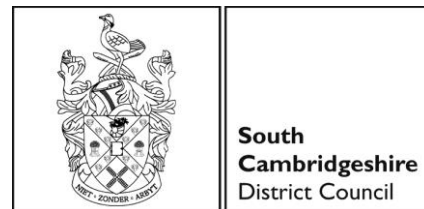


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12 October 2022

To: Chair – Councillor Stephen Drew
Vice-Chair – Councillor Graham Cone
Members of the Scrutiny and Overview Committee – Councillors
Anna Bradnam, Libby Earle, Sue Ellington, Peter Fane, Sunita Hansraj,
Sally Ann Hart, James Hobro, Helene Leeming, Dr John Loveluck,
Richard Stobart, Dr. Aidan Van de Weyer and Heather Williams

Quorum: 4

Substitutes:	Councillors Dr. Richard Williams, Bunty Waters, Mark Howell, Lina Nieto, Dr. Shrobona Bhattacharya, Annika Osborne, Peter Sandford, Carla Hofman, Dr Lisa Redrup and William Jackson-Wood
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There is a pre-meeting session at 5pm the day before the meeting, for members of the Committee only, to plan their lines of enquiry.

Dear Councillor

You are invited to attend the next meeting of **Scrutiny and Overview Committee**, which will be held in the **Council Chamber - South Cambs Hall** on **Thursday, 20 October 2022 at 5.20 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance of*** the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
Liz Watts
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. If you have any specific needs, please let us know, and we will do what we can to help you.

Agenda

1. Chair's announcements

Pages

2. **Apologies for absence**
To receive apologies for absence from committee members.
3. **Declarations of Interest**
4. **Minutes of Previous Meeting** 1 - 6
To authorise the Chairman to sign the Minutes of the meeting held on 6 September 2022 as a correct record.
5. **Public Questions**
If you would like to ask a question or make a statement, then please refer to the

[Document called Public Speaking Scheme \(Physical Meetings\)](#)

and contact the Scrutiny and Governance Adviser in Democratic Services by no later than 11.59pm on Friday 14 October.
6. **Fees and Charges** 7 - 48
The Scrutiny and Overview Committee is requested to comment on the attached draft version of the report that will be presented to Cabinet on 14 November 2022. Some information remains outstanding and, where possible, the appendices indicate this. Please note that Appendix B and Appendix C are confidential as they contains commercially sensitive information.
7. **Work Programme** 49 - 64
8. **To Note the Date of the next meeting**
Tuesday 15 November 2022 at 5.20pm

Exclusion of Press and Public

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of item number 6 Appendices B and C in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act." [Paragraph 3 refers to Information relating to the financial or business affairs of any particular person (including the authority holding that information)].

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

Guidance Notes For Visitors to South Cambridgeshire Hall

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

Declarations of interest - Guidance for Councillors

DECLARATIONS OF INTEREST

As a Councillor, you are reminded of the requirements under the Council's Code of Conduct to register interests and to disclose interests in a meeting. You should refer to the requirements set out in the Code of Conduct which are summarised in the notes at the end of this agenda frontsheet.

Disclosable pecuniary interests

A "disclosable pecuniary interest" is an interest of you or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) which falls within the categories in [Table 1 of the code of conduct, which is set out in Part 5 of the Constitution](#).

Where a matter arises at a meeting which directly relates to one of your disclosable pecuniary interests you must:

disclose the interest;
not participate in any discussion or vote on the matter; and
must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

It is a criminal offence to:

fail to notify the monitoring officer of any disclosable pecuniary interest within 28 days of election

fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register

fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting

participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest

knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

Other registerable interests

These are categories of interest which apply to the Councillor only (not to their partner) and which should be registered. Categories are listed in [Table 2 of the code of conduct, which is set out in Part 5 of the Constitution](#). Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of non-registerable interests

Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which affects – a. your own financial interest or well-being; b. a financial interest or well-being of a relative or close associate; or c. a

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Agenda Item 4

South Cambridgeshire District Council

Minutes of a meeting of the Scrutiny and Overview Committee held on
Tuesday, 6 September 2022 at 5.20 p.m.

PRESENT: Councillor Stephen Drew – Chair
Councillor Graham Cone – Vice-Chair

Councillors:	Anna Bradnam	Libby Earle
	Sue Ellington	Peter Fane
	Sally Ann Hart	James Hobro
	Helene Leeming	John Loveluck
	Richard Stobart	Dr. Aidan Van de Weyer

Officers in attendance for all or part of the meeting:

In the Chamber: Aaron Clarke (Democratic Services Technical Officer), Ian Senior (Scrutiny and Governance Adviser) and Liz Watts (Chief Executive)

Virtually: Anne Ainsworth (Chief Operating Officer), Peter Campbell (Head of Housing), Bode Esan (Head of Climate, Environment & Waste), Peter Maddock (Head of Finance), Rory McKenna (Monitoring Officer) and Jeff Membery (Head of Transformation, HR, and Corporate Services)

1. Chair's announcements

The Chair made several brief housekeeping announcements.

2. Apologies for absence

Councillor Dr. Martin Cahn sent apologies.

3. Declarations of interest

There were no declarations of interest.

4. Minutes of Previous Meeting

The Committee authorised the Chair to sign, as a correct record, the minutes of the meeting held on 26 July 2022.

5. Public Questions

Mr. Daniel Fulton (Fews Lane Consortium) asked the following question:

“Parliament has enacted a number of laws requiring that local authorities publish their accounts on an annual basis and that documents related to those accounts, including public procurement contracts, are made available for public inspection in accordance with the timeframes established by the Secretary of State.

For the last two financial years, this council has failed to meet those deadlines and has, in fact, failed to publish any accounts at all.

Residents of multiple villages in South Cambridgeshire have requested access to the contract documents for one expenditure from the council's 2020-21 accounts. This was a limited and focused request that could have been easily fulfilled by the council.

Instead, the council refused the requests.

This refusal to allow public access to public information is part of a disturbing trend at this council that has become increasingly pervasive over the past 4 years.

When potential wrongdoing becomes apparent, this council's response is all too often to hide the evidence at all costs and despite any legal obligations the council may be under to make the information available to councillors and members of the public.

The local members for Longstanton have declined to respond to residents' requests to view the contract documents in question. Members of the opposition political group have remained silent as well.

What good reason could this council's chief executive, monitoring officer, and section 151 officer possibly have for keeping details of a public procurement contract secret after the contract has been fulfilled, and why won't a single member of this council support the documents being available for inspection, as is required by law?

Do you all honestly believe that this council should not be accountable to the public for how it spends public funds?

I would like to ask each member of this committee to please contact the leader of the council and ask her why she won't support transparency and openness in regard to public spending by this council.

I will end on a positive note.

Change at this council is possible. Previously, I would not have been permitted to make these remarks at today's meeting. I am glad those days are over. Democracy cannot operate without freedom of political expression.

The majority group at this council has shown that it is capable of renewal and self-improvement, and I would like to thank this committee and its chair for allowing me to speak today."

The Chair replied as follows:

"Thank you for your statement Mr Fulton. Like all residents of South Cambridgeshire your participation in meetings of the council is welcome in supporting us to fulfil our responsibilities as councillors.

I have allowed your statement using the discretion given to me as chair of the committee under the public speaking scheme, even though you did not follow the correct procedure in submitting the statement in time. As you are no doubt fully aware, the rules of the council are in place in order to ensure the most effective and efficient management of our work. Statements, and questions, are required to be submitted three clear working days in advance of the meeting taking place so

that full and clear answers can be prepared to any pertinent points or questions that are raised. By not following the procedures that are in place you have made it more difficult for me as chair to fulfil what I am fully aware are my duties in this role. Therefore, whilst it would have been good to be able to provide a full response to the points you have raised, that is not possible on this occasion. This is disappointing for me as chair as I wish to be fastidious in the delivery of my role as chair of the Scrutiny and Overview Committee on behalf of all stakeholders in our district and beyond.

Your question arrived yesterday (Monday 5th September) just after midday. I was first able to talk to Democratic Services about it at around 4pm when I had finished my working day. In order to be fair and maximise my capacity to respond I spent time last night and today talking to colleagues and officers so as to ascertain what information I could provide you with in response. I apologise if my answer is necessarily limited due to the very short period of time you gave me to do this. However, I will do my best in the circumstance and ask you to remember the short window of time I have had to do this.

In relation to the delivery of the audits of 2019/2020 and 2020/2021, as well as the specific request to view parts of the “contract documents” to which you refer, I am informed by the Monitoring Officer that you and he exchanged emails about this in August, and that an explanation was provided to you on 23rd August in answer to your specific questions that you have raised again in your statement today. I do not have anything additional to add to the response you have been given by the Monitoring Officer which in my view responds clearly and in full to your questions.

I thank you for your kind words at the end of your statement and look forward to continuing to work constructively with you and all residents in South Cambridgeshire in my role as chair of his committee. I would like to remind you that in January 2022 the previous chair of this committee specifically reminded you via email of the requirement to submit statements or questions three clear working days ahead of the meeting as per the council’s public speaking scheme. Whilst I have used my discretion to allow your statement in order to be as open as transparent as possible, I would like to remind you once again that the rules are in place to help you as well as the council’s members and officers to best be able to discharge their duties.”

6. Work Programme

The Scrutiny and Overview Committee noted its work programme attached to the agenda.

Committee members also noted the following topics not on the Corporate Forward Plan, but which Councillor Stephen Drew considered as worthy of committee review.

- Relationships between the planning service and parish / town councils
- Plans for the efficient use of the space available at South Cambridgeshire District Council Hall up to 2026
- Engagement of the council with stakeholders across the district
- Young people in South Cambridgeshire

Relationships between the planning service and parish / town councils

Members discussed several concerns contributing to some parish and town councils' perception they were not fully engaged in the planning process. While Members accepted that a scrutiny review of this topic should seek to build on the outcomes of work carried out last year by the Planning Committee Development Group, a crucial element would be to identify a mode of engagement that recognised the diversity of parish and town councils in terms of their size, composition, and skill sets.

A scrutiny review should also consider whether the internal structure at the Greater Cambridge Shared Planning Service could be made simpler for outsiders to follow and also whether the transition between case officers could be less disruptive. Clearer communication, including the use of Plain English, was an important factor.

The Chief Executive welcomed Members' suggestions that a survey of parish and town councils be carried out and that a series of case studies be compiled to help the Committee conduct its review.

The Scrutiny and Overview Committee **agreed** to allocate time within its work programme for an analysis of relationships between the Greater Cambridge Shared Planning Service and parish / town councils.

Plans for the efficient use of the space available at South Cambridgeshire District Council Hall up to 2026

Building on the investment put into South Cambridgeshire Hall and noting the impact on working patterns brought about by the Covid-19 pandemic, Members envisaged that this review would examine options for maximising the effective use of the Hall by providing a facility for businesses and private organisations. While security would be an important factor in agreeing tenancy arrangements, Members recognized the opportunity to promote the work of South Cambridgeshire District Council and enhance its profile within the community.

There was scope for sharing ideas with Cambridge City Council as that Council considered its own options for benefiting from using its assets differently.

The recent installation of green energy measures at South Cambridgeshire Hall set the building apart from many others and would be used to attract potential tenants such as social businesses.

The Scrutiny and Overview Committee **agreed** to allocate time within its work programme for considering a briefing note detailing progress in implementing plans for the efficient use of the space available at South Cambridgeshire District Council Hall up to 2026

Engagement of the Council with stakeholders across the district

Members envisaged this review looking at ways to engage with all residents, including those for whom face-to-face meetings were favoured over video calls, and those represented for example by tenant participation groups.

It would consider how best to communicate with those living in small communities with parish meetings rather than parish councils. Part of this engagement would be to effectively communicate the full extent of the District Council's powers. It would look at options for improving engagement with hard-to-reach groups.

The Scrutiny and Overview Committee **agreed** to allocate time within its work programme for an analysis of South Cambridgeshire District Council's various methods of engagement with stakeholders across the district.

Young people in South Cambridgeshire

Following Full Council's support in July 2022 for an investigation into how South Cambridgeshire District Council can improve democratic and service engagement with young people throughout the district, the Scrutiny and Overview Committee established a Task & Finish Group consisting of the following five Members:

- Councillor Graham Cone
- Councillor Stephen Drew
- Councillor Sue Ellington
- Councillor Helene Leeming
- Councillor Richard Stobart

The Chief Executive said that the Task & Finish Group would be able to co-opt others, such as a young person from within the district, should it wish to. The Chief Executive would identify a lead officer.

Future scrutiny

Scrutiny and Overview Committee members suggested several organisations (including from the voluntary sector, transport providers and utilities) that might be invited to attend future meetings. Officers would consider options for taking this forward.

7. To Note the Date of the next meeting

Members noted that the next Scrutiny and Overview Committee meeting would be on 20 October 2022 starting at 5.20pm.

The Meeting ended at 6.45 p.m.

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Report to:	Cabinet	14 November 2022
Lead Cabinet Member:	John Williams - Lead Cabinet Member for Finance	
Lead Officer:	Peter Maddock - Head of Finance	

Proposed Fees & Charges 2023/2024 (Draft)

Executive Summary

1. To undertake the annual review and to determine the non-regulatory fees and charges to be set by the Council for the provision of services from April 2023 (unless otherwise stated), where the law allows a charge to be made.

Key Decision

2. Yes

This is a key decision as, if adopted, the revised fee scales will result in the authority receiving additional income from fees and charges, **it is estimated £** additional income will be attributed to the general fund.**

Recommendations

3. It is recommended that Cabinet consider the report and, if satisfied, to:
 - (a) **Approve the fees and charges as detailed in Appendix A of the report to take effect from 1 April 2023 (unless otherwise stated) or the earliest feasible date thereafter.**
 - (b) **Note the proposed variations to fees and charges in comparison to the prevailing inflation rate detailed in the report.**

Reasons for Recommendations

4. To ensure that the Council receives income from fees and charges where allowable to contribute to the funding of services, to enable discretionary services

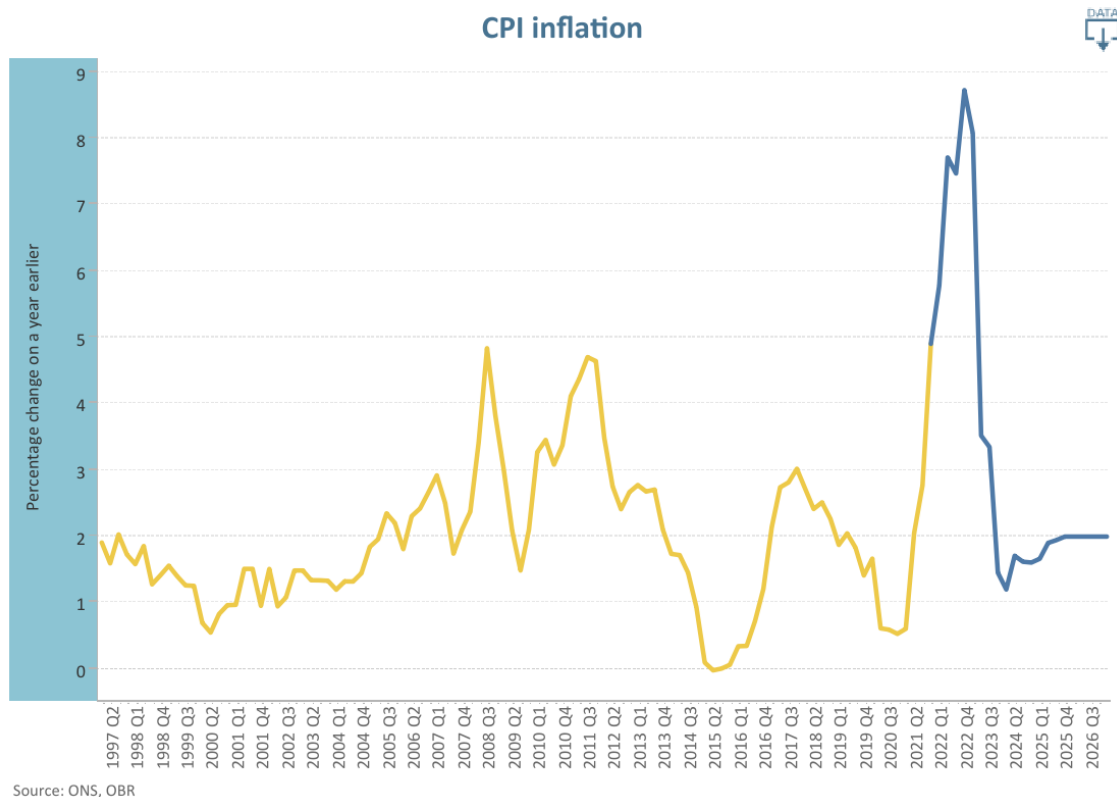
to be provided and to assist the Council in preparing its Revenue Budget for 2023/2024.

Details

Economic Context

5. In determining the fees and charges for services it is appropriate that some consideration is given to the wider economic context. The Bank of England's Monetary Policy Committee (MPC) sets monetary policy to keep inflation low and stable, which helps to sustain growth and employment; this identifies a target of 2% for the 12-month increase in the Consumer Price Index (CPI). At its meeting ending on 21 September 2022, the MPC voted to increase the Bank Rate by 0.5 percentage points, to 2.25%.
6. Since August, wholesale gas prices have been highly volatile, and there have been large moves in financial markets globally. Uncertainty around the outlook for UK retail energy prices has nevertheless fallen, following the Government's announcements of support measures including an Energy Price Guarantee. The Guarantee is likely to limit significantly further increases in CPI inflation and reduce its volatility.
7. Twelve-month CPI inflation fell slightly from 10.1% in July to 9.9% in August. Given the Energy Price Guarantee, the peak in measured CPI inflation is now likely to be lower than projected. Nevertheless, energy bills will still go up and, combined with the indirect effects of higher energy costs, inflation is expected to remain around 10% over the following few months, before starting to fall back.
8. The Government's Energy Price Guarantee will lower and bring forward the expected peak of CPI inflation. For the duration of the Guarantee, this might be expected to reduce the risk that a long period of externally generated price inflation leads to more persistent domestic price and wage pressures, although that risk remains material. While the Guarantee reduces inflation in the near term, it also means that household spending is likely to be less weak than initially projected.
9. UK Gross domestic product (GDP) is estimated to have grown by 0.2% in July 2022 following a fall of 0.6%. Looking at the broader picture, GDP was flat in the three months to July compared with the previous three months.
10. Following the Russian invasion of Ukraine, CPI inflation is expected to peak in the fourth quarter of 2022 at its highest rate in around 40 years. The increase is driven primarily by higher gas prices feeding into sharp rises in domestic energy bills, alongside higher fuel prices and global goods inflation. Inflation then temporarily falls below the 2 per cent target at the end of 2023 as energy bills begin to decrease.

11. The most recent CPI quarterly indices are shown in the table below:



12. The upward pressure on CPI inflation is expected to dissipate over time, as supply disruption eases, global demand rebalances, and energy prices stop rising. As a result, CPI inflation is projected to return to target at the end of 2025.
13. The general increases in costs have a direct impact on the Council’s costs. The prevailing economic trend expressed through the CPI quarterly indices and the Bank of England’s forecast for future inflation are both considered in proposing any increases in fees or charges. Considering these predictions for inflation a 5.0% uplift for fees and charges where possible is recommended with effect from 1 April 2023. It is worth noting that failure to increase fees and charges by 5%, where possible, does add to the funding gap.

Medium Term Financial Strategy (MTFS) – Context of Review

14. The approved MTFS identifies the commitment to explore income generating opportunities and to maximise income from fees and charges (where permitted to do so). The MTFS further emphasises that, in light of forecast savings targets, every effort will be made to increase annual income and reduce annual expenditure without materially reducing front line services provided by the Council.

Review of Fees and Charges: Effective from 1 April 2023

15. In determining the level of charges it is usual that increases in fees and charges should broadly reflect the prevailing trends in inflation except where there are regulatory requirements or a strong case for a higher or lower increase taking into account the requirement to maximise income. With the current cost of living crisis it is recognised that this should be tempered somewhat which is why 5% is felt more appropriate. In addition, specific circumstances such as the sensitivity of price increases on the demand for the service, or the current market rates for services have been considered.
16. There are also some charges which are required to reflect the cost of providing the service, and these prices have been adjusted accordingly. Taken together these issues have led to several proposals where no increase is proposed or where the proposed increase varies significantly from inflation. There are also some instances where charges are very small and the increase may, therefore, appear significantly higher or lower than inflation purely because of rounding the charge to the nearest appropriate amount.
17. The report details, at **Appendix A**, the current charges that are applied, the proposed variations and the resulting proposed charge from 1 April 2023. All fees and charges in the appendices are shown net of Value Added Tax (VAT). Where VAT applies to a charge then the gross charge including VAT is also shown. In some instances, VAT may or may not apply in respect of a particular service depending upon the recipient of the service or the purpose of the service. The Cabinet is invited to consider the various charges proposed.
18. In undertaking this annual review, Heads of Service have been encouraged to identify any scope to extend the range of fees and charges and, if so, the level of additional income that could be generated. If available, any trends on the demand for the service over time and/or sensitivity to changes in charging policy are provided.
19. In the following areas fees have been revised:
- (a) **Waste and Environment:** During 2022/23 fees were reviewed and some flat charges were introduced to simplify the charging structure. Although this resulted in significant reductions in some areas the overall fee levels saw an increase. The proposed Fees within the waste and environment have been increased by an average of 5%.
 - (b) **Transformation:** Due to a statutory requirement, the first 4 sessions of physical activity programmes need to be offered free of charge. Thereafter they are charged according to the activity. In 2022/23 fees for Sports Camps were increased by an average of 3% compared to 2021/22. However, it is not deemed appropriate to further increase them in 2023/24 due to the national cost of living crisis. The programme was set up to be

run as grass roots activities which are affordable for residents within the district.

- (c) **Land Charges:** Fees for 2022/23 were adjusted to ensure the costs of delivering the Land Charges service were covered. This resulted in an average increase of £11.10 for each specific enquiry, and steeper rises applied to some commercial searches. It is not envisaged that land charges are further increased in 2023/24. This would help to avoid a volume increase in the public requesting the Council to carry out limited statutory searches which could become the preferred option should the discretionary fees be regarded as unaffordable.
- (d) **Planning:** Officer time for discretionary services, including Pre-application work and Planning and Performance Agreements (PPAs) have been increased for 2023/24 by 5% in line with the recommended uplift.
- (e) **Housing:** Leasehold Housing charges have not been adjusted from 2022/23. There are intentions to increase Traveller site plot rentals in line with the housing social rents. (Details of this increase will not be known until mid-October as it is dependent on September CPI). From October 2022 a flat rate charge of £60 / night will be charged for Bed and Breakfast accommodation.
- (f) **Other:** In many cases fees are set by statute and the necessary provision is specified in the schedule of fees and charges.

Options

20. While the Council could choose to do so, the option of not adopting the revised fees and charges from 1 April 2023 is not considered to be appropriate. The Council is required by law to set a balanced budget and the additional income from fees and charges contributes to this, albeit marginally. In determining the new fee scales, due regard has been given to the sensitivity of price increases on service demand.

Implications

21. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered: -

Financial

22. In considering the preparation of the 2023/2024 Revenue Budget it is proposed that fees and charges should be increased where considered feasible, taking into account the prevailing market sensitivities and demand, in accordance with the

Council's stated intention of maximising revenue from fees and charges (including endeavours to maximise the recovery of costs incurred in providing discretionary services). The level by which it is proposed to increase fees and charges reflects the trends in inflation. Whilst it is proposed to apply a 5.0% increase for inflationary pressures in some areas, given the current economic climate there are a number of areas where this would be difficult to justify and, therefore, it is proposed that charges be left unchanged. It is worth noting that the failure to increase charges, where possible, will not contribute to the funding gap but this is not significant.

23. The income from the proposed charges will be included in the draft Revenue Budget to be submitted to the Cabinet at its February 2023 meeting.

Legal

24. The proposed charges have regard to the various statutory requirements regarding the Council's ability to set fees and charges.

Risks / Opportunities

25. The risk in setting any fee and charge is that it does not provide, due to change in usage, the projected income. A significant increase in charges may discourage the public from using a service resulting in an overall reduction in income. The income received is regularly monitored throughout the year as part of the Council's budget monitoring processes and any significant variation is reported to Cabinet.

Consultation responses

26. None, except budget holders.

Background Papers

- Medium Term Financial Strategy – Council: 23 September 2021
- Budget Reports – Report to Council: 22 February 2022

Appendices

Appendix A: Schedule of Fees and Charges: 2023/2024

Appendix B: Schedule of Fees and Charges: 2023/2024 (Sensitive data)

Appendix C: Schedule of Fees and Charges: 2023/2024 (Shared services, information only)

Report Author:

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Suzy Brandes – Principal Accountant

E-mail: suzy.brandes@scambs.gov.uk

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Type of Fee/ Charge	Fee/Charge set by	Fee/Charge 2022/23	Proposed Fee/Charge 2023/24	Policy when setting the fee/charge
Fees and Charges - Physical Activity Programmes 2023-2024 - Communications & Communities				
Active & Healthy 4 Life Fees				
i. Initial assessment	Discretionary H&W PFH	4x £20 payments by a direct debit paid to the sports centre	4x £20 payments by a direct debit paid to the sports centre	Discretionary
ii. Gym sessions (one hour each x 24)	Discretionary H&W PFH			Discretionary
iii. Final assessment	Discretionary H&W PFH			Discretionary
Healthy You Fees				
i. 1 hour session	Discretionary H&W PFH	Minimum of first 4 sessions free of charge. Thereafter session fees may vary according to activity.	Minimum of first 4 sessions free of charge. Thereafter session fees may vary according to activity.	Discretionary
Sports Camps				
i. One day attendance	Discretionary H&W PFH	£25.00	£25.00	Discretionary
ii. Two or more days attendance (per day)	Discretionary H&W PFH	£22.00	£22.00	Discretionary
iii. Two or more siblings attendance on one or more days (per day)	Discretionary H&W PFH	£22.00	£22.00	Discretionary

Peach indicates statutory fee

Grey colour indicates updates
for 2023/24 not provided by
services

2023-2024 Administration Charges Leasehold Housing*

Charge Description	Charge Basis	2022/23 (£)	Proposed Charges 2023/24 (£)	Increase (%)
Solicitors' pre-sale enquiries (Standard sales pack)		£110	£150	Discretionary
Copy of lease/Document Provision		£30	£30	Discretionary
Remortgage Enquiry/Copy of Insurance schedule		£30	£30	Discretionary
Notice of Assignment/Notice of Charge/Notice of Transfer/Deed of Covenant		£90	£100	Discretionary
Deed of Variations – Administration		£50	£50	Discretionary
Deed of Postponement – Administration		£140	£550+	Discretionary
Plus SCDC Solicitor fees and own solicitor fees		£550+	£550+	Discretionary
Home Improvement Application & Administration				
standard consent letter		£30	£30	Discretionary
approvals requiring investigation and a surveyors visit		£125	£125	Discretionary
Retrospective consent for improvements		As above + £25.00	As above + £25.00	Discretionary
Registering sub-let details		£50	£50	Discretionary
Advice Interview for prospective purchasers		£50	£50	Discretionary

*Also reported as part of HRA business plan

**2023-24 Traveller site charges
2023-2024 Administration Charges Leasehold Housing***

Charge Description	Charge Basis	2022/23 (£)	Proposed Charges 2023/24 (£)	Increase (%)
Plot rental on Council managed sites		£78.50 / week		Plot rental fee will rise in line with HRA rent increase (to be confirmed)

We're proposing to increase Traveller Site plot rental by the same amount as social housing rents – that is based on September CPI (not yet published) but is likely to be capped this year. We may have the figure by the time this report goes to Cabinet.

2023-24 Bed & Breakfast charges

Contribution to B&B costs for homeless applicants not claiming Housing Benefit		£60.00 / night	£60.00 / night	Discretionary
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Service is looking to introduce from October by charging a set fee.

2023-24 Community Alarm Service

Charge Description	Charge Basis	2022/23 (£)	Proposed Charges 2023/24 (£)	Increase (%)
Community Alarm Service				
Council Supplied Alarm	Weekly	4.47	4.47	0%
Mobile Alarm Solution	Weekly	5.47	5.47	0%
Installation Charge (Within 30 mile radius)	One-Off	30	30	0%
Installation Charge (Outside 30 mile radius)	One-Off	36	36	0%
Replacement Pendant Charge	One-Off	50	50	0%

Community Alarm Service fees are still being reviewed.

Considerate Contractor Scheme**Proposed Charges – to be implemented from 31 January 2023**

Annual subscription based on turnover, and charge for every additional scheme

COMPANY TURNOVER	Fee/charge set by Legislation	SUBSCRIPTION CHARGE (excludes VAT) for 1 scheme	ADDITIONAL CHARGE PER SCHEME OVER 2 (excludes VAT)*
Less than £500,000	Discretionary	£450.00	£50.00
£500,000 to £1,000,000		£695.00	£100.00
£1 million to £50 million		£895.00	£100.00
Over £50 million		£1,095.00	£150.00

This is based on the amount of works undertaken by the Construction Monitoring Officer and economies of scale.

It is also noted that these charges have not been reviewed for 3 years.

2023-24 Land Charges fees and charges

Type of Search	Includes VAT	Fee 2022/23	Proposed Fee 2023/24	Council policy when setting the fee/charge
LLC1 Official Search in respect of one parcel of land		£39.00	£39.00	Discretionary
Residential Search				
CON29R	X	£137.00	£137.00	Discretionary
LLC1 and CON29R (Full Residential Search)	X	£176.00	£176.00	Discretionary
Additional Parcels of Land	X	£17.00	£17.00	Discretionary
Additional Parcels of Land LLC1		£0.70	£0.70	Discretionary
Commercial Search				
CON29R	X	£241.00	£241.00	Discretionary
LLC1 and CON29R (Full Commercial Search)	X	£280.00	£280.00	Discretionary
Additional Parcels of Land	X	£28.00	£28.00	Discretionary
Additional Parcels of Land LLC1		£0.70	£0.70	Discretionary
Additions				
Additional Enquiries	X	£23.15	£23.15	Discretionary
Historic File Request		£45 per address	£45 per address	New fee to be introduced
Invalid planning applications		10% of application fee for closed or withdrawn applications	10% of application fee for closed or withdrawn applications	New fee to be introduced

Hard copy planning applications handling fee		- Major applications £100 per application - General and other applications £50 per application	- Major applications £100 per application - General and other applications £50 per application	New fee to be introduced
Con29 Optional enquiry questions:				
Type of Search	Includes VAT	Fee 2022/23	Proposed Fee 2023/24	Council policy when setting the fee/charge
Q4 Road Proposals	X	£15.00	£15.00	Discretionary
Q5 Advertisements	X	£15.00	£15.00	Discretionary
Q6 Completion Notices	X	£15.00	£15.00	Discretionary
Q7 Parks and Countryside	X	£15.00	£15.00	Discretionary
Q8 Pipelines	X	£0.00	£0.00	Discretionary
Q9 Houses In Multiple Occupation	X	£15.00	£15.00	Discretionary
Q10 Noise Abatement	X	£15.00	£15.00	Discretionary
Q11 Urban Development Areas	X	£15.00	£15.00	Discretionary
Q12 Enterprise Zones	X	£15.00	£15.00	Discretionary
Q13 Inner Urban Improvement Areas	X	£15.00	£15.00	Discretionary
Q14 Simplified Planning Zones	X	£15.00	£15.00	Discretionary
Q15 Land Maintenance Notices	X	£15.00	£15.00	Discretionary
Q16 Mineral Consultation and Safeguarding Areas	X	£10.38	£10.38	*Provisional. To be set by County Council and updated in February
Q17 Hazardous Substance Consents	X	£15.00	£15.00	Discretionary
Q18 Environmental and Pollution Notices	X	£15.00	£15.00	Discretionary
Q19 Food Safety Notices	X	£15.00	£15.00	Discretionary
Q20 Hedgerow Notices	X	£15.00	£15.00	Discretionary
Q21 Flood Defence and Land Drainage Consents	X	£10.38	£10.38	*Provisional. To be set by County Council and updated in February
Q22 Common Land and Town or Village	X	£19.98	£19.98	*Provisional. To be set by County Council and updated in February

Discretionary services (including Pre-application work and Planning and Performance Agreements (PPAs)) will be charged for on a case by case basis. This charge will be based on full recovery of the cost of delivering the agreed work. Officer time will be charged at the following rates:			
		£/Hour	
		2022/23	2023/24
Grade	Discretionary		
Executive Director		262	275
Grade 10 Assistant Director		194	204
Grade 9		151	159
Grade 8		129	135
Grade 7		113	119
Grade 6		86	90
Grade 5		77	81
Grade 4		71	75
Grade 3		65	68
Grade 2		60	63

Note

Agency hourly rates charged at agency rates plus £28/hour overhead (£27/hour 2022-23)

2023-24 H&ES Fees and Charges

1. Environmental Protection Act 1990 / Pollution Prevention Control Act 1999 / PPC Regulations 2000				
Standard process (includes solvent emission activities)	Statutory fee set by DEFRA	£1,650.00		We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.
Additional fee for operating without a permit		£1,188.00		
PVRI, and Dry Cleaners		£155.00		
PVR I & II combined		£257.00		
VRs and other Reduced Fee Activities		£362.00		
Reduced fee activities: Additional fee for operating without a permit		£99.00		
Mobile plant**		£1,650.00		
for the third to seventh applications		£985.00		
for the eighth and subsequent applications		£498.00		
Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts			£808.00	

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Annual subsistence charge				
Standard process Low		£772 (+£104)*		* The additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation. Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above amounts
Standard process Medium		£1,161 (+£156)*		
Standard process High		£1,747 (+£207)		
PVRI, and Dry Cleaners L/M/H		£79/£158/£237		
PVR I & II combined L/M/H		£113/£226/£341		
VRs and other Reduced Fees		£228/£365/£548		
Mobile plant, for first and second permits L/M/H**		£646/£1034/£1,506		
for the third to seventh permits L/M/H		£385/£617/£924		
eighth and subsequent permits L/M/H		£198/£316/£473		
Late payment Fee		£52.00		

Transfer and Surrender				
i. Standard process transfer	Statutory: DEFRA	£169.00		We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.
ii. Partial transfer		£497.00		
iii. New Operator at Low Risk Reduced Fee Activity		£78.00		
iv. Surrender: all Part B activities		£0.00		
v. Reduced fee activities:		£0.00		
· Transfers – Service Stations, Waste Oil Burners <0.4MW and Dry Cleaners Partial transfer		£0.00		
		£47.00		
Temporary Transfer for Mobiles				
i. First Transfer	Statutory: DEFRA	£53.00		We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.
ii.Repeat Following Enforcement or Warning		£53.00		
Substantial Change s10 & s11				
i.	Statutory: DEFRA			We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.
ii.Standard process		£1,050.00		
iii.		£1,650.00		
iv.Standard process where the substantial change results in a new PPC activity		£102.00		
v.Reduced fee activities				
Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW				

LAPPC Mobile Plant Charges (if not subject to simplified Permits)				
i. Application Fee – No. of Permits	Statutory: DEFRA		We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.	
1		£1,650.00		
2		£1,650.00		
3		£985.00		
4		£985.00		
5		£985.00		
6		£985.00		
7		£985.00		
8 and over		£498.00		
ii. Subsistence Fee – No. of Permits		(Low/Med/High)		
1		£646/1034/1506		
2		£646/1034/1506		
3		£385/617/924		
4		£385/617/924		
5		£385/617/924		
6	£385/617/924			
7	£385/617/924			
8 and over	£198/316/473			
LA-IPPC Charges (Part A2)				
i. Application	Statutory: DEFRA	£3,363.00	Fee set by DEFRA Every subsistence charge includes the additional £104 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation	
ii. Additional Fee for Operating without a Permit		£1,188.00		
iii. Annual Subsistence – Low		£1,447.00		
iv. Annual Subsistence – Med		£1,611.00		
v. Annual Subsistence – High		£2,334.00		
vi. Substantial Variation substantial variation (where 9 (2) (a) or 9 (2)(B) of the scheme applies)		£3,363.00		
vii. Transfer		£235.00		
viii. Partial Transfer		£698.00		
ix. Surrender		£698.00		
Late Payment fee (new)		£52.00		

Newspaper Advertisements				Fee set by DEFRA
Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to				

2. Licences				
Scrap Metal dealers licence				Legislation governed by Scrap Metal Dealers Act 2013. Fee currently covers cost of administrating the service
Collector licence	Discretionary	£200.00	£210.00	
Site licence		£248.00	£260.00	
Sex Shop Establishment				Fees to be consistent with neighbouring authorities and ensure recovery of costs.
i. Initial application	Discretionary	£3,900.00	£4,100.00	
ii. Renewal		£708.00	£740.00	
Acupuncture, Ear Piercing, Tattooing & Electrolysis				To facilitate the identification of bona fide skin piercing businesses registration fees to be kept at cost
Business registration	Discretionary	£150.00	£160.00	
Personal Registration		£150.00	£160.00	
Mobile unit		£150.00	£160.00	
Mesotherapy & Dermal Fillers		£150.00	£160.00	
Houses in Multiple Occupation meeting the legal definitions				Appropriate fee commensurate with costs of admin and inspections
New Application	Legal formula	£780 up to 5 bedrooms + £31.50 per additional bedroom	£820 up to 5 bedrooms + £33.00 per additional bedroom	
Renewal		£470 for up to 5 bedroom and £20 per additional bedroom	£495 for up to 5 bedroom and £21 per additional bedroom	
Immigration Inspection		£140.00	£147.00	

Caravan Sites = Mobile Homes Act 2013			
Licence fee application 0-2 Units	Discretionary	£137.00	£144.00
Licence fee application 3 – 9 units		£274.00	£288.00
Licence fee – application 10 units or more		£410.00	£431.00
Annual fee 0- 2 units		£100.00	£105.00
Annual fee 3 to 9 units		£258.00	£271.00
Annual fee 10 units or more		£373.00	£392.00
Licence variation fee		£90.00	£95.00
Transfer application fee		£90.00	£95.00
Miscellaneous changes to existing licence details		£90.00	£95.00
Animal Welfare Licence			
Animals Boarding			
Up to 20 animals			
Application Fee -new	Discretionary	£317.00	£333.00
Application Fee - renewal		£217.00	£228.00
Maintenance Fee:			
1 Year		£250.00	£263.00
2 Year		£300.00	£315.00
3 Year		£350.00	£368.00
Copy of licence, change of details not requiring an inspection		£11.00	
20+ animals			
Application Fee -new	Discretionary	£417.00	£438.00
Application Fee - renewal		£317.00	£333.00
Maintenance Fee:			
1 Year		£250.00	£263.00
2 Year		£300.00	£315.00
3 Year		£350.00	£368.00
•Dog Breeding			
Up to 3 Bitches			
Application Fee -new	Discretionary	£267.00	£280.00
Application Fee - renewal		£182.00	£191.00
Maintenance Fee:			
1 Year		£150.00	£158.00
2 Year		£200.00	£210.00
3 Year		£250.00	£263.00

Fees set at cost recovery of administering the service
Annual fee for 0-2 units set at a level to encourage registration

To encourage the start-up of small businesses and ensure that health & safety and animal welfare visits are made and appropriate advice given to proprietors. Charges are to cover the cost of Officers' time, administration on-costs all new Dog breeding establishment are subject to inspection, all others are risk based

To encourage the start-up of small businesses and ensure that health & safety and animal welfare visits are made and appropriate advice given to proprietors. Charges are to cover the cost of Officers' time, administration on-costs all new Dog breeding establishment

4 - 10 Bitches			
Application Fee -new		£367.00	£385.00
Application Fee - renewal	Discretionary	£282.00	£296.00
Maintenance Fee:			
1 Year		£250.00	£263.00
2 Year		£300.00	£315.00
3 Year		£350.00	£368.00
10+ Bitches			
Application Fee -new		£467.00	£490.00
Application Fee - renewal	Discretionary	£382.00	£401.00
Maintenance Fee:			
1 Year		£300.00	£315.00
2 Year		£350.00	£368.00
3 Year		£400.00	£420.00
•Hiring of Horses			
Up to 5 Horses			
Application Fee -new		£367.00	£385.00
Application Fee - renewal	Discretionary	£282.00	£296.00
Maintenance Fee:			
1 Year		£150.00	£158.00
2 Year		£200.00	£210.00
3 Year		£250.00	£263.00
5+ Horses			
Application Fee -new		£467.00	£490.00
Application Fee - renewal	Discretionary	£382.00	£401.00
Maintenance Fee:			
1 Year		£250.00	£263.00
2 Year		£300.00	£315.00
3 Year		£350.00	£368.00
•Selling animals as pets			
Application Fee -new		£267.00	£280.00
Application Fee - renewal	Discretionary	£182.00	£191.00
Maintenance Fee:			
1 Year		£150.00	£158.00
2 Year		£200.00	£210.00
3 Year		£250.00	£263.00
•Exhibiting animals			
Application Fee -new		£367.00	£385.00
Application Fee - renewal	Discretionary	£282.00	£296.00
Maintenance Fee:			

To encourage the start-up of small businesses and ensure that health & safety and animal welfare visits are made and appropriate advice given to proprietors. Charges are to cover the cost of Officers' time, administration on-costs all new Dog breeding establishment are subject to inspection, all others are risk based

1 Year	Discretionary	£150.00	£158.00	
2 Year		£200.00	£210.00	
3 Year		£250.00	£263.00	
Dangerous Wild Animals	Discretionary	£367.00	£385.00	To recover costs of inspection Officer's time with administrative on-costs veterinary costs borne by applicant where required
Zoos (6 year licence)	Discretionary	Actual costs involved	Actual costs involved	To cover the cost of providing the service with acknowledgement of the demands of animal welfare and public safety. Actual Officer costs (including vet & other officials' fees) for year together with any other charges incurred in the admin of zoo licensing
Street Trading				
i.Mobile Traders in villages up to 2 nights a week	Discretionary	£258.00	PLEASE SEE SCHEDULE BELOW	Simplified fee structure to recover costs of administering, monitoring & inspecting street trading provisions
ii.Over 2 nights a week		£483.00		
Layby traders	Discretionary	£844.00		Simplified fee structure to recover costs of administering, monitoring & inspecting provisions

Street Trading**Annual New Consents**

1 day/night pitch per week

£206 (£120 application fee/£86 maintenance fee) *

Up to 2 day/night pitches per week (and/or up to 2 locations per year)

£252 (£148 application fee/£104 maintenance fee) *

Up to 3 day/night pitches per week (and/or up to 3 locations per year)

£308 (£186 application fee/£122 maintenance fee) *

Up to 4 day/night pitches per week (and/or up to 4 locations per year)

£354 (£214 application fee/£140 maintenance fee) *

Up to 5 day/night pitches per week (and/or up to 5 locations per year)

£390 (£232 application fee/£158 maintenance fee) *

Over 5 day/night pitches per week (and/or over 5 locations per year)

£464 (£288 application fee/£176 maintenance fee) *

* Where a trader will access and use a Council owned electricity supply, a surcharge fee will be payable to cover cost incurred.

Annual Layby Trader (New and Renewal)**

£823 (£148 application fee/£675 maintenance fee)

Vary Consent

£46 (plus pro-rata of additional fees if increasing days/locations)

Annual Renewal/Continuation Fee

(Subject to the Consent Holder meeting meet paragraph 16 of the Street Trading Policy)

1 day/night pitch per week	£155
Up to 2 day/night pitches per week (and/or up to 2 locations per year)	£173
Up to 3 day/night pitches per week (and/or up to 3 locations per year)	£191
Up to 4 day/night pitches per week (and/or up to 4 locations per year)	£209
Up to 5 day/night pitches per week (and/or up to 5 locations per year)	£227
Over 5 day/night pitches per week (and/or over 5 locations per year)	£245

Consented Premises

Standard Consent Premises Grant (per year)	£204
Standard Consent Premises Renewal/Continuation (per year)	£148
Charitable/Not for Profit Premises Grant (per year) e.g. places of worship car parks	£74
Charitable/Not for Profit Premises Renewal/Continuation (per year)	£58
Consented Premises Trader (per year) (Grant or Renewal)	£92

Licensing Act 2003 Statutory Fees

Application for a grant of personal licence -	£37
Application for a minor variation -	£89
Application for a provisional statement where premises being built -	£315
Application for transfer of premises licence -	£23
Application to vary licence to specify individual as premises supervisor -	£23
Removal of DPS on community premises (disapplication of DPS) -	£23
Interim authority notice following death of licence holder -	£23
Notification/duty to notify change of name or address -	£11
Notification of change of name or alteration of rules of club -	£11
Change of relevant registered address of club -	£11
Theft or loss of premises licence or certificate of summary -	£11
Theft or loss of temporary event notice -	£11
Theft, loss etc of personal licence -	£11
Right of freeholder to be notified of licensing matters -	£21
Temporary event notice (TEN) -	£21

3.HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE LICENSING				
Driver's Licence				<p>the costs of the service are borne by the user.</p> <p>Vehicle application fee to include door stickers from 2018</p> <p>Legislation introduced in October 2015 requires Local Authorities to offer a fee for a Five year operator licence</p> <p>Small reduction in vehicle renewal fee reflects the streamlining and improved</p>
i.Grant	Discretionary	£237.00	£249***	***Includes a non-refundable application administrative fee of £149 (should the application not progress by the applicant the admin fee will be retained).
ii.Renewal		£129.00	£135.00	
iii.Fee for competency base test for drivers – new applicants or re-test as part of compliance		£50.00	Retest fee if failed initial tests.	
iii.Fee for safeguarding course and test for drivers – new applicants or re-test as part of compliance		Retest fee if failed initial tests.	Retest fee if failed initial tests.	
iv.Replacement badge		£12.00	£13.00	

Operator's Licence (1yr)				Recovery of the whole costs of the Hackney Carriage and Private Hire vehicle licensing system so that
Grant	Discretionary	Standard fee of £182 regardless of fleet size	£233.00	
Renewal			Standard fee of £191 regardless of fleet size	
vii.Name/address change to existing licence		£15.00	£20.00	
Operator's Licence (5yr)				
i.Single vehicle	Discretionary	Standard fee of £836 regardless of fleet size	Standard fee of £878 regardless of fleet size	
ii.Two vehicles				
iii.Three to five vehicles				
iv.Six to ten vehicles				
v.Eleven to Twenty vehicles				
vi.Twenty one vehicles and above				

Vehicle Licensing (including inspection)				
i. Grant (plate/ door signage stickers included)	Discretionary: H&ESPFH	£156.00	£164.00	Recovery of the whole costs of the Hackney Carriage and Private Hire vehicle licensing system so that
iii. Renewal		£108.00	£113.00	
iv. Replacement plate		£23.00	£24.00	
Replacement PH Door signage (stickers x2)		£18.00	£20.00	
Small Lottery Licence				We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.
i. Grant	Statutory: Gambling Act 2005			
ii. Renewal				To reflect SCDC administration, transportation and kennelling costs
Stray Dogs				
Seizure fee	Statutory: The Environmental Protection (Stray Dogs) Regulations 1992	£25.00		
Seizure with transport and/or kennelling				
Transportation/ Admin Fee	Other charges Discretionary ESPFH	£60.00	£63.00	
Kennelling Fee		£21.00	£22.00	
Veterinary Fees if applicable		Veterinary Fees if applicable	Veterinary Fees if applicable	
4. Refuse & Recycling Service				
Hazardous and Bulky Domestic Collections				
Per item, fridge/freezer/CRT monitor/TV/Microwave etc.	Discretionary	£25.00	£26.50	6.0%
Bulky Household Waste one to three items(excluding hazardous waste items)		£31.00	£32.50	5.0%
Per item (after three) Max 9		£5.00	£5.50	

Emptying of contaminated bin/additional empty (per bin)	Discretionary	£31.00	£32.50	4.8%
Clearance of rubbish from bin stores		By quote		
Annual 2nd green bin charge – per additional green bin (October to October)		£40.00	£45.00	
Additional garden waste capacity for flats (per 1100 litre bin)		£80.00	£84.00	5.0%
Bins				
Delivery of bin(s) for new property (up to)	Discretionary	£85.00	£90.00	5.9%
NEW Additional approved black bin - Large families etc.		£52.50	£55.00	4.8%
Delivery of a replacement black bin (damaged /stolen)		£52.50	£55.00	4.8%
Delivery of a replacement green/blue bin (damaged /stolen)		FOC	FOC	
Additional blue bin charge		FOC	£25.00	New charge
Recycling Kitchen Caddy Sacks (in packs of 50)		£4.00	£4.20	5.0%
Recycling Kitchen Caddy Sacks (in packs of 10) including delivery		n/a	n/a	

5. FOOD SAFETY				
Food Export Certificates	Discretionary	£168.00	£176.00	
Food Hygiene				
i.Pre Inspections	Discretionary	£140.00	£147.00	Propose £170 for pre and re-inspection to realign for full cost recovery
ii.Re-Inspections	Discretionary	£140.00	£147.00	
Safer Food Better Business Packs	Discretionary	£15.00	£16.00	

6. OTHER FEES AND CHARGES				
Staff involved in civil litigation	Discretionary	Varies due to specific Officer & time involved	Varies due to specific Officer & time involved	To cover staff costs
Supply of specific information from records	Statutory: The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004	As listed in SCDC FOI Policy & Procedure April 2009	As listed in SCDC FOI Policy & Procedure April 2009	Fees vary due to nature of request (see SCDC web site FOI Fee Structure)
Provision of information – Local Land charge searches		£150.00	£150.00	Fee to remain the same having been calculated on salary of officers and efficiency saving of completing task
Officers offering chargeable advice including enforcement charges where legislation permits	Discretionary			To ensure that where services can be charged for SCDC covers as a minimum the cost of that advice or actions
Serving of improvement notices under the Housing Act 2004	Power to charge for serving improvement notices	£66.00/hr Max charge £250.00	£66.00/hr Max charge £250.00	

Removal & Disposal of Abandoned Vehicles				
i. Removal	Statutory: Refuse Disposal (Amenity) Act 1978 Removal, Storage & Disposal of Vehicle (Prescribed Sums & Charges) Regulations 1989 as amended	Subject to contractual changes Removal 120.00		We will adopt the Statutory Fee set by Central Government for 2022/23 this fee has not been set yet.
ii. Storage (per day)		Storage £20.00 per day		
iii. Disposal		Disposal £85.00		

7. FIXED PENALTY PROVISIONS				Fees below are shown as per 22-23 submission		
Offence	Fee/charge set by Legislation	Fee/Charge 2022/23		Proposed		Council policy when setting the fee/charge
		FP reduced if paid within 10 days	FP reduced if paid within 10 days	Full amount of penalty	FP reduced if paid within 10 days	Full amount is statutory Reduction is a discretionary matter
Depositing Litter	Environmental Protection Act 1990	£150	£75.00	£150	£75.00	
Littering from a vehicle	Regulation 4 LOVR	£150	£75.00	£150	£75.00	
Section 55 offences – dog related offences	Clean Neighbourhood & Env Act 2005	£75.00	£75	£75.00	£75	
Smoking ban offences (smoking in a public place & failure to display 'no smoking' signs)	Sec 9 Health Act	Smoking: £50 No 'No Smoking' sign: £200	£30 - if paid within 15 days No 'No Smoking' sign: £150	Smoking: £50 No 'No Smoking' sign: £200	£30 - if paid within 15 days No 'No Smoking' sign: £150	
Failure to Produce Waste Transfer Note	Control of Pollution (Amendment) Act 1989	£300.00	£180.00	£300.00	£180.00	
Failure to Produce Waste Carriers Licence	Environmental Protection Act 1990	£300.00	£180.00	£300.00	£180.00	
Abandoning a Motor Vehicle	Sec 2(A)1 RD(A)/ Sec 10 CNEA	£200.00	£120.00	£200.00	£120.00	
Exposing 2 or more vehicles for sale on a road	Clean Neighbourhood & Environment Act 2005	£100.00	£60.00	£100.00	£60.00	
Repairing vehicle on the road	Clean Neighbourhood & Environment Act 2005	£100.00	£60.00	£100.00	£60.00	

Breach of a Community Protection Notice	Sec 48 Anti Social Behaviour, Crime and Policing Act 2014	£100	£75	£100	£75	Full amount is statutory Reduced fee is discretionary
Breach of a Public Spaces protection Order	s.63 and/or s.67, Anti social Behaviour, Crime and Policing Act 2014	£100	£75	£100	£75	Full amount is statutory Reduced fee is discretionary
Deface any Property by painting, writing, etc. (Graffiti & fly posting)	Anti-Social Behaviour Act 2003	£150.00	£75.00	£150.00	£75.00	Not applicable Statutory fee
Painting or affixing things to a structure on the Highway	Highways Act 1980	£150.00	£75.00	£150.00	£75.00	
Failure to place waste in prescribed container (Household)	Environmental Protection Act 1990	£110.00	£75.00	£110.00	£75.00	
Failure to place waste in prescribed container (Commercial)	Environmental Protection Act 1990	£110.00	£75.00	£110.00	£75.00	
Unauthorised distribution of literature on designated land	Environmental Protection Act 1990	£150.00	£75.00	£150.00	£75.00	
Noise from dwellings	Noise Act 1996	£150.00	£75.00	£150.00	£75.00	
Noise from licensed premises	Noise Act 1996	£500.00	No reduction	£500.00	No reduction	
Fly tipping Fixed penalty charge	Environmental Protection Act 1990	£400	£300	£400	£300	

Licensing Act 2003 – Fees (Statutory)

Premises/Club Licence		Proposed Fee/Charge 2022/23	Proposed Fee/Charge 2023/24	
Band A		£100.00		We will adopt the Statutory Fee set by Central Government. For 2022/23 this fee has not been set yet.
Band B		£190.00		
Band C		£315.00		
Band D		£450.00		
D and Primary Business Alcohol Sales x 2		£900.00		
Band E		£635.00		
E and Primary Business Alcohol Sales x 3		£1, 905.00		
Annual Fee		Proposed Fee/Charge 2022/23	Proposed Fee/Charge 2023/24	
Band A		£70.00		We will adopt the Statutory Fee set by Central Government. For 2022/23 this fee has not been set yet.
Band B		£180.00		
Band C		£295.00		
Band D		£320.00		
Band E		£350.00		

Additional fees for large venues and events				
Number in Attendance at any		Proposed Fee/Charge 2022/23	Proposed Fee/Charge 2023/24	
5,000 to 9,999		£1, 000		We will adopt the Statutory Fee set by Central Government. For 2022/23 this fee has not been set yet.
10,000 to 14,999		£2, 000		
15,000 to 19,999		£4,000		
20,000 to 29,999		£8, 000		
30, 000 to 39,999		£16,000		
40, 000 to 49, 999		£24, 000		
50, 000 to 59, 999		£32, 000		
60, 000 to 69, 000		£40, 000		
70, 000 to 79,999		£48, 000		
80, 000 to 89, 999		£56, 000		
90, 000 and over		£64, 000		
Temporary Events		£21 per event		

**Schedule of Maximum Fees – Gambling Act 2005
(Council has set maximum fee permitted)**

**Fees below are
shown as per 22-
23 submission**

Classes of premises licence	Maximum non-conversion application fee in respect of provisional statement premises	Maximum annual fee	Maximum annual fee	Maximum fee for application to vary licence	Maximum fee for application for provisional statement
Regional casino premises licence	£8,000	£15,000	£15,000	£7,500	£15,000
Large casino premises licence	£5,000	£10,000	£10,000	£5,000	£10,000
Small casino premises licence	£3,000	£5,000	£5,000	£4,000	£8,000
Converted casino premises licence		£3,000	£3,000	£2,000	
Bingo premises licence	£1,200	£1,000	£1,000	£1,750	£3,500
Adult gaming centre premises licence	£1,200	£1,000	£1,000	£1,000	£2,000
Betting premises (track) licence	£950	£1,000	£1,000	£1,250	£2,500
Family entertainment centre premises licence	£950	£750	£750	£1,000	£2,000
Betting premises (other) licence	£1,200	£600	£600	£1,500	£3,000

These fees are currently set at the maximum amount

**Schedule of Abandoned Vehicles Fees – Road Traffic Act 1988
(Retention and Disposal of Seized Motor Vehicles) (Amendment) Regulations 2008**

Table 1 – Regulation 6(2)

	1	2	4	4	5
	<i>Vehicle position and condition</i>	<i>Vehicle equal to or less than 3.5 tonnes MAM</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM</i>	<i>Vehicle exceeding 18 tonnes MAM</i>
1					
2	Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off road	£150	£350	£350	£350
3	Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both.	£250	Unladen–£2000 Laden–£3000	Unladen–£2000 Laden–£3000	Unladen–£3000 Laden–£4500
4	Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged	£200	Unladen–£1000 Laden–£1500	Unladen–£1000 Laden–£1500	Unladen–£1500 Laden–£2000
5	Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both	£300	Unladen–£3000 Laden–£4500	Unladen–£3000 Laden–£4500	Unladen–£4500 Laden–£6000

Table 2 – Regulation 6(3)

	1	2	4	4	5
	<i>Two wheeled vehicle</i>	<i>Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes MAM</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes MAM</i>	<i>Vehicle exceeding 18 tonnes MAM</i>
	£10	£20	£30	£30	£35

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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of the Local Government Act 1972.

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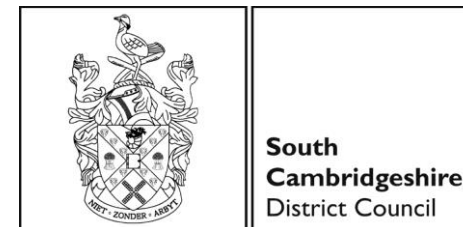
Scrutiny and Overview Committee Work Programme 2022-23

Statutory date for agenda publication	Meeting date	Potential Agenda item (subject to prioritisation by Chair and Vice Chair)		
		Pre-Scrutiny	Scrutiny review by Committee	Task and Finish Groups
12 October 2022	20 October 2022	<ul style="list-style-type: none"> Fees and Charges 	-	-
7 November 2022	15 November 2022	<ul style="list-style-type: none"> Investment Strategy (might slip a cycle) Bids and savings Q2 Performance 	<ul style="list-style-type: none"> Future use of South Cambs Hall 	<ul style="list-style-type: none"> Report from Youth Engagement T&F Group – Terms of Reference
7 December 2022	15 December 2022	<ul style="list-style-type: none"> Medium Term Financial Strategy 	<ul style="list-style-type: none"> Planning engagement with Town and Parish Councils (provisional) 	-
	10 January 2023	<ul style="list-style-type: none"> Greater Cambridge Local Plan 	-	-
11 January 2023	19 January 2023	<ul style="list-style-type: none"> Budget reports 	-	-
20 February 2023	28 February 2023	<ul style="list-style-type: none"> Annual Equality 	-	-

		Scheme		
20 March 2023	28 March 2023			
17 April 2023	25 April 2023			
3 May 2023	11 May 2023			
To be allocated			<ul style="list-style-type: none">• Stakeholder engagement	
			<ul style="list-style-type: none">• Community Facilities at Northstowe (not before October 2023)	

Notice of Key and Non-Key Decisions

To be taken under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from 1 October 2022



Notice is hereby given of:

- Key and Non-Key decisions that will be taken by Cabinet, individual Lead Cabinet Members or Officers
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part)

A Key Decision is a decision by the Cabinet, or an individual Cabinet Member or officer, which is likely to either incur significant* expenditure or make significant savings, or to have a significant impact on those living or working in 2 or more wards.

*A decision to:

1. Incur expenditure or savings in excess of £200,000; or
2. Acquire or dispose of land or property with a value in excess of £1,000,000 shall be treated as significant for these purposes. However, a decision to invite a tender or award a contract shall not be treated as a key decision where the purpose of the contract is to fulfil the intention of any policy or scheme included in the policy framework or budget or involves a continuation of an existing policy or service standard.

A notice / agenda, together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restriction on their disclosure, copies may be requested from Democratic Services, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA. Agenda and documents may be accessed electronically at www.scambs.gov.uk

Formal notice is hereby given under the above Regulations that, where indicated (in column 4), part of the meetings listed in this notice may be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See overleaf for the relevant paragraphs.

Where two meetings (for example, Cabinet and Council) are listed for a particular item, the first will be making a recommendation to the second, which will then make a final decision.

If you have any queries relating to this Notice, please contact
Ian Senior on 01954 713028 or by e-mailing ian.senior@scambs.gov.uk

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended)
(Reason for a report to be considered in private)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

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The Decision Makers referred to in this document are as follows:
Cabinet

Councillor Bridget Smith
Councillor Judith Rippeth
Councillor John Batchelor
Councillor Bill Handley
Councillor Tumi Hawkins
Councillor Peter McDonald
Councillor Brian Milnes
Councillor John Williams

Leader of the Council
Deputy Leader
Housing
Communities
Planning
Economic Development
Environment
Resources

Key and non-key decisions expected to be made from 1 October 2022

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report being considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
Business Rates Discretionary Relief Policy Key	Update to the Council's Discretionary Rate Relief Policy in line with Government direction.	Lead Cabinet member for Resources	Not before 04 November 2022		Lead Cabinet member for Resources Katie Kelly, Revenues Manager	
2021/22 Provisional General Fund Revenue and Capital Outturn 53	Reports the General Fund Revenue and Capital outturn position for the financial year 2021/22	Cabinet Council	14 November 2022 21 February 2023		Lead Cabinet member for Resources	Report publication expected on 4 November 2022
Medium Term Financial Strategy (First Submission)	Review and ensure that Council is aware of the financial challenges over the medium-term.	Cabinet Council	14 November 2022 21 February 2023		Lead Cabinet member for Resources	Report publication expected on 4 November 2022
Future use of plots of HRA Land Non-Key	Decision as to the future use of 8no. plots of HRA Land	Cabinet	14 November 2022		Lead Cabinet member for Housing Kirstin Donaldson,	Report publication expected 4 November 2022

Key and non-key decisions expected to be made from 1 October 2022

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
					Service Manager - Acquisitions and Development	
Making Connections Non-Key Page 54	To agree a consultation response	Cabinet	14 November 2022		Lead Cabinet member for Planning Stephen Kelly, Joint Director of Planning and Economic Development	Report publication expected 4 November 2022
Fees and Charges Key	Annual review and determination of fees and charges to be set by the Council from April 23.	Cabinet	14 November 2022		Lead Cabinet member for Resources	Report publication expected on 4 November 2022
OSP 148, Great Eversden Non-Key	Decision regarding the transfer of Council owned land at OSP 148, Great Eversden	Cabinet	14 November 2022		Lead Cabinet member for Housing Julie Fletcher, Service Manager – Housing Strategy	Report publication expected 4 November 2022
Local Council Tax Support	Decision with regard to scheme which consultation will be	Cabinet Cabinet	14 November 2022 06 February 2023		Lead Cabinet member for Resources	Report publication expected 4 November 2022

Key and non-key decisions expected to be made from 1 October 2022

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
	undertaken to inform Council's decision in February 2023	Council	21 February 2023		Lead Cabinet member for Resources Dawn Graham, Benefits Manager	Report publication expected on 27 January 2023
Care Leavers Council Tax Discount (provisional entry - pending formal proposal from County Council)	To award a Council Tax discount for Care Leavers under the Council's discretionary powers.	Cabinet Council	14 November 2022 24 November 2022		Lead Cabinet member for Resources Katie Kelly, Revenues Manager	Report publication expected 4 November 2022
Minimum Energy Efficiency Standards policy	Decision to be made to introduce a Minimum Energy Efficiency Standard policy to enable the Council to apply financial penalties under the relevant regulations.	Cabinet Council	14 November 2022 24 November 2022		Lead Cabinet member for Environment Rory Cosgrove, Principal Officer (People and Protection)	Report publication expected on 4 November 2022

Key and non-key decisions expected to be made from 1 October 2022

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
Mobile Homes (Fit & Proper Person policies and fees & charges)	Decision to be made to introduce Mobile Homes (Fit & Proper Person) determination and fees policies as well as introduce a new fees & charges structure in order to recover costs incurred in work relevant to Mobile Homes.	Cabinet Council	14 November 2022 24 November 2022		Lead Cabinet member for Environment Rory Cosgrove, Principal Officer (People and Protection)	Report publication expected on 4 November 2022
Making of Fulbourn Neighbourhood Plan	Full Council will need to formally adopt the neighbourhood plan if it has a successful referendum. Referendum date not set yet	Council	Not before 24 November 2022		Lead Cabinet member for Planning Jennifer Nuttycombe, Senior Planning Policy Officer	Report publication expected five clear working days before the meeting
Making of Gamlingay Neighbourhood Plan	Full Council will need to formally adopt the neighbourhood plan if it has a successful referendum. Referendum date not set yet	Council	Not before 24 November 2022		Lead Cabinet member for Planning Jennifer Nuttycombe, Senior Planning Policy Officer	Report publication expected five clear working days before the meeting
2022/2023 Revenue and	Consider the monitoring data and	Cabinet	12 December 2022		Lead Cabinet member for	Report publication expected on 2

Key and non-key decisions expected to be made from 1 October 2022

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
Capital Budget Monitoring (Quarter 2) Non-Key	trends in respect of the 2022/23 budgets and issues.				Resources	December 2022
Capital programme Update & New Bids Non-Key	Report Council's Capital Programme and new Capital bids from 2023/24.	Cabinet	12 December 2022		Lead Cabinet member for Resources	Report publication expected on 2 December 2022
Bids and Savings Non-Key	Consider new Revenue bids and savings for 2023/2024.	Cabinet	12 December 2022		Lead Cabinet member for Resources	Report publication expected on 2 December 2022
Waterbeach Renewable Energy Network (solar project) - Update Non-Key	Update on progress	Cabinet	12 December 2022		Lead Cabinet member for Environment Alex Snelling-Day, Green Energy Investment Manager	Report publication expected 2 December 2022
Q2 Performance Report	Progress report	Cabinet	12 December 2022		Deputy Leader Kevin Ledger,	Report publication expected 2 December 2022

Key and non-key decisions expected to be made from 1 October 2022

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
Non-Key					Senior Policy and Performance Officer	
Investment Strategy	Annual review of the strategy to be adopted by the Council.	Cabinet Council	12 December 2022 21 February 2023		Lead Cabinet member for Resources	Report publication expected on 2 December 2022
Greater Cambridge Joint Local Plan Key	To confirm preferred strategy	Cabinet	23 January 2023		Lead Cabinet member for Planning Joanna Dixon, Intelligence Officer, Jonathan Dixon, Planning Policy Manager, Caroline Hunt, Strategy and Economy Manager	Report publication expected on 13 January 2023
Authority Monitoring Report 2021-22 Non-Key		Cabinet	23 January 2023		Lead Cabinet member for Planning Stephen Kelly, Joint Director of Planning and Economic Development	Report publication expected on 27 January 2023

Key and non-key decisions expected to be made from 1 October 2022

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
Medium Term Financial Strategy	Review and ensure that Council is aware of the financial challenges over the medium-term.	Cabinet Council	06 February 2023 21 February 2023		Lead Cabinet member for Resources	Report publication expected on 27 January 2023
General Fund Budget 2023/24	Consider the General Fund Revenue Budget for 2023-24	Cabinet Council	06 February 2023 21 February 2023		Lead Cabinet member for Resources Lead Cabinet member for Resources	Report publication expected on 27 January 2023
Housing Revenue Account Budget 2023/24	Consider the Housing Revenue Account Budget for 2023-24	Cabinet Council	06 February 2023 21 February 2023		Lead Cabinet member for Resources	Report publication expected on 27 January 2023
Capital Investments Programme 2023/24 - 2027/28	Consider the Council's Capital Programme	Cabinet Council	06 February 2023 21 February 2023		Lead Cabinet member for Resources	Report publication expected on 27 January 2023

Key and non-key decisions expected to be made from 1 October 2022

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
Treasury Management Strategy	Consider a refreshed version of the Strategy for adoption by the Council.	Cabinet Council	06 February 2023 21 February 2023		Lead Cabinet member for Resources	Report publication expected on 27 January 2023
Capital Strategy	Consider a refreshed version of the Strategy for adoption by the Council.	Cabinet Council	06 February 2023 21 February 2023		Lead Cabinet member for Resources	Report publication expected on 27 January 2023
Review of Revenue Reserves and Provisions	Review the Council's Revenue Reserves and Provisions as part of the 2022/2023 budget setting process.	Cabinet Council	06 February 2023 21 February 2023		Lead Cabinet member for Resources	Report publication expected on 27 January 2023
Pay Policy		Council	21 February 2023		Lead Cabinet	Report publication

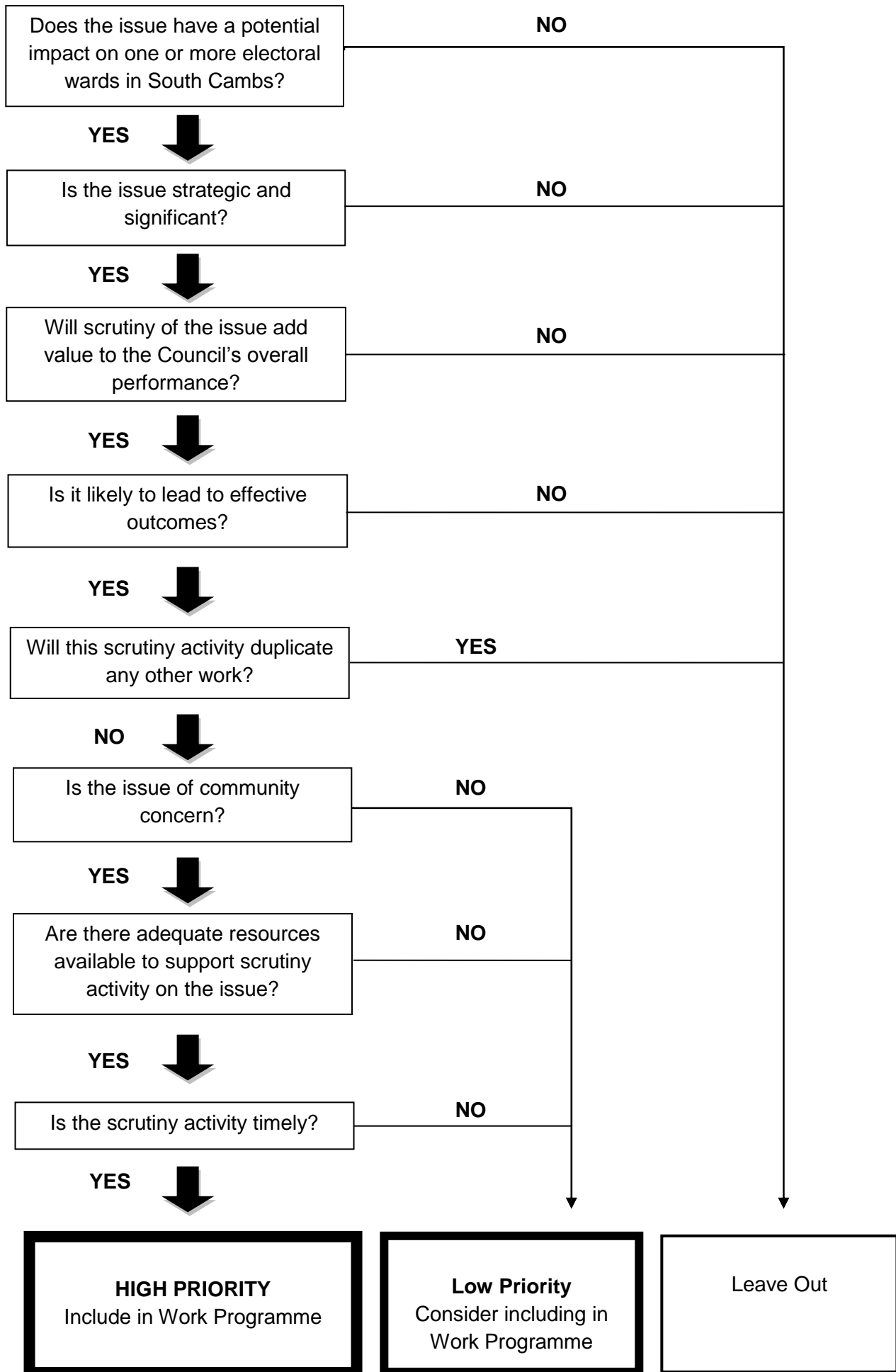
Key and non-key decisions expected to be made from 1 October 2022

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker
Statement Non-Key					member for Resources Jeff Membery, Head of Transformation, HR and Corporate Services	expected on 13 February 2023
2021/22 Provisional Housing Revenue Account (HRA) Outturn Page 61	Reports the HRA Revenue and Capital outturn position for the financial year 2021/22	Council	21 February 2023			Report publication expected on 2 September 2022
2022/2023 Revenue and Capital Budget Monitoring (Quarter 3) Non-Key	Consider the monitoring data and trends in respect of the 2022/23 budgets and issues.	Cabinet	20 March 2023		Lead Cabinet member for Resources	Report publication expected on 10 March 2023
Annual Equality Scheme Update and Progress Report Key		Cabinet	20 March 2023		Lead Cabinet member for Resources Kevin Ledger, Senior Policy and Performance Officer	Report publication expected on 10 March 2023

Key and non-key decisions expected to be made from 1 October 2022

Decision to be made	Description of Decision	Decision Maker	Date of Meeting	Reason for Report to be considered in Private	Lead Cabinet Members and Contact Officer	Documents submitted to the decision maker

Scrutiny Work Programme Prioritisation Tool



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