

## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Finance and Performance Management Cabinet Committee      **Date:** Thursday, 13 November 2014

**Place:** Committee Room 1, Civic Offices, High Street, Epping      **Time:** 7.00 - 9.55 pm

**Members Present:** Councillors Ms S Stavrou (Chairman), J Philip, D Stallan and C Whitbread

**Other Councillors:** Councillors Ms H Kane, G Waller and Mrs J H Whitehouse

**Apologies:** A Lion

**Officers Present:** R Palmer (Director of Resources), G Chipp (Chief Executive), D Macnab (Deputy Chief Executive and Director of Neighbourhoods), A Hall (Director of Communities), C O'Boyle (Director of Governance), S G Hill (Assistant Director (Governance & Performance Management)) and R Perrin (Democratic Services Assistant)

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### **24. Declarations of Interest**

(a) Pursuant to the Council's Code of Member Conduct, Councillor C Whitbread declared a personal interest in agenda item 9, Fees and Charges 2015/16. The Councillor had determined that his interest was prejudicial and would leave the meeting for the consideration of Lettings Agencies and Property Managers Fees and Charges of this item.

### **25. Minutes**

#### **Resolved:**

(1) That the minutes of the meeting held on 18 September 2014 be taken as read and signed by the Chairman as a correct record.

### **26. Key Performance Indicators 2014/15 - Quarter 2 Performance**

The Director of Resources presented a report on the Quarter 2, Key Performance Indicators 2014/15.

The Director of Resources reported that pursuant to the Local Government Act 1999, the Council was required to make arrangements to secure continuous improvement in the way, in which its functions and services were exercised, having regard to a combination of economy, efficiency and effectiveness. As part of the Council's approach to the continuous improvement duty, a range of Key Performance Indicators (KPI) relevant to the authority's services and key objectives were adopted each year. Performance against the KPIs was reviewed on a quarterly basis.

A range of thirty-six Key Performance Indicators (KPI) for 2014/15 were adopted by the Committee in March 2014. The KPIs were important to the improvement of the Council's services and the achievement of its key objectives and comprised a

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combination of former statutory indicators and locally determined performance measures. The aim of the KPIs were to direct improvement effort towards services, the national priorities and local challenges arising from the social, economic and environmental context of the District, that were the focus of the key objectives.

Progress in respect of each of the KPIs was reviewed by the relevant Portfolio Holder, Management Board, and Overview and Scrutiny at the conclusion of each quarter. In order to enhance the value of the on-going review of KPI performance, no indicators were subject to scrutiny or performance reporting at year-end only and were now the responsibility of the relevant scrutiny panel.

The overall position with regard to the achievement of target performance for all of the KPIs at the end of 30 September 2014 were that 25 (69%) indicators had achieved the cumulative second quarter target, 11 (30%) indicators did not achieve the cumulative second-quarter target although 2 (5%) of these performed within the agreed tolerance for the indicator and 30 (83%) indicators were currently anticipated to achieve the cumulative year-end target.

The committee were asked to note the second quarter performance in relation to the KPIs for 2014/15.

The Director of Neighbourhoods advised that the Finance Performance Management Scrutiny Panel held on Tuesday 11 November 2014 had not put forward any further considerations for the Cabinet Committee.

**Resolved:**

(1) That the performance in respect of the second quarter of 2014/15 in relation to the Key Performance Indicators be noted.

**Reasons for Decision:**

The KPIs provide an opportunity for the Council to focus attention on how specific areas for improvement would be addressed, and how opportunities would be exploited and better services and outcomes delivered.

A number of KPIs were used as performance measures for the authority's key objectives. It was important that relevant performance management processes were in place to review and monitor performance against key objectives and indicators, to ensure their continued achievability and relevance, and to identify and implement appropriate corrective action in areas of slippage or under-performance.

**Other Options Considered and Rejected:**

No other options were appropriate in this respect. Failure to review and monitor KPI performance and to identify corrective action where necessary could of had negative implications for judgements made about the Council's progress, and might mean that opportunities for improvement were lost. The Council had previously agreed arrangements for reviewing performance against the KPIs.

**27. Annual Audit Letter**

The Director of Resources presented a report on the Annual Audit Letter, which would be presented to the Audit and Governance Committee on 24 November 2014.

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The Director of Resources stated that the Annual Audit Letter had confirmed that the Financial Statements gave a true and fair view of the Council's financial affairs, and that the Annual Government Statement was not misleading or inconsistent with other information. The external auditors concluded that the significant financial systems were adequate for preparing the Financial Statements and the work of Internal Audit could be relied upon.

The Director of Resources advised that the Council was also required to complete a return that the Department for Communities and Local Government consolidates to prepare the Whole of Government Accounts, which had required an amendment for the pension deficit figure following the revised statement from the actuary. The external auditors were able to satisfy themselves that the Council had proper arrangements in place to secure economy, efficiency, and effectiveness in its use of resources and it enabled them to issue an unqualified value for money conclusion.

**Resolved:**

(1) That the Annual Audit Letter for 2014/15 produced by the External Auditors be noted.

**Reasons for Decisions:**

To ensure that the Cabinet Committee was aware of any significant issues arising from the Annual Audit.

**Other Options for Considered and Rejected:**

There were no other options for action as the report was for noting by the Cabinet Committee.

**28. Mid-year Treasury Report**

The Director of Resources presented a report on the mid-year Treasury Management and Prudential Indicators 2014/15.

The Director of Resources reported that the mid-year treasury report was a requirement of the CIPFA Code of Practice on Treasury Management and covered the treasury activity for the first half of the financial year 2014/15. During the first half of the year, the Council had continued to finance all capital expenditure from within internal resources and the average net investment position had been approximately £62million with no significant breaches on any of the prudential indicators.

The probable capital outturn for the current financial year was £24.7million. The prudential indicator assisted the Council in controlling and monitoring the level of useable capital receipts that would be available at the end of a five-year period, which for three years to 2016/17 totalled £60m and was fully funded. It was predicted that at the end of 2016/17 there would be £1.8m available in Capital Receipts and £4.1m in the Major Repairs Reserve. Therefore it could be concluded that adequate resources existed for the Capital Programme in the medium term.

The Director of Resources confirmed that there were no breaches of the Authorised Limit, Operational Boundary and Maturity Structure of Fixed Rate Borrowing during the period to 30 September 2014, in relation to the borrowing for the HRA self-financing. It was anticipated that all borrowing would be repaid on maturity and all future capital expenditure would be financed through internal resources, therefore no risk currently existed for refinancing.

The Treasury position as of 30 September 2014 was that short term investments of £38.3m in fixed rates, £13.8m in variable rates and £10m in long term investments. It was important that cash flow of the Council was carefully monitored and controlled to ensure enough funds were available each day to cover the outgoings. This would become more difficult as the Council used up Capital Receipts and reduces investment balances. The Semi-annual Treasury Outturn Report 2014/15 reported that the counterparty credit quality measured by credit ratings for 30 September 2014 remained that the value weighted average credit risk score A+ and the credit rating was 5.07 with the time weighted average for credit risk score being AA- and the credit rating was 3.87.

The Director of Resources advised that no additional dividends had been received from Heritable Bank and were not expected until all the outstanding litigation had been settled and the administration process completed, which was possibly expected in November 2014.

The Director reported that the continued low interest rate would result in estimated investment income to the Council of £416,000 in 2014/15, which was slightly above the original estimate of £399,000. Interest rates were not expected to rise in the short term.

**Resolved:**

(1) That the management of the risks associated with the Council's Treasury management function during the first half of 2014/15 be noted.

**Reasons for Decision:**

To comply with the CIPFA Code of Practice on Treasury Management.

**Other Options Considered and Rejected:**

None, although the Cabinet Committee could ask for additional information about the CIPFA Code of Practice or the Prudential Indicators.

**29. Second Quarter Financial Monitoring**

The Director of Resources presented the quarterly Financial Monitoring report for the period 1 April to September 2014, which provided a comparison between the original profiled budgets for the period ended 30 September 2014 and the actual expenditure or income. The report provided details of the revenue budgets for both the Continuing Services Budget and District Development Fund and the capital budgets, including details of major capital schemes.

The Cabinet Committee noted that the Salaries budget showed an underspend of £163,000 or 1.6%. Investment interest levels were slightly above expectation after two quarters due to an increase in surplus cash available for investment.

Within the Governance Directorate, Development Control income was £120,000 higher than the budget and pre-application charges were £23,000 higher. Building Control income was £4,000 higher than budgeted with the ring fenced account showing an in-year surplus of £7,000 compared to the original budget which predicted a deficit of around £40,000.

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Within the Neighbourhoods Directorate, the Hackney Carriage income was £4,000 above expectations and other licensing £2,000 below expectations. The income from MOT's carried out by Fleet Operations was £4,000 above expectations. The Local Land Charge income was £22,000 above expectations and had continued the upward trend of recent months although there was still a significant uncertainty surrounding the future of these services. It was reported in September that there had been problems with information for the Recycling Credits and raising invoices although things had improved, officers would be raising the issue with County Council to ensure that unreasonable delays would be avoided. Income from the Car Parking had been a little sporadic and with NEPP having recently changed their cash collector, it had been expected that cash receipts would become more timely.

Within the Communities Directorate, the Housing Repairs Fund was showing an underspend of £510,000 but a large proportion of the expenditure was normally spent in the winter months.

The Director of Resources reported that the non-domestic rate estimates at the end of September 2014 had reduced by £182,495 and as the Council retained 40% of the gains and losses; there would be a decrease in funding of £72,998, although the Government would reimburse the General Fund in part for these losses. The Cash Collections at the end of September 2014 was £18,889,598 and payments out were £16,203,000 meaning that the Council held £2,686,598 of cash, therefore the overall cash position benefitted from the effective collection of non-domestic rates. The overall value of the rating list was a concern but cash collection was going well.

In conclusion, the Director of Resources stated that generally income was up on expectations and expenditure was down. The main area of concern was that income from North Weald Market and the Director of Resources referred to the reports that had been to the Asset Management and Economic Development Cabinet committee and Cabinet. The Cabinet Committee was requested to note the Council's financial position as of 30 September 2014.

**Resolved:**

(1) That the Quarterly financial Monitoring Report for the period 1 April to 30 September 2014 be noted.

**Reasons for Decision:**

To monitor the General Fund schedules and savings achieved at this stage of the budget process for 2013/14.

**Other Options Considered and Rejected:**

No other options were considered at this stage of the process.

**30. Fees & Charges**

The Director of Resources presented a report on the fees and charges to be levied by the Council in 2015/16 and what, if any scope there was to increase particular charges.

The Director of Resources reported that the Medium Term Financial Strategy identified the need to find savings of around £1.5m over the four year period with £500,000 falling in 2015/16. Since then growth on the Economic Development budget and expected further losses on the North Weald Market, meant that the figure

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may be nearer £1m. The September Retail Prices Index (RPI) had recently been published at 2.3% and this had been used as a guide for any proposed increase in fees and charges.

The Director of Resources stated that it had been proposed to increase the fees and charges within the Communities Directorate for services such as New Horizons, Sports Development, Museums and Arts and Lifewalks and the majority of housing-related Fees and Charges for 2015/16 by 2.3%. However the exception to this approach was the Telecare packages and monitoring of alarms for other organisations, that would increase by £10.50 (11%) for 2015/16 for private users and organisations that use the Careline Service. Also the charge for monitoring additional sensors would be increased by 10%, from £10 per annum to £11 per annum. It was noted that the Housing Portfolio Holder intended to ask the Housing Scrutiny Panel to consider the future costs, income and viability of the Council's Careline Service, and to make recommendations to the Cabinet, once the funding position from County Council was clearer.

Within the Governance Directorate, the situation regarding Land Charge income was still very uncertain following the introduction of the Local Land Charges (Amendment) Rules 2010, although it was probable that there would be a reduction in the fee for a full search from £90 to £85. The Development Control fee levels were controlled by Central Government and the levels of income were somewhat dependant on the economic climate and the number and size of planning applications. With regard to pre-application charges that apply to major applications, income was buoyant at the moment and the budget had been exceeded substantially. The fee could be increased but there was a fear that if the fee was set too high pre-application advice might be forgone leading to more difficulties later in the planning process, so it was proposed that the scope of charging be widened to include householder advice although charging had not yet been determined. Building Control Fees were felt to be reasonable and indeed income levels had improved meaning the account was expected to remain in surplus. There was also scope to increase charges for the provision of documents relating to Building and Development Control to the general public which could provide an additional £5,000.

The Cabinet Committee noted that the Neighbourhoods Directorate included Car Parking Charges, North Weald Airfield rents and charges, MOT's, various environmental health related charges and Licencing. The Car Parking charges were to be considered within item 11 Saving Suggestion of the agenda and North Weald rents and charges were assessed on a case by case basis. The MOT income was subject to a maximum charge set by the Vehicle Operating Service Agency (VOSA) and although the Council's fee had been set below this level, income had been dwindling and there may be a deficit recorded. It was felt that some forms of licensing fees were generally below the prescribed level and did not recover the cost of the provision, in some cases quite significantly, so it was therefore felt that these should be increased where appropriate. The collection of bulk waste and fees varied depending on the number of items being collected and these were specified under the new waste management contract with the addition of an admin fee proposed. The fees and charges relating to the Leisure Centres were specified as being in line with the retail prices index within the leisure contract and any variance from this had to be agreed with the Council in advance of the increase.

The Director of Neighbourhoods advised that regarding the miscellaneous charges for Sex Shops and Cinemas and Sexual Entertainment Venues they were awaiting the Hemming case going to the Supreme Court which could affect the way licensing authorities charged licensees. The Director of Governance advised that this would be important to see the outcome of this case because it would have a profound effect on

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the charges for many services provided by the Council not just Licensing.

The Cabinet Committee noted the comments concerning the increase in the Careline services but would continue with the proposed increase.

**Recommended:**

- (1) That the use of the September Retail Price Index level (2.3%) as a guide for any proposed increases of the Council's fees and charges for 2015/16 be agreed;
- (2) That the proposed fees and charges for 2015/16, as set out in the Appendices attached to the report, be approved; and
- (3) That the proposed schedule of Housing Revenue Account fees and charges for 2015/16 be approved.

**Reasons for Decision:**

As part of the annual budget process changes to fees and charges need to be agreed.

**Other Options Considered and Rejected:**

Where the Council had discretion on the level of fees and charges that it sets there were many possible options open to the Council ranging between no increases up to applying quite large increases where possible.

**31. Growth Lists**

The Director of Resources presented a report on the draft General Fund Lists and Savings for the 2015/16 budget, which provided the first draft of the Continuing Services Budget (CSB) growth and District Development Fund (DDF) Schedules for 2015/16 as well as an update on the budget process for 2015/16 and the savings achieved so far.

The Director of Resources stated that the Financial Issues Paper was considered by the Cabinet Committee on 28 July 2014, highlighting a number of financial uncertainties and risks facing the Authority including the reductions in Central Government funding, Retention of Business Rates, Welfare Reform and Waste and Leisure Management Contract Renewals.

The Medium Term Financial Strategy (MTFS), which formed part of the Financial Issues Paper, identified that savings of around £1.5 million were required over the forecast period. The savings required in 2015/16 were identified at £0.5 million after savings of £0.285 million already identified had been taken into account. Since then growth had been agreed for increasing the resources available for Economic Development work and that there was likely to be a reduction on the North Weald rent, meaning the target was closer to £1 million. There were also some CSB budgets that either had a one off element or a degree of uncertainty around whether they would be spent or not. In both cases treating an appropriate element as DDF rather than CSB would make managing those budgets easier and give a degree of flexibility.

**Resolved:**

- (1) That the draft Continuing Services Budget and District Development Fund schedules for 2015/16 be noted; and
- (2) That the savings achieved to date as part of the 2015/16 budget process be noted.

**Reasons for Decision:**

To monitor the General Fund schedules and savings achieved at this stage of the budget process for 2015/16.

**Other Options Considered or Rejected:**

No other options were considered at this stage of the process.

**32. Savings Suggestions**

The Director of Resources presented a report on the net saving suggestions and overall saving targets for 2015/16 and subsequent years, allowing Members to evaluate the various ideas, determine which they would like to take forward and make other suggestions.

The Director Resources stated that given the greater financial challenge in 2015/16, the budget process had been started two months earlier in July 2014. The net Continuing Service Budget (CSB) target for 2015/16 in the Medium Term Financial Strategy (MTFS) was £13.15 million and included a target for additional net savings of £0.5 million. In total the MTFS included net savings of £1.5 million over the four years with £0.5 million in both 2015/16 and 2016/14, £0.3 million in 2017/18 and £0.2 million in 2018/19. Furthermore this year the North Weald Market had a probable reduction in income of approximately £0.3 million per annum and there had been an increase in staffing in Economic Development, which had added an additional £125,000 to the budget. Consequently, if the CSB target were to remain at £13.15 million then the savings required for 2015/16 would increase to £0.93 million.

The Director of Resources advised that the Leadership Team had discussed a number of saving opportunities and they were presented to Members for consideration.

The Businesses cases were set out for the following areas;

- Community Safety Work and HRA – This involved the work of the Community Safety Team undertaken on behalf of Housing being paid from the Housing Revenue Account.
- Review of Councillors – To reduce the number of Councillors within the Council, this would require an Electoral Review by the Local Government Boundary Commission.
- The Forester Magazine – To discontinue with the production and distribution of the Forester Magazine.



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- Review of Discretionary Business Rate Relief – To remove or vary the level of relief provided or amend the policy to further restrict who received the relief.
- Increase in Fees and Charges – To raise additional income from Communities for Arts, the Museum and Sports development, lettings at Limes Farm Hall, increase of charges for document copying and General Fund increases in Fees and Charges.
- Development Management Income and Savings – Reductions in Planning Applications advertisements in Newspapers, ending On-Line Planning Law annual subscription, reduction in costs associated to paper documents to Parish and Town Councils, charging for pre-application services, charging for paper copies of planning and building control information.
- Improving Cost Recovery – Charging Parish Councils for services such as information or assistance given and enforcement services.
- New Hangar at North Weald – To build a new hangar to generate income.
- Flexible Working/Accommodation Review – To review working practises and space utilisation across the whole Council.
- Leisure Management Contract – To procure the new Leisure Management Contract by Competitive dialogue, increase income and reduce costs.
- Reduction in Facilities Management (FM) Spend – To reduce the underspend within the FM budget and improve procurement and contract management processes.
- Car parking income – To increase car parking charges.
- Grants to Voluntary Organisations – To reduce the grant budget.

The Cabinet Committee advised that instead of just focusing on non-statutory services that the residents value, officers needed to look at the basic services and consideration should be given to shared services. Increasing the reserves should not be a priority for the Council.

The Cabinet Committee considered the individual business cases and determined which of the saving suggestions should be progressed as follows;

- Community Safety Work and HRA- The Cabinet Committee confirmed that this should be pursued;
- Review of Councillors – The Cabinet Committee were informed that this should not be considered just for financial reasons because it involved an Electoral Review by the Local Government Boundary Commission. The review aimed to ensure a better electoral

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representation in the local community and could result in an increase of members. The review would also take around 18 months to complete and a whole Council election would have to follow. The Portfolio Holder for Governance and Development Management commented on the consideration of the Local Plan and how that could affect the future number of residents in the District and how this could affect the number of Councillors as well. The Housing Portfolio Holder advised that a lot of work had been involved in the last review in 2002 and this had to be taken into account. The Cabinet Committee concluded that this could be reconsidered once the Local Plan was in place and officers should look into the all out elections as considered by the neighbouring authority Brentwood Borough Council.

- Forester Magazine – The Cabinet Committee were in general agreement that that the publication should cease in it's current form and that there had been problems over the distribution, general knowledge of it's existence and high expense involved in production. The Committee concluded officers needed to consider other ways of communicating with the residents such as including information with the Council Tax notification;
- Review of Discretionary Business Rate Relief – The Cabinet Committee considered this not to be an option;
- Increase of Fees and Charges – The Cabinet Committee had discussed the increase in charges previously in the agenda (item 9 Fees and Charges) and agreed that the increase in charges were a step in the right direction. The Director of Communities advised that although a suggestion had been put forward for the potential lettings at Limes Farm for £5,000, this may not actually be achieved as it depended on the demand and it was agreed to delete this element from the proposal;
- Development Management Income & Savings - The Cabinet Committee agreed with the intended savings and the reduction in paper copies of documents. Officers informed the Committee that they were waiting for the law to change in relation to electronic agenda distribution and would keep this under review. Members commented on further investigation on outside work for the print section;
- Improving Cost Recovery and Charging Parish Councils - The Cabinet Committee considered and agreed with recovering costs for the more time consuming elements of work which the Town and Parish Councils contact the District about. The Director of Resources also advised that the Council intended to recover charges in relation to Direct Debit and Cheques that bounced and caused a financial implication to the Council.
- New Hangar at North Weald – The Cabinet Committee agreed that this type of development on the Airfield should be encouraged although with progress of the Local Plan and the recent decision to develop

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aviation projects, this would become a future consideration when an appropriate location was identified;

- Flexible Working/Accommodation Review – The Cabinet Committee thought that this review should progress more quickly. The Chief Executive advised that a change in culture was required by staff. There were examples of this type of working which had been achieved in the Debt Recovery Team. The possibility of pursuing the purchase of office space immediately above the Epping Forest District Museum, Waltham Abbey also could enable some of the Community Services staff based at Hemnall Street, Epping to be relocated as a first phase to vacant the whole of the Hemnall Street Offices was welcomed.
- Leisure Management Contract – The Cabinet Committee agreed that savings should be pursued through the new Leisure Management Contract and that this was a valuable service for the District;
- Reduction in Facilities Management Spend – The Cabinet Committee confirmed that this should be pursued;
- Car Parking Income – The Cabinet Committee considered the options given to increase the income from the car parking fees and bringing them into line with residents needs and the tube station car parks, to prevent commuters from using the car parks and increase parking for shoppers. The Committee were in agreement with Option 4, which included charges for all day parking on Saturdays, Sundays and Bank Holidays and the introduction for short stay tariff in the Civic Offices. The Committee felt that 30 minutes free parking should be included in the option and that all day parking should be inline with Tube Station prices. Councillor J H Whitehouse commented on increasing the long stay car park charges without having an impact on staff who work in the local businesses. The Cabinet Committee agreed that long stay parking could increase inline with other authorities. Members decided that an increase in income of £100,000 should be targeted.
- Grants to Voluntary Organisations – The Cabinet Committee considered the proposals to reduce the subsidies to the VAEF for office and accommodation, which were subject to further investigation by officers and not to reallocate the subsidy agreed by the District Council for Homestart due to its closure in August 2014. The reduction in the overall grant budget could be re-visited if other savings were not achieved.

**Recommended:**

- (1) That the savings target for 2015/16 be increased from £0.5million to £0.75million; and
- (2) That the following saving suggestions be progressed;
  - (a) That the funding of Community Safety Work in relation to the Housing Service from the HRA, resulting in potential savings to the General Fund of

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£64,000 in 2015/16, £20,000 in 2016/17 and future savings of £6,000 be pursued;

(b) That the Review of Councillors would not be pursued until the Local Plan had been completed and the Constitutional and Member Services Panel considered the option of all out elections;

(c) That the Forester Magazine cease publication with the effect from April 2015 with a potential saving of £44,000 in 2015/16 and information to be disseminated to residences with other correspondence such as Council Tax Bills;

(d) That the Review of Discretionary Business Rate Relief would not be pursued;

(e) That the Increase in Fees and Charges for £12,000 in 2015/16 be pursued;

(f) That the Improving Cost Recovery and Charging Parish Councils would be pursued;

(g) That a New Hangar at North Weald would be pursued;

(h) That the Flexible working and Accommodation Review should be pursued with a potential saving of £100,000 in 2016/17;

(i) That the Leisure Management Contract with potential savings of £250,000 in 2016/17 and beyond be pursued;

(j) That the reduction in Facilities Management with potential savings of £50,000 in 2015/16 be pursued;

(k) That the Car parking income include pursuing weekend parking charges, commuter rates for parking over 2 hours, charging for the Civic office Car park over 30 minutes and that an income target of £100,000 should be set; and

(l) That subject to further investigation by officers into the practicalities, the VAEF subsidies of £16,680 be reduced and the £7,550 for Homestart not be re-allocated from the Grant Aid Budget.

**Reasons for the Decisions:**

To confirm the net CSB target for 2015/16 and determine which business cases should be pursued to achieve the necessary level of savings.

**Other Options Considered or Rejected:**

Members could decide to leave the net CSB target as it currently was or indeed reduce it further.

Members could decide to pursue any mixture of the various business cases together with any other new ideas.

**33. Exclusion of Public and Press**

That the public and press be excluded from the meeting for the items of business set out below on the grounds that they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

<u>Agenda Item No</u>	<u>Subject</u>	<u>Exempt Information Paragraph Number</u>
12	Saving Suggestions	3

**34. Saving Suggestions (continued)**

The Director of Resources presented a report on the net saving suggestions to be considered in private session that could involve redundancies or contained other confidential information.

Case 1 – The Cabinet Committee felt that there were better ways of using the funding and that the funding could be used to the benefit of more individuals. The Committee felt that officers should come forward with suggestions on how this funding could be better used. On discussions about the level of any savings, the Cabinet Committee's view was that, whilst any savings would be welcomed, the best use of funding was the main driver.

Case 2 – The Cabinet Committee considered the proposal and the viable alternative to provide the service. The Cabinet Committee agreed to pursue the proposal.

Case 3 – The Cabinet Committee considered the review and reduction of one member of staff and agreed to pursue the proposal.

Case 4 – The Cabinet committee considered that the proposal would not be taken any further and officers could look at pursuing other services that they could charge for, which did not involve volunteers. Additional income of £15,000 was targeted.

Case 5 – The Cabinet Committee considered the proposal and felt that this was not worth any further consideration as it would be more of a detriment to the District. Officers were asked to pursue funding from Local Highways Panel and Essex County Council.

Case 6 – The Cabinet Committee considered the proposal to reduce the service and the number of staff by one without impacting on the service provided to the public.

**Recommended:**

- (1) That Case 1 be discontinued in its current form and that the Director of Communities reports to the Cabinet Committee during 2015, on ways that the budget for this service could be better utilised, benefiting more service recipients;
- (2) That Case 2 be pursued and create a potential saving of £22,000 in 2016/17;
- (3) That Case 3 be pursued and create a potential saving of £29,000 in 2015/16;

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- (4) That Case 4 not be pursued and officers secure additional income of £15,000;
- (5) That Case 5 was not pursued and officers were to pursue Essex County Council Highways Panel for funding;
- (6) That Case 6 be pursued and create a potential saving of £30,000 in 2016/17.

**Reasons for the Decisions:**

To confirm the net CSB target for 2015/16 and determine which business cases should be pursued to achieve the necessary level of savings.

**Other Considered and Rejected:**

Members could decide to leave the net CSB target as it currently was or indeed reduce it further.

Members could decide to pursue any mixture of the various business cases together with any other new ideas.

**CHAIRMAN**

## Fees and Charges 2015/16 - HOUSING RELATED SERVICES

Service	2015/16		2014/15	
	Proposed	Period	Current	Period
<b>Older People's Housing</b>				
<b>Communal Halls:</b> Pelly Court Hall, Epping Oakwood Hill Hall, Loughton Barrington Hall, Loughton	£9.65 £135.00 £7.85	per hour per annum per session	£9.45 £132.00 £7.65	per hour per annum per session
Guest Rooms - Sheltered Housing	£8.90	per person per night	£8.70	per person per night
<b>Scooter Stores:</b> Rental Electricity	£3.80 £1.95	per week per week	£3.70 £1.90	per week per week
<b>Telecare Packages:</b> Alarm and up to 4 sensors (Monitoring only) Monitoring of additional sensors (per sensor)	£105.80 £11.00	per annum per annum	£95.30 £10.00	per annum per annum
Monitoring of alarms for other organisations (per speech module)	£105.80	per annum	£95.35	per annum
Careline Service to Home Group for Wickfields sheltered housing scheme, Chigwell	£239.65	p/a per speech module	£234.25	p/a per speech module
Large Button Telephone	£21.00	per telephone	£20.50	per telephone
Use of Jessopp Ct Lounge by Essex CC as a Day Centre	£9,766	per annum (wef 12.7.15)	£9,546	per annum (wef 12.7.14)
Lease for Jessopp Ct Office to Family Mosaic	Increased each October by the Sept RPI increase			
<b>Home Ownership and Sales</b>				
Leasehold Vendors' Enquiries	£141.75	per enquiry	£138.55	per enquiry
Certificates of Buildings Insurance - Leaseholders	£45.10	per copy	£44.10	per copy
Small Land Sales Valuation Charge	£361.50	per sale	£353.50	per sale
Valuation & Legal Charge - Re-sale of RTB Property within 5 years / Sale of property to EFDC within 10 years	£365.00	per application	£356.00	per application
Consideration of Right to Re-purchase Former RTB Property within 10 years of Original Purchase	£63.50	per application	£62.00	per application
<b>Housing Management</b>				
Hire of Halls for Elections	£88.10	per day	£86.10	per day
Garage rents	£8.10	per week	£7.90	per week
Hardstandings	£83.90	per annum	£82.00	per annum
Mortgage references	£41.30	per enquiry	£40.35	per enquiry
Request for covenant and leasehold approvals	£65.95	per request	£64.45	per request
Licences for vehicular access across housing land	£109.75	per annum	£107.30	per annum
Dishonoured cheques	£25.60	per cheque	£25.00	per cheque
<b>Homelessness</b>				
<b>Homeless Hostel Accommodation:</b> One Room Two Rooms Three Rooms Chalets	£46.55 £72.70 £97.90 £84.80	per week per week per week per week	£45.50 £71.05 £95.70 £82.90	per week per week per week per week

## Fees and Charges 2015/16 - HOUSING RELATED SERVICES

Bed and Breakfast Accommodation (Contracted rates):				
Single Room	£38.15	per night	£38.15	per night
Double Room	£50.23	per night	£50.23	per night
Repairs and Maintenance				
Condition surveys to respond to Party Wall Act Notices	£74.60	per Notice	£72.90	per Notice
Copies of Structural Reports on RTB Properties	£36.85	per report	£36.00	per report
Rechargeable repairs	2.3%	Increase in all charges	Recharged in accordance with the Rechargeable Repairs Schedule	
Replacement Door Entry and Suited Keys	£13.90	per key	£13.60	per key
Sewerage charges for individual sewerage systems	2.3%	Increase in all charges	3.2%	Increase in all charges
Caring and Repairing in Epping Forest (CARE) Service				
Caring And Repairing in Epping Forest (CARE) Fees:				
Disabled facilities grants (DFGs)	15%	of works cost	15%	of works cost
Decent Homes Repayable Assistance	15%	of works cost	15%	of works cost
Small Works Repayable Assistance	10%	of works cost	10%	of works cost
C.A.R.E Handyperson Service:				
<i>Clients in receipt of means-tested benefits:</i>				
General jobs	£31.00	Maximum charge per visit	£30.00	Maximum charge per visit
Falls prevention work	Free		Free	
Home safety checks/works	Free		Free	
<i>Clients <u>not</u> in receipt of means-tested benefits:</i>				
General jobs	£51.00	Maximum charge per visit	£50.00	Maximum charge per visit
Falls prevention work	£25.50	Maximum charge per visit	£25.00	Maximum charge per visit
Home safety checks/works	£25.50	Maximum charge per visit	£25.00	Maximum charge per visit
Private Sector Housing				
Licences - HMOs (Initial & Renewal):				
3 storey HMO with up to 5 units of accommodation	£682.00	per licence	£667.00	per licence
Additional units of accommodation	£63.50	per additional unit	£62.00	per additional unit
Discount for Essex Landlord Accredited landlords	<del>£80.00</del>	per licence	None	
Landlord Accreditation Scheme for Student Accom:				
Bed-sit	£50.00	per property accredited	£50.00	per property accredited
1-2 bedroom flats	£100.00	per property accredited	£100.00	per property accredited
House/bungalow with up to 6 bedrooms	£150.00	per property accredited	£150.00	per property accredited
3 storey houses (non-licensable)	£175.00	per property accredited	£175.00	per property accredited
Park Homes Licensing Fees:				
Site licence fees	In accordance with EFDC's Fees Policy for Licensing Residential Park Home Sites			
Depositing of site rules	£133.00	per deposit	£130.00	per deposit
Fine for Lettings Agencies and Property Agencies failing to join a Government-approved Redress Scheme	£5,000	per incidence (unless extenuating circs.)	N/A	
Enforcement of private sector housing conditions - Housing Act 2004 and Mobile Homes Act 2013	Cost of officer time to undertake enforcement action + 10% administration cost			
General percentage uplift for next year				
	2.3%			



**Neighbourhoods****Appendix 2****Proposed fees & charges for 2015/16**

Service area	2014/15		Proposed 2015/16		Notes
	Application/ Event	Renewal	Application/ Event	Renewal	
<b>Environmental Health</b>					
<b>Training</b>					
Basic food hygiene course	£60.00		£70.00		6 courses 10 per course
Basic health & safety course	£50.00		£60.00		Nil done.
<b>Animal welfare</b>					
Animal boarding	£292.00	£200.00	£299.00	£205.00	2.4%
Dog breeding	£292.00	£200.00	£299.00	£205.00	2.4%
Pet Animals Act	£292.00	£200.00	£299.00	£205.00	2.4%
Dangerous wild animals	£638.00	£433.00	£653.00	£443.00	2.4%
Riding establishment	£638.00	£536.00	£653.00	£549.00	2.4%
Stray dog	£77.00		£78.00		1.3%, Plus £11.00 per day for kennel costs etc
Zoo's	£515.00		£527.00		2.4%, Plus Vet Fees
<b>Licensing.</b>					
<b>Hackney Carriage/Private Hire</b>					
Annual Vehicle Licence	£277.00	£277.00	£277.00	£277.00	Subject to Statutory consultation
Annual Driver's Licence	£88.00	£88.00	£88.00	£88.00	Subject to Statutory consultation
Vehicle plate	£30.00		£30.00		Initial fee, refundable on return
Driver badge	£10.00		£10.00		
Drivers Test	£40.00		£40.00		Refundable if 2 days notice of cancellation given
Drivers re-sit of test	£21.00		£21.00		Refundable if 2 days notice of cancellation given

Service area	2014/15		Proposed 2015/16		Notes
	Application/ Event	Renewal	Application/ Event	Renewal	
<b>Private Hire Operators</b>					
Annual operator licence (1 vehicle only)	£36.00		£36.00		Subject to Statutory consultation
Annual Operators (> 1 vehicle)	£136.00		£136.00		Subject to Statutory consultation
Plate exemption	£88.00	£88.00	£88.00	£88.00	
<b>Miscellaneous</b>					
Special treatment premises	£150.00		£155.00		3.6%
Special treatments person	£80.00		£83.00		3.6%
Small Society Lotteries	£40.00	£20.00	£40.00	£20.00	Set by Statute
Sex Shops and Cinemas	£515.00	£515.00	£515.00	£515.00	Hemming case going to Supreme Court
Sexual Entertainment Venues -	£4,000.00	£2,000.00	£4,000.00	£2,000.00	Hemming case going to Supreme Court
Street Trading Consents	£365.00	£365.00	£375.00	£375.00	If not successful at sub-committee then half fee refunded 2.7%
<b>Licensing Act 2003</b>					All fees set by statute based upon premises rateable value plus occupancy for premises holding more than 5,000 people. Personal licences valid for 10 years  EFDC cannot amend these charges, therefore not included in this table

**Gambling Act 2005**

Betting Premises	New application		Annual fee		Variation, Transfer, Re-instatement		
	Current	Proposed	Current	Proposed	Current	Proposed	
Betting premises (not tracks)	£375.00	£386.00	£340.00	£350.00	£256.00	£264.00	

Betting Premises	Licence copy		Notification of change	
	Current	Proposed	Current	Proposed
Betting premises (not tracks)	£28.00	£29.00	£28.00	£29.00

**Waste management**

**Bulky household waste**

Item	Current	Proposed	Notes	
1 to 3 items	£28.00	£23.00	50% concession for pensionable age	Contract plus Admin. Fee
4 to 7 items	£33.00	£35.00	50% concession for pensionable age	Contract plus Admin. Fee
8 to 10 items	£48.00	£46.00	50% concession for pensionable age	Contract plus Admin. Fee
11 to 15 items	£58.00	£58.00	50% concession for pensionable age	Contract plus Admin. Fee
More than 15 items	Assessment	Assessment	50% concession for pensionable age	

**Trade waste**

Item	Current	Proposed	Notes	
Commercial properties (per collection)	£14.00	£14.30	Service provided on request	Plus 2.3%
Schools and Community premises (per collection)	£9.00	£9.20	Service provided on request	Plus 2.3%

## Street Numbering and Naming Charges

Item	Current	Proposed	Notes	
House Name Change/ Addition	£50.50	£51.50	Per property	Plus 2.0%
Development of 1+ properties	£50.50	£51.50	For first property	Plus 2.0%
	£16.50	£17.00	Per additional property	Plus 3.0%
Changes in initial development after initial notification	£50.50	£51.50	For first property	Plus 2.0%
	£16.50	£17.00	Per additional property	Plus 3.0%
Renaming of street at residents request	£50.50	£51.50	For first property	Plus 2.0%
	£16.50	£17.00	Per additional property	Plus 3.0%
Confirmation of postal address details	£2.70	£2.80	Per certificate issued	Plus 3.7%
	£16.50	£17.00	Per property involved	Plus 3.0%

## Document Fees & Charges Planning & Building Control Epping Forest District Council

<b>DOCUMENT COSTS PLANNING/BUILDING CONTROL INFORMATION</b>	
PHOTOCOPY OF PLANNING/BUILDING CONTROL INFORMATION PER A4 SHEET (minimum charge £5.00)	20p
PHOTOCOPY OF PLANNING/BUILDING CONTROL INFORMATION PER A3 SHEET (minimum charge £5.00)	60p
Provision of copies of third party historical Contaminated Land reports	£20 per half hour plus document costs
Information provided on CD (except where otherwise stated)	£2 per CD
<b>PLANNING TECHNICAL SUPPORT AND PROFESSIONAL ADVICE</b>	
Production of Contaminated Land Phase 1 Report (Desk study, site reconnaissance and preliminary risk assessment) – subject to resource availability and mapping/geology licensing.	£100 per hour
Provision of pre-application Contaminated Land research and/or advice	£80 per hour
<p><b>Research of Planning Histories,</b> (If no research is required there will be no fee but photocopying charges may be required.)</p> <p><b>Permitted Development Rights and Use Classes</b> (This provides confirmation of whether or not permitted development rights have been removed from a property. You may need to know this to confirm if planning permission is required or not.)</p>	£10 per request
<b>BUILDING CONTROL</b>	
Historical Building Control Document Search Fee	£20 per half hour
Provision of a Copy of Building Control Completion Certificate	£30.00
Provision of a Copy Building Control Approval Notice	£30.00
<b>All copied documents are provided in accordance with Section 47 of the Copyright Design &amp; Patents Act 1988</b>	

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