

# Cheltenham Borough Council Council

**Meeting date:** 21 February 2025

**Meeting time:** 2.30 pm

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

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## **Membership:**

Councillors Paul Baker (Chair), Dr David Willingham (Vice-Chair), Frank Allen, Glenn Andrews, Victoria Atherstone, Adrian Bamford, Garth Barnes, Dilys Barrell, Graham Beale, Angie Boyes, Jackie Chelin, Barbara Clark, Julia Chandler, Flo Clucas, Mike Collins, Ashleigh Davies, Chris Day, Iain Dobie, Jan Foster, Juan Carlos Garcia Clamp, Steve Harvey, Rowena Hay, Sandra Holliday, Martin Horwood, Peter Jeffries, Tabi Joy, Alisha Lewis, Cathal Lynch, Andy Mutton, Tony Oliver, Ben Orme, Helen Pemberton, Richard Pineger, Julie Sankey, Stan Smith, Dr Steve Steinhardt, Izaak Tailford, Julian Tooke, Simon Wheeler and Suzanne Williams

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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 - 32)**

Minutes of the meeting held on 16 December 2024.

**4 Communications by the Mayor**

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

**6 To receive petitions**

**7 Public Questions**

These must be received no later than 12 noon on Wednesday 12 February.

**8 Member Questions**

These must be received no later than 12 noon on Wednesday 12 February.

**9 General Fund Revenue and Capital - Final Budget Proposals 2025/26 (Pages 33 - 178)**

Report of the Cabinet Member for Finance and Assets

**10 Housing Revenue Account - Final Budget Proposals 2025/26 and revised Forecast 2024/25 (Pages 179 - 210)**

Report of the Cabinet Member for Finance and Assets

**11 Council Tax Resolution (Pages 211 - 214)**

Report of the Cabinet Member for Finance and Assets

Appendix 2 Council Tax Resolution TO FOLLOW

**12 Gambling Act 2005 Statement of Principles (Pages 215 - 276)**

Report of the Cabinet Member for Safety and Communities

**13 Revisions to the Constitution (Pages 277 - 306)**

Report of the Leader

**14 Council Diary 2025-2026 (Pages 307 - 326)**

Report of the Leader

**15 Council Order of Precedence - Nominations for Mayor Elect 2025/26 (Pages 327 - 334)**

Report of the Chief Executive

**16 Notice of Motions**

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

Gareth Edmundson  
Chief Executive

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# Cheltenham Borough Council

## Council

## Minutes

**Meeting date:** 16 December 2024

**Meeting time:** 2.30 pm - 4.35 pm

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### **Councillors:**

Paul Baker (Chair), Dr David Willingham (Vice-Chair), Frank Allen, Glenn Andrews, Adrian Bamford, Garth Barnes, Dilys Barrell, Graham Beale, Angie Boyes, Jackie Chelin, Flo Clucas, Mike Collins, Ashleigh Davies, Chris Day, Iain Dobie, Jan Foster, Juan Carlos Garcia Clamp, Rowena Hay, Martin Horwood, Peter Jeffries, Tabi Joy, Alisha Lewis, Tony Oliver, Richard Pineger, Izaak Tailford, Julian Tooke, Simon Wheeler and Suzanne Williams

### **Also in attendance:**

Paul Jones (Deputy Chief Executive (Section 151 Officer)), Claire Hughes (Director of Governance and Customer Services and Monitoring Officer), Gareth Edmundson (Chief Executive), Kim Smith (Elections Manager) and Graham Russell (Chair of Independent Remuneration Panel)

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### **1 Apologies**

Apologies were received from Councillors Atherstone, Chandler, Clarke, Harvey, Holliday, Lynch, Mutton, Orme, Pemberton, Sankey, Smith and Steinhardt.

### **2 Declarations of interest**

Councillors Baker, Williams and Willingham declared an interest in the motion as county councillors.

### **3 Minutes of the last meeting**

Councillor Andrews wished to clarify that he had seconded the Public Realm motion at the last meeting, not Councillor Pineger.

Further to this amendment, it was

**RESOLVED THAT**

**The minutes of the meeting held on 14 October were approved and signed as a correct record.**

**4 Communications by the Mayor**

The Mayor had been to many lovely carol services and Christmas light switch-ons, visited care homes, and attended an event at The Wilson, funded through Cheltenham Pride, where children from under-privileged areas created artwork which was then put on display. He also attended an enlightening session chaired by Councillor Atherstone in the Council Chamber, *In Our Own Words*, with female students from Pittville School. They talked about their concerns as young women in Cheltenham, and was a good experience, demonstrating the importance of engaging with all our communities. He hoped some of the issues they raised will be carried forward.

One of the Mayor's charities, Caring for Communities and People, did their annual Hamper Scamper, collecting food and gifts from local businesses and donors for people who would not otherwise receive any. He said it was sad that the demand for this has gone up by 34% from last year, with so many more families struggling financially, adding that without our charities in the town we wouldn't be able to help as many people as we do. On that note, he gave special thanks to David Bath, who raises large amounts of money for charity in the town, and has organised a selection box appeal which has had many hundreds of donations, including many from CBC staff. The Mayor helped to deliver some of these to Riding for the Disabled and saw first-hand how appreciated they are.

The Mayor also visited the Royal Naval Parade of Cheltenham Sea Cadets, and having never been in the building before, he was impressed to see the great opportunities organisations such as this provide for young people to learn new skills – including rowing, sailing, and knot-tying - and to make new friends.

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

Like the Mayor, the Leader said she had also had the privilege to represent Cheltenham locally, nationally and internationally throughout the year, meeting many different people, and was taking this opportunity to reflect on all the council has achieved in 2024:

- housing colleagues were welcomed back to the CBC fold on 1<sup>st</sup> July; thanks to tenants and leaseholders involved in our housing committee and tenant and leaseholder panels for their time and their voice, vital in driving and improving the service going forward;
- CBC self-referred itself to the housing regulator, who provided no formal judgement but was pleased with the actions being taken thus far; huge thanks to all involved in that process and the work that will continue into 2025;

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- all-out elections in May, swiftly followed by the general election in July, involved a massive all-round team effort led by the elections team. Thanks to them for the phenomenal amount of work entailed;
- the Minster Exchange was formally opened, Golden Valley planning applications were submitted, and we delivered over £2m in savings;
- the council won accolades for keeping people safe during race week, for Cheltenham's night-time economy, and for our amazing parks and gardens;
- officers were involved in dealing with the fire at the Regent Arcade car park;
- after 30 years of talking about it, the Municipal Offices are finally up for sale with applications now closed. The airport is also on the market, to remain as an airport with much-needed investment. Both have required a huge amount of effort from officers; the responses have been good, and many compliments have been received on the management of the process;
- £20 million pounds has been received from the government to support another step on our journey to delivering the innovation centre.

She went on to consider some of the challenges ahead:

- the change in the National Planning Policy Framework announced last week will see increased numbers for CBC, and make working with our Strategic and Local partners even more important; there are many other changes which will need to be digested;
- with the white paper inviting all remaining two-tier council areas to submit reorganisation proposals, at the same time requiring unitary councils to look at themselves again in terms of their size, she hoped that, once the contents of the paper have been fully digested, the county and the districts will be able to reach a consensus that is best for our county, noting that the government is anticipating that the changes will happen within this parliamentary term.

Returning to CBC's achievements, she said the festive ice rink has been a huge hit again, now offering special relaxed glide sessions and working with the Holiday Activities Fund to offer free skating to local residents who meet the eligibility criteria. Sales are up on last year, thanks to excellent marketing and reputation, and also to our primary sponsor, Lidl. Last year the rink welcomed 30,000 skaters who spent an estimated £1.6 million in local businesses, £860,000 of which wouldn't have been spent without the ice rink, and the same analysis this year will see how this has improved.

She congratulated Cheltenham Town Women's team who have reached the fourth round of the FA Cup for the first time in their history, and will play Wolverhampton Wanderers on Sunday 12 January for a place in the last 16.

Finally, she asked everyone to support her in thanking all CBC's operational teams, including the housing team, environmental health officers, cleansing teams and emergency planning, who will be on call across the festive period to support local residents and businesses.

She ended by wishing everyone the very best for the holiday season.

## **6 To receive petitions**

There were none.

## **7 Public Questions**

### **1. Question from Mr Craig Storey to Cabinet Member for Waste, Recycling and Public Realm, Councillor Izaak Tailford**

Could you tell what the tonnage (or similar) is per recycled type that is recycled on a weekly or monthly basis. That I presume tells us what the top three items are by weight, and also what will need to be found another home for recycling. I imagine the figures will be fairly high so what is the expected impact on other sites that will have to take this extra recycling. And if those figures are high surely its your duty to keep the site open.

#### **Member response:**

I am pleased to respond to your question which raises some helpful points about our decision to implement a prolonged closure of the site.

We know from figures reported for the last full financial year which was 2023/24 that a lot more residual waste (rubbish) than recycling is taken to the HRC – approximately 3,983 tonnes of residual waste per year compared to 834 tonnes of recycling. 910 tonnes of garden waste is also being taken to the HRC.

I am proud of our excellent kerbside waste and recycling services in Cheltenham and we are confident that the additional refuse (rubbish) can be absorbed within our kerbside service – we already pick up about 18,500 tonnes of rubbish each year. We all need to do our bit with this and try to reduce the amount of waste we are generating for the sake of the planet and our pockets. We are all part of a throw-away society these days and this has to change.

It would be great if we all recycled everything we could, not just some of it, and this would help improve our recycling rate as we only recycle just under half of what we throw away at present and our government target is to reach 65% by 2035. I have just signed off on the purchase of a new fleet of recycling vehicles which will be able to cope with future demands for recycling other materials like cartons and flexibles. These new vehicles have a larger capacity and again we are confident the kerbside service can accommodate extra recycling capacity from residents recycling more even when the HRC at Swindon Road is closed. Putting recycling in a kerbside box at home is much easier than driving it to Swindon Road or anywhere else for that matter although we do have our bring banks around the town if residents do want to get rid of extra recycling. Again, the bring banks will be serviced more regularly including the introduction of a Saturday collection to ensure they are able to deal with any additional recycling.

### **2. Question from Mr Craig Storey to Cabinet Member for Waste, Recycling and Public Realm, Councillor Izaak Tailford**

What analysis has been done on the reported 1 million pounds required for redevelopment in an attempt to mitigate or reduce those potential costs? A major concern identified is that particular waste may leach into the ground. What type of waste is it. Can the identified troublesome waste not be simply transferred to wig moor?

**Member response:**

Thank you for your question. One of the reasons for the prolonged closure is the need to further understand all of the costs that would be involved in the re-opening of the site and how cost effectively this could be achieved. We have already sought initial quotes for the works involved including a new permit, the grounds works to remove the existing concrete surface, replace it with appropriate grade reinforced concrete with kerbing to contain fire water, drainage, as well as reconfigure the site layout to fit within the new slightly smaller boundary including electrical works. In addition to this we will need to have covered storage areas for some materials going forward and all of this comes to around £1million at present.

I am pleased to confirm that the site currently operates in compliance with all current legislation and regulations however any waste on the site could cause issues with run off water in the event of a fire or day to day activities if adequate measures are not in place. One of the considerations around the future of the site is its much smaller size in comparison to the ones Gloucestershire County Council have to provide. You will notice that the GCC operated sites collect a much wider range of materials than we are able to due to our space constraints and residents may prefer to load up their cars with this much wider range of materials and drive straight to Wingmoor with it all? The prolonged closure will help us and GCC assess this as part of the prolonged closure.

**3. Question from Mr Matt Box to Cabinet Member for Waste, Recycling and Public Realm, Councillor Izaac Tailford**

The Review of Waste and Recycling report to Cabinet on 26 November recommending the prolonged closure of the Swindon Road recycling centre provided in its justification "CBC's focus has to remain on delivering a high quality and expanded waste and recycling collection service". Does the Cabinet Member therefore share my disappointment that those properties in the borough due to have their residual waste collected on 25th, 26th and 27th December have had the collection cancelled altogether and face a full four week wait from the last collections on 11th-13th December until the next scheduled for 8th-10th January?

**Member response:**

Thank you for the opportunity of explaining the Christmas waste and recycling collection changes, I have another similar question to answer so sorry if I am repeating myself but the question is an important one, as is the answer.

We are doing things a bit differently this year and trialling a different approach to allow our waste and recycling teams to enjoy some proper time off and celebrate Christmas with their families. They work hard for our town all year round, including catch up collections after bank holidays, so I am glad we could offer them a real break.

These changes will also allow all collections to get back to normal much more quickly than in previous years, with collections starting again immediately after Christmas week when the volumes of waste and recycling are at their highest.

We appreciate some residents will have to wait for a collection, however any extra waste and recycling can be presented on the next scheduled collection as we will take extra waste and recycling as part of a 'bumper' collection. You can also take any additional recycling to bring banks and household recycling centres, and I would encourage all residents to use food waste caddies at home as much as possible.

Flats who would normally have a collection on 25, 26 and 27 December will have an extra collection which will take place the following week on 30 and 31 December and we will be monitoring black bag waste in the affected areas the week after collection.

We all need to look to reduce the amount of waste we generate and I appreciate it isn't always easy for everyone but trialling this alternative method for collections this year for the reasons I have already set out will also test out this different approach to collection frequency at this time of year. If it doesn't work I am happy to hold my hands up and say that we tried it and it didn't work. We won't know this until the New Year and I know Cheltenham residents want to be responsible with their waste.

### **Question from Mr Matt Box to Cabinet Member for Waste, Recycling and Public Realm, Councillor Izaac Tailford**

Will the Cabinet Member commit to reintroducing additional weekend and/or bank holiday collections over the Christmas period in future to ensure residents experience a high quality waste collection service and to ensure the Council adheres to the DEFRA guidance that states residual waste collections should be "prioritised and maintained to prevent waste from building up and to protect public health and the local area"?

### **Member response:**

Thank you for the opportunity of explaining the Christmas waste and recycling collection changes. We are doing things a bit differently this year and trialling a different approach to allow our waste and recycling teams to enjoy some proper time off to celebrate Christmas with their families. They work hard for our town all year round, including catch up collections after bank holidays, so I am glad we could offer them a real break.

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Flats who would normally have a collection on 25, 26 and 27 December will have an extra collection which will take place the following week on 30 and 31 December and we will be monitoring black bag waste in the affected areas the week after collection.

I would encourage everyone to recycle as much as they can over Christmas, as the more we recycle, the more our service provider Plan-B gives us in donations to support Cheltenham's Foodbanks, which is really needed, particularly at this time of year.

Regarding your comments around DEFRA's guidance, I am pleased to confirm that in their most recent policy update on 29 November 2024, DEFRA have said that they "recognise that as recycling services are expanded and improved, local authorities may want to review residual waste services to ensure they are providing best value for money in line with local need. The government's priority is ensuring that households' needs are met, and we expect local authorities to continue to provide services to a reasonable standard. Councils and other waste collectors will retain the flexibility to make the best choices to suit local need."

I want to assure you that I don't expect to be changing our residual waste collection frequency away from fortnightly but the changes over Christmas are a bit different and will help us understand whether our new trialled approach for Christmas should continue next year or not. We need to trial new things to see if they work or not and be honest with the public if they don't work.

Christmas and new year revised waste and recycling collection dates are set out here as a reminder but they are also in the Local Answer which has gone to every household and also on the Liberal Democrat Christmas card.

Normal collection day	Revised collection day
Monday 23 December 2024	Monday 23 December 2024
Tuesday 24 December 2024	Tuesday 24 December 2024
Wednesday 25 December 2024	Wednesday 8 January 2025
Thursday 26 December 2024	Thursday 9 January 2025
Friday 27 December 2024	Friday 10 January 2025
Monday 30 December 2024	Monday 30 December 2024
Tuesday 31 December 2024	Tuesday 31 December 2024
Wednesday 1 January 2025	Thursday 2 January 2025
Thursday 2 January 2025	Friday 3 January 2025
Friday 3 January 2025	Saturday 4 January 2025

**4. Question from Mr Tim Harman to Cabinet Member for Waste, Recycling and Public Realm, Councillor Izaac Tailford**

In the light of the decision by Cheltenham Borough Council to close the Swindon Road Recycling Centre, has the Council assessed the impact on the well-used bring sites such as Bath Terrace?

**Member response:**

Thank you for your question and I am pleased to be able to share our plans for bring sites including Bath Terrace.

As I have previously said, the prolonged closure of the HRC will allow us and GCC to test out in the real world what the impacts are and we won't know this until after the site closes on 10 January 2025.

I do hope that residents use the excellent kerbside recycling collection service and the recycling bring banks for their recycling rather than driving it to the GCC HRC at Bishops Cleeve.

We have arranged for extra collections from the bring banks, including Saturday collections for some busier bring banks, to ensure that they can cope with the extra recycling.

I hope to be able to find another bring bank site in Cheltenham to replace the Swindon Road bring banks as soon as possible and would be pleased to have any suggestions we can take away and explore.

### **Supplementary question:**

Does the Cabinet Member agree that closure of Swindon Road HRC will put the bring sites under greater pressure? As part of the review, will he agree to look at this carefully, and also to consider expanding the facilities, with the possible addition of further skips and/or kerbside recycling of additional items which can't currently be taken to bring sites?

### **Member response:**

The Cabinet Member for Waste and Recycling agreed that the bring sites would be under additional pressure, and that this is one of the reasons for the prolonged closure of HRC, as a trial to see how much more resource needs to be diverted to emptying them. This is already being done, and he is also looking at getting another site to alleviate the pressure across the town. Also, if there is suitable space to offer recycling of more items, he is open to doing this, particularly as the bins currently used at the HRC will be available during the prolonged closure to be situated elsewhere.

### **5. Question from Mr Tim Harman to Cabinet Member for Waste, Recycling and Public Realm, Councillor Izaac Tailford**

Can the Cabinet member say if the Council has plans to close any or all of the bring sites as well as the Swindon Road centre?

### **Member response:**

I am grateful for the opportunity to clarify my position in relation to bring banks and the HRC.

I have committed to extra collections at the bring banks to ensure they can cope with any extra demand during the prolonged closure of the Swindon Road HRC and this includes trying to identify an additional bring bank site and again, if anyone has any suggestions we can explore do let me know.



Regarding the future of the HRC at Swindon Road, I think the cabinet report fully sets out our position regarding this site. We need to properly assess its future, looking at the cost of the works required as well as giving us and GCC a proper opportunity to look at the capacity of HRC provision in this part of the County and what their plans are. Once the site closes we will be able to test out the impacts on the existing GCC HRC provision as well as our bring banks and the kerbside services.

I am sure you will understand that I cannot prejudge the outcome of all of this which is why we have a prolonged closure and not a definite decision to close at this time.

**Supplementary question:**

Whatever comes out of the review, would you agree to have a public consultation exercise about the future of bring sites if they are in jeopardy, given that so far there has been no consultation about the closure of the Swindon Road site?

**Member response:**

In relation to the future of the HRC, any member of the public can express their opinions via the budget consultation, and there will be a resident survey next year as well as consideration by the Overview and Scrutiny Committee. There are no plans to close any of the bring sites – with the prolonged closure of the HRC, they will be under increased pressure and we need to make sure that they are maintained and retained for as long as possible - but if this ever becomes an option, there will be open discussion about the matter.

**6. Question from Mr Chris Mason to Cabinet Member for Cabinet Member for Finance and Assets, Councillor Alisha Lewis**

In previous years, CBC have allowed some free parking on Thursdays in selected town centre car parks to boost the town's Christmas economy. As at the date of submitting this question (4th December) I have not seen anything advertised. What plans, if any, are there to do something similar this year?

**Member response:**

Free parking to coincide with pre-Christmas late night shopping has been offered at Town Centre East car park in previous years. Due to on-going maintenance requirements this car park is close to being full most days so has limited capacity. The closure of North Place car park, which is run by a private provider, is expected imminently and will significantly reduce car parking capacity in the town. This will place an even greater demand on the Council's car parks and limit availability.

**Supplementary question:**

Would the Cabinet Member not agree that with our town centres and retailers are struggling, the small gesture of allowing free parking after 3.00pm would be seen as a reasonable step?

**Member response:**

This is something that can be looked into as a review but it is not in the pipeline at the moment.

**7. Question from Mr Chris Mason to Cabinet Member for Cabinet Member for Finance and Assets, Councillor Alisha Lewis**

How much longer will the installation of the 10 EV's in the Bath Terrace Car Park take? These EV's were scheduled to be in place by the end of November. There are currently 28 bays closed for the installation, on top of the 12 bays lost to the relocated bring banks. During the Literature Festival, and now with increased shopping activity leading up to Christmas, I have regularly witnessed potential users being understandably frustrated at the reduction in spaces.

**Member response:**

I would like to thank Mr Mason for his question. We were expecting the EV charging points to be operating by November however we have experienced delays with the Distribution Network Operator who in this case is National Grid. As you can appreciate the implementation of this type of infrastructure involves a large number of stakeholders and this can create complexities. The Council is still committed to delivering EV charging facilities across the town and it is expected that this pilot will be open in the new year.

**Supplementary question:**

As the installation of charging points at Bath Road Car Park are overdue and given the constant change in the process, are Bath Road traders being kept up to date with the situation?

**Member response:**

Yes, traders are being kept up to date and it is simply and regrettably a matter of National Grid holding things up, something with which many councillors will be familiar. Things will be progressed as soon as possible, and once complete, the EV chargers will be an asset for the small traders in the area, who will hopefully visit the shops within easy walking distance while their cars are charging.

**8. Question from Mrs Emma Nelson to Cabinet Member for Planning and Building Control, Councillor Mike Collins**

I am concerned at the lack of enforcement action on the Miller site in Leckhampton where 350 homes are now under construction plus of course the ongoing 131 Promenade fiasco.

Can you please advise how many post-holders there have been, with their length of tenure, over the past five years, for the following:

- Head of Planning
- Enforcement Officers
- Conservation Officers
- Planning Officers

**Member response:**

Thank you for your question. I can provide the following information; please note that this relates to permanent post holders only and does not include temporary contractor/agency staff.

Head of Planning

- 1 x 1 year 7 month
- 1 x 1 year 3 months

Enforcement Officers

- 1 x 2 years 3 months
- 1 x 2 years 9 months

Conservation Officers

- 1 x 3 years 10 months
- 1 x 2 months (current Conservation Officer)
- 1 x 1 month (current Senior Conservation Officer)

Planning Officers

- 1 x 2 yrs 3 months
- 1 x 2 yrs 11 months
- 1 x 3 yrs 4 months
- 6 x 5 yrs 8 months (six current Planning and Senior Planning Officers)
- 1 x 3 yrs 8 months
- 1 x 2 yrs 8 months
- 1 x 1 yr 9 months (current Principal Planning Officer)
- 1 x 7 months

**Supplementary question:**

These staff turnovers are concerning, particularly given the significant increase in development we are now seeing, for both new sites in the town and private extensions, to be increased further following the government's recent announcement. The planning department will be under incredible pressure, and enforcement is a particular concern with just one officer at present. What actions are the Cabinet taking to ensure longer-term stability in this vital department?

**Member response:**

The good news is that there are now two enforcement officers in situ. With a lot of development underway, the council is doing everything it can to maintain a team to deal with applications in a timely manner. Cheltenham is not alone with the challenges it faces in recruiting and retaining planning staff – there just aren't enough planners, but it is hoped that the new government will put some schemes in place to change that.

**9. Question from Mrs Emma Nelson to Cabinet Member for Finance and Assets, Councillor Alisha Lewis**

Can the Cabinet Member confirm if the refurbishment of the public toilets in Montpellier Gardens is overdue on its completion date and if it is likely to overspend its budget?

**Member response:**

I would like to thank Mrs Nelson for her question. The refurbishment of the public toilets in Montpellier Gardens was set out in our Corporate Plan for 2023-2027 which received cross party support when it was approved by Full Council in February 2023. I am pleased to report that although delays have been experienced with the contractor procured to undertake the work, the project is not expected to be overspent on completion. This is a credit to the hard work of officers in the Major Developments team who have managed the work, kept key stakeholders informed of progress and used their knowledge and experience to hold this contractor to account. The project is expected to be complete in the new year when we will re-open to the public refurbished toilets which will include the latest Changing Places facilities in the town centre. Not only has the project safeguarded and repaired a listed building in one of our iconic parks but with refurbished disabled facilities, gender neutral family facilities and parity of male and female toilets demonstrates our council's commitment to inclusivity.

**Supplementary question:**

Local businesses have advised that the refurbishment of the public toilets in Montpellier was due to be complete in time for the literature festival in October, but this is another overdue CBC-managed project, like The Wilson, the MX, and EV chargers in Bath Road. Please be more specific about when they will be finished. Will it be by the end of January?

**Member response:**

This is a regrettable case of bad weather and contractor-related issues outside the control of CBC. This is regrettable, but the council has always been clear that the tax payer will not be footing the bill for the delays, the costs of which will quite reasonably be taken on by the developer. When it comes to managing public expectation, it is difficult to commit to specific dates for the launch of projects, although it is hoped that the project will be complete as early as possible in the new year.

**10. Question from Ms Julie Harris to Cabinet Member for Major Developments and Housing Regeneration, Councillor Peter Jeffries**

This question is really for the Liberal Democrats. Would like to ask is there in the future any plans to rejuvenate Coronation Square shopping area. Looks run down but is definitely a much-needed area for the neighbourhood. Shops very much needed and pharmacy, dentist, supermarkets etc, I'm sure Coronation Square brings in much needed revenue for the area, but it looks run down. Maybe rethink the area? specially the front pavement area which is so vast and could be made for short stopping time parking 20mins. Around the back of the shops half of the car park for long term parking and build some more houses? Library could also do with new lease of life. I have lived in this neighbourhood for nearly 50 years and have very fond memories of Coronation Square and how vibrant this community was.

**Member response:**

Thank you, Ms Harris, for a very good question and one that is close to my own heart. Like yourself, I too have lived in the area for many years and know how

important Coronation Square is to the local community. And, as you rightly observe, it is indeed looking tired and in need of a refresh.

Unfortunately, the shopping parade, is not controlled by the Borough Council but rather, by a third-party property investor, who, along with the Highways Authority, also control the frontage and pavement areas. Likewise, the library is controlled by the County Council. The Borough Council does, however, control the car park to the rear.

There have been various discussions over the years with the investors of the shopping parade as to how we could work together to secure investment into the area and give it the facelift it richly deserves. However, whilst the size of the car park is relatively large, the layout makes development of this area in its own right difficult in isolation without major redevelopment of the shopping parade itself. This would, unfortunately, not be currently viable for the owners of the shopping parade at this point in time. Regardless, we continue to speak with them and as recently as October this year (2024), invited them to put forward proposals for any new ideas that they may have, in the absence of major targeted grant funding for local development schemes.

With the excellent progress that the Borough Council is making with the Golden Valley development, right on the doorstep of Coronation Square, this will generate hundreds of millions of pounds of investment within this part of Cheltenham, in turn creating thousands of jobs and new homes. It is therefore expected that the area will benefit hugely from increased custom and expenditure and encourage further investment into the area, including investment into this vital neighbourhood centre.

The Borough Council will therefore continue to work collaboratively with all parties involved to ensure that opportunities for future investment are explored, in order that Coronation Square remains the vibrant part of the community that we both know it has been for many years.

### **11. Question from Mr Rich Newman to Cabinet Member for Waste, Recycling and Public Realm, Councillor Izaac Tailford**

I believe the "New Environment Laws" referred to as necessitating the £1m spend on the Cheltenham Household Recycling Centre (HRC), are covered by the Environment Act of 2021. I understand that the rules around HRC Health and Safety etc were due to come into force in November 2024, but following the change in Government in July this is now deferred. If this is the case, then why the last-minute decision to close the HRC? Surely there should have already been plans and budgetary allowances made to ensure compliance by the November 2024 deadline? Why was the council unable to ensure compliance?

#### **Member response:**

Thank you for your question and I am pleased to clarify the timing of the decision.

You are correct we did originally expect the new permitting regulations to come into force in November 2024 and we were working with a specialist consultant well in advance of this to understand what would be required, including engaging with the Environment Agency. A lot of the legislation around the Environment Act 2021 has

been delayed for varying reasons and it wasn't unexpected that this would also be delayed further however at some point during the next financial year we expect it to come into force and we must make appropriate budgetary provision for this.

We did not however know until more recently how significant and expensive the required works to the site would be.

Draft council budgets need to be set by this time each year to go out to public consultation before being agreed early in February every year requiring a decision at this time about whether we had the £1million funding available for the works. In the coming year, without slashing other public services, there is not available budget to fund the required £1million investment however as you rightly point out we don't want a rushed decision over its future hence the prolonged closure to be able to make this decision in the fullness of time over the next year or so.

**Supplementary question:**

Given the uncertainty of the timescale referred to in the final sentence of the reply, would the Cabinet Member agree to make a statement in the new year outlining a clear timeframe?

**Member response:**

We have to go through the process, and it depends on a lot of factors, including discussions with the county council, consideration by Overview and Scrutiny, budget consultation and the resident survey. We will have a decision about the HRC by June or July 2025, and the public will be kept up to date throughout the process.

**13. Question from Mr Rich Newman to the Leader, Councillor Rowena Hay**

What will happen to the staff currently working at the HRC? Will they be assured jobs elsewhere? How much notice were they given prior to the public announcement on 18th November? How well were they forewarned?

**Member response:**

Thank you for asking a question about the well-being of the staff involved in the prolonged closure of the HRC.

The staff concerned are all employed by Ubico Ltd, not Cheltenham Borough Council, however I am assured that they have all been offered suitable alternative employment. Staff were briefed on Monday 18 November before the cabinet papers were published and a media release was issued.

**Supplementary question:**

Was it not inconsiderate to have failed to inform the staff of the site closure before the day of the public announcement?

**Member response:**

Staff were told in the morning, before the matter was made public, with unions involved. It was important that the news wasn't leaked ahead of any decision, which would have been a challenge for Ubico employees, the council and the public.

**14. Question from Mr Crispian Webb to Cabinet Member for Economic Development, Wellbeing and Culture, Councillor Martin Horwood**

The Prince of Wales Stadium is used extensively by local clubs and groups, in particular Cheltenham and County Harriers. The Harriers pay nearly £4,000 per month to use the facility, and yet cannot host licensed matches there as the track failed testing and needs to be replaced. What funding has been allocated and in what timescale in order to complete this essential work?

**Member response:**

I would like to thank Mr Webb for his question and for the efforts of Harriers members to highlight this issue and the importance of future planning for the restoration and future maintenance of a high-quality track at the Prince of Wales Stadium, capable of hosting licensed athletic matches.

I understand the latest estimate (Oct 2024) to resurface the track to reach licensed meeting standard was £489,000. This represents a substantial capital investment. This represents a substantial capital investment.

In 2023 the council agreed to make a £1m provision over two years for more substantial capital investments to be identified by the Cheltenham Trust who operate the stadium and other landmark properties in Cheltenham on the council's behalf, particularly investments which would sustain and grow the Trust's income. The most recent agreed expenditure against this budget was £244,390 on refurbished and replacement gym equipment at Leisure@ which is expected to start raising extra revenue in the new year. The majority of this budget has now been committed and does not include a specific item for track renewal or replacement which would now significantly exceed the available budgeted funds.

The council's risk register has already identified that if the council does not have a long term vision and investment plan in place for its leisure and culture venues then significant unplanned maintenance, repairs & investment may be required to keep the venues running and it may undermine the ability of the Trust (or any future provider) to run leisure and culture services. In mitigation of this risk, in April this year, the cabinet agreed to move towards an options appraisal of future provision of both the stadium and the Leisure@ centre, including indicative capital costs. This is a potential major project for the council and I am currently finalising the brief for this options appraisal with officers. I have asked them to make sure it includes consultation with key stakeholders including Cheltenham & County Harriers and that it aims to build a business case for investment that will take both facilities up to a level that can attract bigger competitions. I hope to present the result of this options appraisal in the new year.

**15. Question from Mr Crispian Webb to Cabinet Member for Economic Development, Wellbeing and Culture, Councillor Martin Horwood**

Cheltenham and County Harriers pay approximately £48,000 per annum in hire fees for the Prince of Wales Stadium. The last time the track was resurfaced was some 20 years ago; tracks last around 10 to 15 years. Can you advise how much money has been set aside year on year to cover this known replacement cost?

**Member response:**

Maintenance and replacement costs are budgeted for year by year. The council's planned maintenance programme for 2024-2025 totals £598,950, and included £65,000 at Leisure@ to investigate water ingress to swimming pool drainage channels, replace heat pumps, carry out anti-corrosion work and install drainage to overcome flooding, £15,000 to restore stonework and install a kitchen fan at the art gallery & museum, £35,000 for various remedial works at the Town Hall and £65,000 for various replacements and repairs to plasterwork, stonework, the dome and skylights at the Pittville Pump Room but nothing for the Prince of Wales Stadium.

The proposed planned maintenance programme for 2025/26 includes an investment of £5,000 into the jumps area of the track.

In the light of the Harriers campaign, and other similar issues that have arisen this year, I have arranged to meet with senior council officers shortly to review this maintenance budget and how it is created, monitored and reviewed.

**16. Question from Mr Richard Lawler to Cabinet Member for Safety and Communities, Councillor Victoria Atherstone**

What is the Cabinet Member's view on using a Public Space Protection Order (PSPO) to remove the 10-minute leeway that parking enforcement officers currently have to give to anti-social and illegal parking around schools in Cheltenham? This leniency undermines enforcement efforts, especially during peak school drop-off and pick-up times when even brief illegal parking can lead to significant congestion, obstructed visibility, and increased risks for pedestrians, particularly young students. A PSPO offers more robust control by allowing immediate enforcement without any obligatory grace period, and the legislative flexibility would enable enforcement officers to take swift, direct action to address hazardous parking practices, thereby reinforcing compliance and creating a stronger deterrent against anti-social behaviour. well-justified and highly effective measure in protecting the safety and welfare of students, school staff, and residents, enhancing traffic flow and promoting community well-being.

**Cabinet Member response:**

Thank you for your question. Gloucestershire County Council has responsibility for highways management and the enforcement of on-street parking. Depending on signage, the 10-minute leeway you refer to does not apply on zigzag lines or double yellow lines close to schools so the county council enforcement officers are already able to enforce illegal parking without a PSPO being in place.

**Supplementary question:**

Given the persistent challenges of anti-social and illegal parking around schools, would the council consider appointing Councillor Graham Beale to lead a dedicated working group to address this issue?

**Member response (Leader, in the absence of Cabinet Member for Safety and Communities):**



In the absence of the Cabinet Member for Safety and Communities, it would not be right to commit Cabinet to something without a collective Cabinet decision. In addition, most of what is being requested sits with the county council rather than the borough council, and it would be more appropriate to ask the relevant county councillor to take this matter up with the county council. Inconsiderate parking outside schools has been talked about out over the years and many people have tried to do something about it, with limited success. The Cabinet will discuss his suggestion and come back to him about it.

The Mayor explained that the county council offers the same opportunity to ask questions direct to Cabinet Members as the borough council, and also to attend meetings to ask supplementary questions, so there is no need to go through a county councillor.

### **8 Member Questions**

There were none.

### **9 Recommendations of the Independent Remuneration Panel**

The Chair of the Independent Remuneration Panel (IRP) introduced the report as circulated.

At the request of the council, the IRP has considered a Special Responsibility Allowance (SRA) for the Chair and Vice-Chair of the Cabinet Housing Committee, and looking at this in more detail, found that there is indeed a significant responsibility on the Chair and Vice-Chair which they felt is very much aligned to the Chair and Vice-Chair of Overview and Scrutiny. The report therefore recommends an SRA of £4463 for the Chair and £1517 for the Vice-Chair, recognising that this is a new governance structure and therefore requesting the opportunity to review the situation in 12 months' time.

The Leader wished to put on record her thanks to the IRP.

In response to a question, the Chair of the IRP confirmed that member representations had been received as part of the review of the basic allowance, and emphasised that evidence from Councillors was invaluable.

### **RESOLVED (unanimously) THAT**

- 1. the following recommendations of the IRP be accepted:**
  - a) That a 3% increase be applied to Member's Allowances basic and Special Responsibility Allowances from 1 April 2025 following the National Joint Council for Local Government Services pay award and equal to an equivalent percentage increase of the £1,290 flat rate increase on a Grade I employee role.**
  - b) That the Chair of the Cabinet Housing Committee be awarded a Special Responsibility Allowance of £4,463 to be backdated to the 1 September 2024.**

- c) That the Vice Chair of the Cabinet Housing Committee be awarded a Special Responsibility Allowance of £1,517 to be backdated to the 1 September 2024.
- d) That the Special Responsibility Allowances for the Chair and Vice Chair of the Cabinet Housing Committee be reviewed by the Independent Remuneration Panel in October 2025.

2. the role profile of the Chair of Cabinet Housing Committee at Appendix 3 of the report be approved for inclusion within the Constitution.

## 10 Annual Report of the Overview & Scrutiny Committee

The Chair of Overview and Scrutiny (O&S) introduced the report and took the opportunity to reflect on the successes of the committee. She highlighted that there had been a call-in on the decision to bring Cheltenham Borough Homes (CBH) back in house at her first meeting as Chair, which resulted in the setting up of a scrutiny task group on the transition project. She was proud of its achievements and thanked those involved, including councillors, CBH officers, and a tenant representative. The Chair also referenced the attendance of the Police and Crime Commissioner and the scrutiny of the Minster Exchange project.

She welcomed the involvement of Members of O&S in drafting its work programme and invited feedback to ensure that scrutiny was focused on the right issues for councillors and members of the public.

In response to Member questions, the Chair of O&S made the following points :

- the state of local NHS dentistry and GP waiting lists is something that had been examined under the previous Chair of O&S but she would be happy to raise the issue with local MPs if required;
- the Annual Report does not include a summary of feedback from councillor representatives on joint committees, such as the Health Overview and Scrutiny Committee (HOSC), but those Members would be invited to submit a summary report for subsequent Annual Reports. Members were also invited to contact representatives if there were any matters they wished to raise at these meetings;
- it was encouraging that the Local Government Association Peer Review had recognised the work scrutiny had undertaken on deprivation in the town, and this will be kept on the work plan in the coming year. The Chair would be happy to write to the MP with regard to the fact that the indices of multiple deprivation had not been reviewed since 2019 and more up-to-date data was requested;
- joint scrutiny of licensing policy would be considered.

In debate, the Leader commented that, as an elected Member, she visits other councils as part of a peer review team, acting as a critical friend. She is proud to say

that Cheltenham has a good scrutiny committee when compared to some of those other councils she has visited.

The Chair of O&S was praised for her significant contributions to scrutiny.

**RESOLVED (unanimously) THAT**

**The Annual report of Overview and Scrutiny be noted.**

## **11 Local Council Tax Support Scheme 2025/26**

The Cabinet Member for Finance and Assets introduced the report as published, saying the council has an annual obligation to consult on this. Cheltenham has one of the most generous council tax support schemes in the country and she is proud that the council is able to support residents in new ways despite the pressures on local government finances. The new category of beneficiary for council tax support is those in receipt of the Armed Forces Compensation.

Members welcomed the report, highlighted the good work the council does in supporting residents, particularly those in the most deprived areas of the town. This includes the No Child Left Behind initiative and work with food banks. It was right that those in receipt of Armed Forces compensation should be supported. It was noted that the consultation response was relatively low and Members asked that efforts be made to increase that next year.

**RESOLVED (unanimously) THAT**

- 1. the Local Council Tax Support Scheme be approved and adopted for working age customers in Appendix 4 and summarised in Appendix 5, for 2025/26.**
- 2. Authority be granted to the Deputy Chief Executive in consultation with the Cabinet Member Finance and Assets to uprate any premiums, allowances and determine the income levels in line with any increase in Welfare Benefits by 21 February 2025.**

## **12 Half-yearly Treasury Management Report**

The Cabinet Member for Finance and Assets introduced the report and explained that the council safeguards funds on behalf of Cheltenham residents and in the best interests of the town. Treasury funds are used to deliver council services which are increasing in cost, whilst central government funding is reducing. Due to its careful management, treasury is also used to support discretionary initiatives, such as No Child Left Behind. The Cabinet Member wished to put on record her thanks to the officer team.

A Member commented that the No Child Left Behind initiative had helped over 7000 children in the borough and sound treasury management had facilitated this. Officers were commended on their work. In response, the Cabinet Member for Finance and

Assets stated that she was pleased that the council can support those children and families facing financial restraint.

**RESOLVED (unanimously) THAT**

- **the contents of this summary report of the treasury management activity during the first six months of 2024/25 be noted.**

**13 Review of Polling District, Polling Places and Polling Stations**

The Deputy Chief Executive introduced the report and explained that, in accordance with the Electoral Registration and Administration Act 2013, the council is required to complete a full review of all polling districts, polling places and polling stations every five years and this is subject to consultation.

In response to Member questions, officers gave the following responses:

- a full equality impact assessment had been carried out on the function room at the back of The Umbrella public house in St Mark's ward;
- the council is committed to constantly reviewing polling stations. There has been significant disruption to schools over recent years and head teachers have approached the council to request that it looks for alternative locations;
- councillors know their wards very well and therefore as part of the consultation can suggest suitable alternatives to officers for consideration;
- the polling review relates to constituencies and as Swindon Village is in Tewkesbury constituency, it was not included in Appendix 3 of the report but included in Appendix 4.
- officers will take on board the detailed comments on specific polling stations

A Member urged Councillors to feed in detailed comments at the consultation stage so that officers have time to consider them prior to decisions being put forward to Members for decision.

**RESOLVED (unanimously) THAT the following be approved :**

- **All Saints Ward – to merge polling district AC with polling district AA and to change the polling place / station for electors within the new polling district to All Saints Church, All Saints Road**
- **Benhall, the Reddings & Fiddler's Green Ward – to change the polling place / station for polling district CA and for electors to vote at Auditorium, The Pavilion, Hatherley Lane**
- **Benhall, the Reddings & Fiddler's Green Ward – to change the polling place / station for polling district CB and for electors to vote at Overflow Room, The Pavilion, Hatherley Lane**
- **Charlton Park Ward – to merge polling district ED with polling district EA and for electors in the new polling district to vote at Cheltenham East Fire & Rescue Station, Keynsham Road**

- **Charlton Park Ward – Create new polling district ED (current polling district EE) and for electors to vote at Old Patesians Sports and Social Club, Everest Road**
- **College Ward – to merge polling district FD with polling district FC and for electors in the new polling district to vote at Portakabin, Town Hall, Imperial Square**
- **College Ward – create new polling district FD (current polling district FE) and for electors to vote at Emmanuel Church, Fairfield Parade**
- **Hesters Way Ward – for electors in polling district GB to continue to vote at St Marks and HW Community Centre, but in the event that the building is not available for electors to vote at Sports Hall, Oasis Centre, Cassin Drive**
- **Lansdown Ward – to merge polling district HD with polling district HC and for electors in the new polling district to vote at St Gregorys Old Priory, 70 Clarence Street**
- **Park Ward – to merge polling district KC with polling district KB and for electors to vote at Bethesda Methodist Church Hall, Great Norwood Street**
- **Pittville Ward – to merge polling district LC with polling district LA and for electors in the new polling district to vote at Pittville Pump Room, East / West Approach Drive**
- **Pittville Ward – to create new polling district LC (current polling district LD) and for electors to vote at Pittville Pump Room, East / West Approach Drive for all elections except for Parliamentary elections when electors will vote at Prestbury Hall, Bouncers Lane**
- **Springbank Ward – for electors in polling district NC to vote at Hesters Way Childrens Centre, Dill Avenue at all elections**
- **St Mark’s Ward - to change the polling station for electors in polling district OA to vote at The Umbrella, Orchard Way**
- **St Mark’s Ward – for electors in polling district OB to continue to vote at St Marks & HW Community Centre, Brooklyn Road, but if the building is unavailable to vote at Hesters Way Library, Goldsmith Road**
- **Swindon Village Ward – change current polling district RC – transfer the following streets/properties from RC to new polling district RD**
  - **Addis Road**
  - **Bridge Street**
  - **Cobham Road**
  - **Compton Road**
  - **Elm Close**
  - **Elm Street**
  - **Gardners Lane**
  - **Hope Street**
  - **Malvern Street**
  - **Queen Street**
  - **Richards Road**
  - **Sun Street**
  - **Swindon Road**
  - **Tewkesbury Road**
  - **Cobham Court, Tewkesbury Road**

- Waterloo Street
- Cypress Court, Waterloo Street
- Worcester Street

The electors remaining in the new polling district RC to vote at St Nicolas Church Hall, Swindon Lane

- Swindon Village Ward – create new polling district RD to include the streets/properties being transferred from polling district RC and for electors to vote at Sports Hall, Gas Green Youth Centre, Baker Street
- Up Hatherley Ward – for electors in polling district SD to vote at St Margarets Hall, Coniston Road at all elections
- Warden Hill Ward – for electors in polling district TD to vote at The Annexe, St Margarets Hall, Coniston Road at all elections

#### **14 Member Development Strategy**

The Chair of the Member Development Panel (MDP) introduced the report, explaining that she is a keen advocate of development and training, and recognising the need for an innovative approach. New Members join the council every two years and policies to which the council must adhere evolve over time, meaning Members, including existing ones, require being kept up to date via training. The effectiveness of councillors is important to residents and officers, and she emphasised that participation in training develops working relationships with officers. Members were reminded that Democratic Services maintain the Member Hub with access to training videos and other information. Acknowledging that some Members may have other responsibilities, the Panel is constantly looking for feedback on how training can be delivered to ensure it is accessible to all.

She reminded Members that training records are now publicly available under each Members' profile and, looking forward, informed Members that the Member Development Strategy can be used and developed and will encourage others to consider becoming a Councillor. Finally, she explained that the council was looking to obtain South West Councils Member Development Charter status and the Panel would be working hard to achieve this in the new year.

The Leader thanked the Chair of the Member Development Panel for her significant contribution to this work.

#### **RESOLVED (unanimously) THAT**

**The Member Development Strategy be approved and adopted.**

#### **15 Notice of Motions**

##### **Motion A**

**Proposed by: Councillor Frank Allen**

**Seconded by: Councillor Flo Clucas**

#### **Road Chaos in Swindon Village**

Swindon Village, and northwest Cheltenham, is one of the biggest business hubs in West Cheltenham, and is home to a diverse community of people. Businesses and residents rely on well-managed, safe, and usable roads to live and prosper.

Northwest Cheltenham is also a gateway to Cheltenham and its growth. We need well-maintained roads that continue to make this possible. What happens to the roads in Swindon Village indelibly affects the town.

In recent months, however, road closures, congestion, and chaos has blighted the area.

May 2024 saw a significant number of local residents and businesses impacted by the road closures in Swindon Village. A series of prolonged works, most notably on Manor Road, have meant significant delays, missed appointments, and a sizeable drop in local business sales. The road congestion has not abated.

Moreover, people feel unsafe using, crossing, and living next to these roads. The narrowness of Swindon Road bridge has resulted in pedestrian paths being blocked, and the bridge being impassable. People have been struck and badly hurt on this bridge and on Swindon Road due to poor road management. Properties have been hit by vehicles failing to pass narrow roads. Action needs to be taken to improve the safety of our roads, to properly coordinate road closures, and to manage traffic.

A petition garnering 100 signatures ran from early August to 30 September, and was formally presented to Gloucestershire County Council at Shire Hall on 6 November. However, while we are partially assured by the response, further action needs to be taken over the course of the new year to resolutely fix the problem.

With well-managed, safe, and usable roads in Swindon Village, we can increase the quality of life for residents while delivering on the Council's commitment to boosting Cheltenham's prosperity and economic growth.

### **Council is requested to approve the following resolution:**

That the Leader of CBC will write to the Cabinet Member for Highways at Gloucestershire County Council (GCC) and request an end to the general road mismanagement in Swindon Village and northwest Cheltenham, with the following specific recommendations:

1. That a review into traffic regulation orders in the ward be undertaken, with a particular focus on delivering a TRO for a one-way network on Elm Street and Waterloo Street.
2. That a 20mph speed limit for streets in the ward be consulted on.
3. That Network Rail and the Major Projects team be asked to review the need to upgrade the Swindon Road bridge on the grounds of safety, with consideration for expanding the bridge and/or implementing a separated pedestrian/cycle crossing.
4. That GCC reviews the coordination of public utilities works with Borough and County councillors, local representatives and developers on a quarterly basis.
5. That GCC has recourse to their powers to implement fines and Fixed Penalty Notices in instances of non-conformity.

6. That safer pedestrian crossings on Tewkesbury Road and Swindon Road be implemented.
  7. That the Cabinet Member for Planning and the Chair of Planning Committee calls on the Highways Authority to give proper consideration to conditions that could help to minimise traffic disruption for future planning applications and works to enforce these.
- 

In proposing the motion, Councillor Allen said that the poor state of the roads in Swindon Village is the issue most frequently brought up by local residents, who feel let down by Gloucestershire County Council's management of highway matters, with atrocious traffic, worsened by the prolonged Manor Road closure, and the lack of speeding and parking controls making roads treacherous, particularly around schools. Road closures between May 2020 and 2024 have caused delays to motorists of up to an hour, with residents missing crucial appointments and local businesses losing sources of income, only to be followed by intolerable volumes of traffic. In addition, there are reports of serious accidents, including a woman knocked off her bike by a large vehicle near Swindon Road bridge, and the wall of a house off Swindon Road struck by a speeding taxi, causing bricks to fly up and strike the roof and a gas main to be left leaking.

He said councillors have been calling for traffic management in and around Swindon Road for some time but have received no response. Councillors Clucas and Allen also presented a widely-shared and signed petition, highlighting residents' concerns, to the county council; this has been acknowledged, but no action appears to have been taken to date to act upon the issues and recommendations raised; today's motion is an attempt to address these.

Councillors across the borough will be aware of the issues and share similar concerns, with residents throughout Cheltenham appalled by the state of the roads. Despite the county's 74% share of our Cheltenham's council tax revenue, it has consistently failed in its commitment to manage our roads to ensure they are safe and usable. Swindon Village is a gateway to the town and to future development; without well-managed roads, delivery on future development goals to make Cheltenham the cyber capital of the UK seems incomprehensible to residents. For a modern, efficient, net-zero Cheltenham, we need to fix the foundations, starting with proper road management.

The motion calls on the Leader, Cabinet Member for Planning and Building Control, and Chair of Planning Committee to ensure that we do not have to suffer this mismanagement any longer. It asks that they write to the county council to support the recommendations put forward by residents of Swindon Village, which will contribute hugely to making Cheltenham a forward-looking and modern town.



The seconder of the motion, Councillor Clucas, reserved her right to speak.

Members thanked Councillors Allen and Clucas for raising this important issue, and made the following comments in debate:

- the county council has finally decided to use an experimental traffic regulation order (TRO) to address the issues around permit parking in All Saints ward, which allows time to see if proposals work and the opportunity to make further changes. An experimental TRO could be used in Swindon Village;
- the motion should be seen as a broad rallying cry to keep up the pressure on the county council to raise its game after successive failures to respond to requests for help. Residents feel let down by the lack of response to a 1000-signature petition following an incident in Pittville where an 11-year-old boy was hit by a car, by the length of time it has taken for the county to address the broken paving and tarmac issues in the High Street, and by the lack of evidence to suggest that the county will put forward a properly integrated highways transport policy to support residents in Pittville, St Paul's and Swindon Village in the face of further pressure from the proposed house-building at North Place, The Folly and Hardwick Campus;
- residents regularly speak to councillors about the state of the roads, which is getting worse. A simple trip to the supermarket from Springfield can be horrendous, and it is worse for residents of Swindon Village. It is hard to believe that there is no government quango for roads, which are literally falling apart and receiving no investment. The district tries to support the county, including the Connecting Cheltenham report which would benefit our communities, but the county council doesn't seem to care. This motion will be an extra push, to move the failing conservatives at the county;
- the issues highlighted in the motion are a symptom of problems with the county council. Road safety around schools should be a priority, but 3.75 years into its term of office, the school safety scheme is still awaiting funding, and the county does not recognise the need for a 20mph limit around Rowanfield School, despite a petition from parents and residents. A 20mph limit on all residential streets would be welcome, particularly as there is evidence of 30mph limits regularly being exceeded, with cars tracked by county council speed monitors travelling at 55-60mph on narrow residential roads;
- it is good to note that issues with Network Rail are also included in the motion, as there is no evidence that their infrastructure is being upgraded to address changes, with barrier down-time at the level crossing on Brockhampton Road on the edge of St Peter's ward measured in tens of minutes and not properly managed, and nothing being done to prevent bridge strikes on Hyde Lane. Pressure needs to be put on Network Rail to deliver better infrastructure for Cheltenham. None of this should be beyond the ability of county councillors and strategic partners to deliver.

The Chair of Overview and Scrutiny welcomed the motion, and said that testimonies about the town-wide lack of safety measures highlighted the need for a meaningful process whereby issues such as this can be referred to the responsible authority.

She was interested in the scope of the motion and the intersecting issues in relation to it, and pleased to support it.

She also said that the Cabinet Member for Safety and Communities, who was not present today, has been working in association with the Office of the Police and Crime Commissioner on safety issues, following two accidents in a week in St Peter's ward, close to Rowanfield School. She welcomed engagement with Swindon Village residents, as cars clearly travel across multiple wards, and said the Green Party is keen to work cross-party on road safety for the entire town focussing on schools, and medical and supported living centres, as well as on other road-based crime and poor-quality road management. She thanked Councillors Allen and Clucas for the work put in so far, and looked forward to expanding it further.

In the absence of the Chair of Planning, the Mayor, as Deputy Chair, said the Planning Committee will support the motion and work with the county where possible, although it is in a difficult position as all highway matters are considered by the county council and going against their recommendations could result in an appeal and huge costs.

The Cabinet Member for Planning and Building Control noted Members' agreement that this is an important issue, not just for Swindon Village but for the whole town. He pointed out that although sorting out Junction 10 of the M5 would relieve a lot of pressure, this is an incredibly slow process, requiring a development consent order, based on traffic flow and modelling. Unfortunately, the Golden Valley consultants, the county council, and Highways England have all come up with hugely different numbers, which need to be resolved before matters can proceed.

He added that working with Network Rail was also extremely challenging, saying that a railway bridge in his own ward had been shut for nine months, causing major disruption. The county is responsible for the road and Network Rail is responsible for the bridge, but no-one appears to know who is responsible for the embankments on either side of the bridge which were collapsing. This is now being resolved but the county needs to do better. He will do his best to help in his role as Cabinet Member, and aim to work in partnership with the county rather than blame them for everything that goes wrong, to benefit the whole borough.

In seconding the motion, Cllr Clucas thanked Members for their valuable comments and gave three examples why she considered the motion to be so important:

- the wall of a house on the corner of Swindon Road and a side road has been hit six times in the last 18 months, by cars, a bus, a coach and a lorry trying to turn down the side road;
- there have been several incidents in recent months, including a woman being knocked off her bike by the railway bridge, resulting in serious injury, cars frequently losing their wing mirrors, a child knocked off his bike in a hit and run

incident, and someone monitoring the traffic for the school also being hit by a car;

- traffic waiting at crossroads and traffic lights near the school in Swindon Village produce fumes which are breathed in by children and young people, particularly harmful for those with asthma or bronchitis.

She said she and the previous ward councillor had asked the county about a traffic regulation order some time ago and been told there was one awaiting consideration; she has subsequently been told that it is not considered a priority here, but a few simple measures, such as synchronising traffic lights to avoid huge queues, would make a huge difference. Residents need action and the opportunity to have their say, but there seems no option for this at present, other than through the motion proposed today, which shows people of Cheltenham standing up to be counted, requiring the county council to make the best decisions for them.

In summing up, Councillor Allen echoed Councillor Clucas's words, and thanked everyone who had spoken for making excellent points and suggestions. He said the aim of the motion is to bring attention to the deficiency of road management in Swindon Village and to call for action to facilitate Cheltenham's growth while ensuring that residents are able to use safe, well-managed and well-cared-for roads. He was happy to have inspired other Members to bring forward the concerns of their own wards, and welcomed the suggestion of cross-cooperation between parties, thanking Councillor Davies for her suggested amendment. He hoped the motion would be a stepping stone to future calls to action and encourage all Members to work on raising concerns about road safety across Cheltenham. He thanked them for considering the motion and for their general expressions of support.

**RESOLVED (unanimously) THAT:**

- **the motion as proposed is approved.**

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

The Director of Governance and Customer Services introduced an urgent report seeking a Dispensation of Absence under Section 85 of the Local Government Act 1972. This would apply to Councillor Chandler with effect from 16<sup>th</sup> December for a further period of up to six months, on the grounds of ill health.

**RESOLVED (unanimously) THAT**

- **Councillor Julia Chandler be authorised to be absent from all meetings of the Authority for a period of six months with effect from 16 December 2024.**

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## Cheltenham Borough Council

**Cabinet 18 February 2025**

**Council 21 February 2025**

### **General Fund Revenue and Capital – Final Budget Proposals 2025/26**

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**Accountable member:**

Cllr Alisha Lewis, 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 2024/25 along with the Cabinet's final budget proposals and pay policy statement for 2025/26.**

Following the latest devolution white paper from central government, Cheltenham Borough Council faces profound existential questions: How long will we exist? Who will follow in our footsteps? And how can we safeguard decades of investment made by the people of Cheltenham, for the people of Cheltenham?

This budget was formulated before the government's plans were announced but begins to address this uncertain future. We are strengthening our reserves, giving ourselves options, and investing in what makes Cheltenham great, ensuring that future generations can continue to enjoy the very best of our town, whatever the future of local government holds.

These are challenging times for local government. Over the past few years, the Council has faced unprecedented financial pressures. Like many residents and businesses in our town, it diverted significant resources and lost substantial income while responding to the COVID-19 pandemic. This was followed by a new crisis—rising service delivery costs and the challenge of supporting a growing number of residents affected by the cost-of-living crisis. These pressures come on top of nearly a decade of year-on-year cuts to the Council's government funding.

Our future funding from central government is even more uncertain. As with 2024/25, the 2025/26 Final Budget Settlement provides certainty for just one year. The government has announced that 2026/27 will be the first year of multi-year funding following a 'fair funding' review, with consultation beginning in the spring. In the short term, this review creates further uncertainty, as the government has not ruled out changing or cutting any funding mechanisms from its scope.

Despite no real increase in government funding, the Council is being asked to do more with less—both by central government itself and out of a profound moral duty to fill gaps in government provision. From supporting Cheltenham's most vulnerable residents to mapping out a net zero future, the Council consistently goes beyond its legal duties—day in, day out—without regret, but at significant financial cost.

**This budget, and the 2026/27 budget referenced in this report, set out a roadmap for recovery whilst providing a foundation on which changes to our funding can be navigated.**

Since 2022/23, the Council has been required to find £5.548m of savings, which represents almost a third of the Council's average annual budget. To do this, it has needed to use the contingency provided by general balances to support the budget. This was a conscious decision, to free up the resources needed to deliver change across the organisation at unprecedented scale and speed, whilst reducing the impact on residents.

The budget for 2025/26 outlined in this report is the first budget proposal for nearly five years where the forecast level of contribution to balances and reserves far exceeds the new savings required. In 2024/25 the budget required £2.741m of savings to be made to provide a £629k contribution to general balances. By contrast, in 2025/26 there are £500k of new savings and additional income required to contribute £560k to general balances and £939k to earmarked reserves.

The assessment of the robustness of the balances made by the Section 151 officer at each budget cycle has meant budgets have made provision for this and savings have been able to be implemented in a robust and informed way. Although inflation has fallen and interest rates seem to be following, recovery is a slow and gradual process. As a result, general balances on 31 March 2025 are forecast to be below optimum levels once more.

However, the Council's decision to dip into general balances to facilitate change has freed up the time and resources needed to take key decisions around the delivery of

our housing services, the sale of the Municipal Offices, the sale of the Council's shareholding in Gloucestershire Airport and the development agreement for the National Cyber Innovation Centre, part of the Council's nationally significant Golden Valley Development.

**All these projects will provide revenue efficiencies and capital resources, securing future economic growth for the town and supporting the long-term financial sustainability of the Council.**

Discipline will continue to be required to ensure our financial position is secure in the medium term, but 2025/26 marks the first budget year in which the Council can be said to truly be starting its recovery from the events of the last five years.

**Recommendations: that Council:**

- 1. Approve the revised budget for 2024/25 which is reported as part of the budget monitoring process for 31 December 2024 in Section 6 and Appendix 17.**
- 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 for the services provided by Cheltenham Borough Council of £244.79 for the year 2025/26 based on a Band D property (an increase of 2.99%), as detailed in paragraphs 9.1 to 9.6.**
- 4. Approve the savings / additional income totalling £1,130,000 and the budget strategy at Appendix 4.**
- 5. Approve the revenue growth items totalling £392,647 at Appendix 5.**
- 6. Approve the capital programme at Appendix 6.**
- 7. Approve the use of reserves and general balances and note the projected level of reserves, as detailed at Appendix 7.**
- 8. Approve the programmed maintenance programme at Appendix 8.**
- 9. Approve the Medium Term Financial Strategy (MTFS) detailed in Appendix 9.**
- 10. Approve the flexible use of capital receipts strategy as detailed in Appendix 10.**
- 11. Note that the Council position in relation to the Gloucestershire business rates pool for 2025/26.**
- 12. Approve the Pay Policy Statement for 2025/26, including the continued**

payment of a living wage supplement at Appendix 11.

13. Note the responses to the questions raised during the budget consultation in Appendix 12.

14. Approve the proposed fees and charges schedule for 2025/26 at Appendix 13, subject to appropriate consultation where required.

15. Approve the Minimum Revenue Provision Policy 2025/26 at Appendix 14;

16. Approve a level of supplementary estimate of £100,000 for 2025/26 as outlined in Section 18.

Based on the information included in Section 15 of this report:

17. Approve the delivery of the Mobility Hub as a single-phase construction and increase the Councils commitment under the Development Funding Agreement to facilitate this change.

18. Note that a single-phase delivery is forecast to generate a further £4.8m in land receipts to the Council.

19. Note that despite an increased funding commitment under the Development Funding Agreement, this is more than offset by the provision of £20m in Levelling Up Funding; overall borrowing is circa £10.6m lower than previously approved.

20. Delegate Authority to the Deputy Chief Executive (Section 151 Officer) in consultation with the Cabinet Member for Major Developments and Housing Delivery to finalise the terms of a Deed of Variation to the Development Funding Agreement.

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## 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 2025/26 will require a referendum if it is 3%, or more than 3%, above its 2024/25 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 Local Government Act 2003 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.

Sections 38-43 Localism Act 2011 set out the requirements that a Local Authority must publish an annual pay policy statement setting out the Authority's policies relating to the remuneration of its Chief Officers, its lowest paid employees and the relationship between the remuneration of the Chief Officers and other employees. It is up to the Authority to define who its lowest paid employees are. It must also include (a) the level and elements of remuneration for each Chief Officer, (b) remuneration of Chief Officers on recruitment, (c) increases and additions to remuneration for each Chief Officer, (d) the use of

performance-related pay for Chief Officers, (e) the use of bonuses for Chief Officers, (f) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority, and (g) the publication of and access to information relating to remuneration of Chief Officers.

The Authority's Pay Policy Statement must be approved by a resolution of the Authority before it comes into force and the statement must be prepared and approved before the end of 31 March 2025 and each year thereafter. Amendments may be made within each year by the passing of a resolution. Once approved it must be published as the Authority sees fit and further pay determinations must be made in accordance with the policy.

**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:** Julie McCarthy, [HR@cheltenham.gov.uk](mailto:HR@cheltenham.gov.uk)

### 1.4 Environmental and climate change implications

The final budget proposals for 2025/26, particularly in relation to energy usage, 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:** Maizy McCann, Climate Emergency Officer

### 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 8.

**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

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## **2. Promoting equality and reducing discrimination**

The proposals for the 2025/26 general fund revenue and capital budgets are focused on the delivery of the 2023-27 corporate plan. Any savings or efficiencies to deliver the budget that require separate decisions will be subjected to their own equality impact assessments. An equality impact assessment screening is included in Appendix 15.

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

The budget savings outlined in this report 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.

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## **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 2024. The consultation took place between the period 18 December 2024 to 31 January 2025 and this report sets out the final proposals for 2024/25.

## **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 2025/26 has been based on sound assumptions and that the Council has adequate reserves to fund operations in 2025/26. The full assessment is attached at Appendix 2.

## **6. 2024/25 Budget Monitoring to January 2025**

6.1 The budget monitoring report to the end of January 2025 shows negative movement of £138,342 when compared with the draft revised budget presented to Cabinet in December. However the surplus of £130,388 generated on the collection fund in 2024/25 will be transferred to the earmarked reserves at the end of the financial year to provide some resilience against any deficits in future years.

6.2 This means the net movement on the 2024/25 revised budget between the draft and final is £268,730. A breakdown of this is included in Appendix 17. In order to support this position as well as providing a robust foundation for any changes to Government funding, a reclaim of previous overpayments of debt has been made in 2024/25. Further details are outlined in Section 11 of this report and Appendix 14.

## **7. Settlement Funding Assessment**

7.1 The assumptions within these budget proposals are based on the local government 'final' finance settlement for 2025/26 which was released by MHCLG on 3 February 2025.

7.2 The headlines from the Local Government Final Finance Settlement for Cheltenham in 2025/26 are:

- The referendum threshold for increasing the "Core" Band D Council Tax borough council precept to remain at £5 or 2.99%, whichever is greater.
- No further continuation of our Minimum Funding Guarantee and instead a Funding Floor payment of £756,789, down from £781,696 in 2024/25
- A final payment of £87,479 of New Homes Bonus, a small reduction in what was received in 2024/25.
- A National Insurance Contribution Grant of £219,405 towards the increased contributions required for directly employed staff
- A new funding stream of £1.345m to fund new responsibilities under Extended Producer Responsibility for packaging.
- A Revenue Support Grant payment of £190,053

7.3 Like 2024/25, the 2025/26 Final Budget Settlement only provides certainty over funding for one year only. The Government have announced that 2026/27 will mark

the first year of multi-year funding following a 'Fair Funding' Review (FFR), for which consultation will begin in the Spring. This creates more uncertainty in the short term on funding streams such as business rates which has been factored into the Medium Term Financial Strategy in Appendix 9.

7.4 The objective of the FFR is to review the underlying needs formula and distribution methodology used for assessing need and allocating funding to Local Government. The formula has not been reviewed since 2013 and is expected to be closely linked with the principles in the Government's Devolution White Paper published in December 2024.

7.5 The intention has been for each local authority to be set a new baseline funding allocation based on an assessment of relative needs and taking into account their relative resources. The timeline for its introduction is currently 1 April 2026 and the Government have committed to putting in place transitional arrangements to 'smooth' the impact, referred to as 'damping'.

7.6 In assessing relative resources, the Government has not indicated that any funding is out of scope. This could therefore also include reviewing levels of council tax and how Local Authorities set fees, charges and generate income from their asset base. This creates significant uncertainty on almost every area of funding for our budget.

7.7 The impact on our current MTFS is that from 2026/27 onwards we have been prudent in our assumptions on the funding available. The funding set out in the 2025/26 Settlement is guaranteed for one year only and there is no certainty over whether these will continue and at what level for Cheltenham. We have assumed that no new additional funding will be available from 2026/27 to replace the current levels, with the exception of the employer national insurance contribution increase which is expected to continue.

## **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 risks and rewards and agreement of satisfactory governance arrangements. Continuation within the pool was delegated to the Section 151 Officer and Chief Executive and this is reviewed on an annual basis.

8.2 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.

8.3 Cheltenham will not be part of the pooling arrangements for business rates in the Gloucestershire Business Rates Pool for 2025/26. This is because it is beneficial

for Gloucestershire as a whole for Cheltenham not to be in the pool. Further details are documented in the decision taken by the Deputy Chief Executive on 29 October 2024.

<https://democracy.cheltenham.gov.uk/ieDecisionDetails.aspx?ID=3229>

8.4 In light of this decision, arrangements and assurances have been made to ensure that Cheltenham will not be financially impacted as a result of not being in the pool. This will be reviewed again when considering pooling arrangements for 2026/27. The estimated benefit to Cheltenham from pooling is £600,000 which has been factored into the 2025/26 budget.

8.5

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 2025 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 2024/25 is £3,032m (revised estimate) and £3.266m in 2025/26.

	<b>2024/25</b> <b>Original</b> <b>50%</b> <b>system</b> <b>£</b>	<b>2024/25</b> <b>Revised</b> <b>50%</b> <b>system</b> <b>£</b>	<b>2025/26</b> <b>Original</b> <b>50%</b> <b>system</b> <b>£</b>
Retained business rates	24,288,060	24,288,060	25,663,354
Tariff payable to government	(21,783,146)	(21,783,146)	(22,138,721)
Grant to compensate for government decisions	4,459,746	4,513,280	3,810,409
Estimated levy payable to government after Pool surplus	(966,249)	(899,603)	(945,791)
<b>Net retained business rates</b>	<b>5,998,411</b>	<b>6,118,591</b>	<b>6,389,251</b>
Less Baseline Funding (target level of net retained rates)	(3,086,353)	(3,086,353)	(3,123,035)

<b>Net surplus on business rates against baseline funding</b>	<b>2,912,058</b>	<b>3,032,238</b>	<b>3,266,216</b>
Final Surplus/(Deficit) 2022/23	(167,244)	(167,244)	-
Final Surplus/(Deficit) 2023/24	(307,181)	(307,181)	(595,779)
Estimated Surplus/(Deficit) 2024/25	-	-	(370,383)
<b>One-off adjustments re previous years' deficits</b>	<b>(474,425)</b>	<b>(474,425)</b>	<b>(966,162)</b>
<b>Net retained business rates (after one-off deficit adjustments)</b>	<b>5,523,986</b>	<b>5,644,166</b>	<b>5,423,089</b>
Transfer (to) / from BRR earmarked reserve	300,000	169,612	(253,985)
<b>Net retained business rates</b>	<b>5,823,986</b>	<b>5,813,778</b>	<b>5,169,104</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 since 2023/24 has been the higher of £5, or 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 gross tax base is forecast to increase by 1.54% in 2025/26 against the target increase of 0.8% in the Medium Term Financial Strategy. This is a significant increase from the 0.23% forecast for 2024/25 which was included in the budget for the previous year. This growth is mainly driven by the decision taken by Council on 23 February 2024 to adopt the 100% premium for second home properties from 1 April 2025.
- 9.4. This growth is unlikely to be repeated year on year and the importance of increasing the tax base by enabling the building of more new homes in the town will be key to supporting our medium-term financial position. This is one of the key drivers in the case for additional investment in our planning team

which is outlined in the budget strategy section of this report.

- 9.5. 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. There has also been consideration of the affordability of an increase to residents where the results of the Residents Survey from 2022 found that 97% of respondents would support an increase in Council Tax that was below or in line with inflation.
- 9.6. The uncertainty surrounding the outcome of any 'fair funding' review by the Labour Government, business rates and the increasing pressure on costs continues to place significant reliance on council tax as our main source of income.
- 9.7. Therefore, the Cabinet is proposing a 2.99% increase in council tax in 2025/26, an increase of 14p per week for a Band D property.
- 9.8. 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.

## **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 in year)..
- 10.2. In accordance with the Local Authorities Funds (England) Regulations 1992, the Council has to declare a surplus or deficit on the collection fund by 15th January and notify major preceptors accordingly. This Council's share of the collection fund surplus for 2024/25 is £98,051 which will be credited to the General Fund in 2025/26.

## **11. The Cabinet's Budget Strategy for 2025/26**

### **Securing our future in Cheltenham**

- 11.1. The Council have taken significant steps forward in our ambition to be the cyber capital of the UK and secure the future of our town over the last two years. Following the completion of the procurement to find a development partner to realise its flagship ambition, HBD were appointed in 2021/22 to deliver the key infrastructure needed in West Cheltenham. Even more significantly for the Council's direct development of the site, in September 2023 Council approved the Development Funding Agreement which plays a fundamental role in securing the delivery of two critical buildings; the National Cyber Innovation Centre and Mobility Hub.
- 11.2. Following this decision, the Council were notified in November 2023 that they were provisionally awarded £20m from the Government's Levelling Up fund to



support the delivery of the National Cyber Innovation Centre. The continued commitment to this funding was confirmed by the new Government in October 2024 and the Council are expected to receive the first tranche of funding in March 2025. The project has now been incorporated into the capital programme presented in Appendix 6 and further detail is included in Section 15 of this report.

- 11.3. As the project moves through the planning system, the Council need to make appropriate provision for any one-off revenue costs of the operation of the Centre before full year income streams are established to smooth out cash-flow. The 2025/26 budget proposal introduces an annual contribution of £200k to the Major Developments reserve to support this and provide the financial resilience to operating the Innovation Centre in its first years.
- 11.4. This has triggered a change in approach to the strategy we have previously implemented to overpay our borrowing (voluntary overpayments on debt total £1.65m at 31 March 2024), which means the cumulative overpayments previously made can be reclaimed in the 2024/25 and 2025/26 financial years. This provides some resilience within our general balances and reserves in order to support the changes expected in Local Government funding over the medium-term financial strategy period for 2025/26. A full explanation is included in Appendix 14.
- 11.5. With the current national Government focus on economic growth, the Innovation Centre and Mobility Hub have a vital role to play in the delivery of the Golden Valley vision. They will provide business rate contributions to the council which will support the Medium-Term Financial Strategy, protect tax payers' money in the long term, and play a vital role in building a stronger local economy with opportunities that will benefit the entire town. Further information on the National Cyber Innovation Centre delivery is included in Section 15 of this report.
- 11.6. This progress demonstrates a national commitment to the ambitions that the Council began work to make a reality following the purchase of the West Cheltenham land in 2019. This was further strengthened in July 2024 when the Minster Innovation Exchange was opened in the town centre. Together with our partner Hub8 by Plexal, the workspace is ideally situated between the Wilson Art Gallery and Museum and the high street to create a more connected experience for local people.
- 11.7. The council's ambition is for it to bring together high growth companies in the cyber tech, digital and creative sectors on the one part and academia and the wider community on the other to create the ideal platform for organic growth and collaboration in advance of the Cyber Innovation Centre delivery. With occupation levels currently sitting at 75% within the first three months, the centre is well on its way to delivering this vision.

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

- 11.8. Despite the financial uncertainty caused by the cost-of-living crisis and speed of delivery of the required savings to support general balances, over the last two years, the Council has continued to demonstrate its commitment to make Cheltenham a place where everyone can thrive. The Council's investments 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. The seed funding of which was built into the 2023/24 base budget.
  - Funding to refurbish Montpellier Gardens toilets to include a Changing Places facility and greater parity between male and female toilets.
  - 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.
- 11.9. The Council's Asset Management Strategy was approved in February 2022 and work continues to review the strategic alignment of our £500m property portfolio to the Council's Corporate Priorities. The marketing of the sale of the Municipal Offices, the Council's shareholding in Gloucestershire Airport and a wider review of smaller value surplus assets is underway to make sure there are capital resources available to reduce our reliance on borrowing for future investment.
- 11.10. The 2025/26 budget proposals includes three new growth bids which support the sustainable and inclusive growth and development of the town. The first is an additional contribution of £129k for a new approach to planning and place shaping for the town. A key element of the Council's plan for future financial sustainability is delivering growth in our Council tax base. This growth will increase the proportion of our funding delivered by local tax and reduce our reliance on Government funding which has decreased significantly since 2010.
- 11.11. The key objective of the growth bid of £129k for our planning service is to build a resilient, multi-disciplinary end to end planning team. The new Labour Government agenda places planning front and centre to delivering their target of 1.5 million homes within this Parliament. There are a number of pipeline development projects across Cheltenham which are either in or about to enter the planning process. Whilst our current planning team have the ability and motivation to support this, our capacity to respond to the challenge at pace is currently limited.
- 11.12. The growth bid provides an additional seven posts in the planning team, all but one being full time. A review of the teams capacity has identified gaps in specialist skills such as urban design and placemaking which are currently

procured when needed through consultancy support. There is also further investment proposed in planning enforcement. A proportion of the investment is funded by an increase in planning fees we expect to be enacted nationally through the National Planning Policy Framework (NPPF). This creates a net additional requirement of £129k.

- 11.13. As growth is dependent on changes to the NPPF, should these changes not be implemented by the Government the investment will be re-considered. Likewise, the scaling of the service will also be monitored against the overall planning income target which has underperformed in 2024/25. Again, should there be any issues with delivering the investment then any required budget changes will be reported in line with the Council's financial regulations.
- 11.14. The second growth item in the 2025/26 budget proposals is £150k to increase the budget available for the ongoing repairs and maintenance at Leisure@Cheltenham. The leisure centre is managed by The Cheltenham Trust but within the management agreement and lease for the site, the Council retains responsibility for the utilities and repairs of the building. Over the previous two years the Council have experienced a significant increase in the volume of repairs reported at the centre. Due to budget restrictions issues which impact on health and safety and the core management of the building have been prioritised, leaving some areas with less immediate priority outstanding. This budget proposal is to support the property team to start to address these, in addition to the works included on the planned maintenance programme in Appendix 8.
- 11.15. In 2021/22, a £75k growth item was approved to recruit five new apprentices to the Council. This was part of a strategy to address some of the resilience issues across the workforce but also to provide opportunities for young people as the economy re-opened after the restrictions of the pandemic. This strategy has been highly successful and since September 2021 we have recruited two more cohorts of apprentices and two graduates who are completing professional qualifications as well as benefitting from on-the-job training. The £23k growth in 2025/26 is to support an additional graduate place, in addition to six new apprentices covered by the existing base budget.

### **Savings, Efficiencies and Additional Income**

- 11.16. The severe financial impact of the pandemic and cost of living crisis meant there has been little time to mobilise the levels of savings required in previous years without needing the contingency provided by our general balances and reserves. It is only now, almost five years since the start of the pandemic, that the pressure on savings is reducing and we can confidently forecast general balances strengthening. This positions the Council strongly moving into 2025/26 to stabilise the revenue budget and realise capital receipts from the sale of the Municipal Offices and Gloucestershire Airport for re-investment across the town.

- 11.17. The 2024/25 Medium Term Financial Strategy included an estimated budget gap for 2025/26 of £0.3m. This was predicated on the full £2.741m of savings for 2024/25 being delivered and no additional growth in the budget.
- 11.18. In 2024/25 we expect to achieve £2.011m of the £2.741m target. Where there has been slippage in delivery, these savings need to be carried forward and delivered in 2025/26. An initial target of £630k has been carried forward into 2025/26 and has been risk rated in Appendix 4. The additional growth of £392k outlined in Appendix 5 will also need to be offset by savings or additional income to make the significant contribution needed to general balances by 31 March 2026.
- 11.19. The majority of the additional savings is made up of an increase in the savings required from the transition of housing services and additional commercial income. The housing transition saving has been calculated to offset the growth bid increases in staffing to bring the net saving back to the original calculation of £1m. The additional income is expected to be realised from the closure of North Place car park expected in March 2025 following the approval of planning permission for housing development on the site. There are 270 car parking spaces in North Place which the Council will look to capitalise on by advertising our own town centre car parking offer. Again, these savings have been risk rated in Appendix 4.

## **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. After substantial rises in interest rates since 2021 many central banks have now begun to reduce rates, albeit slowly. Gilt yields were volatile over the 6-month period and have reduced slightly since April 2024, increasing significantly over the period this budget was out for consultation. Much of the downward pressure from lower inflation figures was counteracted by upward pressure from positive economic data.
- 12.3. With short term borrowing rates averaging 5.40% for the first six months of 2024/25, a decision was made on 24 September to replace £5m of General Fund temporary debt with a 10 year PWLB annuity loan at the rate of 4.30% to help reduce the burden of high interest costs. The following day we replaced a further £15m of HRA temporary debt with a 5 ½ year PWLB Maturity loan at the rate of 3.97%. The PWLB HRA rate which is 0.4% below the certainty rate which the General Fund receives is available up to June 2025. This discounted rate is to support local authorities borrowing for the Housing Revenue Account and for refinancing existing HRA loans. Further opportunities to replace temporary debt with long term debt will be carried out as and when they arise.
- 12.4. Following the announcement in November 2024 that the Bank of England

base rate have been reduced to 4.75%, our treasury advisors predict three consecutive interest rates cuts over the next year to 4.00%. The first of these rate cuts was announced by the Bank of England on 6 February 2025. The forecast for the cost of temporary borrowing in the budget estimates an average borrowing rate of 4.35%. To contrast, for the first half of this financial year the Council has borrowed an average of £61.188m at a rate of 5.40%. As at the September 2024 the amount of short term debt was reduced by £25m by replacing it with PWLB Long term debt as outlined above.

- 12.5. 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.
- 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. Full Council noted in December 2024 that our exposure to gas and oil investments currently stood at £61k. This has reduced over the last twelve months from £120k.
- 12.7. This is part of the Schroder Income Fund and makes up 3.04% of the £2m we have invested in the fund. Given our current climate priorities, assurance was provided to Council that we are looking to take steps to ensure our investments are contributing to these goals.
- 12.8. 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.
- 12.9. Subject to disposal, it is anticipated that the Council will receive some modest capital receipts between March and July 2025. This equates to more cash in the systems and the requirement to take out short term temporary borrowing to cover cash outflows may not be required which will improve the year on year position. More detail will be covered in the 2025/26 Treasury Management Strategy, which will be published in March 2025.

### **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”. A projection of the level of reserves to be held at 31 March 2025 and 31 March 2026 respectively is detailed in Appendix 7.
- 13.2 The level of our general balances through 2022/23 to 2024/25 has meant we have been able to cover overspends against our approved budget within the year.

However, this leaves our general balances at levels lower than 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. This has driven the change in approach to the overpayment of debt and the uncertainty facing the sector by the Government's proposed Fair Funding Review and business rates re-set expected to be implemented for 2026/27. It is therefore recommended that any future underspends or fortuitous windfalls are earmarked for transfer to general balances over the 2025/26 budget period.

## **14. Capital Programme**

- 14.1. The capital programme for the period 2024/25 to 2028/29 is set out at Appendix 6.
- 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. In particular, as new project and budget for the installation of fixed power supply and distribution for our Festival gardens has been included for 2025/26.
- 14.3. This programme reflects 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 2025/26 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. The National Cyber Innovation Centre**

### **Background**

- 15.1. On 28<sup>th</sup> September 2023, Full Council provided approval to enter into a Development Funding Agreement with HBD for the delivery of the Innovation Centre and the first phase of a Mobility Hub (consisting of around 250 car parking spaces, changing rooms, bike storage and commercial units).

- 15.2. Whilst the overall design of the Mobility Hub includes 450 car parking spaces, parking demand generated by just the Innovation Centre is for only 250 spaces. The additional 200 spaces are to service future development. As such, the project team were keen to reduce the financial impact on the Council through over-provision of car parking in the short term (e.g. business rates, security, management and maintenance costs).
- 15.3. In addition, it was considered at the time that a 'system build' construction methodology could be incorporated that would enable the Council to phase the construction process relatively easily. This would help to stagger the capital outlay thus, saving the Council money.
- 15.4. Construction of the second phase of the Mobility Hub would have been drawn from the Site Wide Costs account – this is a fund that HBD provide for infrastructure costs that the Council ultimately pays for through deductions from our land receipts. Hence, the Council have always funded the entirety of the Mobility Hub but only the first phase is covered through external borrowing (as enabled by the Development Funding Agreement).
- 15.5. Over recent months the Golden Valley project team have reassessed this funding and delivery strategy, particularly in light of a more developed design, feedback from building contractors, the approval of LUF funding and ongoing high interest rates.

### **Review of the delivery options**

- 15.6. HBD, alongside their project management team and cost consultants, undertook a review of the delivery strategy in summer 2024. The key findings were:
- As design has evolved, it has become apparent that the opportunity to benefit from a 'system build' construction methodology is more limited than first thought. The specific design and requirements for the Mobility Hub do not easily fit into many system-built solutions and it would therefore require specific alterations that would drive up cost.
  - A second construction phase could only be undertaken by closing the first, completed phase; work could not be undertaken whilst the first phase continues to operate. This would bring a requirement for a temporary car park whilst the second phase of construction is underway.
  - The costs associated with de-mobilising and then re-mobilising a building contractor for the two phases are significant and undermine any savings that could be made.
  - Any costs attributed to the Site Wide Costs account are subject to much higher interest charges than would be borne through external borrowing; it is a relatively expensive way to fund development.

- Given the current (relatively high) rate of interest and the large sums involved, considerable financial savings can be made by utilising the lower rate available through borrowing.
- 15.7. Aside from the financial benefit this would bring, a single-phase delivery would also provide several other advantages, including:
- A considerably more simple, quicker and less risky construction process.
  - The ability to bring forward future commercial development more easily and faster.
  - A more environmentally sustainable process by removing the need for temporary car parking provision.
  - Earlier completion of a 'finished' Mobility Hub will provide marketing and PR benefits that will, in turn, attract more occupiers and residents to the development.

### **Financial analysis**

- 15.8. HBD have provided an updated financial model to reflect a single-phase delivery of the Mobility Hub. These changes include:
- An updated construction cost forecast based on the latest designs.
  - Removal of costs from the Site Wide Costs account for the second phase of the Mobility Hub.
  - Inclusion of costs for delivery of the full Mobility Hub within the Innovation Centre and Mobility Hub development costs (as funded by the Development Funding Agreement).
- 15.9. In comparing this model with a two-phase delivery strategy, the Council is forecast to ultimately increase its land receipt by over £4.8m.
- 15.10. In order to realise this opportunity, the entire cost of the Mobility Hub need to be included within the Development Funding Agreement. This will increase the Funding Envelope from £95,000,000 (as approved in September 2023) to £104,347,962. These increases relate not only to construction costs but also to professional fees, developer's return and contingency.
- 15.11. It should be noted that, despite an increase to the Funding Envelope, this is more than offset by the provision of £20m in Levelling Up Funding. The overall borrowing requirement is therefore forecast to be circa £10.6m than lower than that approved in September 2023, despite the transfer of these costs from the Site Wide Costs account to the Development Agreement.
- 15.12. In short, the adoption of a single-phase delivery strategy will provide a higher land receipt to the Council and, alongside the LUF funding, can be delivered with a lower borrowing requirement.

### **Impact on the Development Funding agreement**



15.13. The updated financial model highlights that the 'Viability Test' within the Development Funding Agreement is still forecast to be satisfied. Essentially, the requirement that the Council set in September 2023 for a return on its investment can still be met.

15.14. The cap on Total Costs within the Development Funding Agreement will need to increase in line with the above figures.

15.15. A variation to the Development Funding Agreement will be required to facilitate this change and it is anticipated that this will be agreed with HBD in the coming weeks.

### **Project governance**

15.16. The Golden Valley Programme Board (consisting of the Cabinet Member for Major Developments and Housing Delivery, the Chief Executive Officer and the Deputy Chief Executive (Section 151 Officer)) were presented with detailed analysis of this position and the supporting documentation in August 2024. This included detailed financial analysis underpinning the above figures. This analysis is not presented here due to commercial sensitivity.

15.17. It was resolved at this meeting that, subject to Full Council Approval, a single-phase delivery strategy should be pursued.

15.18. The Project Team are currently undertaking the procurement of a Building Contractor which, will include the development of construction drawings for the Mobility Hub. It is therefore appropriate to finalise the delivery strategy of the Mobility Hub now and obtain approval from Council for a change in strategy.

### **16. Property Maintenance Programme**

16.1. The final budget proposals include the 2025/26 property maintenance programme, which has 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.

### **17. Pay Policy Statement**

17.1. 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.

17.2. The Pay Policy attached at Appendix 11 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.

## **18. Consultation and feedback**

- 18.1 The formal budget consultation on the detailed interim budget proposals took place over the period 18 December 2024 to 31 January 2025. 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.
- 18.2 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 9 January 2025 and comments have been fed back to the Overview and Scrutiny Committee and the Cabinet.
- 18.3 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 2025/26 to be met from the General Reserve, the same level as in 2024/25.

## **20. Alternative options considered**

- 20.1. The budget proposals for the previous three years have all included challenging savings targets, the most recent in 2024/25 requiring a net reduction of £2.741m in the base budget. This was needed as a result of the financial pressures experienced through the COVID-19 pandemic and subsequent cost of living crisis which meant action had to be taken quickly to ensure services could continue to be delivered by the Council.
- 20.2. The severe financial impact of both of these events meant there was very little time to mobilise the levels of savings required without needing the contingency provided by our balances and reserves. It is only now, almost five years since the start of the pandemic, that the pressure on savings is reducing and we can confidently forecast general balances strengthening. This positions the Council strongly moving into 2025/26 to stabilise the revenue budget and realise capital receipts from the sale of the Municipal Offices and Gloucestershire Airport for re-investment across the town.

20.3. The most significant uncertainty facing the financial sustainability of our Council in the medium term is the Government's proposed Fair Funding Review and business rates re-set expected to be implemented for 2026/27. There is little known about how this will work and the Council have responded to the national consultation on the proposals which closed on 12 February 2025. Indications are that both Government grant funding and our retention of business rates from businesses in the town will both be reduced. The Medium Term financial strategy includes estimates of the impact of this and the savings which may be required to ensure we maintain balances and reserves through to 2029/30.

20.4. Even without these changes, 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.

20.5. 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 and have instead been able to apply continued focus to the ambitions of the 2023-2027 Corporate Plan. The 2025/26 budget proposal will put our Council in the most stable financial position since before the pandemic and, subject to a commitment to delivering efficiencies, provides a stable foundation to deal with any further changes which may be implemented by the new Government.

## 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. Revenue Growth Items

6. Capital programme
7. Projection of reserves
8. Programmed Maintenance programme
9. Medium Term Financial Strategy (MTFS)
10. Flexible use of Capital Receipts Strategy 2025/26
11. Pay Policy Statement
12. Responses to the 2025/26 Budget Consultation
13. Fees & Charges Schedule for 2025/26
14. Minimum Revenue Provision Policy Statement 2025/26
15. Equality Impact Assessment
16. Climate Change Impact Assessment
17. Movements in 2024/25 budget from draft to final

**Background information:**

1. General Fund Revenue and Capital – Interim Budget Proposals – Cabinet 17 December 2024;
2. The Quarter two 2024/25 budget monitoring report to Cabinet – November 2024;
3. The final local government finance settlement for 2025/26:

<https://www.gov.uk/government/collections/final-local-government-finance-settlement-england-2025-to-2026>

## 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
52	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	4	20	Reduce	<ul style="list-style-type: none"> <li>- Commercial strategy &amp; activities</li> <li>- Quarterly budget monitoring</li> <li>- Cabinet engagement - budget proposals</li> <li>- Increased capacity in the finance team</li> <li>- Cabinet Away Day challenge and decisions</li> <li>- Ongoing monitoring of targets for workstreams/services</li> </ul>	Director of Finance & Assets	Ongoing
403	Prioritisation of capital resources – If CBC are unable to prioritise medium term projects and programmes which require significant capital financing, then it will increasingly have to rely of borrowing to fund service	Cabinet	5	4	20	Reduce	<ul style="list-style-type: none"> <li>- Ongoing review and alignment of the capital programme with the Corporate Plan</li> <li>- Quarterly budget monitoring</li> <li>- Cabinet engagement - budget proposals</li> </ul>	Director of Finance & 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
	investments increasing the pressure on our revenue budgets to fund repayments.						<ul style="list-style-type: none"> <li>- Gateway reviews of all projects through the Corporate Programme office</li> <li>- Cabinet Away Day challenge and decisions</li> <li>- Business case and approval for all new projects, including allocation of resource and budgets</li> </ul>		
53	If General Balances are not strengthened then insufficient reserves will be available to cover unanticipated spend or deficits resulting in the levels 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	3	15	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 2025/26 and in ongoing budget monitoring, consideration will continue to be given to the use of fortuitous windfalls	Director of Finance & 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
							and potential future under spends with a view to strengthening reserves whenever possible.		
199	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 ability to grow the business rates in the town then the MTFS budget gap may increase.	ED Finance and Assets	4	3	12	Reduce	<p>The Council joined the Gloucestershire pool to share the risk of fluctuations in business rates revenues retained by the Council.</p> <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>	Director of Finance & Assets	Ongoing

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## APPENDIX 3 : NET GENERAL FUND DRAFT BUDGET 2024/25 &amp; 2025/26

<b>GROUP</b>	<b>2024/25 ORIGINAL</b>	<b>2024/25 REVISED</b>	<b>2025/26 ORIGINAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Projected cost of 'standstill' level of service</b>			
Chief Executive Directorate	3,423,164	2,066,054	2,658,722
Communities & Place Directorate	12,884,289	12,445,081	13,590,822
Finance, Assets & Regeneration Directorate	7,304,397	8,585,625	7,234,061
<b>Total Cost of Services*</b>	<b>23,611,850</b>	<b>23,096,760</b>	<b>23,483,605</b>
Capital Charges	(2,455,498)	(3,871,419)	(3,352,327)
Interest and Investment Income	(1,684,576)	(1,155,999)	(1,838,331)
25/26 Savings / Additional income - Appendix 4	(2,741,000)		(1,130,000)
Growth Items's	158,000		392,647
Use of balances and reserves to/(from)	(188,527)	(964,931)	939,398
Transfer to/(from) General Balances	629,942	345,960	560,803
<b>NET BUDGET</b>	<b>17,330,191</b>	<b>17,450,371</b>	<b>19,055,795</b>
<b>Deduct:</b>			
National Non-Domestic Rate	(1,538,665)	(1,605,311)	(2,633,807)
National Non-Domestic Rate - 2022/23 (surplus) / deficit	167,244	167,244	
National Non-Domestic Rate - 2023/24 (surplus) / deficit	307,181	307,181	595,779
National Non-Domestic Rate - 2024/25 (surplus) / deficit			370,383
National Non-Domestic Rates - S31 Grants	(4,459,746)	(4,513,280)	(3,810,409)
New Homes Bonus	(88,876)	(88,876)	(87,479)
Revenue Support Grant	(149,895)	(149,895)	(190,053)
Services Grant	(19,839)	(19,839)	
Funding Guarantee Grant	(1,151,195)	(1,151,195)	(756,789)
EPR Grant			(1,345,000)
NICs Grant			(219,405)
Council Tax (Surplus)/deficit	8,042	8,042	(98,051)
	<b>(6,925,749)</b>	<b>(7,045,929)</b>	<b>(8,174,831)</b>
<b>NET SPEND FUNDED BY COUNCIL TAX</b>	<b>10,404,442</b>	<b>10,404,442</b>	<b>10,880,964</b>
Band 'D' Tax	£237.68	£237.68	£244.79
Increase per annum	£6.90	£6.90	£7.11
Increase per week	£0.13	£0.13	£0.14
% Rise	2.99%	2.99%	2.99%
Gross Collectable Tax Base	44,217.20	44,217.20	44,899.20
Collection Rate %	99.00%	99.00%	99.00%
Net tax base	43,775.00	43,775.00	44,450.20

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Appendix 4 - Budget Savings and Additional Income

Description	2024/25 Approved Budget		2025/26 Draft Budget		Total Savings 2025/26 £
	Planned Savings 2024/25 £	On Target 2024/25 £	Deferred to 2025/26 due to timing £	Additional Savings/Income 2025/26 £	
Sale of the Airport - current cost of debt and debt repayments	200,000	-	200,000		200,000
Repayment of a debt premium to reduce annual revenue cost	121,000	121,000	-	25,000	25,000
Income from MX profit share	100,000	-	-		-
Commercial income generation from increased demand on our car parks			-	200,000	200,000
Review of services against a revised commercial strategy					
Income from EV charging points	50,000	15,000	35,000	25,000	60,000
Income generated from property portfolio	250,000	170,000	80,000		80,000
Disposal of property interests in line with the Council's Asset Management Strategy - cost savings and contribution to property resources	150,000	150,000	-	50,000	50,000
Channel shift of services to digital platform	60,000	25,000	35,000		35,000
HRA re-charge of uplifted annual audit fees	50,000	50,000	-		-
Review and re-alignment of resources for discretionary services	200,000	50,000	150,000		150,000
Review of the Council's facilities management services	60,000	60,000	-		-
					-
Transition of housing services back in-house	1,000,000	1,000,000	-	200,000	200,000
					-
Environmental Services Review	500,000	370,000	130,000	-	130,000
<b>Total</b>	<b>2,741,000</b>	<b>2,011,000</b>	<b>630,000</b>	<b>500,000</b>	<b>1,110,000</b>

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**Appendix 5 - Growth Items**

Division	Project Name	Description	On Going
			Revenue
			2025/26
			£
<b>SUPPORTED GROWTH</b>			
Property	Repairs & Maintenance	Increased budget for Repairs & Maintenance to reflect the increased costs associated with Leisure@ Cheltenham.	150,000
Apprentices	2025/26 Cohort	To fund an additional graduate starting 1 September 2025.	23,500
Planning	Planning Service Redesign	Net increase for planning department to fund service re-design to meet the Government's National Planning Policy Review requirements and support growth in the town.	129,147
Environmental Services	Grounds Maintenance & Street Cleaning	Increasing capacity of the grounds maintenance and street cleaning teams around the town.	90,000
<b>Total</b>			<b>392,647</b>

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Appendix 6 - The Capital Programme

Code	Directorate / Scheme	Scheme Description	Budget 2024/25 £	Actual Spend 2024/25 £	Forecast Spend 2024/25 £	Budget 2025/26 £	Budget 2026/27 £	Budget 2027/28 £	Budget 2028/29 £
<b><u>FINANCE, ASSETS &amp; REGENERATION</u></b>									
CAP026	IT Infrastructure	5 year ICT infrastructure strategy	288,767	3,395	75,000	100,000	175,000	100,000	100,000
CAP035	Civic Events Space	Funding for an event space to become a potential Council Chamber and meeting space following the sale of the Municipal Office building.	500,000	-	-				
CAP036	Resurfacing of the Regent Arcade Car park	To meet the obligations of the lease, resurfacing of the car park.	170,000	-	170,000				
NEW	Floor strengthening work and survey at the Pittville Pump Rooms	To strengthen the sprung flooring and ensure the appropriate surveys can be carried out on the ceiling of the Pump Rooms				258,720			
CAP037	Decarbonisation of Leisure@	To finance the investments in LED lighting and pool covers.	349,200	-	87,500				
NEW	Fixed Power Installation in Festival Gardens	To deliver a fixed power supply and distribution in the Festival Gardens.				500,000			
NEW	Civica Contract Renewal	To renew the five year contract for the Civica payment system.	450,000	-					
CAP109	Pittville Steps	The restoration of the Pittville Pump Room steps which is to be funded by external resources and project managed by CBC.	5,777	-	5,777				
CAP014	Digital Platform for Cem & Crem	To develop a digital platform to replace the current records system used by Bereavement Services	55,000	27,695	55,390				
NEW	Asset Management Strategy Implementation	To provide funding for the implementation of strategies to increase the profitability and longevity of our fixed assets.	150,000	-	150,000	100,000	100,000	100,000	100,000
CAP227	Housing Delivery	Enabling the delivery of Private Rented Sector (PRS) Housing.	4,500,000	-	-	4,500,000	4,500,000	4,500,000	
NEW	National Cyber Innovation Centre Delivery	Delivery of the National Cyber Innovation Centre at Golden Valley.	4,500,000	4,447,635	5,373,880	28,643,752	70,330,330		
CAP228	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	-	-				
CAP515	Minster Innovation Exchange	20,000 sq ft purpose-built commercial space adjacent to the Minster	618,847	633,288	633,288				
NEW	Excavator Purchase	To purchase an excavator for the cemetery to deliver a revenue saving in the existing cost of hiring plant.	-	-	-	33,250			
CAP517	Imperial Gardens Railing Restoration	The restoration of the Imperial Gardens Railing to be funded by external resources and project managed by CBC.	-	19,000	19,000				
CAP518	Sandford Park toilets	Provide for new public toilet provision at Sandford Park	150,000	-	-				
CAP521	Montpellier Toilets Refurbishment	To improve public toilet provision in the town.	581,091	315,526	581,091				
CAP606	Crematorium Scheme - existing chapel	Redevelopment of existing chapel	261,723	112,617	151,000				
			<b>12,833,151</b>	<b>5,559,156</b>	<b>7,301,926</b>	<b>34,135,722</b>	<b>75,105,330</b>	<b>4,700,000</b>	<b>200,000</b>
<b><u>PLACE &amp; COMMUNITIES</u></b>									
CAP010	Digital Platform	Implementation and roll out of the new digital platform across the Council	54,000	1,050	16,000				
CAP030	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.	90,885	68,315	90,885				

CAP034	UK Shared Prosperity Funding - Capital Projects	Delivery of the capital projects in line with the UKSPF funding bid	300,000	47,771	300,000				
CAP101	Play Areas (Section 106 & CIL Grants)	Developer Contributions	15,560	11,115	15,560				
CAP102	Play Areas Enhancement	We are tendering one large playground improvement contract.	152,026	8,365	152,026	80,000	80,000	80,000	80,000
NEW	Noise Monitoring Equipment	The replacement of two noise monitoring systems required for the Council to undertake it's statutory duty to survey noise.				24,000			
CAP135	Commercialisation opportunities within the Cheltenham Trust	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);	391,180	58,800	391,180				
CAP201	CCTV	Additional CCTV in order to improve shopping areas and reduce fear of crime	306,511	3,137	70,000	50,000			
CAP205/6/7	Public Realm Improvements - High Street	Public Realm in the Strand / Cambray	306,885	81,530	191,385				
CAP221	Disabled Facilities Grants	County Council Grant funding 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.	500,000	287,517	500,000	500,000	500,000	500,000	500,000
CAP223	H&S, vacant property & renovation grants	Assistance available under the council's Housing Renewal Policy	3,001	-	3,001				
CAP224	Warm & Well	A Gloucestershire-wide project to promote home energy efficiency, particularly targeted at those with health problems	40,200	-	-	18,400	18,400	18,400	18,400
CAP301	Vehicles and recycling equipment and	Replacement vehicles and recycling equipment	5,292,686	1,259,750	3,118,924	4,803,523	455,132	1,574,600	74,500
CAP306	In Cab Technology	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.	50,000	-	50,000	20,000			
NEW	Pest Control Van Replacement	To replace one of the existing end of life vans with a more efficient model.				25,000			
CAP501	Allotments	Allotment Enhancements - new toilets, path surfacing, fencing, signage, and other improvements to infra-structure.	154,608	-	-				
CAP607	The Burrows Improvement Project	Forward funding for the Leckhampton playing field works.	-	2,670	2,760				
CAP608	Naunton Park Improvements	Contribution to pathways and drainage work	6,098	-	6,098				
CAP609	Burrows Storage Facility	Contribution to the works required to build the storage room for Leckhampton Rovers	1,955	396	1,955				
			<b>7,665,595</b>	<b>1,830,416</b>	<b>4,909,774</b>	<b>5,520,923</b>	<b>1,053,532</b>	<b>2,173,000</b>	<b>672,900</b>
	<b>TOTAL CAPITAL PROGRAMME</b>		<b>20,498,746</b>	<b>7,389,572</b>	<b>12,211,700</b>	<b>39,656,645</b>	<b>76,158,862</b>	<b>6,873,000</b>	<b>872,900</b>

<b>Funded by:</b>							
General Fund Capital Receipts	8,270,271	1,623,604	4,922,790	5,494,493	810,132	1,854,600	354,500
Capital Reserve	-	-	-				
RCCO (funded from reserves)	54,000	1,050	16,000				
Prudential Borrowing	5,968,047	633,288	720,788	5,000,000	4,500,000	4,500,000	
Partner Funding	269,577	22,066	38,591				
Borrowing/Capital Receipts				14,017,632	70,330,330		
Levelling Up Round 3 Funding			5,373,880	14,626,120			
Capital Grant or Contribution	881,091	363,297	624,091				



Better Care Fund	540,200	287,517	500,000	518,400	518,400	518,400	518,400
s106 Funding	15,560	11,115	15,560				
<b>Total</b>	<b>15,998,746</b>	<b>2,941,937</b>	<b>12,211,700</b>	<b>39,656,645</b>	<b>76,158,862</b>	<b>6,873,000</b>	<b>872,900</b>

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## Appendix 7 - Reserves Statement 2024/25 &amp; 2025/26

		<u>2024/25</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2025/26</u>	<u>2025/26</u>
		<u>1st April</u>	<u>Movement</u>	<u>Movement</u>	<u>Revised</u>	<u>31st March</u>	<u>Movement</u>	<u>Movement</u>	<u>31st March</u>
		<u>2024</u>	<u>Revenue</u>	<u>Capital</u>	<u>Budget</u>	<u>2025</u>	<u>Revenue</u>	<u>Capital</u>	<u>2026</u>
		£	£	£	Changes	£	£	£	£
<b><u>EARMARKED RESERVES</u></b>									
<b><u>Other</u></b>									
RES002	Pension & Restructuring Reserve	(45,261)	(50,000)		0	(95,261)	(50,000)		(145,261)
RES008	House Survey Reserve	(5,616)				(5,616)			(5,616)
RES009	Twinning Reserve	(8,366)				(8,366)			(8,366)
RES010	Flood Alleviation Reserve	(235,959)				(235,959)			(235,959)
RES016	Joint Core Strategy Reserve	(41,780)				(41,780)			(41,780)
RES020	Ubico Reserve	0	0		0	0	(255,000)		(255,000)
RES022	Homelessness Reserve	(41,100)				(41,100)			(41,100)
RES023	Transport Green Initiatives Reserve	(33,825)				(33,825)			(33,825)
RES024	New Initiatives reserve	(136,414)	71,855		0	(64,559)	22,915		(41,644)
RES025	Budget Strategy (Support) Reserve	(9,452)				(9,452)			(9,452)
RES026	Social Housing Marketing Assessment (SHMA) Reserve	(46,534)	(2,500)		0	(49,034)	(2,500)		(51,534)
RES028	Green Economic Recovery and Investment Funding Reserve	(100,092)	0		100,092	(0)	0		(0)
RES030	Major Developments Reserve	(334,937)	0		0	(334,937)	(200,000)		(534,937)
		<b>(1,039,336)</b>				<b>(919,889)</b>			<b>(1,404,474)</b>
<b><u>Repairs &amp; Renewals Reserves</u></b>									
RES201	Commuted Maintenance Reserve	(24,347)	12,172		0	(12,175)	12,172		(3)
RES204	I.T. Repairs & Renewals Reserve	(148,619)	(50,000)		98,619	(100,000)	0		(100,000)
RES205	Property Repairs & Renewals Reserve	(270,000)	102,000		0	(168,000)	102,000		(66,000)
RES206	Delta Place Reserve	(224,226)	(50,000)		0	(274,226)	(50,000)		(324,226)
		<b>(667,193)</b>				<b>(554,402)</b>			<b>(490,230)</b>
<b><u>Equalisation Reserves</u></b>									
RES029	Council Tax Appeals Equalisation Reserve	(53,926)				(53,926)			(53,926)
RES102	Planning Appeals Equalisation	(76,612)				(76,612)			(76,612)
RES105	Local Plan Equalisation	(8,095)				(8,095)			(8,095)
RES106	Elections Equalisation	(150,832)	55,000		0	(95,832)	(65,000)		(160,832)
RES107	Car Parking Equalisation	(100,000)				(100,000)			(100,000)
RES108	Business Rates Retention Equalisation	(515,627)	300,000		(130,388)	(346,015)	(253,985)		(600,000)
RES109	Cemetery income Equalisation reserve	(50,000)				(50,000)			(50,000)
RES112	Legal Services Equalisation	(50,000)				(50,000)			(50,000)
		<b>(1,005,092)</b>				<b>(780,480)</b>			<b>(1,099,465)</b>
<b><u>Reserves for commitments</u></b>									
RES301	Carry Forwards Reserve	(508,081)	508,081		0	0	0		0
<b><u>CAPITAL</u></b>									
RES402	Capital Reserve - GF	0	(200,000)		200,000	0	(200,000)		(200,000)
		<b>(3,219,702)</b>				<b>(2,254,771)</b>			<b>(3,194,169)</b>
<b><u>GENERAL FUND BALANCE</u></b>									
B8000 - B8240	General Balance - RR	(949,556)	(629,942)		283,982	(1,295,516)	(560,803)		(1,856,319)
		<b>(949,556)</b>				<b>(1,295,516)</b>			<b>(1,856,319)</b>
<b>TOTAL GENERAL FUND RESERVES AND BALANCES</b>		<b>(4,169,259)</b>	<b>66,666</b>	<b>0</b>	<b>552,305</b>	<b>(3,550,288)</b>	<b>(1,500,201)</b>	<b>0</b>	<b>(5,050,489)</b>

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## Appendix 8 - Proposed Planned Maintenance Programme 2025/26

### 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 2025/26 £
Property Name	Description	
All Properties (H&S)	Compliance/ H&S remedial work (including Fire, Legionella & Asbestos remedials)	44,450
All Properties (H&S)	Top up for reactive	130,000
Bridges	Bridge inspection reports and remedials	30,000
Bridges (Parks)	Stonework repairs/ timber bridge repairs	7,000
Honeybourne Line	Structural surveys and ongoing repairs to walls	10,000
Honeybourne Line	High level Vegetation removal	5,000
Rec Centre	Gym corridor fire exit alterations to prevent flooding	10,000
Rec Centre	Cathodic protection design works	20,000
Rec Centre	Sports hall flooring sand & seal	25,000
Rec Centre	Sports hall barrier replacement	15,000
Rec Centre	Main pool floor grouting work	15,000
PoW	Work to 'jumps' areas	5,000
Central Depot	Ongoing repairs to service road	15,000
Central Depot	Ongoing roof repairs to various buildings/ valley gutter linings	20,000
Central Depot	Spotting compound remedial works	30,000
Municipal offices	External fabric survey to ensure safety of stonework	10,000
Municipal offices	Essential H&S works arising from fabric survey	5,000
Art Gallery and Museum	Rectify detailing to leadwork on 2nd floor flat roof and skylight	8,000
Town Hall	Abrasive scrub to hall floor including stage and Pillar room.	6,000
Town Hall	Plasterwork survey (internal)	5,000
Town Hall	Rework the existing stage lift with the additional safety features, controls, and signage	16,500
Pittville Park	Resurfacing/ pothole repairs to pathways	10,000
Pittville Bandstand	Repair and redecoration to timber	5,000
Parks & Gardens	Repairs to avairies/ timber preservation	5,000
Parks & Gardens	Sandford Park Italian garden pillar and bridge repairs	5,000
Parks & Gardens	Montpellier gardens railings redecoration	2,500
Montpellier Bandstand	Repair and redecoration to lower section and timber eaves	5,000
QEII Playing fields	Lechate removal	5,500
Gardens Gallery (Montpellier)	Decking repairs	10,000
St Mary's Minster	Churchyard wall repairs (Phase 2) Stone wall	8,000
St Mary's Minster	Churchyard iron railings repairs (phase 2 - second section)	12,000
St Mary's Minster	Repairs in relation to vandalism	5,000
Old chapels	Replacement of fire alarm system including panel with new wireless system	7,000
Cemetery Gardens	Ongoing resurfacing/ pothole repairs to roads and footpaths inc line marking	10,000
Cemetery Gardens	Phase 5 water main renewal	10,000
Town Centre East Car Park	Remedial works following vandalism	10,000
Rodney Road car park	Removal of 'island' causing issues at entrance	5,000
Chelt Walk car park	Resolution to drainage issues	12,000
Toilets	Deep clean	5,000
Toilets	Redec/ refurb works	10,000
Toilets	Ongoing repairs in relation to vandalism	10,000
Long Gardens/ War Memorial	Installation of lamps and stonework repairs	5,000
Long Gardens/ War Memorial	Full restoration of brass plaques.	10,000
<b>Sub Totals:</b>		<b>598,950</b>

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# Medium Term Financial Strategy

2025/26 – 2029/30



CHELTENHAM  
BOROUGH COUNCIL

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





# Introduction

The Council's corporate plan 2023-2027 sets out five key priorities:



## Key Priority 1

Making Cheltenham 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

The Medium Term Financial Strategy ("MTFS") is the Council's key financial planning document for the General Fund budget. It sets out how the Council's priorities will be funded over the MTFS period and the financial pressures and risks which need to be mitigated in order to successfully deliver this. The diagram below shows how the MTFS is the overarching framework which supports all other financial strategies, plans, policies and decisions.

Category	Overall	Revenue	Capital	Treasury Mgmt	Risk Mgmt
Strategies	Medium Term Financial Strategy				
	Investment Vision and Principles				
	Commercial Strategy	Investment Strategy	Capital Strategy	Treasury Management (TM) Strategy	Risk Management
	Asset Management Strategy			Housing Investment Plan	
Guidance	CIPFA and Technical Guidance	Budget Guidance	Capital Guidelines	CIPFA Code for Practice for TM	Risk Management Guidance
Plans	MTFP Projection	Annual Budget	Capital Programme & Asset Management Plan	Treasury Policy Statements	Risk Register
Governance	Constitution and Annual Governance Statement	Quarterly Performance Reports		Prudential Indicators and Annual Report	Risk Register reporting and regular review
	Contract and Finance Procedure Rules				Audit Committee and Cabinet Reports
	Internal and External Audit Plans and our response to audit review				
Decision Making	Cabinet/Council				



The Council has faced unprecedented financial challenges over the last few years. The Council, like many residents and businesses across our town, diverted significant resources, and lost significant income, in responding to the COVID-19 pandemic. It then faced a new crisis, one of rising costs of service delivery and the tough challenge of trying to support the growing number of people in our town hit by the cost-of-living crisis. This is in addition to almost a decade of year-on-year cuts to the Council’s Government funding.

Despite no real increase in government funding, the Council is being asked to do more, for less – both by central government itself and because of them, through our profound moral duty to step up and fill gaps in government provision. From schemes to support some of the most vulnerable people in our town, to our ambitious work mapping out a net zero future for Cheltenham, the Council goes above and beyond its minimum legal duties, day in day out, without regret, but at a significant financial cost.

This strategy and the budget proposals referenced in this report, set out a roadmap for recovery and revitalisation – not just for the Council’s finances, but for the services it delivers and the residents it supports.

This MTFS is underpinned by the Council’s corporate priorities and the belief that Cheltenham should be a place in which everyone can thrive. Specifically, the six key principles guiding our approach to investing and financial planning for recovery include:



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

The Housing Revenue Account (HRA) is excluded from the MTFS, as a separate budget and Business Plan is produced for the HRA to cover its planning processes and the implications and arrangements for funding the 30 year business plan.

# Contents

The purpose of this document is to produce a robust and thoughtful MTFs which captures the growing needs and continuing aspirations of the Council after a period of prolonged public spending austerity and a cost of living emergency. The following areas are considered and discussed:

**Section 2      NATIONAL AND LOCAL FINANCIAL RISKS**

**Section 3      OUR MEDIUM TERM BUDGET STRATEGY**

**Section 4      OUR RESERVES STRATEGY**

**Section 5      OUR SAVINGS STRATEGY**



# 2. National and Local Financial Risk

## Introduction

The Council has faced unprecedented financial challenges over the last few years. The Council, like many residents and businesses across our town, diverted significant resources, and lost significant income, in responding to the COVID-19 pandemic. It then faced a new crisis, one of rising costs of service delivery and the tough challenge of trying to support the growing number of people in our town hit by the cost-of-living crisis. This is in addition to almost a decade of year-on-year cuts to the Council's Government funding.

The 2025/26 budget sets out for the first time since 2020, a roadmap for recovery and revitalisation – not just for the Council's finances, but for the services it delivers and the residents it supports. This comes at a time when the Council need to be ready to respond to the Government's expected Local Government Fair funding review in 2026/27 which is also likely to include a business rates reset. This creates a new uncertainty around future funding levels in addition to the changes in Local Government re-organisation.

This section of the MTFS outlines the wider economic context in which this MTFS has been set as well as the national and local risks which have been considered in its development.

## Wider Economic Context

The 2025/26 draft budget proposal has been set based on a set off assumptions about the economic outlook for the next 18 months. Inflation currently sits close to 2%, the lowest level it has reached since the 2021/22 draft budget was presented in December 2020, after reaching its the highest level of 11% in 2023. Although the current forecast is a much more positive position than was forecast in February 2024, any rate of inflation still means that the Council's core costs will rise when compared to what is currently paid and is still higher than the uplift to Council Tax or that is applied to the Council's Government funding.

The Bank of England base rate increase is also one of the most significant pressures the Council's budget has ever seen. When the draft budget for 2024/25 was prepared the base rate was 5.25%, the highest since 2008. This was much higher than treasury advice had indicated and it has taken much longer to decrease. The news in February 2025 that the Bank of England has cut the base rate to 4.5% is welcomed. Our budget, based on intelligence from the market assumes another two rate cuts within the 2025/26 financial year with longer term forecasts expected to settle at 3.75%.

Although inflation and interest rates are now at much more sustainable levels than in recent years, Government gilt rates on which public sector borrowing rates are based as well as UK economic growth projections are still challenging. With significant increases in employer National Insurance costs from April 2025 within our budget not being fully covered by Government funding and a lack of clarity about how much additional cost will be passed to the Council through supply chains, we are continuing to operate in a volatile environment.

These economic factors still place uncertainty over the Council's financial position at a time of unprecedented change in the Local Government sector.



## National Risk Factors

### Uncertainty about future funding

The Local Government Settlement for 2025/26 received in December 2024 provides only a one year Settlement with no guarantee that the same levels of funding will remain in 2026/27. In addition to this the new Government have formally begun a consultation on the Fair Funding Review (FFR) of the sector. This means the period of uncertainty about Local Government funding continues making long term financial planning extremely difficult in 2025/26.

The National Fair Funding Review (FFR) was expected to conclude in 2022/23 under the previous Government but is now expected to be implemented from 2026/27. The objective of the FFR is to review the underlying needs formula and distribution methodology used for assessing need and allocating funding to Local Government. The formula has not been reviewed since 2013 and is expected to be closely linked with the principles in the Government's Devolution White Paper published in December 2024.

The Ministry for Housing, Communities and Local Government are looking for a formula based model with common cost drivers such as population, deprivation indexes and demand for services with the principles of being simple, transparent, contemporary, sustainable, robust and stable.

The intention has been for each local authority to be set a new baseline funding allocation based on an assessment of relative needs and taking into account their relative resources. The timeline for its introduction is currently 1 April 2026 and the Government have committed to putting in place transitional arrangements to 'smooth' the impact, referred to as 'damping'.

In assessing relative resources, the Government has not indicated that any funding is out of scope. This could therefore also include reviewing levels and distribution of council tax and how Local Authorities set fees, charges and generate income from their asset base. This means there is significant uncertainty on almost every area of funding for our budget.

The impact on our current MTFS is that from 2026/27 onwards we have been prudent in our assumptions on the funding available. The funding set out in the 2025/26 Settlement is guaranteed for one year only and there is no certainty over whether these will continue and at what level for Cheltenham. We have assumed that no new additional funding will be available from 2026/27 to replace the current levels, with the exception of the employer national insurance contribution increase which is expected to continue.

### **Business rates retention**

Business Rate income generated under the Retained Business Rates funding mechanism is an important income stream but is complex and potentially volatile. The Retained Business Rates scheme places considerable financial risk on the Council in terms of fluctuating business rates and funding the costs of business rate appeals, which directly affect the income that the Council can recognise.

Alongside the FFR, the Government is currently consulting on how a new scheme post 2026 can continue to reward and incentivise growth, whilst ensuring rates are distributed more equitably at national level.

Under the current system roughly £13bn per year of business rates income is kept by Central Government to fund local authority services. This is referred to as the “Central share” and is redistributed to councils in the form of Revenue Support Grant (RSG) and other grants. The remaining sum is retained within the County and in 2025/26 this is expected to mean £6.118m is available for this Council to invest in our services.

A review of the current business rates model is expected to increase the amount that is kept by Central Government and decrease the amount retained locally but at present the specific changes are unknown. We have used the Pixel Financial Management model in the MTFS which estimates our share of business rates to reduce to £4.196m in 2026/27. Transitional relief in the form of ‘damping’ payments are expected to be made available but again these are only estimates at this stage.

It is expected that the new baseline for the rates retained locally will be set taking into consideration the reassessed needs of the Borough. Any new growth in income will be calculated as business rates income in excess of the revised baseline and will continue to be shared with the upper tier authority; the split of which is yet to be determined and forms part of the current Government thinking on Business Rates Retention.

The Medium Term projections include growth above our future baseline business rates funding in 2027/28 from the Council’s investment in the Innovation Centre and Mobility Hub in the West Cheltenham development which will be due post implementation of any changes.

Whilst it is proposed that levies on growth will no longer exist under the new system (the cost of which had been mitigated through the establishment of the Gloucestershire Business Rates Pool) it is likely that some form of safety net will remain in place, and as a result councils will be subject to local volatilities within its own economy.

## National Risk Factors (continued)

### Council tax

Council tax is considered an increasingly important mode of local government financing by Central Government. Prior to December 2022, the Government allowed districts to increase council tax by the higher of £5 per annum or up to 1.99%.

In the Local Government Settlement for 2023/24 this was increased to a maximum of 2.99% reflecting the Government's policy statement setting out much greater reliance on local tax generation. This has been extended again by the new Government for 2025/26. The Council should consider these new referendum powers when setting the budget each year when there is no guarantee over future Government grant funding.

The gross tax base is forecast to increase by 1.54% in 2025/26 against the target increase of 0.8% in the Medium Term Financial Strategy. This is a significant increase from the 0.23% forecast for 2024/25 which was included in the budget for the previous year. This growth is mainly driven by the decision taken by Council on 23 February 2024 to adopt the 100% premium for second home properties from 1 April 2025.

There is a corresponding cost to increasing the tax base with additional properties and residents to service which needs to be recognised and captured at certain steps or "trigger" points e.g. refuse / recycling collections. It is not expected in the five year MTFs presented here that this trigger point will be met but this will be subject to ongoing review as the West and North West Cheltenham developments progress.

### Fees and Charges

A significant proportion of the council's funding comes from fees and charges. Aside from local tax generation, this is the most important funding mechanism and one which is within the council's gift to control, subject to any legislative, economic or political constraints.

However, as more reliance is placed on income there is increased pressure to understand current performance levels coupled with the risks and opportunities arising from each income stream whether it is new or existing. It is also important to consider how resilience each income stream is so that appropriate levels of mitigation can be put in place under a Reserves Strategy to meet dips arising when circumstances change.

### Resources

Concerns around the council's capacity and resources available to deliver multiple competing priorities is a key consideration for the Leadership Team and Cabinet when considering the funding of the revised priorities in the 2023-27 Corporate Plan and the delivery of the proposed Savings Strategy. This will continue to be addressed as part of the council's continued organisational review including the transition of housing services back in-house which will be implemented through 2025/26.

The objective of this review is consistent with the budget strategy approach to realign base budgets, identify opportunities to do things differently and make one-off budgetary provision to support the delivery of priority schemes being supported and delivered. This specifically relates to supporting sustainable and green economic recovery and growth in the town.

The key risk of not reviewing organisational capacity is that if resource is not deployed to allow focus on the schemes which are of financial importance to the council then the proposed Savings Strategy will not be delivered within the timescales required.

## 2. Projected Budget Gap

The MTFS develops a series of financial projections to determine the longer term financial implications, in order to deliver the Council's priorities. As in previous years, the approach is to use the current financial year as a base position, inflate this to the price base of the budget year, and add unavoidable spending pressures and the implications of immediate priorities and previous decisions. This is then measured against the projection of available funding to determine affordability which determines the funding gap. The package of measures required to equalise the two calculations forms the "Savings Strategy" identified in section 5.

Although the savings required in 2025/26 are significantly less than the £2.741m target in 2024/25, there are still huge challenges that need to met by taking a proactive approach to reviewing the prioritisation of our resources and identifying budget efficiencies. This work has already made significant progress towards bridging the gap, having identified at this early stage potential efficiency savings which are moving into a delivery phase.

The projection of the funding gap is shown in Table 1 below:

Table 1: Projection of Funding Gap	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £
Net Cost of Services brought forward from previous year (assuming a balanced budget has been set)	17,396,857	19,040,676	18,209,935	17,433,785	16,329,635	16,841,485
<b>IN YEAR BUDGET VARIATIONS</b>						
<b>Increased costs of existing services</b>						
General Inflation		150,801	150,000	150,000	150,000	150,000
Energy costs						
Employee and Members related expenditure		454,693	412,000	412,000	412,000	412,000
Shared Services contract inflation		31,876	39,250	39,250	39,250	39,250
Publica contract inflation		48,750	25,000			
Ubico contract		935,563	700,000	500,000	500,000	500,000
<b>RE-PROFILING OF BASE BUDGET</b>						
In Year Salary Underspend						
Re-basing expenditure budgets to reflect changes in operational activity	1,420,169	(361,568)	260,000	(176,000)	144,000	(144,000)
Carry Forward Budget reversal		(508,081)				
<b>INCOME</b>						
Other operational buildings		259,118				
Fees and Charges		(373,521)	(51,400)	(201,400)	(51,400)	(51,400)
Other inflationary uplifts on re-charges to partners		(243,566)	(50,000)	(50,000)	(50,000)	(50,000)
Interest Payable and Receivable	570,828	(442,552)	(215,000)	(117,000)	(117,000)	
Minimum Revenue Provision & VRP	(327,178)	202,099	24,000	21,000	26,919	
Pension Costs		(267,000)	(1,995,000)	(182,000)	(182,000)	

Table 1: Projection of Funding Gap	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £
<b>SAVINGS STRATEGY</b>		(1,130,000)	(300,000)	(500,000)	(250,000)	
Growth Item's		392,647				
Flexible use of Capital Receipts	(20,000)	20,000	475,000			
Growth in Council Tax Base from Development Activity			(250,000)	(400,000)	(200,000)	
Growth in Business Rates from Innovation Centre and Mobility Hub				(600,000)		
<b>Projected Net Cost of Service before reserves</b>	<b>19,040,676</b>	<b>18,209,935</b>	<b>17,433,785</b>	<b>16,329,635</b>	<b>16,841,485</b>	<b>17,697,335</b>
<b>RESERVES</b>						
Contribution to/(from) Business Rates Retention Reserve	(169,612)	253,985				
Net contribution to/(from) earmarked reserves	(795,319)	685,413	942,500	514,600	270,600	414,600
Contribution from us of VRP	(971,334)	(654,341)				
Contribution to/(from) General Balances	345,960	560,803	(698,496)	451,364	268,939	(626,816)
Contribution to / (from) General Balances	(368,531)	629,942	108,968	(42,680)	43,855	(119,762)
<b>FUNDING</b>						
Business Rates	(1,605,311)	(2,578,842)	(4,196,000)	(4,419,000)	(4,596,000)	(4,777,000)
Damping			(1,500,000)	(1,000,000)	(500,000)	
NNDR S31 Grants	(4,513,280)	(3,810,409)				
National Non-Domestic Rate - Net surplus' / deficit's	474,425	942,332				
Council Tax Collection Fund (surplus) / deficit contribution	8,042	(98,051)				
Council tax income assuming council tax increases by 2.99% per annum from 2023/24	(10,404,442)	(10,880,964)	(11,262,384)	(11,657,194)	(12,065,619)	(12,488,714)
New Homes Bonus	(88,876)	(87,479)				
Green Plant Business Rates Exemption Compensation		(31,135)				
Revenue Support Grant	(149,895)	(190,053)				
2022/23 Service Grant	(19,839)					
3% Funding Guarantee	(1,151,195)	(756,789)				
ERP Grant		(1,345,000)	(500,000)			
National Insurance Grant		(219,405)	(219,405)	(219,405)	(219,405)	(219,405)
<b>Projected Reserves &amp; Funding</b>	<b>(19,040,676)</b>	<b>(18,209,935)</b>	<b>(17,433,785)</b>	<b>(16,329,635)</b>	<b>(16,841,485)</b>	<b>(17,697,335)</b>

The projections above reflect a funding gap for the period 2024/25 to 2028/29 of £2.180m (i.e. the financial gap between what the Council needs to spend to maintain existing services). This is a decrease of £911k compared to the five year projection in 2024/25 as it is now expected that the triannual review of the Council's Local Government Pension Fund at 31 March 2025 is likely to reduce both the primary and secondary contributions required to be funded by the Council. Likewise following the submission of the outline planning permission and approval of the Development Funding Agreement conditions for the West Cheltenham development, work has also been undertaken to estimate the growth in Council Tax and Business Rates that this investment will produce for the Council.

The key assumptions for the preparation of these projections are explained below.

The net costs of services have been estimated by using the approved 2024/25 base budget as the base for future projection's though to 2029/30.



## Inflation

Inflation has been included each year on core costs in the MTFS at 3% on insurances, utilities, postage, IT maintenance agreements and non-domestic rates. Where information is available, major contracts and agreements are rolled forward based on the specified inflation indices in the contract or agreement.

The costs incurred in the general fund and re-charged to partner organisations have also been subject to the same inflationary increases.

## Contract costs

A number of services are delivered by or for the Council through service or shared service contracts. Where the cost of these contracts have been increased in 2025/26, this is to reflect inflation and wage increases with the increased national insurance contributions.

In addition, the cost of the council's environmental services contract provided by Ubico has also been subject to a 8.1% increase in 2025/26. This is to cover pay increases, increased fuel costs and other inflationary pressures.

## Employee related costs

For budget modelling, a 2% pay increase has been assumed in 2025/26 and a 2% increase throughout the duration of the MTFS post 2026 to bring the budget in line with expectations across the whole Public Sector. The same increase has been applied to Members allowances to ensure they fall in line with the anticipated employee annual pay award.

## Fees and charges

In line with the approach taken before the significant increases in inflation, a general assumption of a 2% increase in non-statutory fees and charges has been factored into our forecast year on year, with car parking fees subject to a bi-annual consultation.



## Interest costs

The Bank of England base rate increase is one of the most significant pressures our budget has seen over the past 18 months. Between December 2022 and February 2024 the base rate increased from 3.5% to its current rate of 5.25%. It has now started to reduce, most recently decreasing to 4.5% in February 2025.

As a net borrower, the speed of the rise in interest rates has created a budget pressure for the Council during 2023/24 and into 2024/25. The budget for 2025/26 and over the medium term estimates an average base rate of 4.35%, reducing to 3.75% from 2026/27.

The expectation of significant capital receipts and cash inflows to the Council in 2025/26 means there will be more cash in the system and the requirement to take out short term temporary borrowing to cover cash outflows won't be as necessary. More detail will be covered in the 2025/26 Treasury Management Strategy, which will be published in the spring.

## Pension costs

The Council is part of the Gloucestershire Pensions Fund, which is administered by Gloucestershire County Council. The rate of contribution paid to the fund by participating employers is set following a triennial revaluation of the Fund by the appointed actuary. The triennial revaluation of the Fund based on the position as at 31 March 2022, found that the Fund's objective of holding sufficient assets to meet the estimated current cost of providing members' past service benefits had been met at the valuation date.

This is the result of a strategy undertaken to make large lump sum payments to cover the shortfall in secondary pension contributions to recover the deficit. The secondary contributions are expected to significantly decrease from 1 April 2026 and primary contributions will also be reduced year on year as the future cost of existing member's service benefits will be sufficiently covered.

## Flexible use of capital receipts

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. The new Government in 2024 announced a further longer-term extension to 2030 to fund transformation or other projects that produce long term savings or reduce the costs of service delivery.

In 2024/25 and 2025/26, the Council have applied this flexibility to use capital receipts to fund part of the Major Developments team responsible for the delivery of the Golden Valley development which will kickstart the biggest regeneration programme seen in Cheltenham. The 2025/26 budget will be the final year in which this approach is taken which means these costs will need to be reabsorbed into the revenue budget in 2026/27.



## Retained business rates

The Business Rates Retention Scheme was introduced on 1 April 2013. Under the Scheme, the Council retains some of the business rates raised locally. The business rate yield is divided – 50% locally and 50% to the Government. The Government’s share is paid into a central pool and redirected to local government through other grants. Of the 50% local share, the district councils’ share has been set at 80%, with the County Council’s share being 20%. A tariff is applied to reduce the local share to a baseline funding level set by the Government. Where the value of retained business rates exceeds the baseline funding level, 50% of the surplus is paid over to the Government as a levy; the remaining 50% can be retained by the Council.

Cheltenham will not be part of the pooling arrangements for business rates in the Gloucestershire Business Rates Pool for 2025/26. This is because it is beneficial for Gloucestershire as a whole for Cheltenham not to be in the pool. Further details are documented in the decision taken by the Deputy Chief Executive on 29 October 2024.

There is a high level of volatility in the business rates system, mainly due to the level and impact of appeals lodged against rateable values but also due to the natural turnover of businesses, properties being left empty or demolished and the increasing trend for commercial properties to be converted into domestic dwellings. These factors make it difficult to predict the level of income the Council can retain in the future.

The Government’s fair funding review is expected to significantly reduce the level of business rates we are able to retain locally. The projections included in the MTFs are based on the financial model produced by Pixel Financial Management.

Although this direct funding will reduce, the Government has confirmed that Council’s will be provided with transitional relief known as ‘damping’ payments, reducing to zero over three years. Again, these figures have been estimated based on information from Pixel.

The Medium Term projections include growth in our baseline business rates funding in 2027/28 from the Council’s investment in the Innovation Centre and Mobility Hub in the West Cheltenham development.



## Council tax

The taxbase represents the total number of chargeable properties in the borough, expressed as band D. The net budget requirement is divided by the taxbase to calculate the level of council tax for band D each year. The council's taxbase is forecast to increase by 0.5% each year for the purposes of modelling the MTFs and a council tax increase of 2.99% per annum is assumed since its introduction through the 2023/24 Local Government Finance Settlement.

The Medium Term projections include growth in our baseline Council Tax income generation from 2026/27 as a result of the West Cheltenham and North West Cheltenham developments.

## Other Government funding sources

In 2016/17, the government offered a guaranteed four year budget to every Council, which could demonstrate efficiency savings and 2019/20 represented the final year of the four year offer. The principles of that settlement allowed authorities to spend locally what is raised locally, whilst recognising the savings already made by local government. Since then, only one year settlements have been provided to Local Authorities which has made long term financial planning very difficult.

The Government funding included in the MTFs for 2025/26 includes the following:

- No further continuation of our Minimum Funding Guarantee and instead a Funding Floor payment of £756,789, down from £781,696 in 2024/25
- A final payment of £87,479 of New Homes Bonus, a small reduction in what was received in 2024/25.
- A National Insurance Contribution Grant of £219,405 towards the increased contributions required for directly employed staff
- A new funding stream of £1.345m to fund new responsibilities under Extended Producer Responsibility for packaging.
- A Revenue Support Grant payment of £190,053

The fair funding review which is expected to be implemented from 2026/27 is likely to provide more long term certainty with a multi year settlement. However, the overall impact of the review is likely to reduce the Government funding that this Council receive, both in core grant income and the proportion of business rates we are able to retain.

The funding forecast in the MTFs is based on a financial model produced by Pixel Financial Management. We have assumed that the Extended Producer Responsibility funding will be reduced to nil by 2027/28 and the only other grant funding to be retained by the Council is the funding of the increased national insurance contributions.

# 3. Reserves Strategy

## Introduction

The Council is aspirational and horizon scanning in the approach it takes to delivering its services, and supporting those it works with in partnership to ensure Cheltenham is a vibrant and desirable place to live, work and invest. As a result, when funding has become available either through budget underspends or one-off funding, a strategy of utilising opportunities for improving and investing in the town has been followed.

However recognising the impact and uncertainty of the economic outlook on the Council's short to medium term finances requires an alternative approach to secure the continued delivery of our services. The economic pressures on the Council's budget in 2022/23 required over £2.6m of reserves to be used to balance the budget and additional draws were also made in 2023/24 and 2024/25 to allow savings proposals to be brought forward in a considered way.

This means not only that there were no surpluses available to invest in the community but also places greater focus on replenishing and strengthening these reserves in the medium term. Reserves and balances are vital to ensure the Council are able to meet any unforeseen costs in the future and mitigate known risks and forecast cost pressures, particularly those arising from changes in the way local government is financed after the Fair Funding review concludes in 2026.

## Earmarked reserves

The Council has, over a number of years, earmarked significant funds for specific reserves. These are reviewed twice yearly by Full Council under the guidance of the Deputy Chief Executive (Section 151 Officer). Over the course of this MTFs, the value of earmarked reserves will be reduced as they are used to finance planned expenditure.

A number of these reserves, for example the property renewals and repairs reserve will need to be replenished once spend is incurred to ensure there is sufficient funds available to continue maintenance in line with the Asset Management Strategy. The five year projections allow sufficient funding is available to do this as set out in the table below.

## Budget Rates Retention Reserve (BRRR)

The expected Government changes to the current business rates model creates an increased risk of volatility in the Council's financial planning. This needs to be appropriately managed and understood by the organisation as full reliance will be placed on the performance of the local economy with a drop in business rates income having the potential to force service re-prioritisation.

The BRRR should aim to be maintained to allow for the potential reduction in income arising from the risks as identified. The Council is already mitigating fluctuations in income levels arising from changes in the local economy and the impact of business rates re-assessment are still not fully understood.

Any Collection Fund and Pool surpluses over and above those assumed in the Savings Strategy are earmarked for the BRRR to ensure a base level of reserve is in place in advance of the implementation a business rates reset.

## Commercial income

A number of pressures have been reported in the budgets since 2022 and many of these relate to fluctuating levels of commercial income. The Council is reliant on a number of different income streams from fees and charges to balance the budget – an approach which started with the introduction of the commercial strategy in 2017. In order to provide some protection from in year fluctuations, an earmarked reserve for commercial income reserve will be established from 2026.

## General Balances

General Balances are held to protect existing service levels from reductions in income levels as a result of economic downturn and other unforeseen circumstances. CIPFA's Local Authority Accounting Panel (LAAP) issued a guidance bulletin on local authorities' reserves and balances.

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 reserves;
- A contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves;
- A means of building up funds (earmarked reserves) to meet known or predicted requirements.

This has been balanced by making planned contributions to general balances in 2025/26 to bring the total amount held to £1.856m.

There are however a number of key assumptions made in the 2025/26 in order to meet this level of provision. The most significant impact on the level of general balances at 31 March 2026 are the level of savings delivered and changes in the Bank of England base rate.

In the base budget for 2025/26, the Council need to deliver £1.130m of savings, efficiencies and additional income to ensure that there is funding available to replenish the general balances to post pandemic levels. Although this is lower than the 2024/25 target, it is still a challenge and vital as the Council work towards financial sustainability. The table below shows the sensitivity of the general balance levels to the savings delivered. Any savings not achieved in year have been assumed to be delivered the following year.

	Level of General Balances				
	2025/26	2026/27	2027/28	2028/29	2029/30
% of total savings delivered					
60%	(1,404,320)	(1,037,824)	(1,409,188)	(1,778,128)	(1,051,312)
80%	(1,630,320)	(1,097,824)	(1,509,188)	(1,828,128)	(1,151,312)
Base - 100%	(1,856,320)	(1,157,824)	(1,609,188)	(1,878,128)	(1,251,312)

Clearly, achieving anything less than 80% of the proposed savings in 2025/26 will mean our general balances remain at levels lower than the assessment in the Section 25 report accompanying this budget.

Likewise, the second most significant external factor impacting our medium term forecast is the Bank of England base rate. The current forecast assumes that the rate on our temporary borrowing reduces to an average rate of 4.35% in 2025/26 then reduces down to 3.75% in subsequent years. The impact of rates reducing slower than this in the short term is a decrease of between £200-300k in general balances by 31 March 2030. This then means the base budget needed to cover the cost of borrowing is much lower in future years, further increasing the available balances to replenish reserves.

	Level of General Balances				
	2025/26	2026/27	2027/28	2028/29	2029/30
Base remains at 4.5% for 2025/26 - reducing to 4% in 2026/27 and 3.75% in 2027/28	(1,683,732)	(824,583)	(1,275,947)	(1,544,887)	(918,071)
Base - 4% in 2025/26, 3.75% in remaining years	(1,856,320)	(1,157,824)	(1,609,188)	(1,878,128)	(1,251,312)
Base falls to 4% in 2025/26, 4% in 2026/27, 3.75% in 2027/28	(1,856,320)	(997,171)	(1,448,535)	(1,717,475)	(1,090,659)

## Voluntary revenue provision

The Council have taken significant steps forward in our ambition to be the cyber capital of the UK and secure the future of our town over the last two years. Following the completion of the procurement to find a development partner to realise its flagship ambition, HBD were appointed in 2021/22 to deliver the key infrastructure needed in West Cheltenham. Even more significantly for the Council's direct development of the site, in September 2023 Council approved the Development Funding Agreement which plays a fundamental role in securing the delivery of two critical buildings; the National Cyber Innovation Centre and Mobility Hub.

Following this decision, the Council were notified in November 2023 that they were provisionally awarded £20m from the Government's Levelling Up fund to support the delivery of the National Cyber Innovation Centre. As the project moves through the planning system, the Council need to make appropriate provision for any one off revenue costs of the operation of the Centre before full year income streams are established. Over the past ten years the Council have made voluntary overpayments on debt which total £1.625m at 31 March 2024.

The 2025/26 budget proposal introduces an alternative annual contribution of £200k to the Major Developments reserve to further support this and provide the financial resilience to operating the Innovation Centre in its first years.

This has triggered a change in approach to the strategy we have previously implemented to overpay our borrowing, which means the cumulative overpayments previously made can be reclaimed in the 2024/25 and 2025/26 financial years. This provides some resilience within general balances in order to support the changes expected in Local Government funding over the medium-term financial strategy period for 2025/26.



## Our Savings Strategy

As detailed in the previous sections, the council has a significant funding gap to resolve as well as a number of financial risks to manage arising predominately from the current economic environment. Given the ambitious nature of the council and its desire to ensure Cheltenham is a place where residents, businesses and visitors wish to work, visit and live the savings strategy for the medium term must reflect these aspirations and not jeopardise these core priorities whilst recognising that the net cost of the council's services must reduce over time.

In the exceptionally difficult national funding situation, the Cabinet's overriding financial strategy has been, and is, to drive down the Council's net costs via a commercial mind-set. Our aim is to hold down council tax as far as possible, now and in the longer term, while also protecting frontline services from cuts and driving sustainable economic growth—an immensely challenging task in the present climate.





## An overview of our approach

The commercial strategy was adopted by Full Council in February 2018 with the vision “to become an enterprising and commercially focused Council which people are proud to work for and which others want to work with. We will use our assets, skills and infrastructure to shape and improve public services and enable economic growth in the Borough. We shall generate significant levels of new income for the Council working towards the objective of enabling it to become financially sustainable”.

In the two years leading up to the COVID-19 pandemic, this strategy was extremely successful and was a key element of the Council’s drive towards financial sustainability, identifying new opportunities to generate income and commit investment to projects which provide good financial returns.

The Council have also since delivered over £4m of base budget savings and new income streams and in the 2024/25 MTFS it was forecast that we would be financially self-sufficient and no longer reliant on Government grant income by 2028. However, announcements by the new Government that the fair funding review will not exclude any form of Local Authority funding, including local tax generation, creates uncertainty once again that needs to be planned for.

The funding and savings strategy to close the overall budget gap over the five years of the MTFS is outlined below. This includes proposed savings post 2028 and increased levels of forecast savings in 2026/27 and 2027/28.

	2025/26	2026/27	2027/28	2028/29	2029/30	Total
<b>Forecast Budget Gap</b>	<b>£1,130,000</b>	<b>£300,000</b>	<b>£500,000</b>	<b>£250,000</b>	<b>-</b>	<b>£2,180,000</b>
<b>Funded by:</b>						
<b>Base Budget Savings</b>	<b>(£1,130,000)</b>	<b>(£300,000)</b>	<b>(£500,000)</b>	<b>(£250,000)</b>	<b>-</b>	<b>(£2,180,000)</b>

The core focus for delivering the significant savings and efficiencies required in 2025/26 fall into four main areas:

- Debt management - using our available capital receipts to repay the principal of debt owed and reduce our reliance on temporary borrowing which is more sensitive to changes in the Bank of England base rate;
- Implementation of our commercial strategy – to generate additional income from our assets and investments, including the sale of Gloucestershire Airport and the Municipal Offices;
- Continued work on the existing savings proposals to realign our resources with the Council’s Corporate Priorities and deliver on savings proposals already approved by the Cabinet. This builds on work undertaken in 2023/24 and 2024/25 to review all areas of discretionary spend in addition to the decision taken to bring housing services back in-house; and

In future years, the budget proposals are targets rather than necessarily specific worked up projections of cost savings and additional income to allow the Cabinet and Leadership team autonomy and flexibility. Engaging with stakeholders will be crucial when it comes to developing a sense of ownership in local decision-making and service delivery. Working with stakeholders will allow the council to fine tune services based on actual needs.

# Conclusion

The Council has a record of accomplishment of strong financial management but is now facing a period of continued Local Government funding changes and economic uncertainty. The Council must stay focused on the plan set out in the 2025/26 budget to ensure resilience in its financial position and its readiness for funding announcements.

Both the Reserves and Savings Strategy should be followed in tandem, with Cabinet and the Leadership Team leading the way with delivery to ensure financial stability and sustainability with the achievement of the council's vision for the future of Cheltenham.

The Cabinet believes the longer term approach to finding efficiencies to close the funding gap is fundamentally through economic growth, regeneration and investment and the efficient utilisation of our assets. This has seen a place focused investment approach offering long term investment, income through rents as well as other social and financial benefits.







# CHEL TENHAM

BOROUGH COUNCIL

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## **Flexible use of Capital Receipts Strategy 2025/26**

### **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 new Government in 2024 announced a further longer-term extension to 2030 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 specified 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 2025/26, which commences on 1<sup>st</sup> April 2025.

### **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 Proposal for 2025/26**

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 Council has determined that the West Cheltenham (Golden Valley Development) initiative is a “Collaboration between local authorities and central government departments to free up land for economic use” and therefore meets the definition of a project that will generate qualifying expenditure.

The Council therefore intends to use the following use of capital receipts to fund the West Cheltenham (Golden Valley Development) initiative and the savings generated by this project are set out in the table below:

	2025/26 £m	2026/27 £m	2027/28 £m	Total
General Fund programme staffing costs	0.475			0.475
Savings / additional base budget income generated			(0.600)	(0.600)
<b>Total</b>	<b>0.475</b>		<b>(0.600)</b>	<b>(0.125)</b>

The additional base budget is generated through growth in business rates expected once the Innovation Centre and Mobility Hub are open. The business rates forecast is based on the models developed as part of the modelling of the development and assumes that the Council will still receive 40% of the total business rates payable by tenants on the site. This figure is also reflected in the Medium Term Financial Strategy forecast in Appendix 9 of this report.

### 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. The council's current capital programme does not utilise the capital receipts that will be generated to fund the above programme. 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 2025 for approval.

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## **Pay Policy Statement**

For all employees at Cheltenham Borough Council  
2025 - 2026

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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 2025 -2026, 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:**

- Chief Executive Officer

- Deputy Chief Executive (Section 151 Officer)

- Director of Governance and Customer Services

- Director - Major Development & Regeneration

- Head of Construction

- Head of Development

- Director - Climate Change & Place Service

- Director - Community & Economic Development

- Director - Finance & Assets (Deputy S151)

- Director of Housing - Customer & Community Services

- **Employees who are not Chief Officers** - refers to all staff not covered under the Chief Officer group detailed above.

- **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 of 1 April 2024, the Grade A band was £23,656 per annum, with only one pay point. This is in line with the Real Living Wage (in Nov 2024). New rate in Nov 2024 to be agreed at Budget Setting Council meeting (see paragraph 12).

*At the time of publication of this policy statement no annual pay award has been agreed for 2025-2026*

## 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 employer's 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.
- 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

#### **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 on 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 Annexes A-C. Annex C relates solely to those employees who on the 1<sup>st</sup> July 2024 TUPE transferred to the Council from Cheltenham Borough Homes and who remain on their protected terms and conditions.

A framework for apprentice pay is being developed currently the level of pay at the start of the apprenticeship is dependent on the apprentices age and the qualification they are working towards achieving. Pay enhancements are normally annual and/or linked to successful completion of agreed milestones/course modules. Apprentice pay is exempt from the annual pay awards paid to all other employees.

**At the time of publication of this policy statement no annual pay award has been agreed for 2025-2026.**

## **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 01/4/2024 (See Annex A)**

### **7.2. Non-Chief Officers**

Employees 12 Grades A to L (see Annex B & Annex C)

### **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 of 1<sup>st</sup> April 2024, the Grade A band £23,656 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 Executive 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. For the Council, using the salary information as of 1<sup>st</sup> April 2024 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 1:3.

Lowest paid employee (Top of current salary band Grade B)	£24,404
Mean paid employee (Average salary band of all employees up to & including Chief Officers)	£37,372
Median paid employee (Middle Salary band value of all employees up to & including Chief Officers)	£41,516
Highest paid employee	£134,419

### 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 pay protection arrangements will apply for 12 months from the date of the change.

### 7.8. Severance payments

The Council has a method of calculating severance payments which it applies to all employees. 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 £100,000 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 £100,000. 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 and the Council's Section 151 Officer.

### **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 payback 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 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 workplace 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.**

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	3	138 hours
Training	Average 0.5 hours per week	3	69 hours
Health and Safety	Average of 1 hours per week	3	138 hours
Corporate meetings, TU meetings and prep time	Average 0.5 hours per week	3	69 hours
<b>Estimated total hours</b>			<b>396 hours</b>
<b>Estimated average total hours per TU rep per week</b>		<b>3 hours per week</b>	

\*Business year assumes TU reps each have 30 days annual leave inclusive of BH. Calculation based on 46 weeks per year

## 12. The Real Living Wage

The Council complies with all the statutory requirements of the National Minimum Wage (£11.44 per hour) and National Living Wage. The majority of the Council's employees are on Grade B, point 4B, £12.65 per hour and above which is higher than the statutory rates.

**The Real Living Wage (RLW)** as set by the Living Wage Foundation is currently £12.60 per hour. This 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 (currently £13.85) 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 2024 are:**

- £12.60 (per hour) UK rate outside London
- £13.85 (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
- Enhanced leave – buy or sell up to an additional 5 days' leave.
- Training fees reimbursement (post entry training scheme)
- Health Cash Plan
- First Aider Payment

## 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							
JNC CHIEF OFFICERS APRIL 2024 (pay award applied) & CEX GRADES							
APRIL 2024 PAY SCALES							
Board	scp	Grade Description	Old Salary 01/04/2023	New Salary 01/04/2024	Monthly Salary April 2024	Weekly Salary April 2024	Hourly Salary April 2024
JNC	M1	Director Level 1	£74,146.00	£76,000.00	£6,333.33	£1,457.56	£39.39
JNC	M2	Director Level 2	£78,459.00	£80,391.00	£6,699.25	£1,541.77	£41.67
JNC	M3	Director Level 3	£82,393.00	£84,453.00	£7,037.75	£1,619.67	£43.77
JNC	N1	Director Level 1	£86,701.00	£88,223.00	£7,351.92	£1,691.98	£45.73
JNC	N2	Director Level 2	£91,154.00	£93,464.00	£7,788.67	£1,792.49	£48.45
JNC	N3	Director Level 3	£93,142.00	£95,471.00	£7,955.92	£1,830.98	£49.49
JNC	O1	Executive Director Level 1	£97,880.00	£100,327.00	£8,360.58	£1,924.11	£52.00
JNC	O2	Executive Director Level 2	£102,631.00	£105,197.00	£8,766.42	£2,017.51	£54.53
JNC	O3	Executive Director Level 3	£103,893.00	£106,490.00	£8,874.17	£2,042.31	£55.20
Board	scp	Grade Description	Old Salary 01/04/2023	Current Salary 01/04/2024	Monthly Salary April 2024	Weekly Salary April 2024	Hourly Salary April 2024
ALACE	P1	Chief Executive	£124,402.00	£127,512.00	£10,626.00	£2,445.48	£66.09
ALACE	P2	Chief Executive	£127,770.00	£130,964.00	£10,913.67	£2,511.68	£67.88
ALACE	P3	Chief Executive	£131,140.00	£134,419.00	£11,201.58	£2,577.94	£69.67

Annex B

**Cheltenham Borough Council**

**New NJC Pay Scales from 1st April 2024 (pay award added 22/10/24 SR)**

		2024							JE Points	Notice Period
NJC	SCP	GRADE	Annual Salary	Annual Salary	Monthly Salary	Weekly Salary	Hourly Salary	Score		
SCP	GRADE		Apr-23	April 2024	April 2024	April 2024	April 2024			
	LW	Living Wage	no longer used	no longer used						
1	1A	Grade A	no longer used	no longer used					0-294	
2	2A	Grade A	£22,366	£23,656	£1,971.33	£454	£12.26		7334	
3	3B	Grade B	£22,737	£24,027	£2,002.25	£461	£12.45			
4	4B	Grade B	£23,114	£24,404	£2,033.67	£468	£12.65		345-394	
5	5C	Grade C	£23,500	£24,790	£2,065.83	£475	£12.85			
6	6C	Grade C	£23,893	£25,183	£2,098.58	£483	£13.05		395-444	
8	8D	Grade D	£24,702	£25,992	£2,166.00	£498	£13.47			
9	9D	Grade D	£25,119	£26,409	£2,200.75	£506	£13.69		445-494	
10	10D	Grade D	£25,545	£26,835	£2,236.25	£515	£13.91			
11	11D	Grade D	£25,979	£27,269	£2,272.42	£523	£14.13		495-544	
13	13E	Grade E	£26,873	£28,163	£2,346.92	£540	£14.60			
15	15E	Grade E	£27,803	£29,093	£2,424.42	£558	£15.08		545-594	
17	17E	Grade E	£28,770	£30,060	£2,505.00	£577	£15.58			
18	18E	Grade E	£29,269	£30,559	£2,546.58	£586	£15.84		595-644	
20	20F	Grade F	£30,296	£31,586	£2,632.17	£606	£16.37			
21	21F	Grade F	£30,825	£32,115	£2,676.25	£616	£16.65		645-694	
22	22F	Grade F	£31,364	£32,654	£2,721.17	£626	£16.93			
23	23F	Grade F	£32,076	£33,366	£2,780.50	£640	£17.29		695-744	
24	24G	Grade G	£33,024	£34,314	£2,859.50	£658	£17.79			
25	25G	Grade G	£33,945	£35,235	£2,936.25	£676	£18.26		745 +	
26	26G	Grade G	£34,834	£36,124	£3,010.33	£693	£18.72			
27	27G	Grade G	£35,745	£37,035	£3,086.25	£710	£19.20		745 +	
812	812	Grade H	£36,438	£37,728	£3,144.00	£724	£19.56			
813	813	Grade H	£37,703	£38,993	£3,249.42	£748	£20.21		745 +	
814	814	Grade H	£38,967	£40,257	£3,354.75	£772	£20.87			
815	815	Grade H	£40,226	£41,516	£3,459.67	£796	£21.52		745 +	
722	722	Grade I	£40,953	£42,243	£3,520.25	£810	£21.90			
723	723	Grade I	£42,386	£43,676	£3,639.67	£838	£22.64		745 +	
724	724	Grade I	£43,838	£45,128	£3,760.67	£865	£23.39			
725	725	Grade I	£45,273	£46,563	£3,880.25	£893	£24.14		745 +	
632	632	Grade J	£45,937	£47,227	£3,935.58	£906	£24.48			
633	633	Grade J	£47,707	£48,997	£4,083.08	£940	£25.40		745 +	
634	634	Grade J	£49,477	£50,767	£4,230.58	£974	£26.31			
635	635	Grade J	£51,257	£52,547	£4,378.92	£1,008	£27.24		745 +	
542	542	Grade K	£52,203	£53,508	£4,459.00	£1,026	£27.74			
543	543	Grade K	£54,470	£55,832	£4,652.67	£1,071	£28.94		745 +	
544	544	Grade K	£56,724	£58,142	£4,845.17	£1,115	£30.14			
545	545	Grade K	£58,986	£60,461	£5,038.42	£1,160	£31.34		745 +	
L1	L1	Grade L	£61,191	£62,721	£5,226.75	£1,203	£32.51			
L2	L2	Grade L	£63,545	£65,134	£5,427.83	£1,249	£33.76		745 +	
L3	L3	Grade L	£65,633	£67,274	£5,606.17	£1,290	£34.87			
L4	L4	Grade L	£68,613	£70,328	£5,860.67	£1,349	£36.45		745 +	

## Annex C

For TUPE protected employees only:

<b>HOUSING TRANSFER COLLEAGUES 1/7/2024</b>								
<b>New Pay Scales from 1st April 2024 (pay award added 22/10/2024 SR)</b>								
Grade	Spinal Column Point	Annual Salary	Annual Salary	Monthly Salary	Weekly Salary	Hourly Salary	JE Points score	Notice Period
		Apr-23	April 2024	April 2024	April 2024	April 2024		
CBHA	A1CBH	£21,361.00	£22,651.00	£1,887.58	£434.41	£11.74		
	A2CBH	£21,697.00	£22,987.00	£1,915.58	£440.85	£11.91	Apprentice	1 Month
	A3CBH	£22,103.00	£23,393.00	£1,949.42	£448.64	£12.13		
CBHB	B1CBH	£22,698.00	£23,988.00	£1,999.00	£460.05	£12.43		
	B2CBH	£23,092.00	£24,382.00	£2,031.83	£467.61	£12.64	Up to 267	1 Month
	B3CBH	£23,505.00	£24,795.00	£2,066.25	£475.53	£12.85		
CBHC	C1CBH	£24,586.00	£25,876.00	£2,156.33	£496.26	£13.41		
	C2CBH	£25,164.00	£26,454.00	£2,204.50	£507.35	£13.71	268-299	1 Month
	C3CBH	£25,755.00	£27,045.00	£2,253.75	£518.68	£14.02		
CBHD	D1CBH	£26,961.00	£28,251.00	£2,354.25	£541.81	£14.64		
	D2CBH	£27,717.00	£29,007.00	£2,417.25	£556.31	£15.04	300-325	1 Month
	D3CBH	£28,496.00	£29,786.00	£2,482.17	£571.25	£15.44		
CBHE	E1CBH	£29,728.00	£31,018.00	£2,584.83	£594.88	£16.08		
	E2CBH	£30,357.00	£31,647.00	£2,637.25	£606.94	£16.40	326-349	1 Month
	E3CBH	£31,003.00	£32,293.00	£2,691.08	£619.33	£16.74		
CBHF	F1CBH	£32,360.00	£33,650.00	£2,804.17	£645.35	£17.44		
	F2CBH	£33,144.00	£34,434.00	£2,869.50	£660.39	£17.85	350-373	1 Month
	F3CBH	£33,946.00	£35,236.00	£2,936.33	£675.77	£18.26		
CBHG	G1CBH	£35,299.00	£36,589.00	£3,049.08	£701.72	£18.97		
	G2CBH	£35,966.00	£37,256.00	£3,104.67	£714.51	£19.31	374-438	1 Month
	G3CBH	£36,647.00	£37,937.00	£3,161.42	£727.57	£19.66		
CBHH	H1CBH	£38,369.00	£39,659.00	£3,304.92	£760.60	£20.56		
	H2CBH	£39,286.00	£40,576.00	£3,381.33	£778.18	£21.03	439-451	2 Months
	H3CBH	£40,227.00	£41,517.00	£3,459.75	£796.23	£21.52		
CBHI	I1CBH	£42,409.00	£43,699.00	£3,641.58	£838.08	£22.65		
	I2CBH	£43,815.00	£45,105.00	£3,758.75	£865.04	£23.38	452-503	2 Months
	I3CBH	£45,273.00	£46,563.00	£3,880.25	£893.00	£24.14		
CBHJ	J1CBH	£48,010.00	£49,300.00	£4,108.33	£945.49	£25.55		
	J2CBH	£49,607.00	£50,897.00	£4,241.42	£976.12	£26.38	504-554	3 Months
	J3CBH	£51,258.00	£52,548.00	£4,379.00	£1,007.79	£27.24		
CBHK	K1CBH	£54,944.00	£56,318.00	£4,693.17	£1,080.09	£29.19		
	K2CBH	£56,927.00	£58,350.00	£4,862.50	£1,119.06	£30.24	555-590	3 Months
	K3CBH	£58,985.00	£60,460.00	£5,038.33	£1,159.53	£31.34		
CBHL	L1CBH	£63,544.00	£65,133.00	£5,427.75	£1,249.15	£33.76		
	L2CBH	£66,030.00	£67,681.00	£5,640.08	£1,298.01	£35.08	591 +	3 Months
	L3CBH	£68,612.00	£70,327.00	£5,860.58	£1,348.76	£36.45		

For more information about this Statement and/or its content please contact the  
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## Budget Consultation 2025/26

### Questions from members of the public

<p><b>Received 29 January 2025</b></p> <p>With the 4 million overspend of the MX project where did this money come from? What contribution was made by other partners in the MX project once the initial budget was exhausted.</p>
<p><b>Response from Councillor Rowena Hay, Leader of the Council</b></p> <p>The total approved budget for the MX project was £9.267m. This was funded by £3.216m of Government grant and £6.055m of Government borrowing.</p>
<p><b>Received 31 January 2025</b></p> <p>Could the Council confirm which changes, if any, have been made to any draft budget as a result of responses from the public in the last five years?</p>
<p><b>Response from Councillor Alisha Lewis, Cabinet Member for Finance &amp; Assets</b></p> <p>The annual budget consultation which is run each year includes collation of feedback, questions and scrutiny from members of the public, our partners and Council scrutiny forums. There are several changes which have been made between the draft and final budgets for 2025/26, including amendments to the savings proposals as a result of the feedback received.</p>
<p><b>Received 31 January 2025</b></p> <p>a) Will the Council specify exactly how the remaining £130,000 savings in Environmental Services be made, and in particular, how much of these savings will be accounted for by the closure of the Swindon Road Centre?</p> <p>b) Will the Council use some of the savings from the closure of the Centre to improve waste collection facilities elsewhere in the Borough, such as at car parks etc?</p> <p>c) Does the Council plan to retain ownership of the Swindon Road Centre, until ownership passes to a new Unitary Authority?</p> <p>d) Will the Council ensure that in the meantime there is provision in the budget for continuing maintenance of the Centre to ensure its potential re-opening in the future?</p>
<p><b>Response from Izaak Tailford, Cabinet Member for Waste, Recycling &amp; Public Realm</b></p> <p>a) The remaining £130,000 savings in Environmental Services will be realised in 2025/26 in the event that the Household Recycling Centre (HRC) remains closed or is re-opened and operated by another party. If we decide to re-open the HRC, savings will have to be made in other areas.</p>

b) Bring sites in our car parks, kerbside collections and street cleansing remain key priorities in the 2025/26 budget. As part of the HRC review, we are looking at ways to expand and improve our bring sites to provide more ways for residents to recycle in Cheltenham.

c) The HRC is part of the Swindon Road depot site. The ownership of the Swindon Road depot site will remain with the Council until local Government re-organisation in Gloucestershire is determined. At this point the future ownership of all of the Council's assets will be agreed.

d) The depot site is vital to the delivery of our current waste and recycling services as well as providing office space for smaller teams such as green spaces and housing repairs. Provision remains in the budget for its ongoing maintenance to ensure its continued operation. If the on-site HRC were to re-open, that would require approximately £1million works to apply for a permit.

#### **Received 31 January 2025**

a) What percentage of the MX profits is the Council currently entitled to in accordance with the negotiated agreement with its business partners (Plexal and WSC)?

b) Is it correct to assume that the MX is not expected to make any profit in 2024/25? And if this is not correct, what profit is it expected to make and how much of that will be made to the Council's business partners?

c) What evidence can the Council provide (for example, in a business plan for MX) to its Council-Tax-paying residents that it will receive the budgeted £100,000 MX profit share in 2025/26, given the failure to achieve a profit share in 2024/25?

d) Is the project still risk-rated as red?

#### **Response from Councillor Rowena Hay, Leader of the Council**

There is a loan agreement in place between the Council and Workshop Cheltenham for the funding provided to deliver the building and regeneration activity in the Minister area. The cost of borrowing incurred by the Council for the project will be repaid through this agreement. The £100,000 income target in the budget was profit share addition to this repayment. As the MX has only been operational for less than 12 months, this has not been realised within the first twelve months. As a result this target is red rated but may be re-introduced into the savings schedule once the operation is more established.

As the MX is operated by a commercial entity, we are not able to disclose any financial performance information relating to it or its shareholders.

#### **Received 27 December 2024**

I've lived in Gloucestershire for 51 years and in Cheltenham for 28. For most of this time I have held the firm view that it's for the benefit of the majority that there should be a county wide unitary authority. I believe the case for that to be more self-evident than ever today as face multiple crises of climate and nature.



**Response from Councillor Alisha Lewis, Cabinet Member for Finance & Assets**

Thank you. Your response to the Council's budget consultation has been noted.

**Received 23 January 2025**

How much income has the council received from the MX in 2024?

How is the short fall in the 2024 accounts for the predicted MX £100,000 income to be plugged?

Should the council's income from the MX be shown in the 2025 accounts in line with commercial practice at £308,000?

**Response from Councillor Rowena Hay, Leader of the Council**

The Council has not received any income directly from the MX in 2024. The shortfall in the savings proposals for 2024/25 will be met by balances and reserves which have been set in line with the Section 25 report to allow for this. The calculation provided by the budget consultee is noted but is not based on the figures we hold and so we are not in agreement with the statement that the Council's income from the MX in the 2025 accounts should be shown as £308,000.

**Received 23 January 2025**

The Council has closed the recycling Centre on Swindon road, as an asset what sinking fund was established to renew and refurbish a declining asset?

If a sinking fund for the Recycling Centre does not exist, not in line with good practice, what budget has been set aside to refurbish it?

With the closure of the recycling Centre, what is the financial loss of the recycled material sold and how is this income going to be recovered?

**Response from Izaak Tailford, Cabinet Member for Waste, Recycling & Public Realm**

The planned maintenance of all the Council's assets is managed by the property team and work is funded by the annual £600k budget which is allocated across sites in Appendix 8 of this report. The purpose of maintaining the planned maintenance reserves and budgets is to address any cyclical repairs required to our buildings. The Household Recycling Centre capital investment was not included in these projections as the requirements set out by the Environment Agency are in response to changing regulations rather than to any structural or maintenance issues on the site.

Over 95% of recycled materials sold by the Council are collected at the kerbside and bring bank sites, with the exception of a small number of materials that aren't collected in this way.

**Received 28 December 2024**

Although additional support for those in receipt of AFCS is highlighted as a key element, I can't find any specific mention of it in the budget documents. Apologies if I've just missed

it. How much is this costing and why has this group been identified as needing such support when already receiving tax-free benefits, plus in many cases a generous military pension, as opposed to other worthy groups such as NHS staff or the wider population who receive no particular support?

**Response from Councillor Alisha Lewis, Cabinet Member for Finance & Assets**

The Council do not offer any direct financial support for residents in receipt of Armed Forces Compensation Scheme funding through our revenues and benefits service. The income however is ignored when any discounts are assessed. Our Local Council Tax Support Scheme is in place to support residents with low incomes and the scheme for 2025/26 was approved by the Cabinet in November 2024.

**Received 28 December 2024**

How much profit is the council expecting through its investment in West Cheltenham, in particular the return from its investment in land for housing? Has this been taken into account in the funding of the capital programme which is detailed out to 28/29?

**Response from Councillor Peter Jeffries, Cabinet Member for Major Developments & Housing Delivery**

The anticipated financial returns from the investment in West Cheltenham are commercially sensitive and subject to change depending on results of Gateway reviews at key stages in the programme.

Within the capital programme and Medium Term Financial Strategy the financing of the investment into the Cyber Innovation Centre is now included and is detailed in the covering report for the final budget proposal.

**Received 24 January 2025**

**HOUSEHOLD RECYCLING CENTRE**

The CBC website states, regarding the Household Recycling Centre, "Required works at the site are estimated to cost £1million to meet regulations." When were council officers first aware of the regulations that warranted work being done, over and above normal maintenance and renewal, to enable the HRC to remain open?

How is the figure of £1M arrived at? Please make this answer as detailed as the information available allows.

What impact on CBCs Carbon Net Zero target does closing the Household Recycling Centre have?

What is the estimated carbon footprint of the HRC, per annum, for the last 5 years?

How much would it cost to provide free brown garden waste bins to every household with a garden? What would this figure be if they were only supplied to those who have a reduction in their council tax due to low income?

**Response from Izaak Tailford, Cabinet Member for Waste, Recycling & Public Realm**

The Environment Agency are introducing upcoming changes to their rules that will directly affect the Swindon Road HRC. The government originally published a consultation exercise in 2018 and the date for some of these changes which impact Swindon Road have yet to be announced but are expected in 2025. These changes will mean that CBC will need to apply for a new, more stringent permit than that under which the Swindon Road HRC currently operates.

Specialist advice and quotations have been sought and it is estimated that approximately £1million will need to be spent on the Swindon Road HRC in the next financial year in order for an application for a new permit to be successful.

Permit application	£20,000 (excluding any extras required by EA)
Ground works	£638,405
Move compactors	£10,267
Other works to ensure compliance	£320,000 approx (may be less or more)

The associated HRC carbon emissions are calculated on the electricity consumption used by the waste compactors at the site. Due to data availability we can only calculate this from 2022. To put this into context of the total organisational carbon emissions, in the reporting year 2023-24, the emissions relating to Council electricity consumption was 159.84 tCO<sub>2</sub>e.

Year	Electricity (kWh)	tCO <sub>2</sub> e
2022	16509	3.48
2023	13554	3.05
2024	9680	2.18

We do not have the data of how many properties have gardens in the borough, so this is an estimate based on some assumptions on the number of council tax dwellings with a garden. If this was something that was being considered a detailed piece of work would need to be undertaken to understand the true cost.

CBC currently has 20,750 garden waste customers; it has direct costs of £933,195. It is estimated it would cost an additional £2.45m to provide this service to the whole of the borough free of charge. If this was only supplied to residents that have council tax reductions due to low income the estimated cost would be £0.37m.

**Received 24 January 2025****GOLDEN VALLEY DEVELOPMENT**

CBC bought 45 hectares of land in August 2019 for £37.5 million. Since then money has been spent on progressing the scheme. What is CBCs total investment to date (please break this down as much as possible)?

What is the total cost of the interest of financing a) the initial £37.5m investment, b) the other costs involved in progressing the project (officer salaries, consultants, legal etc)?

What is the market value of CBCs investment in the Golden Valley Development?

Can CBC sell its stake in GVD or is it contractually unable to?

If CBC sold its stake in GVD, if that is possible, what would its net income from the sale be if it sold it at market value i.e. minus payments to HBD etc.?

What funds are allocated to progressing GVD, per annum, over the next 5 years?

When does CBC expect the Innovation Centre to be operational?

**Response from Councillor Peter Jeffries, Cabinet Member for Major Developments & Housing Delivery**

The detail of expenditure for each supplier is considered to be commercially sensitive and therefore only a high level analysis is provided below.

As at 31<sup>st</sup> December 2024, CBC have underwritten the following costs:

Site Wide Costs - £3,627,383. The vast majority of these costs are attributable to the Outline Planning applications that have been prepared and submitted for both land parcels. A large number of consultants have been engaged to compile a variety of different reports to support our proposals. This figure also includes marketing and legal costs that have been incurred.

Innovation Centre and Mobility hub detailed design - £2,270,370. These costs relates to design and consultancy work attributable to the Reserved Matters Planning application for the Innovation Centre and Mobility Hub. It also includes a multitude of different consultancies needed to support the Planning application.

Should the Development Agreement be terminated, CBC would also be liable to pay interest on these costs and a Developer's Return. The exact amount would depend on the nature of the termination (i.e. if its deemed as either side's 'fault') and the amount within each of the above 'accounts' at the point of termination.

For costs that have been directly procured by CBC (including staff overhead), these were funding by our base budget and did not involve borrowing – no interest is therefore payable. For costs that CBC underwrite through HBD, an interest charge is included within the Development Agreement that fluctuates depending on the prevailing Bank of England Base Rate. The interest charge is commercially sensitive and therefore not provided here.

Whilst the value of development land does fluctuate over time, the overall value will not materially change until Planning Permission has been granted. At this stage only book values of the land have been used for accounting purposes rather than the market value

of the land.

The Council would not be able to sell its interest in Golden Valley unilaterally; it would require consultation and agreement with HBD. However, it is anticipated that the majority of council owned land at Golden Valley will be sold – some parts earlier than others. For example, the entirety of the Northern Parcel is likely to be sold once Planning Permission has been obtained and the value of the land increases. This may happen later this year. The Council cannot unilaterally terminate the Development Agreement with HBD and it would be reasonable for HBD to seek considerable recompense for loss of profit should the Council opt to try and negotiate a termination. As identified above, the value of the Council owned land will not significantly increase until Planning Permission is obtained. The Council would therefore suffer considerable losses if it looked to dispose of its interest in the project now.

The base budget for 2025/26 and future years includes staffing budgets for the major developments team which was established in 2022/23. The Golden Valley development sits within this team who also support other housing and construction projects undertaken by the Council. The net cost of the staff in this team to the general fund is £188k.

The Innovation Centre construction is due to complete in spring 2028.

#### **Received 24 January 2025**

What debts does CBC have? Itemised please.

What liquid assets does CBC have? Itemised please.

#### **Response from Councillor Alisha Lewis, Cabinet Member for Finance & Assets**

The fixed debt held by the General Fund is broken down as follows:

<b>Loan Reference</b>	<b>£</b>
PWLB - 482236	911,400
PWLB - 482237	911,400
PWLB - 482238	911,400
Barclays Bank	2,703,820
Wertmanagement	1,519,000
PWLB - 499031	1,254,005
PWLB - 499455	599,857
PWLB - 502020	1,680,820
PWLB - 503017	1,210,799

PWLB - 504088	570,895
PWLB - 504265	727,250
PWLB - 504267	1,007,271
PWLB - 507802	708,000
PWLB - 507803	728,000
PWLB - 507804	748,000
PWLB - 507805	769,000
PWLB - 507806	790,000
PWLB - 507807	812,000
PWLB - 507808	834,000
PWLB - 507809	858,000
PWLB - 507810	881,000
PWLB - 507811	906,000
PWLB - 507812	931,000
PWLB - 507813	957,000
PWLB - 507814	984,000
PWLB - 507815	1,011,000
PWLB - 507816	1,039,000
PWLB - 507817	1,068,000
PWLB - 507818	1,098,000
PWLB - 507819	1,128,000
PWLB - 507820	1,160,000
PWLB - 507821	1,192,000
PWLB - 507822	1,225,000
PWLB - 507823	1,259,000

PWLB - 507824	1,294,000
PWLB - 507825	1,330,000
PWLB - 507826	1,367,000
PWLB - 507827	1,405,000
PWLB - 507828	1,444,000
PWLB - 507829	1,484,000
PWLB - 507830	1,525,000
PWLB - 507831	1,568,000
PWLB - 507832	1,611,000
PWLB - 507833	1,656,000
PWLB - 507834	1,702,000
PWLB - 507835	1,750,000
PWLB- 508219	6,549,254
PWLB-691123	18,458,061
PWLB-762108	4,797,272

The temporary deals we currently have are:

<b>Loan Reference</b>	<b>Counter Party</b>	<b>£</b>	<b>Maturing</b>
1923	East Sussex County Council	5,000,000	21/05/2025
1924	East Suffolk Council	3,000,000	19/08/2025
1927	Ashfield District Council	5,000,000	23/04/2025
1932	Stroud District Council	2,000,000	05/05/2026
1935	Hyndburn Borough Council	2,000,000	25/02/2025
1939	Mayor of Cheltenham's Charity	40,000	30/05/2025
1940	Forest of Dean District Council	2,000,000	13/03/2025
1941	North Hertfordshire District Council	2,000,000	13/03/2025
1942	North Somerset District Council	2,000,000	25/03/2025
1943	Middlesborough Borough Council	1,000,000	25/03/2025
1944	Middlesborough Borough Council	1,000,000	25/03/2025
779699	PWLB	18,000,000	03/12/2025

	<b>TOTAL</b>	<b>43,040,000</b>	
And our investment in the money market funds:			
<b>Reference</b>	<b>Counter Party</b>	<b>£</b>	
44444	Federated MMF	3,385,000	



Appendix 13: Provisional Fees and Charges 2025/26

Reference	Description	24/25 Charges £	25/26 Charges £	VAT Code	
<b>1</b>	<b>Allotment provision</b> <i>Prices increase in Jan each year, with one year's notice</i>				
1.001	Small Plot	£42.20	£44.31	NB	
1.002	Medium Plot	£69.89	£73.38	NB	
1.003	Large Plot	£98.90	£103.85	NB	
1.004	Extra Large - 350-399m2	£113.42	£119.09	NB	
1.005	Extra Large - 400-449m2	£126.60	£132.93	NB	
1.006	Extra Large - 450-499m2	£141.11	£148.17	NB	
	Senior Citizen concessions (over 60's):				
1.007	Small Plot	£33.76	£35.45	NB	
1.008	Medium Plot	£55.91	£58.70	NB	
1.009	Large Plot	£79.12	£83.08	NB	
1.010	Extra Large - 350-399m2	£90.73	£95.27	NB	
1.011	Extra Large - 400-449m2	£101.28	£106.34	NB	
1.012	Extra Large - 450-499m2	£112.89	£118.54	NB	
1.013	Extra charge for Council shed	£11.94	£12.54	NB	
1.014	Admin fee (new tenant)	£20.00	£20.00	NB	
1.015	Deposit for key - sites with Yale type key	£7.50	£7.50	NB	
1.016	Deposit for key - sites with Garrison security key	£20.00	£20.00	NB	
<b>2</b>	<b>Building Control Fees (including VAT)</b>				
	Building Control Charges				
	In accordance with Building (Local Authority Charges) Regulation 1998				
	TABLE 1 New Dwellings				
	(Total internal floor area of each dwelling must be less than 300m <sup>2</sup> )				
	Projects larger than six properties calculated on an individual basis.				
	Houses over 300m <sup>2</sup> total floor area calculated on an individual basis.				
	TABLE 2 Domestic and Commercial Extensions				
	Description of work				
2.001	The erection or extension of a DETACHED garage or carport, or both, not exceeding 60m <sup>2</sup> in total	£837.00	£837.00	STD	
2.002	Total or part conversion of attached or integral garage to provide additional habitable accommodation	£412.00	£412.00	STD	
2.003	Any extension and loft conversion with a floor area which does not exceed 20m <sup>2</sup>	£628.00	£628.00	STD	
2.004	Any extension and loft conversion with a floor area which exceeds 20m <sup>2</sup> but does not exceed 60m <sup>2</sup>	£837.00	£837.00	STD	
2.005	Any extension and loft conversion with a floor area which exceeds 60m <sup>2</sup> but does not exceed 100m <sup>2</sup>	£1,019.00	£1,019.00	STD	
	TABLE 3 Conversions and Alterations				
2.006		Under 1,000	£230.00	£230.00	STD
2.007	(i.e. those not specifically covered by Table 1 & 2)	1,001 to 5,000	£314.00	£314.00	STD
2.008					

2.009		5,001 to 10,000	£412.00	£412.00	STD
2.010		10,001 to 20,000	£558.00	£558.00	STD
2.011		20,001 to 30,000	£789.00	£789.00	STD
2.012		30,001 to 40,000	£963.00	£963.00	STD
2.013		40,001 to 50,000	£1,116.00	£1,116.00	STD
2.014		50,001 to 60,000	£1,374.00	£1,374.00	STD
2.015		60,001 to 70,000	£1,473.00	£1,473.00	STD
2.016		70,001 to 80,000	£1,633.00	£1,633.00	STD
	Projects over £80,001 to be agreed on an individual basis				
2.017	Up to 8 new windows installed by a non FENSA installer		£119.00	£119.00	STD
2.018	Over 8 new windows installed by a non FENSA installer				
2.019	BSR Building Control Hourly Rate		£94.00	£94.00	STD
<b>3</b>	<b>Built Environment</b>				
	Planning Services Fee (i.e history searches etc)				
3.001	Plans over A3	Per page	£6.50	£7.00	STD
3.002	CON29R Standard Enquiries		£136.50	£143.50	STD
3.003	CON29R Additional parcel of Land		£19.50	£20.50	STD
3.004	CON 29O (Part II Optional enquiries) per question 4-21		£11.50	£12.50	STD
3.005	CON 29O (Part II Optional enquiries) per question 22		£39.00	£41.00	STD
3.006	Non-Standard enquiries		£32.00	£34.00	STD
3.007	Admin fee for part CON29 & CON29O		£13.50	£14.50	STD
3.008	House Naming		£53.50	£56.50	NB
3.009	Change Property Name	Existing postal Address	£53.50	£56.50	NB
3.010	Allocating a name or number	Existing postal Address	£53.50	£56.50	NB
3.011	Change of Commercial Address	Existing postal Address	£53.50	£56.50	NB
3.012	Merging of multiple plots to one address	Existing postal Address	£53.50	£56.50	NB
3.013	Providing a letter / schedule of certification of a single address	Address Confirmation	£27.00	£28.50	NB
3.014	Issuing of a single address confirmation	Address Confirmation	£37.50	£39.50	NB
3.015	Number of new plots on an existing street	New Developments not involving new street naming	53.50 PER PLOT	56.50 PER PLOT	NB
3.016	Numbering of block of flats on an existing street - up to 10 plots	New Developments not involving new street naming	53.50 PER PLOT	56.50 PER PLOT	NB
3.017	Numbering of block of flats on an existing street - 11+ plots	New Developments not involving new street naming	£640.00	£672.00	NB
3.018	Naming and numbering of new properties including commercial building (1-5)	Developments requiring new street naming and numbering	53.50 PER PLOT	56.50 PER PLOT	NB
3.019	Naming and numbering of new properties including commercial building (6-15)	Developments requiring new street naming and numbering	£427.00	£448.50	NB
3.020	Naming and numbering of new properties including commercial building (16-25)	Developments requiring new street naming and numbering	£640.00	£672.00	

3.021	Naming and numbering of new properties including commercial building (26-75)	Developments requiring new street naming and numbering	£855.00	£897.50	NB
3.022	Naming and numbering of new properties including commercial building (76-150)	Developments requiring new street naming and numbering	£1,068.00	£1,121.50	NB
3.023	Naming and numbering of new properties including commercial building (151-250)	Developments requiring new street naming and numbering	£1,335.00	£1,402.00	NB
3.024	Naming and numbering of new properties including commercial building (251-350)	Developments requiring new street naming and numbering	£1,602.00	£1,682.50	NB
3.025	Naming and numbering of new properties including commercial building (351-500)	Developments requiring new street naming and numbering	£1,869.00	£1,962.50	NB
3.026	Naming and numbering of new properties including commercial building (501+)	Developments requiring new street naming and numbering	£2,136.00	£2,243.00	NB
3.027	New Street name required (1)	Developments requiring new street naming and numbering	£107.00	£112.50	NB
3.028	New Street name required (2-5)	Developments requiring new street naming and numbering	£214.00	£225.00	NB
3.029	New Street name required (6-10)	Developments requiring new street naming and numbering	£427.00	£448.50	NB
3.030	New Street name required (11+)	Developments requiring new street naming and numbering	£534.00	£561.00	NB
3.031	Charge for developer amending plans after naming and numbering has commenced		£214.00	£225.00	NB
3.032	Failure to register a correct address via street naming and numbering may result in the need for retrospective application				NB
3.033	Enforcement action may be taken for the use of an incorrect or unregistered address				NB
3.034	Change of existing street name at residents' request		£320.00	£336.00	NB
3.035	Additional charge per property/unit		£37.50	£39.50	NB
<b>4</b>	<b>Bus Station Departures (Royal Well)</b>				
4.001	Bus departures, price per departure (local)		£0.90	£0.90	STD
4.002	Bus departures, price per departure (visitors)		£1.65	£1.65	STD
<b>5</b>	<b>Car Parking Fines - Off Street</b>				
	Penalty Charge Notices - Off Street				
5.001	Higher Band (e.g. parking in disabled bay (without badge)	Paid within 14 days			
			£35.00	£35.00	NB
5.002	Higher Band	Paid after 14 days	£70.00	£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	NB

5.004	Lower Band		Paid after 14 days	£50.00	£50.00	NB
<b>6</b>	<b>Car Parking - Off Street (inclusive of VAT)</b>					
6.001	Bath Parade		Up to 1 hr	£2.00	£2.10	STD
6.002			Up to 2 hrs	£3.40	£3.60	STD
6.003			Up to 3 hrs	£5.00	£5.30	STD
6.004			Up to 4 hrs	£6.50	£6.50	STD
6.005			Up to 6 hrs	£11.00	£11.50	STD
6.006			Over 6 hrs	£13.00	£13.60	STD
6.007	St George's Road		Up to 1 hr	£2.00	£2.10	STD
6.008			Up to 2 hrs	£3.40	£3.60	STD
6.008			Up to 3 hrs	£5.00	£5.30	STD
6.009			Up to 4 hrs	£6.50	£6.80	STD
6.009			Up to 6 hrs	£11.00	£11.50	STD
6.010			Over 6 hrs	£13.00	£13.60	STD
6.011	St James Street		Up to 1 hr	£2.00	£2.10	STD
6.012			Up to 2 hrs	£3.40	£3.60	STD
6.013			Up to 3 hrs	£5.00	£5.30	STD
6.014			Up to 4 hrs	£6.50	£6.80	STD
6.015			Up to 6 hrs	£11.00	£11.50	STD
6.016			Over 6 hrs	£13.00	£13.60	STD
6.017	Royal Well		Up to 1 hr	£2.00	£2.10	STD
6.018			Up to 2 hrs	£3.40	£3.60	STD
6.019			Up to 3 hrs	£5.00	£5.30	STD
6.021			Up to 4 hrs	£6.50	£6.80	STD
6.022	Chelt Walk		Up to 1 hr	£2.00	£2.10	STD
6.023			Up to 2 hrs	£3.40	£3.60	STD
6.024			Up to 3 hrs	£5.00	£5.30	STD
6.025			Up to 4 hrs	£6.50	£6.80	STD
6.026			Over 4 hrs	£11.00	£11.50	STD
6.027	High Street		Up to 2 hrs	£3.40	£3.60	STD
6.028			Up to 3 hrs	£4.30	£4.60	STD
6.029			Up to 4 hrs	£6.50	£6.80	STD
6.030			Over 4 hrs	£11.00	£11.50	STD
6.031	Sherborne Place		Up to 1 hr	£2.00	£2.10	STD
6.032			Up to 2 hrs	£3.20	£3.40	STD
6.033			Up to 3 hrs	£4.30	£4.50	STD
6.034			Up to 4 hrs	£6.50	£6.80	STD
6.035			Over 4 hrs	£11.00	£11.50	STD
6.036	Bath Terrace		Up to 1 hr	£1.20	£1.30	STD

6.037		Up to 2 hrs	£1.70	£1.90	STD
6.038		Up to 3 hrs	£2.30	£2.50	STD
6.039		Over 3 hrs	£6.00	£6.40	STD
6.040	Commercial Street	Up to 1 hr	£1.20	£1.30	STD
6.041		Up to 2 hrs	£1.70	£1.90	STD
6.042		Up to 3 hrs	£2.30	£2.50	STD
6.043		Over 3 hrs	£6.00	£6.50	STD
6.044	Coronation Square	Up to 1 hr	£0.30	£0.30	STD
6.045	Local businesses only	Up to 2 hrs	£0.50	£0.50	STD
6.046		Up to 4 hrs	£1.00	£1.10	STD
6.047		Over 4hrs	£2.00	£2.20	STD
6.048	Town Centre East (formerly known as Grosvenor Terrace)	Up to 1 hr	£1.50	£1.50	STD
6.049		Up to 2 hrs	£2.90	£2.90	STD
6.050		Up to 3 hrs	£3.90	£3.90	STD
6.051		Up to 4 hrs	£4.50	£4.50	STD
6.052		Over 6 hrs	£8.00	£8.00	STD
6.053	Phoenix Passage (West End)	Up to 1 hr	£1.40	£1.50	STD
6.054		Up to 2 hrs	£2.70	£2.80	STD
6.055		Up to 3 hrs	£3.90	£4.00	STD
6.056		Up to 4 hrs	£6.00	£6.30	STD
6.057		Up to 6 hrs	£9.00	£9.50	STD
6.058		Over 6 hrs	£13.00	£13.60	STD
6.059	Regent Arcade	after 5.30pm	£3.00	£3.20	STD
6.060		Up to 1 hr	£2.00	£2.20	STD
6.061		Up to 2 hrs	£3.40	£3.60	STD
6.062		Up to 3 hrs	£5.00	£5.30	STD
6.063		Up to 4 hrs	£6.50	£6.80	STD
6.064		Up to 6 hrs	£11.00	£11.50	STD
6.065		Up to 8 hrs	£15.00	£1.80	STD
6.066		Over 8 hrs	£16.00	£16.80	STD
6.067		Lost ticket	£15.00	£15.80	STD
6.068	Rodney Road	Up to 1 hr	£2.00	£2.20	STD
6.069		Up to 2 hrs	£3.40	£3.60	STD
6.070		Up to 3 hrs	£5.00	£5.30	STD
6.071		Up to 4 hrs	£6.50	£6.80	STD
6.072		Up to 6 hrs	£11.00	£11.50	STD
6.073		Over 6 hrs	£13.00	£13.60	STD
6.074	Pittville Pump Room	Up to 1 hr	£1.00	£1.00	STD
6.075		Up to 2 hrs	£1.50	£1.50	STD
6.076		Up to 3hrs	£2.00	£2.00	STD
6.077		Over 3 hrs	£5.50	£6.00	STD
6.078	St Georges Road	Up to 1 hr	£2.00	£2.10	STD

6.079		Up to 2 hrs	£3.40	£3.60	STD
6.080		Up to 3 hrs	£5.00	£5.30	STD
6.081		Up to 4 hrs	£6.50	£6.80	STD
6.082		Up to 6 hrs	£11.00	£11.50	STD
6.083		Over 6 hrs	£13.00	£13.60	STD

**7 Car Parking - Off Street permits (inclusive of VAT)**

7.001	TCE permit Cheltenham Borough Homes / Cheltenham BID		£55 per month or £645 per	£55 per month or	STD
7.002	St Johns Primary School annual permit (pick-up set-down St James Street car park)		£14.20	£14.20	STD

**8 Cemetery**

8.001	FEE for USE of CHAPEL for BURIAL at CHELTENHAM CEMETERY		£258.00	£258.00	EX
8.002	Use of Chapel for burial Sunrise Service only		£135.00	£135.00	EX
8.003	Over running allotted service time - Up to 10 minutes		£116.00	£116.00	EX
8.004	Over running allotted service time - Over 10 minutes		£279.00	£279.00	EX
8.005	Late or non cancellation of a booking less than 5 working days' notice		£116.00	£116.00	EX

**Obitus (New Revised Service Offer)**

8.006	Halo Photo (Single Image)		£0.00	£0.00	STD
8.007	Basic Slideshow		£45.00	£45.00	STD
8.008	Music Slideshow		£70.00	£70.00	STD
8.009	Themed Tribute		£95.00	£95.00	STD
8.010	Extra Single Photo		£12.00	£12.00	STD
8.011	Family Supplied Video/Tribute		£25.00	£25.00	STD
8.012	Bespoke Tribute		£400.00	£400.00	STD
8.013	Extra Work Charge		£21.00	£21.00	STD
8.014	Extra Photo Charge		£21.00	£21.00	STD
8.015	Tribute Download		£10.00	£10.00	STD
8.016	Live & On Demand (Stream Live & Watch On Demand for 28 Days + Option to Download)		£49.00	£49.00	STD
8.017	Live Only		£33.00	£33.00	STD
8.018	DVD/USB/Blu-Ray/Audio CD Keepsake		£55.00	£55.00	STD
8.019	Video Book Keepsake		£95.00	£95.00	STD
8.020	Memory Box Keepsake		£130.00	£130.00	STD
8.021	Second Copies		£28.00	£28.00	STD

*\*Change in Products and services so new fees and charges have been created (Above)*

**BURIAL FEES (Not liable to VAT)**

	NEW PURCHASE (Lawn Garden) GRAVES				
8.022	Exclusive Right of Burial 75 years		£1,745.00	£1,745.00	NB
8.023	Exclusive Right of Burial 100 years		£2,301.00	£2,301.00	NB
	NEW PURCHASE (Traditional) Graves				
8.024	Exclusive Right of Burial 75 years		£2,181.00	£2,181.00	NB

8.025	Exclusive Right of Burial 100 years	£2,877.00	£2,877.00	NB
8.026	NEW PURCHASE (Heritage) Grave			
8.027	Exclusive Right of Burial 100 years	£1,500.00	£1,500.00	NB
	NEW PURCHASE CREMATION GRAVES			
8.028	Exclusive Right of Burial 75 years	£1,108.00	£1,108.00	NB
8.029	Exclusive Right of Burial 100 years	£1,464.00	£1,464.00	NB
	CHILD'S GRAVE (not available at Charlton Kings Cemetery)			
8.030	Exclusive Right of Burial 75 years	£644.00	£644.00	NB
8.031	Exclusive Right of Burial 100 years	£851.00	£851.00	NB
8.032	Cornish Hearts Foetal Grave K7A	£644.00	£644.00	NB
	<b>INTERMENT FEES</b>			
	FEES to OPEN EXISTING PLOT (Interment Fee)			
8.033	Open for single interment	£973.00	£973.00	NB
8.034	Open for double interment	£1,218.00	£1,218.00	NB
8.035	Open for ashes	£253.00	£253.00	NB
8.036	Two sets of cremated remains interred at same time - with or without appointment	£306.00	£306.00	NB
8.037	For a single set of cremated remains placed within the coffin of a full burial	£45.00	£45.00	NB
8.038	Coffin surcharge	£356.00	£356.00	NB
8.039	Immediate witnessed backfill surcharge	£356.00	£356.00	NB
	PRE-PURCHASE of (Lawn Garden) FULL GRAVES			
8.040	Exclusive Right of Burial 75 years	£2,018.00	£2,018.00	NB
8.041	Exclusive Right of Burial 100 years	£2,575.00	£2,575.00	NB
	PRE-PURCHASE of (Traditional) FULL GRAVES			
8.042	Exclusive Right of Burial 75 years	£2,544.00	£2,544.00	NB
8.043	Exclusive Right of Burial 100 years	£3,240.00	£3,240.00	NB
	PRE-PURCHASE of (Heritage) Grave			
8.044	Exclusive Right of Burial 100 years	£2,000.00	£2,000.00	NB
	PRE-PURCHASE of ASHES GRAVES			
8.045	Exclusive Right of Burial 75 years	£1,306.00	£1,306.00	NB
8.046	Exclusive Right of Burial 100 years	£1,660.00	£1,660.00	NB
8.047	Renew or extend Exclusive Right of Burial 25 years (Adult Grave)	£629.00	£629.00	NB
8.048	Renew or extend Exclusive Right of Burial 25 years (Childs grave)	£215.00	£215.00	NB
8.049	Renew or extend Exclusive Right of Burial 25 years Cremated Remains Grave	£369.00	£369.00	NB

*\*Removal of 50 years - Min term is now 75 years*

**MONUMENTS, HEADSTONES, VASES and TABLETS (Not liable to VAT)**

<b>8.050</b>	For the Right to Erect or place on a Grave or Vault in respect of which an Exclusive Right of Burial has been granted.			
<b>8.051</b>	New memorial on an adult grave	£353.00	£353.00	EX
<b>8.052</b>	Additional memorial on an adult grave	£196.00	£196.00	EX
<b>8.053</b>	New memorial on a child's grave	£146.00	£146.00	EX
<b>8.054</b>	Ashes grave memorial	£146.00	£146.00	EX
<b>8.055</b>	Additional Inscriptions or replacement of memorial	£146.00	£146.00	EX
<b>9</b>	<b>Contaminated Land Fees (inclusive of VAT)</b>			
		£178.36	£184.00	
<b>9.001</b>	Contaminated land and pollution searches - standard service - response within 20 working days	Standard Service (response within 20 working days) £267	Standard Service (response within 20 working days) £274.00	STD
<b>9.002</b>	Contaminated land and pollution searches - expedited service - response within 10 working days	Expedited Service (response within 10 working days)	Expedited Service (response within 10 working days)	STD
<b>10</b>	<b>Council Tax/NNDR</b>			
	Legal Fees			
<b>10.001</b>	Costs charged for summonses to court for non-payment of Council Tax	£60.00	£60.00	NB
<b>10.002</b>	Costs charged for summonses to court for non-payment of NNDR	£85.00	£85.00	NB
<b>11</b>	<b>Cremations</b>			
<b>11.001</b>	ADULT SERVICE - <b>CLASSIC 35 minutes service</b>	£1,145.00	£1,145.00	EX
<b>11.002</b>	Medical Referee Fee	£25.00	£25.00	EX
<b>11.003</b>	ADULT CREMATION - Direct Cremation	£400.00	£400.00	EX
<b>11.004</b>	ADULT CREMATION <b>SUNRISE 15 minutes service</b>	£693.00	£693.00	EX
<b>11.005</b>	ADULT CREMATION ~ DirectPlus (Direct cremation + overnight storage of coffin)	£440.00	£440.00	EX
<b>11.006</b>	Cremate Body Parts	£55.00	£55.00	EX
<b>11.007</b>	USE of ORGAN (no longer included in cremation fee)	£36.00	£36.00	EX
	BOOK of REMEMBRANCE			
<b>11.008</b>	2 Line Entry	£82.00	£82.00	STD
<b>11.009</b>	3 Line Entry	£109.00	£109.00	STD
<b>11.010</b>	4 Line Entry	£135.00	£135.00	STD
<b>11.011</b>	5 Line Entry	£158.00	£158.00	STD
<b>11.012</b>	6 Line Entry	£185.00	£185.00	STD
<b>11.013</b>	7 Line Entry	£210.00	£210.00	STD
<b>11.014</b>	8 Line Entry	£237.00	£237.00	STD
<b>11.015</b>	Crest, Badge or Floral Emblem - with 5 Line Entry	£276.00	£276.00	STD
<b>11.016</b>	Crest, Badge or Floral Emblem with 8 Line Entry	£353.00	£353.00	STD
<b>11.017</b>	Full Heraldic Device with 8 Line Entry	£393.00	£393.00	STD



REMEMBRANCE CARDS with COPY of INSCRIPTION (inclusive of VAT)				
(Only in conjunction with an Entry in the Book of Remembrance)				
11.018	2 Line Entry	£65.00	£65.00	STD
11.019	3 Line Entry	£90.00	£90.00	STD
11.020	4 Line Entry	£116.00	£116.00	STD
11.021	5 Line Entry	£142.00	£142.00	STD
11.022	6 Line Entry	£167.00	£167.00	STD
11.023	7 Line Entry	£194.00	£194.00	STD
11.024	8 Line Entry	£218.00	£218.00	STD
11.025	Crest, Badge or Floral Emblem with 5 Line Entry	£209.00	£209.00	STD
11.026	Crest, Badge or Floral Emblem with 8 Line Entry	£286.00	£286.00	STD
11.027	Full Heraldic Device with 8 Line Entry	£326.00	£326.00	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				
11.028	2 Line Entry	£82.00	£82.00	STD
11.029	3 Line Entry	£109.00	£109.00	STD
11.030	4 Line Entry	£134.00	£134.00	STD
11.031	5 Line Entry	£158.00	£158.00	STD
11.032	6 Line Entry	£185.00	£185.00	STD
11.033	7 Line Entry	£210.00	£210.00	STD
11.034	8 Line Entry	£237.00	£237.00	STD
11.035	Crest, Badge or Floral Emblem - with 5 Line Entry	£276.00	£276.00	STD
11.036	Crest, Badge or Floral Emblem with 8 Line Entry	£353.00	£353.00	STD
11.037	Full Heraldic Device with 8 Line Entry	£393.00	£393.00	STD
BRONZE MEMORIAL KERB, SEAT and TREE PLAQUES				
11.038	Kerb Plaque (153mm x 102mm) (6" x 4") for 10 years	£363.00	£363.00	EX
11.039	Memorial Tree Plaque (178mm x 128mm) (7" x 5")	£516.00	£516.00	EX
11.040	Memorial Tree Plaque (230mm x 153mm) (9" x 6")	£796.00	£796.00	EX
11.041	Memorial Seat Plaque additional or replacement	£340.00	£340.00	EX
11.042	Reservation of Kerb Plaque Space in the Gardens of Remembrance - not refundable. (not liable to VAT)	£108.00	£108.00	EX
11.043	Renovate plaques for kerb, tree, bench or Recordia Wall	£101.00	£101.00	STD
LEATHER PANEL - in Cloisters				
11.044	Blue leather panel with 10 year lease	£363.00	£363.00	EX
11.045	Renewal of lease Blue leather panel - @ £15 per year minimum 5 years	£105.00	£105.00	EX
RECORDIA WALL MEMORIAL PLAQUE in the GARDENS of REMEMBRANCE at CHARLTON KINGS CEMETERY				
11.046	Wall Plaque (153mm x 102mm) (6" x 4")	£613.00	£613.00	EX
11.047	Reservation of Plaque Space (not liable to VAT)	£108.00	£108.00	EX
BABY REMEMBRANCE GARDEN MEMORIAL PLAQUES				
11.048	6" x 3" 10 years	£261.00	£261.00	EX
11.049	7.25" x 3" 10 years	£318.00	£318.00	EX
11.050	8.5" x 3" 10 years	£373.00	£373.00	EX

<b>11.051</b>	8.5" x 3" plus design 10 years	£426.00	£426.00	EX
<b>11.052</b>	9.75" x 3" 10 years	£429.00	£429.00	EX
<b>11.053</b>	9.75" x 3" plus design 10 years	£481.00	£481.00	EX
<b>11.054</b>	11" x 3" 10 years	£481.00	£481.00	EX
<b>11.055</b>	11" x 3" plus design 10 years	£536.00	£536.00	EX
<b>BABY REMEMBRANCE GARDEN MEMORIAL PLAQUES RENEWAL</b>				
<b>11.056</b>	additional 10 years lease	£170.00	£170.00	EX
<b>VASE BLOCK</b>				
<b>11.057</b>	Vase Block (Single Inscription) 10 years	£643.00	£643.00	EX
<b>11.058</b>	Reservation of Vase Block with 10 years lease	£643.00	£643.00	EX
<b>11.059</b>	Additional 10 years lease	£256.00	£256.00	EX
<b>11.060</b>	Repaint lettering	£83.00	£83.00	STD
<b>11.061</b>	Additional Fee (1st or 2nd inscription, casket & appointment)	£430.00	£430.00	STD
<b>TREE BLOCK</b>				
<b>11.062</b>	Tree Block 20 years lease	£1,413.00	£1,413.00	EX
<b>11.063</b>	Additional 20 year lease	£576.00	£576.00	EX
	Additional Fee (1st or 2nd inscription, casket & appointment)	£507.00	£507.00	EX
<b>BELOW GROUND SANCTUM VAULT</b>				
<b>11.064</b>	Below ground vault - large enough to accept two sets of cremated remains (20 years lease)	£2,091.00	£2,091.00	EX
<b>11.065</b>	Reservation with 20 years lease	£2,091.00	£2,091.00	EX
<b>11.066</b>	Additional 10 year lease	£385.00	£385.00	EX
<b>11.067</b>	Photograph/Design additional charge	£131.00	£131.00	EX
<b>11.068</b>	Additional Fee (1st or 2nd inscription, casket & appointment)	£507.00	£507.00	EX
<b>ABOVE GROUND NICHE</b>				
<b>11.069</b>	Above ground niche - two sets of ashes 20 year lease inc first casket, first inscription and flower holder	£1,847.00	£1,847.00	EX
<b>11.070</b>	Reservation with 20 years lease	£1,847.00	£1,847.00	EX
<b>11.071</b>	Additional 10 year lease	£385.00	£385.00	EX
<b>11.072</b>	Photograph/Design additional charge	£131.00	£131.00	EX
<b>11.073</b>	Additional Fee (1st or 2nd inscription, casket & appointment)	£564.00	£564.00	EX
<b>ADDITIONAL FEE FOR NICHE/VAULT/BLOCKS</b>				
Inscription ~ either second OR first if purchased in reserve on Vase Block/Boulder Block/Niche/Vault				
<b>LEAF BLOCK</b>				
<b>11.073</b>	Immediate use to include 20 years lease	£1,255.00	£1,255.00	EX
<b>11.074</b>	Reservation to include 20 years lease	£1,255.00	£1,255.00	EX
<b>11.075</b>	Renewal of lease for additional 10 years	£461.00	£461.00	EX
<b>LEAF BLOCK - ABOVE GROUND NICHE</b>				
<b>11.076</b>	Immediate use large niche for two sets of ashes 20 years lease	£1,724.00	£1,724.00	EX
<b>11.077</b>	Reservation large niche for two sets of ashes 20 years lease	£1,724.00	£1,724.00	EX
<b>11.078</b>	Renewal of lease for additional 10 years large leaf block niche	£461.00	£461.00	EX
<b>11.079</b>	Dandelion ashes urn	£90.00	£90.00	EX

<b>11.080</b>	Additional Fee (1st or 2nd inscription, casket & appointment)	£579.00	£579.00	EX
	POND MARKERS ~ no longer available to purchase - only add to existing purchased memorial			
<b>11.081</b>	Renewal of lease for additional 20 years - Pond Marker above ground niche	£462.00	£462.00	EX
<b>11.082</b>	Large memorial tablet including inscription	£612.00	£612.00	EX
	Additional Fee (1st or 2nd inscription, casket & appointment)	£579.00	£579.00	EX
	MEMORIAL BENCH			
<b>11.083</b>	Provision of 4ft bench	£1,032.00	£1,032.00	EX
<b>11.083</b>	Provision of a council sanctioned hardwood 5 foot bench inc plaque, hard standing, fixing for lease period of 20 years	£1,413.00	£1,413.00	EX
<b>11.084</b>	Provision of a council sanctioned hardwood 6 foot bench inc plaque, hard standing, fixing for lease period of 20 years	£1,558.00	£1,558.00	EX
<b>11.085</b>	Renovation of memorial bench to include removal, cleaning, retreating and replace	£231.00	£231.00	STD
<b>11.086</b>	Remove and resite existing bench - hardstanding and labour	£144.00	£144.00	STD
<b>11.087</b>	Removal and Resitting of Kerb Plaque in Gardens of Remembrance (excluding renovation)	£70.00	£70.00	STD
<b>11.088</b>	Replacement Kerb Plaque (153mm x 102mm) (6" x 4") (inclusive of VAT)	£158.00	£158.00	EX
<b>11.089</b>	Replacement 5ft bench only	£930.00	£930.00	EX
<b>11.090</b>	Replacement 6ft bench only	£1,075.00	£1,075.00	EX
	FEES for SCATTERING/INTERRING CREMATION ASHES SCATTER in GARDENS of REMEMBRANCE or ON A GRAVE			
<b>11.092</b>	Cremated at Cheltenham - no appointment	£45.00	£45.00	STD
<b>11.093</b>	Cremated at Cheltenham - by appointment	£90.00	£90.00	STD
<b>11.094</b>	Cremated Elsewhere - with or without appointment	£115.00	£115.00	STD
<b>11.095</b>	Double Scattering if both sets cremated elsewhere - with or without appointment	£160.00	£160.00	STD
	<b>MISCELLANEOUS CHARGES</b>			
<b>11.096</b>	Retention of Cremated Remains in temporary deposit pending final disposal -per month after the first month	£47.00	£47.00	EX
<b>11.097</b>	Additional Cremation Certificate	£29.00	£29.00	STD
<b>11.098</b>	Search Fee	£21.00	£21.00	STD
<b>11.099</b>	Urn	£52.00	£52.00	STD
<b>11.100</b>	Casket single	£77.00	£77.00	STD
<b>11.101</b>	Casket double	£109.00	£109.00	STD
<b>11.102</b>	Transfer of Grave Ownership	£61.00	£61.00	STD
<b>11.103</b>	Scattering tube	£18.96	£18.96	STD
<b>11.104</b>	Plastic vase	£3.00	£3.00	STD
<b>11.105</b>	Weighted metal flower holder	£12.27	£12.27	STD
<b>11.106</b>	Memorial Wipes	£1.00	£1.00	STD
<b>11.107</b>	Use of chapel for memorial service where burial or cremation taking place elsewhere	£449.35	£449.35	STD
<b>11.108</b>	Premium Friday 4pm Oak	£192.90	£192.90	STD
<b>11.109</b>	Exhumation of ashes including oversized casket	£403.63	£403.63	STD
<b>11.110</b>	APPLEBY HEARTS			
<b>11.111</b>	Purchase lease for Appleby Heart inc memorial	£2,230.00	£2,230.00	STD
<b>11.112</b>	Additional Fee (1st or 2nd inscription, casket & appointment)	£670.00	£670.00	STD

<b>11.113</b>	TOADSTOOLS			
<b>11.114</b>	Purchase 10 year lease inc inscription	£306.63	£306.63	STD
<b>11.115</b>	Renewal of 10 year lease	£168.00	£168.00	STD
<b>11.116</b>	General Admin fee	£61.00	£61.00	STD
<b>12</b>	<b>Electoral Registration</b>			
	SALE OF PUBLICATIONS			
<b>12.001</b>	Register of Electors - hardcopy	Varies	Varies	NB
<b>12.002</b>	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	NB
<b>12.003</b>	Street Index	£20.00	£20.00	NB
<b>12.004</b>	Data for Street Index Plus cost of actual postage if applicable (can be emailed)	£23.00	£23.00	NB
<b>12.005</b>	Marked copies of Polling Station Registers - (cost set down in legislation)	Varies	Varies	NB
<b>13</b>	<b>Food Safety Fees (inclusive of VAT)</b>			
<b>13.001</b>	Primary Authority Partnerships - set up costs	£87.46 x hrs	£90.00 x hrs	STD
<b>13.002</b>	Copies of any reports, preparation of statements etc (non commercial)	£87.46 x hrs	£90.00 x hrs	STD
<b>13.003</b>	Advice and consultancy - primary authority related	£87.46 x hrs	£90.00 x hrs	STD
<b>13.004</b>	Food Hygiene Rating Scheme requested revisits	£218.63	£225.00	STD
<b>13.005</b>	Gain and Retain a Rating of 5	£87.46 x hrs	£90.00 x hrs	STD
<b>13.006</b>	Food safety/hygiene advice and consultancy (excluding Primary Authority Partnerships)	£87.46 x hrs	£90.00 x hrs	STD
<b>13.007</b>	Health Certificates and attestations	£87.46 x hrs spent or part	£80.00 x hrs spent or part	STD
<b>14</b>	<b>Health &amp; Safety Fees (inclusive of VAT)</b>			
<b>14.001</b>	Tattoo Hygiene Rating Scheme			
	Inspection and rating of premises	£262.35	£270.00	STD
	Annual inspection of premises	£262.35	£270.00	STD
	Re-rating of premises upon request from business	£218.63	£225.00	STD
<b>14.002</b>	Copies of any reports, preparation of statements etc	£87.46 x hrs	£90.00 x hrs	STD
<b>14.003</b>	Health and Safety advice and consultancy (including beauty registrations but EXCLUDING animal licensing)	£87.46 x hrs spent	£90.00 x hrs spent	STD
	<b>Beauty Registration Pre-Application Fees</b>			
<b>14.004</b>	Soft/advisory visit	£87.46 x hrs	£90.00 x hrs	STD
<b>14.005</b>	Typed report following soft/advisory visit	£87.46 x hrs	£90.00 x hrs	STD
<b>14.006</b>	Telephone advice (15 minutes)	£87.46 x hrs	£90.00 x hrs	STD

<b>16</b>	<b>Licence Fees</b>			
	<b>Beauty Registration Fees: Acupuncture, tattooing, electrolysis and skin piercing</b>			
16.001	Personal licence		£130.30	£134.00 NB
16.002	Premises licence		£130.30	£134.00 NB
16.003	Replacement or reissued certificate		£20.00	£20.50 NB
16.004	Variation of registration including certificate		£60.88	£63.00 NB
	<b>Animal boarding establishments Kennel/cattery/homeboarding/Day care</b>			
16.005	License application and issue		£585.00	£600.00 NB
	<b>Dangerous wild animals (excluding veterinary fees)</b>			
16.006	New Application		£650.00	£669.00 NB
16.007	Renewal		£650.00	£665.00 NB
	<b>Dog Breeding (excluding veterinary fees)</b>			
16.008	New Application		£650.00	£665.00 NB
16.009	Replacement or reissued certificate (animal licensing)		£20.00	£20.50 NB
16.010	Variation of licence including certificate		£87.46 x hrs	£90.00 x hrs NB
	<b>GAMBLING ACT 2005 - Bingo Club</b>			
16.011	New application	min	£3,138.85	£3,138.85 NB
16.012	Annual fee	min	£899.26	£899.26 NB
16.013	Application to vary	min	£1,572.10	£1,572.10 NB
16.014	Application to transfer	min	£1,076.54	£1,076.54 NB
16.015	Application for reinstatement	min	£1,076.54	£1,076.54 NB
16.016	Application for provisional statement	min	£3,138.85	£3,138.85 NB
16.017	Licence application (provisional statement holders)	min	£1,076.54	£1,076.54 NB
16.018	Copy licence	min	£25.00	£25.00 NB
16.019	Notification of change	min	£40.00	£40.00 NB
	<b>GAMBLING ACT 2005 - Betting Premises Exc. Track</b>			
16.020	New application	min	£2,693.50	£2,693.50 NB
16.021	Annual fee	min	£538.27	£538.27 NB
16.022	Application to vary	min	£1,344.61	£1,344.61 NB
16.023	Application to transfer	min	£1,076.54	£1,076.54 NB
16.024	Application for reinstatement	min	£1,076.54	£1,076.54 NB
16.025	Application for provisional statement	min	£2,693.50	£2,693.50 NB
16.026	Licence application (provisional statement holders)	min	£1,076.54	£1,076.54 NB
16.027	Copy licence	min	£25.00	£25.00 NB
16.028	Notification of change	min	£40.00	£40.00 NB
	<b>GAMBLING ACT 2005 - Track</b>			
16.029	New application	min	£2,241.73	£2,241.73 NB
16.030	Annual fee	min	£899.26	£899.26 NB
16.031	Application to vary	min	£1,120.33	£1,120.33 NB
16.032	Application to transfer	min	£855.47	£855.47 NB
16.033	Application for reinstatement	min	£855.47	£855.47 NB
16.034	Application for provisional statement	min	£2,241.73	£2,241.73 NB
16.035	Licence application (provisional statement holders)	min	£855.47	£855.47 NB
16.036	Copy licence	min	£25.00	£25.00 NB

16.037	Notification of change	min	£40.00	£40.00	NB
16.038	Temporary Use Notice	min	£500.00	£500.00	NB
16.039	Temporary Use Notice - copy	min	£25.00	£25.00	NB
<b>GAMBLING ACT 2005 - Family Entertainment Centre</b>					
16.040	New application	min	£1,795.31	£1,795.31	NB
16.041	Annual fee	min	£674.98	£674.98	NB
16.042	Application to vary	min	£899.26	£899.26	NB
16.043	Application to transfer	min	£855.47	£855.47	NB
16.044	Application for reinstatement	min	£855.47	£855.47	NB
16.045	Application for provisional statement	min	£1,795.31	£1,795.31	NB
16.046	Licence application (provisional statement holders)	min	£855.47	£855.47	NB
16.047	Copy licence	min	£25.00	£25.00	NB
16.048	Notification of change	min	£40.00	£40.00	NB
<b>GAMBLING ACT 2005 - Adult Gaming Centre</b>					
16.049	New application	min	£1,795.31	£1,795.31	NB
16.050	Annual fee	min	£899.26	£899.26	NB
16.051	Application to vary	min	£899.26	£899.26	NB
16.052	Application to transfer	min	£1,076.54	£1,076.54	NB
16.053	Application for reinstatement	min	£1,076.54	£1,076.54	NB
16.054	Application for provisional statement	min	£1,795.31	£1,795.31	NB
16.055	Licence application (provisional statement holders)	min	£1,076.54	£1,076.54	NB
16.056	Copy licence	min	£25.00	£25.00	NB
16.057	Notification of change	min	£40.00	£40.00	NB
<b>GAMBLING ACT 2005 - Large Casino</b>					
16.058	New application	min	£8,969.06	£8,969.06	NB
16.059	Annual fee	min	£8,969.06	£8,969.06	NB
16.060	Application to vary	min	£4,485.60	£4,485.60	NB
16.061	Application to transfer	min	£1,928.81	£1,928.81	NB
16.062	Application for reinstatement	min	£1,928.81	£1,928.81	NB
16.063	Application for provisional statement	min	£8,969.06	£8,969.06	NB
16.064	Licence application (provisional statement holders)	min	£4,485.60	£4,485.60	NB
16.065	Copy licence	min	£25.00	£25.00	NB
16.066	Notification of change	min	£40.00	£40.00	NB
<b>GAMBLING ACT 2005 - Small Casino</b>					
16.067	New application	min	£3,364.20	£3,364.20	NB
16.068	Annual fee	min	£5,607.00	£5,607.00	NB
16.069	Application to vary	min	£3,924.90	£3,924.90	NB
16.070	Application to transfer	min	£1,121.40	£1,121.40	NB
16.071	Application for reinstatement	min	£1,121.40	£1,121.40	NB
16.072	Application for provisional statement	min	£5,607.00	£5,607.00	NB
16.073	Licence application (provisional statement holders)	min	£3,924.90	£3,924.90	NB
16.074	Copy licence	min	£25.00	£25.00	NB
16.075	Notification of change	min	£40.00	£40.00	NB
<b>GAMBLING ACT 2005 - Permits (fee fixed by statute)</b>					

16.076	FEC gaming machine Application fee	£300.00	£300.00	NB
16.077	Renewal fee	£300.00	£300.00	NB
16.078	Transitional application fee	£100.00	£100.00	NB
16.079	Prize Gaming Application fee	£300.00	£300.00	NB
16.080	Renewal fee	£100.00	£100.00	NB
16.081	Transitional application fee	£100.00	£100.00	NB
16.082	FEC permits change of name	£25.00	£25.00	NB
16.083	copy of permit	£15.00	£15.00	NB
16.084	Prize gaming permits change of name	£25.00	£25.00	NB
16.085	copy of permit	£15.00	£15.00	NB
16.086	Notification of intention to make (up to 2) gaming machines available	£50.00	£50.00	NB
<b>Licensed premises gaming machine permits (more than 2 gaming machines)</b>				
16.087	Application existing operator	£100.00	£100.00	NB
16.088	Application new operator	£150.00	£150.00	NB
16.089	Variation of permit	£100.00	£100.00	NB
16.090	Transfer of permit	£25.00	£25.00	NB
16.091	Change of name on permit	£25.00	£25.00	NB
16.092	Copy of permit	£15.00	£15.00	NB
16.093	Annual fee	£50 payable with 30 days of issue then annually on anniversary of	£50 payable with 30 days of issue then annually on anniversary	NB
<b>GAMBLING ACT 2005 - Club gaming and club machine permits (fee fixed by statute)</b>				
16.094	Application existing operator	£100.00	£100.00	NB
16.095	Application holder of club premises cert	£100.00	£100.00	NB
16.096	Application new applicant	£200.00	£200.00	NB
16.097	Renewal (every 10 years)	£200 (£100 for club premises certificate	£200 (£100 for club premises	NB
16.098	Variation of permit	£100.00	£100.00	NB
16.099	Copy of permit	£15.00	£15.00	NB
16.100	Annual fee	£50 payable with 30 days of issue then annually on anniversary of	£50 payable with 30 days of issue then annually on anniversary	NB
<b>Hackney carriage and private hire</b>				
16.101	Vehicle licences initial - Electronic	£250.00	£250.00	NB
16.102	Vehicle licences renewal - Electronic	£250.00	£250.00	NB
16.103	Vehicle transfer or change	£110.00	£110.00	NB
<b>Driver licences</b>				
16.104	Private hire - 3 year Initial Application - Electronic	£261.00	£261.00	NB
16.105	Hackney carriage - 3 year Initial application - Electronic	£261.00	£261.00	NB
16.106	Private hire - Three yearly Renewal - Electronic	£261.00	£261.00	NB

<b>Private hire operators licences (5 year licence)</b>					
16.107	Licence (Micro)	Up to 3 cars	£1,514.96	£1,514.96	NB
16.108	Licence (Small)	4 - 10 cars	£1,824.15	£1,824.15	NB
16.109	Licence (Medium)	11 - 30 cars	£4,885.10	£4,885.10	NB
16.110	Licence (Large)	31 + cars	£6,816.15	£6,816.15	NB
<b>Miscellaneous</b>					
16.111	Plate brackets		£14.52	£14.52	STD
16.112	Replacement drivers badge		£14.52	£14.52	NB
16.113	Replacement window badge		£14.52	£14.52	NB
16.114	Window pouch		£6.05	£6.05	STD
16.115	Replacement licence		£18.15	£18.15	NB
16.116	Replacement licence (change of circumstances) - per licence		£18.15	£18.15	NB
16.117	Loan of temporary top light		£45 per week	£45 per week	NB
16.118	English Proficiency Test		£49.50	£49.50	NB
16.119	Hackney carriage and Private Hire local knowledge test		£42.72	£42.72	NB
16.120	Taxi/PH Safeguarding Training		£42.72	£42.72	NB
16.121	Safeguarding + local knowledge test		£84.37	£84.37	NB
16.122	Independent safeguarding Authority CRB check (from July 2010)		£91.36	£91.36	NB
16.123	Enhanced DBS check (fee not refundable)		£66.00	£66.00	NB
16.124	Plate exemption Application		£60.50	£60.50	NB
16.125	Plate Clips (for 4 clips)		£3.03	£3.03	STD
16.126	Application to Approve External Advertising		£60.50	£60.50	NB
16.127	Advance Booking Only Sticker (each)		£1.82	£1.82	NB
16.128	Change from PHD to HCD - Administration Fee		£48.40	£48.40	NB
16.129	APLH - Attendance – full day's training		£95.00	£95.00	NB
16.130	APLH - Resitting written assessment		£45.00	£45.00	
Replacement vehicle plates					
16.131	- hackney carriage		£24.20	£24.20	NB
16.132	- private hire		£24.20	£24.20	NB
GAMBLING ACT 2005 - Lotteries (fee fixed by statute)					
16.133	Initial registration		£40.00	£40.00	NB
16.134	Renewal		£20.00	£20.00	NB
<b>Distributing free printed and promotional material</b>					
16.135	5 points		£66.23	£69.54	NB
16.136	6 -10 points		£221.57	£232.65	NB
16.137	11-15 points		£315.49	£331.27	NB
16.138	16+ points		£441.93	£464.03	NB
<b>Advertising structures</b>					
16.139	Administration fee not refundable for unsuccessful applicants		£139.40	£146.37	NB
<b>Information structures</b>					
16.140	Administration fee (not refundable for unsuccessful applicants)– charity/not for profit		£66.23	£69.54	NB
16.141	Administration fee (not refundable for unsuccessful applicants)– commercial		£180.63	£189.66	NB
16.142	Charity/not for profit- £/sqm obstructed (in addition to administration fee)		£12.04	£12.64	NB



16.143	Commercial - £/sqm obstructed (in addition to administration fee)		£36.13	£37.93	NB
16.144	Advertising structures (new and renewal)		£126.44	£132.76	NB
<b>Zoos</b>					
16.145	New		£87.46 x hrs	£90.00 x hrs	NB
16.146	Renewal		£87.46 x hrs	£90.00 x hrs	NB
16.147	New s14(2) dispensation		£87.46 x hrs	£90.00 x hrs	NB
16.148	Renewal s14(2) dispensation		£87.46 x hrs	£90.00 x hrs	NB
16.149	Transfer Replacement of Licence (Zoo)		£87.46 x hrs	£90.00 x hrs	NB
16.150	Variation of licence including certificate (Zoo)		£87.46 x hrs	£90.00 x hrs	NB
<b>Animal Activities Licensing Pre-application Advice</b>					
16.151	Advisory visit		£87.46 x hrs	£90.00 x hrs	NB
16.152	Typed report (following advisory visit)		£87.46 x hrs	£90.00 x hrs	NB
16.153	Check & send service (validation checks & submitting your pre-app to consultees for comment etc)		£176.22	£181.00	NB
<b>The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018</b>					
Total fee include application and issue fee - does not include any required veterinary fees, supplementary fees etc under Regulation 13					
16.154	<b>Selling animals as pets</b>	Total application fee	£680.00	£699.00	NB
16.155		Renewal with NO change to documented system	£680.00	£699.00	NB
16.156	<b>Hiring out Horses</b>	Total application fee	£659.00	£678.00	NB
16.157		Renewal with NO change to documented system	£659.00	£678.00	NB
16.158	<b>Exhibition of animals based in Local Authority Area</b>	Total application fee	£585.00	£602.00	NB
16.159		Renewal with NO change to documented system	£585.00	£602.00	NB
<b>The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 - Other Fees</b>					
16.160	Star Re-Rating		£122.82	£126.00	NB
16.161	Star Re-Rating - Arrangers head office		£93.98	£97.00	NB
16.162	Star Re-Rating - Arranger Host		£117.48	£121.00	NB
16.163	Variation Fee (no visit required)		£87.46 x hrs	90 x hrs spent	NB
16.164	Variation Fee (excluding Animal Boarding and Animal Exhibiting) - visit required		£87.46 x hrs	90 x hrs spent	NB
16.165	Variation Fee for Animal Boarding and Animal Exhibiting (visit required)		£87.46 x hrs	90 x hrs spent	NB
16.166	Hard copy of licence		£22.00	£22.50	NB
<b>Premises licenses</b>					
16.167	New application & variation	Band A	£100.00	£100.00	NB
16.168		Band B	£190.00	£190.00	NB
16.169		Band C	£315.00	£315.00	NB

16.170		Band D	£450.00	£450.00	NB	
16.171		Band E	£635.00	£635.00	NB	
	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:					
16.172	Application for minor variation of licence (fixed by statute)		£89.00	£89.00	NB	
16.173	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	NB
16.174			Band E x3	£1,905.00	£1,905.00	NB
16.175	Annual charge *		Band A	£70.00	£70.00	NB
16.176			Band B	£180.00	£180.00	NB
16.177			Band C	£295.00	£295.00	NB
16.178			Band D	£320.00	£320.00	NB
16.179			Band E	£350.00	£350.00	NB
16.180	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	NB
16.181			Band E x3	£1,050.00	£1,050.00	NB
	Club premises certificates					
16.182	New application and variation		Band A	£100.00	£100.00	NB
16.183			Band B	£190.00	£190.00	NB
16.184			Band C	£315.00	£315.00	NB
16.185			Band D	£450.00	£450.00	NB
16.186			Band E	£635.00	£635.00	NB
16.187	Annual Charge		Band A	£70.00	£70.00	NB
16.188			Band B	£180.00	£180.00	NB
16.189			Band C	£295.00	£295.00	NB
16.190			Band D	£320.00	£320.00	NB
16.191			Band E	£350.00	£350.00	NB
	*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					
	Additional Premises Licence fee					
16.192	Number in attendance at any one time		5,000 to 9,999	£1,000.00	£1,000.00	NB
16.193			10,000 to 14,999	£2,000.00	£2,000.00	NB
16.194			15,000 to 19,999	£4,000.00	£4,000.00	NB
16.195			20,000 to 29,999	£8,000.00	£8,000.00	NB
16.196			30,000 to 39,999	£16,000.00	£16,000.00	NB
16.197			40,000 to 49,999	£24,000.00	£24,000.00	NB
16.198			50,000 to 59,999	£32,000.00	£32,000.00	NB
16.199			60,000 to 69,999	£40,000.00	£40,000.00	NB
16.200			70,000 to 79,999	£48,000.00	£48,000.00	NB
16.201			80,000 to 89,999	£56,000.00	£56,000.00	NB
16.202			90,000 and over	£64,000.00	£64,000.00	NB
	<b>Additional annual fee payable, if applicable</b>					
16.203	Number in attendance at any one time		5,000 to 9,999	£500.00	£500.00	NB
16.204			10,000 to 14,999	£1,000.00	£1,000.00	NB

16.205		15,000 to 19,999	£2,000.00	£2,000.00	NB
16.206		20,000 to 29,999	£4,000.00	£4,000.00	NB
16.207		30,000 to 39,999	£8,000.00	£8,000.00	NB
16.208		40,000 to 49,999	£12,000.00	£12,000.00	NB
16.209		50,000 to 59,999	£16,000.00	£16,000.00	NB
16.210		60,000 to 69,999	£20,000.00	£20,000.00	NB
16.211		70,000 to 79,999	£24,000.00	£24,000.00	NB
16.212		80,000 to 89,999	£28,000.00	£28,000.00	NB
16.213		90,000 and over	£32,000.00	£32,000.00	NB
<b>Licensing Pre-application Advice</b>					
16.214	New premises licence	C&S (Check & send)	£48.40	£50.82	STD
26.215		PAC (Pre-application consultation)	£84.70	£88.94	STD
36.216		Full (Full service) - Small	£84.70	£88.94	STD
46.217		Large/medium	£157.30	£165.17	STD
16.218	Full variation of a premises licence	C&S (Check & send)	£48.40	£50.82	STD
16.219		PAC (Pre-application consultation)	£84.70	£88.94	STD
16.220		Full (Full service) - Small	£84.70	£88.94	STD
16.221		Large/medium	£157.30	£165.17	STD
16.222	Minor variation of a premises licence	PAC (Pre-application consultation)	£48.40	£50.82	STD
16.223		Full (Full service) - Small	£84.70	£88.94	STD
16.224		Large/medium	£157.30	£165.17	STD
16.225	Street trading consent	PAC (Pre-application consultation)	£48.40	£50.82	STD
16.226		Full (Full service) - charity/not for profit	£84.70	£88.94	STD
16.227		Full (Full service) - commercial rate	£157.30	£165.17	STD
16.228	Permission to place objects on the highway	PAC (Pre-application consultation)	£48.40	£50.82	STD
16.229		Full (Full service) - charity/not for profit	£84.70	£88.94	STD
16.230		Full (Full service) - commercial rate	£157.30	£165.17	STD
16.231	Application for a club premises certificate	C&S (Check & send)	£48.40	£50.82	STD
16.232		PAC (Pre-application consultation)	£84.70	£88.94	STD
16.233		Full (Full service)	£84.70	£88.94	STD
16.234	Application for the grant or renewal of a personal licence		£37.00	£37.00	NB
16.235	Temporary event notice		£21.00	£21.00	NB
16.236	Theft, loss, etc. of premises licence or summary		£11.00	£11.00	NB

16.237	Application for a provisional statement where premises being built etc.		£315.00	£315.00	NB
16.238	Notification of change of name or address		£11.00	£11.00	NB
16.239	Application to vary licence to specify individual as premises supervisor		£23.00	£23.00	NB
16.240	Application for transfer of premises licence		£23.00	£23.00	NB
16.241	Interim authority notice following death etc. of licence holder		£23.00	£23.00	NB
16.242	Theft, loss etc. of certificate or summary		£10.00	£10.00	NB
16.243	Notification of change of name or alteration of rules of club		£10.50	£10.50	NB
16.244	Change of relevant registered address of club		£10.50	£10.50	NB
16.245	Theft, loss etc. of temporary event notice		£10.50	£10.50	NB
16.246	Theft, loss etc. of personal licence		£10.50	£10.50	NB
16.247	Duty to notify change of name or address		£10.50	£10.50	NB
16.248	Right of freeholder recto be notified of licensing matters		£21.00	£21.00	NB
16.249	Temporary Use Notice (Gambling Act) - Fee (*see note below)		£500.00	£500.00	NB
16.250	Copy of Notice		£25.00	£25.00	NB
<b>Sex establishments</b>					
16.251	Deposit (not refundable) *NEW		£1,236.74	£1,298.58	NB
16.252	Initial Application (remainder)		£1,236.74	£1,298.58	NB
16.253	Subsequent Fee		£633.83	£665.52	NB
16.254	Transfer or variation		£633.83	£665.52	NB
<b>Sexual Entertainment Licence</b>					
16.255	Deposit (not refundable) *NEW		£2,000.00	£2,100.00	NB
16.256	Initial Application (remainder)		£2,468.00	£2,591.40	NB
16.257	Subsequent Fee		£2,468.00	£2,591.40	NB
16.258	Transfer or variation		£898.00	£942.90	NB
<b>Street trading consents - annual</b>					
16.259	Administration fee for unsuccessful applicants		£114.94	£120.69	NB
<b>Ice cream vehicles</b>					
16.260	- annual		£1,384.80	£1,454.04	NB
16.261	- seasonal	Apr - Sep	£920.64	£966.67	NB
<b>Hot food units - Town Centre only (Core Commercial Area)</b>					
16.262	Consent	Full Year	£5,578.59	£5,857.52	NB
16.263		Half Year	£2,809.00	£2,949.45	NB
16.264		Three Months	£1,424.20	£1,495.41	NB
<b>Hot food units - Outside Town Centre</b>					
16.265	Consent	Full Year	£3,662.87	£3,846.01	NB
16.266		Half Year	£1,852.23	£1,944.84	NB
16.267		Three Months	£945.82	£993.11	NB
<b>Mobile and static Units</b>					
16.268	Mobile Unit - Drinks only		£4,871.42	£5,114.99	NB
<b>Flower stalls - prime sites</b> (to include Promenade and High Street between Pittville Street and Bath Road)					
16.269	Consent	Full Year	£4,458.71	£4,681.65	NB

16.270		Half Year	£2,249.61	£2,362.09	NB
16.271		Three Months	£1,145.06	£1,202.31	NB
16.272	<b>Flower stalls - secondary sites</b>				
16.273	Consent	Full Year	£3,575.29	£3,754.05	NB
16.274		Half Year	£1,808.44	£1,898.87	NB
16.275		Three Months	£923.93	£970.12	NB
	<b>Other stalls or units - prime sites</b>				
	(to include Promenade and High Street between Boots Corner and Bath Road, including sites up to 20 metres away from Promenade and High Street)				
16.276	Consent	Full Year	£4,582.41	£4,811.53	NB
16.277		Half Year	£2,312.01	£2,427.61	NB
16.278		Three Months	£1,175.71	£1,234.49	NB
16.279		Monthly	£391.90	£411.50	NB
16.280		Day rate	£27.37	£28.74	NB
	<b>Other stalls or units - secondary sites</b>				
16.281	Consent	Full Year	£3,674.91	£3,858.65	NB
16.282		Half Year	£13,353.15	£14,020.81	NB
16.283		Three Months	£948.01	£995.41	NB
16.284		Monthly	£316.37	£332.19	NB
16.285		Day rate	£16.42	£17.24	NB
	<b>Scrap Metal Dealers Act 2013 (new fees from September 2013)</b>				
	<b>Site Licence</b>				
16.286	Grant, renewal and variation to change of site manager		£454.30	£477.02	NB
16.287	Variation other than a change of site manager		£97.43	£102.30	NB
16.288	Copy of a licence		£13.14	£13.79	NB
16.289	Scrap metal dealers (Late renewal applications only)		£38.31	£40.23	NB
	<b>Collector's Licence</b>				
16.290	Grant and renewal of a collector's scrap metal dealer licence		£413.80	£434.49	NB
16.291	Variation		£97.43	£102.30	NB
16.292	Copy of a licence		£13.14	£13.79	NB
	<b>Pavement Licence</b>				
16.293	Pavement licence - new		n/a	£500.00	NB
16.294	Pavement licence - renewal		n/a	£350.00	NB
	<b>Lifelines</b>				
	<i>*Majority will be exempt due to long term health condition - a few will not be therefore charged at 20%</i>				
16.295	Daily Rental of Lifeline alarm unit		£0.61	£0.61	EX/STD*
16.296	Annual rental of Lifeline Alarm Unit (Analogue)		£222.65	£222.65	EX/STD*
16.297	New account set up Charge (Analogue)		£48.00	£48.00	EX/STD*
16.298	Annual rental of Lifeline Alarm Unit (Digital)		£222.65	£222.65	EX/STD*
16.299	New account set up Charge (Digital)		£48.00	£48.00	EX/STD*
16.300	Annual monitoring charge only		£137.63	£137.63	EX/STD*
16.301	Annual rental of Falls monitor		£42.00	£42.00	EX/STD*

	<b>Miscellaneous Charges</b>			
16.302	Call out charge	£25.00	£25.00	STD
16.303	Collection charge	£22.00	£22.00	STD
16.304	Lost Pendant Charge	£52.00	£52.00	STD
16.305	Extra Cord Charge	£5.00	£5.00	STD
16.306	Charge for lost lifeline equipment	£260.00	£260.00	STD
	<b>Keysafes</b>			
16.307	Installation of a SUPRA C500 Keysafe (To supply and install a Keysafe)	£72.00	£72.00	STD
16.308	Supply only Supra C500 Keysafe	£65.00	£65.00	STD
16.309	Installation of Access point Keysafe (To supply and install)	£58.00	£58.00	STD
16.310	Installation only	£50.00	£50.00	STD
	<b>Miscellaneous Properties</b>			
	<b>Property Rents</b>			
16.311	Granting L/L Consent (assignments and subletting )*	£385.00	£385.00	STD
16.312	Granting L/L Consent ( Building Alterations)*	£385.00	£385.00	STD
16.313	Granting residential leasehold extensions	£385.00	£385.00	STD
16.314	Granting wayleaves or easements	£450.00	£450.00	STD
16.315	Development Agreements – To be agreed	TBA	TBA	STD
	<b>HMO Licensing</b>			
	<b>New Application</b>			
16.316	Part 1 application and administration	£334.55	£343.00	NB
16.317	Part 2 Inspection assessment processing	£595.00	£610.00	NB
16.318	additional fee for each bedroom or bed-living room where six or more	£50.00	£51.00	NB
16.319	additional fee for new or renewal applications where works required	£154.14	£158.00	NB
	£100.00 discount is available on the standard Part 2 fee for a fully complete HMO licence application submitted			
	<b>Renewal</b>			
	Mobile Home site licence			
16.320	Band A	£520.00	£533.00	NB
16.321	Band B	£555.00	£569.00	NB
16.322	Band C	£590.00	£605.00	NB
16.323	Band D	£770.00	£790.00	NB
22	<b>Outdoor Recreation (inclusive of VAT)</b>			
22.001	Adult Football with changing rooms	£63.55	£66.75	STD
22.002	Pitch only	£32.90	£34.55	STD
22.003	Junior football with changing rooms	£34.40	£36.15	STD
22.004	Junior football pitch only	£31.00	£32.55	STD
22.005	Rugby with changing rooms	£63.55	£66.75	STD
22.006	Adult Cricket Weekends	£67.30	£70.70	STD
22.007	Playgroups per session	£16.45	£17.30	STD

22.008	Playgroup Swindon Village	£13.35	£14.05	STD
22.009	Tennis per hour per court	£8.50	£8.95	STD
22.010	Tennis half hour “ “	£4.00	£4.20	STD
22.011	Tennis OAP/Jnr. “ “	£5.00	£5.25	STD
22.012	Tennis Annual Membership	£49.00	£52.50	STD
22.013	Fishing Adult all day	£9.00	£9.50	STD
22.014	Fishing OAP/Jnr all day	£5.00	£5.25	STD
22.015	Golf Adult	£7.50	£7.90	STD
22.016	Golf OAP/Jnr	£5.30	£5.60	STD
22.017	Equipment Hire - Irons	£3.00	£3.15	STD
22.018	Golf Balls (each)	£1.30	£1.40	STD
22.019	Fishing Permits	£10.00	£10.50	STD
22.020	Boating - Rowing 1 hr	£12.00	£12.60	STD
22.021	Rowing half an hour	£8.50	£9.00	STD
22.022	Juniors under 10, half an hour	£4.90	£4.20	STD
<b>Event Daily Charges for Parks, Gardens &amp; Playing fields</b>				
<b>Montpellier Gardens:-</b>				
22.023	Commercial	970 - 1290	£1018.50 - £1354.50	EX
22.024	Registered Charity	£330.00	£346.50	EX
22.025	Community	£65.00	£68.25	EX
<b>Sandford Park</b>				
22.026	Commercial	970 - 1290	£1018.50 - £1354.50	EX
22.027	Registered Charity	£330.00	£346.50	EX
22.028	Community	£65.00	£68.25	EX
<b>Pittville park</b>				
22.029	Commercial	970 - 1290	£1018.50 - £1354.50	EX
22.030	Registered Charity	£330.00	£346.50	EX
22.031	Community	£65.00	£68.25	EX
<b>Imperial Gardens - Whole Gardens</b>				
22.032	Commercial	970 - 1290	£1018.50 - £1354.50	EX
22.033	Registered Charity	£330.00	£346.50	EX
22.034	Community	£65.00	£68.25	EX
<b>Fitness Classes</b>				
22.035	4-9 participants	£5.00	£5.25	EX
22.036	10-15 participants	£9.85	£10.35	EX
22.037	16+ participants	£19.65	£20.65	EX
22.038	Tethered hot air balloon	£940.00	£990.00	EX
22.039	Professional Dog Walkers Annual Licence	£380.00	£400.00	EX

<b>23 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>			
<b>23.001</b>	Ants	£90 for first visit Subsequent Visits £35	£110 for first visit + £45 for subsequent STD
<b>23.002</b>	Bedbugs	£400 Per visit may require more than 1 Visit	£440 for up to 3 visit, additional visits £100 STD
<b>23.003</b>	Beetles	£45 Survey (Quotation will follow survey)	£45 Survey (Quotation will follow STD
<b>23.004</b>	Booklice	£45 Survey (Quotation will follow survey)	£45 Survey (Quotation will follow STD
<b>23.005</b>	Carpet beetles and moths	£160 for 1 Visit and £85 for subsequent	£176 for 1 Visit and £95 for STD
<b>23.006</b>	Cockroaches (includes 2 visits)	£195 for 1 Visit and £85 for subsequent	£215 for 1st visit + £95 for subsequent STD
<b>23.007</b>	Flies (house and cluster) per treatment	£100 for first visit subsequent £45 per subsequent visits	£150 includes insecticide wipe down and fogging treatment, addition visits STD
<b>23.008</b>	Fleas	(£100 for first visit and £50 for subsequent visits) 3 bed	£100 for first room and £15 per additional room STD
<b>23.009</b>	Mice (Up to 3 visits) Non refundable deposit £29	(£175 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	£195 for 3 visits, for 1- 3 bedrooms, subsequent visits £45, £210 for 3 visits, for 4-5 bedrooms, subsequent visits £50, Quote STD
<b>23.010</b>	Spraying to prevent leptospirosis (Recommended after Rat treatment)	£40 per treatment	£40 first room and £5 per additional STD



23.011	Rats (Up to 3 visits) Non refundable deposit £25	(£175 for 3 visits, subsequent visits £35) for up to 3 bedrooms £190 for 3 visits, for 4-6 bedrooms Quote for over 6 bedrooms	(£195 for 3 visits, subsequent visits £45 for up to 3 bedrooms £210 for 3 visits, for 4-5 bedrooms, subsequent visits £50, £260 for max 5 visits traps to be checked daily £70 First Nest £25 for subsequent nests Survey and quote £45.00 Case by case	STD
23.012	Squirrels (Maximum of 5 visits) £25 per subsequent visit. Non refundable deposit of £25.		£286 for max 5 visits traps to be checked £83 First Nest £27 for subsequent nests at time Survey and quote £45 Survey and quote £45 Case by case	STD
23.013	Wasps (per nest) £15 per additional nest			STD
23.014	Woodlice (minimum charge)			STD
23.015	Survey/Advice Fee - Standard			STD
23.016	Prices for people on Income Support			STD
<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	£ 77 per visit based 12 visits a year. Callouts outside normal contract visits will be
<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	£154 per visit based on 12 visits a year. Callouts outside . Normal contract visits
<b>Commercial or business customer (no pest control contract with the council)</b>				
23.019	Ants		£65 survey and quote for works	£72 survey and quote for
23.020	Cockroaches		£65 survey and quote for works	£72 survey and quote for
23.021	Bedbugs		£65 survey and quote for works	£72 survey and quote for

23.022	Flies (house and cluster)		£65 survey and quote for works	£72 survey and quote for	STD
23.023	Fleas		£65 survey and quote for works	£72 survey and quote for	STD
23.024	Mice (up to 3 visits)		£270 for 3 visits and £65 for subsequent	£300 for 3 visits and £72 for	STD
23.025	Rats (up to 3 visits)		£270 for 3 visits and £65 for subsequent	£300 for 3 visits and £72 for	STD
23.026	Wasps (per nest) £20 per additional nest		£80 First Nest £35 for subsequent	£88 First Nest £42 for subsequent	STD
23.027	Survey/Advice Fee - Standard		Included above	Included	STD
23.028	Survey/Advice Fee - Income Support		Included above	Included	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		EX
	<b>1. The erection of dwellinghouses</b>				
24.002	Outline	the site area is less than 0.5 hectares	£578 for each 0.1 hectare	£588 for each 0.1 hectare	NB
24.003		the site area is at least 0.5 hectares but does not exceed 2.5 hectares	£624 for each 0.1 hectare (or part thereof) of the site area	£635 for each 0.1 hectare (or part thereof) of the site area	NB
24.004		the site area exceeds 2.5 hectares	£15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a	£15,695 and an additional £189 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares,	NB
24.005					
24.006		permission in principle	£503 for each 0.1 hectare	£512 for each 0.1 hectare	NB
24.007					
24.008		where the number of dwellinghouses to be created by the development is fewer than 10	£578 for each dwelling house	£588 for each dwelling house	NB

24.009		where the number of dwellinghouses to be created by the development is at least 10 but no more than 50	£624 for each dwellinghouse	£635 for each dwellinghouse	NB
24.010		where the number of dwellinghouses to be created by the development is more than 50	£30,860 and an additional £186 for each dwellinghouse in excess of 50, subject to a maximum in total of	£31,385 and an additional £189 for each dwellinghouse in excess of 50, subject to a maximum in total of	NB
<b>2. The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7)</b>					
24.011	Where the application is for outline planning permission and:	the site area is less than 1 hectare	£578 for each 0.1 hectare	£588 for each 0.1 hectare	NB
24.012		the site area is at least 1 hectare but does not exceed 2.5 hectares	£624 for each 0.1 hectare	£635 for each 0.1 hectare	NB
24.013		the site area exceeds 2.5 hectares	£15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a	£15,695 and an additional £189 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares,	NB
24.014		Where the application is for permission in principle	£503 for each 0.1 hectare	£512 for each 0.1 hectare	NB
24.015		where no floor space is to be created by the development	£293.00	£298.00	NB
24.016		where the area of gross floor space to be created by the development does not exceed 40 square metres	£293.00	£298.00	NB
24.017		where the area of gross floor space created by the development exceeds 40 square metres but is less than 1000 square metres	£578 for each 75 square metres	£635 for each 75 square metres	NB
24.018		where the area of gross floor space created by the development is at least 1000 square metres but does not exceed 3750 square metres	£624 for each 75 square metres	£635 for each 75 square metres	NB

24.019		where the area of gross floor space created by the development exceeds 3750 square metres	£30,680 and an additional £186 for each 75 square metres	£31,385 and an additional £189 for each 75 square	NB
<b>3. The erection, on land used for the purposes of agriculture, or buildings used for agricultural purposes (other than buildings in category 4)</b>					
24.020	Where the application is for outline planning permission and:	the site area is less than 1 hectare	£578 for each 0.1 hectare	£588 for each 0.1 hectare	NB
24.021		the site area is at least 1 hectare but does not exceed 2.5 hectares	£624 for each 0.1 hectare	£635 for each 0.1 hectare	NB
24.022		the site area exceeds 2.5 hectares	£15,433 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares, subject to a	£15,695 and an additional £189 for each 0.1 hectare (or part thereof) in excess of 2.5 hectares,	NB
24.023	Where the application is for permission in principle		£503 for each 0.1 hectare	£512 for each 0.1 hectare £122.00	NB
24.024	In any other case—	where the area of gross floor space to be created by the development does not exceed 465sqm	£120.00	£1,202.00	NB
24.025		where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres	£578.00	£588.00	NB
24.026		where the area of gross floor space to be created by the development exceeds 540 square		£588 for first 540m + £588 for each 75sqm in	
24.027		where the area of gross floor space to be created by the development is at least 1000square metres but does not exceed 4215 square metres	£624 and an additional £624 for each 75 square metres (or part thereof) in excess of 1000 square metres	£5077 plus an additional £635 for each 75 square metres (or part thereof)	NB

24.028		where the area of gross floor space to be created by the development exceeds 4215 square metres	£30,860 and an additional £186 for each 75 square metres (or part thereof) in excess of 4215 square metres, subject to a maximum in	£31,385 and an additional £189 for each 75 square metres (or part thereof) in excess of 4215 square metres,	NB
24.029	4. The erection of glasshouses on land used for the purposes of agriculture	Where the area of gross floor space to be created by the development does not exceed 465 square metres	£120.00	£122.00	NB
24.030		Where the area of gross floor space to be created by the development exceeds 465 square metres but is less than 1000 square metres	£3,225.00	£3,280.00	NB
24.031		Where the area of gross floor space to be created by the development is 1000 square metres or more	£3,483.00	£3,542.00	NB
24.032					
24.033	5. The erection, alteration or replacement of plant or machinery	Where the site area is less than 1 hectare	£578.00	£588.00	NB
24.034		Where the site area is at least 1 hectare but does not exceed 5	£642.00	£635.00	NB
24.035		Where the site area exceeds 5 hectares	£30,860 and an additional £186 for each 0.1 hectare (or part	£31,385 and an additional £189 for each 0.1 hectare	NB
24.036	6. The enlargement, improvement or other alteration of existing dwellinghouses	Where the application relates to a single dwellinghouse	£258.00	£528.00	NB
24.037		Where the application relates to two or more dwellinghouses	£509.00	£509.00	NB
24.038		works within/along the boundary of an existing dwellinghouse	.	£262.00	NB

24.039	7. The carrying out of operations (including the erection of a building) within the curtilage of an existing dwellinghouse for purposes ancillary to the enjoyment of the dwellinghouse as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwellinghouse		£258.00	£262.00	NB
24.040	8. The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking where the development is required for a purpose incidental to the existing use of the land		£293.00	£298.00	NB
24.041	9. The carrying out of any operations connected with exploratory drilling for oil or natural gas.	Where the site area does not exceed 7.5 hectares	£686 for each 0.1 hectare	£698 for each 0.1 hectare	NB
24.042		Where the site area exceeds 7.5 hectares	£51,395 and an additional £204 for each 0.1 hectare (or part thereof) of the	£52,269 and an additional £207 for each 0.1 hectare (or part thereof) of the	NB
24.043	10. The carrying out of any operations (other than operations coming within category 9) for the winning and working of oil or natural gas.	Where the site area does not exceed 15 hectares	£347 for each 0.1 hectare	£353 for each 0.1 hectare	NB
24.044		Where the site area exceeds 15 hectares	£52,002 and an additional £204 for each 0.1	£52,886 and an additional £207 for each	NB
	11. The carrying out of any operations not coming within any of the above categories.				
24.045	In the case of operations for the winning and working of minerals—	where the site area does not exceed 15 hectares	£315 for each 0.1ha	£298 for each 0.1ha Maximum fee	NB
24.046		where the site area exceeds 15 hectares	£471.61 and an additional £186 for each 0.1 hectare (or part thereof) in excess of 15 hectares, subject to a	£298 for each 0.1ha Maximum fee of £2,578	NB
24.047		In any other case	In any other case, £293 for each 0.1 hectare (or part thereof)	£298 for each 0.1ha Maximum fee of £2,578	NB
	12. Uses of land				
24.048	Where the change of use is from a previous use as a single dwellinghouse to use as two or more single dwellinghouses:	where the change of use is to use as fewer than 10 dwellinghouses	£578 for each additional dwellinghouse;	£588 for each additional dwellinghouse	NB
24.049		where the change of use is to use as at least 10 but no more than 50 dwellinghouses	£624 for each additional dwellinghouse	£635 for each additional dwellinghouse	NB

24.050		where the change of use is to use as more than 50 dwellinghouses	£30,860 and an additional £186 for each dwellinghouse in excess of 50	£31,385 and an additional £189 for each dwellinghouse in excess of 50	NB
24.051	In all other cases:	where the change of use is to use as fewer than 10 dwellinghouses	£578 for each dwellinghouse;	£588 for each dwellinghouse;	NB
24.052		where the change of use is to use as at least 10 but no more than 50 dwellinghouses	£624 for each dwellinghouse	£635 for each dwellinghouse	NB
24.053		where the change of use is to use as more than 50 dwellinghouses	£30,860 and an additional £186 for each dwellinghouse in excess of 50	£31,385 and an additional £189 for each dwellinghouse in excess of 50	NB
<b>13. The use of land for—</b>					
(a) the disposal of refuse or waste materials					
(b) the deposit of material remaining after minerals have been extracted from land, or					
(c) the storage of minerals in the open.					
24.054		Where the site area does not exceed 15 hectares	£316 for each 0.1 hectare	£321 for each 0.1 hectare	NB
24.055		Where the site area exceeds 15 hectares	£47,161 and an additional £186 for each 0.1 hectare (or part thereof) of the	£52,209 and an additional £189 for each 0.1 hectare (or part thereof) of the	NB
24.056	<b>14. The making of a material change in use of a building or land (other than a material change of use in category 12 or 13)</b>		£578.00	£588.00	NB
24.057	Telephone appointments	Planning or conservation telephone appointment (no written response)	£50.00	£50.00	NB
<b>Householder</b>					
24.058	Formal pre-application submission:	Fees for householder pre-application advice			
24.059		Letter only	£75.00	£79.00	NB
24.060		Meeting and letter	£100.00	£105.00	NB
24.061		Site visit and letter	£135.00	£142.00	NB
		Follow-up meeting	£50.00	£53.00	NB
<b>Residential development</b>					
24.062	1-2 dwellings:	Fees for residential development pre-application advice			
24.063		Letter only	£250.00	£263.00	NB
24.064		Meeting and letter	£350.00	£368.00	NB
24.065		Site visit and letter	£400.00	£420.00	NB
24.066		Follow-up meeting	£100.00	£105.00	NB
		Follow-up letter	£125.00	£131.00	NB

24.067	3-9 dwellings:	Letter only	£600.00	£630.00	NB
24.068		Meeting and letter	£700.00	£735.00	NB
24.069		Site visit and letter	£800.00	£840.00	NB
24.070		Follow-up meeting	£125.00	£131.00	NB
24.071		Follow-up letter	£150.00	£158.00	NB
24.072	10 to 49 dwellings:	Letter only	£1,000.00	£1,050.00	NB
24.073		Meeting and letter	£1,250.00	£1,312.00	NB
24.074		Site visit and letter	£1,500.00	£1,575.00	NB
24.075		Follow-up meeting	£250.00	£262.00	NB
24.076		Follow-up letter	£300.00	£315.00	NB
24.077	50 to 199 dwellings:	Letter only	£3,000.00	£3,150.00	NB
24.078		Meeting and letter	£3,350.00	£3,517.00	NB
24.079		Site visit and letter	£3,500.00	£3,675.00	NB
24.080		Follow-up meeting	£350.00	£367.00	NB
24.081		Follow-up letter	£500.00	£525.00	NB
24.082	200 to 350 dwellings:	Letter only	£4,000.00	£4,200.00	NB
24.083		Meeting and letter	£4,400.00	£4,620.00	NB
24.084		Site visit and letter	£4,750.00	£4,987.00	NB
24.085		Follow-up meeting	£450.00	£472.00	NB
24.086		Follow-up letter	£750.00	£787.00	NB
24.087	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		£500.00	£525.00	NB
24.088	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		£1,000.00	£1,050.00	NB
	<b>Non-residential or commercial development</b>				
		Fees for non-residential or commercial development pre-application advice			
24.089	Up to 500 sq metres:	Letter only	£250.00	£262.00	NB
24.090		Meeting and letter	£350.00	£367.00	NB
24.091		Site visit and letter	£400.00	£420.00	NB
24.092		Follow-up meeting	£100.00	£105.00	NB
24.093		Follow-up letter	£125.00	£131.00	NB
24.094	501 to 999 sq metres:	Letter only	£400.00	£420.00	NB
24.095		Meeting and letter	£500.00	£525.00	NB
24.096		Site visit and letter	£600.00	£630.00	NB
24.097		Follow-up meeting	£100.00	£105.00	NB
24.098		Follow-up letter	£125.00	£131.00	NB
24.099	1,000 to 4,999 sq metres:	Letter only	£1,000.00	£1,050.00	NB
24.100		Meeting and letter	£1,250.00	£1,312.00	NB
24.101		Site visit and letter	£1,500.00	£1,575.00	NB
24.102		Follow-up meeting	£250.00	£262.00	NB



24.103		Follow-up letter	£300.00	£315.00	NB
24.104	5,000 to 9,999 sq metres:	Letter only	£2,000.00	£2,100.00	NB
24.105		Meeting and letter	£2,350.00	£2,467.00	NB
24.106		Site visit and letter	£2,500.00	£2,625.00	NB
24.107		Follow-up meeting	£350.00	£367.00	NB
24.108		Follow-up letter	£500.00	£525.00	NB
24.109	10,000 to 19,999 sq metres:	Letter only	£3,000.00	£3,150.00	NB
24.110		Meeting and letter	£3,500.00	£3,675.00	NB
24.111		Site visit and letter	£4,000.00	£4,200.00	NB
24.112		Follow-up meeting	£450.00	£472.00	NB
24.113		Follow-up letter	£750.00	£787.00	NB
	<b>Other fees</b>	Fees for other pre-application advice			
24.114	Listed building (solely LBC) - householder:	Letter only	£75.00	£79.00	NB
24.115		Meeting and letter	£100.00	£105.00	NB
24.116		Site visit and letter	£135.00	£142.00	NB
24.117		Follow-up meeting	£50.00	£53.00	NB
24.118		Follow-up letter	NA		
24.119	Listed building (solely LBC) - non-householder:	Letter only	£150.00	£158.00	NB
24.120		Meeting and letter	£200.00	£210.00	NB
24.121		Site visit and letter	£250.00	£262.00	NB
24.122		Follow-up meeting	£100.00	£105.00	NB
24.123		Follow-up letter	NA		
24.124	Change of use:	Letter only	£200.00	£210.00	NB
24.125		Meeting and letter	£250.00	£262.00	NB
24.126		Site visit and letter	£300.00	£315.00	NB
24.127		Follow-up meeting	£100.00	£105.00	NB
24.128		Follow-up letter	£125.00	£131.00	NB
24.129	Advertisements:	Letter only	£75.00	£79.00	NB
24.130		Meeting and letter	NA	NA	
24.131		Site visit and letter	NA	NA	
24.132		Follow-up meeting	NA	NA	
24.133		Follow-up letter	NA	NA	
	<b>Specialist comments</b>	Where specialist comments are needed, the following fees will be added to the relevant category of development fee:			
24.134	Heritage and conservation	for householder	£50.00	£53.00	NB
24.135		for all other developments	£150.00	£157.00	NB
24.136	Drainage		£50.00	£53.00	NB

**Notes**

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

**Exemption from fees****No fees will be payable when:**

the enquiry is made by a local authority or county council and relates to a statutory function

the enquiry is made by a parish council

the proposal relates to development of an existing dwelling where the works are for the benefit of a disabled occupier

**Reduction in fees for charities**

A 50 per cent reduction in fees will be given for local charities or local community groups

<b>25 Pollution Control Fees</b>				
<b>Application Fee</b>				
<b>25.001</b>	Standard process (includes solvent emission activities)	£1,650.00	£1,650.00	NB
<b>25.002</b>	Additional fee for operating with a permit	£1,188.00	£1,188.00	NB
<b>25.003</b>	PVRI, SWOBs and Dry Cleaners	£155.00	£155.00	NB
<b>25.004</b>	PVR I & II combined	£257.00	£257.00	NB
<b>25.005</b>	VRs and other Reduced Fee Activities	£362.00	£362.00	NB
<b>25.006</b>	Reduced fee activities: Additional fee for operating without a permit	£71.00	£71.00	NB
<b>25.007</b>	Mobile plant - not using simplified permits	£1,650.00	£1,650.00	NB
<b>25.008</b>	Mobile plant for the third to seventh applications	£985.00	£985.00	NB
<b>25.009</b>	Mobile plant for the eight and subsequent applications	£498.00	£498.00	NB
<b>Annual Subsistence Charge</b>				
<b>25.010</b>	Standard process Low*	£772.00	£772.00	NB
<b>25.011</b>	Standard process Medium*	£1,161.00	£1,161.00	NB
<b>25.012</b>	Standard process High*	£1,747.00	£1,747.00	NB
<b>25.013</b>	PVRI, SWOBs and Dry Cleaner Low	£79.00	£79.00	NB
<b>25.014</b>	PVRI, SWOBs and Dry Cleaner Medium	£158.00	£158.00	NB
<b>25.015</b>	PVRI, SWOBs and Dry Cleaner High	£237.00	£237.00	NB
<b>25.016</b>	PVR I & II combined Low	£113.00	£113.00	NB
<b>25.017</b>	PVR I & II combined Medium	£226.00	£226.00	NB
<b>25.018</b>	PVR I & II combined High	£341.00	£341.00	NB
<b>25.019</b>	VRs and other Reduced Fees Low	£228.00	£228.00	NB

25.020	VRs and other Reduced Fees Medium	£365.00	£356.00	NB
25.021	VRs and other Reduced Fees High	£548.00	£548.00	NB
25.022	Moile plant, for first and second permits Low - not using simplified permits	£626.00	£626.00	NB
25.023	Moile plant, for first and second permits Medium - not using simplified permits	£1,034.00	£1,034.00	NB
25.024	Moile plant, for first and second permits High - not using simplified permits	£1,551.00	£1,551.00	NB
25.025	for the third to seventh permits Low	£385.00	£385.00	NB
25.026	for the third to seventh permits Medium	£617.00	£617.00	NB
25.027	for the third to seventh permits High	£924.00	£924.00	NB
25.028	eighth and subsequent permits Low	£198.00	£198.00	NB
25.029	eighth and subsequent permits Medium	£314.00	£314.00	NB
25.030	eighth and subsequent permits High	£473.00	£473.00	NB
25.031	Late payment fee	£52.00	£52.00	NB
	<i>* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation</i>			
	<i>Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the amounts</i>			
	<b>Transfer and Surrender</b>			
25.032	Standard process transfer	£169.00	£169.00	NB
25.033	Standard process partial transfer	£497.00	£497.00	NB
25.034	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	£75.00	£75.00	NB
25.035	Surrender: all Part B activities	£0.00	£0.00	NB
25.036	Reduced fee activities: transfer	£0.00	£0.00	NB
25.037	Reduced fee activities: partial transfer	£47.00	£47.00	NB
	<b>Temporary transfer for mobiles</b>			
25.038	First transfer	£53.00	£53.00	NB
25.039	Repeat following enforcement or warning	£53.00	£53.00	NB
	<b>Substantial change</b>			
25.040	Standard process	£1,050.00	£1,050.00	NB
25.041	Standard process where the substantial change results in a new PPC activity	£1,650.00	£1,650.00	NB
25.042	Reduced fee activities	£102.00	£102.00	NB
25.043	Public Health Funerals	£87.46 per hour or part thereof officer time plus undertaker and cemetery costs	£90.00 per hour or part thereof officer time plus	EX
25.044	Environmental protection/pollution control advice and consultancy	£87.46 per hour or part thereof officer time plus undertaker and cemetery costs	£90.00 per hour or part thereof officer time plus	STD

25.045	Antisocial behaviour advice and consultancy	£87.46 per hour or part thereof officer time plus undertaker and cemetery costs	£90.00 per hour or part thereof officer time plus	STD
<b>Private water supplies:</b>				
25.046	Sampling and laboratory analysis	£87.46 per hour or part thereof officer time plus courier fee @ £35 all plus VAT	£90.00 per hour or part thereof officer time plus courier	STD
26	<b>Seat Sponsorship</b>			
26.001	Charge = actual cost of seat and installation	Recharge Actual Costs plus up to £500	Recharge Actual Costs plus up to	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	NB
28	<b>Streetscene Enforcement Abandoned Vehicle</b>			
28.001	Inspection of Abandoned Vehicle and arranging for removal on private land	£69.42	£75.00	STD
<b>Fixed Penalty Notices served in Environmental Protection &amp; Streetscene Enforcement</b>				
28.002	Abandoning a vehicle	£200.00	£200.00	NB
28.003	- if paid within a reduced time	N/a	£120.00	
28.004	Depositing Litter	£500.00	£500.00	NB
28.005	- if paid within a reduced time	£225.00	£225.00	NB
28.006	Depositing Litter from a vehicle (civil penalty)	£500.00	£500.00	NB
28.007	- if paid within a reduced time	£225.00	£225.00	NB
28.008	Graffiti (on property)	£500.00	£500.00	NB
28.009	- if paid within a reduced time	£225.00	£225.00	NB
28.010	Graffiti (highway signs)	£500.00	£500.00	NB
28.011	- if paid within a reduced time	£225.00	£225.00	NB
28.012	Graffiti (on highways)	£500.00	£500.00	NB
28.013	- if paid within a reduced time	£225.00	£225.00	NB

<b>28.014</b>	Failure to comply with household waste provisions		£80.00	£110.00	NB
<b>28.015</b>	- if paid within a reduced time		£50.00	£75.00	NB
<b>28.016</b>	Failure to comply with commercial or industrial waste provisions		£110.00	£300.00	NB
<b>28.017</b>	- if paid within a reduced time		£75.00	n/a	NB
<b>28.018</b>	Failure to keep/provide documents relating to controlled waste		£300.00	£300.00	NB
<b>28.019</b>	- if paid within a reduced time			£120.00	
<b>28.020</b>	Failure to produce waste transfer notes		£300.00	£300.00	NB
<b>28.021</b>	- if paid within a reduced time				
<b>28.022</b>	Parking vehicles exposed for sale on the road		£100.00	£100.00	NB
<b>28.023</b>	- if paid within a reduced time		£75.00	£75.00	NB
<b>28.024</b>	Repairing of vehicles on the road by a business		£100.00	£100.00	NB
<b>28.025</b>	- if paid within a reduced time		£75.00	£75.00	NB
<b>28.026</b>	Unauthorised deposit of controlled waste		£1,000.00	£1,000.00	NB
<b>28.027</b>	if paid within reduced time		£450.00	£450.00	NB
<b>28.035</b>	Distributing of Printed Matter		£80.00	£80.00	NB
	if paid within reduced time		£50.00	£50.00	NB
<b>28.036</b>	Fly Posting - illegal adverts		£80.00	£80.00	NB
	if paid within reduced time		£50.00	£50.00	NB
<b>28.037</b>	Breach of Public Spaces order		£100.00	£100.00	NB
	if paid within reduced time		£80.00	£80.00	NB
<b>28.038</b>	Breach of a Community Protection Order		£100.00	£100.00	NB
	if paid within reduced time		£80.00	£80.00	NB
<b>29</b>	<b>Waste &amp; Recycling (plus VAT unless non-vatable)</b>				
<b>29.001</b>	Waste & Recycling (plus VAT unless non-vatable)				
<b>29.002</b>	Special Collections and Bulky Waste Collections	per unit	£26.00	£26.00	NB
<b>29.003</b>	Fixed Charge for a Bulky Waste Collection - 3 piece suite (calculated at 1.5 units)	each	£39.00	£39.00	NB
<b>29.004</b>	Garden Waste Service - annual subscription	Annual	£55.00	£57.00	NB
<b>29.005</b>	Replacement Garden Waste Bins plus delivery charge	each	£34.50	£20.00	NB
<b>29.006</b>	Replacement 180 Ltr Wheelie Bins plus delivery charge	each	£56.60	£20.00	NB
<b>29.008</b>	Garden Waste sacks - roll of 10 (plus delivery charge)	per roll	£17.50	£25.00	NB
<b>29.009</b>	Replacement 11000ltr Communal Bins	each	£487.00	£331.00	NB
<b>29.010</b>	Refuse Sacks - special refuse collection on collection day - up to 20 bags	per unit	£26.00	£30.00	NB
<b>29.011</b>	Delivery of garden waste sacks	each	£4.00	£4.99	NB
<b>29.012</b>	Delivery of lost or broken bin of any size - domestic replacements	each	n/a	£4.99	NB
<b>29.013</b>	140/180L bin for landlords	each	n/a	£21.00	NB
<b>29.014</b>	240L bin for landlords	each	n/a	£45.50	NB
<b>29.015</b>	1100L bin for landlords	each	n/a	£331.00	NB
<b>29.016</b>	Delivery charge per bin for landlords - new and replacement bins	each	n/a	£4.99	NB

<b>29.017</b>	Delivery charge for up to 3 items - recycling boxes, caddies and bags	up to 3 items	n/a	£4.99	NB
<b>29.018</b>	Delivery charge for up to 6 items - recycling boxes, caddies and bags	up to 6 items	n/a	£9.98	NB
<b>29.019</b>	Delivery charge for Garden Waste sacks - roll of 10	per roll	n/a	£4.99	NB
<b>29.020</b>	New developments - a set of 140L refuse bin, 3 recycling boxes and lids, 1 blue cardboard bag, 23L and 7L food caddy (plus delivery charge)	per set	n/a	£51.50	NB
<b>29.021</b>	Delivery charge per set for new developments:			£25.00	NB
<b>29.022</b>	New developments - a set of 5 communal recycling bins (240L) plus delivery charge	per set	n/a	£226.00	NB
<b>29.023</b>	New developments - communal refuse bins - 1100L bin (plus delivery charge)	each	n/a	£331.00	NB
<b>29.024</b>	New developments - communal refuse bins - 180L bin (plus delivery charge)	each	n/a	£21.00	NB
<b>29.025</b>	Delivery charge - Refuse Sacks - special refuse collection - roll of 15 (limited to 1 roll per resident)	per roll	n/a	£4.99	NB
<b>30</b>	<b>Affordable Housing Products (Excluding VAT)</b>				
<b>30.001</b>	Administration fee on the sale of a first home		n/a	£175.00	STD

## Minimum Revenue Provision Statement 2025/26

### Background

Where the Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Authority to have regard to the Department for Levelling Up, Housing and Communities (DLUHC) formally known as the Ministry of Housing, Communities and Local Government's (MHCLG's) *Guidance on Minimum Revenue Provision* (the Guidance).

The broad aim of the Guidance is to ensure that capital expenditure is financed over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

When applying the 'annuity' method, MRP is the principal element for the year of the annuity required to repay over the asset's useful life the amount of capital expenditure financed by borrowing or credit arrangements. The authority should use an appropriate interest rate to calculate the amount. Adjustments to the calculation to take account of repayment by other methods during the repayment period (e.g. by the application of capital receipts) should be made as necessary (Paragraph 35 (b) of the Guidance)

Councils are allowed by statute to use capital receipts for the repayment of any principal borrowing previously incurred (Paragraph 23(b) of The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003). The application of capital receipts to repay debt would reduce the total debt on which the MRP calculation is based. The key principle in the calculation of MRP is that the amount applied each year is prudent.

### Government Consultation on changes to the capital framework: Minimum Revenue Provision

The Department for Levelling Up, Housing and Communities (DLUHC) has published a "final" consultation on proposed changes to regulations and statutory guidance on Minimum Revenue Provision (MRP). The consultation closed on 16 February 2024 and any changes will directly affect local authorities in England only.

The proposals remain broadly the same as those in June 2022 – to limit the scope for authorities to (a) make no MRP on parts of the capital financing requirement (CFR) and (b) to use capital receipts in lieu of a revenue charge for MRP. This council has always applied sufficient MRP on the outstanding CFR and will carry on doing so.

### Our MRP Strategy

The Guidance requires the Authority to approve an Annual MRP Statement each year and recommends a number of options for calculating a prudent amount of MRP. The following statement incorporates options recommended in the Guidance as well as locally determined prudent methods:

- For capital expenditure incurred before 1<sup>st</sup> April 2008, MRP will be determined in accordance with the former regulations that applied on 31<sup>st</sup> March 2008, modified to a more prudent basis as permitted by the Guidance. Since 2016/17 such MRP has been based on repaying the non-housing debt in equal annual instalments over a 35-year period (this is Option 1 in the Guidance).

- For capital expenditure incurred after 31<sup>st</sup> March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant asset in equal instalments *or* equal to the principal repayment on an annuity with an annual interest rate equal to the average relevant PWLB rate for the life of the asset, starting in the year after the asset becomes operational (Option 3 of the guidance).
- If capital receipts have been used to repay full amounts of borrowing in the year, then the value of MRP which would have otherwise been set aside to repay borrowing will be reduced by the amounts which have instead been repaid from capital receipts, subject to the MRP remaining above Nil. The level of capital receipts to be applied to redeem borrowing will be determined annually by the Deputy Chief Executive (Section 151 Officer), considering forecasts for future expenditure and the generation of further capital receipts (Option 3 of the guidance).
- MRP on purchases of freehold land will be charged over 50 years, except where the land is subsequently held for sale as part of an Investment / economic development / regeneration project (in which case no MRP will be charged, the debt being repaid by applying the capital receipts / sale proceeds when received), or where the land is being held for future council development (in which case the MRP will be based on the asset life of the building(s) resulting from the development, commencing the year after those building(s) become operational).
- MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years.
- For capital expenditure loans to third parties that are repaid in annual or more frequent instalments of principal, the Council will make nil MRP, but will instead apply the capital receipts arising from principal repayments to reduce the capital financing requirement. In years where there is no principal repayment, MRP will be charged in accordance with the MRP policy for the assets funded by the loan, including where appropriate, delaying MRP until the year after the assets become operational.
- A change introduced by the revised MRP Guidance was the allowance that any charges made over the statutory MRP (i.e. voluntary revenue provision (VRP) or 'overpayments'), can be reclaimed' in later years if deemed necessary or prudent by offsetting some or all of the 'overpayments' made against the current or future years' MRP. In order for these sums to be reclaimed for use in the budget, this policy must disclose the cumulative 'overpayment' made to date. Up until the 31 March 2024 the total overpayments were £1.626m.

No MRP will be charged in respect of assets held within the Housing Revenue Account but depreciation on those assets will be charged instead in line with regulations.

Capital expenditure incurred during 2025/26 will not be subject to a MRP charge until 2026/27 or until the year after an asset becomes operational.

Based on the Council's latest estimate of its Capital Financing Requirement on 31 March 2025 and the application of capital receipts to repay debt as described above, the budget for MRP has been set as follows:



	31.03.2025 Estimated CFR	2025/26 Estimated MRP	2025/26 Capital Receipts applied
	£m	£m	£m
Capital expenditure before 01.04.2008	5.776	0.222	0.000
Capital expenditure after 31.03.2008	85.660	1.327	0.000
Loans to other bodies repaid in instalments	20.789	0.180	0.439
Voluntary overpayment	n/a	0.000	0.000
<b>Total General Fund</b>	<b>112.225</b>	<b>1.729</b>	<b>0.439</b>
Housing Revenue Account	98.803	Nil	Nil
<b>Total</b>	<b>211.028</b>	<b>1.729</b>	<b>0.439</b>

### A Change in Approach to VRP in 2024/25

In 2015 as part of the Council's Commercial Strategy, Delta Place was purchased as an investment property to generate a return to support the general fund revenue budget and offset the Government funding cuts through austerity. The purchase was funded by four separate loans which are included in the Capital Financing Requirement in the table above.

Since 2015, MRP has been provided for all of the borrowing using Option 3 outlined in the guidance above as the basis for the repayment calculation. The total outstanding balance of the four loans at 1 April 2024 is £7.262m and there is a 22 year term remaining. In addition, on three of the four loans the Council has also made Voluntary Revenue Provision and have accrued £1,625,675 of overpayments against these loans at the start of the 2024/25 financial year.

In order to support the changes expected in Local Government funding over the medium-term financial strategy period for 2025/26, a change in this approach has been modelled to reclaim the cumulative overpayment and use it to instead strengthen the Council's balances and reserves.

At the same time, this also provides an opportunity to simplify the four loans and combine them into one balance with one annual repayment provision calculated in line with Option 3 against the 22-year remaining term. In order to do this the outstanding balance at 1 April 2024 has been increased by the total cumulative VRP payments to generate a single outstanding balance of £8,887,710 which equates to an annual MRP of £403,986 over 22 years. The provision for 2024/25 has been updated to reflect this and the Capital Financing Requirement at 31 March 2025 reflects the new outstanding balance of £8,483,723. The VRP will be reclaimed through the base budget as follows:

	£
<b>VRP Balance at 31.03.2024</b>	<b>1,625,675</b>
Planned Reclaim of VRP in 2024/25	(971,334)
<b>Forecast balance 31.03.2025</b>	<b>654,341</b>
Planned Reclaim of VRP in 2025/26	(654,341)
<b>Forecast balance 31.03.2026</b>	<b>-</b>

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## Appendix 15: Equality Impact Assessment

### Introduction

An Equality Impact Assessment (EqIA) is a method for assessing the effects or impacts of a council policy or function on removing barriers to equality.

The Equality Act 2010 includes a public sector equality duty which requires public authorities to try and eliminate discrimination; advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it and promote equality and good relations across a range of protected characteristics.

The protected characteristics are:

Age	Disability	Gender Reassignment
Marriage and civil partnership	Pregnancy and maternity	Race
Religion or belief (including lack of belief)	Sex	Sexual orientation

An EqIA should be completed with the full range of protected characteristics considered during the initial stages of developing new strategies, policies, functions or services, prior to starting a procurement exercise and before decisions are made.

Examples of when an EqIA should be completed are:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Any proposals to introduce or add to a service</li> </ul>     | <ul style="list-style-type: none"> <li>Any proposals to adopt policy priorities, strategies and plans</li> </ul>                               |
| <ul style="list-style-type: none"> <li>Any proposals to remove, reduce or alter a service</li> </ul> | <ul style="list-style-type: none"> <li>Changes to staffing structure where groups of employees are likely to be negatively affected</li> </ul> |
| <ul style="list-style-type: none"> <li>Any new policies or changes to policies</li> </ul>            | <ul style="list-style-type: none"> <li>Any proposals in relation to procured or commissioned services</li> </ul>                               |

### Stage 1 - Equality Screening

Whenever a policy/service or function is reviewed, changed, developed or removed an initial equality impact assessment stage 1 will need to be undertaken. This is a screening template and will help establish whether a full assessment is needed. This should be done at an early stage of the process so that it is part of policy development.

### Stage 2 – Equality Impact Assessment

This is the full EqIA and seeks to identify the equality considerations that have been taken into account including any mitigating actions proposed and ensures decisions are based on evidence. The EqIA will need to be agreed with the appropriate Head of Service or Director and should be included on the decision making report, along with commentary on the assessment in the main body of the report.

**STAGE 1 – Equality Screening**

**1. Identify the policy, project, function or service change**

**a. Person responsible for this Equality Impact Assessment**

Officer responsible: Gemma Bell	Service Area: Finance & Assets
Title: Director of Finance & Assets (Deputy s151 Officer)	Date of assessment: January 2025

**b. Is this a policy, function, strategy, service change or project?**

**Other**

If other, please specify:

This is the final budget proposal for 2025/26 for the general fund.

**c. Name of the policy, function, strategy, service change or project**

The Final General Fund Revenue & Capital Budgets for 2025/26

Is this new or existing?

New

**Please specify reason for change or development of policy, function, strategy, service change or project**

The Local Government Finance Regulations require a draft budget to be presented for consultation for both the General Fund and Housing Revenue Account in advance of a final budget being presented to Full Council.

**d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?**

Aims and Objectives:	To propose a final budget for the general fund revenue and capital budgets for 2025/26 and report on the forecast budget position for 2024/25.
Outcomes:	To approve the budget proposals in advance of the 2025/26 financial year.
Benefits:	To provide a balanced budget for the general fund and housing revenue account which will allow services to be continued to be delivered whilst building back reserves following a period of significant financial pressure.

**e. What are the expected impacts?**

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.

**Yes**

Do you expect the impacts to be positive or negative?

**Positive**

Please provide an explanation for your answer:

Some of the savings and efficiencies required to deliver the budget proposal may impact on the lives of employees, tenants and customers. This will be determined as services are re-aligned and merged more closely between the general fund and housing. If this is the case, any specific decisions will be subject to appropriate risk assessments and separate consultation where required.

Any impact of savings and efficiencies is expected to be offset by the investment in growth and the overall outcome of allowing the Council to continue to deliver core local services in Cheltenham.

**If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.**

**f. Identify next steps as appropriate**

Stage Two required

**Yes**

Owner of Stage Two assessment

**Leadership Team**

Completion date for Stage Two assessment

**As service re-organisation is determined.**

**Please move on to Stage 2 if required ([intranet link](#)).**

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<b>ENVIRONMENTAL</b>	<b>Scores</b>	<b>Action</b>	<b>Justification</b>	<b>Reviewed</b>	<b>Recommendation</b>	<b>Follow up</b>
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 2025/26 proposal concerns CBC owned buildings but technology, knowledge and skills may be shared more widely in future years. There is also initiatives such as heat networks and carbon reports for our operational buildings.	Accepted	Reduction targets of 25% energy consumption support this. The PSDS, Green Deal, internal behaviour change plans and existing capital budget are sufficient to support this.	
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 2025/26.	Accepted	Funding will support the outcomes of the recent AQMA action plan consultation.	
Sustainable Transport	4	No action required	There are budget proposals for EV charging hubs and a reserve allocated for sustainable transport initiatives for staff which was established in 2023/24. These will have an impact in future financial years and may be rolled out more widely across the town.	Queried	The sustainable transport reserve, as understood, is for internal initiatives only. This doesn't support the wider aims of improving sustainable transport options in the borough.	Confirm that the reserve is for internal initiatives only.
Biodiversity	2	No action required	There is funding available in the base budget from government for biodiversity net gain which has funded work in 2024/25.	Queried	The fact that there is no specific budget allocated to biodiversity could have an overall negative impact.	Reassess this area - consult with the Green Space team - will a lack of budget result in negative



					impacts on 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.	Queried	Many of the projects I am aware of are converting grass land to built environment which has negative impacts.	Confirm the projects which will have a positive impact on land use from an environmental perspective.
Soil and waterway health	0	No action required.	There are no specific budget proposals relating to soil and waterway health.	Queried	The funding allocated to the Flooding team for development of SuDS, and the allocated budget for tree planting could positively impact this area.	Reassess - if there is budget for SuDs and tree planting, this will have a positive impact.
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.	Accepted	Potential solar arrays, natural flood management also improve these areas.	

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.	Accepted	Reduction targets of 25% energy consumption support this. The PSDS, Green Deal, internal behaviour change plans and existing capital budget are sufficient to support this.
Waste	8	No action required	The budget proposal continues our investment in Ubico - including recycling, reuse, bulking and re-sale of waste collected.	Accepted	
Sustainable Materials	8	No action required	Key capital projects in the capital programme will, where possible, use sustainable materials.	Accepted	Although this is an area which needs further monitoring at a project level.

<b>SOCIAL</b>	<b>Scores</b>	<b>Action</b>	<b>Justification</b>	<b>Reviewed</b>	<b>Recommendation</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.	Accepted	The allocated budget for the team managed by Richard Gibson will support further work in the community.
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.	Accepted	

Housing	0	No action required.	The general fund budget includes provision to support CBH in acquiring and building new affordable homes. This is also provided through the £180m housing investment plan.	Accepted	
Education	0	No action required.	We are continuing to invest in apprenticeships and graduates schemes at the Council.	Accepted	
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.	Accepted	
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.	Accepted	
Accessibility	0	No action required.	Resources in the budget to implement accessibility to Council resources.	Accepted	
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.	Accepted	
Safety	0	No action required.	Investment in the Minster Quarter and work at Town Centre East will reduce the ASB in these area. Continued resourcing of the Community Safety Partnership in Cheltenham.	Accepted	
Democratic Voice	0	No action required.	Meetings held with key stakeholders and views/feedback provided through consultation - see relevant appendix which summarises the results.	Accepted	
Equity	0	No action required.	See Equality Impact Assessment.	Accepted	

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**Appendix 17: Movement from Draft Budget to Final Budget 2024/25**

<b>Service Area</b>	<b>Overspend/(Underspend) 2024/25</b>
Interest Re-charges to the HRA	£134,314
Planning - Income Projection	£110,000
Cemetery & Crematorium - Income Projection	£57,726
Water Rate Increase at the Depot	£48,870
Marketing Cheltenham - Income Projection	£42,156
Building Control - Income Projection	£30,000
Land Charges Income now collected by Land Registry	£19,000
Homelessness - Temporary Accommodation	£18,962
Staffing Budgets - increased vacancies	-£240,000
Pest Control - Income Projection	-£22,000
Communities & Wellbeing - Administration covered by external grant income	-£27,887
Net other small variances	£97,589
<b>Total additional Overspend</b>	<b>£268,730</b>
Business Rates - S31, Levy & Pool Surplus	-£130,388 *

\*Business Rates underspend going directly to earmarked reserves to support 2025/26 position

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## Cheltenham Borough Council

### Cabinet & Council – 18 February 2025 & 21 February 2025

### Housing Revenue Account - Final Budget Proposals

### 2025/26 and revised Forecast 2024/25

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**Accountable member:**

Cllr Alisha Lewis – Cabinet Member Finance and Assets

**Accountable officer:**

Paul Jones – Deputy Chief Executive (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 sets out the Cabinet's final Housing Revenue Account (HRA) budget proposals for 2025/26 and the revised forecast for 2024/25.

The Council have faced unprecedented financial challenges over the last four 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. Although inflation has fallen and interest rates seem to be following, recovery from these events is a slow and gradual process.

The 2025/26 budget proposal outlined in this report is the first step to recovery. As outlined in the report below, all rents are proposed to increase by 2.7% in line with the Government's Social Rent Policy following the announcement of the CPI for September 2024 at 1.7%. However, the inflationary increases on base costs over the last two years mean that cost pressures still far outweigh any increase in income within the HRA.

Interest payable on temporary borrowing has been modelled at an average rate of 4.35% for 2025/26 and

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3.75% for the subsequent two years. The future years factor in any assumed borrowing in 2025/26 and 2026/27 to fund the HRA capital programme. This is the area of HRA expenditure where the largest pressure is associated. Details of the strategies being employed by the Council to reduce exposure to higher interest rates on temporary debt is set out in the general fund draft budget proposals for 2025/26 and the mid-term Treasury Management report which was presented to Full Council on 16 December 2024.

Work is underway to understand how overall borrowing levels can be minimised over the 30 year business plan for the HRA. This will be influenced by the changes in Right to Buy legislation which will mean more of the capital receipts will be retained and could be used to fund a greater proportion of the acquisitions programme which currently relies on additional borrowing to maintain stock levels.

Until the impact of these changes is fully understood, a reduction in the other base costs in the HRA is required to support the medium-term sustainability of the HRA reserves. A total saving of £1.35m has been included in the medium-term projections for the HRA operating account. The majority of this will be delivered as part of the transition of the housing services back to the Council and will mirror the implementation of the equivalent saving in the general fund. The remaining amount of £350k will be delivered through long term changes to our debt management strategies.

Discipline will continue to be required to ensure this budget is fully delivered, but 2025/26 marks the first budget year in which the Council can be said to truly be starting its long-term recovery from the events of the last five years.

### **Recommendations:**

1. Approve the final HRA budget proposals for 2025/26 shown at Appendix 2.
  2. Approve a rent increase of 2.7% for social rent homes, affordable homes and shared ownership homes and changes to other rents and charges as detailed within this report.
  3. Approve the HRA capital programme as shown at Appendix 3 and the detailed capital programme in Appendix 4
  4. Note the revised HRA forecast for 2024/25 and impact on the HRA balance.
- 

## **1. Implications**

### **1.1. Financial, Property and Asset 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 and consultation on the Council's budget. The final budget will be subject to consideration and approval by Full Council in February 2025.

There are no specific legal implications arising from the report. Where legal matters arise from the recommendations contained within the report, officers will seek advice from One Legal.

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



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

The works listed within the Capital Programme will lead to a reduction in greenhouse gas emissions, supporting our progress towards becoming a net zero Council and allocating funds towards actions listed within the Climate Emergency Action Plan.

The budget includes investment to retrofit significant numbers of the existing housing stock through a fabric first approach, where-ever possible, to make them more energy efficient, increasing the SAP rating to EPC C or above. This includes preliminary steps to fund the transition away from carbon reliant heating systems towards low carbon heating systems. Improving the energy efficiency of our homes has co benefits for the customers and the climate. It also includes investment to ensure Council led newbuilds meet or move towards the metrics within the Climate Change Supplementary Planning Document.

**Signed off by:** Maizy McCann, Climate Officer, Maizy.mccann@cheltenham.gov.uk

### **1.4. Corporate Plan Priorities**

The actions outlined in this budget proposal will help ensure that the council can deliver its corporate objectives as set out in the Corporate Plan.

**Signed off by:** Ann Wolstencroft, Head of Corporate Services

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## **2. Equality, Diversity and Inclusion Implications**

The proposals for the 2025/26 general fund revenue and capital budgets are focused on the delivery of the 2023-27 plan. Any savings or efficiencies to deliver the budget that require separate decisions will be subjected to their own equality impact assessments. An equality impact assessment for the decisions in this report is included in Appendix 6.

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

The budget for the HRA is monitored by the Cabinet and Leadership team throughout the year and reported to Cabinet and the Budget Scrutiny Working Group during the year.

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## **4. Background**

4.1. The Council's Constitution requires the Cabinet to prepare a budget proposal in advance of the coming financial year which has been subject to consultation between 18 December 2024 and 31 January 2025. The Cabinet is then required to draw up its firm budget proposals, having regard to the responses it has received during the consultation period, and present its report to Council in February 2025. This report presents the final proposals for the Housing Revenue Account for 2025/26.

## **5. Wider Economic and Sector Conditions for 2024/25 and 2025/26**

5.1. The 2025/26 HRA budget proposal has been set based on a series of assumptions about the economic outlook for the next 18 months. Inflation sat at 2.3% in October 2024, a rise compared to 1.7% the month before. Although inflation may be stabilising, levels over the previous two years have had a huge impact on our costs. The new Labour Government has proposed an

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increase to social and affordable rent of CPI+1% for the next five years measured at September each year which means we continue to be in a position due to inflation levels since 2022/23 where costs will continue to outweigh funding increases.

- 5.2. Inflation in the construction and maintenance sector and high interest rates impact financial viability and timing of delivery of new build schemes and acquisitions of properties. Many housing providers in the sector have reduced or delayed their new build programmes due to these financial pressures. This presents challenges when considering how we increase our housing stock levels and new rental income which can be used to offset some of the pressures in the HRA overhead costs.
- 5.3. The Bank of England base rate increase is also one of the most significant pressures our budget has seen. When this paper was presented to Cabinet last year the base rate was 5.25%, the highest since 2008. It was assumed based on treasury advice that this would decrease to 4.25% in 2024/25. The base rate has fallen to 4.50% in 2024/25 but is expected to reduce much more slowly than our previous estimates in 2025/26.
- 5.4. The Autumn Budget Statement from the new Government also announced changes to the Right to Buy legislation which reduces the discount available for any applicants after the 21 November 2024. Changes mean the Council will also be able to retain 100% of the capital receipts from Right to Buy sales indefinitely, making the existing policy permanent. There was a significant increase in applications from tenants to purchase their homes with 65 applications being received in the week before its introduction. This represents the equivalent of nearly two years of Right to Buy applications from previous years. Although the Government policy changes are welcomed by the Council, the long-term impact on stock levels and capital financing remain unknown and will need to be monitored.
- 5.5. Another key announcement in the Autumn Statement was an increase in Employers National Insurance contributions from 13.8% to 15.8% of pay and a reduction in the threshold for which this is paid from £9,100 a year to £5,000. The Final Local Government Finance Settlement for 2025/26 does not include funding for the increase in the contributions for housing staff whose salaries are covered by the HRA, despite being directly employed by the Council since July 2024.
- 5.6. Tax rises and caps on benefits increase pressure on rent arrears and homelessness provision however in the Autumn Statement of 2023 confirmation was given that following the freeze on the Local Housing Allowance (LHA) since April 2020 the rate was restored to the 30th percentile (meaning the LHA rate will fully cover the rent of up to three in every 10 homes in Cheltenham) from April 2024. The unfreezing of this allowance allowed the rent rise to be fully reflected in new affordable rents in 2024/25 and this will continue into 2025/26.
- 5.7. Work undertaken by officers in preparation for the introduction of the Regulator's Social Housing Consumer Standards from April 2024 has also identified a number of areas where additional investment is needed to ensure the Council are compliant. These will be monitored by the Council's Housing Committee into 2025/26 and beyond.
- 5.8. The current operating environment has improved slightly from last financial year although the pressure on rental income growth and on the HRA cost base still provide significant challenges in the medium term. The Council's decision to bring the housing service back into the Council provides opportunities for efficiencies to be realised and to reset the current position in the HRA 30 year business plan. Section 7 of this report outlines the strategy for 2025/26 which will set us on the journey to achieve this.

## 6. Housing Revenue Account Revised Forecast for 2024/25

- 6.1. The budget for 2024/25 reflected the increasing cost pressures on the HRA with a budgeted net operating surplus of £355,800. The revised forecast shows a negative variance of £267,100 from budget, reducing the operating surplus for the year to £88,700. This is a slight improvement

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from the operating surplus of £70,500 forecast when the draft budget was presented in December 2024. Significant variations have been identified in previous budget monitoring reports and have been outlined in Section 6 below. A table has also been included which reconciles the position in the draft budget report with the version presented here.

	£
<b>NET OPERATING SURPLUS - DRAFT BUDGET</b>	<b>70,500</b>
General & Special Management	61,300
Housing Management	74,500
Interest Payable	55,500
Dwelling Rents	(142,800)
Other Rental Income	(30,300)
<b>NET OPERATING SURPLUS - FINAL BUDGET</b>	<b>88,700</b>

- 6.2. A number of areas of expenditure in the HRA operational budget vary significantly from the original budget. The general & special management, housing management and repairs and maintenance budgets have all been reprofiled following the transition of housing services back to the Council. This is to reflect the changes to charging between the general fund, the HRA and Cheltenham Borough Homes rather than any significant variances in overall costs. The changes since the draft budget reflect the updated forecast of staffing costs where vacancies have been carried through the winter. Likewise, depreciation calculations have been reviewed and updated for estimated component rates from the current round of procurement and changes to the timing of new acquisitions and neighbourhood works.
- 6.3. The overspend against the original HRA budget is driven by two key areas; the interest payable on debt and the income generated from dwellings. Rental income from dwellings is now £254k below the budgeted levels – an increase of another £143k since the draft budget. The void rate is currently 2.7% against a target of 1% caused by issues in capacity to turn around void properties. The delays in activity to bring the homes back into use is also reflected in the increased underspend in this area of the capital budget. Officers are currently reviewing capacity in this area to ensure the number of void properties can be reduced and re-let as quickly as possible.
- 6.4. Interest payable on HRA debt has been recalculated based on the re-profiled capital programme in the final budget but is still expected to be £124k above the budget set in February 2024 which assumed an average interest rate of 4.5%. With short term borrowing rates averaging 5.40% for the first six months of 2024/25, a decision was made to replace £15m of HRA temporary debt with a 5 ½ year PWLB Maturity loan at the rate of 3.97%. The PWLB HRA rate which is 0.4% below the certainty rate which the General Fund receives is available up to June 2025. This discounted rate is to support local authorities borrowing for the Housing Revenue Account and for refinancing existing HRA loans. Further opportunities to replace temporary debt with long term debt will be carried out as and when they arise.
- 6.5. In order to offset some of this overspend, a decision has been taken to reduce the revenue contribution to capital in 2024/25. However, this is not a long term solution as any reduction in this provision will increase the proportion of borrowing required, again impacting on future interest payable. A strategy has been outlined in the section below to start to address the impact of borrowing on the overall HRA balance.

## 7. Housing Revenue Account Budget 2025/26

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- 7.1. The budget proposals for the HRA Operating Account in 2025/26 are set out in Appendix 2. The budget is set in comparison with the original budget and revised forecast for 2024/25.
- 7.2. This shows a smaller net operating surplus than the revised 2024/25 budget position but still includes a contribution to the HRA balance at year end. One of the key drivers in taking the decision in October 2023 to bring housing services back to the Council was the sustainability of the HRA balance which fell below the target of £1.5m for the first time in 2023/24. Since the transition in July 2024, work has begun to understand how this can be recovered over the medium term and how the HRA 30 year business plan can become more sustainable.
- 7.3. The 2025/26 budget proposal outlined in this report is the first step to recovery. As outlined in the section above, all rents are proposed to increase by 2.7% in line with the Government's Social Rent Policy following the announcement of the CPI for September at 1.7%. Social and Affordable rents are proposed to be capped at the Local Housing Allowance (LHA) as in previous years. On 24 October 2024 the Government launched a consultation on social housing rent policy which proposes to permit social rent to increase by CPI+1% for the five years up to 31 March 2031 which would apply to social and affordable rent. This is the increase that has been applied in the future years of the budget but will be reviewed following the conclusion of the consultation.
- 7.4. Expenditure budgets reflect:
- An estimated increase in the HRA recharges from the general fund of 5% and inflation on the majority of non-staff costs of 2.7%
  - Other shared service cost increases at 5% per annum.
  - Assumption that Homes England funding continues at existing levels and shared ownership costs do not change substantially
- 7.5. Interest payable on temporary borrowing has been modelled at an average rate of 4.35% for 2025/26 and 3.75% for the subsequent two years. This is consistent with the rates used within the general fund budget. The future years factor in any assumed borrowing in 2025/26 and 2026/27 to fund the HRA capital programme. This is the area of HRA expenditure where the largest pressure is associated. Details of the strategies being employed by the Council to reduce exposure to higher interest rates on temporary debt is set out in the general fund draft budget proposals for 2025/26 and the mid-term Treasury Management report which was presented to Full Council on 16 December 2024.
- 7.6. Within the medium term of the HRA budget, further work needs to be undertaken through the consultation period of the proposal as well as into 2025/26 to understand how overall HRA borrowing levels can be minimised. This will be influenced by the changes in Right to Buy legislation which will mean more of the capital receipts will be retained and could be used to fully fund the acquisitions programme which currently relies on additional borrowing to maintain stock levels.
- 7.7. Likewise the stock condition survey will also mean the planned maintenance programmes for our existing stock will be amended as new data comes in which may change the levels of investment required and subsequently the overall levels of borrowing.
- 7.8. Until the impact of these changes is fully understood, a reduction in the other base costs in the HRA is required to support the medium-term sustainability of the HRA reserves. A total saving of £1.35m has been included in the medium-term projections for the HRA operating account. This will be made up as follows:

	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Transition of housing services back to the Council	650,000	350,000	-	1,000,000
Reduction in Interest Payable	-	-	350,000	350,000
<b>Total</b>	<b>650,000</b>	<b>350,000</b>	<b>350,000</b>	<b>1,350,000</b>

7.9. The transition of housing services back in house is based on the calculations included in the original decision to wind up Cheltenham Borough Homes and will be implemented alongside the savings within the general fund. The reduction in interest payable will be delivered through debt management strategies outlined above. Progress against the achievement of these savings will be reported regularly through the budget monitoring reports.

## 8. HRA Capital Programme

8.1. The revised capital programme for 2024/25 shows that expenditure will be £4.738m below the original budget of £16.349m for existing properties – slippage of £2.233m since the draft budget was published. The revised capital programme for new build and acquisitions is also expected to be underspent by £1.762m against the original budget of £10.585m.

8.2. The main variances in the programme against the original budget relate to the following areas:

- Internal improvements – expected to be underspent by £3.327m as a result of delays in the contractor procurement for the works. This has been completed in the second half of the financial year in preparation for 2025/26 but will not be mobilised in time to complete all scheduled works in the current year.
- Energy efficiency – the underspend of £1.173m relates to Wave 2.1 of the Government's Social Housing Decarbonisation Fund (SHDF) which was launched in September 2022 to support the installation of energy performance measures in social homes in England. Cheltenham were awarded £2.1m in 2023/24 but delays have been experienced in the contracted delivery of the work which is expected to be completed in 2025/26. An application for Wave 3 of the same funding has been made in November 2024 and the Council are awaiting the award decision to extend the retrofitting even more of our housing stock.
- Fire protection – the budget for these works has been increased from £161k to £773k in response to the work undertaken on the consumer standards which were introduced by the Government in April 2024. An increased base capital budget has also been reflected in the four subsequent years to ensure there is sufficient resources available to take all action needed on remedial works.

8.3. As part of the consumer standards analysis undertaken by officers since the housing service transferred back to the Council in July 2024, the need to update our housing stock condition survey has been identified. Work commenced in Autumn 2024 and data on each of our properties will be updated over the next few years. This will drive changes in the overall planned

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maintenance programme as the condition of the different property components are re-assessed. This will mean capital investment is being focused where it is most needed to ensure all our properties meet the Government's Decent Homes Standard.

- 8.4. The capital programme for 2025/26 provides an additional £36.738m of investment in both existing homes and the acquisition and development of new homes. With the new build pipeline expected to deliver the 320 Swindon Road and Swindon Farm developments, this will boost our housing stock levels and start to build resilience in the HRA 30 year business plan. Additionally, work in our existing stock will focus on addressing any issues identified in the stock condition survey as well as balancing the benefits of retrofitting to reduce the overall carbon footprint of the stock whilst reducing energy costs for our tenants. Details by programme area for the four years to 2028/29 are given in Appendix 4.
- 8.5. During the 2025/26 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.
- 8.6. The proposed funding of these programmes is set out at Appendix 3 and includes a combination of borrowing, SHDF grant, Homes England grant, shared ownership sales, capital receipts and leaseholder contributions. In 2025/26 the programme is expected to increase levels of borrowing by £20.513m which places a significant pressure on the HRA operational budget as interest rates remain high. This is reflected in the HRA 30 year business plan which continues to show interest cover as a significant risk factor in the long term affordability of the operation of the HRA. This demonstrates the importance of the delivery of the planned savings in the 2025/26 budget strategy following the transition of the housing service back to the Council in July 2024.

### 9. Consultation process

- 9.1. The formal budget consultation on the detailed interim budget proposals took place over the period 18 December 2024 to 31 January 2025. 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.
- 9.2. 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 9 January 2025 and comments have been fed back to the Overview and Scrutiny Committee and the Cabinet.
- 9.3. Public responses to the budget proposals with responses from the Cabinet are provided at Appendix 5.

### 10. Key risks

- 10.1. See Risk Assessment in Appendix 1.

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**Appendices:**

- i. Risk Assessment
- ii. HRA Operating Account
- iii. Major Repairs Reserve and HRA Capital Programme (summary)
- iv. HRA 4-year Capital Programme (detail)
- v. Consultation Responses
- vi. Equality Impact Assessment
- vii. Climate Change Impact Assessment

**Background information:**

1. 2024/25 Final Budget Proposal report to Council - 23 February 2024;
2. The Quarter two 2024/25 budget monitoring report to Cabinet – 26 November 2024;
3. The draft budget proposal for the HRA 2025/26 report to Cabinet – 17 December 2024'
4. The final local government finance settlement for 2025/26.

<https://www.gov.uk/government/collections/final-local-government-finance-settlement-england-2025-to-2026>

## 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	Volatility in the external policy environment including Government Policy may impact the economic operating environment and future funding of the HRA	Paul Jones	5	3	15	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 future rent policy). A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially viable over the long term	CBC finance team	Mar 2025
1.02	If material and labour price increases and resource constraints continue in the medium term this may cause further financial restraints and the need for additional savings in the HRA	Paul Jones	4	3	12	Reduce the risk	The current higher than inflation pay rises in the private sector and constraints 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	CBC finance team	Mar 2025



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
							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 viable over the long term. The pace and scale of future investment will be managed carefully to protect existing services and support for tenants.		
1.03	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 required to inform future capital spend and compliance requirements. Procurement best practice is followed with continuing contract management.	CBH through management agreement	Mar 2025

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
							A 30-year financial plan is maintained, updated and stress tested regularly to ensure the HRA is financially viable over the long term		
1.04	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 4 years in the capital programme. This includes procurement of a new term external works contract and the expectation of additional funding bids to central government for the retrofit programme. The target for new build land owned by the HRA is to deliver low carbon homes. Progress in the sector and funding proposals by Government will be carefully monitored. A 30-year financial plan is maintained, updated	CBC/CBH through partnership working	Mar 2025

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
							and stress tested regularly to ensure the HRA is financially viable over the long term		
1.05	If the transfer of the Housing Service from CBH to CBC is not successfully managed or savings opportunities are not successfully delivered there could be an impact on resourcing/capacity to deliver essential services and compliance requirements as well as an adverse impact on the financial resilience of the HRA	Paul Jones	4	3	12	Reduce the risk	Consultation and close working will continue with CBH service teams, a programme manager has been appointed to manage the transition, there is ongoing financial monitoring of budgets and the HRA business plan	Paul Jones	Mar 2025
1.06	If changes in benefits, 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 during the cost-of-living crisis. This has been successful in	CBH through management agreement	Mar 2025

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
							mitigating the impact so far.		
1.07	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 increasing, private rents are increasing unaffordable for many, there remains a significant waiting list and short re-let times. Quality of homes needs to be maintained and changes in void levels monitored.	CBH through management agreement	Mar 2025
1.08	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 viable over the long term. Major peril to the stock is fire which is covered by appropriate	CBH through management agreement	Mar 2025

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
							insurance.		
1.09	If there are insufficient new supply opportunities (land/acquisitions) or delivery on sites such as new affordable homes from the GVD the ambitious targets for net new supply will not be achieved and the HRA will not be strengthened by generating additional future income	Paul Jones	3	2	6	Reduce the risk	The transition of CBH to CBC will strengthen the combined development team. 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 via Strategic Housing Delivery Group, Council Member Housing Working Group	Mar 2025
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 2025

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	2024/25		2025/26	2026/27	2027/28
	Original	Forecast	Estimate	Projections	
	£	£	£	£	£
<b>EXPENDITURE</b>					
General & Special Management	3,583,100	5,027,100	5,816,800	6,082,800	6,342,700
Housing Management	6,318,000	5,177,700	5,589,400	5,880,800	6,186,800
Rents, Rates, Taxes and Other Charges	138,300	158,900	158,900	158,900	158,900
Repairs & Maintenance	5,870,200	5,420,400	5,697,300	5,885,000	6,084,000
Provision for Bad Debts	240,000	240,000	250,000	263,000	279,000
Interest Payable	3,177,000	3,301,800	3,710,500	4,349,600	5,334,900
Depreciation of Dwellings	5,714,100	5,719,400	5,819,700	6,074,000	6,365,200
Depreciation of Other Assets	349,400	273,600	315,200	321,200	327,200
Debt Management Expenses	110,500	110,500	116,000	121,800	127,900
Efficiency Savings	-	-	-650,000	-1,000,000	-1,350,000
<b>TOTAL</b>	<b>25,500,600</b>	<b>25,429,400</b>	<b>26,823,800</b>	<b>28,137,100</b>	<b>29,856,600</b>
<b>INCOME</b>					
Dwelling Rents	23,959,300	23,705,500	25,018,500	26,309,600	27,922,300
Non Dwelling Rents	261,800	252,300	273,200	284,000	295,400
Charges for Services and Facilities	1,251,100	1,228,300	1,276,300	1,310,800	1,346,300
Feed in Tariff from PV Installations	309,200	271,000	278,300	286,700	295,300
<b>TOTAL</b>	<b>25,781,400</b>	<b>25,457,100</b>	<b>26,846,300</b>	<b>28,191,100</b>	<b>29,859,300</b>
<b>NET INCOME FROM SERVICES</b>	<b>280,800</b>	<b>27,700</b>	<b>22,500</b>	<b>54,000</b>	<b>2,700</b>
Interest Receivable	75,000	61,000	60,000	60,000	60,000
<b>NET OPERATING SURPLUS</b>	<b>355,800</b>	<b>88,700</b>	<b>82,500</b>	<b>114,000</b>	<b>62,700</b>
<b>Appropriations</b>					
Revenue Contributions to Capital	-183,700	-	-	-	-
<b>Net Increase/(Decrease) in reserves</b>	<b>172,100</b>	<b>88,700</b>	<b>82,500</b>	<b>114,000</b>	<b>62,700</b>
<b>Revenue Reserve brought forward</b>	<b>1,327,900</b>	<b>936,000</b>	<b>1,024,700</b>	<b>1,107,200</b>	<b>1,221,200</b>
<b>Revenue Reserve carried forward</b>	<b>1,500,000</b>	<b>1,024,700</b>	<b>1,107,200</b>	<b>1,221,200</b>	<b>1,283,900</b>

<b>Average Social Rent:-</b>				
<b>Increase 1st April</b>			<b>2.70%</b>	<b>3.00%</b>
<b>48 wk</b>		<b>107.69</b>	<b>110.60</b>	<b>113.92</b>
<b>52 wk</b>		<b>99.41</b>	<b>102.09</b>	<b>105.15</b>
<b>Average stock</b>		<b>4,340</b>	<b>4,341</b>	<b>4,370</b>

<b>Average Affordable Rent:-</b>				
<b>Increase 1st April</b>			<b>2.70%</b>	<b>3.00%</b>
<b>48 wk</b>		<b>175.59</b>	<b>180.33</b>	<b>185.74</b>
<b>52 wk</b>		<b>162.08</b>	<b>166.46</b>	<b>171.45</b>
<b>Average stock</b>		<b>205</b>	<b>230</b>	<b>255</b>

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**MAJOR REPAIRS RESERVE**

	2024/24		2025/26	2026/27	2027/28
	Original £	Forecast £	Estimate £	Projections £	
Balance brought forward	-	-	-	-	-
Depreciation of Dwellings	5,714,100	5,719,400	5,819,700	6,074,000	6,365,200
Depreciation of Other Assets	349,400	273,600	315,200	321,200	327,200
	<u>6,063,500</u>	<u>5,993,000</u>	<u>6,134,900</u>	<u>6,395,200</u>	<u>6,692,400</u>
Utilised to fund Capital Programme	-6,063,500	-5,993,000	-6,134,900	-6,395,200	-6,692,400
Balance carried forward	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**HRA CAPITAL PROGRAMME**

	2024/25		2025/26	2026/27	2027/28
	Original £	Forecast £	Estimate £	Projections £	
<b><u>EXPENDITURE</u></b>					
<b>EXISTING STOCK</b>					
Property Improvements & Major Repairs	16,349,000	11,611,500	18,509,000	18,472,000	16,540,000
Adaptations for the Disabled	600,000	600,000	600,000	600,000	600,000
Other inc repurchase of S/O Dwellings	60,000	60,000	60,000	60,000	60,000
	<u>17,009,000</u>	<u>12,271,500</u>	<u>19,169,000</u>	<u>19,132,000</u>	<u>17,200,000</u>
<b>NEW BUILD &amp; ACQUISITIONS</b>	10,585,000	8,822,900	18,229,000	22,800,000	27,508,000
<b>TOTAL</b>	<u>27,594,000</u>	<u>21,094,400</u>	<u>37,398,000</u>	<u>41,932,000</u>	<u>44,708,000</u>
<b><u>FINANCING</u></b>					
Capital Receipts inc Commuted Sums	1,934,000	4,165,000	6,140,000	3,940,000	3,940,000
HRA Revenue Contribution	183,700	-	-	-	-
Leaseholder Recharges	300,000	100,000	100,000	100,000	100,000
Major Repairs Reserve	6,063,500	5,993,000	6,134,900	6,395,200	6,692,400
Grants & Shared Ownership Sales	2,068,800	1,232,700	4,510,000	8,341,800	4,588,100
Borrowing	17,044,000	9,603,700	20,513,100	23,155,000	29,387,500
<b>TOTAL</b>	<u>27,594,000</u>	<u>21,094,400</u>	<u>37,398,000</u>	<u>41,932,000</u>	<u>44,708,000</u>

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PROPERTY IMPROVEMENT & MAJOR WORKS							
Programmes of Work	Description of Works	2024/25 Budget	2024/25 Forecast	2025/26 Projection	2026/27 Projection	2027/28 Projection	2028/29 Projection
EXTERNAL IMPROVEMENTS	External improvements to the external fabric of existing homes including roofs, chimneys, rainwater goods, facias, repointing of walls	1,603,000	1,603,000	1,405,000	1,594,000	1,506,000	1,561,000
INTERNAL IMPROVEMENTS	Internal improvements to existing homes including replacing kitchens, bathrooms, showers, rewires, consumer units	4,409,000	1,082,000	6,218,000	6,471,000	6,665,000	6,879,000
PATHS, FENCES & WALLS	Renewal of fences, ramps, paths and boundary walls	332,000	236,000	280,000	191,000	196,000	202,000
NEIGHBOURHOOD WORKS	Improvements to external communal areas including sheds, outbuildings, that generate higher amenity value	600,000	927,000	78,000	81,000	83,000	86,000
ENERGY EFFICIENCY & OTHER SUSTAINABILITY MEASURES	Improving the energy efficiency of the existing housing stock to meet the targets for 2030 - measures include the installation of top up loft insulation, cavity wall insulation, external wall insulation, and new heating systems such as ground source and air source heat pumps	3,330,000	2,156,900	4,442,000	4,645,000	2,663,000	3,678,000
RENEWAL OF HEATING SYSTEMS	Replacement energy efficient boilers and full central heating systems, plus high efficiency programmable electrical heating as required in existing homes	329,000	382,000	343,000	322,000	261,000	298,000
MAJOR REFURBISHMENTS TO VOID PROPERTIES	Renovating existing homes that become vacant prior to reletting and which require significant works, such as new kitchen, bathroom, plastering	1,470,000	1,350,000	1,450,000	1,236,000	1,273,000	1,311,000
WINDOWS & DOORS	Replacement PVCu windows and composite or timber entrance and communal doors; fire doors installed where required	250,000	300,000	44,000	147,000	33,000	850,000
ASBESTOS	Removal of asbestos from existing homes as required to facilitate internal and external improvement works under other programmes	400,000	400,000	500,000	515,000	530,000	546,000
SHELTERED ACCOMMODATION	Improvements to communal areas in existing sheltered schemes including renewing furniture, fixtures and fittings and other equipment	160,000	160,000	25,000	26,000	27,000	27,000
DOOR ENTRY SCHEMES	Renewal of door entry systems on sheltered and general needs blocks	134,000	79,000	142,000	395,000	390,000	133,000
STRUCTURAL WORKS & SURVEYS	Structural works to reinstate the structural integrity of buildings typically those subjected to cracking through ground movement or existing structural defects and provision for stock condition surveys	775,000	360,000	843,000	196,000	202,000	208,000
COMMUNAL WORKS	Renewal of services serving communal areas such as wiring, lighting, fire detection, flooring, CCTV	243,000	219,000	283,000	214,000	441,000	242,000
FIRE PROTECTION	Improvements to communal areas and existing homes identified through fire risk assessments to ensure the Council adheres to regulatory requirements	161,000	773,000	500,000	515,000	530,000	546,000
LIFTS	Replacement of passenger lifts and installation of new chair lifts as required	231,000	80,000	294,000	537,000	284,000	15,000
NON TRADITIONAL HOMES (CORNISH UNIT PROPERTIES)	Renovation of thirty Cornish, non traditional build, type properties and further energy efficiency measures	180,000	100,000	-	-	-	-
GARAGE IMPROVEMENTS	Upkeep of the existing garage blocks	30,000	60,000	30,000	31,000	32,000	33,000
WARDEN CALL UPGRADE	Renewal of the existing analogue warden system with a new digital compatible system	510,000	325,000	340,000	-	-	-
FEE FOR MANAGING PROGRAMME	Management fee for Investment Team to manage the above programmes of work	1,202,000	1,018,600	1,292,000	1,356,000	1,424,000	1,467,000
<b>TOTAL BUDGET FOR EXISTING PROPERTIES</b>		<b>16,349,000</b>	<b>11,611,500</b>	<b>18,509,000</b>	<b>18,472,000</b>	<b>16,540,000</b>	<b>18,902,000</b>

NEW BUILD & ACQUISITIONS							
		2024/25 Budget	2024/25 Forecast	2025/26 Projection	2026/27 Projection	2027/28 Projection	2028/29 Projection
<b>NEW BUILD (APPROVED)</b>							
320 SWINDON ROAD	Land led scheme for 24 net zero homes on Council land	1,650,000	648,300	3,740,000	1,885,000	-	-
MONKSCROFT SCHOOL	Land led scheme for 70 net zero homes on Council land	730,000	660,000	880,000	8,580,000	8,655,000	-
S106 PURCHASES	Developer led schemes for the acquisition of completed homes under a mix of tenures under section 106 agreements	3,350,000	2,837,900	8,359,000	7,085,000	423,000	-
<b>MARKET PURCHASE</b>	Acquisition of individual properties from the local market to support the wider strategies within the HRA business plan	4,125,000	4,125,000	5,000,000	5,000,000	5,000,000	5,000,000
<b>MARKET PURCHASE (LAHF)</b>	Acquisition of 2 further homes from the private market to support refugee families from Ukraine and Afghanistan	-	501,700	-	-	-	-
<b>OTHER SCHEMES</b>	Provision for new land led schemes and s106 schemes not currently in contract - includes provision for affordable homes from the Golden Valley Development	730,000	50,000	250,000	250,000	13,430,000	22,333,000
<b>TOTAL BUDGET FOR NEW BUILD &amp; ACQUISITIONS</b>		<b>10,585,000</b>	<b>8,822,900</b>	<b>18,229,000</b>	<b>22,800,000</b>	<b>27,508,000</b>	<b>27,333,000</b>

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## Budget Consultation 2025/26 questions from members of the public

**Received 24 January 2025**

The budget includes £1m of savings from CBH being taken back in house. How is this figure arrived at? As detailed as possible please.

The council is currently rolling out a program of roof renewals on its CBH properties. When was the contract with Joyner to do the roofs entered into and what guarantee does Joyner give the council on the work?

**Response from Cabinet Member**

The details of the savings estimated from the transition of housing services back in house to the Council were included in the Cabinet paper that was approved in October 2023. This estimated a total of £2m of staffing savings – split evenly between the General Fund and the Housing Revenue Account. The estimate was made up of £350k which was generated by merging the senior leadership team and then a 5% reduction in headcount across the rest of the organisation.

The new external fabric improvement contract with Joyner commenced on 1<sup>st</sup> April 2024 and runs until 30<sup>th</sup> March 2029.

The works have been let under the measured term form of contract which provides a six-month defects liability period to cover defects arising from materials and workmanship. In addition, insurance backed guarantees are provided covering external wall insulation installations and roofing works.

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# Appendix 6: Equality Impact Assessment

## Introduction

An Equality Impact Assessment (EqIA) is a method for assessing the effects or impacts of a council policy or function on removing barriers to equality.

The Equality Act 2010 includes a public sector equality duty which requires public authorities to try and eliminate discrimination; advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it and promote equality and good relations across a range of protected characteristics.

The protected characteristics are:

Age	Disability	Gender Reassignment
Marriage and civil partnership	Pregnancy and maternity	Race
Religion or belief (including lack of belief)	Sex	Sexual orientation

An EqIA should be completed with the full range of protected characteristics considered during the initial stages of developing new strategies, policies, functions or services, prior to starting a procurement exercise and before decisions are made.

Examples of when an EqIA should be completed are:

<ul style="list-style-type: none"> <li>Any proposals to introduce or add to a service</li> </ul>	<ul style="list-style-type: none"> <li>Any proposals to adopt policy priorities, strategies and plans</li> </ul>
<ul style="list-style-type: none"> <li>Any proposals to remove, reduce or alter a service</li> </ul>	<ul style="list-style-type: none"> <li>Changes to staffing structure where groups of employees are likely to be negatively affected</li> </ul>
<ul style="list-style-type: none"> <li>Any new policies or changes to policies</li> </ul>	<ul style="list-style-type: none"> <li>Any proposals in relation to procured or commissioned services</li> </ul>

## Stage 1 - Equality Screening

Whenever a policy/service or function is reviewed, changed, developed or removed an initial equality impact assessment stage 1 will need to be undertaken. This is a screening template and will help establish whether a full assessment is needed. This should be done at an early stage of the process so that it is part of policy development.

## Stage 2 – Equality Impact Assessment

This is the full EqIA and seeks to identify the equality considerations that have been taken into account including any mitigating actions proposed and ensures decisions are based on evidence. The EqIA will need to be agreed with the appropriate Head of Service or Director and should be included on the decision making report, along with commentary on the assessment in the main body of the report.

**STAGE 1 – Equality Screening**

**1. Identify the policy, project, function or service change**

**a. Person responsible for this Equality Impact Assessment**

Officer responsible: Gemma Bell	Service Area: Finance & Assets
Title: Director of Finance & Assets (Deputy s151 Officer)	Date of assessment: January 2025

**b. Is this a policy, function, strategy, service change or project?**

**Other**

If other, please specify:

This is the final budget proposal for 2025/26 for the delivery of the housing services.

**c. Name of the policy, function, strategy, service change or project**

The Final Housing Revenue Account (HRA) Revenue & Capital Budgets for 2025/26

Is this new or existing?

New

**Please specify reason for change or development of policy, function, strategy, service change or project**

The Local Government Finance Regulations require a draft budget to be presented for consultation for both the General Fund and Housing Revenue Account in advance of a final budget being presented to Full Council.

**d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?**

Aims and Objectives:	To propose a final budget for the HRA revenue and capital budgets for 2025/26 and report on the forecast budget position for 2024/25.
Outcomes:	To approve the budget proposals in advance of the 2025/26 financial year.
Benefits:	To provide a balanced budget for the general fund and housing revenue account which will allow services to be continued to be delivered whilst building back reserves following a period of significant financial pressure.



**e. What are the expected impacts?**

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.

**Yes**

Do you expect the impacts to be positive or negative?

**Positive**

Please provide an explanation for your answer:

Some of the savings and efficiencies required to deliver the budget proposal may impact on the lives of employees, tenants and customers. This will be determined as services are re-aligned and merged more closely between the general fund and housing. If this is the case, any specific decisions will be subject to appropriate risk assessments and separate consultation where required.

Any impact of savings and efficiencies is expected to be offset by the investment in growth and the overall outcome of allowing the Council to continue to deliver housing services in Cheltenham.

**If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.**

**f. Identify next steps as appropriate**

Stage Two required

**Yes**

Owner of Stage Two assessment

**Leadership Team**

Completion date for Stage Two assessment

**As service re-organisation is determined.**

**Please move on to Stage 2 if required ([intranet link](#)).**

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**Report:**

Final HRA Budget Proposal 2025/26



ENVIRONME						
NTAL	Scores	Action	Justification	Reviewed	Recommendation	Follow up
GHGs	2	No action required	The capital programme includes funding to improve the energy efficiency of the existing housing stock to meet the targets for 2030 - measures include the installation of top up loft insulation, cavity wall insulation, external wall insulation, and new heating systems such as ground source and air source heat pumps.	Accepted	Reduction targets of 25% energy consumption support this. The PSDS, Green Deal, internal behaviour change plans and existing capital budget are sufficient to support this.	
Air quality	2	No action required	Funding included in the capital programme for damp and mould remedial works in line with social housing regulations.	Accepted	Funding will support the outcomes of the recent AQMA action plan consultation.	
Sustainable Transport	0	No action required.	N/a - housing budget.	Queried	The sustainable transport reserve, as understood, is for internal initiatives only. This doesn't support the wider aims of improving sustainable transport options in the borough.	Confirm that the reserve is for internal initiatives only.
Biodiversity	4	No action required	There are no specific budget proposals relating to biodiversity.	Queried	The fact that there is no specific budget allocated to biodiversity could have an overall negative impact.	Reassess this area - consult with the Green Space team - will a lack of budget result in negative impacts on biodiversity.
Land use change	0	No action required.	The acquisitions and new build programme will change some of the land owned by the HRA through the building of new homes and infrastructure this will require.	Queried	Many of the projects I am aware of are converting grass land to built environment	Confirm the projects which will have a positive impact

					which has negative impacts.	on land use from an environmental perspective.
Soil and waterway health	0	No action required.	There are no specific budget proposals relating to soil and waterway health.	Queried	The funding allocated to the Flooding team for development of SuDS, and the allocated budget for tree planting could positively impact this area.	Reassess - if there is budget for SuDS and tree planting, this will have a positive impact.
Climate Change Adaptation	4	No action required	The capital programme includes funding to improve the energy efficiency of the existing housing stock to meet the targets for 2030 - measures include the installation of top up loft insulation, cavity wall insulation, external wall insulation, and new heating systems such as ground source and air source heat pumps.	Accepted	Potential solar arrays, natural flood management also improve these areas.	
Energy Use	8	No action required	The capital programme includes funding to improve the energy efficiency of the existing housing stock to meet the targets for 2030 - measures include the installation of top up loft insulation, cavity wall insulation, external wall insulation, and new heating systems such as ground source and air source heat pumps.	Accepted	Reduction targets of 25% energy consumption support this. The PSDS, Green Deal, internal behaviour change plans and existing capital budget are sufficient to support this.	
Waste	#VALUE!	#VALUE!	The building of new affordable homes will increase the waste projection in the town.	Accepted		
Sustainable Materials	-4	Review - changes needed before proceeding	Key new build programmes will include the use of sustainable materials.	Accepted	Although this is an area which needs further monitoring at a project level.	

<b>SOCIAL</b>	<b>Scores</b>	<b>Action</b>	<b>Justification</b>	<b>Reviewed</b>	<b>Recommendation</b>
Food	1	No action required	The budget does not include any specific proposals relating to food.	Accepted	The allocated budget for the team managed by Richard Gibson will support further work in the community.
Health	0	No action required.	The investment in affordable, safe and compliant homes across the capital programme and within the repairs budgets will increase the positive health outcomes for tenants and leaseholders.	Accepted	
Housing	0	No action required.	The budget includes provision for acquiring and building new affordable homes. This is also provided through the £180m housing investment plan.	Accepted	
Education	0	No action required.	The communities and customer service team will continue to be funded to support learning outcomes for tenants, leaseholders and residents in the town.	Accepted	
Community	1	No action required	N/a	Accepted	
Culture	1	No action required	N/a	Accepted	
Accessibility	0	No action required.	Resources in the budget to implement accessibility to housing stock.	Accepted	
Local Economy and Jobs	0	No action required.	The communities team are reviewing the approach to supporting our local tenants and leaseholders to get into employment, education and training.	Accepted	
Safety	0	No action required.	Investment in our housing stock and communal areas should continue to increase the safety of tenants and leaseholders.	Accepted	
Democratic Voice	0	No action required.	Meetings held with key stakeholders and views/feedback provided through consultation - see relevant appendix which summarises the results.	Accepted	
Equity	0	No action required.	See Equality Impact Assessment.	Accepted	

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**Cheltenham Borough Council**

**Council 21<sup>st</sup> February 2025**

**Council Tax Resolution 2025/26**

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**Accountable member:**

Councillor Alisha Lewis, Cabinet Member Finance and Assets

**Accountable officer:**

Paul Jones, Executive Director Finance Assets and Regeneration

**Ward(s) affected:**

All

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**Key Decision:** Yes

**Executive summary:**

The purpose of this report is to enable the Council to set the Council Tax for 2025/26. The Council agreed its budget and level of Council Tax for 2025/26 at its meeting on 21<sup>st</sup> February 2025. The Council is required to formally approve the total Council Tax for residents of Cheltenham, including the Council Tax requirements of the precepting organisations Gloucestershire County Council (GCC) and The Police and Crime Commissioner for Gloucestershire

**Recommendations:**

1. Approve the formal Council Tax resolution at Appendix 2 and note the commentary in respect of the increase in Council Tax at Paragraph 6 of Appendix 2
- 

**1. Implications**

**1.1 Financial, Property and Asset implications**

*Failure to agree the Council Tax resolution at this meeting would delay the preparation of council tax bills and the collection of the payments from residents. This would have a detrimental impact on the Council's cashflow.*

**Signed off by:** Jon Whitlock, Chief Accountant [jon.whitlock@cheltenham.gov.uk](mailto:jon.whitlock@cheltenham.gov.uk)

**1.2 Legal implications**

*The legislative context is set out in the report.*

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

### **1.3 Corporate Plan Priorities**

None arising from this report.

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

None arising from this report.

### **1.5 Equality, Diversity and Inclusion Implications**

None arising from this report.

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## **2 Background**

2.1 The Localism Act 2011 has made significant changes to the Local Government Finance Act 1992, and now requires the billing authority to calculate a Council Tax requirement for the year, not its budget requirement as previously.

2.2 The Council agreed the budget and level of Council Tax for 2025/26 (previous agenda item) on 21st February 2025. The Council is now required to formally approve the total Council Tax for residents of Cheltenham, including the Council Tax requirements of the precepting organisations, Gloucestershire County Council (GCC) and The Police and Crime Commissioner for Gloucestershire.

2.3 Gloucestershire County Council (GCC) and The Police and Crime Commissioner for Gloucestershire have both met to set their council taxes for 2025/26.

2.4 The total Council Tax to be paid by residents of Cheltenham in 2025/26 by council tax band, including the precepting authorities, is contained in Appendix 2.

## **3 Reasons for recommendations**

3.1 To enable the Council to set the Council Tax for 2025/26.

## **4 Alternative options considered**

4.1 Not applicable.

## **5 Consultation and feedback**

5.1 Not applicable.

## **6 Key risks**

6.1 As outlined in the financial implications.

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**Report author:**



**Appendices:**

- i. Risk Assessment
- ii. Council Tax Resolution 2025/26

**Background information:**

1. Council Budget Report 21<sup>st</sup> February 2025

**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
c.tax 1	Failure to agree the 2024/25 Council Tax resolution may result in lost interest on income.	Gemma Bell	4	1	4	Accept the risk	Councilors to agree council tax resolution at meeting.	Gemma Bell	23/02/2024

## Cheltenham Borough Council

### Full Council – 21 February 2025

### Gambling Act 2005 Statement of Principles

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**Accountable member:**

Councillor Victoria Atherstone, Cabinet Member for Safety and Communities

**Accountable officer:**

Michelle Bignell, Licensing and Public Protection Manager

**Ward(s) affected:**

All

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**Key/Significant Decision: Significant**

**Executive summary:**

The Gambling Act 2005 requires that the authority produce, consult on and publish a Statement of Principles that they propose to apply when exercising their functions under the Act.

The Act also requires that the Statement of Principles should be kept under review and must be re-published at least every three years.

Cheltenham Borough Council published its existing Statement of Principles in 2022.

The Cabinet Member for Safety and Communities, Councillor Victoria Atherstone, has supported that the current policy remains unchanged, for the reasons outlined in 2.5 below, and is re-adopted by authority for a further three-year period or when a review is required.

**Recommendations:**

1. Re-adopt the current Gambling Act 2005 Statement of Principles for a

**further three-year period attached at Appendix 3.**

---

## **1. Implications**

### **1.1 Financial, Property and Asset implications**

There are no financial implications arising from this report.

**Signed off by:** Ela Jankowska, Finance Business Partner,  
[Ela.Jankowska@cheltenham.gov.uk](mailto:Ela.Jankowska@cheltenham.gov.uk)

### **1.2 Legal implications**

Section 349 of the Gambling Act 2005 requires the Licensing Authority to produce a Statement of Gambling Principles every three years which it will apply in exercising its functions under the Act during that period.

**Signed off by:** Sharon Green, Lawyer, One Legal [sharon.green@onelegal.org.uk](mailto:sharon.green@onelegal.org.uk)

### **1.3 Environmental and climate change implications**

There are no climate implications arising from this report.

**Signed off by:** Maizy McCann, Climate Officer, [maizy.mccann@cheltenham.gov.uk](mailto:maizy.mccann@cheltenham.gov.uk)

### **1.4 Corporate Plan Priorities**

This report contributes to the following Corporate Plan Priorities:

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

### **1.5 Equality, Diversity and Inclusion Implications**

Please see attached equality impact assessment in **Appendix 2**.

### **1.6 Performance management – monitoring and review**

1.6.1 The authority must also ensure that they comply with the Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006 (S.I 636 of 2006). These regulations govern the form statements must take, the procedure to be followed in relation to the preparation, review or revision of statements and the publication of statements.

1.6.2 These regulations require that a Statement is published by being made available for a period of at least 4 weeks before the date on which it will come into effect:

on the authority's website, and

for public inspection in one or more public libraries, or other premises in the Borough, such as the Council Offices.

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## 2 Background

2.1 Cheltenham Borough Council ("the authority") is required under section 349 of the Gambling Act 2005 to review and republish its Statement of Principles every three years.

2.2 The authority must also ensure that they comply with the Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006 (S.I 636 of 2006). These regulations govern the form statements must take, the procedure to be followed in relation to the preparation, review or revision of statements and the publication of statements.

2.3 These regulations require that a Statement is published by being made available for a period of at least 4 weeks before the date on which it will come into effect:

- on the authority's website,
- and for public inspection in one or more public libraries, or other premises in the Borough, such as the Council Offices.

2.4 The Gambling Commission has published guidance to licensing authorities and the authority has a statutory obligation to have regard to this guidance.

2.5 A review has been undertaken in accordance with the statutory requirements. Given that there have been no substantial changes to legislation and national guidance, there are no proposed changes to the Statement of Principles. Due to this, it is proposed to re-adopt the current policy attached at **Appendix 3** for a further three-year period.

2.6 Central Government are currently consulting on the white paper 'High Stakes: Gambling reform for the digital age' following a review of the Gambling Act 2005. Once their findings have been published in 2025 and, in line with advice from the Gambling Commission (**Appendix 4**), the Statement of Principles will be reviewed again and any changes to the document will be subject to a full consultation with all stakeholders.

### **3 Gambling Act 2005**

3.1 The Gambling Act 2005 is the primary legislation regulating all forms of gambling activity in the UK. Under the Act, gambling is defined as:

- gaming (within the meaning of section 6);
- betting (within the meaning of section 9); and
- participating in a lottery (within the meaning of section 14).

3.2 The Act sets out a number of licensing objectives that the authority is bound by when discharging any of its functions under the Act:

- a) preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- b) ensuring that gambling is conducted in a fair and open way; and
- c) protecting children and other vulnerable persons from being harmed or exploited by gambling.

3.3 Section 153 of the 2005 Act (“Principles to be applied”) states that:

*In exercising their functions under this Part a licensing authority shall aim to permit the use of premises for gambling in so far as the authority think it—*

- a. in accordance with any relevant code of practice under section 24,
- b. in accordance with any relevant guidance issued by the Commission under section 25,
- c. reasonably consistent with the licensing objectives (subject to paragraphs (a) and (b)), and
- d. in accordance with the statement published by the authority under section 349 (subject to paragraphs (a) to (c)).

### **4 Reasons for recommendations**

4.1 To ensure the authority can effectively meet its obligations under the Gambling Act 2005 in relation to reviewing the Statement of Principles.

### **5 Alternative options considered**

5.1 None.

### **6 Consultation and feedback**

6.1 There were no proposed changes to the revised Statement of Principles other than to amend the date it will take effect, and therefore it was not considered necessary to consult with stakeholders in relation to this minor matter.

6.2 As the decision making process for gambling policy adoption is the

responsibility of Full Council, the Cabinet Member for Safety and Communities is satisfied for this item to be recommended to Full Council for adoption.

## 7 Key risks

7.1 See Appendix 1.

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### Report author:

Michelle Bignell, Licensing and Public Protection Manager,  
[michelle.bignell@cheltenham.gov.uk](mailto:michelle.bignell@cheltenham.gov.uk)

### Appendices:

- i. Risk Assessment
- ii. Equality Impact Assessment
- iii. Statement of Principles
- iv. Advice from Gambling Commission

### Background information:

1. [Statement of Principles – Adopted 2022](#)
2. [Gambling Act 2005](#)
3. [Gambling Act 2005 \(Licensing Authority Policy Statement\) \(England and Wales\) Regulations 2006 \(S.I 636 of 2006\)](#)
4. [Guidance to Licensing Authorities 4th Edition \(April 2021\)](#)

### 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
	<p>Failure to publish a revised Statement of Principles within the required timescale would leave Cheltenham Borough Council in breach of its statutory obligations.</p> <p>This could lead to legal challenges, costs to the council and adversely affect the council's reputation.</p>	Licensing and Public Protection Manager	2	4	8	Readopt the current policy	Accept	Licensing and Public Protection Manager	Feb 25



## Appendix 2: Equality Impact Assessment

### 1. Identify the policy, project, function or service change

#### a. Person responsible for this Equality Impact Assessment

Officer responsible: Michelle Bignell	Service Area: Licensing
Title: Licensing and Public Protection Manager	Date of assessment: 30 January 2025
Signature: Michelle Bignell	

#### b. Is this a policy, function, strategy, service change or project?

Policy

If other, please specify:

#### c. Name of the policy, function, strategy, service change or project

Is this new or existing?

**Already exists and is being reviewed**

**Please specify reason for change or development of policy, function, strategy, service change or project**

**Statutory requirement to review every 3 years**

#### d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims:

The authority is required by the Gambling Act 2005 to publish a Statement of Principles ("Statement") which they propose to apply when exercising their functions. This Statement must be published at least every three years. The Statement must also be reviewed from "time to time" and any amended parts re-consulted upon. The Statement must be then republished.

To ensure that the statement of the principles sets out how Cheltenham Borough Council will exercise its functions under the Act.

Objectives:	To ensure that Cheltenham Borough Council comply with the three-year review requirement set out in S.349 of the Gambling Act 2005.
Outcomes:	Cheltenham Borough Council's Statement of Principles will be compliant with the Gambling Act 2005.
Benefits:	There is no risk of challenge for an out-of-date policy.

**e. What are the expected impacts?**

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.

**Yes**

Do you expect the impacts to be positive or negative?

**Positive**

Please provide an explanation for your answer:

To ensure that licensed premises deliver the three licensing objectives of the Gambling Act 2005:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.
- Ensuring that gambling is conducted in a fair and open way.
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

**If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.**

<b>f. Identify next steps as appropriate</b>	
Stage Two required	<b>Yes</b>
Owner of Stage Two assessment	<b>Michelle Bignell</b>
Completion date for Stage Two assessment	<b>30.01.25</b>

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# Equality Impact Assessment

## Introduction

An Equality Impact Assessment (EqIA) is a method for assessing the effects or impacts of a council policy or function on removing barriers to equality.

The Equality Act 2010 includes a public sector equality duty which requires public authorities to try and eliminate discrimination; advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it and promote equality and good relations across a range of protected characteristics.

The protected characteristics are:

Age	Disability	Gender Reassignment
Marriage and civil partnership	Pregnancy and maternity	Race
Religion or belief (including lack of belief)	Sex	Sexual orientation

An EqIA should be completed with the full range of protected characteristics considered during the initial stages of developing new strategies, policies, functions or services, prior to starting a procurement exercise and before decisions are made.

Examples of when an EqIA should be completed are:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Any proposals to introduce or add to a service</li> </ul>     | <ul style="list-style-type: none"> <li>Any proposals to adopt policy priorities, strategies and plans</li> </ul>                               |
| <ul style="list-style-type: none"> <li>Any proposals to remove, reduce or alter a service</li> </ul> | <ul style="list-style-type: none"> <li>Changes to staffing structure where groups of employees are likely to be negatively affected</li> </ul> |
| <ul style="list-style-type: none"> <li>Any new policies or changes to policies</li> </ul>            | <ul style="list-style-type: none"> <li>Any proposals in relation to procured or commissioned services</li> </ul>                               |

## Stage 1 - Equality Screening

Whenever a policy/service or function is reviewed, changed, developed or removed an initial equality impact assessment stage 1 will need to be undertaken. This is a screening template and will help establish whether a full assessment is needed. This should be done at an early stage of the process so that it is part of policy development.

## Stage 2 – Equality Impact Assessment

This is the full EqIA and seeks to identify the equality considerations that have been taken into account including any mitigating actions proposed and ensures decisions are based on evidence. The EqIA will need to be agreed with the appropriate Head of Service or Director and should be included on the decision making report, along with commentary on the assessment in the main body of the report.

**STAGE 1 – Equality Screening**

**1. Identify the policy, project, function or service change**

**a. Person responsible for this EqIA**

Officer responsible: Michelle Bignell	Service Area: Licensing
Title: Licensing and Public Protection Manager	Date of assessment: 27.01.25
Signature: Michelle Bignell	

**b. Is this a policy, function, strategy, service change or project?**

Policy

If other, please specify:

**c. Name of the policy, function, strategy, service change or project**

Is this new or existing? **Already exists and is being reviewed**

**Please specify reason for change or development of policy, function, strategy, service change or project**

**Statutory requirement to review every 3 years**

**d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?**

Aims:	The authority is required by the Gambling Act 2005 to publish a Statement of Principles (“Statement”) which they propose to apply when exercising their functions. This Statement must be published at least every three years. The Statement must also be reviewed from “time to time” and any amended parts re-consulted upon. The Statement must be then republished.
Objectives:	To ensure that the statement of the principles sets out how Cheltenham Borough Council will exercise its functions under the Act.  To ensure that Cheltenham Borough Council comply with the three-year review requirement set out in S.349 of the Gambling Act 2005.
Outcomes:	Cheltenham Borough Council’s Statement of Principles will be compliant with the Gambling Act 2005.
Benefits:	There is no risk of challenge for not complying with the statutory requirements.

<b>e. What are the expected impacts?</b>	
Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.	<b>Yes</b>
Do you expect the impacts to be positive or negative?	<b>Positive</b>
Please provide an explanation for your answer:	
<p>Promotion of the licensing objectives:</p> <ul style="list-style-type: none"> <li>• Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.</li> <li>• Ensuring that gambling is conducted in a fair and open way.</li> <li>• Protecting children and other vulnerable persons from being harmed or exploited by gambling.</li> </ul>	

**If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.**

<b>f. Identify next steps as appropriate</b>	
Stage Two required	<b>Yes</b>
Owner of Stage Two assessment	
Completion date for Stage Two assessment	<b>27.01.25</b>

**Please forward this completed form to [add email address] and move on to Stage 2 if required.**

**STAGE 2 – Full Equality Impact Assessment**

**2. Engagement and consultation**

The best approach to find out if a policy etc, is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those equality groups.

**a. Research and evidence**

List below any data, consultations (previous, relevant, or future planned), or any relevant research, studies or analysis that you have considered to assess the policy, function, strategy, service change or project for its relevance to equality.

There has been a downward trend in licensed gambling premises in the Borough. In 2018, there were 16 betting shops and in 2025, there were 9 premises. This is in line with national trends.

Gloucestershire County Council - [https://www.gloucestershire.gov.uk/media/x0llvhyr/gambling-related-harm\\_final-1.pdf](https://www.gloucestershire.gov.uk/media/x0llvhyr/gambling-related-harm_final-1.pdf) which also references [The National Centre for Social Research’s report Gambling behaviour in Great Britain in 2015](#), further details are found below in socio-economic factors.

**b. Consultation**

Has any consultation be conducted?

**No**

Describe the consultation or engagement you have conducted or are intending to conduct. Describe who was consulted, what the outcome of the activity was and how these results have influenced the development of the strategy, policy, project, service change or budget option.

If no consultation or engagement is planned, please explain why.

As the policy is remaining unchanged, no consultation has been carried out. The list of consultees within Appendix A of the document will be notified of the re-adoption and the desire to keep under review should the statutory guidance be revised.



### 3. Assessment

#### a. Assessment of impacts

For each characteristic, please indicate the type of impact (positive – contributes to promoting equality or improving relations within an equality group, neutral – no impact, negative – could disadvantage them).

Please use the description of impact box to explain how you justify the impact and include any data and evidence that you have collected from surveys, performance data or complaints to support your proposed changes

DRAFT

Protected Characteristic	Specific Characteristic	Impact	Description of impact	Mitigating Action
<b>AGE</b>	Older people (60+)	Neutral	There is no upper age limit. This is prescribed by statute.	None.
	Younger People (16-25)	Positive	No person under the age of 18 shall be permitted entry to age-restricted licensed premises such as casinos, bingo halls, betting shops and adult gaming centres where gambling is permitted.  The Council does not impose any local age restrictions on the application process.	Routine assessment of applications and monitoring to ensure compliance with regulations.
	Children (0-16)	Positive	No person under the age of 18 shall be permitted entry to age-restricted licensed premises such as casinos, bingo halls, betting shops and adult gaming centres where gambling is permitted.  The Council does not impose any local age restrictions on the application process.	Routine assessment of applications and monitoring to ensure compliance with regulations.
<b>DISABILITY</b> A definition of disability under the Equality Act 2010 is available <a href="#">here</a> .  <i>See also carer responsibilities under other considerations.</i>	Physical disability	Neutral	There is no requirement for the applicant to pass on any details of medical capacity. There are no equality restrictions of who can enter licensed premises.  The council hold no information of any applicants from this group.	None.
	Sensory Impairment (sight, hearing)	Neutral	There is no requirement for the applicant to pass on any details of medical capacity. There are no equality restrictions of who can enter licensed premises.  The council hold no information of any applicants from this group.	None.

	Mental health	Neutral	<p>There is no requirement for the applicant to pass on any details of medical capacity. There are no equality restrictions of who can enter licensed premises.</p> <p>The council hold no information of any applicants from this group.</p>	None.
	Learning Disability	Neutral	<p>There is no requirement for the applicant to pass on any details of medical capacity. There are no equality restrictions of who can enter licensed premises.</p> <p>The council hold no information of any applicants from this group.</p>	None.
<b>GENDER REASSIGNMENT</b>		Neutral	<p>There are no gender or equality restrictions of who can be a collector providing that the promoter has a valid permit/licence in place and that the individual can satisfy age-restricted requirements.</p> <p>The council hold no information of any applicants are from this group.</p>	<p>None.</p> <p>The policy will grant permits/licenses to any licenced operators that conform to the requirements of this policy without consideration of gender.</p>
<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	Women	Neutral	<p>There are no gender or equality restrictions of who can be a collector providing that the promoter has a valid permit/licence in place and that the individual can satisfy age-restricted requirements.</p> <p>The council hold no information of any applicants are from this group.</p>	<p>None.</p> <p>The policy will grant permits/licenses to any licenced operators that conform to the requirements of this policy without consideration of gender.</p>
	Men	Neutral	<p>There are no gender or equality restrictions of who can be a collector providing that the promoter has a valid permit/licence in place</p>	<p>None.</p> <p>The policy will grant permits/licenses to any licenced operators that conform to</p>

			<p>and that the individual can satisfy age-restricted requirements.</p> <p>The council hold no information of any applicants are from this group.</p>	<p>the requirements of this policy without consideration of gender.</p>
	Lesbians	Neutral	<p>There are no gender or equality restrictions of who can be a collector providing that the promoter has a valid permit/licence in place and that the individual can satisfy age-restricted requirements.</p> <p>The council hold no information of any applicants are from this group.</p>	<p>None.</p> <p>The policy will grant permits/licenses to any licenced operators that conform to the requirements of this policy without consideration of gender.</p>
	Gay Men	Neutral	<p>There are no gender or equality restrictions of who can be a collector providing that the promoter has a valid permit/licence in place and that the individual can satisfy age-restricted requirements.</p> <p>The council hold no information of any applicants are from this group.</p>	<p>None.</p> <p>The policy will grant permits/licenses to any licenced operators that conform to the requirements of this policy without consideration of gender.</p>
<b>PREGNANCY &amp; MATERNITY</b>	Women	Neutral	<p>There are no gender or equality restrictions of who can be a collector providing that the promoter has a valid permit/licence in place and that the individual can satisfy age-restricted requirements.</p> <p>The council hold no information of any applicants are from this group.</p>	<p>None.</p> <p>The policy will grant permits/licenses to any licenced operators that conform to the requirements of this policy without consideration of gender.</p>
<b>RACE*</b> Further information on the breakdown below each of these headings, is available <a href="#">here</a> .	White	Neutral	<p>There are no race restrictions to who can hold a premises licence or can enter licensed premises providing that they can satisfy any age-restricted requirements. The council hold no information of any applicants from this group.</p>	<p>None.</p> <p>The policy will grant a premise licence to any applicant that conforms to the requirements of this policy without consideration of race.</p>

For example Asian, includes Chinese, Pakistani and Indian etc	Mixed or multiple ethnic groups	Neutral	There are no race restrictions to who can hold a premises licence or can enter licensed premises providing that they can satisfy any age-restricted requirements. The council hold no information of any applicants from this group.	None.  The policy will grant a premise licence to any applicant that conforms to the requirements of this policy without consideration of race.
	Asian	Neutral	There are no race restrictions to who can hold a premises licence or can enter licensed premises providing that they can satisfy any age-restricted requirements. The council hold no information of any applicants from this group.	None.  The policy will grant a premise licence to any applicant that conforms to the requirements of this policy without consideration of race.
	African	Neutral	There are no race restrictions to who can hold a premises licence or can enter licensed premises providing that they can satisfy any age-restricted requirements. The council hold no information of any applicants from this group.	None.  The policy will grant a premise licence to any applicant that conforms to the requirements of this policy without consideration of race.
	Caribbean or Black	Neutral	There are no race restrictions to who can hold a premises licence or can enter licensed premises providing that they can satisfy any age-restricted requirements. The council hold no information of any applicants from this group.	None.  The policy will grant a premise licence to any applicant that conforms to the requirements of this policy without consideration of race.
		Choose an item.		
<b>RELIGION &amp; BELIEF**</b> A list of religions used in the census is available <a href="#">here</a>	See note	Neutral	There is no requirement for the applicant to pass on any details concerning faith, religion or belief.	None..  The policy will grant a premises licence to any applicant who has the appropriate operator and personal licences required of the Gambling Commission and who conform with the

				requirements of this policy without consideration of faith, religion or belief.
<b>SEX (GENDER)</b>	Men	Neutral	There are no orientation restrictions to who can hold a premises licence or can enter licensed premises providing that they can satisfy any age-restricted requirements.	None.  The policy will grant a premises licence to any applicant that conforms to the requirements of this policy without consideration of sexual orientation.
	Women	Neutral	There are no orientation restrictions to who can hold a premises licence or can enter licensed premises providing that they can satisfy any age-restricted requirements.	None.  The policy will grant a premises licence to any applicant that conforms to the requirements of this policy without consideration of sexual orientation.
	Trans Men	Neutral	There are no orientation restrictions to who can hold a premises licence or can enter licensed premises providing that they can satisfy any age-restricted requirements.	None.  The policy will grant a premises licence to any applicant that conforms to the requirements of this policy without consideration of sexual orientation.
	Trans Women			
<b>SEXUAL ORIENTATION</b>	Heterosexual	Neutral	There are no orientation restrictions to who can hold a premises licence or can enter licensed premises providing that they can satisfy any age-restricted requirements.	None.  The policy will grant a premises licence to any applicant that conforms to the requirements of this policy without consideration of sexual orientation.
	Lesbian	Neutral	There are no orientation restrictions to who can hold a premises licence or can enter licensed premises providing that they can satisfy any age-restricted requirements.	None.  The policy will grant a premises licence to any applicant that conforms to the requirements of this policy without consideration of sexual orientation.

	Gay	Neutral	There are no orientation restrictions to who can hold a premises licence or can enter licensed premises providing that they can satisfy any age-restricted requirements.	None.  The policy will grant a premises licence to any applicant that conforms to the requirements of this policy without consideration of sexual orientation.
	Bisexual/Pansexual	Neutral	There are no orientation restrictions to who can hold a premises licence or can enter licensed premises providing that they can satisfy any age-restricted requirements.	None.  The policy will grant a premises licence to any applicant that conforms to the requirements of this policy without consideration of sexual orientation.
<b>Other considerations</b>				
<b>Socio-economic factors</b> (income, education, employment, community safety & social support)		Neutral	<p>The policy seeks to allow licensed premises the legitimate opportunity to undertake licensed gambling activities providing that they are lawful and within their licensing requirements.</p> <p>Licensed premises must also have procedures in place to protect vulnerable persons from gambling irresponsibly.</p> <p>There are no other equality restrictions other than to protect children and young persons from age restricted gambling activities.</p> <p>National Data available from the NatCen <a href="#">‘Gambling behaviour in Great Britain in 2015’</a></p> <p>63% of adults (16+) in Great Britain had gambled in the past year, with men (66%) being more likely than women (59%) to do so.</p>	<p>To be considered during decision making.</p> <p>Additional work will be ongoing with Gloucestershire County Council to ensure that our Local Area Profile (LAPs) is reviewed and shows local data on at risk and problem gambling</p> <p>Data and information obtained from the LAPs and gambling risk assessments will be used to influence further amendments to the policy where needed.</p>

The most popular gambling activities were the National Lottery draws (46%), scratch-cards (23%) and other lotteries (15%).

Excluding those who only played the National Lottery draws, just under half of adults (45%) participated in other types of gambling activity; 49% of men and 42% of women.

For both men and women, overall participation was highest amongst the middle age groups and lowest amongst the youngest and oldest age groups. Excluding those who only played the National Lottery draw, gambling participation was highest among younger adults.

Problem Gambling is gambling to a degree that compromises, disrupts or damages family, personal or recreational pursuits.

Problem gambling prevalence among adults living in private households was 0.7%. Men were more likely than women to be classified as a problem gambler (1.3% and 0.2% respectively).

The highest rates of problem gambling were among those who had participated in spread betting (20.1%), betting via a betting exchange (16.2%), playing poker in pubs and clubs (15.9%), betting offline on events other than sports or horse or dog racing (15.5%) and playing machines in bookmakers (11.5%).

Problem gambling was more prevalent among people who had participated in a number of gambling activities in the past



			<p>year (prevalence was 11.9% for those who participated in seven or more activities compared to 0.3% of those who had taken part in just one gambling activity in the last year).</p> <p>Overall, 3.9% of adults were categorised as at-risk gamblers.</p> <p>Men were more likely than women to be both low risk and moderate risk gamblers.</p> <p>This also means that the vast majority of people experience no problems from gambling.</p>	
<p><b>Rurality</b> i.e. access to services; transport; education; employment; broadband</p>		Neutral	<p>The policy will seek to promote organisations that assist with problem gambling.</p> <p>Through regular inspections of licensed premises we will ensure that education and advice is available to gamblers.</p>	<p>Regular review of list of organisations.</p> <p>Routine assessment of applications and monitoring to ensure compliance with regulations.</p>
<p><b>Other (e.g. caring responsibilities)</b></p>		Neutral	<p>The policy seeks to allow licensed premises the legitimate opportunity to undertake licensed gambling activities for the benefit of national and local needs.</p> <p>There are no equality restrictions of who can be a premises licence holder.</p> <p>Local communities have an opportunity to visit these premises if they wish.</p>	<p>Routine assessment of applications and monitoring to ensure compliance with regulations.</p>

\* To keep the form concise, race has not been included as an exhaustive list, please augment the list above where appropriate to reflect the complexity of other racial identities.

\*\* There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions in the census is available [here](#)

**4. Outcomes, Action and Public Reporting**

a. Please list the actions identified through the evidence and the mitigating action to be taken.

Action	Target completion date	Lead Officer
To obtain a Local Area Profile for Cheltenham Borough from GCC Public Health	June 2025	Michelle Bignell
To keep under regular review whether a revision of the policy needs to be carried out prior to the three year expiry (January 2028)	Ongoing	Michelle Bignell

b. Public reporting

All completed EqIA's are required to be publicly available on the Council's website once they have been signed off. EqIA's are also published with the papers for committee and full council decisions.

Please send completed EqIA's to [email address]

**5. Monitoring outcomes, evaluation and review**

The Equalities Impact Assessment is not an end in itself but the start of a continuous monitoring and review process. The relevant Service or Lead Officer responsible for the delivery of the policy, function or service change is also responsible for monitoring and reviewing the EqIA and any actions that may be taken to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from Corporate Policy and Governance will be available to provide support and guidance, please email xxxx if you have any questions.

**6. Change log**

Name	Date	Version	Change

DRAFT

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# CHELTENHAM

BOROUGH COUNCIL

## STATEMENT OF PRINCIPLES GAMBLING ACT 2005



All enquiries should be directed to:

Licensing Section  
Municipal Offices  
Promenade  
CHELTENHAM  
GL50 9SA  
Tel: 01242 262626  
E-mail: [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk)  
Website: [www.cheltenham.gov.uk](http://www.cheltenham.gov.uk)

This Policy was approved on 21 February 2022.

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## PART A

### 1. The Licensing Objectives

- 1.1 In exercising most of their functions under the Act 2005 (“the Act”), licensing authorities must have regard to the licensing objectives as set out in Section 1 of the Act. The licensing objectives are:
- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.
  - Ensuring that gambling is conducted in a fair and open way.
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 1.2 It should be noted that the Gambling Commission (“Commission”) has stated: “The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling”.
- 1.3 Cheltenham Borough Council (“The authority”) is aware that, as per Section 153, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it is:
- in accordance with any relevant code of practice issued by the Commission;
  - in accordance with any relevant guidance issued by the Commission;
  - reasonably consistent with the licensing objectives; and
  - in accordance with the Authority’s Statement of Licensing Policy.

### 2. Introduction

- 2.1 The authority is required by the Act to publish a Statement of Principles (“Statement”) which they propose to apply when exercising their functions. This Statement must be published at least every three years. The Statement must also be reviewed from “time to time” and any amended parts re-consulted upon. The Statement must be then republished.
- 2.2 The authority will consult widely upon this Statement before finalising and publishing. A list of those persons who will be consulted is provided at Appendix A. The Act requires that the following parties are consulted by licensing authorities:
- The Chief Officer of Police;
  - One or more persons who appear to The authority to represent the interests of persons carrying on gambling businesses in The authority’s area;
  - One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of The authority’s functions under the Act.
- 2.3 The authority recognises that the best means of promoting the licensing objectives is through the co-operation and partnership of all the responsible authorities, local businesses and residents.
- 2.4 The Statement was considered for approval at a meeting of the Full Council on xxx and will be published via our website [www.cheltenham.gov.uk/licensing](http://www.cheltenham.gov.uk/licensing) on or by xxx. The authority



Should you have any comments regarding this Statement please send them via email or in writing to the Licensing Section:

Address: Licensing Section, Municipal Offices, Promenade, Cheltenham, GL50 9SA

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

2.5 It should be noted that this Statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.

### 3. Area Profile

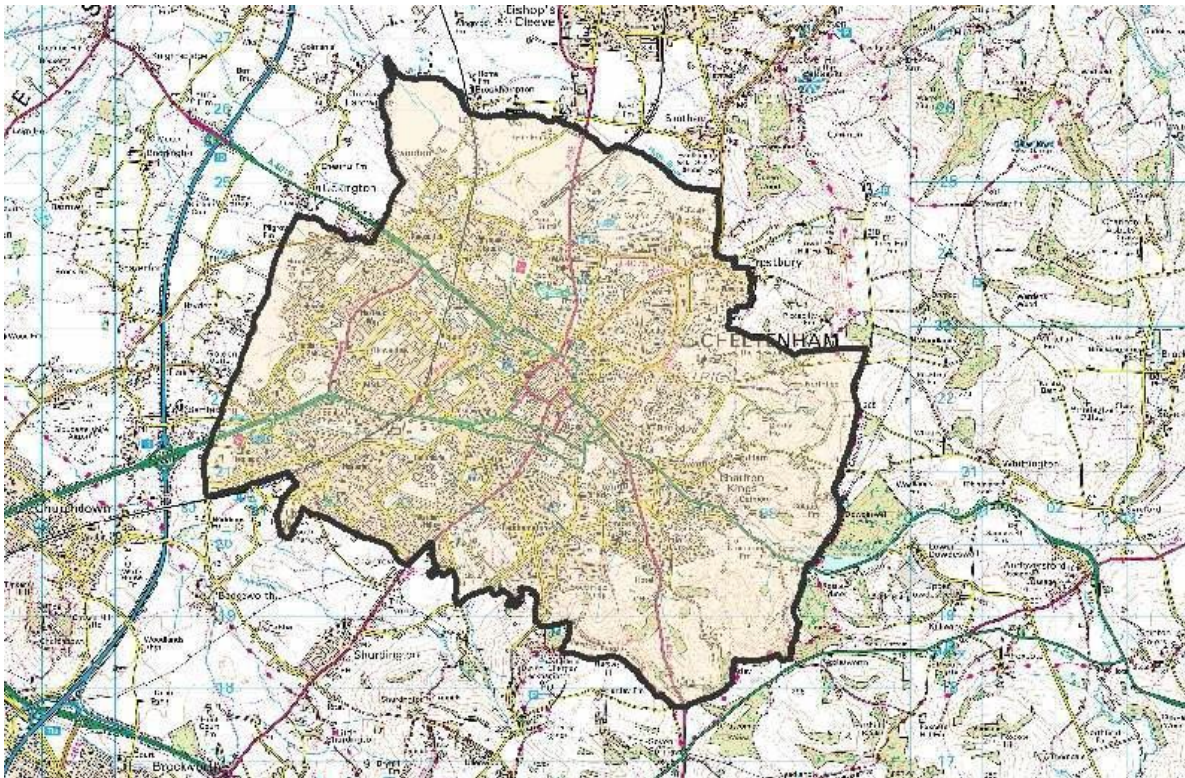
#### The Area

Until the late 1700s, Cheltenham was a small market town that became a fashionable resort after spa waters were discovered. Over the years it has attracted major employers and has gained a reputation for being an international festival town. This, together with its architectural heritage, educational facilities and quality environment, makes Cheltenham an attractive place to live, work and play.

The borough, which includes 5 parishes, has a population of approximately 116,500 who live in 20 wards. The borough is mainly urban with some areas of surrounding countryside. It covers an area of approximately 4,680 hectares of which 17% is designated as green belt and 22% as an area of outstanding natural beauty.

#### Demography

The population of approximately 116,500 will continue to rise over the next 20 years.



At the time of writing in 2021, the borough had 11 licensed betting premises, 1 track licence and 2 licensed Adult Gaming Centres.



#### **4. Local Area Profile**

4.1 The authority has not undertaken a local area profile at this stage. The authority does however recognise that gambling related health harm is often unknown and complex. The authority also notes that nationally 2.7% of the UK's population are recognised as problem gamblers. This Statement recognises that further work is necessary to understand the local picture of gambling-related harm in the borough.

4.2 Accordingly, it is the intention of the authority to engage with the County Council public health team in developing a local area profile, to assist applicants and licensees with their local area risk assessments.

#### **5. Local Risk Assessments**

5.1 The Commission's Licence Conditions and Code of Practice (LCCP) which were revised and published in February 2015 formalised the need for operators to consider local risks.

5.2 Social Responsibility (SR) code 10.1.1 requires licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and to have policies, procedures and control measures to mitigate those risks. In undertaking their risk assessments, they must take into account relevant matters identified in this policy statement.

5.3 Licensees are required to undertake a local risk assessment when applying for a new premises licence. Their risk assessment must also be updated:

- when applying for a variation of a premises licence;
- to take account of significant changes in local circumstances, including those identified in this policy statement; and
- where there are significant changes at a licensee's premises that may affect their mitigation of local risks.

5.4 This authority will expect the local risk assessment to consider as a minimum:

5.4.1 the location of services for children such as schools, playgrounds, leisure/community centres and other areas where children will gather;

5.4.2 the demographics of the area in relation to vulnerable groups;

5.4.3 whether the premises is in an area subject to high levels of crime and/or disorder.

5.4.4 how vulnerable people, including people with gambling dependencies are protected.

5.5 This authority will also expect local risk assessments to include, specifically, any relevant information about:

5.5.1 Self exclusion details

5.5.2 Attempts to gamble by under 18s

5.5.3 Outcome(s) of test purchase results

5.5.4 ASB issues on incident logs

5.5.5 Police reports and call outs

5.5.6 Sharing information with nearby agencies e.g. treatment centres

5.5.7 Any protections in place when footfall is the highest

5.5.8 Details of any best practise schemes such as Betwatch or similar

5.6 The SR provision is supplemented by an ordinary code provision that requires licensees to share their risk assessment with the licensing authority when applying for a premises licence or applying for a variation to existing licensed premises, or otherwise at the request of the Licensing Authority. Both provisions took effect from 6 April 2016.

5.7 Where concerns do exist, perhaps prompted by new or existing risks, the licensing authority will request that the licensee share a copy of its own risk assessment which will

set out the measures the licensee has in place to address specific concerns. This practice should reduce the occasions on which a premises review and the imposition of licence conditions are required.

### **6. Declaration**

- 6.1 In producing this Statement, the authority declares that it has had regard to the licensing objectives of the Act, the guidance issued by the Commission, and any responses from those consulted on the Statement.

### **7. Responsible Authorities**

- 7.1 Responsible Authorities are public bodies that must be notified of applications and who are entitled to make representations to the authority, if they are relevant to the licensing objectives.
- 7.2 The Licensing Authority is required by regulations to state the principles it will apply in exercising its powers (2005 Act, s.157(h)) to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:
- The need for the body to be responsible for an area covering the whole of the Licensing Authority's area; and
  - The need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.
- 7.3 In accordance with the suggestion in the Guidance the Licensing Authority has designated the Gloucestershire Safeguarding Children Partnership (GSCP), comprising of Gloucestershire Clinical Commissioning Group, Gloucestershire County Council and Gloucestershire Constabulary. The GSCP Executive will review and delegate its duties as Responsible Authority to the most suitable safeguarding partner for this purpose every three years setting out its arrangements in its own 'Published Arrangements' document. The contact details of all Responsible Authorities are attached as Appendix B.

### **8. Interested Parties**

- 8.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Act as follows:
- 8.2 "For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of The authority which issues the licence or to which the application is made, the person -
- (a) lives sufficiently close to the premises to be likely to be affected by the authorised activities;
  - (b) has business interests that might be affected by the authorised activities; or
  - (c) represents persons who satisfy paragraph (a) or (b)."
- 8.3 The authority is required by regulations to state the principles it will apply in exercising its powers under the Act to determine whether a person is an interested party. The principles are:
- 8.4 Each case will be decided upon its merits. The authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Commission's guidance for local authorities.

- 8.5 It will also consider the Commission's guidance that "has business interests" should be given the widest possible interpretation and include partnerships, charities, faith groups and medical practices.
- 8.6 Interested parties can be persons who are democratically elected, such as Councillors and MPs. No specific evidence of being asked to represent an interested person will be required, as long as the councillor or MP represents the ward likely to be affected.
- 8.7 Likewise, Parish Councils likely to be affected will be considered to be interested parties.
- 8.8 Other than these however, the authority will generally require written evidence that a person/body (e.g. an advocate/relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.
- 8.9 If individuals wish to approach Councillors to ask them to represent their views, care should be taken that the Councillors are not part of the Licensing Committee dealing with the licence application. For more information, please refer to the adopted Licensing Committee's adopted "Probity in licensing".

### **9. Exchange of Information**

- 9.1 The authority will act in accordance with the provisions of the Act in its exchange of information, which includes the provision that the General Data Protection Regulation and The Data Protection Act 2018 will not be contravened. The authority will also have regard to any relevant guidance, regulations and the Act.
- 9.2 Should any protocols be established regarding information exchange with other bodies they will be made available upon request.
- 9.3 In fulfilling its functions and obligations under the Act, the authority will exchange relevant information with other regulatory bodies and will establish protocols in this respect. In exchanging such information, the authority will conform to the requirements of data protection and freedom of information legislation, in accordance with the authority's relevant policies.
- 9.4 Any matters of non-compliance with the Act will, where appropriate, be reported to the Commission.
- 9.5 The authority will share information with other responsible authorities and the Commission where there is evidence of non-compliance with other legislation and regulatory regimes, relevant to the operation of the applicant's business.

### **10. Enforcement**

- 10.1 Licensing authorities are also required to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified
- 10.2 This Council's principles are that:

It will be guided by the Commission's guidance for local authorities and will endeavour to be:

Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;

- Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
- Consistent: rules and standards must be joined up and implemented fairly;
- Transparent: regulators should be open and keep regulations simple and user friendly; and
- Targeted: regulation should be focused on the problem, and minimise side effects.

10.3 As per the Commission's guidance for local authorities, the authority will endeavour to avoid duplication with other regulatory regimes, so far as is reasonably practicable.

The authority has adopted and implemented an inspection programme based on:

- The Licensing Objectives;
- Relevant Codes of Practice;
- Guidance issued by the Commission, in particular at Part 36; and
- The matters set out in this Statement of Principles.

10.4 The main enforcement and compliance role for the authority in terms of the Act, will be to ensure compliance with the premises licences and other permissions which it authorises. The Commission will be the enforcement body for operating and personal licences. It is also worth noting that concerns about the manufacture, supply or repair of gaming machines will not be dealt with by the authority, but should be notified to the Commission.

10.5 Bearing in mind the principle of transparency, the authority's enforcement/compliance protocols/written agreements are available upon request to the Licensing Section.

## 11. Council Functions

11.1 The authority has a duty under the Act to licence premises where gambling is to take place and to licence certain other activities.

11.2 'Gambling' is defined in the Act as either gaming, betting or taking part in a lottery. In particular, the authority will be responsible for:

- The licensing of premises where Activities are to take place by issuing *Premises Licences*.
- Issue *Provisional Statements*.
- Regulate *Members' Clubs and Miners' Welfare Institutes* who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits.
- Issue *Club Machine Permits to Commercial Clubs*.
- Grant permits for the use of certain lower stake gaming machines at *unlicensed Family Entertainment Centres*.
- Receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines.
- Issue *Licensed Premises Gaming Machine Permits* for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines.

- Register *small society lotteries* below prescribed thresholds.
- Issue *Prize Gaming Permits*.
- Receive and endorse *Temporary Use Notices*.
- Receive *Occasional Use Notices*.
- Provide information to the Commission regarding details of licences issued (see section above on 'Information Exchange').
- Maintain registers of the permits and licences that are issued under these functions.

11.3 It should be noted that local licensing authorities will not be involved in licensing remote gambling at all. This will fall to the Commission via operating licences.

A table outlining how the authority will delegate its functions under this Act is attached at Appendix C.

## **PART B**

### **PREMISES LICENCES : CONSIDERATION OF APPLICATIONS**

## 1. General Principles

- 1.1 Premises licences will be subject to the requirements set out in the Act and regulations, as well as specific mandatory and default conditions which will be detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.
- 1.2 The authority is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it is:
- in accordance with any relevant code of practice issued by the Commission;
  - in accordance with any relevant guidance issued by the Commission;
  - reasonably consistent with the licensing objectives, and
  - in accordance with the Authority's Statement of Licensing Policy
- 1.3 It is appreciated that as per the Commission's guidance "moral objections to gambling are not a valid reason to reject applications for premises licences" (except as regards any 'no casino resolution' - see section on Casinos below) and also that unmet demand is not a criterion.

**Meaning of "premises"** – In the Act, "premises" is defined as including "any place".

- 1.4 Section 152 therefore prevents more than one premises licence applying to any place. However, a single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall, to obtain discrete premises licences where appropriate safeguards are in place.
- 1.5 The authority will however pay particular attention if there are issues about sub-divisions of a single building or plot and will ensure that mandatory conditions relating to access between premises are observed.
- 1.6 The authority takes particular note of the Commission's guidance which states that:

"Licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular, they should be aware of the following:

- The third licensing objective seeks to protect children from being harmed by gambling. In practice, that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore, premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling, where they are prohibited from participating.
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable, so that the separation of different premises is not compromised and people do not "drift" into a gambling area. In this context, it should normally be possible to access the premises without going through another licensed premises, or premises with a permit.
- Customers should be able to participate in the activity named on the premises licence.

**The relevant access provisions for each premises type are reproduced below:**

### Casinos

- The principal access entrance to the premises must be from a 'street' (defined as including any bridge, road, lane, footway, subway, square, court, alley or passage whether a thoroughfare or not);
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons; and
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence.

### **Adult Gaming Centre**

- No customer must be able to access the premises directly from any other licensed gambling premises.

### **Betting Shops**

- Access must be from a street, or from another premises with a betting premises licence.
- There must be no direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect, there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

### **Tracks**

- No customer should be able to access the premises directly from:
  - a casino
  - an adult gaming centre

### **Bingo Premises**

- No customer must be able to access the premises directly from:
  - a casino
  - an adult gaming centre
  - a betting premises, other than a track

### **Family Entertainment Centre**

- No customer must be able to access the premises directly from:
  - a casino
  - an adult gaming centre
  - a betting premises, other than a track

1.7 Part 7 of the Commission's guidance contains further guidance on this issue, which this authority will also take into account in its decision making.

1.8 **Premises "ready for gambling"** - The guidance states that a licence to use premises for gambling should only be issued in relation to premises that The authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required, before the premises are brought into use.

- 1.9 If the construction of premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, an application for a provisional statement should be made instead.
- 1.10 In deciding whether a premises licence can be granted where there is outstanding construction or alteration works at premises, the authority will determine applications on their merits, applying a two stage consideration process:
- First, whether the premises ought to be permitted to be used for gambling.
  - Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.
- 1.11 Applicants should note that the authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.
- 1.12 **Location** – Demand-related objections and issues cannot be considered with regard to the location of premises, but the considerations in terms of the licensing objectives can.
- 1.13 As per the Commission’s guidance, the authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this Statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant to show how potential concerns can be overcome.
- 1.14 **Planning** – The authority has a duty to only take into consideration relevant matters, i.e. those related to gambling and the licensing objectives. An example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulation approval for their proposal.
- 1.15 It notes in particular from the Commission’s guidance:

When dealing with a premises licence application for finished buildings, the authority should not take into account whether those buildings have or will comply with the necessary planning or building consents. Those matters should be dealt with under relevant planning control and building regulation powers, and do not form part of the consideration for the premises licence. Section 210 of the 2005 Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally, the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building control.



***Duplication with other regulatory regimes, policies and strategies –***

- 1.16 By consulting widely prior to this Statement being published, the authority will take due account of local policies covering crime prevention, culture, transport, planning and tourism, as part of an integrated approach by the authority, Police and other agencies. Many of these strategies may not be directly related to the promotion of the three licensing objectives, but may indirectly impact upon them.
- 1.17 When considering any application, the authority will avoid duplication with other regulatory regimes as far as reasonably practicable. Therefore, the authority will not attach conditions to a licence, unless they are considered necessary, reasonable and proportionate to the use of premises for gambling, consistent with the licensing objectives.
- 1.18 **Licensing Objectives** - Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, the authority has considered the Commission's guidance and some comments are made below:
- 1.19 **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime** - The authority is aware that the Commission will be taking a leading role in preventing gambling from being a source of crime. The Commission's guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime, the authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. The authority is aware of the difference between disorder and nuisance and will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it, so as to make that distinction.
- 1.20 **Ensuring that gambling is conducted in a fair and open way** - The authority has noted that the Commission has stated that it would generally not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way, as this will be addressed via operating and personal licences. There is however, more of a role with regards to tracks which is explained in more detail in the 'tracks' section below - page 15.
- 1.21 **Protecting children and other vulnerable persons from being harmed or exploited by gambling** - The authority has noted the Commission's guidance that states this objective means preventing children from taking part in gambling (as well as the restriction of advertising so that gambling products are not aimed at, or particularly attractive to children). The authority will therefore consider, as suggested in the guidance, whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrance/machines, segregation of areas etc.
- 1.22 The authority will also make itself aware of the Codes of Practice which the Commission issues as regards this licensing objective.
- 1.23 As regards the term "vulnerable persons", it is noted that the Commission is not seeking to offer a definition, but states that "it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs".
- 1.24 The authority will consider this licensing objective on a case by case basis. A list of organisations set up to give help and advice about problem gambling is attached at Appendix D.

1.25 **Conditions** - Any conditions attached to licences will be proportionate and will be:

- relevant to the need to make the proposed building suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

1.26 Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures The authority will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. The authority will also expect the licence applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively.

1.27 The authority will consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives. These matters are in accordance with the Commission's guidance.

1.28 The authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:

- all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective in preventing access other than through a designated entrance;
- only adults are admitted to the area where these machines are located;
- access to the area where the machines are located is supervised;
- the area where these machines are located is arranged so that it can be observed by the staff of the licence holder; and
- at the entrance to and inside any such areas, there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

1.29 These considerations will apply to premises including buildings where multiple premises licences are applicable.

1.30 The authority is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. As per the Commission's guidance, the authority will consider the impact upon the third licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

1.31 It is noted that there are conditions which the authority cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;

- conditions which provide that membership of a club or body be required (the Act specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
- conditions in relation to stakes, fees, winning or prizes.

1.32 **Door Supervisors** - The Commission advises in its guidance that if a Council is concerned that a premises may attract disorder, or be subject to attempts at unauthorised access (for example by children and young persons), it may require that the entrances to the premises are controlled by a door supervisor and is entitled to impose a premises licence condition to this effect.

1.33 Where it is decided that supervision of entrances/machines is appropriate for particular cases, a consideration of whether these need to be SIA licensed or not will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary.

### **Sharing local Risk Assessments**

1.34 The new code provision of 10.1.2 under the revised Licence Condition Codes of Practice from the Commission came into force in April 2016. Under this provision it states:

1.35 *Licensees should share their risk assessment with licensing authorities when applying for a premises licence or applying for a variation to existing licenced premises, or otherwise on request.*

1.36 In accordance with the new LCCP requirement, the authority will expect licensees to submit their local risk assessment when making an application in accordance with the code of practice's requirements.

## **2. Adult Gaming Centres**

2.1 The authority will specifically have regard to the need to protect children and vulnerable persons from harm, or being exploited by gambling and will expect the applicant to satisfy The authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

2.2 The authority may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances/machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare.

2.3 This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

## **3. (Licensed) Family Entertainment Centres**

3.1 The authority will specifically have regard to the need to protect children and vulnerable persons from harm, or being exploited by gambling and will expect the applicant to satisfy The authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

The authority may consider measures to meet the licensing objectives such as:

- CCTV
  - Supervision of entrances/machine areas
  - Physical separation of areas
  - Location of entry
  - Notices/signage
  - Specific opening hours
  - Self-exclusion schemes
- 
- Provision of information leaflets/helpline numbers for organisations such as GamCare
- 
- Measures/training for staff on how to deal with suspected truant school children on the premises

3.2 This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

3.3 The authority will, as per the Commission's guidance, refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated.

#### **4. Casinos**

4.1 *No Casinos resolution* - The authority has not passed a 'no casino' resolution under Section 166 of the Act 2005, but is aware that it has the power to do so. Should The authority decide in the future to pass such a resolution, it will update this Statement with details of that resolution. Any such decision will be made by Full Council.

#### **5. Bingo Premises**

5.1 The authority notes that the Commission's guidance states:

5.2 "Licensing authorities will need to satisfy themselves that bingo can be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas. "

5.3 A holder of a Bingo Premises Licence may make available for use, a number of Category B machines not exceeding 20% of the total number of gaming machines which are available for use.

5.4 Children and young people are allowed into bingo premises; however they are not permitted to participate in the bingo and if category B or C machines are made available for use, these must be separated from areas where children and young people are allowed.

#### **6. Betting Premises**

6.1 *Betting machines* - The authority will, in accordance with the Commission's guidance take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people when considering the number/nature/circumstances of betting machines an operator wants to offer.

#### **7. Tracks**

- 7.1 The authority is aware that tracks may be subject to one, or more than one premises licence, provided each licence relates to a specified area of the track. As per the Commission's guidance, The authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being harmed or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.
- 7.2 The authority will therefore expect the premises licence applicant to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.
- 7.3 The authority may consider measures to meet the licensing objectives such as:
- Proof of age schemes
  - CCTV
  - Supervision of entrances/machine areas
  - Physical separation of areas
  - Location of entry
  - Notices/signage
  - Specific opening hours
  - Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare
- 7.4 This list is not mandatory, nor exhaustive, and is merely indicative of example measures.
- 7.5 *Gaming machines* – Where the applicant holds a pool betting operating licence and is going to use the entitlement to four gaming machines, machines (other than category D machines) should be located in areas from which children are excluded.
- 7.6 *Betting machines* – The authority will take into account the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator proposes to offer.

### **Applications and plans**

- 7.7 The Act requires applicants to submit plans of the premises with their application, in order to ensure that the authority has the necessary information to make an informed judgement about whether the premises are fit for gambling. The plan will also be used for the authority to plan future premises inspection activity.
- 7.8 Plans for tracks do not need to be to a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.
- 7.9 Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises.
- 7.10 In the rare cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases betting facilities may be better provided through 'occasional use notices' where the boundary premises do not need to be defined.

7.11 This Council appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information that this authority can satisfy itself that the plan indicates the main areas where betting might take place. For racecourses in particular, any betting areas subject to the “five times rule” (commonly known as betting rings) must be indicated on the plan.

### **8. Travelling Fairs**

8.1 The authority is responsible for deciding whether, where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than ‘an ancillary amusement’ at the fair is met.

8.2 This Council will also consider whether the applicant falls within the statutory definition of a travelling fair.

8.3 It has been noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

### **9. Provisional Statements**

9.1 Developers may wish to apply to the authority for provisional statements before entering into a contract to buy or lease property or land, to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

9.2 Section 204 of the Act provides for a person to make an application to the authority for a provisional statement in respect of premises that they:

- expect to be constructed;
- expect to be altered; or
- expect to acquire a right to occupy.

9.3 The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

9.4 In contrast to the premises licence application, the applicant does not have to hold, or have applied for, an operating licence from the Commission (except in the case of a track) and they do not have to have a right to occupy the premises in respect of which their provisional application is made.

9.5 The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The authority will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage, or
- they reflect a change in the applicant's circumstances.

9.6 In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional statement stage;
- which in the authority's opinion reflect a change in the operator's circumstances; or
- where the premises has not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this Council notes that it can discuss any concerns it has with the applicant before making a decision.

## 10. Reviews

10.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities, however, it is for the authority to decide whether the review is to be carried out. This will be on the basis of whether the request for the review is relevant to the matters listed below and whether it is:

- in accordance with any relevant Code of Practice issued by the Commission;
- in accordance with any relevant guidance issued by the Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the Authority's Statement of Principles.

10.2 The request for the review will also be subject to consideration by the authority as to whether the request is frivolous, vexatious, or whether it is substantially the same as previous representations or requests for review.

The authority can also initiate a review of a particular premises licence, or a particular class of premises licence, on the basis of any other reason which it thinks is appropriate.

10.3 Once a valid application for a review has been received by the authority, representations can be made by responsible authorities and interested parties during a 28 day period. This period begins 7 days after the application was received by the authority, which will publish notice of the application within 7 days of receipt.

10.4 The authority must carry out the review as soon as possible after the 28 day period for making representations has passed.

10.5 The purpose of the review will be to determine whether the authority should take any action in relation to the licence. If action is justified, the options available to the authority are:

- (a) add, remove or amend a licence condition imposed by The authority;
- (b) exclude a default condition imposed by the Secretary of State or Scottish Ministers (e.g. opening hours) or remove or amend such an exclusion;
- (c) suspend the premises licence for a period not exceeding three months; and
- (d) revoke the premises licence.

10.6 In determining what action, if any, should be taken following a review, the authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.

10.7 In particular the authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises.

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This is to prevent people from applying for licences in a speculative manner without intending to use them.

10.8 Once the review has been completed, the authority must, as soon as possible, notify its decision to:

- the licence holder;
- the applicant for review (if any);
- the Commission;
- any person who made representations;
- the chief officer of police or chief constable; and
- Her Majesty's Commissioners for Review and Customs.



## **PART C**

### **PERMITS/TEMPORARY AND OCCASIONAL USE NOTICE**

#### **1. Unlicensed Family Entertainment Centre Gaming Machine Permits**

- 1.1 Where a premises does not have a premises licence, but the owner wishes to provide gaming machines, they may apply to the authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.
- 1.2 It should be noted that a Council cannot attach conditions to this type of permit.
- 1.3 The authority will expect the applicant to show that there are policies and procedures in place to protect children from harm.
- 1.4 Harm in this context is not limited to harm from gambling, but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures/training for staff as regards suspected truanting school children on the premises, measures/training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on/around the premises. The authority will also expect, as per Commission guidance, that applicants demonstrate:
  - a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
  - that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act); and
  - that staff are trained to have a full understanding of the maximum stakes and prizes.

#### **2. (Alcohol) Licensed Premises Gaming Machine Permits (Schedule 13 paragraph 4(1))**

##### **Automatic entitlement: 2 machines**

- 2.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify the authority. The authority can remove the automatic authorisation in respect of any particular premises if:
  - provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
  - gaming has taken place on the premises that breaches a condition of Section 282 of the Act (i.e. that written notice has been provided to The authority, that a fee has been provided and that any relevant code of practice issued by the Commission about the location and operation of the machine has been complied with);
  - the premises are mainly used for gaming; or
  - an offence under the Act has been committed on the premises.

##### **Permit: 3 or more machines**

- 2.2 If a premises owner wishes to have more than 2 machines, they need to apply for a permit and the Council must consider that application based upon the licensing

objectives, any guidance issued by the Commission issued under Section 25 of the Act 2005, and “*such matters as they think relevant*”.

- 2.3 The authority considers that “such matters” will be decided on a case by case basis, but generally there will be regard to the need to protect children and vulnerable persons from being harmed or being exploited by gambling and it will expect the applicant to satisfy The authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be of help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets/helpline numbers for organisations such as GamCare.
- 2.4 It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.
- 2.5 It should be noted that the authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 2.6 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Commission about the location and operation of the machine.

### **3. Prize Gaming Permits**

- 3.1 The Act states that a Council may “prepare a Statement of Principles that they propose to apply in exercising their functions under this Schedule” and “may, in particular, specify matters that the authority propose to consider in determining the suitability of the applicant for a permit”.
- 3.2 This Council expects that an applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:
- that they understand the limits to stakes and prizes that are set out in Regulations;
  - that the gaming offered is within the law;
  - clear policies that outline the steps to be taken to protect children from harm.
- 3.3 In making its decision on an application for this permit the authority does not need to have regard to the licensing objectives but must have regard to any Commission guidance.
- 3.4 It should be noted that there are conditions in the Act by which the permit holder must comply, but that the authority cannot attach conditions. The conditions in the Act are:
- the limits on participation fees, as set out in regulations, must be complied with;
  - all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
  - the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if a non-monetary prize); and
  - participation in the gaming must not entitle the player to take part in any other gambling.



#### **4. Club Gaming and Club Machines permits**

- 4.1 Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Club Gaming Machines Permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set out in forthcoming regulations. A Club Gaming Machine Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D).
- 4.2 Commission guidance states: "Members clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations".
- 4.3 The Commission guidance also notes that "licensing authorities may only refuse an application on the grounds that:
- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
  - (b) the applicant's premises are used wholly or mainly by children and/or young persons;
  - (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
  - (d) a permit held by the applicant has been cancelled in the previous ten years; or
  - (e) an objection has been lodged by the Commission or the police.
- 4.4 There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003 (Schedule 12 paragraph 10). As the Commission's guidance for local authorities states: "Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced" and "The grounds on which an application under the process may be refused are:
- (a) that the club is established primarily for gaming, other than gaming prescribed under Schedule 12;
  - (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
  - (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."
- 4.5 There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a Code of Practice about the location and operation of gaming machines.

#### **5. Temporary Use Notices**

- 5.1 Temporary Use Notices ("TUN") allow the use of premises for gambling where there is no premises licence, but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a

TUN, according to the Commission, would include hotels, conference centres and sporting venues.

- 5.2 The authority can only grant a TUN to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.
- 5.3 The Secretary of State has the power to determine what form of gambling can be authorised by TUN, and at the time of writing this Statement the relevant regulations (SI no.3157: The Act 2005 (Temporary Use Notices) Regulations 2007) state that TUNs can only be used to permit the provision of facilities or equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.
- 5.4 There are a number of statutory limits as regards TUNs. The meaning of “premises” in Part 8 of the Act is discussed in Part 7 of the Commission guidance to Licensing Authorities. As with “premises”, the definition of “a set of premises” will be a question of fact in the particular circumstances of each notice that is given. In the Act “premises” is defined as including “any place”.
- 5.5 In considering whether a place falls within the definition of “a set of premises”, the authority needs to look at, amongst other things, the ownership/occupation and control of the premises.
- 5.6 This Council expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Commission’s guidance.

## **6. Occasional Use Notices**

- 6.1 The authority has very little discretion as regards these notices, aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The authority will though consider the definition of a ‘track’ and whether the applicant is permitted to avail him/herself of the notice.
- 6.2 The authority will notify the Commission of any notices made under this provision and share with them any relevant information.

## **APPENDIX A**

## **CONSULTEES**

Current Licence Holders  
Responsible Authorities  
The People of Cheltenham  
Cheltenham Borough Council Members  
Parish Councils  
Director of Public Health

Casino Operators' Association  
British Amusement Catering Trade Association (BACTA)  
British Casino Association (BCA)  
Association of British Bookmakers Ltd (ABB)  
The Bingo Association  
Lotteries Council  
Hospice Lotteries Association

Citizens Advice Bureau  
Chamber of Commerce  
Cheltenham Business Partnership Improvement District

GamCare, 2&3 Baden Place, Crosby Row, London, SE1 1YW  
Gamblers Anonymous, PO Box 5382, London, W1A 6SA

Independent Betting Arbitration Service, PO Box 44781, London, SW1W 0WR

## **APPENDIX B**

**CONTACT DETAILS FOR RESPONSIBLE AUTHORITIES**

**COUNCIL LICENSING**

Licensing Section  
Cheltenham Borough Council  
Promenade  
Cheltenham  
GL50 9SA

Telephone: 01242262626  
Email: [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk)

**LOCAL PLANNING AUTHORITY**

Planning Enforcement  
Built Environment Division  
Cheltenham Borough Council  
Municipal Offices  
Promenade  
Cheltenham  
GL50 1PP

Telephone: 01242 264138  
Email: [builtenvironment@cheltenham.gov.uk](mailto:builtenvironment@cheltenham.gov.uk)

**THE GAMBLING COMMISSION**

Victoria Square House  
Victoria Square  
BIRMINGHAM  
B2 4BP

Telephone: 0121 230 6500  
Email: [info@gamblingcommission.gov.uk](mailto:info@gamblingcommission.gov.uk)

**GLOUCESTERSHIRE CONSTABULARY**

Licensing Unit  
Community Engagement Dept.  
Police HQ  
No1 Waterwells  
Quedgeley  
Gloucester  
GL2 2AN

Telephone: 01452 754482  
Email: [Licensing@Gloucestershire.pnn.police.uk](mailto:Licensing@Gloucestershire.pnn.police.uk)

The main Police switchboard number is 101.

**GLOUCESTERSHIRE FIRE AND RESCUE**

Chief Fire Officer  
Fire Service Headquarters

Statement of Principles - Gambling Act 2005 (2021)

Waterwells Drive  
Quedgeley  
Gloucester  
GL2 2AX

Telephone: 01452 753333  
Email: [fire@glosfire.gov.uk](mailto:fire@glosfire.gov.uk)

**GLOUCESTERSHIRE ACPC**

[Safeguarding Children's Partnership](#)  
Room 128  
1<sup>st</sup> Floor, Block 4  
Gloucestershire County Council  
Shire Hall  
Westgate Street  
Gloucester GL1 2TG

Email: [gsce@gloucestershire.gov.uk](mailto:gsce@gloucestershire.gov.uk)

**HM REVENUE & CUSTOMS**

HM Revenue and Customs  
Excise Processing Teams  
BX9 1GL  
United Kingdom

Telephone 0300 322 7072 Option 7  
Email [nrubetting&gaming@hmrc.gsi.gov.uk](mailto:nrubetting&gaming@hmrc.gsi.gov.uk)



**APPENDIX C****TABLE OF DELEGATIONS OF LICENSING FUNCTIONS**

<b>MATTER TO BE DEALT WITH</b>	<b>FULL COUNCIL</b>	<b>SUB-COMMITTEE</b>	<b>OFFICERS</b>
Three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting - when appropriate			X (to be approved by lead Executive Councillor)
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn

Review of a premises licence		X	
Application for club gaming/club machine permits		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Cancellation of club gaming/club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

## APPENDIX D

### LIST OF ORGANISATIONS THAT GIVE HELP AND ADVICE ABOUT PROBLEM GAMBLING

The following organisations are working to tackle problem gambling and may be able to help individuals and/or organisations.

#### Responsibility in Gambling Trust (RIGT)

10 Brick Street  
London  
W1J 7HQ  
Tel: 207 518 0023  
Fax: 207 518 0174  
Email: [enquiries@rigt.org.uk](mailto:enquiries@rigt.org.uk)

#### Citizens Advice

Gloucester and District Citizens Advice Bureau  
75 - 81 Eastgate Street  
Gloucester  
GL1 1PN  
Tel: 01452 527202

#### Gam Anon

PO Box 5382  
London  
W1A 6SA  
National Help Line: 08700 50 88 80  
Midlands 0121 233 1335

#### Gamblers Anonymous (UK)

Birmingham 0121 233 1335

#### Gam Care

2nd Floor  
7-11 St John's Hill  
London  
SW11 1TR  
Tel: 020 7801 7000  
Fax: 020 7801 7033  
Email: [info@gamcare.org.uk](mailto:info@gamcare.org.uk)

#### Gordon House Association

43-47 Maughan Street  
Dudley  
West Midlands  
DY1 2BA  
Tel: 01384 241 292  
Email: [help@gordonhouse.org.uk](mailto:help@gordonhouse.org.uk)

#### NCH Children's Charity

85 Highbury Park  
London  
N5 1UD  
Tel: 020 7704 9037  
Fax: 020 7704 7134

#### NHC South West

Horner Court  
Statement of Principles - Gambling Act 2005 (2021)

637 Gloucester Road  
Horfield  
Bristol  
BA7 0BJ  
Tel: 01179 354 440  
Fax: 01179 512 470

National Debt Line  
Tel: 0808 808 4000

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<b>Machine category</b>	<b>Maximum stake (from April 2019)</b>	<b>Maximum prize (from January 2014)</b>	<b>Allowed premises</b>
A	Unlimited	Unlimited	Regional Casino
B1	£5	£10,000 (with the option of a maximum £20,000 linked progressive jackpot on a premises basis only)	Large Casino, Small Casino, Pre-2005 Act casino and Regional Casinos
B2	£2	£500	Betting premises and tracks occupied by pool betting and all of the above
B3	£2	£500	Bingo premises, Adult gaming centre and all of the above
B3A	£2	£500	Members' club or Miners' welfare institute only
B4	£2	£400	Members' club or Miners' welfare club, commercial club and all of the above.
C	£1	£100	Family entertainment centre (with Commission operating licence), Qualifying alcohol licensed premises (without additional gaming machine permit), Qualifying alcohol licensed premises (with additional LA gaming machine permit) and all of the above
D money prize	10p	£5	Travelling fairs, unlicensed (permit) Family entertainment centre and all of the above
D non-money prize (other than crane grab machine)	30p	£8	All of the above.
D non-money prize (crane grab machine)	£1	£50	All of the above.
D combined money and non-money prize (other than coin pusher or penny falls machines)	10p	£8 (of which no more than £5 may be a money prize)	All of the above.
D combined money and non-money prize (coin pusher or penny falls machine)	20p	£20 (of which no more than £10 may be a money prize)	All of the above.

## APPENDIX F

The authority requires applicants to provide a risk assessment when applying for a premises licence, or when applying for a variation to an existing licence. The authority would expect relevant matters to include the following:

- institutions, places or areas where the presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds, leisure centres, community centres and entertainment venues such as bowling allies, cinemas etc;
- locations where children may congregate including bus stops, cafés shops, including those aimed at children such as toy shops and any other place where children are attracted;
- areas that are prone to issues of youths participating in anti-social behaviour, including such activities as graffiti/tagging, underage drinking etc;
- the demographics of the area in relation to vulnerable groups;
- the proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor's surgeries, homeless hostels and addiction and mental health support services, or any place where people who have an alcohol or drug dependency may congregate;
- the ethnic profile of residents in the area;
- the proximity of places of worship such as churches, mosques, temples or any other place of worship, or meeting place of any faith group;
- whether the premises is situated in an area of deprivation;
- information held by the licensee regarding self-exclusions and incidences of underage gambling;
- gaming trends that may mirror days for financial payments such as pay days or benefit payments;
- the proximity of pawn brokers or pay day loan shops;
- the proximity of other gambling outlets;
- the proximity of banks, public houses etc;
- whether the premises is in an area known to have high levels of crime and/or disorder;
- the proximity or areas used by street drinkers/rough sleepers and drug dealing activities;
- policies and procedures in place at the premises detailing how children and vulnerable people, including people with gambling dependencies, are protected. this could include staff training records on how to identify excessive gambling and vulnerable people and the steps to be taken to mitigate the risk;
- the layout of the premises including the siting of age restricted gaming machines to ensure that staff have an unobstructed view at all times of persons using the premises;
- the location and operation of CCTV at the premises. This licensing authority will expect operators to retain images for a minimum of 31 days, images must be downloadable to disc and made available on request to a delegated officer of any of the responsible authorities named in the Act. If the equipment becomes inoperative the police and the licensing authority must be notified as soon as is reasonable practicable and steps must be taken to repair the system as soon as possible. Staffing levels should be taken into consideration during any period of downtime;
- keeping details of people who have self-excluded;
- keeping details of under-age refusals and the results of any test-purchasing carried out at the premises.



## Licensing Authorities - renewals of Licensing Authority Policy Statements under the Gambling Act 2005 due January 2025

Published Date: 15/04/2024

The Gambling Commission is reminding Licensing Authorities of the timescales for renewal of Licensing Policy Statements under the Gambling Act 2005.

A message from the Commission states:

'As required by the Gambling Act 2005 each Licensing Authority is required to renew their Statement every 3 years. The renewal date in this current cycle is January 2025. The Commission is advising that you should make plans as to how to conduct this renewal process.

'Given the ongoing consultations regarding the Gambling Act it is very unlikely that we will be able to amend the Guidance to Licensing Authorities document in sufficient time for you to incorporate changes within your own Statement.

'Whilst it is a matter for local determination, we suggest that the Statement is refreshed in line with the requirements of the Act so as to be enforceable from January 2025. Thereafter we will publish a revised GLA which you can include in a refreshed Statement. You are permitted to revise your Statement within the 3-year timescale.'



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## **Cheltenham Borough Council**

### **Council – 21 February 2025**

#### **Revisions to the Constitution**

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**Accountable member:**

Cllr Rowena Hay, Leader of the Council

**Accountable officer:**

Claire Hughes, Director of Governance and Customer Services (Monitoring Officer)

**Ward(s) affected:**

n/a

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**Key/Significant Decision:**

No

**Executive summary:**

This report sets out proposed revisions to the Constitution.

**Recommendations: That Council:**

- 1. Approves the revised contract rules as set out in Appendix 1.**
- 2. Approves the removal of decisions to award contracts made by the Cabinet or Cabinet Members from the call-in process, as per section 3 of this report.**
- 3. Approves the inclusion of an urgent question process for member and public questions as set out in section 4 of this report.**
- 4. Agrees that the responsibilities of the Audit, Compliance and Governance Committee and the Standards Committee are merged with effect from the next Annual Council meeting.**
- 5. Notes that from the next Annual Council meeting that the Audit, Compliance and Governance Committee will comprise of seven Elected Members plus two non-elected independent members.**

- 6. Gives delegated authority to the Monitoring Officer**
    - a. to make the necessary changes to the Constitution to reflect these decisions.**
    - b. In consultation with the Director: One Legal, to make any necessary changes to the Contract Rules, including any changes required to ensure compliance with guidance, policy, updated or secondary legislation**
- 

## **1. Implications**

### **1.1 Financial, Property and Asset implications**

There are no direct financial, property or asset implications arising from the recommendations.

**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**

Any decision to amend the Constitution rests with Full Council. The Constitution should be kept under review and amended where necessary to provide a clear governance framework that will support effective, efficient and lawful decision-making in a manner that also supports accountability, scrutiny, and transparency.

Section 135 of the Local Government Act 1972 requires local authorities to have standing orders in respect of making of contracts for the supply of goods or materials for the execution of works. New legislation, the Procurement Act 2023, comes into force on 24 February 2025 in respect of all new procurements commenced on or after that date. As a result, the Council has to update its contract rules to ensure compliance with new legislation. Any procurements commenced, or contracts made under the current legislation, will still be governed by that legislation.

**Signed off by:** One Legal - [legalservices@onelegal.org.uk](mailto:legalservices@onelegal.org.uk) Tel (01684) 272012

### **1.3 Environmental and climate change implications**

There are no direct environmental or climate change implications arising from this report.

**Signed off by:** Maizy McCann, Climate Officer, [Maizy.mccann@cheltenham.gov.uk](mailto:Maizy.mccann@cheltenham.gov.uk)

#### **1.4 Corporate Plan Priorities**

This report contributes to the following Corporate Plan Priorities:

- Being a more modern, efficient and financially sustainable council

#### **1.5 Equality, Diversity and Inclusion Implications**

An equality impact assessment is not required for this report.

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## **2. Contract rules**

2.1 Before leaving the EU, public procurement legislation consisted of 4 sets of regulations:

- Public Contracts Regulations 2015
- Utilities Contracts Regulation 2016
- Defence and Security Public Contracts Regulations 2011
- Concessions Contracts 2016

2.2 The New Procurement Act 2023 (PA23) brings these 4 together under one regime providing an opportunity to redefine and simplify procurement processes. This is the biggest change to UK public procurement since 2015.

2.3 In October 2023, the PA 2023 received Royal Assent and is now a new law, which is due to take effect from 24th February 2025.

2.4 This means, the way the council procures goods & services is going to change, and to reflect these changes, the Contract Rules have been updated in line with the new act.

2.5 The Contract Rules have been reviewed and updated to reflect the provisions of the new Act (Appendix 1). The approach was to take out the detail and have the Contract Rules as the 'rules' - with a procurement toolkit providing the detail on 'how to' i.e. the process with guidance/ templates etc. The benefits of this approach are that (1) Contract Rules more accessible/ easier to read and (2) the toolkit can be updated easily as we develop our 'how to' – providing a one stop shop for procurement resources.

2.6 Key PA23 updates in the Contract Rules include, but are not limited to, the following areas:

SMEs Local suppliers Lotting Procurement procedures Pre- market engagement Transparency notices Regulated below threshold Conflicts of interest/ conflicts assessments	Conditions of participation Direct awards Debarment Central digital platform MAT (not MEAT) Social value Assessment summaries Contract management
---	--

2.7 In addition the internal CBC thresholds have also been reviewed alongside the new Act. After considering the opportunities and risks of a change in approach it was conclude that for now, there would be no significant changes to the thresholds, with changes limited to increasing the £25k threshold to £30k and the £25-£50K threshold to £30k-£60k which essentially reflects the position that under the new Act VAT must now be included in contract values.

**3. Call in of contract award designs**

3.1 The constitution currently provides that contracts over £100k, even though not key decisions are subject to the provisions of call-in when the decision to award the contract is taken by cabinet or a cabinet member.

3.2 This process is causing delays in awarding delays in awarding contracts and, for above threshold contracts, delays in starting the 10-day standstill period as we cannot formally award the contract until call-in has passed.

3.3 The legal position is that only key decisions have to be subject to call in and therefore the council is able to take a decision to remove contracts from the call-in process in cases where they are not key decisions.

3.4 The Constitution Working Group considered a request from One Legal to support an amendment to the Constitution by amending the rules of call-in to remove contracts over £100k which are not key decisions from the call-in process. The request was unanimously agreed by the CWG and is now presented to Council for ratification.

#### **4. Public Questions**

- 4.1 The Constitution Working Group considered the current process for submitting public questions at its meeting on 23 January 2025, specifically whether the current deadline for submitting questions should be amended.
- 4.2 The current process as provided for within the constitution is that members of the public can ask questions at meetings of Cabinet, Committees and Full Council and that the deadline for submission of a question is midday on the **seventh working day** before the meeting. This means that public questions must be submitted ahead of the publication of the agenda which takes place at least five working days before the meeting.
- 4.3 The CWG reviewed the matter and considered a number of options, including whether to amend the deadline, to more actively promote the forward plan, publication of a draft agenda or the introduction of an urgent question process.
- 4.4 After considering all the options, the CWG were minded to leave the deadline as per the constitution. However, they are recommending that council agrees to introduce an urgent question provision whereby the Leader, relevant chair or Mayor would have the discretion to accept questions after the deadline, for example where a matter generated significant public interest. Where this discretion was exercised questions could be submitted up to 48 hours ahead of the meeting. For the avoidance of doubt this would not apply to regulatory committees.

#### **5. Merger of Standards and Audit, Compliance and Governance**

- 5.1 At its meeting on 23 January 2025 the constitution working group considered a proposal on merging of the functions of the Audit, Compliance and Governance Committee and the Standards Committee and appointing Independent Persons to Audit, Compliance and Governance Committee.
- 5.2 By way of background in accordance with the Localism Act 2011 local authorities have a statutory duty to promote and maintain high standards of conduct of their Members and co-opted Members. Under the Act there is no statutory requirement to have a Standards Committee however the Council chose to retain a Standards Committee. The Committee is supported by 2 Independent Persons.
- 5.3 The Audit, Compliance and Governance Committee has responsibilities that include overseeing the work of internal audit, being responsible for certain Council Rules and Codes, having oversight of the Whistleblowing Code and approving the Statement of Accounts, the Annual Governance Statement and

the Council's Letter of Representation in respect of the statement of Accounts. The Committee is not currently supported by any Independent Persons.

- 5.4 There has been a national trend towards merging the responsibilities of Audit Committees and Standards Committees and given the level of work undertaken by the Standards Committee (the committee not having met in full for around 2 years and only one sub-committee being convened for a code of conduct hearing) this would seem like an appropriate option for consideration by CBC as the impact in terms of workload for the Audit, Compliance and Governance Committee would be minimal.
- 5.5 The merger would provide a more streamlined governance structure by allowing one committee to have focussed oversight of governance matters and fits well within the existing title of the committee with already includes compliance and governance. It would also provide some independent assurance to the committee through the addition of Independent Persons, who would be reappointed via an open recruitment process.
- 5.6 If agreed, the terms of reference of the existing Standards Committee and the Audit, Compliance and Governance Committee will be combined to form the new terms of reference but in practice it would mean that general standards or code of conduct matters, such as updating the code of conduct would be considered by the audit, compliance and governance committee and that any hearings would take place via a sub-committee which would be drawn from the main committee.
- 5.7 The existing chairs of the Standards and Audit, Compliance and Governance Committees have been consulted on these proposals and are supportive of the proposed way forward.

## **6. Reasons for recommendations**

- 6.1 To ensure that the council's Constitution remains up to date.

## **7. Alternative options considered**

- 7.1 None - but Council could decide not to approve the revisions

## **8. Consultation and feedback**

- 8.1 Constitution Working Group

## **9. Key risks**

- 9.1 None

**Report author:**

Claire Hughes, Director of Governance and Customer Services (Monitoring Officer)  
[claire.hughes@cheltenham.gov.uk](mailto:claire.hughes@cheltenham.gov.uk)

**Appendices**

1. Revised Contract Rules

**Background information:**

[Cheltenham Borough Council Constitution](#)

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## **Section 1 – General compliance and scope**

### **1. Compliance**

1.1 Each contract entered into by the Authority shall be entered into pursuant to or in connection with the Authority’s functions and shall comply with:

1.1.1 All relevant legislation, statutory guidance and codes;

1.1.2 The relevant UK procurement rules and the National Procurement Policy Statement;

1.1.3 The Authority’s Constitution including these Contract Rules, the Authorities Financial Rules and Scheme of Delegation;

1.1.4 The Authority’s strategic objectives, Council Plan, Procurement Strategy and relevant policies

1.2 The Policy of the Authority, and the objective of these Contract Rules, is to ensure that all works, supplies and services:

1.2.1 Are obtained with probity, and propriety to the ensure the proper expenditure of public funds;

1.2.2 Are appropriate for the purpose of for which they are obtained;

1.2.3 Deliver Value for Money;

1.2.4 Maximise public benefit while acting with integrity, fairness and equal treatment;

1.2.5 Sharing information for the purposes of allowing Suppliers and others to understand the Authority’s procurement policies and decisions;

1.2.6 Remove or reduce barriers for SMEs where possible

## **2. Scope**

2.1 These Contract Rules apply to any arrangement made by, or on behalf of the Authority for the carrying out of works, the provision of services or the supply of supplies.

2.2 These Contract Rules do not apply to:

2.2.1 contracts of employment which make an individual a direct employee of the of the Authority;

2.2.2 the acquisition, disposal or transfer of land (which must be carried out by the Executive Director or Finance and Assets or any other officer with delegated authority) except where services or works are required by the Authority as part of the land transaction e.g. development agreements;

2.2.3 contract relating to the placement of deposits or raising of loans under the treasury management strategy;

2.2.4 purchases made at public auction;

2.2.5 the giving of grants.

2.3 Any procurements commenced, and all Contracts entered into before 24th February 2025 are subject to the Public Contract Regulations 2015 (PCR 2015). Any contracts or call-offs awarded following those procurements, even if commenced on or after 28th February 2025 will be subject to the 2015 Regulations throughout their term.

## **Section 2- Common Requirements**

### **3. Calculation of contract values**

3.1 Unless otherwise stated, the calculation of the estimated value of a procurement shall be based on the total amount of payable in pounds sterling inclusive of VAT, as estimated by the Authority over the entire contract period, including any proposed extension to the initial contract period.

3.2 The Estimated Total Contract Value of a framework agreement or dynamic market shall be the total value of all of the call-off contracts that may be awarded under that framework agreement or dynamic market.

3.3 The estimated value is to be calculated as at the date the contract is first advertised or suppliers are contacted, whichever occurs first.

- 3.4 If the Authority is unable to estimate the value of a contract in accordance (for example because the duration of the contract is unknown), the Authority must treat the estimated value of the contract as an amount of more than the threshold amount for the type of contract being procured.
- 3.5 Contracts must not be artificially under or overestimated or divided into two separate contracts where the result is to avoid the application of these Contract Rules or the Legislation.
- 3.6 The estimated value of a concession contract is the maximum amount the supplier could expect to receive under or in connection with the contract including, where applicable, amounts already received.

The amount a supplier could expect to receive includes the following:

- 3.6.1 amounts representing revenue (whether monetary or non-monetary) receivable pursuant to the exploitation of the works or services to which the contract relates (whether from the Authority or otherwise);
- 3.6.2 the value of any goods, services or works provided by the Authority under the contract other than for payment;
- 3.6.3 amounts that would be receivable if an option in the contract to supply additional services or works were exercised;
- 3.6.4 amounts that would be receivable if an option in the contract to extend or renew the term of the contract were exercised;
- 3.6.5 amounts representing premiums, fees, commissions or interest that could be receivable under the contract;
- 3.6.6. amounts received on the sale of assets held by the supplier under the contract.

## **4. Threshold values**

- 4.1 The UK Government biennially sets Threshold Values for the purposes of applying the Legislation. There are different Threshold Values for services and supplies, light touch services, works and concessions (services and works) Contracts. The Authority's internal guidance will outline what these thresholds are and provide links to the relevant government guidance.
- 4.2 The Authority will take the Threshold into account when determining how to conduct a Procurement.

## 5. Spend category definitions

- 5.1 Services – the provision of any type of service other than those which fall within the definition of a works Contract or other specific services Contract.
- 5.2 Supplies – the purchase, lease, rental or hire purchase (with or without an option to buy) of goods or products, which may also include, incidental to the supply, the siting or installation of the product.
- 5.3 Works – the execution or design and execution of construction, civil engineering, demolition, building installation and building completion works.
- 5.4 Light Touch Services – the provision of certain health, education, social, religious, hospitality, legal, security, community and prison related services.
- 5.5 Concession contracts– the supply, for financial interest, of works or services where at least part of the consideration for that supply is a right for the Supplier to exploit the works or services and where the Supplier is exposed to real operating risk.
- 5.6 Relevant Health Care Services - any service that has a direct effect on the health of the service user accessing it. Covered by the Healthcare Services Provider Selection Regime Regulations 2023 (PSR)

## 6. Authorised officers and their responsibilities

- 6.1 In support of these Contract Rules, the Authority may issue internal guidance, procedures and standard documents. Procurement and contract management processes must be conducted in accordance with the relevant Legislation and any internal guidance. Authorised Officer key responsibilities include (but are not limited to):
  - 6.1.1 To act in accordance with these rules and not exceed the limits of their authority.
  - 6.1.2 To maintain ongoing knowledge and awareness of the rules and guidance to ensure compliance.
  - 6.1.3 To take all appropriate measures to effectively identify, remedy and prevent any conflicts of interest which may arise to avoid any distortion of competition and ensure equal treatment of Suppliers.
  - 6.1.4 To comply with the Authority's Code of Conduct for Employees
  - 6.1.5 All Officers, agents of the Authority or other stakeholders having access to information or documentation about the procurement will be bound by the confidentiality requirements set out. The Authority will consider any

requirements for the disclosure of information under the Regulations, Freedom of Information Act and any other requirement or permission that is applicable under the law.

- 6.1.6 To appraise the need for the expenditure and its priority
- 6.1.7 To consider which procurement procedure is most likely to achieve the commissioning and procurement objectives,
- 6.1.8 To assess and manage any risks associated with the procurement process and contract management.
- 6.1.9 To publish Transparency Notices where required by the Legislation
- 6.1.10 To develop high quality specifications and Key Performance Indicators (KPIs), including having regard to relevant Authority policies
- 6.1.11 To identify and consider whether any barriers to the participation of SMEs can be removed or reduced (e.g. Lotting)
- 6.1.12 To consider Social Value (Social Value Act 2012) within the procurement process to improve the economic, social and environmental well-being of the geographical area.
- 6.1.13 Where the procurement involves a potential change to services must ensure compliance with the Authority's duty to consult under Section 3 of the Local Government Act 1999 and,
- 6.1.14 the Authority's duties under the Equality Act 2010
- 6.1.15 To consult users as appropriate about the proposed procurement procedure, contract standards and performance and user satisfaction monitoring;
- 6.1.16 To produce and maintain adequate records and a clear audit trail
- 6.1.17 To manage supplier debarment, disputes, late tenders and missing materials
- 6.1.18 To develop appropriate and proportionate award criteria
- 6.1.19 To ensure the evaluation and moderation process is carried out in a fair, transparent, and consistent manner.
- 6.1.20 To manage award notifications and standstill periods.
- 6.1.21 To ensure effective management of contracts.
- 6.1.22 To ensuring sufficient budget to sustain the contract for the life of the contract.
- 6.1.23 To use appropriate terms and conditions for the contract and liaising with the Director of One Legal where required.
- 6.1.24 To raise a purchase order for the contract.

6.2 Any procurement that is:

- Over budget or
- Involves the transfer of staff either to or from the Authority

shall be referred to the Cabinet for decision, unless otherwise stated elsewhere in the Authority's Constitution.

## 7. Contract values

### Below Threshold Procurements

7.1 The appropriate route to market as identified in Table 1, considering the value, risk and complexity of the Contract and market capacity.

### Above Threshold Procurements

7.2 The Authority will use only those procedures permitted under The Legislation. The procurement team will establish the appropriate route to market considering the value, risk and complexity of the contract and size of the market. This includes the use of Frameworks and Dynamic Markets which the Authority is eligible to access and where the Procurement can be undertaken in accordance with the specific call-off process.

The Procurement Act 2023 (PA23) / Public Contract Regulations 2015 (PCR 2015) (where PCR 2015 still applies to legacy contracts) compliant Procedures – include, but are not limited to:

- Open Procedure
- Competitive Flexible Procedure
- Frameworks and Open Frameworks
- Dynamic Markets (and any legacy Dynamic Purchasing Systems)
- Direct call offs and mini competitions run in line with the terms of PA23/ PCR2015 compliant framework agreements procured by the Authority or other contracting authorities.
- Compliant Direct Awards
- Horizontal and Vertical contracting arrangements (Schedule 2 of PA23).

7.3 Before carrying out a procurement process, Authorised Officers shall establish whether there is a suitable framework agreement, dynamic market or existing contract to which the Authority is a party that provides a mechanism for ordering goods, services and works and, if so, consider whether it's use is appropriate, legal and adheres to the principles of Best Value. Where there is no suitable framework agreement, dynamic market or existing contract the authorised officer must follow the relevant process identified below.

Table 1: Contract Values

Estimated Total Contract Value	Procurement Procedure
Less than £30,000 (figures <b>inclusive</b> of VAT)	<p>The Budget Holder can purchase from the source that offers the Best Value for Money to the Authority.</p> <p>This could be demonstrated by obtaining two written Quotes where possible and via the e- procurement system where appropriate.</p> <p>When seeking quotations, Authorised Officers should, where possible, seek at least one quote from a local supplier, with a particular preference to SMEs.</p> <p>Contracts shall be by purchase order with the relevant standard terms and conditions attached or otherwise drawn to the attention of the Supplier.</p> <p>If over £5,000 Budget Holder must register the completed contract with the procurement team in order to meet the Councils transparency obligations.</p> <p>A waiver will be required if best value cannot be demonstrated.</p>
=>£30,000 but less than £60,000 (figures <b>inclusive</b> of VAT)	<p>Minimum of three quotes through the Council's e-procurement system using the Request for Quote Template</p> <p>When seeking quotations, Authorised Officers should, where possible, seek at least one quote from a local supplier, with a particular preference to SMEs.</p> <p>Contracts drafted or approved by the Director of One Legal must be used</p> <p>Budget Holder must register the completed contract with the procurement team in order to meet the Council's transparency obligations.</p>



<p>=&gt; £60,000 but less than relevant Threshold (figures <b>inclusive</b> of VAT)</p>	<p>Advertised competitive Invitation to Tender process through the Council's e-procurement system.</p> <p>A formal written contract prepared or approved by the Director of One Legal must be used.</p>
<p>Above relevant Threshold (figures <b>inclusive</b> of VAT)</p>	<p>Advertised competitive Invitation to Tender process through the Council's e-procurement system</p> <p>The Authority will use only those procedures permitted under The Legislation. The procurement team will establish the appropriate route to market considering the value, risk and complexity of the contract and size of the market.</p> <p>A formal written contract prepared or approved by the Director of One Legal must be used. Any framework terms and conditions must be agreed and approved.</p>
<p>Disposal of assets (other than land)</p>	<p>Where the Authority is selling or disposing of assets without the provision of services then the Authority's obligation is to achieve the best value for the items. This could be achieved by obtaining quotes or conducting a full tender, where suitable. Any disposal must be in accordance with the Authority's Finance Rules</p>
<p>Disposal of Land</p>	<p>These Contract Rules and the Regulations apply where the Authority is disposing of or acquiring land and there is an element of services or works required by the Authority as part of the transfer (e.g. development agreements)</p>

## 8. Waivers

8.1 Subject to the written approvals referred to in Contract Rule 8.2 below, waivers of any of these Contract Rules shall only be given in the following exceptional circumstances: -

8.1.1 Where the supplies, works or services are of a unique or specialised nature or are identical or similar to or compatible with existing provision so as to render only one or two sources of supply appropriate, including:

- an upgrade

- where the contract concerns, wholly or mainly, repairs to or the supply of parts for existing proprietary machinery, plant or equipment and the repairs to or the supply of parts cannot be carried out practicably by alternative suppliers;

or

- 8.1.2 The supplies to be purchased are proprietary articles or are sold only at fixed prices; or
- 8.1.3 The price of services or supplies to be purchased is controlled by trade organisations, or if for other reasons there would be no genuine competition; or
- 8.1.4 Where the opinion of the Authorised Officer in consultation with the Section 151 Officer and the Director of One Legal considers that the services to be provided or the work to be executed or the supplies or materials to be purchased are urgent, subject to the action being reported to the next Cabinet Meeting; or
- 8.1.5 Specialist consultants, solicitor, barrister, agent, artist or professional advisers are required and
- there is no satisfactory alternative; or
  - Evidence indicates that there is likely to be no genuine competition; or
  - It is, in the opinion of the Authorised Officer, in the Authority's best interest to engage a particular consultant, solicitor, barrister, agent, artist or adviser;

Or

- 8.1.6 Where the Authority is purchasing property, or is taking a service back in house, which has associated contracts and in the opinion of the Authorised Officer it is in the Authority's best interests to acquire those contracts; or
- 8.1.7 The works to be executed or the supplies or materials to be purchased can only be carried out or supplied by a statutory body.
- 8.2 Exemptions to the application of these Contract Rules for above Threshold Contracts will only be considered where a Direct Award is permitted under The Legislation and the specific circumstances under which the Direct Award can be undertaken are met.
- 8.3 Where it is possible to waive these Contract Rules, any such waiver must be agreed by:

- 8.3.1 Cabinet for contracts above £100,000 or the Head of Paid Service in consultation with the Leader of the Authority, the Section 151 Officer and the Director of One Legal if the matter requires an urgent decision and a meeting of the Cabinet cannot be called; or
- 8.3.2 The Budget Holder (if authority to do so has been delegated to them in accordance with the protocol for sub delegation contained in Appendix D of the Constitution) or a Director, Executive Director/Chief Executive, in consultation with the Section 151 Officer and the Director of One Legal if the contract does not exceed £100,000.
- 8.4 The decision to waive contract rules and the reasons for it shall be recorded on the waiver form and were made under Rule 8.3.2 or the urgency procedure under Rule 8.3.1, the waiver shall be kept by the Director of One Legal
- 8.5. For above Threshold contracts, the decision to Direct Award and the reasons for it shall be recorded on the Direct Award Justification Report and were made under Rule 8.3.1 and permitted by the Legislation. The Report shall be kept by the Director of One Legal.
- 8.6 Contract terms approved or drafted by the Director of One Legal must be used for contracts let using Waivers and Direct Awards.

### **Section 3 - Procurement process: pre-procurement advertising, evaluation and awarding**

#### **9. Procurement process**

- 9.1 The Authority's Tender templates will be used for all above Threshold procurements to ensure compliance with Legislation and consistency for Suppliers, other than where use of a Framework Agreement or Dynamic Market requires use of specific Tender documents.
- 9.2 The Authority's below Threshold templates will be used for below threshold procurements where it is appropriate to do so, subject to the nature and complexity of the Contract, to provide consistency for Suppliers.
- 9.3 The Tender/ Quotation documents must specify the requirement, award criteria, evaluation process, the clarification process and timescales for submission.

#### **10. Pre-procurement considerations**

- 10.1 Pre procurement considerations should follow internal guidance and templates.
- 10.2 For Above Threshold procurements:

10.2.1 Preliminary market engagement must be considered to help develop the requirements and process, with details published in the relevant transparency notices.

10.2.2 The Authority has a duty to consider Lots and whether the goods, services or works to be supplied could reasonably be provided under more than one contract.

10.2.3 If the Authority determines that lots are not appropriate then you must provide reasons for not doing so in the tender notice.

10.2.4 Conflict of interest assessments must be undertaken for each procurement and regularly reviewed throughout the procurement and contract management process with details published in the relevant transparency notices.

## **11. Selection criteria**

### **Conditions of participation and Grounds for Exclusion**

11.1 Conditions of participation are not mandatory for Above Threshold procurements however, where used, the Authority can confirm certain aspects of a Supplier's suitability or ability to deliver the contract. Conditions of Participation can include a Supplier's legal and financial capacity, and technical ability to perform a contract and should be used where appropriate.

11.2 The assessment 'gateway' for mandatory and discretionary exclusions (indicating excluded and excludable suppliers) must be adhered to including the use of the debarment list.

11.3 Regulated below threshold procurement cannot restrict the submission of tenders by reference to suppliers' selection criteria but the Authority may ask for this information and assess at award stage if it wishes.

## **12. Award criteria**

12.1 The evaluation criteria will be proportionate and applicable to the nature, value, level of risk and complexity of the Contract and cover both selection criteria (where applicable) and award criteria.

12.2 Award Criteria must be directly linked to the subject matter of the Contract and consider an assessment of quality, price and social value.

12.3 The Authority can take a broad view of what can be included in the evaluation methodology of tenders or quotes in assessing value for money. Internal policies such as carbon reduction, social value and supply chain security should be considered when agreeing award criteria, where relevant to the opportunity being tendered.

This means contracts do not have to be awarded on the basis of the lowest price or that price must always be weighted higher than quality. Contracts, as appropriate, and in accordance with Legislation and internal guidance may be made on the basis of:

- price;
- quality, or
- best price-quality ratio

The most advantageous tender could be the lowest price if for example off the shelf goods are being procured.

## **13. Advertising and transparency notices**

13.1 Procurement must be carried out electronically through the e- procurement system where the Contract is above Threshold, including where competition is restricted (e.g. Framework further competitions and Dynamic Market call-offs).

13.2 Procurement must be carried out electronically through the e- procurement system where the Contract is below Threshold where the contract value is £30,000 or above unless otherwise permitted by these Contract Rules or by the Procurement Team and the Section 151 Officer.

13.3 All relevant PA23 transparency notices must be published as required during the process on the Central Digital Platform.

## **14. Submission and opening of tenders and quotes**

14.1 The manner and deadline for submissions will be set out in the Invitation to Tender or Request for Quote documents.

14.2 The Authority will only accept Tenders submitted in accordance with the Tender/ Quote requirements.

14.3 No Tenders or Quotes received after the specified date and time for receipt shall be accepted or considered by the Authority unless the Authorised Officer, after consulting with the Procurement Team the section 151 Officer and the Director of One Legal, is satisfied that there is sufficient evidence that technical difficulties with the e- procurement system prevented the Tender or Quote from being submitted before the closing time.

14.4 Where there are errors or discrepancies within a Supplier's Tender response the Authority will give the Supplier the opportunity to rectify the errors or discrepancies only if it is determined the Supplier will not gain an unfair advantage.

14.5 The Authority must follow key requirements when assessing public contracts following a competitive tendering procedure:

14.5.1 If a supplier does not satisfy the conditions of participation, the Authority must disregard the tender

14.5.2 If a supplier is not a United Kingdom supplier or a treaty state supplier, or intends to subcontract the performance of all or part of the contract to a supplier that is not a United Kingdom supplier or treaty state supplier, the Authority may disregard their tender

14.5.3 If a supplier submits a tender which breaches a procedural requirement set out in the tender notice or associated tender documents, then the Authority may disregard their tender

14.5.4 If a supplier submits what the Authority considers to be an abnormal low-priced tender the Authority may disregard their tender. Before disregarding, an authority must notify the supplier and give it opportunity to demonstrate that it will be able to perform the contract for the price offered.

14.5.5 must disregard any tender from a supplier that is an excluded supplier

14.5.6 must consider whether a supplier is an excludable supplier and may disregard any tender from an excludable supplier.

## **15. Evaluation**

15.1 Tenders and Quotes shall be evaluated against the criteria set out in the Invitation to Tender or Request for Quote and in accordance with The Legislation (where applicable)

15.2 The criteria shall be strictly observed at all times throughout the contract award procedure by any officer involved in the tender evaluation

15.3 Evaluations will be conducted by an appropriately skilled and experienced panel.

## **16. Awarding Contracts**

16.1 All contracts shall be awarded based on the offer that represents most advantageous tender (MAT). The most advantageous Tender or Quote is the one that the Authority considers

- Satisfies its requirements; and
- Best satisfies the award criteria when assessed by reference to the evaluation methodology

16.2 When awarding any contract for goods, services or works whose aggregate value exceeds the relevant threshold prescribed under The Legislation, an Authorised Officer shall adhere to a minimum eight (8) working days Standstill Period before entering into such contract and follow the transparency notices required.

16.3 A contract may only be awarded by an Authorised Officer with the requisite delegated authority to award contracts. Prior to award, the Authorised Officer should ensure the Budget Holder responsible for the contract has sufficient funds in place to sustain the life of the contract i.e. full life cycle costing.

## **17. Assessment Summaries**

17.1 The Authorised Officer shall provide an Assessment Summary to each supplier that submitted an assessed tender as required by the Legislation for all Above Threshold procurements.

17.2 Assessment Summaries are not mandatory for below threshold procurements or call-off from frameworks (unless the framework terms set out a specific requirement to do so). Although to ensure compliancy with the duty to have regard to the procurement objective of sharing information, it is deemed best practice to provide an assessment summary for all procurements.

## **Section 4 - Contract formalities**

### **18. Execution of contracts**

18.1 All contracts must be formally concluded in writing before the supply, service or work begins.

18.2 All contracts not below £60,000 that require execution shall be signed by the Chief Executive, Director of One Legal or any other officer with delegated authority to do so, unless the Director of One Legal requires the contract to be sealed

18.3 All contracts with a value of £60,000 or above shall be sealed, unless the Director of One Legal considers that it may be signed

18.4 Electronic signatures may only be permitted as a method of executing contracts with the prior consent of the Section 151 officer, the monitoring officer having first obtained advice from the Director of One Legal, or the Director of One Legal

## **19. Records of quotes, tenders, contracts and spend**

- 19.1 The Procurement Team shall maintain a list of all Tenders and Quotes received over £30,000 (incl. of VAT, typically £25,000 ex VAT). For procurements not exceeding £30,000 (incl of VAT) the Authorised Officer is responsible for keeping records of Tenders and Quotes received in such form as required by the Procurement Team.
- 19.2 Authorised Officers must ensure that details of contracts awarded over £5,000 (incl VAT) are entered on the Contracts Register kept by the Authority and maintained by the Procurement Team.
- 19.3 All contracts with a value of £30,000 (incl VAT) and above shall be kept by the Director of One Legal and a copy shall be sent to the Procurement Team.
- 19.4 All contracts below £30,000 (incl VAT) shall be kept securely by the Budget Holder in accordance with Authority's retention policy and a copy to the Procurement Team.
- 19.5 Each quarter the Authorised Officer will publish details of payments over £30,000 made under a public contract i.e. contract payment notice as required by Legislation.
- 19.6 Twice annually the Authorised Officer will publish details of performance against 30-day payment terms as required by Legislation.

## **20. Bonds and parent company guarantees**

- 20.1 A Bond or Parent Company Guarantee will be required on all works contracts above £1,000,000 unless considered in appropriate by the Section 151 Officer following consultation with the Director of One Legal
- 20.2 Bonds or Parent Company Guarantee may be required for any contract if considered appropriate by the Section 151 following consultation with the Director of One Legal.
- 20.3 Bonds shall be a minimum of 10% of the contract value



## **21. Embedded leases and embedded derivatives**

21.1 Prior to the award of a contract the Authorised Officer must notify the Section 151 officer where under the contract

21.1.1 the Authority will have use or control of or will be paying for the use of specific asset or group of assets; or

21.1.2 contains a clause that caps the price the Authority has to pay for supplies or services or there is a floor price on the price the Authority has to pay for supplies or services; or

21.1.3 the prices the Authority must pay under the contract, increase the by more than two times RPI; or

21.1.4 the prices the Authority must pay, increase by some other form of indices or commodity price.

## **Section 5 - Specific types of tendering**

### **22. Framework agreements, open framework agreements and dynamic markets**

22.1 External Framework Agreements, and Dynamic Markets, where the Authority is named as a permitted Contracting Authority, can be used where the Authority wishes to contract for the sourcing of supplies, services or works without conducting a full procurement exercise.

22.2 The Framework or and Dynamic Market may include within its terms a requirement for abbreviated competitive exercise ("mini competition") between some or all of Suppliers who are parties to the Framework Agreement and can provide the supplies/services/works being tendered. Other Framework Agreements may allow for a direct award or the choice of either direct award or mini competition. Any purchase from a Framework Agreement or Dynamic Market shall be made in accordance with procedure set out the Framework Agreement or Dynamic Market.

22.3 The approval of the Procurement Team or Director of One Legal shall be sought before signing up to new a Framework or Dynamic Market.

22.4 A Call-Off contract as set out in the Framework Agreement or Dynamic Market will need to be entered. If no pre agreed contract is provided for in the Framework Agreement or Dynamic Market, a contract drafted or approved by the Director of One Legal, shall be entered.

## **23. Framework agreements, open framework agreements and dynamic markets set up by the authority**

23.1 The Authority may carry out a procurement exercise to set up a Framework, Open Framework or a Dynamic Market to allow it to choose Suppliers who meet its pre-qualification requirements. The Authority can then call off suppliers from the framework agreements or the Dynamic Market.

## **24. Collaborations and joint procurement**

24.1 The Authority may participate in any collaborative or joint procurement with other Local Authorities or public bodies including membership or use of a Purchasing Consortia subject to the prior approval of the relevant Director and Procurement Team.

## **25. Procurement by consultants**

25.1 Any consultants contracted by the Authority shall be appointed in accordance with these Contract Rules and The Legislation. The Authorised Officer shall ensure that the consultants' performance is monitored and IR35 legislation is adhered to.

25.2 Where the Authority uses Consultants to act on its behalf in relation to any procurement opportunity, then the Authorised Officer shall ensure that the consultant carries out any procurement in accordance with these Contract Rules and The Legislation.

25.3 Consultants may advise the Authorised Officer as to the most suitable candidate. The Authorised Officer can use the advice given by the Consultant to make their recommendation to the Awarding Officer.

25.4 No consultant shall make the decision on whether to award a contract or to whom a contract should be awarded. The decision rests with the Awarding Officer who shall sign the Tender Acceptance Form or waiver.

## **26. Contract management**

26.1 The contract manager will conduct regular reviews of the Supplier's performance against the requirements and key performance indicators specified in the Contract and monitor compliance against contractual obligations for the life of the Contract.

26.2 Contract management processes must be conducted in accordance with the relevant Legislation and any internal guidance.

26.3 Legislative key requirements for managing public contracts must be followed and include provision and transparency notices for payment, performance,

KPI's (publication and reporting for contracts with a value of more than £5million), modification and termination of contract.

## 27. Grounds for extending and modification of a contract

27.1 Contract extensions and modifications may only be considered if the relevant contract contains an extension/ modification option or if there are legitimate grounds as provided by The Legislation. Any such extension/ modification must follow internal procurement guidance and be authorised in accordance with the guidance and the Authority's Scheme of Delegation.

## Definitions

<b>Term</b>	<b>Meaning</b>
Above Threshold	Means a procurement with a value equal to or more than the prescribed Threshold
Advertised	Means advertised on the Central Digital Platform
Assessment Summary	Information about the Authority's assessment of the tender provided to each supplier that submitted an 'assessed tender'
Awarding Officer	The officer with the delegated authority to award the contract
'The' Authority	Cheltenham Borough Council
Authorised Officer	Authorised Officers are persons responsible for carrying out the procurement.
Best Value for Money	best solution for the Authority taking into account price, quality and deliverability.
Below Threshold	Means a procurement with a value below the prescribed Threshold
Bond	An insurance policy: if the Supplier does not do what it has promised under a contract with the Authority, the Authority can claim from the insurer the sum, of money specified in the bond (often 10% of the contract value). A bond is intended to protect the Authority against a level of cost arising from the Supplier's failure.
Candidate	Any person who may or does submit a Quote or Tender.
Call-Off Contract	Means a contract awarded to a Supplier under a Framework Agreement
Central Digital Platform	The online system referenced in the Procurement Act 2023 and defined in the Procurement Regulations 2024 as the central digital platform. It is available at <a href="http://www.gov.uk/find-tender">www.gov.uk/find-tender</a> . The central digital platform will enable: <ul style="list-style-type: none"> <li>contracting authorities to publish notices and other</li> </ul>

Term	Meaning
	<p>information as required under the Act for above and below threshold procurements</p> <ul style="list-style-type: none"> <li>• suppliers to submit and store certain core organisational information as required by the regulations to participate in above threshold procurements.</li> <li>• anyone to view the notices and access related public procurement data</li> </ul>
Concession Contracts	An agreement where Suppliers are given the right to exploit works or services provided for their own gain.
Conditions of Participation	A set of conditions which a supplier must satisfy in order to be awarded a public contract following a competitive tendering procedure
Consultant	Someone appointed (but not under a contract of employment) for a specific length of time to work to a defined project brief with clear outcomes to be delivered, who brings specialist skills or knowledge to the role.
Contracting Authorities	Bodies that are subject to the Regulations.
Director	Means the chief officers or a Director for the Authority
Contract Management	The process and approach taken to implement, monitor and review what is being provided under the contract to ensure what has been agreed is being provided to the required standards and all parties to the contract are meeting their obligations
Debarment	The debarment regime enables Ministers to put suppliers on a published debarment list. Inclusion on the list means that the supplier's past behaviour or circumstances mean that it is not, or may not be, allowed to participate in covered procurements or be awarded public contracts.
Dynamic Market	is a list of qualified suppliers (i.e. suppliers who have met the 'conditions for membership' of the dynamic market) who are eligible to participate in future procurements
e- procurement system	Means the portal used by the Authority to conduct procurements electronically.
Exclusion	a broad term to describe a number of different circumstances where suppliers are not permitted to participate in a covered procurement, to have their tender considered or to be awarded a public contract.
Executive Director	Means an Executive Director for the Authority
Framework	A contract between a Contracting Authority and one or more suppliers that provides for the future award of contracts by a Contracting Authority to the supplier or suppliers
Open Framework	a scheme of frameworks that provides for the award of successive frameworks on substantially the same terms

<b>Term</b>	<b>Meaning</b>
Head of Paid Service	Means the officer designated as head of paid service for the Authority under section 4 of the Local Government and Housing Act 1989
Horizontal and Vertical contracting arrangements	Contracts between public bodies to co-operate to achieve a common objective with the exercise of public functions in the public interest (horizontal) and contracts between one or more contracting authorities contract with a 'controlled persons' (e.g. a wholly owned company) that carries out more than 80% of its activities for those public bodies (vertical)
Invitation to Tender (ITT)	Invitation to tender documents in the form required by these Contract Rules.
'The' Legislation	The Procurement Act 2023 (PA23) The Regulations means the Procurement Regulations 2024 (PR24) and all regulations made under PA23.
Lots	a way to split a larger single procurement into smaller 'chunks' which are then procured under separate contracts with different suppliers (some suppliers may be successful in more than one lot and may be awarded more than one contract).
Most Advantageous Tender (MAT)	the tender that both satisfies the contracting authority's requirements and is the best tender when assessed against the award criteria and the assessment methodology
Parent Company Guarantee	A contract that binds the parent of a subsidiary company as follows: if the subsidiary company fails to do what it has promised under a contract with the Authority, the Authority can require the company to do so instead.
Preliminary market engagement	takes place before the publication of a tender or transparency notice and helps contracting authorities and the market prepare for the procurement.
Procurement Team	Officers engaged by or on behalf of the Authority to provide procurement services.
Quote	A quotation of price and any other relevant matter (without the formal issue of an Invitation to Tender).
Regulated Below Threshold	is a below-threshold contract that is not an exempted contract, a concession contract, or a utilities contract
Section 151 Officer The officer of the Authority who has been designated as such pursuant to Section 151 of the Local Government Act 1972.	Section 151 Officer The officer of the Authority who has been designated as such pursuant to Section 151 of the Local Government Act 1972.
SME	Small and Medium Enterprise.

<b>Term</b>	<b>Meaning</b>
Standstill period	The standstill period is the period between the contracting authority announcing its intention to enter into a contract (by publishing the contract award notice) and actually entering into that contract; the contracting authority cannot enter into the contract during the standstill period which is to be no less than 8 working days
Supplier	A person or body of persons providing, or seeking to provide, supplies, services or works to the Authority.
Tender	A suppliers proposal submitted in response to an Invitation to Tender.
Transparency Notices	Notices that are published throughout the procurement lifecycle, providing up to date information on procurement and contracts giving transparency and visibility of data.
Treaty State Supplier	a supplier that is entitled to the benefits of an international agreement specified in Schedule 9 of the Act.
Threshold / Threshold Value	The contract value thresholds (inclusive of VAT) set by the UK government above which the Regulations apply, as amended every two years

## **Cheltenham Borough Council**

### **Council – 21 February 2025**

### **Council Diary, September 2025-August 2026**

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**Accountable member:**

Leader of the Council, Councillor Rowena Hay

**Accountable officer:**

Democratic Services Team Leader

**Ward(s) affected:**

All wards

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**Key Decision:** No

**Executive summary:**

The proposed diary of council meetings for September 2025 to August 2026 is attached at Appendix 2.

If it is necessary to make any subsequent amendments to the draft diary, these will be reflected in the published diary online.

**Recommendation:**

- 1. That the draft Council Diary of meetings for September 2025 - August 2026 be approved.**
- 

#### **1. Implications**

##### **1.1 Financial, Property and Asset implications**

There are no implications.

**Signed off by:** Gemma Bell [gemma.bell@cheltenham.gov.uk](mailto:gemma.bell@cheltenham.gov.uk)

## 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 Environmental and climate change implications

No implications

**Signed off by:** Maizy McCann, [maizy.mccann@cheltenham.gov.uk](mailto:maizy.mccann@cheltenham.gov.uk)

## 1.4 Corporate Plan Priorities

No implications

**Signed off by:** Ann Wolstencroft, [ann.wolstencroft@cheltenham.gov.uk](mailto:ann.wolstencroft@cheltenham.gov.uk)

## 1.5 Equality, Diversity and Inclusion Implications

Refer to Equality Screening at Appendix ii

**Signed off by:** Claire Hughes, [Claire.Hughes@cheltenham.gov.uk](mailto:Claire.Hughes@cheltenham.gov.uk)

## 1.6 Performance management – monitoring and review

No implications

**Signed off by:** Ann Wolstencroft, [ann.wolstencroft@cheltenham.gov.uk](mailto:ann.wolstencroft@cheltenham.gov.uk)

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## 2 Background

2.1 The diary follows a similar rationale to that adopted in previous years, namely:

- as far as possible, meetings of a particular committee are scheduled for the same day of the week.
- school holidays, Race Week, party conferences and Friday evenings are avoided wherever possible, with the occasional exception of the regulatory Planning and Licensing meetings.



- evening meetings are scheduled for 6.00pm 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 consultation with Members and advertised on our website when the meeting is convened.
- meetings of Appointments and Remuneration Committee and Licensing Sub-Committee-Alcohol and Gambling are convened on an ad hoc basis throughout the year, as and when the need arises.
- please note, Members are considering a constitutional review report at this meeting (in advance of this agenda item), proposing that Standards committee is merged with Audit, Compliance and Governance Committee; should this proposal not be agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.
- 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.
- 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.
- 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.
- please note, the Council budget setting meeting in February takes place on a Friday afternoon to allow the Council to meet after the County Council has concluded its budget setting process.

### **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** Not applicable.

### **5 Consultation and feedback**

**5.1** The draft diary was circulated to officers in December 2024-January 2025 and to

Members in January 2025 as part of the consultation.

## 6. Key risks

5.2 See Appendix 1.

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**Report author:** Bev Thomas, Democratic Services Team Leader,  
[bev.thomas@cheltenham.gov.uk](mailto:bev.thomas@cheltenham.gov.uk)

### Appendices:

- i. Risk Assessment
- ii. Equality Impact Assessment (Screening)
- iii. Draft Council Diary 2025-26

## 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 2025
	If dates for other meetings are not scheduled in advance there could be problems in arranging meetings in terms of availability 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 2025

## Appendix 2: Equality Impact Assessment (Screening)

### 1. Identify the policy, project, function or service change

#### a. Person responsible for this Equality Impact Assessment

Officer responsible: Bev Thomas	Service Area: Chief Executives
Title: Dem Services Team Leader	Date of assessment: 30/01/25
Signature: B Thomas	

#### b. Is this a policy, function, strategy, service change or project?

Function

If other, please specify:

#### c. Name of the policy, function, strategy, service change or project

Is this new or existing?

**Already exists and is being reviewed**

**Please specify reason for change or development of policy, function, strategy, service change or project**

n/a

#### d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims:

Dates for council meetings are fixed by the Council before the start of or at the first meeting in the New Municipal Year to meet the requirements of the Constitution.

Objectives:

To facilitate availability of Members, officers and facilities

Outcomes:	To ensure decision making is expedited in a timely and organised manner.
Benefits:	Members are able to prioritise and plan their time for council and ward responsibilities

**e. What are the expected impacts?**

Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.	<b>Yes</b>
Do you expect the impacts to be positive or negative?	<b>Positive</b>

Please provide an explanation for your answer:

- as far as possible, meetings of a particular committee are scheduled for the same day of the week.
- School, religious and cultural holidays, Race Week, party conferences and Friday evenings are avoided wherever possible, with the occasional exception of the regulatory Planning and Licensing meetings.
- evening meetings are predominantly scheduled for 6.00pm to facilitate Members' attendance after the working day. Any change in time will be in consultation with Members and advertised on our website accordingly.

**If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.**

**f. Identify next steps as appropriate**

Stage Two required	<b>No</b>
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September 2025		
Monday 1 <sup>st</sup>		
Tuesday 2 <sup>nd</sup>		
Wednesday 3 <sup>rd</sup>	Full Licensing Committee	6pm
Thursday 4 <sup>th</sup>		
Friday 5 <sup>th</sup>		
Monday 8 <sup>th</sup>	Overview and Scrutiny	6pm
Tuesday 9 <sup>th</sup>		
Wednesday 10 <sup>th</sup>	Asset Management Working Group	6pm
Thursday 11 <sup>th</sup>		
Friday 12 <sup>th</sup>		
Monday 15 <sup>th</sup>	Treasury Management Panel	6pm
Tuesday 16 <sup>th</sup>	Planning View Cabinet	11am 6pm
Wednesday 17 <sup>th</sup>		
Thursday 18 <sup>th</sup>	Planning	6pm
Friday 19 <sup>th</sup>		
Monday 22 <sup>nd</sup>		
Tuesday 23 <sup>rd</sup>		
Wednesday 24 <sup>th</sup>	Cabinet Housing Committee	6pm
Thursday 25 <sup>th</sup>		
Friday 26 <sup>th</sup>		
Monday 29 <sup>th</sup>		
Tuesday 30 <sup>th</sup>	Informal Cabinet/LT	5pm

- Meetings of Appointments & Remuneration Committee and Licensing Sub-Committee Alcohol & Gambling are scheduled on an ad hoc basis
- Council is considering a proposal at the meeting on 21.02.25 that Standards Committee is merged with Audit, Compliance and Governance Committee. If this proposal is **not** agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.

October 2025		
Wednesday 1 <sup>st</sup>	Licensing Miscellaneous	6pm
Thursday 2 <sup>nd</sup>		
Friday 3 <sup>rd</sup>		
Monday 6 <sup>th</sup>		
Tuesday 7 <sup>th</sup>		
Wednesday 8 <sup>th</sup>		
Thursday 9 <sup>th</sup>		
Friday 10 <sup>th</sup>	Member Development Panel	Noon
Monday 13 <sup>th</sup>	Council	2.30pm
Tuesday 14 <sup>th</sup>	Planning View	11am
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>	Cabinet	6pm
Wednesday 22 <sup>nd</sup>	Audit, Compliance and Governance	6pm
Thursday 23 <sup>rd</sup>	Budget Scrutiny Working Group	6pm
Friday 24 <sup>th</sup>		
<b>School Holidays 27 – 31 October</b>		
Monday 28 <sup>th</sup>		
Tuesday 29 <sup>th</sup>	Informal Cabinet/LT	5pm
Wednesday 30 <sup>th</sup>	Appointments and Remuneration	6pm
Thursday 31 <sup>st</sup>		

- Meetings of Appointments & Remuneration Committee and Licensing Sub-Committee Alcohol & Gambling are scheduled on an ad hoc basis
- Council is considering a proposal at the meeting on 21.02.25 that Standards Committee is merged with Audit, Compliance and Governance Committee. If this proposal is **not** agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.



November 2025		
Monday 3 <sup>rd</sup>		
Tuesday 4 <sup>th</sup>		
Wednesday 5 <sup>th</sup>	Licensing Miscellaneous	6pm
Thursday 6 <sup>th</sup>	Asset Management Working Group	6pm
Friday 7 <sup>th</sup>		
Monday 10 <sup>th</sup>	Treasury Management Panel	6pm
Tuesday 11 <sup>th</sup>		
Wednesday 12 <sup>th</sup>		
Thursday 13 <sup>th</sup>		
Friday 14 <sup>th</sup>		
Monday 17 <sup>th</sup>		
Tuesday 18 <sup>th</sup>	Planning View Cabinet	11am 6pm
Wednesday 19 <sup>th</sup>	Budget Scrutiny Working Group	6 pm
Thursday 20 <sup>th</sup>	Planning Committee	6pm
Friday 21 <sup>st</sup>		
Monday 25 <sup>th</sup>	Overview and Scrutiny	6pm
Tuesday 26 <sup>th</sup>	Informal Cabinet/LT	5pm
Wednesday 27 <sup>th</sup>	Cabinet Housing Committee	6pm
Thursday 28 <sup>th</sup>		
Friday 29 <sup>th</sup>		

- Meetings of Appointments & Remuneration Committee and Licensing Sub-Committee Alcohol & Gambling are scheduled on an ad hoc basis
- Council is considering a proposal at the meeting on 21.02.25 that Standards Committee is merged with Audit, Compliance and Governance Committee. If this proposal is **not** agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.

December 2025		
Monday 1 <sup>st</sup>		
Tuesday 2 <sup>nd</sup>		
Wednesday 3 <sup>rd</sup>	Full Licensing	6pm
Thursday 4 <sup>th</sup>		
Friday 5 <sup>th</sup>		
Monday 8 <sup>th</sup>		
Tuesday 9 <sup>th</sup>	Informal Cabinet	5pm
Wednesday 10 <sup>th</sup>		
Thursday 11 <sup>th</sup>		
Friday 12 <sup>th</sup>		
Monday 15 <sup>th</sup>	Council	2.30pm
Tuesday 16 <sup>th</sup>	Planning View Cabinet	11am 6pm
Wednesday 17 <sup>th</sup>		
Thursday 18 <sup>th</sup>	Planning Committee	6pm
Friday 19 <sup>th</sup>		
<b>School Holidays 22<sup>nd</sup> December – 5<sup>th</sup> January.</b>		
Monday 22 <sup>nd</sup>		
Tuesday 23 <sup>rd</sup>		
Wednesday 24 <sup>th</sup>		
Thursday 25 <sup>th</sup>	<b>BANK HOLIDAY</b>	
Friday 26 <sup>th</sup>	<b>BANK HOLIDAY</b>	
Monday 29 <sup>th</sup>		
Tuesday 30 <sup>th</sup>		
Wednesday 31 <sup>st</sup>		

- Meetings of Appointments & Remuneration Committee and Licensing Sub-Committee Alcohol & Gambling are scheduled on an ad hoc basis
- Council is considering a proposal at the meeting on 21.02.25 that Standards Committee is merged with Audit, Compliance and Governance Committee. If this proposal is **not** agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.

January 2026		
Thursday 1 <sup>st</sup>	<b>BANK HOLIDAY</b>	
Friday 2 <sup>nd</sup>		
Monday 5 <sup>th</sup>		
Tuesday 6 <sup>th</sup>		
Wednesday 7 <sup>th</sup>	Budget Scrutiny Working Group	6pm
Thursday 8 <sup>th</sup>		
Friday 9 <sup>th</sup>		
Monday 12 <sup>th</sup>	Overview and Scrutiny	6pm
Tuesday 13 <sup>th</sup>		
Wednesday 14 <sup>th</sup>	Licensing Miscellaneous	6pm
Thursday 15 <sup>th</sup>		
Friday 16 <sup>th</sup>	Member Development Panel	Noon
Monday 19 <sup>th</sup>		
Tuesday 20 <sup>th</sup>	Planning View Informal Cabinet	11am 6pm
Wednesday 21 <sup>st</sup>	Cabinet Housing Committee	6pm
Thursday 22 <sup>nd</sup>	Planning Committee	6pm
Friday 23 <sup>rd</sup>		
Monday 26 <sup>th</sup>		
Tuesday 27 <sup>th</sup>	Cabinet	6pm
Wednesday 28 <sup>th</sup>	Audit Compliance and Governance	6pm
Thursday 29 <sup>th</sup>		
Friday 30 <sup>th</sup>		

- Meetings of Appointments & Remuneration Committee and Licensing Sub-Committee Alcohol & Gambling are scheduled on an ad hoc basis
- Council is considering a proposal at the meeting on 21.02.25 that Standards Committee is merged with Audit, Compliance and Governance Committee. If this proposal is **not** agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.

February 2026		
Monday 2 <sup>nd</sup>		
Tuesday 3 <sup>rd</sup>		
Wednesday 4 <sup>th</sup>	Licensing Miscellaneous	6pm
Thursday 5 <sup>th</sup>	Asset Management Working Group	6pm
Friday 6 <sup>th</sup>		
Monday 9 <sup>th</sup>	Treasury Management Panel	6 pm
Tuesday 10 <sup>th</sup>		
Wednesday 11 <sup>th</sup>		
Thursday 12 <sup>th</sup>		
Friday 13 <sup>th</sup>		
<b>School Holidays 16<sup>th</sup> - 20<sup>th</sup> February</b>		
Monday 16 <sup>th</sup>		
Tuesday 17 <sup>th</sup>	Planning View Informal Cabinet	11am 6pm
Wednesday 18 <sup>th</sup>		
Thursday 19 <sup>th</sup>	Planning Committee	6pm
Friday 20 <sup>th</sup>		
Monday 23 <sup>rd</sup>		
Tuesday 24 <sup>th</sup>	Cabinet	6pm
Wednesday 25 <sup>th</sup>		
Thursday 26 <sup>th</sup>		
Friday 27 <sup>th</sup>	Council (Budget)	2.30pm

- Meetings of Appointments & Remuneration Committee and Licensing Sub-Committee Alcohol & Gambling are scheduled on an ad hoc basis
- Council is considering a proposal at the meeting on 21.02.25 that Standards Committee is merged with Audit, Compliance and Governance Committee. If this proposal is **not** agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.

<b>March 2026</b>		
Monday 2 <sup>nd</sup>	Overview and Scrutiny	6 pm
Tuesday 3 <sup>rd</sup>		
Wednesday 4 <sup>th</sup>	Full Licensing Committee	6pm
Thursday 5 <sup>th</sup>		
Friday 6 <sup>th</sup>		
<b>(Cheltenham Festival Race Week)</b>		
Monday 9 <sup>th</sup>		
Tuesday 10 <sup>th</sup>		
Wednesday 11 <sup>th</sup>		
Thursday 12 <sup>th</sup>		
Friday 13 <sup>th</sup>		
Monday 16 <sup>th</sup>	Asset Management Working Group	6pm
Tuesday 17 <sup>th</sup>	Planning View Cabinet	11 am 6pm
Wednesday 18 <sup>th</sup>		
Thursday 19 <sup>th</sup>	Planning	6pm
Friday 20 <sup>th</sup>		
Monday 23 <sup>rd</sup>	Council	2.30pm
Tuesday 24 <sup>th</sup>	Informal Cabinet	5pm
Wednesday 25 <sup>th</sup>	Cabinet Housing Committee	6pm
Thursday 26 <sup>th</sup>		
Friday 27 <sup>th</sup>		
<b>School holidays 30<sup>th</sup> March - 13<sup>th</sup> April</b>		
Monday 30 <sup>th</sup>		
Tuesday 31 <sup>st</sup>		

- Meetings of Appointments & Remuneration Committee and Licensing Sub-Committee Alcohol & Gambling are scheduled on an ad hoc basis
- Council is considering a proposal at the meeting on 21.02.25 that Standards Committee is merged with Audit, Compliance and Governance Committee. If this proposal is **not** agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.

April 2026		
Wednesday 1 <sup>st</sup>		
Thursday 2 <sup>nd</sup>		
Friday 3 <sup>rd</sup>	Good Friday	
Monday 6 <sup>th</sup>	Easter Monday	
Tuesday 7 <sup>th</sup>		
Wednesday 8 <sup>th</sup>		
Thursday 9 <sup>th</sup>		
Friday 10 <sup>th</sup>		
Monday 13 <sup>th</sup>		
Tuesday 14 <sup>th</sup>	Cabinet	6pm
Wednesday 15 <sup>th</sup>	Licensing Miscellaneous	6pm
Thursday 16 <sup>th</sup>	Budget Scrutiny Working Group	6pm
Friday 17 <sup>th</sup>	Member Development Panel	Noon
Monday 20 <sup>th</sup>		
Tuesday 21 <sup>st</sup>	Planning View Informal Cabinet/LT	11am 5pm
Wednesday 22 <sup>nd</sup>	Audit, Compliance and Governance	6pm
Thursday 23 <sup>rd</sup>	Planning Committee	6pm
Friday 24 <sup>th</sup>		
Monday 27 <sup>th</sup>	Overview and Scrutiny	6pm
Tuesday 28 <sup>th</sup>		
Wednesday 29 <sup>th</sup>		
Thursday 30 <sup>th</sup>		

- Meetings of Appointments & Remuneration Committee and Licensing Sub-Committee Alcohol & Gambling are scheduled on an ad hoc basis
- Council is considering a proposal at the meeting on 21.02.25 that Standards Committee is merged with Audit, Compliance and Governance Committee. If this proposal is **not** agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.

<b>May 2026</b>		
Friday 1 <sup>st</sup>		
Monday 4 <sup>th</sup>	<b>BANK HOLIDAY</b>	
Tuesday 5 <sup>th</sup>		
Wednesday 6 <sup>th</sup>		
Thursday 7 <sup>th</sup>	<b>BOROUGH COUNCIL ELECTIONS</b>	
Friday 8 <sup>th</sup>		
Monday 11 <sup>th</sup>		
Tuesday 12 <sup>th</sup>		
Wednesday 13 <sup>th</sup>		
Thursday 14 <sup>th</sup>		
Friday 15 <sup>th</sup>		
Monday 18 <sup>th</sup>	Annual and Selection Council	2.30 pm
	Mayoral Inauguration	6.30pm
Tuesday 19 <sup>th</sup>	Planning View	11am
	Cabinet	6pm
Wednesday 20 <sup>th</sup>	Licensing Miscellaneous	6 pm
Thursday 21 <sup>st</sup>	Planning Committee	6 pm
Friday 22 <sup>nd</sup>		
<b>School holidays 25<sup>h</sup> - 29<sup>th</sup> May</b>		
Monday 25 <sup>th</sup>	<b>Bank Holiday</b>	
Tuesday 26 <sup>th</sup>	Informal Cabinet	5pm
Wednesday 27 <sup>th</sup>		
Thursday 28 <sup>th</sup>		
Friday 29 <sup>th</sup>		

- Meetings of Appointments & Remuneration Committee and Licensing Sub-Committee Alcohol & Gambling are scheduled on an ad hoc basis
- Council is considering a proposal at the meeting on 21.02.25 that Standards Committee is merged with Audit, Compliance and Governance Committee. If this proposal is **not** agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.

June 2026		
Monday 1 <sup>st</sup>	Cabinet Housing Committee	6pm
Tuesday 2 <sup>nd</sup>		
Wednesday 3 <sup>rd</sup>	Full Licensing Committee	6pm
Thursday 4 <sup>th</sup>		
Friday 5 <sup>th</sup>		
Monday 8 <sup>th</sup>		
Tuesday 9 <sup>th</sup>		
Wednesday 10 <sup>th</sup>		
Thursday 11 <sup>th</sup>		
Friday 12 <sup>th</sup>		
Monday 15 <sup>th</sup>		
Tuesday 16 <sup>th</sup>	Planning View Cabinet	11am 6pm
Wednesday 17 <sup>th</sup>		
Thursday 18 <sup>th</sup>	Planning Committee	6pm
Friday 19 <sup>h</sup>		
Monday 23 <sup>rd</sup>	Council	2.30pm
Tuesday 24 <sup>th</sup>	Informal Cabinet	6pm
Wednesday 25 <sup>th</sup>		
Thursday 26 <sup>th</sup>		
Friday 27 <sup>th</sup>		
Monday 29 <sup>th</sup>	Treasury Management Panel	6pm
Tuesday 30 <sup>th</sup>		

- Meetings of Appointments & Remuneration Committee and Licensing Sub-Committee Alcohol & Gambling are scheduled on an ad hoc basis
- Council is considering a proposal at the meeting on 21.02.25 that Standards Committee is merged with Audit, Compliance and Governance Committee. If this proposal is **not** agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.



July 2026		
Wednesday 1 <sup>st</sup>		
Thursday 2 <sup>nd</sup>		
Friday 3 <sup>rd</sup>		
Monday 7 <sup>th</sup>	Overview and Scrutiny	6pm
Tuesday 8 <sup>th</sup>		
Wednesday 9 <sup>th</sup>	Licensing Miscellaneous	6pm
Thursday 10 <sup>th</sup>	Budget Scrutiny Working Group	6pm
Friday 11 <sup>th</sup>		
Monday 13 <sup>th</sup>		
Tuesday 14 <sup>th</sup>	Planning view Cabinet	11am 6pm
Wednesday 15 <sup>th</sup>	Audit Compliance and Governance	6pm
Thursday 16 <sup>th</sup>	Planning Committee	6pm
Friday 17 <sup>th</sup>		
Monday 20 <sup>th</sup>	Council	2.30pm
<b>School holidays 21 July - 31 August</b>		
Tuesday 21 <sup>st</sup>	Informal Cabinet	6pm
Wednesday 22 <sup>nd</sup>		
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>	Cabinet Housing Committee	6pm
Thursday 30 <sup>th</sup>		
Friday 31 <sup>st</sup>		

- Meetings of Appointments & Remuneration Committee and Licensing Sub-Committee Alcohol & Gambling are scheduled on an ad hoc basis
- Council is considering a proposal at the meeting on 21.02.25 that Standards Committee is merged with Audit, Compliance and Governance Committee. If this proposal is **not** agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.

August 2026		
Monday 3 <sup>rd</sup>		
Tuesday 4 <sup>th</sup>		
Wednesday 5 <sup>th</sup>	Licensing Miscellaneous	6pm
Thursday 6 <sup>th</sup>		
Friday 7 <sup>th</sup>		
Monday 10 <sup>th</sup>		
Tuesday 11 <sup>th</sup>		
Wednesday 12 <sup>th</sup>		
Thursday 13 <sup>th</sup>		
Friday 14 <sup>th</sup>		
Monday 17 <sup>th</sup>		
Tuesday 18 <sup>th</sup>	Planning view	11am
Wednesday 19 <sup>th</sup>		
Thursday 20 <sup>th</sup>	Planning Committee	6pm
Friday 21 <sup>st</sup>		
Monday 24 <sup>th</sup>		
Tuesday 25 <sup>th</sup>		
Wednesday 26 <sup>th</sup>		
Thursday 27 <sup>th</sup>		
Friday 28 <sup>th</sup>		
Monday 31 <sup>st</sup>	<b>Bank Holiday</b>	

- Meetings of Appointments & Remuneration Committee and Licensing Sub-Committee Alcohol & Gambling are scheduled on an ad hoc basis
- Council is considering a proposal at the meeting on 21.02.25 that Standards Committee is merged with Audit, Compliance and Governance Committee. If this proposal is **not** agreed, meetings of Standards Committee will be scheduled on an ad hoc basis.

## Cheltenham Borough Council

### Council – 21 February 2025

## Council Order of Precedence - Nominations for Mayor and Deputy Mayor Elect 2025-26

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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 Mayor for the forthcoming Council year at its Annual Council Meeting on the 12 May 2025. 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 every Councillor has provided to the communities of Cheltenham. The rules relating to the Order of Precedence are attached to this report at Appendix 1.

Councillor David Willingham has served as Deputy Mayor since last year's Annual and Selection Council Meeting. Members will be asked to elect him as Mayor at this year's Annual Council 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 2025-26.

**Recommendations:**

- 1. That Council notes the Order of Precedence in Appendix ii;**
  - 2. That Councillor David Willingham be put to the Annual Council Meeting for election as Mayor for the Municipal year 2025-2026.**
  - 3. That Councillor Martin Horwood be put to the Annual Council Meeting for election as Deputy Mayor for the Municipal year 2025-2026.**
- 

**1. Implications**

**1.1. Financial, Property and Asset implications**

The allowances for Mayor and Deputy Mayor have been included in the budget for 2025-2026.

**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. Environmental and climate change implications**

There are no direct implications, although 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:** Maizy McCann, [maizy.mccann@cheltenham.gov.uk](mailto:maizy.mccann@cheltenham.gov.uk)

**1.4. Corporate Plan Priorities**

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)

## **1.5 Equality, Diversity and Inclusion Implications**

Equalities Screening is not required for this report.

## **1.6 Performance management – monitoring and review**

N/A

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## **2. Background**

- 2.1** The rules relating to order of precedence of Members were amended by Council on 17 March 2008 and are set out in [Appendix D](#) in the Council's Constitution. They are attached as Appendix 1.
- 2.2** 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 until all those councillors above them on the Order of Precedence have either chosen not to accept the honour or do not qualify for selection.
- 2.3** 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.

## **3. Reasons for recommendations**

- 3.1.** The Council's Constitution provides that the Mayor and Deputy Mayor shall be elected at the Annual Council Meeting.
- 3.2.** 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.
- 3.3.** 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.

## **4. Alternative options considered**

- 4.1** Some councillors with longer service may formally decline to have their names put forward for the position of Deputy Mayor.

## **5. Consultation and feedback**

- 5.1** Not applicable.

## **6. Key risks**

### **6.1 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.
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	Ward	Political party	Next up for election	Eligible years of service for Mayor 2025	Ballot **	Mayor
Hay, Rowena	Oakley	Lib Dem	2028	19		0
Jeffries, Peter	Springbank	Lib Dem	2026	15	C	0
Williams, Suzanne	Springbank	Lib Dem	2028	13	A	0
Clucas, Flo	Swindon	Lib Dem	2028	11	C	0
Oliver, Tony	Warden Hill	Lib Dem	2026	9	B	0
Collins, Mike	Benhall, The Reddings & Fiddlers Green	Lib Dem	2028	9	D	0
Willingham, David	St. Peter's	Lib Dem	2026	9	F	0
Dobie, Iain	Warden Hill	Lib Dem	2028	7	A	0
Atherstone, Victoria	St. Peter's	Lib Dem	2028	7	D	0
Horwood, Martin	Leckhampton	Lib Dem	2028	7	E	0
Boyes, Angie	Charlton Kings	Lib Dem	2028	7	H	0
Barrell, Dilys	Park	Lib Dem	2026	5	C	0
Clark, Barbara	All Saints	Lib Dem	2028	4	A	0
Pineger, Richard	St Marks	Lib Dem	2026	4	E	0
Lewis, Alisha	St Paul's	Lib Dem	2026	4	F	0
Sankey, Julie	Up Hatherley	Lib Dem	2026	4	G	0
Bamford, Adrian	Up Hatherley	Lib Dem	2028	3	A	0
Chelin, Jackie	Park	Lib Dem	2028	3	B	0
Joy, Tabi	St Paul's	Green	2028	3	C	0
Tooke, Julian	Pittville	Lib Dem	2028	3	D	0
Andrews, Glenn	Lansdown	Lib Dem	2028	3	E	0
Tailford, Izaac	All Saints	Lib Dem	2026	3	F	0
Beale, Graham	Warden Hill	Lib Dem	2028	3	G	0
Smith, Stan	Prestbury	PAB	2028	2		0
Pemberton, Helen	Battledown	Lib Dem	2028	1	A	0
Davies, Ashleigh	St Pauls	Green	2026	1	B	0
Mutton, Andy	Charlton Kings	Lib Dem	2026	1	C	0
Garcia Clamp, Juan Carlos	Pittville	Lib Dem	2026	1	D	0
Foster, Jan	Prestbury	Green	2026	1	E	0
Chandler, Julia	Leckhampton	Lib Dem	2026	1	F	0
Lynch, Cathal	Hesters Way	Lib Dem	2026	1	G	0
Steinhardt, Steve	Benhall, The Reddings & Fiddlers Green	Lib Dem	2026	1	H	0
Day, Chris	Battledown	Lib Dem	2026	1	I	0
Orme, Ben	Lansdown	Lib Dem	2026	1	J	0
Allen, Frank	Swindon Village	Lib Dem	2026	1	K	0
Barnes, Garth	College	Lib Dem	2026	20		2003/04
Wheeler, Simon	Hesters Way	Lib Dem	2028	9		2014/15
Harvey, Steve	Charlton Park	Lib Dem	2026	12		2021/22
Holliday, Sandra	St. Mark's	Lib Dem	2028	3		2022/23
Baker, Paul	Charlton Park	Lib Dem	2028	1		2024/25

**\*\*A ballot takes place after each borough election to determine the order of precedence for newly elected Members.**

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