050.00	1,050.00	0.00	1,050.00	NB
25.040	Standard process where the substantial change results in a new PPC activity	1,650.00	1,650.00	0.00	1,650.00	NB
25.041	Reduced fee activities	102.00	102.00	0.00	102.00	NB
25.042	Public Health Funerals	£70 per hour or part thereof officer time plus undertaker and cemetary costs etc	£70 per hour or part thereof officer time plus undertaker and cemetary costs etc		£83 per hour or part thereof officer time plus undertaker and cemetary costs etc	EX
25.043	Environmental protection/pollution control advice and consultancy	£70 per hour of business advice/consultancy (flat rate - includes documentation etc)	£70 per hour of business advice/consultancy (flat rate - includes documentation etc)		£83 per hour of business advice/consultancy (flat rate - includes documentation etc)	STD

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
25.044	Antisocial behaviour advice and consultancy	£70 per hour of business advice/consultancy (flat rate - includes documentation etc)	£70 per hour of business advice/consultancy (flat rate - includes documentation etc)		£83 per hour of business advice/consultancy (flat rate - includes documentation etc)	STD
	<b>Private water supplies:</b>					
25.045	Sampling and laboratory analysis	up to £260 for analysis of full set of samples plus courier fee @ £30 all plus VAT	up to £260 for analysis of full set of samples plus courier fee @ £35 all plus VAT	10.10	up to £286 for analysis of full set of samples plus courier fee @ £35 all plus VAT	STD
25.05	PLUS officer time for risk assessment, site visit etc - average of 5 hours	5 hours @ £42.02 p/h, £210.10 approx on average	5 hours @ £75 p/h, £375 approx on average	10.10	5 hours @ £83 p/h, £415 approx on average	STD
26	<b>Seat Sponsorship</b>					
26.001	Charge = actual cost of seat and installation	Recharge Actual Costs plus £200	Recharge Actual Costs plus £200		Recharge Actual Costs plus £200	STD
27	<b>Street Care (excluding VAT)</b>					
27.001	Fixed penalty notices under the Antisocial Behaviour, Crime & Policing Act 2014. Examples include Public Spaces Protection Orders and Community Protection Notices.	£100 reduced to £80 for early payment	£100 reduced to £80 for early payment		£100 reduced to £80 for early payment	NB
28	<b>Streetscene Enforcement</b>					
	<b>Abandoned Vehicle</b>					
28.001	Inspection of Abandoned Vehicle and arranging for removal on private land	65.00	65.00	0.00	65.00	STD
	<b>Fixed Penalty Notices served in Environmental Protection &amp; Streetscene Enforcement</b>					
28.002	Abandoning a vehicle	200.00	200.00	0.00	200.00	NB
28.003	- if paid within a reduced time	N/A	N/A			NB
28.004	Depositing Litter	150.00	150.00	0.00	150.00	NB
28.005	- if paid within a reduced time	90.00	90.00	0.00	90.00	NB
28.006	Depositing Litter from a vehicle (civil penalty)	150.00	150.00	0.00	150.00	NB
28.007	- if paid within a reduced time	90.00	90.00	0.00	90.00	NB
28.008	Graffiti (on property)	150.00	150.00	0.00	150.00	NB
28.009	- if paid within a reduced time	90.00	90.00	0.00	90.00	NB
28.010	Graffiti (highway signs)	150.00	150.00	0.00	150.00	NB
28.011	- if paid within a reduced time	90.00	90.00	0.00	90.00	NB
28.012	Graffiti (on highways)	150.00	150.00	0.00	150.00	NB
28.013	- if paid within a reduced time	90.00	90.00	0.00	90.00	NB
28.014	Failure to comply with household waste provisions	80.00	80.00	0.00	80.00	NB
28.015	- if paid within a reduced time	50.00	50.00	0.00	50.00	NB
28.016	Failure to comply with commercial or industrial waste provisions	110.00	110.00	0.00	110.00	NB
28.017	- if paid within a reduced time	75.00	75.00	0.00	75.00	NB
28.018	Failure to keep/provide documents relating to controlled waste	300.00	300.00	0.00	300.00	NB
28.019	- if paid within a reduced time	N/A	N/A			NB
28.020	Failure to produce waste transfer notes	300.00	300.00	0.00	300.00	NB
28.021	- if paid within a reduced time	N/A	N/A			NB

Reference	Description	22/23 Charges £	22/23 - from 01/10/22 Revised Charges £	% Uplift	23/24 - from Revised Charges £	VAT Code
28.022	Parking vehicles exposed for sale on the road	100.00	100.00	0.00	100.00	NB
28.023	- if paid within a reduced time	75.00	75.00	0.00	75.00	NB
28.024	Repairing of vehicles on the road by a business	100.00	100.00	0.00	100.00	NB
28.025	- if paid within a reduced time	75.00	75.00	0.00	75.00	NB
28.026	Unauthorised deposit of controlled waste	400.00	400.00	0.00	400.00	NB
28.027	if paid within reduced time	250.00	250.00	0.00	250.00	NB

## Budget Consultation 2023/24 questions from members of the public

<b>Received 4 January 2023</b>	
<b>1</b>	Unlike any normal person, I looked at your draft Housing Revenue Account budget for 23/24 over the New Year weekend. It is a masterpiece of vision and courage, taking us to the limits of what we (CBC and CBH) can do in the present dreadful economic climate. Great to see that despite the constraints we are pressing on with major investment in health and safety, major investment in achieving net zero carbon, and investment in community services including the St Peters and Moors hub. Quite a challenge to make it all work, but that is what CBC and CBH are there for!
<b>1</b>	<b>Response from Cabinet Member</b> Thank you very much for your response on the consultation. We are encouraged by your comments on the Housing revenue Account budget.
<b>Received 4 January 2023</b>	
<b>2</b>	<p>To avoid a Council Tax rise because of money shortage one of the simple ways to solve this is to replace speed cameras, on the main roads, Tewkesbury road, Gloucester Road, etc. and above all traffic lights.</p> <p>Why? when you had one camera on Boots corner for a period of 6 months an approx. of £1.5 million in fines was collected.</p> <p>Finally if the top people who run the Council stopped their pay rise they would still be earning more than the Prime Minister who runs the UK on about £150,000.</p>
<b>2</b>	<p><b>Response from Cabinet Member</b> Thank you for your response on the budget consultation. In Cheltenham, the Highways Authority sits with the County Council. This means all repairs, maintenance and monitoring of our highways is the responsibility of Gloucestershire County Council. Cheltenham Borough Council is not able to install and enforce speed cameras on the roads and we are therefore unable to issue and collect income from penalty notices.</p> <p>Our draft Statement of Accounts 2021/22 is published on our website below.</p> <p><a href="https://www.cheltenham.gov.uk/downloads/file/9729/draft_statement_of_accounts_2021-22">https://www.cheltenham.gov.uk/downloads/file/9729/draft_statement_of_accounts_2021-22</a></p> <p>On page 44 you will see the Chief Executive salary for the year was £124,780 which is much less than our Prime Minister! The pay award for staff employed by Cheltenham Borough Council is negotiated nationally by the National Joint Council in consultation with trade unions. As an individual Council we have a minimal influence over the national pay award ourselves.</p>
<b>Received 10 January 2023</b>	
<b>3</b>	<p>As somebody that owns and lives in Property Band D i am shocked and appalled that you only want to increase council tax for Band D.</p> <p>As someone with a wife and 3 children not only am i faced with cost pressures everywhere. To have this discriminatory proposal is very unjust.</p> <p>Why cannot all property Bands be increased? Or why is it not proportional for everyone in all banded properties? Why is Housing Benefit not slashed for people in Council Houses who might not work? I am constantly paying more each year and they contribute nothing.</p> <p>It is very unfair and everyone should contribute not just people in property D.</p>
<b>3</b>	<b>Response from Cabinet Member</b>

	<p>Many thanks for your response on the budget consultation. I would like to apologise that the application of the increase in Council Tax was not explained more clearly in the papers. The Council Tax proposal is that all property Bands will be subject to a 2.99% increase on the District Council precept element of their charge. The recommendations in the report and the example in the net budget requirement Appendix 2 takes Band D as an example as this is the middle band and represents an average for budgeting Council Tax requirement.</p> <p>The application of the increase is set out by Central Government in a policy which focuses on funding more Local Authority services using local tax generation. Unfortunately we are not in a position to apply the increase proportionally across the bands.</p>
<b>Received 28 January 2023</b>	
<b>4</b>	<p>Appendix 3 of the budget papers titled 'Budget Savings and Income Generation' is a key document, but unfortunately provides very little detail. We note that the Council is budgeting for £1.3m of both savings and additional income. Inevitably this will mean cuts in services, but no details have been published. Brief descriptions of where the £1.3m will be found are contained in the document.</p> <p>We are disappointed that the information on exactly what is being proposed is extremely sparse – six items with little more than half a dozen words on each. Two items in particular could encompass almost anything:</p> <ul style="list-style-type: none"> <li>• 're-alignment of resourcing with Corporate Priorities' – saving £125,000</li> <li>• 'Review of budget allocations against new Corporate Plan' – saving £300,000</li> </ul> <p>In response to our attempt to find out more about these and other items we were told that savings are 'subject to officer and Member working groups' and 'further details will be published in due course'. To be frank this is not good enough. On the key issues in the budget about how savings will be imposed and cuts made – potentially matters of great concern to the public - we are being asked to 'wait and see'. We think it is wrong to approve a budget where so much of the details of potential cuts and savings are not yet known. We therefore propose that the budget should not be approved until the details of the savings outlined in Appendix 3 of the budget papers have been finalised and a further consultation with the public undertaken.</p>
<b>4</b>	<p><b>Response from Cabinet Member</b></p> <p>In preparing the draft budget proposals we endeavour to be as transparent as possible with the information provided. Of the £1.3m savings target, there are three proposals which total £300k which are extensions of those implemented in 2022/23. There is also a proposal to reduce the base budget required to fund secondary pension contributions by £575k which is based on advice by the pension fund actuary. This leaves the two proposals which relate to the re-alignment of budget and resourcing with the new Corporate Plan.</p> <p>The new Corporate Plan is subject to approval and is being presented to Council at the same Council meeting as these final budget proposals on 20 February 2023. Once approved, we will be in a position to move forward with developing more detail of these proposals. Any changes to the budget will be subject to relevant Officer, Cabinet or Full Council decisions which will be published on the Council's forward plan. Further consultation periods may also apply in line with the constitution. No service will be impacted without clear and transparent assessment of risk and without the appropriate governance arrangements being undertaken.</p>
<b>Received 28 January 2023</b>	
<b>5</b>	<p>In the context of inflation running at over 10% we accept that the Council must increase Council Tax by the maximum allowed without calling a local referendum. The government website disingenuously claims that this is not a cap. However, since the law requiring a local referendum on any proposal to raise Council Tax above the government-set limit was introduced by the Tory/LibDem Coalition Government in 2011, there has only ever been one such referendum (in Bedfordshire), and it cost £600,000. In response to our question, the Council has estimated that such a referendum in Cheltenham would cost £200,000 - £250,000. We would not support calling a referendum in Cheltenham, and reluctantly accept that the Council can go no further in raising income from Council Tax.</p>
<b>5</b>	<p><b>Response from Cabinet Member</b></p> <p>Thank you for your support on this issue and for taking the time to understand the complexities around this funding mechanism for District Councils. Increasing Council Tax is not a decision</p>

	we take lightly however Government funding increases are hugely outstripped by inflationary cost pressures and there are few options but to rely on local tax generation to help bridge the gap.
<b>Received 28 January 2023</b>	
<b>6</b>	We note that the Appendix 3 document budgets for an additional £100,000 of 'commercial income generation'. We support the principle that the Council should seek additional income to mitigate savings and cuts in services. However, little information is provided to judge how realistic it is for this target to be achieved.
<b>6</b>	<p><b>Response from Cabinet Member</b></p> <p>In the budget for 2022/23, there was an additional commercial income generation target of £50,000. Initiatives have been implemented in year to deliver this and a number of other initiatives have been identified to take forward into 2023/24. The background work undertaken in 2022/23 has provided assurance that £100,000 is challenging but achievable.</p>
<b>Received 28 January 2023</b>	
<b>7</b>	<p>We note that the Council's aim is 'maximising income streams'. We also note that the Council states that 'a significant proportion of the Council's funding comes from fees and charges'. We accept that the Council has to charge fees and make charges for a range of services. Given that inflation is running at over 10%, it seems reasonable that increases in fees and charges should broadly reflect this. However, the Council's proposals for fees and charges in 2023/24, involving more than 1,000 separate items in Appendix 7 of the budget papers, show:</p> <ul style="list-style-type: none"> <li>• some fees will increase by 10% (or 10.1%);</li> <li>• many fees will not increase at all;</li> <li>• allotment fees will increase 4.2%</li> </ul> <p>The Council explains that some fees will not increase due to 'market forces'. This seems hardly credible. Many of the fees being held at current prices are where the Council is the sole licensing authority, and there is no 'market' for licensing fees. Or is it that the Council wishes to stimulate the market for those activities for which it proposes a zero fee increase, and depress the market for those with the full fee increase?</p> <p>Whilst we accept that there may need to be some variation in the increase in fees and charges, the current proposals appear to be based on entirely wrong priorities. Why should, for example, Suffolk Street Traders have to pay 10% more for their licences while owners of gambling establishments pay no increased fee? Why should Acupuncturists pay more for their licences while Sexual Entertainment businesses pay no more? Why should people wanting to bury their deceased relatives at the cemetery pay more while those who abandon their vehicles do not? Why should Playgroups have to pay more while scrap metal dealers do not? We propose that there should be a presumption that all fees and charges should be increased by 10%, except where a case is made for a lower increase (or none at all) that would benefit specific groups in the community. In all cases where an increase of less than 10% is proposed, the reason should be given.</p>
<b>7</b>	<p><b>Response from Cabinet Member</b></p> <p>Many thanks for your observation on the fees and charges proposal for 2023/24.</p> <p>As you note, the Council publishes over 1000 separate items in the fees and charges schedule. The proposed increases are determined by service managers who have the knowledge and experience of the local market and have delegated authority for their income budgets and determining appropriate inflationary increases each year.</p> <p>At the time that the draft budget proposal was published, the licencing service were undertaking a full review of their fees and charges following changes to management in the team. You will note that inflationary increases have been applied in the appendix in this final budget proposal.</p>
<b>Received 28 January 2023</b>	
<b>8</b>	Although the budget does not make this clear, the Council provides services that it is required to by law ('statutory services'), and other services which, at various times in the past, have been judged to be beneficial to the citizens of Cheltenham ('discretionary services'). We have asked if an estimate can be made of the relative costs of providing these two types of service, but the response from the Council was that it would be 'difficult'. We understand the difficulties involved, but we note that it was not deemed 'impossible'. We note the statement in the



	Council's consultation document the 'it continues to be difficult to deliver current levels of services when government support does not cover all additional costs we expect to incur'. We further note that the Council will not receive government funding for any discretionary services, so the costs fall entirely on local Council Tax payers. We propose that more work is done on the costs of statutory and discretionary services and that the Council ensures that the citizens of Cheltenham are made better aware of the costs of those services provided by the Council which are statutory and those which are over and above what it is legally obliged to provide.
8	Many thanks for your comments on statutory and discretionary services. Whilst it is correct that the request made to officers was difficult to deliver within the statutory consultation timeframe, this relates more to determining how such services would be costed. All services currently provided by the Council share a set of support services; from finance and ICT to senior management oversight. It was therefore challenging to deliver separate costings for statutory and discretionary services that were robust and reconciled to our overall budget. As part of the review of resources available to deliver the new Corporate Plan, further work is indeed planned to be undertaken to understand the cost of individual services.
<b>Received 28 January 2023</b>	
9	The Council is proud of its 'No Child Left Behind' scheme. However, it appears to us that this scheme is to make up deficiencies in Children's Services, which are the responsibility of the County Council, and for which it receives government funding. Children's Services in Gloucestershire have over several years been judged as inadequate by the Inspectorate. Furthermore, the Council's own evaluation suggested that the scheme was having difficulty in reaching the most vulnerable children. It should not be down to the Borough Council to make up deficiencies in services that are the responsibility of the County Council. We propose that the Council should seek additional funding from the County Council for the 'No Child Left Behind' scheme and publicise the fact that this service is making up a shortfall in County Council provision.
9	<b>Response from Cabinet Member</b> Firstly, thank you very much for acknowledging the work the Council do with our 'No Child Left Behind' scheme. It is an initiative we are very proud of and has made a real difference to some of our most vulnerable children. Like yourselves, we always wish to do more and actively lobby the County Council to demonstrate how effective our interventions have been and to request funding to deliver more local support. Additional funding was passported to the Council as part of the response to COVID-19 but there is no long-term certainty over its continuation.
<b>Received 28 January 2023</b>	
10	Swindon Road recycling centre. There are press reports that the Council will reduce the opening hours of this centre with the aim of saving £35,000 in a full year (although this is not mentioned in the budget papers). Councillors have been quoted publicly as saying that the recycling provision is not a statutory requirement, and that the Council receives no government funding for it. This is another example of where the statutory responsibility for providing this service lies with the County Council. We propose that the Council should seek additional funding from the County Council for the costs of the Swindon Road recycling centre and publicise the fact that this is making up a shortfall in County Council provision.
10	<b>Response from Cabinet Member</b> The proposal to review the Household Waste Recycling Centre was included in the budget consultation for 2022/23 and the decision to amend the opening hours was taken in late 2022. It is correct that the household waste recycling centre is not a statutory service but one the Council chose to provide for our residents. It also provides an opportunity to encourage recycling of waste and generates income from the sale of recyclables, which is re-invested in our services. As this is a discretionary service we are not in a position to seek funding from the County Council for the Swindon Road site.
<b>Received 28 January 2023</b>	
11	We note that the Council's priorities have been to develop prestige projects in the 'public realm' within the Town Centre, the High Street and the Minster, and we note that 87% of residents are satisfied with the town centre as a place to visit. We believe that the Council should now shift its focus on investing in the 'public realm' in other parts of the town, particularly those of high deprivation. There are a number of parts of the town that are independently assessed as deprived, as measured by the Index of Multiple Deprivation (IMD): areas such as St Paul's, St Mark's, St Peter's, Hesters Way, Oakley, All Saints. We propose the Council should consult residents in the more deprived areas of the town to ascertain what

	investments in the public realm would bring to these parts of the town the benefits that have accrued to the Town Centre in recent years.
<b>11</b>	<p><b>Response from Cabinet Member</b></p> <p>The Council's revised Corporate Plan for 2023-27 includes a priority to ensure residents, communities and businesses benefit from Cheltenham's future growth and prosperity. One of the goals under this priority is to identify and drive opportunities in all aspects of economic development across Cheltenham at every level, using economic evidence and data to inform our priorities and outcomes.</p> <p>A number of projects are currently underway that support this, particularly in St Peter's and the Moors and we look forward to more activity over the next four years which will support economic and public realm investment across the town.</p>
<b>Received 28 January 2023</b>	
<b>12</b>	Treasury Management We note that the Council is committed 'in the longer term' to divesting from oil and gas investment. We consider this to be far too cautious. We propose that the Council sets a target date for completing its divestment from oil and gas, which should be no later than the end of the 2023/24 financial year.
<b>12</b>	<p><b>Response from Cabinet Member</b></p> <p>Thank you for your representation on the 2023/24 budget consultation. As you may be aware, the performance of our investments and the issue of divestment from oil and gas is discussed quarterly as part of the Council's cross party Treasury Management Panel.</p> <p>As a Council, we are committed to divestment and this needs to be balanced with the importance of robust financial management. Presently, immediate divestment would have an immediate capital cost to the Council of £520,000 which would have to be cut from elsewhere to manage the other commitments in the budget.</p> <p>The Council will continue to review the financial risks of divestment against the new Corporate Priorities throughout 2023/24. The proportion of our overall investment in oil and gas has reduced from 11% to 8.75% in 2022/23 and we will continue to reduce our reliance on the fund and consider more green investment in our portfolio until we are able to safely divest the remaining investment.</p>
<b>Received 31 January 2023</b>	
<b>13</b>	The budget proposals do not contain enough detail. There is talk about efficiencies being made given the high levels of inflation. The services that will suffer most from real term budget cuts in 23/24 should be detailed within the consultation papers.
<b>13</b>	<p><b>Response from Cabinet Member</b></p> <p>In preparing the draft budget proposals we endeavour to be as transparent as possible with the information provided. Of the £1.3m savings target, there are three proposals which total £300k which are extensions of those implemented in 2022/23. There is also a proposal to reduce the base budget required to fund secondary pension contributions by £575k which is based on advice by the pension fund actuary. This leaves the two proposals which relate to the re-alignment of budget and resourcing with the new Corporate Plan.</p> <p>The new Corporate Plan is subject to approval and is being presented to Council at the same Council meeting as these final budget proposals on 20 February 2023. Once approved, we will be in a position to move forward with developing more detail of these proposals. Any changes to the budget will be subject to relevant Officer, Cabinet or Full Council decisions which will be published on the Council's forward plan. Further consultation periods may also apply in line with the constitution. No service will be impacted without clear and transparent assessment of risk and without the appropriate governance arrangements being undertaken.</p>
<b>Received 31 January 2023</b>	
<b>14</b>	The report should include how spending, much of which is targeted in the town centre, benefits residents in the most deprived areas, many of whom cannot afford to travel into town and/or spend money in the restaurants and bars or take part in festivals, use the parks, go ice skating or on big wheels.
<b>14</b>	<p><b>Response from Cabinet Member</b></p> <p>The Council's revised Corporate Plan for 2023-27 includes a priority to ensure residents, communities and businesses benefit from Cheltenham's future growth and prosperity. One of the goals under this priority is to identify and drive opportunities in all aspects of economic development across Cheltenham at every level, using economic evidence and data to inform our priorities and outcomes.</p> <p>A number of projects are currently underway that support this, particularly in St Peter's and the Moors and we look forward to more activity over the next four years which will support</p>

	economic and public realm investment across the town. The spend in these areas will be reported regularly as part of the monitoring of the delivery of the Corporate Plan.
<b>Received 31 January 2023</b>	
<b>15</b>	Regarding the carbon zero by 2030 ambition, we ask the Council sets aside money to commission a feasibility study into a workplace parking levy in Cheltenham. Nottingham City council have raised over £90m over 10 years from their parking levy and are now offering to conduct feasibility studies for other councils for £24,999 as a one off cost. Even if Cheltenham could raise a quarter of the revenue that Nottingham has, this would bring a huge cash windfall to the council to support their efforts to meet net zero targets. This could be financed in many ways, including the deletion of two cabinet posts.
<b>15</b>	<b>Response from Cabinet Member</b> A Workplace Parking Levy functions by allowing revenues to be invested in transport schemes, offsetting the impact on businesses. This could only be introduced and implemented by the highways and transport authority, Gloucestershire County Council.
<b>Received 31 January 2023</b>	
<b>16</b>	We want the council to accelerate its ambitions to divest from investments in oil and gas during 23/24. Many green investment funds are now performing as well. We see no reason for the Council to delay moving away from fossil fuels.
<b>16</b>	<b>Response from Cabinet Member</b> Thank you for your representation on the 2023/24 budget consultation. As you may be aware, the performance of our investments and the issue of divestment from oil and gas is discussed quarterly as part of the Council's cross party Treasury Management Panel. As a Council, we are committed to divestment and this needs to be balanced with the importance of robust financial management. Presently, immediate divestment would have an immediate capital cost to the Council of £520,000 which would have to be cut from elsewhere to manage the other commitments in the budget. The Council will continue to review the financial risks of divestment against the new Corporate Priorities throughout 2023/24. The proportion of our overall investment in oil and gas has reduced from 11% to 8.75% in 2022/23 and we will continue to reduce our reliance on the fund and consider more green investment in our portfolio until we are able to safely divest the remaining investment.
<b>Received 31 January 2023</b>	
<b>17</b>	Reduction in the Household Recycling Centre's opening hours risks an increase in fly-tipping, an increase in the burning of polluting waste in gardens, a decrease in recycling, and a long queue of idling vehicles at the weekends. It makes no sense to reduce hours to those of the GCC facilities unless there is a plan to close the HRC altogether. If a reduced service is to remain, opening hours should include some early morning and evening hours and any days when the HRC is closed should be different to the GCC sites, giving residents flexibility and making recycling and lawful waste disposal as accessible as possible.
<b>17</b>	<b>Response from Cabinet Member</b> The proposal to review the Household Waste Recycling Centre was included in the budget consultation for 2022/23 and the decision to amend the opening hours was taken in late 2022. The changes to opening hours were introduced in February 2023 and the usage and feedback will be reviewed regularly by the Lead Member.
<b>Received 31 January 2023</b>	
<b>18</b>	Retain current cemetery fees (during a Cost of Living Crisis the financial burden on a family due to bereavement should not be increased) and increase Gambling and Planning fees and car parking charges. Any surplus should go towards exploring options for green burial sites.
<b>18</b>	<b>Response from Cabinet Member</b> Many thanks for your observation on the fees and charges proposal for 2023/24.  The proposed increases to fees and charges are determined by service managers who have the knowledge and experience of the local market and have delegated authority for determining appropriate inflationary increases each year.  At the time that the draft budget proposal was published, the licencing service were undertaking a full review of their fees and charges following changes to management in the team. You will note that inflationary increases have been applied in the appendix in this final budget proposal.

	Likewise, we are also planning to go out to consult on a separate proposal for new pricing structures for car parking charges.
<b>Received 31 January 2023</b>	
<b>19</b>	Cease provision of a Mayor's car. The position of mayor comes with an allowance of £7712 to cover expenses incurred in the carrying out of civic duties. (The mayor also receives the basic allowance of £6174 and a chair of Council allowance of £500.) The savings should fund extending the work of No Child Left Behind.
<b>19</b>	<b>Response from Cabinet Member</b> The funding of the Mayor's car has been discussed at length in the Council Chamber in 2022/23. There are multiple rationales for providing a car for the Mayor – amongst them being to safeguard the Mayoral Chain which is of high value. We are proud of the work done by the No Child Left behind initiative and in the Corporate Plan for 2023-27 we have re-affirmed our commitment to it.
<b>Received 31 January 2023</b>	
<b>20</b>	The Minster Exchange is millions over budget and yet more town centre property has been purchased. The Golden Valley represents a massive commitment and is a long way from seeing a return on investment. With borrowing at nearly £153 million and uncertainty around interest rates, the Council should not commit to further large investment projects until the current ones are seeing returns.
<b>20</b>	<b>Response from Cabinet Member</b> Thank you for your representation on this area of the budget. The investment decisions we have made to date are predicated on generating returns either through capital receipts or through revenue which provides a contribution to the general fund. This then provides funding for the delivery of our services. In the examples provided the revenue returns to the Council are forecast to more than cover the cost of borrowing to invest, in spite of the rise in interest rates. This assessment is made for every new project which is considered by the Council.
<b>Received 31 January 2023</b>	
<b>21</b>	We could not see any specific capital spending plans for the leisure centre - we understand it is at the end of its 50-year build life and is needing some substantial investment to maintain its operational integrity. All of the property planned maintenance costs are rated "high priority", indicating a lack of proper management of these assets? CBC should not be waiting until buildings are at risk of becoming dangerous before investing in their maintenance and should not be purchasing new ones when those in current portfolio are hitting "high priority" before maintenance work is budgeted for.
<b>21</b>	<b>Response from Cabinet Member</b> The strategy for the use of the council's capital resources is led by our corporate priorities. At the moment you are quite correct that the capital programme doesn't include specific projects relating to the leisure centre but there is a revenue base budget of £1.064 million which covers planned and reactive maintenance and the running costs of the buildings covered by the Council. During the 2023/24 financial year, other projects and schemes may come to light which require investment by the Council. These proposals will be considered by the Cabinet and approval will be requested through the relevant channels in line with the Council's Budget and Policy Framework Rules.  In relation to the planned maintenance programme, there have been a number of large maintenance projects undertaken in 2022/23 which will be split over multiple years which is why they have included in 2023/24 as high priority. Likewise, our programme is based on the knowledge of our building surveyors and the results of conditional surveys and other specialist reports. The priority of remedial works is based on this intelligence to ensure our buildings remain in good condition and are compliant with health and safety requirements. The management and maintenance of our £500 million asset portfolio is regularly reviewed by Asset Management Working Group.
<b>Received 31 January 2023</b>	
<b>22</b>	We welcome the re-introduction of spending on new affordable housing after nothing was spent during this current year but the budget and forecasts do not keep up with inflation so in actual fact housing will suffer a significant real term decrease for the next 3 years. Where will these cuts will fall?
<b>22</b>	<b>Response from Cabinet Member</b>

	<p>As a Council, we continue to be committed to the delivery of Affordable Homes in Cheltenham and this is re-affirmed as one of our Corporate Priorities for 2023-27. There are a number of options available to deliver this goal – acquiring new stock, building our own properties or enabling others to deliver greater proportions of affordable homes through their own housing developments. It is correct to say that at the moment, building costs are much higher than previously and the strategies we use to deliver the outcomes we want for the town we need to reflect this. The HRA Business Plan and the Council's Housing Investment Plan are both due to be published this year and will in part set out how we propose to do this.</p>
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## Final Budget Proposal 2023/24



ENVIRONMENTAL	Scores	Action	Justification
GHGs	2	No action required	There is a proposal in the budget to reduce energy consumption in line with our carbon net zero corporate priority. The 2023/24 proposal concerns CBC owned buildings but technology, knowledge and skills may be shared more widely in future years.
Air quality	4	No action required	There are no new specific proposals on air quality, other than the existing base budget and grant funding we have been allocated from Government which is planned to be spent on initiatives in 2023/24.
Sustainable Transport	4	No action required	There are budget proposals for EV charging hubs and a reserve allocated for sustainable transport initiatives. These will have an impact in future financial years and may be rolled out more widely across the town.
Biodiversity	2	No action required	There are no specific budget proposals relating to biodiversity.
Land use change	0	No action required.	There are capital projects and wider initiatives that the budget supports which will have a positive impact on land use. These are long term improvements but only focus on land and buildings we own at this stage.
Soil and waterway health	0	No action required.	There are no specific budget proposals relating to soil and waterway health.
Climate Change Adaptation	4	No action required	There are a number of proposals in the budget which focus on reducing energy usage and introducing new building management systems and upgraded infrastructure which are more sustainable and will provide more resilience to our assets.

Energy Use	8	No action required	There is a huge drive to reduce our energy consumption through implementation of a new building management system and through behavioural change. This is a long term plan and material and knowledge will be shared with organisations outside of the Council.
Waste	#VALUE!	#VALUE!	The budget proposal continues our investment in Ubico - including recycling, reuse, bulking and re-sale of waste collected.
Sustainable Materials	8	No action required	Key capital projects in the capital programme will, where possible, use sustainable materials.

<b>SOCIAL</b>	<b>Scores</b>	<b>Action</b>	<b>Justification</b>
Food	0	No action required.	The budget continues to invest in the Council's allotments and community grants will continue to be available to ensure vulnerable residents continue to have access to food.
Health	0	No action required.	The budget supports the continued development of both a culture strategy and a sports strategy for the town. The green spaces in the town will continue to be maintained and a number of capital projects are included to improve play spaces, community grounds and reducing traffic to the town centre.
Housing	0	No action required.	The general fund budget includes provision to support CBH in acquiring and building new affordable homes, including the Homes for Ukraine scheme. This is also provided through the £180m housing investment plan.
Education	0	No action required.	We are continuing to invest in apprenticeships at the Council.
Community	0	No action required.	In line with the asset management strategy we are reviewing our portfolio to prioritise investment, including buildings in the community that are Council owned.



Culture	0	No action required.	Continued support of the Cheltenham Trust, the launch of the culture strategy and continued investment in the Wilson and other community buildings.
Accessibility	0	No action required.	Resources in the budget to implement accessibility to Council resources.
Local Economy and Jobs	0	No action required.	Investment in the high street and economic development/inward investment is a key focus of the budget to support the towns economy.
Safety	0	No action required.	Investment in the Minster Quarter and work at Town Centre East will reduce the ASB in these area.
Democratic Voice	0	No action required.	Meetings held with key stakeholders and views/feedback provided through consultation - see relevant appendix which summarises the results.
Equity	0	No action required.	See Equality Impact Assessment.

## Cheltenham Borough Council

### Council – 20 February 2023

### Council Tax Support Fund

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**Accountable member:**

Councillor Peter Jeffries, Cabinet Member Finance and Assets

**Accountable officer:**

Jayne Gilpin, Head of Revenues and Benefits

**Accountable scrutiny committee:**

n/a

**Ward(s) affected:**

All

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**Key/Significant Decision:**

Yes

**Executive summary:**

On 19 December 2022 the Government announced a Council Tax Support Fund for Councils to support vulnerable households with council tax bills in 2023/24. Funding has been allocated to councils based on the number local council tax support claimants. The Government expects Councils to use the majority of the funding to further reduce bills for Local Council Tax Support claimants using discretionary powers under s13A(1)(c) of the Local Government Finance Act 1992

**Recommendations: That Cabinet**

1. Approves the Council Tax Support Fund 2023/24 in Appendix 3 as an appendix to the Council Tax Section 13a Discretionary Hardship Policy
2. Authorises the Head of Revenues and Benefits in consultation with the Cabinet Member Finance, Assets and Regeneration to implement any changes as required by Government to ensure funding is allocated or the successful operation of the scheme

- 3. Due to the volume of cases, delegate decisions relating to the application of these awards to the Head of Revenues and Benefits and officers in the Revenues and Benefits team. In the case of a dispute final reconsideration is to be made by the Executive Director Finance, Assets and Regeneration**
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## **1. Implications**

### **1.1. Financial implications**

As detailed within the report and appendices central government is providing funding for the Council Tax Support Fund to support vulnerable households with council tax bills in 2023/24. The Council has received £173,493 which will be distributed as set out in the report and appendix 3. Procedures will be in place to monitor expenditure to ensure it remains within the allocation.

The Government will also provide funding to cover administration costs although the amounts have not yet been confirmed

**Signed off by:** Gemma Bell, Director of Finance and Assets, [gemma.bell@cheltenham.gov.uk](mailto:gemma.bell@cheltenham.gov.uk)

### **1.2. Legal implications**

The Government has confirmed that they expect local authorities to deliver the grant using their discretionary relief powers under s13A(1)(c) of the Local Government Finance Act 1992

**Signed off by:** One Legal, [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk)

### **1.3. HR implications**

There are no HR implications arising from the content of the report

**Signed off by:** Kate Wilkins, HR Business Partner, [kate.wilkins@publicagroup.uk](mailto:kate.wilkins@publicagroup.uk)

### **1.4. Environmental and climate change implications**

There are no environmental and climate change implications arising from the content of the report or recommendations

**Signed off by:** Laura Tapping officer, Climate Emergency Programme Officer, [laura.tapping@cheltenham.gov.uk](mailto:laura.tapping@cheltenham.gov.uk)

### **1.5. Property/asset implications**

There are no property implications arising from the content of the report or recommendations

**Signed off by:** Gemma Bell, Director of Finance and Assets, [gemma.bell@cheltenham.gov.uk](mailto:gemma.bell@cheltenham.gov.uk)

### 1.6. Corporate policy framework implications

Proposals in this report ensure that we provide additional support to reduce council tax bills for the most economically vulnerable households.

**Signed off by:** Richard Gibson, Head of communities, wellbeing and partnerships  
[richard.gibson@cheltenham.gov.uk](mailto:richard.gibson@cheltenham.gov.uk)

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## 2. Promoting equality and reducing discrimination

The council tax support fund will provide additional support to help low income families pay their council tax bills in 2023/24. An equality impact assessment has been carried out and is attached to this report in Appendix 2.

## 3. Performance management – monitoring and review

The number of households benefitting from an award and the total amount awarded will be monitored by the Head of Revenues and Benefits and will be reported to the Government periodically

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## 4. Introduction

- 4.1. On 19 December 2022 the Government announced a new Council Tax Support Fund to help the most vulnerable households with council tax bills in 2023/24
- 4.2. The Government expects the Council to provide the support using its discretionary powers under s13A (1)(c) of the Local Government Finance Act 1992. As the council already has a Section 13a Discretionary Policy the Council Tax Support Fund is being added as an appendix in respect of the financial year 2023/24 only.
- 4.3. Funding has been allocated to Councils based on the number of residents receiving council tax support. Cheltenham has received £173,493.00. This is based on a caseload of about 6,500 in respect of both working and pension age claimants.
- 4.4. The Government expects Councils to use the majority of their funding allocations to reduce bills for current working age and pension age Council Tax Support claimants, by £25. The Council can use its remaining funding allocation to support economically vulnerable households as it sees fit.
- 4.5. The funding provided is finite and Councils are required to monitor awards closely to ensure expenditure remains within the allocation.
- 4.6. The Government will also provide funding to cover administration costs although the amounts have not yet been confirmed.

## 5. Council Tax Support Fund Awards

## Page 230

- 5.1. The council is required to prioritise the funding to reduce the council tax liability of all council tax support recipients with an outstanding balance at the start of the 2023/24 financial year by at least £25. There is no requirement to make an award to new council tax support recipients eligible after 1 April 2023. The council has the discretion to decide how the remaining funding should be allocated to help the most economically vulnerable households.
- 5.2. The total council tax support case load is currently about 6,500. Unlike the majority of Councils our council tax support scheme provides the full 100% support to the most vulnerable residents. As a result about 2,400, which is just over one third of the total recipients, currently have to pay some council tax.
- 5.3. The funding allocation was based on the total council tax support caseload but an award will only be made to those with a balance to pay. As these represent just over one third of the total caseload it is possible to make awards above the £25 set by Government.
- 5.4. The policy in appendix 3 proposes an award of £60 to all council tax support recipients on 1 April 2023 with a balance.
- 5.5. An award of £60 will also be made to approximately 100 households in receipt of housing benefit but not eligible for council tax support.
- 5.6. These awards of £60 ensure that council tax support recipients are prioritised with a much higher level of support.
- 5.7. It is estimated that the above awards will use about £146,000 of the available funding.
- 5.8. After prioritising those eligible for council tax support or housing benefit at 1 April 2023 a slightly lower level of support will be available
- 5.9. A reduction of up to £50, depending on the balance to pay, will be made to new council tax support recipients, eligible after 1 April 2023
- 5.10. The awards to all those in receipt of council tax support or housing benefit will be made automatically to reduce council tax bills without the need for application
- 5.11. Awards of £50 will then be available for households that have incomes within a range just above the level to qualify for council tax support to apply for.
- 5.12. As no details are held for these households an application will need to be submitted with supporting evidence so that income can be verified
- 5.13. In all cases where the balance to pay, before a council tax support fund reduction is awarded, is less than the relevant award amount then the actual award will be the amount that reduces the balance to nil. No awards that reduce the balance to less than nil will be made.
- 5.14. All awards will reduce the council tax liability. No cash payments will be made.
- 5.15. Awards will be reduced or cancelled where circumstances change that affect the eligibility
- 5.16. As the funding is finite close monitoring will be undertaken. Once the funding is allocated the scheme will be suspended.

## **6. Reasons for recommendations**

- 6.1. The Council must adopt a policy using its discretionary powers under section 13A (1)(c) of the Local Government Finance Act 1992 to administer this fund

## **7. Alternative options considered**

- 7.1. None.

## **8. Consultation and feedback**

- 8.1. None

## **9. Key risks**

- 9.1. The risks are in Appendix 1
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### **Report author:**

Jayne Gilpin, Head of Revenues and Benefits, [jayne.gilpin@cheltenham.gov.uk](mailto:jayne.gilpin@cheltenham.gov.uk)

### **Appendices:**

- i. Risk Assessment
- ii. Community Impact Assessment
- iii. Council Tax support Fund 2023/24

### **Background information:**

1. Section 13a Local Government Finance Act 199
2. Guidance document on the Council Tax Support fund
3. <https://www.gov.uk/government/publications/council-tax-support-fund-guidance/council-tax-support-fund-guidance>

**Appendix 1: Risk Assessment**

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	If the recommendations in this report are not approved funding will not be distributed to households in need of support which could cause reputational damage to the Council	Jayne Gilpin	2	3	6	Accept	Monthly monitoring and review of the scheme	Jayne Gilpin	ongoing
	If awards are made in excess of the funding allocation the Council will be required fund these in full	Jayne Gilpin	1	2	2	Accept	Regular monitoring	Jayne Gilpin	ongoing

# Community impact assessments – for services, policies and projects

<b>What is a community impact assessment?</b> .....	<b>1</b>
<b>Background</b> .....	<b>1</b>
<b>Step 1: About the service, policy or project</b> .....	Error! Bookmark not defined.
<b>Step 2: What do you already know about your existing and potential customers?</b> .....	Error! Bookmark not defined.
<b>Step 3: Assessing community impact</b> .....	Error! Bookmark not defined.
<b>Step 4: What are the differences?</b> .....	Error! Bookmark not defined.
<b>Step 5: Taking things forward</b> .....	Error! Bookmark not defined.

## What is a community impact assessment?

A community impact assessment is an important part of our commitment to delivering better services for our communities. The form will help us find out what impact or consequences our functions, policies, procedures and projects have on our communities, as well as employees and potential employees.

By undertaking an impact assessment, we are able to:

1. Take into account the needs, experiences and circumstances of those groups of people who use (or don't / can't use) our services.
2. Identify any inequalities people may experience.
3. Think about the other ways in which we can deliver our services which will not lead to inequalities.
4. Develop better policy-making, procedures and services.

## Background

<b>Name of service / policy / project and date</b>	<b>Revenues and Benefits. Council Tax Support Fund from 1 April 2023.</b>
<b>Lead officer</b>	<b>Jayne Gilpin, Head of Revenues and Benefits</b>
<b>Other people involved in completing this form</b>	<b>David Wyatt, Deputy Revenues and Benefits Manager</b>



## Step 1 - About the service / policy / project

<p><b>What is the aim of the service / policy / project and what outcomes is it contributing to</b></p>	<p>Council Tax Support is provided to around 6,500 households in Cheltenham at an annual cost of just over £6.5m. This includes working and pension age claimants. Approximately 68% of these households are of working age. The cost of the Council Tax Support scheme is met by this council and the precepting authorities who are the county council and the police. The share of the cost is the same as the share of the Council Tax.</p> <p>On 19th December 2022 the Government announced the Council Tax Support Fund for local authorities to support the most vulnerable households with 2023/24 Council Tax bills. Funding has been allocated based on the Council's share of Local Council Tax Support (LCTS) claimants. Cheltenham Borough Council has received a grant of £173,493.00. The Government expects Councils to use the majority of funding to provide all recipients of Local Council Tax Support at the start of the financial year 2023-24 with a further reduction in their annual Council Tax bill of up to £25. The Council can use its remaining funding allocation to award higher amounts to Council Tax Support recipients and support other economically vulnerable households.</p> <p>The Government expects the Council to provide the support using its discretionary powers under s13A (1)(c) of the Local Government Finance Act 1992.</p>
<p><b>Who are the primary customers of the service / policy / project and how do they / will they benefit</b></p>	<p>In the main, the scheme will apply to customers who currently receive Council Tax Support or apply in the future for help to have their Council Tax discounted. The scheme will apply from 1 April 2023 to 31 March 2024 or until the funding is fully utilised, whichever is earlier.</p> <p>The Council is required to reduce the Council Tax liability of all Local Council Tax Support recipients with an outstanding balance at the start of the 2023/24 financial year. It can decide how to allocate the remaining funding. There will be an application process for those who do not currently receive Local Council Tax Support but whose circumstances meet the policy criteria.</p>
<p><b>How and where is the service / policy / project implemented</b></p>	<p>The Revenues and Benefits service, based at the Municipal Offices provides the service to customers and the Council Tax Support Fund will be implemented from there.</p>

<b>What potential barriers might already exist to achieving these outcomes</b>	None
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## Step 2 – What do you know already about your existing / potential customers

<b>What existing information and data do you have about your existing / potential customers e.g. Statistics, customer feedback, performance information</b>	<p>Every applicant making a claim for council tax support provides the following personal information:</p> <ul style="list-style-type: none"> <li>• the date of birth, sex and nationality of each person in the household</li> <li>• the income of each person in the household, including non-dependants (for example grown up children)</li> <li>• the capital of each person in the household</li> <li>• whether any person has a disability</li> <li>• whether the person is in a same sex relationship</li> </ul> <p>The information obtained from the customer is not for statistical purposes. The information is obtained only to determine a council tax support entitlement which will then inform whether a person is entitled to a payment from the council tax support fund. No data is held on the system relating to:</p> <ul style="list-style-type: none"> <li>• sexual orientation</li> <li>• ethnicity and/or race</li> <li>• religion or belief</li> </ul> <p>Information may be held, subject to the customer volunteering it on the following:</p> <ul style="list-style-type: none"> <li>• pregnancy and/or maternity/paternity</li> <li>• gender reassignment</li> </ul>	Page 235
<b>What does it tell you about who uses your service / policy and those that don't?</b>	<p>People are accessing the service as they do not have enough household income to pay their Council Tax. The reason for claiming assistance is purely financial. There are no other advantages. It tells us that those who do not claim assistance and pay their council tax from their household income do not require the same level of financial support as those that do.</p> <p>The information and data held tells us the following information:</p> <ul style="list-style-type: none"> <li>• the age of the customer and others in the household</li> <li>• the number of men and women claiming council tax support</li> <li>• the number of customers who have responsibility for a child or children</li> <li>• the number of people in the household</li> <li>• whether there are any disabilities</li> <li>• the household income</li> <li>• whether any capital is held</li> </ul>	

<b>What have you learnt about real barriers to your service from any consultation with customers and any stakeholder groups?</b>	No adverse feedback has been provided from consultation with customers and stakeholder groups for the council tax support scheme. No consultation is required for the council tax support fund scheme.
<b>If not, who do you have plans to consult with about the service / policy / project?</b>	Not applicable.

### Step 3 - Assessing community impact

How does your service / policy / project impact on different groups in the community?

Group	What are you already doing to benefit this group	What are you doing that might disadvantage this group	What could you do differently to benefit this group	No impact on this group
People from black and minority ethnic groups	No specific benefits to this group	No specific disadvantages to this group	There is no requirement to do things differently to benefit this group	No specific impact identified
People who are male or female	No specific benefits to this group	No specific disadvantages to this group	There is no requirement to do things differently to benefit this group	No specific impact identified
People who are transitioning from one gender to another	No specific benefits to this group	No specific disadvantages to this group	There is no requirement to do things differently to benefit this group	No specific impact identified
Older people / children and young people	Council Tax Support Fund is awarded to any age group (over 18) if their financial position warrants help. This includes people of working age and pension age	No specific disadvantages to this group	There is no requirement to do things differently to benefit this group	No specific impact identified
People with disabilities and mental health challenges	Council Tax Support Fund is awarded to any age group (over 18) if their financial position warrants help. This includes people of working age and pension age.	No specific disadvantages to this group	There is no requirement to do things differently to benefit this group	No specific impact identified
People who have a particular religion or belief	No specific benefits to this group	No specific disadvantages to this group	There is no requirement to do things differently to benefit this group	No specific impact identified
People who are attracted to their	No specific benefits to	No specific disadvantages	There is no requirement to	No specific impact

<b>own sex, the opposite sex or to both sexes.</b>	this group	to this group	do things differently to benefit this group	identified
<b>People who are married or in a Civil Partnership</b>	No specific benefits to this group	No specific disadvantages to this group	There is no requirement to do things differently to benefit this group	No specific impact identified
<b>People who are pregnant or who are on maternity leave</b>	No specific benefits to this group	No specific disadvantages to this group	There is no requirement to do things differently to benefit this group	No specific impact identified
<b>Other groups or communities</b>	No specific benefits to these groups or communities	No specific disadvantages to these groups or communities	There is no requirement to do things differently to benefit these groups	No specific impact identified

## Step 4 - what are the differences

<p><b>Are any groups affected in different ways to others as a result of the service / policy / project?</b></p>	<p>Yes. Councils became responsible for designing their own local council tax support scheme for <u>working age people only</u>. The Government also reduced the funding given to Councils to pay for the scheme. Cheltenham Borough Council introduced its local council tax support scheme in April 2013 which more or less replicated the council tax benefit scheme. <u>Council tax support for pensioners was not localised and continues to be provided for by a national scheme.</u></p> <p>As a result of this people of working age are affected by a Local Council Tax Support scheme. The Government produced its own Equality Impact Assessment in 2012 prior to the introduction of localised support being introduced. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8464/2063707.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8464/2063707.pdf</a></p> <p>In localising support for Council Tax, the Government believes that local schemes should provide support for the most vulnerable, including vulnerable pensioners. The Government has concluded that support for vulnerable pensioners should be delivered through a national framework of criteria and allowances. Local authorities already have clearly defined responsibilities in relation to, and awareness of, the most vulnerable groups and individuals other than pensioners in their areas. This includes, for example, through their responsibilities under:</p> <ul style="list-style-type: none"> <li>• The Child Poverty Act 2010, which imposes a duty on local authorities to have regard to and address child poverty and their partners, to reduce and mitigate the effects of child poverty in their local areas;</li> <li>• The Disabled Persons (Services, Consultation and Representation) Act 1986, and Chronically Sick and Disabled Persons Act 1970, which include a range of duties relating to the welfare needs of disabled people;</li> <li>• The Housing Act 1996, which gives local authorities a duty to prevent homelessness with special regard to vulnerable groups.</li> </ul>	<p>Page 239</p>
<p><b>Does your service / policy / project either directly or indirectly discriminate?</b></p>	<p>The Council Tax Support scheme is intended to support only people of working age with low incomes. However the Government's view is that by giving local authorities a significant degree of control over how a reduction in expenditure is achieved, allowing councils to balance local priorities and their own financial circumstances. Reducing the costs of support for Council Tax is a contribution to the Government's vital programme of deficit reduction. Giving local authorities a financial stake in the provision of support for Council Tax and so a greater stake in the economic future of their local area, so supporting the Government's wider agenda to enable stronger, balanced economic growth across the country. This reform creates stronger incentives for councils to get people back into work and so support the positive work incentives that are being introduced through the Government's implementation of Universal Credit.</p> <p>The Council Tax Support Fund will however provide assistance to those people of pension and working age, so with this fund people of working age are not directly discriminated against.</p>	
<p><b>If yes, what can be done to improve this?</b></p>	<p>The most financially impacted people in the borough will be supported by the Council Tax Support Fund. Awards will be made automatically to current recipients of LCTS and an application process made available to those residents who do not currently receive LCTS but have a low income, which is specified in the Policy.</p>	

<p><b>Are there any other ways in which the service / project can help support priority communities in Cheltenham?</b></p>	<p>Yes. The LCTS scheme has already been designed with the following elements to ensure that within the scheme certain priority communities face less of an impact:</p> <ul style="list-style-type: none"> <li>• child benefit and maintenance payments made in respect of children are wholly disregarded</li> <li>• a weekly disregard of up to £175 (for one child) or £300 (two children or more) will apply to customers who pay child care and who fit the qualifying conditions</li> <li>• an additional £100 weekly disregard will apply for each disabled child living in the household</li> <li>• an earnings disregard of £10 per week will apply to those customers who fit the qualifying conditions</li> <li>• Attendance Allowance, Personal Independence Payments, Disability Living Allowance, the Limited Work Capability element paid within Universal Credit and War Pensions will be wholly disregarded</li> <li>• customers who receive Job Seeker's Allowance, Income Support and Employment and Support Allowance will continue to receive up to 100% support ensuring that they continue to pay no (or very little) council tax</li> </ul> <p>The Council Tax Support Fund will provide further financial assistance to the priority communities in Cheltenham to negate the impact of cost of living increases.</p>	
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## Step 5 – taking things forward

<p><b>What are the key actions to be carried out and how will they be resourced and monitored?</b></p>	<p>Civica, the software provider for Open Revenues has provided software to enable the awards from the Council Tax Support Fund scheme to be made and administered alongside the LCTS. The software allows us to estimate how many scheme recipients there will be so that we can determine what level of awards can be made.</p> <p>The software provides reports to enable the Head of Revenues to monitor the actual spend against the Government funding provided to Cheltenham BC.</p>	<p>Page 240</p>
<p><b>Who will play a role in the decision-making process?</b></p>	<p>Government has provided the funding for the Council to provide the support using its discretionary powers under s13A (1)(c) of the Local Government Finance Act 1992</p> <p>Council is being asked to approve a policy on 20 February 2023, which sets out how awards will be made and the scheme administered</p>	
<p><b>What are your / the project's learning and development needs?</b></p>	<p>Full training will be provided to Revenues and Benefits staff ahead of the annual billing exercise in March 2023 which will reinforce the scheme conditions.</p>	
<p><b>How will you capture these actions in your service / project planning?</b></p>	<p>The proposed scheme to be introduced from 1 April 2023 is not expected to impact on service planning. However the scheme implementation forms part of the annual Council Tax and uprating of benefits exercise. This exercise is carried out during February 2023 and will be overseen by the Head of Revenues and Benefits and the Deputy Revenues and Benefits Manager.</p>	

# **Cheltenham Borough Council**

## **Council Tax Section 13A Hardship Policy**

### **Appendix A - Council Tax Support Fund 2023/24**

#### **1 Introduction**

- 1.1 On 19th December 2022 the Government announced the Council Tax Support fund for local authorities to support the most vulnerable households with 2023/24 council tax bills.
- 1.2 Funding has been allocated based on the Council' share of local council tax support claimants. Cheltenham has received a grant of £173,493.00.
- 1.3 The Government expects Councils to use the majority of funding to provide all recipients of local council tax support ('LCTS') at the start of the financial year 2023-24 with a further reduction in their annual council tax bill of up to £25. The Council can use its remaining funding allocation to award higher amounts to council tax support recipients and support other economically vulnerable households.
- 1.4 The Government requires awards to be monitored closely to ensure they do not exceed the funding allocation.
- 1.5 The Government expects the Council to provide the support using its discretionary powers under s13A (1)(c) of the Local Government Finance Act 1992
- 1.6 This appendix supplements the Council Tax Section 13A Hardship Policy for the financial year 2023/24. Awards will be made to council tax payers as set out in sections 2 to 8 below.
- 1.7 Any reductions made under section 13A (1)(c) of the Local Government Finance Act 1992 must be funded in full by the billing authority, not shared with precepting authorities. The council tax support fund grant will therefore be used to cover the full cost of any reductions awarded under the provision of this appendix.
- 1.8 The details, eligibility criteria and award amounts in this appendix may be amended as a result of changes made by Government, to ensure funding is allocated or to ensure the successful operation of the scheme.

#### **2 Council Tax Support Fund Awards**

- 2.1 The council is required to reduce the council tax liability of all council tax support recipients with an outstanding balance at the start of the 2023/24 financial year. It can decide how to allocate the remaining funding
- 2.2 Awards will be made as follows :



Award Type	Who is eligible	Amount
1	<p>Council tax payers with an entitlement to council tax support on the 2023/24 bill for the relevant property on 31 March 2023</p> <p>No application is required and the reduction will be automatically added to the council tax bill</p>	Maximum £60.00
2	<p>Council tax payers not in receipt of council tax support but being paid housing benefit for the relevant property on 31 March 2023</p> <p>No application is required and the reduction will be automatically added to the council tax bill</p>	Maximum £60.00
3	<p>Council tax payers where a new application is made and council tax support awarded on the 2023/24 bill for the relevant property on or after 1 April 2023</p> <p>No application is required and the reduction will be automatically added to the council tax bill</p>	Maximum £50.00
4	<p>Council tax payers not included in 1-3 who meet the eligibility criteria details in section 3 below</p> <p>An application with supporting evidence will be required</p>	Maximum £50.00

2.3 Award type 1 will be £25 as required by Government and up to £35 discretionary award to a maximum of £60.

2.4 Award Types 2 - 4 are discretionary awards.

2.5 Where the 2023/24 council tax bill is reduced to nil no award will be available.

2.6 Where the 2023/24 council tax bill, following the application of any discounts, reliefs, exemptions or council tax support, is greater than nil but less than the amount for the relevant award type then the bill will be reduced to nil.

2.7 To be eligible for Type 1 and 2 awards the council tax payer must be liable from 1 April 2023.

2.8 The reduction is in respect of the council tax liability not the individual. In cases where joint and several liability applies or where there is more than one council tax support claim only one reduction will be applied to the council tax liability.

- 2.9 Council tax payers will not be eligible for more than one award type or for an award which exceeds the maximum value in 2.2 above
- 2.10 Awards will only be made in respect of the property where the council tax payer resides as their sole or main residence
- 2.11 The amount awarded will be subject to amendment where the recipient's council tax support and/or council tax balance changes
- 2.12 All awards will be allocated to reduce the council tax liability and will not be a cash payment
- 2.13 Awards will only be available from this scheme whilst funding is available. Once funding has been allocated the scheme will be suspended.
- 2.14 No award will be made after 31 March 2024

## 3 Eligibility for non-council tax support recipients (Type 4 awards)

- 3.1 The council is able to decide how to use some of the funding to provide support economically vulnerable households not in receipt of council tax support.
- 3.2 Council tax payers with household income in the range below are able to apply for a reduction of up to £50

Single person	Couple	Lone parent with children	Couple with children	Award Amount
Council Tax Support Fund - Weekly household Income Range £				
£220.01 to £245.00	£363.01 to £395.00	£392.01 to £430.00	£480.00 to £520.00	Up to £50

- 3.3 The stating income levels in 3.2 above start immediately above the highest levels in the Council's tax support scheme for 2023/24.
- 3.4 All applicants with capital above £6,000 will be excluded.
- 3.5 To be considered for an award a council tax support application form must be completed with any requested supporting documentation
- 3.6 No type 4 awards will be considered prior to 1 April 2023

## 4 Applications and Evidence

- 4.1 An application will only be required for Type 4 awards
- 4.2 To be considered for a Type 4 award council tax payers must complete the council tax support application form and provide the required supporting evidence.

- 4.3 As a minimum applicants will need to provide details of household income and any savings but additional information may be requested.
- 4.4 All supporting evidence must be provided within 21 days of the initial application.
- 4.5 Failure to provide any supporting evidence and information that is requested will lead to the application being refused.

## **5 Change in Circumstances**

- 5.1 Council Tax payers are required to notify the Council within 21 days of any change of circumstances that may affect their entitlement to any reduction on their bill.
- 5.2 Council Tax support Fund awards will be recalculated or cancelled to reflect any change in circumstances that effect entitlement or the amount awarded. This includes:
  - a. Where the council tax liability after discounts, reliefs, exemptions or council tax support reduces to an amount greater than nil but less than the relevant award type
  - b. Entitlement to council tax support in respect of 2023/24 is cancelled
  - c. Council tax payer ceased to liable in respect of 2023/24
  - d. The 2023/24 council tax bill before a council tax support fund award is reduced to below the original award level or to nil
- 5.3 Adjustments will made to reduce or cancel the amount awarded after 31 March 2024

## **6 Circumstances in which an award will not be made**

- 6.1 Where a council tax payer has received an award in respect of one property and subsequently moves to another property a further award will not be made in respect of subsequent properties.
- 6.2 Where the relevant property is not occupied as the council tax payers' main home.
- 6.3 If there is no liability to pay before an award under this policy would be made.

## **7 Notification of decisions, appeals and complaints**

- 7.1 Council tax payers eligible for award Types 1 to 3 do not need to apply and a council tax bill will be issued reducing the liability by the relevant amount.
- 7.2 Successful applicants for a type 4 award will be issued a revised council tax bill reducing the liability by the relevant amount within 21 days of submitting the application and all supporting evidence.

- 7.3 . Unsuccessful applicants for a type 4 award will be notified of the decision within 21 days of submitting the application and all supporting evidence.
- 7.4 Applications will be considered by the Benefits team.
- 7.5 Council Tax Support Fund awards are administered in accordance with the Local Government Finance Act 1992 and are subject to a statutory appeals process. If the applicant disagrees with a decision they must put this in writing giving their reasons, having regard to this policy. This should normally be received by Cheltenham Borough Council within a month of the date of the decision.
- 7.6 A full reconsideration of the decision will be made by a senior officer and the council tax payer will be notified of the decision.
- 7.7 The Council's complaints procedure (available on the Council's website) will be applied in the event of any complaint received about this scheme, apart from the decision not to award a council tax support fund award.

## **8 Managing the risk of fraud and data sharing**

- 8.1 Cheltenham Borough Council will not tolerate any council tax payer falsifying their records or providing false evidence. Anyone who falsely applies for any relief, or provides false information or makes false representation in order to gain relief will face prosecution and any relief awarded will be revoked.
- 8.2 By applying for a council tax support fund award, all applicants give authority to Cheltenham Borough Council to share data for efficient system administration and to protect public funds. This may include sharing data with the Counter Fraud and Enforcement Unit, and Government departments
- 8.3 The council is required to report to the Department of Levelling Up, Housing and Communities on how this funding is allocated.

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## Cheltenham Borough Council

### Council – 20 February 2023

## Council Order of Precedence - Nominations for Mayor Elect and Deputy Mayor Elect

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#### Accountable member:

Leader, Councillor Rowena Hay

#### Accountable officer:

Chief Executive, Gareth Edmundson

#### Accountable scrutiny committee:

n/a

#### Ward(s) affected:

None directly

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#### Key/Significant Decision:

No

#### Executive summary:

In accordance with the requirements of the Constitution, the Council will be asked to elect its Mayor and Deputy for the forthcoming Council year at its annual meeting on the 15 May 2023. In this respect the Council, as in previous years, has maintained an Order of Precedence for fulfilling these ceremonial roles which recognises the length of service a Councillor has provided to the communities of Cheltenham. The Order of Precedence is attached at Appendix 1.

Councillor Matt Babbage has served as Deputy Mayor since last year's Annual Council Meeting and Members will be asked to elect him as Mayor at this year's Annual Meeting.

The Members shown towards the head of the Order of Precedence in Appendix 2 have been approached to ascertain if they are willing and able to have their name put forward for appointment as Deputy Mayor for 2023-24.

Councillor Paul Baker has indicated a willingness to put his name forward as Deputy Mayor subject to no other eligible councillor wishing to do so.

## **Recommendations:**

### **That Council:**

- 1. Note the Order of Precedence in Appendix 2**
  - 2. That Councillor Matt Babbage be put to the Annual Council Meeting for election as Mayor for the Municipal year 2023–2024**
  - 3. That Councillor Paul Baker be put to the Annual Council Meeting for election as Deputy Mayor for the Municipal year 2023-2024**
- 

## **1. Implications**

### **1.1. Financial implications**

The allowances for Mayor and Deputy Mayor have been included in the budget for 2023-24.

**Signed off by:** Gemma Bell, [gemma.bell@cheltenham.gov.uk](mailto:gemma.bell@cheltenham.gov.uk)

### **1.2. Legal implications**

Whilst the authority operates the Rules Relating To Order Of Precedence Of Members as a local convention, the Council has final discretion as to which Members it appoints as its Mayor and Deputy Mayor (Council chair and vice-chair)

**Signed off by:** One Legal, [legal.services@onelegal.org.uk](mailto:legal.services@onelegal.org.uk)

### **1.3. HR implications**

None.

**Signed off by:** Julie McCarthy, [julie.mccarthy@publicagroup.uk](mailto:julie.mccarthy@publicagroup.uk)

### **1.4. Environmental and climate change implications**

There are no direct implications, however, the Mayor and Deputy Mayor will have a role to play in promoting the council's commitment to becoming a net zero carbon council and borough by 2030, and supporting the emerging Climate Emergency Action Plan: Pathway to Net Zero.

**Signed off by:** Laura Tapping, [laura.tapping@cheltenham.gov.uk](mailto:laura.tapping@cheltenham.gov.uk)

### **1.5. Property/asset implications**

None

**Signed off by:** Gemma Bell, [gemma.bell@cheltenham.gov.uk](mailto:gemma.bell@cheltenham.gov.uk)

## **1.6. Corporate policy framework implications**

The Mayor and Deputy Mayor promote the corporate and community objectives in carrying out their role as civic heads.

**Signed off by:** Ann Wolstencroft, [ann.wolstencroft@cheltenham.gov.uk](mailto:ann.wolstencroft@cheltenham.gov.uk)

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## **2. Promoting equality and reducing discrimination**

N/A

## **3. Performance management – monitoring and review**

N/A

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## **4. Background**

- 4.1** The rules relating to order of precedence of Members were amended by Council on 17 March 2008 and are attached as Appendix 1 and are set out in Appendix J in the Council's Constitution.
- 4.2** As part of that change it was agreed that once a councillor has achieved the office of Mayor they should remain at the bottom of the Order of Precedence in date order and should not be eligible to hold the office again unless all those above them on the Order of Precedence have chosen not to accept the honour or do not qualify for selection.
- 4.3** In addition it was agreed that a Member would not be eligible for consideration as Mayor unless they had a minimum of four years' service prior to taking up office and a minimum of three years' service prior to becoming Deputy Mayor

## **5. Reasons for recommendations**

- 5.1.** The Council's Constitution provides that the Mayor and Deputy Mayor shall be elected at the Annual Council Meeting.
- 5.2.** The Constitution also provides that in order to assist the Council the Chief Executive will maintain a list of members (called the "Order of Precedence") showing members' total service on the authority and, if appropriate their period of service since they served the Borough as its Mayor. This list is attached as Appendix 2.
- 5.3.** Whilst the Council must formally make these appointments at the Annual Council Meeting, in accordance with the Constitution, the Order of Precedence is presented to the first Council meeting in the calendar year.

## **6. Alternative options considered**

- 6.1** Some councillors with longer service may formally decline to have their names put forward for the position of Deputy Mayor.

## **7. Consultation and feedback**



7.1 Not applicable.

## 8. Key risks

8.1 N/A

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### Report author:

Bev Thomas, Democratic Services Team Leader

[bev.thomas@cheltenham.gov.uk](mailto:bev.thomas@cheltenham.gov.uk), 01242 264 246

### Appendices:

- i. Rules relating to order of Precedence of Members
- ii. Order of Precedence

### Background information:

Council 14 April 2003 and 17 March 2008

## THE RULES RELATING TO THE ORDER OF PRECEDENCE OF MEMBERS

1. The Chief Executive (or the Monitoring Officer on his or her behalf) will maintain a list of all members showing their precedence in terms of:

- their service on Cheltenham Borough Council,

and this list will be referred to as “The Order of Precedence”. It is only of relevance in the determination of the succession of the posts of Mayor and Deputy Mayor.

2. To be eligible for consideration as Mayor a member must have had a minimum of four years service prior to taking up office.
3. To be eligible for consideration as Deputy Mayor a member must have had a minimum of three years service prior to taking up office.
4. The Deputy Mayor appointed to serve as such in a particular municipal year will be elected Mayor for the following municipal year provided he or she is willing, and remains eligible, to accept that office.
5. If the Deputy Mayor is unwilling or ineligible to accept nomination as Mayor, the nomination will be offered by the Chief Executive, following consultation with the Monitoring Officer, to members in accordance with The Order of Precedence until a member is able to accept the nomination.
6. Not later than 31<sup>st</sup> December in any year the Chief Executive (or the Monitoring Officer on his or her behalf) will approach the member at the head of The Order of Precedence (other than the Deputy Mayor) to ascertain if he or she is willing to accept nomination as Deputy Mayor for the next municipal year.
7. If the member approached by, or on behalf of, the Chief Executive is unwilling or unable to accept the nomination, the Chief Executive (or the Monitoring Officer on his or her behalf) will approach members in accordance with The Order of Precedence until a member is able to accept the nomination.

The Chief Executive will inform the Council of the member’s willingness to accept nomination at its first ordinary meeting in the new calendar year.

8. The fact that a member approached by, or on behalf of, the Chief Executive is unwilling or unable to accept nomination as Deputy Mayor for a particular municipal year, shall not prevent that member being approached again in accordance with The Order of Precedence.
9. Where members have equal periods of service, a member with unbroken service on Cheltenham Borough Council will take precedence over a member with broken service.
10. Members who have served the borough as Mayor will be moved to the bottom of the Order of Precedence and will only be considered for selection if no other member is interested in taking on the position of Deputy Mayor/Mayor or is eligible to do so.

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11. The precedence between members who notwithstanding paragraph 9 have equal periods of service on Cheltenham Borough Council shall be decided by lot conducted prior to the first ordinary meeting of the Council following municipal elections.
12. Any questions arising as to the application of these rules shall be determined by the Chief Executive, following consultation with the Monitoring Officer, and in consultation with the Group Leaders.

Councillor	Ballot	Ward	Political party	Next up for election	Eligible service for Mayor 2023	Mayor
Babbage, Matt	H	Battledown	Conservative	2024	9	0
Seacome, Diggory		Lansdown	Conservative	2024	23	0
Britter, Nigel		Benhall & The Reddings	Lib Dem	2024	21	0
Baker, Paul		Charlton Park	Lib Dem	2024	18	0
Hay, Rowena		Oakley	Lib Dem	2024	17	0
Jeffries, Peter	C	Springbank	Lib Dem	2024	13	0
Williams, Suzanne	A	Springbank	Lib Dem	2024	11	0
Harman, Tim	B	Park	Conservative	2024	11	0
Clucas, Flo	C	Swindon	Lib Dem	2024	9	0
Wilkinson, Max	D	Oakley	Lib Dem	2024	9	0
Payne, John	F	Prestbury	PAB	2024	9	0
McCloskey, Paul	A	Charlton Kings	Lib Dem	2024	7	0
Oliver, Tony	B	Warden Hill	Lib Dem	2024	7	0
Collins, Mike	D	Benhall & The Reddings	Lib Dem	2024	7	0
Willingham, David	F	St. Peter's	Lib Dem	2024	7	0
Dobie, Iain	A	Warden Hill	Lib Dem	2024	5	0
Atherstone, Victoria	D	St. Peter's	Lib Dem	2024	5	0
Horwood, Martin,	E	Leckhampton	Lib Dem	2024	5	0
Boyes, Angie	H	Charlton Kings	Lib Dem	2024	5	0
Clark, Barbara	A	All Saints	Lib Dem	2024	2	0
Fifield, Stephan	B	Pittville	Conservative	2024	2	0
Bassett-Smith, Ian	C	Prestbury	PAB	2024	2	0
Nelson, Emma	D	Leckhampton	Conservative	2024	2	0
Pineger, Richard	E	St Marks	Lib Dem	2024	2	0
Lewis, Alisha	F	St Pauls	Lib Dem	2024	2	0
Sankey, Julie	G	Up Hatherley	Lib Dem	2024	2	0
Bamford, Adrian	A	Up Hatherley	Lib Dem	2024	2	0
Chelin, Jackie	B	Park	Lib Dem	2024	2	0
Joy, Tabi	C	St Pauls	Lib Dem	2024	2	0
Tooke, Julian	D	Pittville	Lib Dem	2024	2	0
Andrews, Glenn	E	Lansdown	Lib Dem	2024	2	0
Tailford, Izaac	F	All Saints	Lib Dem	2024	2	0
Barnes, Garth		College	Lib Dem	2024	18	2003/04
Flynn, Wendy		Hesters Way	Lib Dem	2024	8	2013/14
Wheeler, Simon		Hesters Way	Lib Dem	2024	7	2014/15
Fisher, Bernard	C	Swindon	Lib Dem	2024	14	2018/19
Harvey, Steve	C	Charlton Park	Lib Dem	2024	10	2021/22
Holliday, Sandra		St. Mark's	Lib Dem	2024	26	2022/23

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## Cheltenham Borough Council

**Council - 20<sup>th</sup> February 2023**

### **Council Diary September 2023 – August 2024**

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**Accountable member:**

Leader of the Council, Councillor Rowena Hay

**Accountable officer:**

Democratic Services Team Leader, Bev Thomas

**Accountable scrutiny committee:**

n/a

**Ward(s) affected:**

All Wards

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**Key/Significant Decision:**

No

**Executive summary:**

The proposed diary of Council meetings for September 2023 to August 2024 is attached as Appendix 1.

Please note the proposal from Executive Director Finance, Assets and Regeneration to move the February budget meeting from a Monday afternoon to a Friday afternoon to allow the Council to meet after the County Council has concluded its budget setting process.

The dates and times for the Cabinet are shown for information only as it is for the Leader of the Council to determine the Cabinet meeting dates. However, they follow the pattern of time and frequency followed in previous years.

If it is necessary to make any subsequent amendments to the draft diary, these will be reflected in the published diary online.

**Recommendation:**

**That the draft Council Diary of meetings for September 2023 – August 2024 be approved.**

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## **1. Implications**

### **1.1 Financial implications**

No financial implications

### **1.2 Legal implications**

There are specific legal implications arising from the recommendation of the report.

In addition to having a diary of meetings for the forthcoming year, the authority is required to comply with the procedural requirements for giving notice of its meetings and the publishing of meeting papers.

**Signed off by:** One Legal – [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk)

### **1.3 HR implications**

Start and end times of council meetings may impact on officer working hours which may need to be adjusted through flexible working practices eg use of flexitime. Additional paid hours may be considered providing any additional cost implications are met within the existing budgets. Managers will need to be aware of potential health and safety risks for late evening meetings. This will particularly apply during the winter months for officers returning to their vehicles and travelling home outside normal daylight hours.

**Signed off by:** Clare Jones – [clare.jones@publicagroup.uk](mailto:clare.jones@publicagroup.uk)

### **1.4 Environmental and climate change implications**

No implications

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## **2 Background**

**2.1** The diary follows a similar rationale to that adopted in previous years, i.e.:

- As far as possible, meetings of a particular committee are scheduled on the same day of the week.
- Easter, August and Whitsun half terms and Friday evenings are avoided wherever possible, with the occasional exception of the regulatory Planning and Licensing meetings.
- Evening meetings have been scheduled for 6pm to facilitate Members' attendance after the working day. That said, if there is a large agenda, the timing of some committee meetings will be reviewed on a meeting by meeting basis (Planning and Licensing for example). Any change in time will be in

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consultation with Members and advertised on our website when the meeting is convened.

- Three regular meetings of the Standards Committee have been scheduled in the diary per year. Due to the nature of the committee, there may be a need for ad hoc meetings during the year to deal with specific issues or for meetings to be rescheduled.
- The dates and times for the Cabinet are shown for information only as it is for the Leader of the Council to determine the Cabinet meeting dates. However, they follow the pattern of time and frequency followed in previous years.
- Generally, once a working group has been established it will be permitted to schedule meetings at a time to suit those Members involved so working group meetings are not included in the diary.
- Eight meetings have been scheduled of the Overview and Scrutiny Committee. These are timetabled to cover key events during the year likely to require scrutiny involvement, including the budget consultation, review of the corporate strategy and agreeing the annual work plan.
- Provisional dates have been included for the Informal Cabinet meetings. These, however, are subject to change and can be rescheduled as the Cabinet sees fit.
- Slots have been identified for member seminars. For the most part these are held virtually, with recordings made available for all Members to view should they not be able to participate at the scheduled time. Details in relation to the content of these seminars will be made available to Members in due course.
- All Councillor briefings have been scheduled on a quarterly basis and will continue to be held virtually.
- Please note the proposal from the Executive Director Finance, Assets and Regeneration to move the budget setting meeting in February from a Monday afternoon to a Friday afternoon to allow the Council to meet after the County Council has concluded its budget setting process.
- A provisional additional Audit, Compliance and Governance meeting has been scheduled for November at the request of the Chair.

### **3 Reasons for recommendations**

- 3.1** To maintain the running of Cheltenham Borough Council within the guidelines set out in the Constitution.

### **4 Alternative options considered**

- 4.1** n/a

### **5 Consultation and feedback**



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**5.1** The draft diary was circulated to officers in November/December 2022 and Members in January 2023 as part of the consultation. Cheltenham Borough Homes was also consulted in order to avoid clashes.

**5.2** Consideration has been given to party conference dates and meetings avoided during these times as far as possible.

## **6 Key risks**

**6.1** N/A

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### **Report author:**

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### **Appendices:**

- i. Risk Assessment

### **Background information:**

N/A

**Appendix 1: Risk Assessment**

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner	Deadline for controls/ actions
	If the dates for Council meetings are not fixed by the Council before the start of or at the first meeting in the New Municipal Year then the Council will not be meeting the requirements of the Constitution.	DSTL	3	2		6	Approve the diary at the February meeting of Council	Democratic Services Team Leader	February 2023
	If dates for other meetings are not scheduled in advance there could be problems in arranging meetings in terms of Members, officers and facilities.	DSTL	3	2		6	Approve the diary with a full list of meetings as early as possible	Democratic Services Team Leader	February 2023

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September 2023

<b>Start of Term 1 (5th September – 22<sup>nd</sup> October)</b> (please note the school term dates and holidays listed in the diary are those set by Gloucestershire County Council and may vary for individual schools)		
<b>Friday 1<sup>st</sup></b>		
<b>Monday 4<sup>th</sup></b>	Overview & Scrutiny	6pm
<b>Tuesday 5<sup>th</sup></b>		
<b>Wednesday 6<sup>th</sup></b>	Licensing-Full	6pm
<b>Thursday 7<sup>th</sup></b>		
<b>Friday 8<sup>th</sup></b>		
<b>Monday 11<sup>th</sup></b>		
<b>Tuesday 12<sup>th</sup></b>	Informal Cabinet/ELT	6pm
<b>Wednesday 13<sup>th</sup></b>	Member Seminar	6pm
<b>Thursday 14<sup>th</sup></b>		
<b>Friday 15<sup>th</sup></b>		
<b>Monday 18<sup>th</sup></b>	Treasury Management Panel – TRAINING	6pm
<b>Tuesday 19<sup>th</sup></b>	Planning View Cabinet	11am 6pm
<b>Wednesday 20<sup>th</sup></b>		
<b>Thursday 21<sup>st</sup></b>	Planning	6pm
<b>Friday 22<sup>nd</sup></b>		
<b>Monday 25<sup>th</sup></b>		
<b>Tuesday 26<sup>th</sup></b>	Audit, Compliance and Governance	6pm
<b>Wednesday 27<sup>th</sup></b>		
<b>Thursday 28<sup>th</sup></b>		
<b>Friday 29<sup>th</sup></b>		

October 2023

<b>Monday 2<sup>nd</sup></b>	Overview and Scrutiny	6pm
<b>Tuesday 3<sup>rd</sup></b>	Cabinet	
<b>Wednesday 4<sup>th</sup></b>	Licensing – Miscellaneous	6pm
<b>Thursday 5<sup>th</sup></b>		
<b>Friday 6<sup>th</sup></b>		
<b>Monday 9<sup>th</sup></b>		
<b>Tuesday 10<sup>th</sup></b>	Cabinet	6pm
<b>Wednesday 11<sup>th</sup></b>	Member Seminar	6pm
<b>Thursday 12<sup>th</sup></b>		
<b>Friday 13<sup>th</sup></b>		
<b>Monday 16<sup>th</sup></b>	Council	2.30pm
<b>Tuesday 17<sup>th</sup></b>	Planning View Informal Cabinet/ELT	11am 6pm
<b>Wednesday 18<sup>th</sup></b>		
<b>Thursday 19<sup>th</sup></b>	Planning	6pm
<b>Friday 20<sup>th</sup></b>		
<b>Monday 23<sup>rd</sup></b>		
<b>Tuesday 24<sup>th</sup></b>		
<b>Wednesday 25<sup>th</sup></b>	Standards	6pm
<b>Thursday 26<sup>th</sup></b>	Budget Scrutiny Working Group	6pm
<b>Friday 27<sup>th</sup></b>		

November 2023

Half term 30 <sup>th</sup> October – 3 <sup>rd</sup> November		
Monday 30 <sup>th</sup>	Overview & Scrutiny	6pm
Tuesday 31 <sup>st</sup>		
Wednesday 1 <sup>st</sup>		
Thursday 2 <sup>nd</sup>		
Friday 3 <sup>rd</sup>		
Monday 6 <sup>th</sup>		
Tuesday 7 <sup>th</sup>	Cabinet	6pm
Wednesday 8 <sup>th</sup>	Licensing-Miscellaneous	6pm
Thursday 9 <sup>th</sup>	Asset Management Working Group	6pm
Friday 10 <sup>th</sup>		
Monday 13 <sup>th</sup>	Treasury Management Panel	6pm
Tuesday 14 <sup>th</sup>	Planning View Informal Cabinet/ELT	11am 6pm
Wednesday 15 <sup>th</sup>		
Thursday 16 <sup>th</sup>	Planning	6pm
Friday 17 <sup>th</sup>		
Monday 20 <sup>th</sup>		
Tuesday 21 <sup>st</sup>	Budget Scrutiny Working Group	6pm
Wednesday 22 <sup>nd</sup>	Member Seminar	6pm
Thursday 23 <sup>rd</sup>		
Friday 24 <sup>th</sup>		
Monday 27 <sup>th</sup>		
Tuesday 28 <sup>th</sup>		
Wednesday 29 <sup>th</sup>	Audit, Compliance and Governance	6pm
Thursday 30 <sup>th</sup>		

December 2023

<b>Friday 1<sup>st</sup></b>		
<b>Monday 4<sup>th</sup></b>		
<b>Tuesday 5<sup>th</sup></b>	Cabinet	6pm
<b>Wednesday 6<sup>th</sup></b>	Licensing-Full	6pm
<b>Thursday 7<sup>th</sup></b>	Member Seminar	6pm
<b>Friday 8<sup>th</sup></b>	All Member WebEx	11.30-12.30
<b>Monday 11<sup>th</sup></b>	Council	2.30pm
<b>Tuesday 12<sup>th</sup></b>	Planning View Informal Cabinet/ELT	11am 6pm
<b>Wednesday 13<sup>th</sup></b>		
<b>Thursday 14<sup>th</sup></b>	Planning	6pm
<b>Friday 15<sup>th</sup></b>		
<b>Monday 18<sup>th</sup></b>		
<b>Tuesday 19<sup>th</sup></b>	Cabinet (Budget Proposals)	6pm
<b>Wednesday 20<sup>th</sup></b>		
<b>Thursday 21<sup>st</sup></b>		
<b>Friday 22<sup>nd</sup></b>		
<b>Term ends – school holiday 25<sup>th</sup> December – 5<sup>th</sup> January inc</b>		
<b>Monday 25<sup>th</sup></b>	<b>BANK HOLIDAY</b>	
<b>Tuesday 26<sup>th</sup></b>	<b>BANK HOLIDAY</b>	
<b>Wednesday 27<sup>th</sup></b>		
<b>Thursday 28<sup>th</sup></b>		
<b>Friday 29<sup>th</sup></b>		

January 2024

<b>Monday 1<sup>st</sup></b>	<b>BANK HOLIDAY</b>	
<b>Tuesday 2<sup>nd</sup></b>		
<b>Wednesday 3<sup>rd</sup></b>		
<b>Thursday 4<sup>th</sup></b>		
<b>Friday 5<sup>th</sup></b>		
<b>Monday 8<sup>th</sup></b>		
<b>Tuesday 9<sup>th</sup></b>	Informal Cabinet/ELT	6pm
<b>Wednesday 10<sup>th</sup></b>		
<b>Thursday 11<sup>th</sup></b>	Budget Scrutiny Working Group	6pm
<b>Friday 12<sup>th</sup></b>		
<b>Monday 15<sup>th</sup></b>	Overview and Scrutiny	6pm
<b>Tuesday 16<sup>th</sup></b>	Planning View Cabinet	11am 6pm
<b>Wednesday 17<sup>th</sup></b>	Licensing Miscellaneous	6pm
<b>Thursday 18<sup>th</sup></b>	Planning	6pm
<b>Friday 19<sup>th</sup></b>		
<b>Monday 22<sup>nd</sup></b>	Member Seminar	6pm
<b>Tuesday 23<sup>rd</sup></b>		
<b>Wednesday 24<sup>th</sup></b>		
<b>Thursday 25<sup>th</sup></b>		
<b>Friday 26<sup>th</sup></b>		
<b>Monday 29<sup>th</sup></b>	Asset Management Working Group	6pm
<b>Tuesday 30<sup>th</sup></b>		
<b>Wednesday 31<sup>st</sup></b>	Audit, Compliance and Governance	6pm



## February 2024

<b>Thursday 1<sup>st</sup></b>		
<b>Friday 2<sup>nd</sup></b>		
<b>Monday 5<sup>th</sup></b>		
<b>Tuesday 6<sup>th</sup></b>	Informal Cabinet/ELT	6pm
<b>Wednesday 7<sup>th</sup></b>	Licensing - Miscellaneous	6pm
<b>Thursday 8<sup>th</sup></b>	Member Seminar	6pm
<b>Friday 9<sup>th</sup></b>		
<b>Monday 12<sup>th</sup></b>	Treasury Management Panel	6pm
<b>Tuesday 13<sup>th</sup></b>	Planning View Cabinet	11am 6pm
<b>Wednesday 14<sup>th</sup></b>		
<b>Thursday 15<sup>th</sup></b>	Planning	6pm
<b>Friday 16<sup>th</sup></b>		
<b>Monday 19<sup>th</sup></b>		
<b>Tuesday 20<sup>th</sup></b>		
<b>Wednesday 21<sup>st</sup></b>	Standards	6pm
<b>Thursday 22<sup>nd</sup></b>		
<b>Friday 23<sup>rd</sup></b>	Council	2.30pm
<b>Monday 26<sup>th</sup></b>	Overview & Scrutiny	6pm
<b>Tuesday 27<sup>th</sup></b>		
<b>Wednesday 28<sup>th</sup></b>		
<b>Thursday 29<sup>th</sup></b>		

March 2024

<b>Friday 1<sup>st</sup></b>		
<b>Monday 4<sup>th</sup></b>		
<b>Tuesday 5<sup>th</sup></b>	Cabinet	6pm
<b>Wednesday 6<sup>th</sup></b>	Member Seminar	6pm
<b>Thursday 7<sup>th</sup></b>		
<b>Friday 8<sup>th</sup></b>	All Member WebEx	11.30-12.30
<b>Monday 11<sup>th</sup></b>		
<b>Tuesday 12<sup>th</sup></b>		
<b>Wednesday 13<sup>th</sup></b>	Licensing – Miscellaneous	6pm
<b>Thursday 14<sup>th</sup></b>		
<b>Friday 15<sup>th</sup></b>		
<b>Monday 18<sup>th</sup></b>	Council	2.30pm
<b>Tuesday 19<sup>th</sup></b>	Planning View Informal Cabinet/ELT	11am 6pm
<b>Wednesday 20<sup>th</sup></b>		
<b>Thursday 21<sup>st</sup></b>	Planning	6pm
<b>Friday 22<sup>nd</sup></b>		
<b>Monday 25<sup>th</sup></b>	Overview and Scrutiny	6pm
<b>Tuesday 26<sup>th</sup></b>	Asset Management Working Group	6pm
<b>Wednesday 27<sup>th</sup></b>		
<b>Thursday 28<sup>th</sup></b>		
<b>Friday 29<sup>th</sup></b>	<b>Good Friday</b>	

April 2024

<b>Monday 1<sup>st</sup></b>	<b>Easter Monday</b>	
<b>Tuesday 2<sup>nd</sup></b>	Cabinet	6pm
<b>Wednesday 3<sup>rd</sup></b>	Licensing-Miscellaneous	6pm
<b>Thursday 4<sup>th</sup></b>		
<b>Friday 5<sup>th</sup></b>		
<b>Monday 8<sup>th</sup></b>		
<b>Tuesday 9<sup>th</sup></b>		
<b>Wednesday 10<sup>th</sup></b>	Member Seminar	6pm
<b>Thursday 11<sup>th</sup></b>		
<b>Friday 12<sup>th</sup></b>		
<b>Monday 15<sup>th</sup></b>		
<b>Tuesday 16<sup>th</sup></b>	Planning View Informal Cabinet/ELT	11am 6pm
<b>Wednesday 17<sup>th</sup></b>	Audit, Compliance & Governance	6pm
<b>Thursday 18<sup>th</sup></b>	Planning	6pm
<b>Friday 19<sup>th</sup></b>		
<b>Start of term 5 (25<sup>th</sup> April -27<sup>th</sup> May)</b>		
<b>Monday 22<sup>nd</sup></b>		
<b>Tuesday 23<sup>rd</sup></b>		
<b>Wednesday 24<sup>th</sup></b>		
<b>Thursday 25<sup>th</sup></b>	Budget Scrutiny Working Group	6pm
<b>Friday 26<sup>th</sup></b>		
<b>Monday 29<sup>th</sup></b>		
<b>Tuesday 30<sup>th</sup></b>		

May 2024

<b>Wednesday 1<sup>st</sup></b>		
<b>Thursday 2<sup>nd</sup></b>	<b>Borough Council Elections</b>	
<b>Friday 3<sup>rd</sup></b>		
<b>Monday 6<sup>th</sup></b>	<b>BANK HOLIDAY</b>	
<b>Tuesday 7<sup>th</sup></b>	Informal Cabinet/ELT?	
<b>Wednesday 8<sup>th</sup></b>		
<b>Thursday 9<sup>th</sup></b>		
<b>Friday 10<sup>th</sup></b>		
<b>Monday 13<sup>th</sup></b>		
<b>Tuesday 14<sup>th</sup></b>	Informal Cabinet/ELT	
<b>Wednesday 15<sup>th</sup></b>		
<b>Thursday 16<sup>th</sup></b>		
<b>Friday 17<sup>th</sup></b>		
<b>Monday 20<sup>th</sup></b>	Annual & Selection Council Inauguration of the Mayor	2.30pm 6pm
<b>Tuesday 21<sup>st</sup></b>		
<b>Wednesday 22<sup>nd</sup></b>		
<b>Thursday 23<sup>rd</sup></b>		
<b>Friday 24<sup>th</sup></b>		
<b>Monday 27<sup>th</sup></b>	<b>BANK HOLIDAY</b>	
<b>Tuesday 28<sup>th</sup></b>	Planning View Cabinet	11am 6pm
<b>Wednesday 29<sup>th</sup></b>		
<b>Thursday 30<sup>th</sup></b>	Planning	6pm
<b>Friday 31<sup>st</sup></b>		

June 2024

Half term		
Start of Term 6 (3 <sup>rd</sup> June – 22 <sup>nd</sup> July)		
<b>Monday 3<sup>rd</sup></b>	Overview and Scrutiny	6pm
<b>Tuesday 4<sup>th</sup></b>		
<b>Wednesday 5<sup>th</sup></b>	Licensing - Full	6pm
<b>Thursday 6<sup>th</sup></b>	Asset Management Working Group	6pm
<b>Friday 7<sup>th</sup></b>	All Member WebEx	11.30-12.30
<b>Monday 10<sup>th</sup></b>		
<b>Tuesday 11<sup>th</sup></b>	Planning View Cabinet	11am 6pm
<b>Wednesday 12<sup>th</sup></b>	Member Seminar	6pm
<b>Thursday 13<sup>th</sup></b>	Planning	6pm
<b>Friday 14<sup>th</sup></b>		
<b>Monday 17<sup>th</sup></b>	Council	2.30pm
<b>Tuesday 18<sup>th</sup></b>	Informal Cabinet/ELT	6pm
<b>Wednesday 19<sup>th</sup></b>		
<b>Thursday 20<sup>th</sup></b>		
<b>Friday 21<sup>st</sup></b>		
<b>Monday 24<sup>th</sup></b>	Treasury Management Panel	6pm
<b>Tuesday 25<sup>th</sup></b>		
<b>Wednesday 26<sup>th</sup></b>		
<b>Thursday 27<sup>th</sup></b>		
<b>Friday 28<sup>th</sup></b>		

July 2024

<b>Monday 1<sup>st</sup></b>	Overview and Scrutiny	6pm
<b>Tuesday 2<sup>nd</sup></b>	Budget Scrutiny Working Group	6pm
<b>Wednesday 3<sup>rd</sup></b>	Licensing - Miscellaneous	6pm
<b>Thursday 4<sup>th</sup></b>		
<b>Friday 5<sup>th</sup></b>		
<b>Monday 8<sup>th</sup></b>		
<b>Tuesday 9<sup>th</sup></b>	Cabinet	6pm
<b>Wednesday 10<sup>th</sup></b>	Audit, Compliance and Governance	6pm
<b>Thursday 11<sup>th</sup></b>		
<b>Friday 12<sup>th</sup></b>		
<b>Monday 15<sup>th</sup></b>		
<b>Tuesday 16<sup>th</sup></b>	Planning View Informal Cabinet/ELT	11am 6pm
<b>Wednesday 17<sup>th</sup></b>	Member Seminar	6pm
<b>Thursday 18<sup>th</sup></b>	Planning	6pm
<b>Friday 19<sup>th</sup></b>		
<b>End of Term 6 - Summer Holidays</b>		
<b>Monday 22<sup>nd</sup></b>	Council	2.30pm
<b>Tuesday 23<sup>rd</sup></b>		
<b>Wednesday 24<sup>th</sup></b>		
<b>Thursday 25<sup>th</sup></b>		
<b>Friday 26<sup>th</sup></b>		
<b>Monday 29<sup>th</sup></b>		
<b>Tuesday 30<sup>th</sup></b>		
<b>Wednesday 31<sup>st</sup></b>	Licensing - Miscellaneous	6pm

August 2024

Summer Holidays		
Thursday 1 <sup>st</sup>		
Friday 2 <sup>nd</sup>		
Summer Holidays		
Monday 5 <sup>th</sup>		
Tuesday 6 <sup>th</sup>		
Wednesday 7 <sup>th</sup>		
Thursday 8 <sup>th</sup>		
Friday 9 <sup>th</sup>		
Summer Holidays		
Monday 12 <sup>th</sup>		
Tuesday 13 <sup>th</sup>	Planning View	11am
Wednesday 14 <sup>th</sup>		
Thursday 15 <sup>th</sup>	Planning	6pm
Friday 16 <sup>th</sup>		
Summer Holidays		
Monday 19 <sup>th</sup>		
Tuesday 20 <sup>th</sup>		
Wednesday 21 <sup>st</sup>		
Thursday 22 <sup>nd</sup>		
Friday 23 <sup>rd</sup>		
Summer Holidays		
Monday 26 <sup>th</sup>	Bank Holiday	
Tuesday 27 <sup>th</sup>		
Wednesday 28 <sup>th</sup>		
Thursday 29 <sup>th</sup>		
Friday 30 <sup>th</sup>		

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