

LONDON BOROUGH OF CAMDEN	WARDS: All
REPORT TITLE 2020/21 Revenue Estimates and Council Tax Setting (CS/2020/04)	
REPORT OF Cabinet Member for Finance and Transformation	
FOR SUBMISSION TO Resources & Corporate Performance Scrutiny Culture & Environment Scrutiny Committee Children, Schools and Families Scrutiny Committee Cabinet Council	DATE: 24 th February 2020 25 th February 2020 25 th February 2020 26 th February 2020 2 nd March 2020
SUMMARY OF REPORT <p>Camden continues to operate in a financially challenging and uncertain environment. Continued austerity coupled with rising cost pressures and growth in demand for services means that the Council faces a budget deficit of between £35m and £40m by 2021/22. In December 2018, Cabinet approved a financial strategy that not only sought to ensure that the Council could continue to operate on a sound financial footing over the medium term, but also to align the Council’s limited resources to achieving the ambition for our borough, residents and communities as set out within Our Camden Plan. The recommends in this report will support the vision of Camden 2025 to make Camden a place where everyone has a chance to succeed, where nobody gets left behind, and where everybody has a voice.</p> <p>This report sets out the detailed budget for 2020/21 in the context of that medium term financial strategy. It asks Cabinet to make recommendations to Council, and for Council to agree the council tax for 2020/21 that will allow the authority to balance its budget in 2020/21.</p> <p>In summary this report:</p> <ul style="list-style-type: none"> • Presents budget and funding proposals that will enable the Council to balance its budget in 2020/21 and utilise available resources towards the achievement of Our Camden Plan outcomes. • Provides an update on the overall medium-term financial position for the Council, including detail from the provisional Local Government Financial Settlement for 2020/21, and updates on other government announcements and the main areas of financial risk. • Recommends a council tax increase of 3.99%, made up of: 	

- A rise of 1.99% in the 2020/21 core council tax level to support council funding at large, and
- A rise of 2% from the levying of an Adult Social Care Precept to support the Council in its response to the unprecedented demographic and demand pressures facing adult social care.
- Sets out the required level of council tax income to balance the budget as £119,737,016. This equates to a proposed Camden element of council tax of £1,291.38 at the Band D level for residents not in garden squares.
- Sets out the Garden Squares Levies for 2020/21.
- Sets out the proposed GLA precept at £332.07, an increase of 3.6% on last year (subject to Greater London Authority approval of the budget), making the total council tax charge at Band D £1,623.45.
- Includes the Executive Director Corporate Services' assessment of the adequacy of general balances available to manage financial risk and the robustness of the budget.
- Provides an update on Camden's participation in the London Business Rates pilot in 2019/20 and the plans to enter into a London pool for 2020/21.
- Recommends fees and charges for approval by Cabinet and by Council where required.

Local Government Act 1972 – Access to Information

The following documents were used in the preparation of this report:

- [Final 2020/21 Local Government Finance Settlement – Ministry of Housing, Communities & Local Government \(MHCLG\)](#)

Contact Officer: Kathy Freeman,
 Director of Finance
 Finance and Procurement
 5 Pancras Square
 N1C 4AG

Telephone: 020 7974 1453

Email: Kathy.Freeman@camden.gov.uk

RECOMMENDATIONS

THE SCRUTINY COMMITTEES are asked to consider the report and make any recommendations to the Cabinet.

THE CABINET is recommended to:

1. Exempt the decisions made regarding the recommendations in this report from call in (as agreed by the Chair of the Resources and Corporate Performance Scrutiny Committee) on the grounds of urgency, and for the reasons set out in Paragraphs 2.3 to 2.4 of the report.
2. Note the feedback received following the consultation with Non-Domestic Ratepayers as set out in Paragraphs 6.1 and 6.2, and the equality impact assessment in Appendix C.
3. Recommend to Council for approval:
 - (a) The council tax requirement for the year 2020/21 of £119,737,016.
 - (b) The calculations for determining the council tax requirement for the year 2020/21 in accordance with the Local Government Finance Act 1992 as set out in Appendix B.
 - (c) To note that the 2020/21 Greater London Authority (GLA) precept set out in this report is £332.07 for Band D and is subject to Greater London Authority approval of the budget.
 - (d) That the Council sets the amount of council tax for 2020/21 as detailed in Appendix B and notes that this will mean a Camden element of council tax of £1,291.38 (3.99% increase) for Band D residents not in garden squares.
 - (e) That the Council hereby determines that its basic amount of council tax for the financial year 2020/21 is not excessive as outlined in Paragraph 2.28.
 - (f) The budget summary as set out in Table 4.
 - (g) The Garden Squares levy requirements received for each Garden Square Committee for 2020/21 as shown in Table 6
4. In relation to fees and charges;
 - (a) Agree the new fees and charges and those increasing above 5% discussed in Appendix D1 and listed in Appendix D2.
 - (b) Delegate authority to the relevant Director to decide increases to existing fees and charges up to a maximum of 5% or to keep them at the same amount, in consultation with the relevant portfolio holder.
 - (c) Agree and recommend to Council approval of the new fees and charges and those increasing above 5% discussed in Appendix D1 and listed in Appendices D3 and D4, and a delegation to the relevant Director to decide increases to those existing fees and charges requiring Council approval in the same terms as recommendation 4 (b) above.
5. Note in Paragraphs 2.50 to 2.56 the planned use of reserves, and in Paragraph 2.56 the adequacy of reserves as stated, and that no major allocations of general balances are being considered at this stage.

COUNCIL is recommended to :

1. Note the information set out in this report.
2. Agree:
 - (a) The council tax requirement for the year 2020/21 of £119,737,016.
 - (b) The calculations for determining the council tax requirement for the year 2020/21 in accordance with the Local Government Finance Act 1992 as set out in Appendix B.
 - (c) To note that the Greater London Authority (GLA) precept set out in this report is subject to GLA approval of the budget and is £332.07 for Band D and as shown for all bands in Appendix B, and is subject to Greater London Authority approval of the budget.
 - (d) That the Council sets the amount of council tax for 2020/21 as detailed in Appendix B and notes that this will mean a Camden element of council tax of £1,291.38 (3.99% increase) for Band D residents not in Garden Squares.
 - (e) That the Council hereby determines that its basic amount of council tax for the financial year 2020/21 is not excessive as outlined in Paragraph 2.28.
 - (f) The budget summary as set out in Table 4.
 - (g) The Garden Squares levy requirements received for each Garden Square Committee for 2020/21 as shown in Table 6
3. In relation to fees and charges;
 - (a) Agree the new fees and charges and those increasing above 5% that are reserved for Council approval discussed in Appendix D1 and listed in Appendices D3 and D4.
 - (b) Delegate authority to the relevant Director to decide increases to existing fees and charges up to a maximum of 5% or to keep them at the same amount, in consultation with the relevant portfolio holder.
4. Note in Paragraphs 2.50 to 2.56 the planned use of reserves, and in Paragraph 2.56 the adequacy of reserves as stated, and that no major allocations of general balances are being considered at this stage.
5. Note the feedback received following the consultation with Non-Domestic Ratepayers as set out in Paragraphs 6.1 and 6.2, and the equality impact assessment in Appendix C.

Agreed by: Executive Director Corporate Services

Date: 13 February 2020

Table of Contents

	<i>From Page</i>
1.0	CONTEXT AND BACKGROUND..... 6
2.0	PROPOSALS AND REASONS 6
	A Legal Framework for Setting the Budget..... 6
	Financial Outlook..... 7
	Local Government Finance Settlement 8
	London Business Rates Pool 9
	MTFS Savings Programme 2019/20 – 2021/22 Update..... 10
	Investments and Pressures..... 11
	2020/21 Budget..... 12
	Council Tax and Social Care Precept..... 13
	Greater London Authority Precept..... 15
	Total Council Tax for 2020/21 including GLA Precept..... 15
	Collection Fund - Council Tax 15
	Collection Fund – Business Rates..... 15
	Directorate and Departmental Budgets 16
	Levies..... 16
	Fees and Charges..... 17
	Reserves and Balances 18
	Revenue Outturn Forecast..... 19
	Capital Outturn Forecast 19
3.0	OPTIONS 20
4.0	WHAT ARE THE KEY IMPACTS / RISKS? HOW WILL THEY BE ADDRESSED? 20
	Funding Uncertainty 20
	Impact of the Council’s Medium Term Financial Strategy 21
	Impact of the Climate Crisis..... 22
	Risks in Adult Social Care and Health Integration..... 22
	Risks in Children’s Services and Special Educational Needs (SEN)..... 23
	Schools Funding Pressures 24
	Housing Revenue Account..... 25
5.0	LINKS TO OUR CAMDEN PLAN 25
6.0	CONSULTATION/ENGAGEMENT..... 25
7.0	LEGAL IMPLICATIONS (comments of the Borough Solicitor) 26
8.0	RESOURCE IMPLICATIONS (finance comments of the Executive Director Corporate Services) 27
9.0	TIMETABLE FOR IMPLEMENTATION..... 27
10.0	APPENDICES AND RESOURCES USED IN THE PREPARATION OF THIS REPORT 27
Appendices:	
	A THE LEGAL FRAMEWORK FOR SETTING THE COUNCIL TAX 28
	B STATUTORY DETERMINATION OF COUNCIL TAX 2020/21..... 32
	C EQUALITY IMPACT ASSESSMENT..... 36
	D FEES & CHARGES 2020/21 46
	E GLOSSARY OF TERMS..... 62

1.0 CONTEXT AND BACKGROUND

- 1.1 This report proposes the budget and council tax levels for 2020/21 within the context of the challenging financial environment that the Council is operating in. The financial year 2020/21 is the second year of the current three year Medium Term Financial Strategy (MTFS).
- 1.2 In December 2018, the Council forecast a growing budget deficit over the three years to 2021/22 of £35m to £40m, from a combination of rising demand and cost pressures coupled with government funding reductions. Cabinet considered and approved a Medium Term Financial Strategy (MTFS) that set out the financial framework designed to ensure the Council can continue to operate on a sustainable and sound financial footing. This strategy continues to ensure that the Council's limited resources are invested in the activities that have the most impact on the delivery of Our Camden Plan.
- 1.3 A key element of Our Camden Plan is the Council's response to the Climate Crisis. In July 2019 the Council declared a climate and ecological emergency and committed to producing a new climate action plan which will be subject to consultation in 2020. The Council is working closely with climate change experts from University College London to support the Citizen's Assembly on the climate crisis. The Council is investing in its Sustainability team to ensure that the recommendations of the Citizens Assembly are carried out. In addition the Council has increased the emphasis on the need to tackle the climate emergency when deciding what goods and services to procure.
- 1.4 A further key component of Camden 2025 is the Council's work on tackling poverty and inequality in the borough. The Council commits resources to support a Council Tax Reduction Scheme for low earners that provides more financial support than the national scheme. The Council is also working to eliminate food poverty through a number of initiatives and funds a local welfare scheme to support vulnerable residents or those facing a crisis. The Council. The Council is also investing £1.5m per annum from 2020/21 to design and develop an integrated employment support offer with our business and education partners to support residents into meaningful employment.
- 1.5 The ongoing uncertainty relating to central government funding means that while the Council remains in a strong position financially, there are significant medium term financial risks that the Council needs to take account of and manage to ensure the Council remains financially resilient. As part of the Council's strategy on financial resilience it is committed to building up sufficient reserves to ensure both that the Council has sufficient resources in place to meet future policy investment commitments and to provide a strong financial basis to protect the Council from any future financial uncertainty.

2.0 PROPOSALS AND REASONS

A Legal Framework for Setting the Budget

- 2.1 The decisions within this report are among the most important that local authorities are called upon to make during the course of the year and the manner in which they must be made is closely prescribed by law. Members are required to give careful consideration to the information and advice set out in this report and to the relevant legal considerations set out in **Appendix A**. In approving the budget and the individual lines the Council is not making decisions as to the implementation, form or detail of service delivery. These are by law, in the most part matters for the Executive - being the Cabinet and Cabinet Members and on occasion delegated Chief Officers, and in its service delivery decision makers will be required to consider all relevant matters including the results of any consultation and the Council's equality duties.
- 2.2 By law, the Council is required to set the council tax before the 11th March for the following financial year. In order to approve a budget and council tax, Council will need to pass a resolution on the statutory determination of tax in the form attached to this report as **Appendix B**.
- 2.3 The Cabinet is asked to agree that this report is urgent and therefore exempt from the call-in procedure. A decision is urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests. In order to set the council tax by the 11th March, the recommendations of this report must be considered by the Council at its meeting on the 2nd March 2020. If the Cabinet's decision were to be called-in, it is unlikely that the correct constitutional procedures could be followed in time to allow for this matter to be dealt with at the full Council meeting on the 2nd March. Failure to comply with the legal requirement to set the council tax before the 11th March would seriously prejudice the Council's interests.
- 2.4 Given that the final decision on the budget and the council tax rests with Council and all Members will have an opportunity both to speak and vote on the matter at the full Council meeting, the rationale for the call-in procedure will effectively be met. The consent of the Chair of the Resources and Corporate Scrutiny Committee needs to be sought if the Cabinet decides that this decision is urgent. The Chair has confirmed that this report can be exempted from the call-in procedure.

Financial Outlook

- 2.5 There has been increased uncertainty around the national economic outlook for a number of years as arrangements for the UK's future relationship with the European Union have been unknown. In particular during the past year the focus on Brexit has meant that Government has been unable to deliver for the medium term, and a number of proposals to review and change Local Government funding have been postponed.
- 2.6 In recent months the holding of a General Election in December meant the cancellation of the Autumn Budget, and the economic projections from the Office of Budget Responsibility that would normally be expected alongside it. The Chancellor of the Exchequer is expected to deliver a budget in March 2020, and it remains to be seen whether, following 10 years of austerity

measures, there is a genuine change of direction on public finance spending, or how the economy will react.

- 2.7 Councils are still awaiting detail of the Fair Funding Review, the Spending Review, and changes to the system of Business Rates Retention, all of which are now expected in 2020. As such the financial outlook for Camden cannot be viewed with any certainty beyond the next financial year.
- 2.8 In addition to the uncertain outlook on funding for Local Government, there are a numbers of emerging issues that are increasing demand and placing pressures on council services and their existing resources, from demographic changes such as the increasing numbers of people requiring care, to new duties being placed on councils to tackle environmental issues.

Local Government Finance Settlement

- 2.9 The provisional Local Government Finance Settlement (LGFS) for 2020/21 was announced on 20th December 2019, with final figures confirmed on 6th February 2020. As anticipated, the settlement followed closely the funding announcements made by the Chancellor of the Exchequer in the 2019 Spending Round, delivered in September, which laid out the government departmental funding levels for the coming year. Following on from previous multi-year settlements the 2020/21 LGFS is for one year only.
- 2.10 The LGFS confirmed the proposals to increase English councils' Core Spending Power (CSP) from £46.2bn to £49.1bn, representing a 4.4% real terms increase, primarily through the provision of new grant funding for Social Care, assumed increases in Council Tax including a precept for Social Care, and inflationary increases in the Settlement Funding Assessment (SFA), comprising Revenue Support Grant and Retained Business Rates Baseline.
- 2.11 Camden's SFA has been set at £114.2m, an increase of £1.83m or 1.63% (the rate of CPI inflation in September 2019) from 2019/20 levels. This was in line with our expectations following the announcements of the 2019 Spending Round. The Local Government Finance Settlement (LGFS) for 2020/21 also announced some one-off funding elements, including:
- £5.6m of additional one-off funding added to the Social Care Support Grant, and continuation of the Improved Better Care Fund elements at 2019/20 levels.
 - Confirmation of the New Homes Bonus (NHB) due to Camden of £5.8m. This is £660K higher than previously forecasted, due to prudent modelling in anticipation of potential changes to the calculation. We have a longstanding policy of using NHB for our capital requirements and so this will be transferred into the capital programme. MHCLG have also announced that they will consult authorities in the Spring of 2020 on the future of NHB, and that there will be no legacy payments made in future years relating to the 2020/21 NHB allocations.

- Confirmation that the London-wide Business Rates Retention Pilot will not be continued into 2020/21. All London authorities will revert to the pre-pilot retention rate of 30%, with the GLA reverting to its 37% retention. This is discussed in more detail in paragraphs 2.13 – 2.16.
- Confirmation that the core council tax requirement can be increased by up to 2% in 2020/21 without the need for a local referendum, a reduction from the 3% referendum trigger level in 2019/20.
- Confirmation that councils will be able to raise a precept for Social Care funding of a further 2% on council tax. This follows on from councils' ability to raise precepts for Adult Social Care of up to 6% over the previous 3 financial years. It is assumed in the CSP figures that councils will raise this precept.

2.12 At the time of writing, the government are yet to publish the Public Health Grant allocations for 2020/21. Following announcements in the Spending Round in September it is anticipated that there will be a real terms increase in the Public Health Grant, which will be ringfenced for Public Health services.

London Business Rates Pool

2.13 For the last two years Camden, along with all London authorities and the GLA, have been participating in a pilot scheme to pool business rates income across the capital and retain an increased proportion of any business rate income growth, as the government sought to make moves towards greater local financial autonomy.

2.14 Following the announcement from Government that the implementation of a new model for Business Rates would be deferred again, to April 2021, the LGFS confirmed that the pilot arrangement for London authorities would not be continued into 2020/21 and that Camden, like all London authorities, would be reverting to a 30% retention level, as presented below.

	50% Retention Model 2016/17	GLA only pilot 2017/18	100% Retention Pilot 2018/19	75% Retention Pilot 2019/20	2020/21
London Authority	30%	30%	64%	48%	30%
GLA	20%	37%	36%	27%	37%
Local Retention	50%	67%	100%	75%	67%
MHCLG	50%	33%	0%	25%	33%
	100%	100%	100%	100%	100%

2.15 Camden have benefited from the pilot arrangements in 2018/19 and 2019/20, and it is disappointing that despite negotiation through London Councils, MHCLG have decided not to extend the pilot arrangements up to the expected implementation of the new retention model from April 2021. Despite reverting to the 'standard' arrangement for retention, Camden hopes to benefit in 2020/21 by continuing to participate in a London-wide pool. The financial benefit being derived through a lower aggregate levy payable on growth

across London (estimated to be worth up to £1m to Camden), together with the non-financial benefits of collaboration across organisations. As the financial benefit of participation in the pool is uncertain and will not be realised until the end of 2020/21 it is not included in the 2020/21 budget.

2.16 In December 2019, Cabinet agreed in-principle to participation in the new London pool, with the final decision taken by the Leader. All 32 London Boroughs, the City of London Corporation (COLC) and the GLA have now agreed to participate in the London pool.

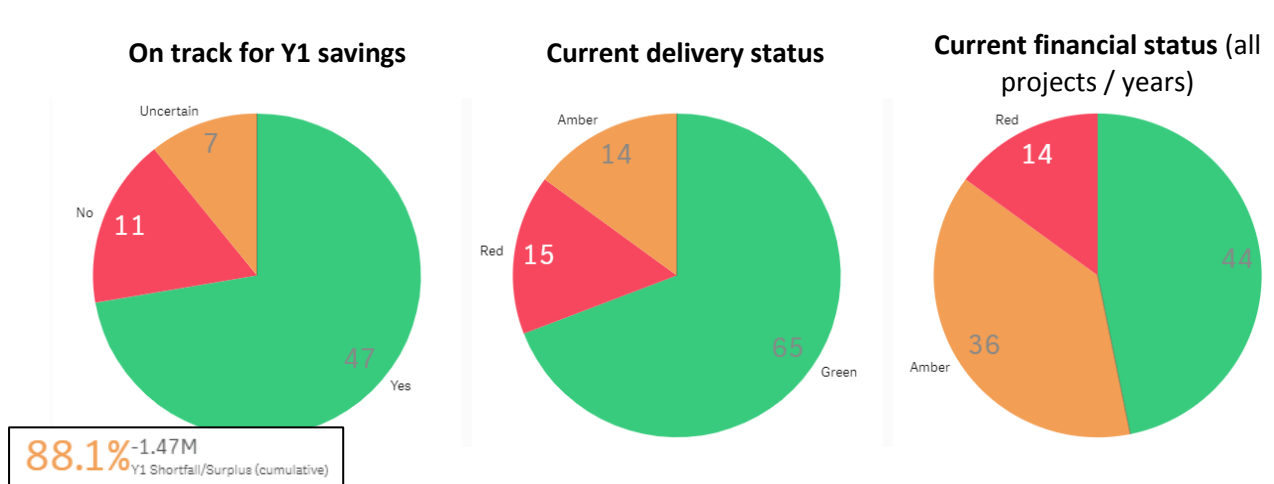
MTFS Savings Programme 2019/20 – 2021/22 Update

2.17 In December 2018 Cabinet agreed a programme of approximately 100 separate projects and initiatives, designed to deliver the outcomes of the Camden Plan and also to deliver savings of over £30m by 2021/22.

2.18 Nearing the end of the first year of the Council’s three-year financial strategy, good progress has been made across the programme, regarding both delivery of outcomes and of the achievement of financial savings. 65 projects have savings targets for the first year of the strategy, of which 47 are on track to achieve full savings (88% of £12.4m Y1 savings).

2.19 With regards to the three-year outlook, the majority of the portfolio has good levels of confidence in achieving targeted outcomes (in both financial and outcomes terms). Unpredictable internal and external factors will of course impact on the delivery of projects however, and internal focus is on supporting teams and project leads to be able to identify risks and issues at an early a stage as possible in order to develop mitigations and alternatives – while staying true to the original outcomes-focused approach. Support for strong, context-appropriate project and programme approaches has been key to ensuring suitable governance and assurance approaches and continues as the portfolio matures.

Chart 1: Overview of MTFS savings and outcomes delivery



Investments and Pressures

- 2.20 In delivering a multi-year transformational change programme there is inevitable need to provide investment to enable longer term benefits to be realised, as well as addressing new pressures, and funding priorities that emerge that require additional investment.
- 2.21 In setting a balanced budget for 2020/21 the Council has ensured the necessary spending plans are in place to deliver the ambitions of our Camden Plan and Camden 2025. As such the following investments are being made to ensure that the Council continues to focus on achieving its strategic aims and addressing emerging priorities:
- **Employment Support:** as part of its MTFS proposals the Council will be making an investment of £1.5m per annum from 2020/21 to design and develop an integrated employment support offer with our business and education partners.
 - **Safer Camden Network and increases in Youth Services:** the Council is investing £270K in a Safer Camden Network with the creation of a new team, seeking to address issues of violent crime, safety within our communities, and drug activity in the Borough. Building on the recommendations of the Youth Safety Taskforce, the team will lead the Council to do everything we can to seek to minimise the likelihood of further violent crime in Camden, responding to the concerns of our communities and driven by the data and evidence we are receiving on the ground. In addition, the Council is increasing its investment in Youth Services (£309K) with the recruitment of additional Youth Workers. This will provide additional support for young people aged between 18 and 24, and directly responds to the recommendations from the Youth Safety Taskforce.
 - **Climate Crisis:** Camden declared a climate emergency in April 2019 and held a Citizens' Assembly to define the Council's approach to the crisis in July 2019. The Assembly proposals were presented to Council in October and the Sustainability Team has been expanded to help deliver the Assembly recommendations.
 - **Homelessness and Street Activity:** Camden will continue to fund the Hotspots Team pilots approach to addressing homelessness and street activity, tackling the inequality and multiple disadvantages experienced by homeless individuals and by those sleeping rough. The Council will fund two teams of Community Presence Officers and Specialist Outreach Workers at an annual cost of £570K.
 - **Local Welfare Fund:** Camden will contribute £240K per annum to continue the provision of the Local Welfare Fund after Government transferred responsibility for the Social Fund to local authorities and then removed funding. The Fund provides grants to support vulnerable households, reducing the amount of time families spend in temporary accommodation.

- **HS2:** We continue to support our residents and communities in responding to and mitigating the impacts of HS2 construction, following issues raised at Regent's Park ward community conversations in January and October 2019, a further £243K will be invested to plan for the future of the area to maximise potential for local improvements.

2.22 Members also noted as part of the December 2019 MTFS report indicative calls on the budget set aside for key ongoing pressures that the Council has limited or no scope to mitigate. Since then, a number of other pressures have also arisen which will also be recognised as part of this budget, including increases to the Council's pension fund contribution, increased Business Rates on corporate properties, and above-inflation increases in bank card charges for accepting payments into the authority.

2020/21 Budget

2.23 The Council is presenting a proposed gross expenditure budget of £937.23m and gross income budget of £246.10m. The balanced budget for 2020/21 presented here has been delivered through a combination of the proposals within the December 2018 MTFS, business rates income and grants. This remains subject to the council tax proposals in this report, as shown in Table 1 below.

Table 1 – 2020/21 Budget Summary

	Budget 2020/21 £000
Expenditure	937,234
Income	(246,102)
Net Budget Requirement	691,132
To be funded from	
Retained Business Rates	(93,731)
Collection Fund - Business Rates Surplus	(1,622)
Council Tax (incl. garden squares)	(119,737)
Collection Fund - Council Tax Surplus	(2,992)
Government Grants	(462,832)
MTFS Savings (as agreed December 2018)	(10,217)
Balance	0

- 2.24 The Equality Impact Assessment (EIA) relating to the setting of budgets for 2020/21 and the proposal to increase council tax by 3.99% for 2020/21 (including 2% to be spent on social care) is attached as **Appendix C**. It concludes that there is no potential for discrimination and that all appropriate opportunities to advance equality and foster good relations have been taken.
- 2.25 It is important to note that in some cases where budgets are proposed to be reduced in a particular area, further decisions will be required (or will have already been taken) to implement the initiative achieving the budget reduction.

Those further decisions are often subject to consultation or engagement with residents and other stakeholders and to the results of EIAs or assessments of best value. The results of any consultations and EIA considerations will be analysed and taken into account as part of the decision-making process required to put the proposed budget into effect. The savings that can be derived from these initiatives identified in the budget presented for agreement are therefore subject to change. If the proposals are changed in a way that materially reduces the budget reductions derivable from them (for example from having considered in detail the results of a consultation), there will be a need to make up for the shortfall through other additional reductions elsewhere, the use of reserves or by departing from the budget envelope – for which there is a particular constitutional procedure.

Council Tax and Social Care Precept

- 2.26 The provisional settlement in December 2019 confirmed that the threshold at which increases in core council tax require a referendum would be 2% in 2020/21. Each 1% increase from 2019/20 would represent an additional £12.42 per year for a band D property in Camden and would in total raise an additional £1.15m in 2020/21. It was also again confirmed that councils will have the flexibility to raise a dedicated Social Care precept by up to a further 2% on the council tax level in 2019/20.
- 2.27 The financial pressures in the Adult Social Care service are significant. Current projections indicate that demographic increases over the next 3 years across the Older Adults and Mental Health services alone will cost an additional £3.9m. Increases in the Living Wage and the resulting increase in contracts and direct payments are expected to increase this pressure by a further £3.3m. In addition there are new financial burdens on councils from the payment of carers for sleep-in shifts, and plans to deliver new extra care services that will cost in the region of £1m. The levying of the ASC precept will generate £2.3m which will go directly towards addressing these pressures and funding service provision.
- 2.28 The proposed combined increase in council tax levels is therefore 3.99%, made up of 1.99% core council tax plus 2% Social Care precept. The authority will be considered to have set an excessive increase in council tax if the increase in the level of band D council tax for 2020/21 is 4% (comprising 2% for expenditure on adult social care, and 2% for other expenditure), or more than 4% greater than its council tax for 2019-20. Any proposals to increase tax above this threshold would require consent gained through a local referendum. The proposed increase in council tax of 3.99% does not exceed the relevant thresholds set out at Paragraph 2.26 and is therefore, in terms of the legislation, deemed as not being excessive. Council should, however, formally declare this at the time of making the decision and there is a recommendation to this effect.
- 2.29 The Council agreed the 2020/21 council tax base at its meeting on 20th January 2020. The council tax is set by reference to the number of band D equivalents in its tax base, which is 92,700 for Camden as a whole. This is an

increase from the 2019/20 tax base as a result of new properties being built and a fall in the number of council tax support claimants.

- 2.30 The 2020/21 tax base for Camden's three garden squares in terms of band D equivalents is 52.19 for Fitzroy Square, 23.49 for Gordon Square and 86.70 for Mecklenburgh Square.
- 2.31 The setting of the council tax requirement is a decision reserved to Council. It is the role of the Cabinet to recommend a council tax to Council, having given careful consideration to the information and advice in this report. The Executive Director Corporate Services states that the budget for 2020/21 is robust and balanced, subject to the passing of the appropriate recommendations by Cabinet and Council to set a council tax.
- 2.32 The proposals in this report would result in a council tax requirement of £119,710,926. The calculation of the council tax at Band D for the Council based on a council tax requirement at the level indicated is shown in Table 2 below.

Table 2 - Council Tax Requirement

Council Tax at Band D	Budget 2020/21 £000
Expenditure charged to revenue account (incl. savings)	928,479
Income credited to revenue account	(678,855)
Sub Total	249,624
Retained Business Rates and Reliefs Grant	(102,592)
Revenue Support Grant	(22,681)
Collection Fund - Council Tax Surplus	(2,992)
Collection Fund - Business Rates Surplus	(1,622)
Sub Total	119,737
Council Tax Requirement	119,737
Garden Squares	(26)
Excluding Garden Squares	119,711
Band D Council Tax (£s)	1,291.38
Percentage change over 2019/20	3.99%

- 2.33 In order to raise £119.737m, £0.026m will be received from garden square council tax payers, leaving £119.711m to be raised from a council tax base of 92,700. This means that it is necessary to set council tax at the Band D level at £1,291.38, before the GLA precept. This is a 3.99% increase compared to the previous year.

- 2.34 In order to set the council tax, Council must pass a resolution on the statutory determination of tax in the form provided by legislation. A statutory determination reflecting the council tax requirement and council tax details set out above is attached as **Appendix B**.

Greater London Authority Precept

- 2.35 The Greater London Authority (GLA) issues an overall precept, which is added to council tax bills and which includes core GLA services, the Metropolitan Police Authority, the London Fire and Emergency Planning Authority, Transport for London and the London Development Agency.
- 2.36 The Mayor has proposed an increase of 3.6% in the GLA precept for 2020/21, resulting in a band D GLA element of the council tax of £332.07. Members will be informed should any changes occur following the GLA budget meeting on the 24th February 2020.

Total Council Tax for 2020/21 including GLA Precept

- 2.37 Table 3 below shows how the level of council tax at band D recommended for 2020/21 compares with the amount set in 2019/20. This does not apply to residents living within garden squares.

Table 3 - Total Level of Council Tax for Residents not in Garden Squares

Total Council Tax at Band D	2019/20	2020/21	Increase / (Decrease)	Change
	£	£	£	%
Camden Element	1,241.85	1,291.38	49.53	3.99%
GLA Precept (2020/21 Proposed)	320.51	332.07	11.56	3.61%
Total	1,562.36	1,623.45	61.09	3.91%

- 2.38 The full levels of council tax for all Camden residents are set out in the statutory determination in **Appendix B**.

Collection Fund - Council Tax

- 2.39 There is a surplus on the council tax collection fund of £3.764m, of which Camden's share is £2.992m. This is mainly as a result of an increase in the tax base.

Collection Fund – Business Rates

- 2.40 There are 619 appeals outstanding against the 2010 rating valuation list. These have been fully provided for based on best estimates. An early estimate for the impact of appeals on the 2017 list is £67m, covering Camden,

the GLA and MHCLG elements. Provisions are set aside to manage the loss on appeals and other unforeseen reductions in Rateable Value such as through refurbishments.

- 2.41 The total collection fund surplus is estimated at £3.09m, with Camden’s share at £1.62m. This will be credited to the business rates safety net reserve, which is set aside to manage collection fund deficits. The final outcome on the collection fund will be determined by the amounts distributed by the London Business Rates pool.

Directorate and Departmental Budgets

- 2.42 Table 4 sets out the proposed departmental budgets for 2020/21. Further information is provided in the Council’s Budget Book which are [on the Council’s website](#) . The Housing Revenue Account budget, which was agreed by Cabinet in January, is also shown in the Budget Book for reference.

Table 4 - Directorate Budgets 2020/21

Directorate	2020/21	2020/21	2020/21
	Gross Budget	Income Budget	Final Net Budget
	£000	£000	£000
Corporate Services	237,414	(213,914)	23,500
Supporting Communities	135,108	(67,858)	67,250
Supporting People	471,937	(284,774)	187,163
Public Health*	22,274	(372)	21,901
Non-Departmental	61,746	(111,937)	(50,192)
Total	928,479	(678,855)	249,624

*The Public Health grant received by the Council is allocated across departments in addition to the Public Health Directorate.

Levies

- 2.43 The Council pays levies to a number of organisations, which it must meet within its total budget requirement. Table 5 summarises the total levy payable to each organisation and compares it to the amount for the previous year.

Table 5 – Levies

Levy	2019/20	2020/21	Change
	£000	£000	%
North London Waste Authority (provisional)	5,604	5,731	2%
London Councils Grant Scheme	191	196	3%
Traffic Signals	366	343	-6%
Concessionary Fares	12,283	12,285	0%
London Pensions Fund Authority (estimate)	1,323	1,323	0%

Lee Valley Regional Park Authority (estimate)	215	215	0%
Environment Agency (estimate)	206	210	2%
Total	20,188	20,303	1%

- 2.44 The Council is also required to provide for levies on council tax issued by Garden Square Committees - Fitzroy Square, Gordon Square and Mecklenburgh Square. The Council is empowered to set a differential council tax on residential properties in these squares in recognition of these levies. Should any residents in the garden squares be entitled to benefit from council tax reduction, the Council will contribute towards the requested levy, applying the same eligibility criteria as residents outside of the squares.
- 2.45 The levy requirements received for each Garden Square Committee for 2020/21 are shown in Table 6 below.

Table 6 - Garden Squares Levies

Garden Square	Levy Request 2019/20	Levy Request 2020/21	CTRS Adjustment	Collected through Council Tax 2020/21	Increase / (Decrease) in Levy Requested
	£	£	£*	£	
Fitzroy Square	9,000.00	9,000.00	0	9,000.00	0%
Gordon Square	3,818.18	3,883.00	-138.85	3,744.15	2%
Mecklenburgh Square	14,000.00	14,000.00	-653.70	13,346.30	0%
TOTAL	26,818.18	26,883.00	-792.55	26,090.45	

**this is the Camden contribution towards the levy requirement due to residents eligible for Council Tax Reduction Scheme support.*

Fees and Charges

- 2.46 Cabinet approved the majority of fees and charges to apply in 2020/21 in the December 2019 report [Review of Camden Medium Term Financial Strategy](#). That report listed new fees and charges rising by 5% or more individually, and agreed to delegate authority to raise fees by less than 5% to Directors in consultation with relevant Cabinet portfolio holders. The new fees proposed in this report that require Cabinet approval include the introduction of an administration charge for arranging public health funerals, new charges and merchandise relating to civil ceremonies, and new licenses relating to lettings.
- 2.47 Some fees, mainly relating to licensing and planning, by law require Council approval, and all such fees that are new or rising by more than 5% are presented individually. As with last year a delegation is sought from Council to delegate authority to Directors in consultation with relevant Cabinet portfolio holders to raise such existing fees by less than 5%.
- 2.48 A number of the fees and charges set out in statute have not been increased by the relevant Government Departments for many years. The Council will

approach the relevant Departments to request review of these regulations. It is hoped this will ensure that these fees and charges keep pace with rising costs and that the financial burden from the fees and charges regime does not fall on the Council's budget and local taxpayers.

- 2.49 Further details regarding the fees and charges can be found in **Appendix D1**. The associated fees and charges for approval by Cabinet can be found in **Appendix D2**, with those fees and charges for approval by Cabinet and Council found in **Appendices D3-D4**.

Reserves and Balances

- 2.50 A key component of the Council's medium term financial strategy is to ensure a level of financial resilience. As part of this strategy the Council is aiming to increase the level of reserves over the medium term to ensure that it can meet all financial pressures and enable the Council to manage any reductions in central government funding in future years as part of the 'fair funding' review and the rebasing of the Business Rates system.
- 2.51 The Council sets aside specific resources in our reserves as part of our wider approach to prudent financial management. Reserves are similar to long-term savings and can only be used once. Therefore, the Council will use them to fund investment in transformation programmes and to mitigate future risks and financial uncertainty.
- 2.52 Given the cuts to local authority funding over the past decade, as well as the high profile financial failure of Northamptonshire County Council, there is rightly increased attention on the financial resilience of authorities. Councils need to make sure that they have the resources to cope with financial risks enhanced by the ongoing uncertainty around the direction of the economy and future government funding mechanisms.
- 2.53 The forecast balances for earmarked reserves to the end of the financial year are presented in Table 7 below. It should be reiterated that use of earmarked reserves would not be considered where there is ongoing structural budget deficits in the organisation. Camden is entering the second year of its three year Medium Term Financial Strategy and the reduction in the level of earmarked reserves represents the planned use of one off resources to deliver programmes of change with ongoing saving initiatives.

Table 7 – 2019/20 Summary Movement of Earmarked Reserves

Earmarked Reserves	Actual Reserves 31/03/19 £000	Out of Reserves £000	Into Reserves £000	Forecast Reserves 31/03/20 £000	Net Movement 2019/20 £000
To Support Key Revenue Outcomes	32,549	-13,118	6,105	25,536	-7,013
To Support Council's Remodelling Programmes	13,715	-9,305	1,979	6,390	-7,326

On-going Capital Activity and Asset Management	28,047	-12,991	7,753	22,809	-5,238
Mitigation of Future Corporate Risk	9,741	-5,294	3,323	7,770	-1,971
Total Earmarked Reserves	84,052	-40,708	19,160	62,505	-21,548

- 2.54 In addition to the above, the Council holds reserves that aren't earmarked for specific funding purposes in General Balances, with a balance of £13.9m, equivalent to 3.3% of our spending power. The Council's organisational policy is to hold reserves between 3% to 10% of our spending power, and at 3.3% we are at the lower end of our policy. This enables the Council to ensure that the majority of our resources are planned to support our front line services.
- 2.55 The Housing Revenue Reserve sits outside of the General Fund reserves and is used to support the Housing Revenue Account. It has reduced by £5.8m between 2016 and 2019 mainly due to the evacuation of the Chalcots Estate and an investment in the enhanced level of Resident Safety. It has also been used to fund all necessary expenditure to help deliver the Medium Term Financial Strategy within the Housing Revenue Account which was developed following Government legislation changes around rent reduction across the housing stock. Current projections show a reserve position of £30.8m by the end of 20/21. This position could further deteriorate through fluctuations in interest rates on borrowings and rent loss though the development of properties which is expected to be funded by the reserve in the short term.
- 2.56 The Executive Director Corporate Services states that the level of reserves is under constant review, and is adequate for an organisation of the Council's size and carrying the risks around further reductions in funding. The Executive Director further states that no major allocations of general balances should be considered at this stage.

Revenue Outturn Forecast

- 2.57 As part of its approach to prudent financial management, the Council operates a monthly monitoring cycle and quarterly reporting system of its revenue position. The authority is currently forecasting a net overspend in the General Fund of £0.9m at the end of the financial year. This position is driven by a series of under and overspends across the organisation and is not caused by one particular issue. In addition, the Council is in the first year of its three-year savings programme and adapting to its reduced funding base. As part of its regular monitoring processes, the organisation will continue to review its financial position and performance against the MTFs savings programme. That said, there remains the strong expectation that the Council will remain within its budgeted resource by the end of the financial year.

Capital Outturn Forecast

- 2.58 The Council has an ambitious capital programme delivering on our aspirations and outcomes. The capital expenditure budget covers ten years and stands at a total of £1,135m, with a 2019/20 budget of £248m. The latest outturn

forecast indicates an underspend of £11.3m in 2019/20, reflecting delays on a number of projects across the programme, with expenditure expected to be incurred in future years. Overall the Capital programme is forecasting to be overspent by £0.9m.

- 2.59 To help fund the capital programme the Council has set challenging capital receipts targets of £588m over the next ten years, with £73m budgeted to be generated in the current year. The latest forecast is for capital receipts to be £80.2m across the capital programme in the current year, an over achievement of £7.2m.

3.0 OPTIONS

- 3.1 The report sets out the proposed departmental budgets for 2020/21. Cabinet and Council could choose alternative budget allocations.
- 3.2 To finance the proposed revenue budget proposals there is a net council tax requirement of £119,737,016, which equates to a Band D council tax level of £1,291.38 for residents not in Garden Squares – a 3.99% increase from 2019/20. Council could choose a different council tax level (within limitations imposed by the government), with reductions in council tax funded through expenditure reductions or increased income, and increases in council tax used to fund additional expenditure or reduced income.
- 3.3 The proposed 3.99% increase includes a 2% ‘precept’ for Social Care, as set out in Paragraph 2.28. This will generate much needed additional adult social care funding in the short-term to help manage significant cost pressures from demographic changes and funding reductions. Cabinet and Council could choose not to levy this precept in 2020/21, which would mean a reduction in the Adults and Children’s Social Care budgets.
- 3.4 The report proposes new fees and charges for 2020/21 in addition to those agreed by Cabinet on 18th December 2019. Cabinet could decide not to agree these fees and charges. The report also sets out fees and charges that are at the discretion of Council to agree, mainly regarding licensing. Council could decide not to agree these fees and charges.

4.0 WHAT ARE THE KEY IMPACTS / RISKS? HOW WILL THEY BE ADDRESSED?

Funding Uncertainty

- 4.1 In 2017 the government began a series of consultation exercises as part of a ‘Fair Funding review’, which was intended to lead to a new funding structure for Local Authorities from 1 April 2020. Camden, along with a number of other local authorities, responded to the consultation by calling for a simpler, more transparent and responsive funding structure which takes account of changing demands on local government services, and provides certainty over the longer term. It is likely that Camden would lose out as a result of proposed changes to the local government funding model, in common with other urban areas

across England where poverty is most acute. There is, however, a wider point to make regarding the scope of these measures. In Camden's view, they represent a missed opportunity to innovate and to have a broader discussions about the funding of local public services. Though, it should be noted that this review simply focuses on how funding is allocated to local government. It does not address the far greater question of how much funding should be provided to deliver local government services, which, after ten years of significant funding reductions, has created significant financial pressures for many across local government and has resulted in a number of high profile financial failures.

- 4.2 In November 2019 the government announced that the conclusion of the 'Fair Funding' review will be delayed until April 2021. Linked to this the Government have provided only a one-year financial settlement for 2020/21 with a three-year settlement not in place until April 2021.
- 4.3 The government are also carrying out a review of the Business Rates Retention (BRR) system, whereby councils retain an element of the business rates collected in their area. Under current arrangements, retained income from business rates over and above this baseline (essentially growth) is kept by the local authority, subject to payment of a levy to central government. One of the considerations of the review of the BRR system is when the government will reset our target income (business rates baseline). For Camden, this would mean that additional income that it has retained since the system was introduced would return to government for redistribution across the country. The results of this review have also been delayed until April 2021, which again presents considerable uncertainty as we looks to plan for our financial future.
- 4.4 As part of the Queen's Speech the Government announced a number of Business Rates discounts for retailers. While the discounts will provide support for the high street the government have not yet announced how the discount will be funded. The additional discounts will lower the Business Rates base and reduce the amount of funding available to the Council, it is vital that all Councils are fully compensated by central government for the resulting loss of business rates income.
- 4.5 The delay in the conclusion of both the 'Fair Funding' review and the Business Rates Retention system, along with the one-year funding settlement from government means that the Council has little or no certainty over future funding levels making longer term planning difficult. The Council is managing this risk by continuing to make prudent financial assumptions in its medium-term financial strategy and by holding a level of reserves to provide a medium-term support for council budgets in the event of a further reduction in government resources.

Impact of the Council's Medium Term Financial Strategy

- 4.6 The Council's latest three year Medium Term Financial Strategy began in 2019/20 and is planned to achieve the required savings and ensure resources are in place to deliver the ambitions of Our Camden Plan and Camden 2025.
- 4.7 There is an inherent risk in delivering a significant savings programme in that some of the projects may not deliver the level of savings identified. This can be for a variety of reasons such as additional pressure on a service due to changes in demographics and the wider economic climate, unforeseen consequences of project changes, delays in the implementation of new delivery solutions and changes in legal and regulatory frameworks affecting specific services.
- 4.8 Camden has a Project Portfolio Management (PPM) approach in place to oversee, analyse and collectively manage the projects that comprise the MTFFS portfolio. Our approach recognises that projects differ significantly in size, scope, context and content – and that as such no 'one' approach can fit all. At the same time a central function that captures good practice, shares and encourages collective communication and innovation, and supports project and programme managers to deliver on outcomes and financial targets is helping Camden to ensure that we are best placed to achieve our operational and financial goals. Functions within the PPM team include training, direct project support, mentoring (both area-specific and for general project management) and portfolio-level analysis to elicit and build on emerging themes and practices at an organisational level.

Impact of the Climate Crisis

- 4.9 In July 2019, Camden held the UK's first Citizens' Assembly on the climate crisis. Over three sessions, Assembly members considered evidence from climate scientists, environmentalists and community energy practitioners, before developing their proposals on how Camden should address the climate crisis.
- 4.10 Camden's response to the climate crisis will be formalised through a new Climate Action Plan for Camden which will be subject to consultation in 2020. The Council is working closely with climate change experts from University College London to support the Citizen's Assembly on the climate crisis, and the emerging projects and programmes are being designed to minimise the financial impact on the Council. The financial impact will be controlled by aligning Camden's climate response with existing, funded programmes, such as those committed to as part of Camden's recently adopted Transport Strategy, to ensure the Council's existing resources are directed to tackling the climate crisis. It will also be achieved by designing projects with a view to attracting external investment and grant funding - over the last ten years Camden's environmental leadership has secured approximately £75m of external grant and investment.

Risks in Adult Social Care and Health Integration

- 4.11 Adult Social Care continues to operate in a challenging financial environment. The Council has already delivered significant savings programmes in Adult Social Care, the most recent of which was the £16.8m delivered between 2015/16 and 2018/19, which increases the challenge of delivering further savings from 2019/20.
- 4.12 The national funding arrangements for social care remain volatile as the Government continues its approach of one-off or short term funding solutions. Although the Government has released a 10 year forward plan for the NHS, which includes some funding guarantees, the Adult Social Care Green paper continues to be delayed, which makes longer term financial planning difficult. The latest Spending Round allocated additional funding to Social Care with Camden to receiving an additional £5.6m in funding for 2020/21 to help meet increasing adult social care costs. As the government have only issued a one year settlement this funding is not guaranteed beyond 2020/21. While the government has indicated that the additional national funding for Social Care will remain in place beyond 2020/21 there is a risk that the allocation to individual local authorities may be altered from 2021 onwards meaning that t Camden could see its share of the national funding pot reduced in future years.
- 4.13 The majority of direct care funded by the Council is delivered by external providers who are also under financial strain. In particular, the legislatively required increases in employer's pension contributions together with the financial impact of the Council's commitment to the London Living Wage (which increased by 4.6% in 2018/19 and 1.9% in 2019/20), and the Ethical Care Charter for homecare workers will have a significant impact on social care costs as approximately 80% of externally purchased care is pay related. This of course has to be seen in the context of the benefits of these policy decisions, including fair employment practice, greater stability in the social care workforce, and decent employment opportunities for Camden residents.
- 4.14 Adult Social Care is also facing demographic pressures from increasing numbers of older adults with multiple long term conditions. Learning disability services are also experiencing significant demographic pressures from a combination of increasing numbers of young people with complex needs transitioning into the service and improvements in longevity.
- 4.15 Although the 10 year forward view for the NHS has some guarantees of funding for the NHS, the local NHS system is under increasing financial strain, which is being addressed locally through the North Central London Sustainability and Transformation Plan. However pressures and changes in the NHS system, particularly the requirement to avoid people being admitted to hospital and to avoid discharge delays, have the potential to cause significant costs in the social care sector. The financial pressures facing adult social care services are expected to be long term, ongoing pressures due to the above issues.

Risks in Children's Services and Special Educational Needs (SEN)

- 4.16 The Council's approach to transformation and investment in early intervention and prevention has enabled the management of the children's social care budget within the available resources. However, the Council is experiencing increasing numbers of unaccompanied asylum seeking children which are having a consequential impact on the availability of places in the young people's pathway.
- 4.17 In common with other education authorities, Camden is experiencing cost pressures on its Dedicated Schools Grant High Needs Block (DSG HNB). The DSG HNB pays for educational services for children and young people with special educational needs (SEN). The HNB is experiencing cost pressures from a combination of demographic and cost inflation. However, the most significant pressure has been caused by the implementation of the Children and Families Act 2014, which extended local authority responsibilities for SEN services to support young people to age 25, but without adding resources into the system. The Council's careful management of its HNB had resulted in the creation of a HNB reserve within the DSG reserve. However current forecasts indicate that the HNB reserve will be extinguished during 2019/20 and the HNB will fall into deficit. The SEN pressures are not unique to Camden and so we are working with London Councils as part of a national lobbying arrangement to put pressure on the Department for Education (DfE) to increase funding for SEN. In September 2019 the DfE announced an additional £700m for HNB. Camden is expected to receive additional funds of circa £3.1m which will alleviate much of the in-year pressure, but the rate of increase in numbers of children with an EHC and cost increases are anticipated to increase the deficit on the HNB DSG reserve. We are seeking to mitigate SEN cost pressures by working with Camden schools to deliver additional resource provision for children with autism in the borough so that we can reduce expensive out-of-borough placements, as well as a review of external high cost placements.

Schools Funding Pressures

- 4.18 Schools continue to experience cost pressures arising from increasing costs coupled with below inflation funding increases. Camden schools are expected to receive the minimum funding increase of 1.84% within which they will need to meet the first 2% of the teacher's pay award of 2.75%. Schools will also have to absorb the £6,000 increase in Teacher's starting salaries. Funding levels beyond 2020/21 have not yet been announced and are still expected after the next government comprehensive spending review.
- 4.19 Pupil intake numbers into Camden primary schools have fallen by 9% from 2015 and are projected to continue to fall throughout the decade. Over the last 3 years the Council has taken a range of actions that have removed two forms of entry permanently via the closure of St Aloysius Primary School, and temporarily capped the admission number at three other schools. The Council is working closely with schools to explore different options for future school places. In October, Camden officers met to discuss early draft proposals for school reorganisation with head teachers and chairs. The Council is continuing to evaluate these options, which will aim to reduce the overall

number of primary school places available, and will bring forward proposals for public consultation at the Cabinet meeting in April 2020. Additionally, the Council, with Camden Learning, will develop an education strategy in response to the issues raised in the Education debate at Council on 20 January. This will include setting out a vision for education in the borough that captures the unique collaborative and inclusive model in Camden, including SEND and early years and the Council's response to alternative governance, leadership or administrative arrangements that enable sharing of resources that will enable our education system to continue to be high performing and sustainable whatever the external challenges.

Housing Revenue Account

- 4.20 Rent levels in the Housing Revenue Account (HRA) have been impacted over the last four years due to government mandated annual 1% reductions. This loss of income has been a significant challenge at a time of increasing cost pressures from inflation and necessary fire safety works, which had to be managed through a combination of savings and use of reserves.
- 4.21 In January 2020 Cabinet agreed rent rises along with the recommended increases in service charges. The medium term outlook for the HRA is likely to continue to be challenging, and income from rent increases will be used to meet existing and new pressures. Specifically, the Council continues to invest significantly in high standards of resident safety across the housing stock. Furthermore, the requirements of the legislation leading from the Hackitt Review are likely to require additional investment to ensure the Council complies with any new regulatory and inspection requirements.

5.0 LINKS TO OUR CAMDEN PLAN

- 5.1 The vision and ambition set out in Camden 2025 and Our Camden Plan (2018-22) sit at the heart of this financial strategy and the proposed 2019/20 budget.

6.0 CONSULTATION/ENGAGEMENT

Consultation with Business Rate Payers

- 6.1 The Council consulted the business community during the decision making process that culminated with the proposed budget. The consultation was published on the Council's website as a news item and included in an email bulletin to members of Camden Business Network. Our responses received to date have centred around the need to understand the impact of potential forthcoming legislation changes as well as a general discussion on Business Rates. All of these are in hand and being dealt with by our Business rates colleagues.
- 6.2 If there are any further responses arising following the publication of this report, the Cabinet will receive a verbal update.

6.3 In addition to the consultation with the business community, the Council has built on the commitments set out in Camden 2025 and Our Camden Plan, and the engagement with citizens that took place during the development and agreement of our Medium Term Financial Strategy in December 2018. Going forward, we will for all our proposals build on our community's strong sense of activism, and our recent commitment in Our Camden Plan to giving our citizens a voice in our plans, to ensure we engage at the right time and in the right way where proposals may have an impact on residents, even where statutory consultation is not required.

7.0 LEGAL IMPLICATIONS (comments of the Borough Solicitor)

7.1 **Appendix A** of this report sets out the relevant legal considerations which affect the budget process. Before considering the details of the budget, Members need to have a clear understanding of the legal duties placed upon them as individuals, upon the Council as a public body and upon the Executive Director Corporate Services (the council's Chief Financial Officer), which are relevant to the budget making process and the decisions on the council tax.

7.2 The Cabinet and Council, in recommending and then setting the Council Tax, must have due regard to the impact those decisions will have upon the Council's statutory duty with regard to equalities. In summary these legal obligations require the Council and Cabinet, when exercising its functions, to have 'due regard' to the need to 1) Eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act; 2) to advance equality of opportunity between people who share a relevant protected characteristic and those who don't; 3) Foster good relations between people who share a relevant protected characteristic and those who don't (which involves tackling prejudice and promoting understanding). Under the Duty the relevant protected characteristics are: Age, Disability, Gender reassignment, Pregnancy and maternity, Race, Religion, Sex, Sexual orientation. In respect of the first aim only - i.e. reducing discrimination, etc. - the protected characteristic of marriage and civil partnership is also relevant.

7.3 An Equality Impact Assessment (EIA) has been carried out on the setting of the revenue budgets and proposal to increase Council tax and this is attached at **Appendix C**. The EIA concludes that there is no potential for discrimination and all appropriate opportunities to advance equality and foster good relations have been taken. Members are referred to the detailed commentary within the EIA.

7.4 This report sets the budget for the forthcoming financial year and, in some cases where budgets are recommended to be reduced, further decisions will be required (or have already been taken) to implement the initiative achieving the budget reduction. These decisions will be subject to any applicable consultation requirements and analysis of equalities impacts together with consideration of other specific legal requirements. This will be undertaken as part the decision making process as required to implement the proposed budget. Further a significant number of these decisions are by law for the

executive or delegated officers. Such considerations, which will be fully assessed by the decision makers in due course, are therefore not set out in this report. It therefore follows that the outcome of these decisions may lead to further amendments and/or changes to the proposed savings. Members will be aware that decisions on the budget do not amount to detailed decisions on the precise delivery of services, those decisions, in any event, for most services, being by law a matter for the executive. Decision makers (usually Cabinet, Cabinet Members or Chief Officers) are aware and will be reminded of their flexibility for example, around possible budget virementsⁱ and adjustments and the use of reserves when they consider it appropriate to make alternative decisions, which may not accord with a particular budget line. The overall requirement to balance the budget remains however.

8.0 RESOURCE IMPLICATIONS (finance comments of the Executive Director Corporate Services)

8.1 The comments of the Executive Director Corporate Services are contained within this report.

9.0 TIMETABLE FOR IMPLEMENTATION

9.1 The Council operates a robust financial governance and monitoring process. Chief Officers receive regular reports on the financial position and regularly review the capital programme and the medium term assumptions that underline the Council's modelling.

10.0 APPENDICES AND RESOURCES USED IN THE PREPARATION OF THIS REPORT

10.1 The following resources have been used in the preparation of this report and are available online through the hyperlink below or via [the website](#):

- [2020/21 Budget Book](#)

Appendices:

- A. The Legal Framework Governing Budget Decisions
- B. Statutory Determination of Council Tax 2020/21
- C. Equality Impact Assessment
- D. Fees and Charges:
 - D1. Supporting Information*
 - D2. List of Fees & Charges – Cabinet to Approve*
 - D3. List of New Fees & Charges - Cabinet & Council to Approve*
 - D4. List of Increases to Existing Fees & Charges - Cabinet & Council to Approve*
- E. Glossary of Terms

REPORT ENDS

A THE LEGAL FRAMEWORK FOR SETTING THE COUNCIL TAX**Setting the Council Tax**

- A1. Section 1 of the Local Government Finance Act 1992 establishes the basic duty of a billing authority to levy and collect the Council Tax in respect of dwellings within its area.
- A2. It requires every “billing authority” (local authority) to set a Council Tax for each financial year.
- A3. The process of setting the Council Tax and the setting of a balanced budget are closely linked as the Council Tax is a major source of income and will be set at a level to enable the Council to meet its financial obligations for the following year, or in other words, for it to be able to balance its books. The Council is then under a legal obligation to publish details of the amount set.
- A4. The amount of Council Tax set by the billing authority must be set before 11th March in the preceding financial year, although failure to do so does not affect validity of an amount set after that date (but would result in the Council having acted and while it had not set the Tax continuing to act unlawfully and open to challenge). No amount may be set before the earlier of 1st March or the date of issue to the billing authority of the precept from the major precepting authority. A setting of an amount of Council Tax will be void and of no legal effect if it fails to meet these requirements or those relating to relevant calculations set out in the Act.
- A5. This decision to set the Council Tax is reserved to the authority and cannot be taken by the Cabinet or delegated to officers (Regulation 4 of the Local Authority (Functions and Responsibilities) (England) Regulations 2000/2853). However, the Cabinet has responsibility for preparing, revising and submitting estimates and other amounts to the authority for consideration by the authority when reaching its decision on the Council Tax. The “estimates” relate to the budget proposals, which, having taken account of income and grant, lead to the Council Tax “calculation”. The “calculation” relates to the amount of Council Tax that the Council itself formally “calculates” before the decision to set the level of Council Tax is made.

Balancing the Budget

- A6. Before setting the level of the tax, the Council must have agreed a balanced budget, differentiated by services, which is sufficient to meet estimated revenue expenditure, levies, contingencies, any deficit estimated to be brought forward from previous years, and any amounts required to be transferred between funds. As part of the achieving of a balanced budget the Council must ensure that its income is sufficient to achieve and maintain sufficient reserves. The level of the budget requirement itself must not be unreasonable having regard to the Council’s fiduciary duty to its tax payers.

- A7. Setting a budget which does not balance could be subject to a declaration by the Courts of the accounts being illegal and anything done as a direct result of that would also be vulnerable to being overturned (R v Liverpool CC Exp. Ferguson [1985]).
- A8. Members will be aware of the provisions of the Localism Act with regard to Council Tax. Previously, central government had the power to 'cap' Council Tax rises. If Ministers thought that local authorities were increasing taxes excessively they could stop them doing so by way of a cap. Under these new provisions the Secretary of State will determine a limit for Council Tax increases which has to be approved by the House of Commons. If an authority proposes to raise taxes above this limit they will have to hold a referendum to get approval for this from local voters who will be asked to approve or to veto the rise. The authority is, therefore, under a legal obligation, in order to avoid the need for a referendum, taking into account guidance from the Secretary of State, to decide whether its relevant basic amount is excessive.
- A9. The legislation lays down in detail the matters which an authority must take into account in general terms with regard to income and expenditure and by taking one away from the other this results in the "council tax requirement" for the year. Previously the calculation resulted in its budget requirement. The Council is then under a legal obligation should it have a requirement to calculate the tax by dividing the council tax requirement by its Council Tax base - which was agreed by Council on the 20th January 2020.
- A10. The role of the Director of Finance as the Council statutory finance officer (s151 Local Government Act 1972) is pivotal. Members are under a duty (and may expose themselves to liability if they do not) to take his advice unless they have good and rational reason to not do so pursuant to the Code of Conduct.
- A11. Under Section 25 of the Local Government Act 2003, the Council's Chief Financial Officer is required to report to the Council on the robustness of the estimates made for the purposes of the calculations, and the adequacy of the proposed financial reserves. The Council is under a duty to have regard to the report when making decisions about the calculations in connection with which it is made.
- A12. Another consideration which members must take into account in reaching their decisions is the views of business ratepayers (Section 65 of the Local Government Finance Act 1992).
- A13. Failure to set a balanced budget or set a Council Tax would also have practical implications as the Council could be faced with acute cash flow and potential collection difficulties.

Member Voting

- A14. Section 106 of the Local Government Finance Act 1992 makes it a criminal offence for any member with arrears of Council Tax which have been outstanding for two months or more to attend any meeting at which a decision affecting the budget is to be made, unless the member concerned declares at the outset of the meeting that he or she is in arrears and will not be voting on the decision for that reason. The member concerned must not vote but may speak. If a Cabinet member has arrears outstanding for two months or more, they are prevented from taking any part in such a decision. The application of Section 106 of the 1992 Act is very wide and members should be aware that the responsibility for ensuring that they act within the law at all times rests solely with the individual Member concerned.

Common Law Duties

- A15. In making decisions in relation to the revenue budget and the Council Tax the Council (and its Members), as well as having a duty to ensure that the Council acts in accordance with its statutory duties, must act reasonably and must not act in breach of its fiduciary duty to its ratepayers and Council Tax payers.
- A16. In reaching decisions on these matters, Members are bound by the general principles of administrative law. Local authority decisions need to be rational, prudent and made in accordance with recognised procedures. A local authority's discretion must not be abused or fettered and all relevant considerations must be taken into account. No irrelevant considerations may be taken into account, and any decision made must be one which only a reasonable authority, properly directing itself, could have reached. The resources available to the Council must be deployed to their best advantage.
- A17. There is an overriding legal duty on Members to act prudently, responsibly, in a businesslike manner and in the best interests of the general body of local taxpayers. In deciding upon expenditure, the Council must fairly hold a balance between recipients of the benefits of services provided by the Council and its local taxpayers. Members should note that their fiduciary duty includes consideration of future local taxpayers as well as present local taxpayers. Fiduciary duty is also likely to include acting in good faith with a view to complying with statutory duties and financial prudence in the short and long term.
- A18. In approving the budget and the individual lines the Council is not making decisions as to the implementation, form or detail of service delivery. These are by law, in the most part matters for the Executive - being the Cabinet and Cabinet Members and on occasion delegated Chief Officers.
- A19. In making those subsequent decisions the decision makers will be required to consider all relevant matters including the results of any consultation and the Council's equality duties. Further the decision maker will be aware of the fact that should they consider it appropriate, for example when being asked to make service changes to achieve a budget reduction and having taken into account all relevant facts (including but not limited to the results of any consultation and after due consideration of the Council's equalities duties)

they have the option of not making the budget reductions detailed within the overall budget. They will still be required to balance the budget overall via for example finding the savings from elsewhere or using reserves and otherwise comply with the Council's rules on budget setting and management. However, while being required to find balancing savings or alternative funding, there is the flexibility to allow the level of savings or even the saving itself to be disregarded should on detailed analysis the decision makers consider it to be appropriate.

¹ FSO – subject to the scheme of delegation Chief Officers can vire between budget headings within their department. The ED Corporate Services can transfer resources in consultation with the relevant ED or Director of Public health. The transfer will be reported to the Cabinet at the earliest possibility

B STATUTORY DETERMINATION OF COUNCIL TAX 2020/21

BY THE COUNCIL OF THE LONDON BOROUGH OF CAMDEN

- B1. The report to the 26th February 2020 Cabinet sets out the net council tax requirement for 2020/21 of £119,737,016. This equates to a basic amount of Council Tax at Band D of £1,291.66, which for Camden residents not in Garden Squares is £1,291.38 for Camden Council’s purposes.
- B2. The Mayor of London’s budget for the Greater London Authority reflects a 3.6% increase producing a total at the Band D level of £1,623.45 for residents not living within the Garden Squares.

In accordance with s.30 of the Local Government Finance Act 1992 (and amendments made in the Localism Act 2011 and the Local Audit and Accountability Act 2014), the Council resolves;

1. Special Expenses (Garden Squares)

- B3. That it be agreed that the levies totalling £26,090.45 raised by the Garden Square committees for Fitzroy Square, Gordon Square, and Mecklenburgh Square should be designated as special Council expenses within the provisions of Section 35(1) of the Local Government Finance Act 1992.

2. Council Tax Base

- B4. That it be noted that at its meeting on 15th January 2020 the Council’s Cabinet calculated the following amounts for the year 2020/21 in accordance with regulations made under Section 33(5) of the Local Government Finance Act 1992:

(1) 92,700 being the amount calculated by the Council in accordance with Regulation 3 of the Local Authorities (Calculations of Council Tax Base) Regulations 1992, as its Council Tax base for the year.

(2) Fitzroy Square	52.19
Gordon Square	23.49
Mecklenburgh Square	86.70

Being the amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate.

3. Calculation of Council Tax

- B5. That the following amounts be now calculated by the Council for the year 2020/21 in accordance with The Local Government Finance Act 1992 as amended by Sections 31A to 36 of the Localism Act 2011 and the Local Audit and Accountability Act 2014.

(1) In relation to each financial year a billing authority in England must make the calculations required by this section.

(2) The authority must calculate the aggregate of: (in accordance with Section 31A(2) of the Act)

- (a) £907,284,323 being the expenditure which the authority estimates it will incur in the year in performing its functions and will charge to a revenue account, other than a BID Revenue Account, for the year in accordance with proper practices.
- (b) £nil being such allowance as the authority estimates will be appropriate for contingencies in relation to amounts to be charged or credited to a revenue account for the year in accordance with proper practices.
- (c) £21,194,480 being the financial reserves which the authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure.
- (d) £nil being such financial reserves as are sufficient to meet so much of the amount estimated by the authority to be a revenue account deficit for any earlier financial year as has not already been provided for.
- (e) £nil being the amount which it estimates will be transferred in the year from its general fund to its collection fund in accordance with section 97(4) of the 1988 Act, and
- (f) £nil being the amount which it estimates will be transferred from its general fund to its collection fund pursuant to a direction under section 98(5) of the 1988 Act and charged to a revenue account for the year.

(3) The authority must calculate the aggregate of: (in accordance with Section 31A(3) of the Act)

- (a) £795,065,986 being the income which it estimates will accrue to it in the year and which it will credit to a revenue account, other than a BID Revenue Account, for the year in accordance with proper practices.
- (b) £4,614,000 being the amount which it estimates will be transferred in the year from its collection fund to its general fund in accordance with section 97(3) of the 1988 Act.
- (c) £nil being the amount which it estimates will be transferred from its collection fund to its general fund pursuant to a direction under section 98(4) of the 1988 Act and will be credited to a revenue account for the year, and

- (d) £9,061,800 being the amount of the financial reserves which the authority estimates it will use in order to provide for the items mentioned in subsection (2) (a), (b), (e) and (f) above.

(4) Council Tax Requirement

£119,737,016 being the amount by which the aggregate calculated under subsection (2) above exceeds that calculated under subsection (3) above, the authority must calculate the amount equal to the difference; and the amount so calculated is to be its council tax requirement for the year.

(5) Basic Amount

£1,291.66 being the amount at (4) divided by the amount at 2(1) above, calculated by the Council, in accordance with section 31A of the Act as amended, as the basic amount of its council tax for the year.

(6) Special Items (Garden Squares)

£26,090.45 being the aggregate amount of all special items referred to in Section 34(1) of the Act.

(7) Basic Amount for Areas of the Borough not including Garden Squares

£1,291.38 the amount at (5) above less the result given by dividing the amount at (6) above by the amounts at 2(1) above, calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special items relate.

(8) Basic Amounts for Garden Squares

	£
Fitzroy Square	1,463.84
Gordon Square	1,450.75
Mecklenburgh Square	1,445.31

Being the amounts given by adding to the amount at (5) above the amounts of the special items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(2) above, calculated by the Council in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate.

(9) Camden’s Council Tax

Location	A	B	C	D	E	F	G	H
Fitzroy Square	£975.89	£1,138.54	£1,301.19	£1,463.84	£1,789.14	£2,114.44	£2,439.73	£2,927.68
Gordon Square	£967.17	£1,128.36	£1,289.56	£1,450.75	£1,773.14	£2,095.53	£2,417.92	£2,901.50
Mecklenburgh Square	£963.54	£1,124.13	£1,284.72	£1,445.31	£1,766.49	£2,087.67	£2,408.85	£2,890.62
All other parts of the Council’s Area	£860.92	£1,004.41	£1,147.89	£1,291.38	£1,578.35	£1,865.33	£2,152.30	£2,582.76

Being the amounts given by multiplying the amounts at (7) and (8) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in the proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

(10) Greater London Authority Precept

That it be noted that for the year 2019/20 the following amounts in a precept issued to the Council has been stated in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below.

Location	A	B	C	D	E	F	G	H
Greater London Authority	£221.38	£258.28	£295.17	£332.07	£405.86	£479.66	£553.45	£664.14

(11) Council Tax for the Area

That subject to the decisions on recommendation 1 above, having calculated the aggregate (to two decimal places) in each case of the amounts at (9) and (10) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amount of Council Tax for the year 2020/21 for each of the categories of dwellings shown below.

Location	A	B	C	D	E	F	G	H
Fitzroy Square	£1,197.27	£1,396.82	£1,596.36	£1,795.91	£2,195.00	£2,594.10	£2,993.18	£3,591.82
Gordon Square	£1,188.55	£1,386.64	£1,584.73	£1,782.82	£2,179.00	£2,575.19	£2,971.37	£3,565.64
Mecklenburgh Square	£1,184.92	£1,382.41	£1,579.89	£1,777.38	£2,172.35	£2,567.33	£2,962.30	£3,554.76
All other parts of the Council’s Area	£1,082.30	£1,262.69	£1,443.06	£1,623.45	£1,984.21	£2,344.99	£2,705.75	£3,246.90

APPENDIX C - EQUALITY IMPACT ASSESSMENT

Equality Impact Assessments - equality through public services



Our approach

Equality Impact Assessments (EIAs) are our chosen way for working out the effect our policies, practices or activities (the word activity will be used throughout as an umbrella term) might have on different groups before we reach any decisions or take action. They are an important service improvement tool, making sure that our services are as effective as they can be for everyone Camden serves. Additionally, they also help to prevent us from taking actions which might have outcomes that we did not intend.

Stage One - what is being analysed and who is responsible for the equality impact assessment?

Name of the activity being analysed	Setting of revenue budgets and proposal to increase council tax by 3.99% for 2020/21, including 2% for the adult social care precept.
Service and directorate responsible	General Fund Strategy - Finance - Corporate Services
Names and posts of staff undertaking the assessment	Krupa Dodhia - General Fund Strategy
Date assessment completed	11th February 2020
Name of person responsible for sign off of the EIA	Jason Blackhurst - Head of Finance (Corporate Services)

Stage Two - planning your equality analysis

Outline the activity being assessed

This report seeks to set the budget for the forthcoming 2020/21 financial year. This is the second year of the implementation of the Council's current Medium Term Financial Strategy and the report sets out the budget provision for each service and the level of council tax required across the organisation.

In setting its budget and making its savings, the Council is obliged to ensure that any changes made to achieve its strategic outcomes are established with due regard having been given to the need to (1) eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010, (2) advance equality of opportunity, and (3) foster good relations between people with protected characteristics and those without them.

The establishment of the overarching budget framework will have an inflationary impact on most services. However, with regards to equality considerations, this is not likely to create a significant negative impact. The framework outlined in this budget also reflects primary decisions taken elsewhere, which themselves are or will be subject to further consultation or their own EIAs. Examples of these include the implementation of savings, fees and charges and the restructuring of services. The MTFs as a whole, which established the savings framework from 2019/20 - 2021/22, also underwent the appropriate governance assessments.

While this budget is set as an overarching framework within which the services can act, it does not dictate exactly how money is allocated or spent. Any such changes are made within the service upon being given the relevant consideration, such as taking into account the results of any consultation or an assessment of value for money or of impacts on equality. Some of these decisions are also yet to be taken and will be subject to the appropriate governance processes. As such, the primary proposal of this report that would impact on the EIA is council tax setting.

Background - Council Tax Reductions & Exemptions

The impact of any council tax changes will be mitigated either entirely or in part should a resident be eligible for an exemption from council tax or for a reduction in their council tax.

In 2013 the government abolished Council Tax Benefit and replaced it with localised Council Tax Reduction (CTR) schemes. These schemes were designed and adopted by individual councils, but with a reduced level of funding from central government.

Council Tax Reduction Scheme

CTR schemes have been introduced such that a resident's CTR award will be based on 100% of their council tax liability. However, they may still have to make some level of council tax payment, depending on their income and other circumstances. Pensioners are protected so that they receive the same level of support as under the Council Tax Benefit Scheme, whilst those of working age may have to make some contribution based on their income.

Each year, councils must consider whether to revise or replace the current scheme for the next financial year. Camden decided to increase the maximum CTR scheme award to 100% from the previous level of 91.5% from 1st April 2017 and this will remain in place for the coming financial year. This step helps to reduce the financial burden on residents with no earned or very low income, whilst reducing administration costs related to the recovery of relatively small amounts and freeing up resources to pursue larger debts.

A new CTR scheme is being implemented for 2020/21 financial year. The scheme will continue to award a maximum of 100% council tax and the total amount awarded in the year has been modelled to award the

same amount as with the present scheme. However the scheme will be simpler to administer resulting in savings which will reduce running costs. The scheme will be supported by a discretionary council reduction scheme which will help those with exceptional financial circumstances.

Pension Credit Age

Councils are statutorily obliged to protect people of pension credit age so that they are not affected by the change from Council Tax Benefit to CTR.

Discounts for disabled people

People who are severely mentally impaired aren't included when working out council tax. Live-in carers looking after somebody that isn't their partner, spouse or child under 18 are also excluded. Under the Disabled Band Reduction Scheme, people may be eligible for reductions known as disabled relief if they have had changes to their property that would not be necessary if either they or another occupant were not disabled. The scheme allows a reduction of one band unless the property is in the lowest band A, in which case a one sixth reduction is awarded. It is possible that a disabled person may qualify for both disabled relief and additional discounts, such as those offered for those living alone or those who are the only adult in the property.

Council Tax Reductions and Exemptions

Circumstances under which people are exempt from paying, or have their council tax liability reduced on the basis of grounds other than CTR schemes, are mainly laid out by the government. Local authorities can decide on local discounts and exemptions. Examples of some particular exemptions follow.

Carers, Foster Carers, Care leavers: Foster carers and friends and family carers (also known as kinship carers) are treated in the same way by Camden for council tax purposes. Foster Carers have been exempt from paying council tax since 1 April 2014 with Friend and Family Carers becoming exempt from 1 April 2015. From 1 April 2018, the same exemption has been applied to those leaving care and choosing to live within the borough subsequently up to the age of 25 years. The exemption for these groups is applied to the amount left to pay after the award of any discounts. This is paid whether or not somebody else lives in the property as long as the care leaver is liable to pay council tax.

Lone or No Adult Households: Households in which an adult lives on their own or in which no one else counts as an adult receive a 25% reduction on their council tax bill. Households in which nobody counts as an adult receive a 50% reduction.

Full-Time Students: Households where everyone is a full-time student don't have to pay council tax. Full-time students are defined as being on a course that lasts for at least one academic year and involves at least 21 hours of study per week. Full time students for qualifications up to A-level must be under 20, on a course that last at least 3 months and which involves at least 12 hours of study per week.

Second Homes: Local authorities may elect to charge residents less council tax for a property they own or rent that is not their main home. Local authorities can give furnished second homes or holiday homes a discount of up to 50%. Camden has elected not to apply this and instead charges full council tax on second homes.

Empty Homes: From 1 April 2019, Local Authorities can charge up to 100% extra council tax if a home has been empty for 2 years or more (unless it's an annexe or the owners/residents are members of the armed forces). Camden has adopted this and enforces it. From 1 April 2020, homes empty for 2-5 years or more will be liable to 100% extra council tax and those empty over 5 years will be liable to 200% extra tax. However, if someone is selling an empty property on behalf of an owner who has died, they will not have to pay council tax for up to 6 months from the day they get probate (the right to deal with the estate).

Some homes will receive an exemption from council tax for as long as they stay empty. They include homes:

- belonging to someone in prison (except for not paying a fine or council tax)
- belonging to someone who has moved into a care home or hospital
- that have been repossessed
- that cannot be lived in by law, e.g. if they are derelict
- that are empty because they have been compulsorily purchased and will be demolished

Residents may also receive a 25% discount if their home is undergoing major repair work or structural changes.

Any increases in council tax are matched by corresponding percentage increases in discounts or exemptions.

Other Council Tax Exemptions

The Local Government Act 2003 provided councils with the power to exercise discretion over reductions in council tax for certain people or classes of people, including by reducing the tax payable to zero. The provision was incorporated into the Local Government Act 1992 as Section 13A. The purpose of the legislation is to give councils flexibility to reduce council tax in instances which might be deserving of a reduction, but which otherwise fall outside the existing statutory provisions for exemptions, discounts and council tax reductions (formerly Council Tax Benefit).

Camden's policy allows for reduction where a taxpayer is forced to leave their main home in Camden unoccupied due to serious damage caused by external environmental factors beyond their control. This has been applied in cases of flooding and street subsidence.

In addition to these cases, existing policy gives the Council a general power to reduce council tax liability for any council tax payer in exceptional circumstances. Reductions are intended only as short term assistance, rather than as a way of reducing council tax indefinitely. Each case is determined on its merits and decisions are made by the Head of Council Tax and Business rates, with a right to appeal to the Director of Customer Services.

The amount of expenditure on discretionary reductions will be reviewed annually by the Executive Director Corporate Services. This is done with a view to bringing the policy back to Cabinet after two years, should expenditure begin to put pressure on the overall level of council tax or should new deserving classes of council tax payers emerge.

Proposal for 2020/21

Camden is proposing a council tax increase of 3.99% (including 2% precept for Adult Social Care (ASC)) to generate an additional £4.6m of council tax in 2020/21, with the intention of using the additional resources to help protect services over the medium term. This constitutes an increase of £0.95 per week for residents in a band D property who do not receive any reductions or exemptions.

The Ministry of Housing, Communities and Local Government has announced that an authority will be considered to have set an excessive increase in council tax in 2020/21 if the increase in the level of Band D council tax over 2019/20 is 4% or more. Changes in core council tax can only bring about an increase of 2% per annum without being deemed as excessive. Changes to the adult social care precept can bring about an additional increase of up to 2% in council tax for the 2020/21 financial year, and as such council tax is being raised by an additional 2% through this precept.

Any proposals to increase tax above the threshold of 4% would be deemed as excessive and require consent gained through a local referendum. The proposed 3.99% increase of the council tax does not give rise to an increase of 4% or more and is therefore not deemed as excessive.

Groups Most Likely to be Affected

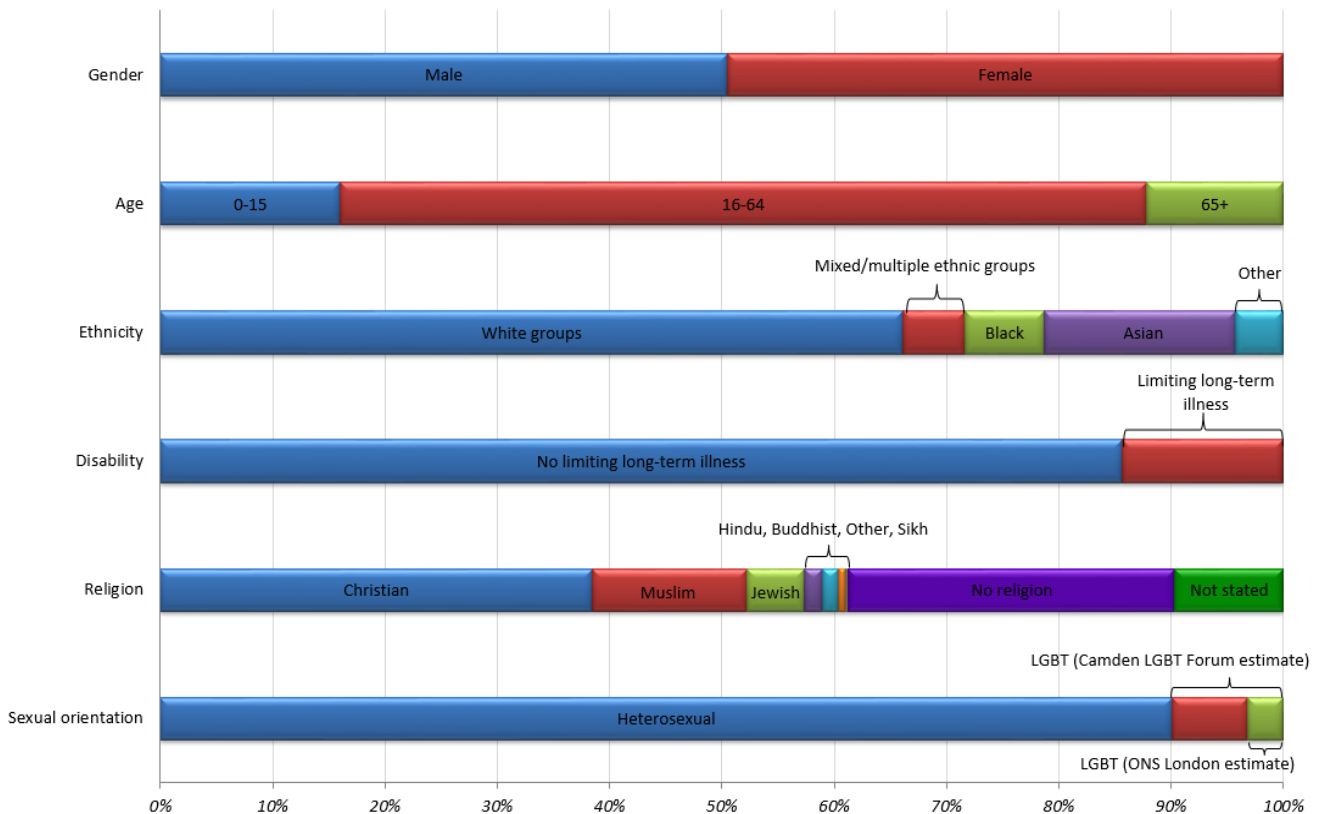
All people eligible to pay either full or reduced council tax will be affected. Any household that is currently charged council tax will see their bill rise proportionally by 3.99%.

Desired Outcomes

- To endeavour to ensure, as far as is reasonable and proportionate, that the implementation of the council tax increase does not adversely impact one group more than any other.
- To give consideration to vulnerable groups whilst ensuring that this does not add to the burden of those left to pay.
- To ensure that those who are entitled to discretionary reductions in council tax because they have suffered the inconvenience of being forced from their home or are foster carers or family and friends carers are not disproportionately impacted by the 3.99% increase, in accordance with Council policy.

Gather relevant equality data and information

Camden Demographic Profile



○ **Age Profile:**

The age of the liable person is not recorded for council tax purposes, but Camden's age profile is typical of a metropolitan city with a university presence, containing a larger proportion of students and younger adults and relatively fewer children and older people compared to the national average.

- **Disability:**
An analysis of the council tax data indicates that there are 263 households where Disabled Relief has been granted.
- **Race:**
The race of the liable person is not recorded for council tax purposes, but there is no reason to believe that the increase will impact on any particular ethnic group disproportionately.
- **Gender reassignment:**
There is no council tax data regarding gender reassignment.
- **Marriage and civil partnership:**
Council tax records do not show the marital status of the liable person.
- **Pregnancy and maternity:**
There is no council tax data regarding pregnancy or maternity.
- **Religion or belief:**
This not recorded for council tax purposes, but there is no reason to believe that any particular religious group is likely to be disproportionately affected by the proposed changes.
- **Sex and Sexual orientation:**
There is no council tax data regarding sex and sexual orientation.

General Council Tax and CTR Data

105,479 households were liable for council tax in December 2019, when this data was extracted, 21,800 were receiving CTR, of which 14,000 were of working age. Of these, 72% receive 100% support.

Consultation and engagement

In December 2019, the Finance Department carried out its annual Camden Business Community Consultation with business ratepayers about the budget proposals for next year. Ratepayers were invited to comment on the overall budget process and planned expenditure, of which income from business rates plays a key part. Any responses received by 8th February 2020 would have been considered in the context of the overall budget and included in the budget report. The Council has received four responses that have centred around the need to understand the impact of potential forthcoming legislation changes as well as a general discussion on Business Rates. All of these are in hand and being dealt with by our Business rates colleagues.

The current three year financial strategy (2019/20 to 2021/21) recognised that the Council will face a substantial funding gap. The Council were tasked with making some difficult decisions to deliver £35-40m of budget reductions. We are currently in year 2 of the three year plan, and are therefore continuing to carry out engagement exercises in line with the financial strategy, where appropriate.

The levying of the ASC precept was considered during the development of our current financial strategy. The Council introduced the maximum potential 6% ASC precept across the 3 financial years from 2017/18 to 2019/20 due to demographic and demand pressures, cost inflation and new burdens, as well as the continuously reducing level of government funding. A further 2% increase has been allowed for in the 2020/21 Local Government Finance Settlement. Raising the precept will partially mitigate these pressures, ensuring that our most vulnerable residents continue to have access to vital services. In 2020/21, a 2% ASC precept increase will be levied.

Have you identified any information gaps?

There are several gaps in demographic information relating to council tax, although many are not relevant. From the information that is available, there is no evidence that any group will be disproportionately impacted by the proposed increase to the level of council tax. Many groups who might have suffered from the financial burden will have this mitigated by reductions or exemptions as a result of the CTR scheme or similar, as laid out in the background information on reductions and exemptions.

Stage Three - analysing your equality information and assessing the impact

Analysing the evidence outlined above, could the activity have a negative or positive impact on protected groups?

Should the increase in council tax of 3.99% be approved, tax paying households within the borough will be affected proportionately to what they currently pay and will all have the same 3.99% increase applied from the 2019/20 level.

The core council tax increase referendum threshold has reduced from 3% to 2% for 2020/21. In addition to this it was announced that councils will have the flexibility to increase the dedicated ASC precept by up to 2% in 2020/21. This decision was made in acknowledgement of the major pressures on ASC budgets across the country.

The majority of Camden's ASC service user population falls into protected characteristic categories. The majority of support ASC provides, to users that have been assessed and deemed eligible, is delivered to older people with age-related disabilities. In 2018/19, we supported 3,325 service users of whom 56% were aged 65 or above. Of those supported 13% had a learning disability, 25% had mental health needs and 58% had a physical or sensory impairment. It should be noted that many service users will have multiple support needs e.g. physical support and support with memory and cognition. Increased funding to these areas is therefore likely to positively impact services areas that benefit protected characteristic user groups.

Income raised from the ASC precept is solely reserved for spend on ASC services. This is to help manage significant challenges in the service, namely large demographic and inflationary pressures, and pressures from hospital discharges. Raising a 2% social care precept will allow us to collect an additional £2.3m. This will be fully allocated to ASC, ensuring that our most vulnerable residents continue to have access to vital services.

Those exempt from paying council tax will remain unaffected and there will be no groups moving from being exempt, to being expected to pay.

Exemptions may also be granted where a taxpayer is forced to leave their main home in Camden unoccupied due to serious damage caused by external environmental factors beyond their control. This has been applied in cases of flooding and street subsidence. As this is based on external environmental factors, there is no impact on any group over another, protected or otherwise.

Other steps the Council has taken to improve fairness in the council tax system include charging 100% or 200% council tax on all long term, unfurnished and unoccupied properties and giving 100% discounts to Camden

foster carers and care leavers. This will help us maintain Camden’s diverse community and will contribute to the goal laid out in the Camden Plan of eliminating child poverty in the borough.

The intention is that the council tax rise will have a positive impact on vulnerable groups, both helping to protect many of the services they receive from the Council and reducing the level of cuts required to set balanced budgets in future years. The rise in council tax will be a permanent and ongoing source of additional revenue and is not subject to government grant cuts.

The CTR scheme has been constituted in such a way that any rise or change in council tax cannot result in a disproportionate impact on any particular group. Further details of the CTR scheme and other similar schemes is laid out in the previous section (Stage two), in which there is more background information on reductions and exemptions.

Equality impact summary

Protected group	Summarise any possible negative impacts that have been identified for each protected group and the impact of this for the development of the activity	Summarise any positive impacts or potential opportunities to advance equality or foster good relations for each protected group
Age	<p>No negative impact identified - legislation dictates that entitlements for people of Pension Credit age must be assessed on the 100% scheme, so they will not be affected by any changes.</p> <p>Those of all ages who are eligible to pay council tax in full or in part will see an increase of 3.99%. As anyone who is eligible to pay council tax, whether full or part will see an increase of 3.99%, it will not disproportionately impact any age group over another.</p>	<p>There should be no disproportionate impacts on those of certain ages. Should those of a pension credit age receive services from the Council, they may benefit from increased Council income limiting the need for services to be reduced. In particular, elderly users of ASC services will benefit from funding from the 2% precept increase.</p>
Disability	<p>No negative impact identified - council tax payable will increase by 3.99% for eligible households, regardless of whether or not the household is subject to a CTR scheme reduction. Since residents with disabilities may be eligible for 100% reduction as per the Council's CTR scheme, the financial burden placed on CTR claimants with a disability will be mitigated.</p>	<p>There will be no disproportionate impacts on those with disabilities. Should those with a disability receive services from the Council, they may benefit from increased Council income limiting the need for services to be reduced. In particular, disabled users of ASC services will benefit from funding raised through the 2% precept increase.</p>
Gender reassignment	No positive or negative impact identified.	No positive or negative impact identified.
Marriage and civil partnership	No positive or negative impact identified.	No positive or negative impact identified.

Protected group	Summarise any possible negative impacts that have been identified for each protected group and the impact of this for the development of the activity	Summarise any positive impacts or potential opportunities to advance equality or foster good relations for each protected group
Pregnancy and maternity	No negative impact identified.	Expectant parents or those with children may benefit from fewer future reductions in services they may receive as a result of increased Council income.
Race	No positive or negative impact identified.	No positive or negative impact identified.
Religion or belief	No positive or negative impact identified.	No positive or negative impact identified.
Sex	No positive or negative impact identified.	No positive or negative impact identified.
Sexual orientation	No positive or negative impact identified.	No positive or negative impact identified.

Stage Four - planning for improvement

What actions have been identified:

- to mitigate against or minimise any negative impacts?
- to advance equality, and therefore improve the activity?


Due to the nature of the CTR scheme and other exemptions, the impact of an increase will be directly proportionate for all groups in the borough. The percentage applied in and CTR received by a household will be applied to the council tax figure after the increase.

For example:	Band D - before 3.99% increase (£)	Band D - 2020/21 following 3.99% increase (£)	Increase in Band D Charge (£)	Increase in Band D Charge (%)
Camden Element with no Reduction	1,241.84	1,291.38	49.54	3.99
For those receiving 100% relief	0.00	0.00	0.00	Nil

Council tax collection rates will be monitored throughout the year. This is used as an indicator of the ability for an individual or household to pay. By monitoring this, links may be able to be drawn between the rise and any impacts on a range of groups across the borough.

Despite the introduction of CTR Scheme in 2013/14, the collection rate has remained strong in Camden.

Stage Five - outcome of the EIA

Outcome of analysis	Description	Select as applicable
Continue the activity	The EIA shows no potential for discrimination and all appropriate opportunities to advance equality and foster good relations have been taken.	
Change the activity	The EIA identified the need to make changes to the activity to ensure it does not discriminate and/ or that all appropriate opportunities to advance equality and /or foster good relations have been taken. These changes are included in the planning for improvement section of this form.	
Justify and continue the activity without changes	The EIA has identified discrimination and / or missed opportunities to advance equality and / or foster good relations but it is still reasonable to continue the activity. Outline the reasons for this and the information used to reach this decision in the box below.	
Stop the activity	The EIA shows unlawful discrimination.	
Reasons for continuing with an activity when negative impacts or missed opportunities to advance equality have been identified: N/A		

Stage Six - review, sign off and publication

Review:

Date when EIA will be reviewed: February 2021

Sign off:

Quality assured by:	Executive Director Corporate Services
Quality assured by OD for organisational change / restructures:	N/A
Signed off by:	Jason Blackhurst (Head of Finance, Corporate Services)
Date:	11th February 2020
Comments (If any)	N/A

D1 FEES & CHARGES 2020/21 SUPPORTING INFORMATION**Fees Requiring Cabinet Approval**

This report delegates authority for approving fees and charges increasing up to 5% to the relevant Director in consultation with Portfolio holders. New fees and charges or exceptions where increases are above 5% on the previous year's maximum level are detailed for Cabinet approval.

Supporting information is provided below to explain the exception proposals and the reasonableness of the fee or charge.

A summary table of new fees and fee increases over 5% that require Cabinet approval can be found in Appendix D2.

Fees Requiring Council Approval

Some fees and charges by law require Council approval, which include some licensing fees. These are detailed in Appendices D3 and D4.

This report delegates authority for approving fees and charges increasing up to 5% to the relevant Director in consultation with Portfolio holders.

Adult Social Care**Public Health Funerals Charge**

This is a new charge for the administration carried out by the Personal Financial Services Team to arrange funerals for persons who pass away at a local Camden hospital; these fees are chargeable to hospitals within Camden or out-of-borough upon request for administration work to be carried out in arranging Public Health Funerals. This charge comes as a result of the Public Health Act 1984, Control of Diseases, Section 46, which makes providing this service a statutory duty.

It is recommended that a tiered fee structure should be implemented which will be representative of the costs associated with providing the services. This will enable the team to recoup a fairer proportion of the costs associated.

Customer Services**Registrar's Service**

The Registrar's Service wishes to sell items linked to the registration of births and marriages to add value and generate a new income stream. This is a discretionary service and at present a list of merchandise is yet to be agreed but it is considering small, low-value items, like teddy bears, baby foot prints, certificate holders, etc. The individual items will be priced

differently and depend on the initial cost of buying items for resale. It is proposed that the pricing of any individual items retailing under £25 be delegated to the Head of Service with any item above this limit being subject to the normal approval process for fees and charges.

Place Management

Licencing

Public Protection (EHBCS) are responsible for managing the majority of the licensable activity on behalf of the authority including such things as licences for the supply of alcohol, gambling premises, sex establishment venues, storing of explosives and the late night levy. A number of these charges are set nationally and so will be charged in line with rates published by the relevant department/body such as storage of explosives which are set by the Health and Safety Executive (HSE). As noted last year a number of the fees and charges set out in statute haven't been increased by the relevant Government Departments for many years.

Licence fees fall broadly into two categories. Those set by statute which the Council has no power to amend and those where the relevant statute gives Councils the power to set their fees in line with cost recovery, a cap may be set by statute in some cases.

Video Content - Film Classification (PLA624 -628)

Classifications are usually undertaken by the British Board of Film Classification (BBFC) on behalf of local authorities. However, there are instances where unclassified video content that is due to be screened in Camden is brought to the attention of the Licensing Service in such cases councils are authorised to issue classifications in line with the legislative framework. At present the Licensing Service provides the video content classification service free of charge, however this can be extremely time consuming, particularly in instances where several films or programmes (each requiring their own classification) need to be viewed. It is proposed to introduce new charges from 2020/21.

Animal Welfare, Zoos and Dangerous Animals (PLA701-758 and PLA853)

The Animal Welfare Regulations 2018 brought together several pieces of previously separate legislation, it also repealed and amended a number of regulations in order to streamline the regulatory framework. The new regulations amended the previous licensing regime across a number of areas including dog breeding, dog and cat boarding, the sale of pet animals, and the exhibiting of animals. The changes introduced new duties and requirements which local authorities are required to insert into the various local licensing regimes. There has been a fundamental review of the charging regime to reflect the new legislation and a number of new fees and charges have been proposed

Trading Standards

Lettings (PLA834-838)

The sums shown here are penalties imposed as a result of an offence or breach under the relevant legislation. In the case of PLA.838 the council has the discretion to impose a penalty

as an alternative to prosecution. Where a financial penalty is imposed instead of a prosecution this does not amount to a criminal conviction. The sums shown are the maximum amounts but the amount of financial penalty imposed may be less than this dependent on the facts of any particular case.

Environmental Health

These are statutory fees and charges set in line with the Pollution Prevention and Control Act 1999 and the Environmental Permitting (England and Wales) Regs 2016. The fees relate to permits issued by the Council (in line with the relevant DEFRA guidance). Permits are predominantly issued to commercial premises who are able to demonstrate full compliance with the pollution control related statutory regulations.

Regeneration and Planning

Development Management

Increases above 5%

The Regeneration and Place team undertakes statutory planning work on behalf of the Local planning authority but also provides a consultancy service. The original approach of the consultancy service was to set the site planning brief fees below the industry standard to make this service attractive to potential clients. Following a benchmarking exercise, comparing the rates with planning and urban design consultancies, the service propose to increase current rates to provide Site Planning Briefs as set out in the tables to follow.

The day rates for officer time have been reviewed and will now be expressed as hourly rates for reasons of practicality. The new hourly rates, based on full cost recovery, also reflect a real increase on the previous day rates. The hourly rate for Planning Officer to Senior Planning Officer would be £83.33 and the hourly rate for Principal to Head of Service would be £116.66. Increasingly Local Authorities are using hourly rates for officer times to be applied to projects flexibly. The rates have been benchmarked and are now commensurate with those charged by other Local Authorities. This increase ensures that the fees are reflective of both the cost of the person's time but also costs associated with the work and other overheads whilst also being reflective of market rates.

The PPA developer briefing fee is proposed to be increased to £2,500 to better reflect the costs associated with developers' briefings, this includes officer time and required facilities. The Strategic Panel members briefing fee is also proposed increase in line with the developer briefing to better reflect the costs associated with Strategic Panel, this includes officer time and required facilities. The costs are better understood now that a number of panels have taken place.

The admin charge for instructing consultancies is proposed to be increased to £60. Further analysis has demonstrated that the true cost of raising invoices and purchase orders and liaising with officers is higher than originally anticipated, this charge has been increased accordingly.

The Strategic Panel members briefing fee is proposed to be increased to the same value as the developer briefing to better reflect the costs associated with Strategic Panel, this includes officer time and required facilities. The costs are now better understood now that a number of panels have taken place.

New Fees

The service are also proposing to introduce a number of new charges to ensure full cost recovery of services provided. New fees for pre-application follow up advice are being proposed. During pre-application discussions the need for single issues meetings arises. Officers normally seek to negotiate a cost for such meetings based on officer time required. This proposal is to provide a set fee which officers can offer without need for drawn out negotiation. The cost is based on officer time, resources and required facilities over a range of case studies.

Quarterly catch up sessions with planning consultancies is currently provided for free, it is a proposed to introduce a charge to cover the cost for officer time. Regular liaison with key consultancies has improved negotiations on major schemes.

The service are proposing to restructure PPA fees to distinguish between small/medium and major developments for core PPA charges. This has been introduced to encourage use of PPAs for small and medium scaled development. It is clear there is a demand for this service and the one size fits all fee is not appropriate for smaller developments. The cost is based on officer time. Link PPAs are used in respect of proposals which come forward from a single land owner or organisation over multiple sites. This fee has been calculated in accordance with officer time, required resources and facilities.

The existing categories for pre-application advice do not appropriately fit proposals for Hostels, HMOs and Students Housing. Therefore a new scale of fees is proposed which would reflect the level of work required. The proposed fees are calculated in accordance with officer time, required resources and facilities.

The service propose to introduce an admin fee for processing applications submitted by post or email. This is an admin fee for logging applications submitted via email or post. This is akin to the fee charged by the planning portal for the same service. The fee reflects time spent by administrative officers.

A breach of planning control served to owners remain on the statutory register even after the activities specified in the breach has ceased, as a result these notices appear on Land Charge searches and owners may request their removal. Therefore, the enforcement service is proposing to introduce new fees and charges for officer's time and administration work to check compliance, seek removal from the statutory register and retain notice and deal with any legal matters arising from undertaking this work. The rate on these fees and charges have been benchmarked against costs charged by other local authorities.

The service is proposing to introduce an hourly rate fee for post completion compliance checks at £120 to provide a specific and detailed work for Developers who may request

support to ensure that all conditions and obligations in the granted planning permission is complied with. Enforcement officers will often end up providing advice on how schemes can be amended prior to the submission of a retrospective application. To recover this cost the service propose to provide one hour meetings/written advice with a fee set at the same rate as householder pre-planning advice of £450.

Place Shaping

The service propose to increase the Construction Management Plans fee from £63.24 to £120 for the implementation work across a number of services associated with the Construction Management Plans (CMP). This new hourly rate was accepted by an Independent Planning Inspector at a recent planning appeal (for a proposed development in Camden) as a more realistic reflection of the true costs to the Council for planning work at this level. This level is also consistent with the hourly rates calculated at the London Borough of Barking and Dagenham, once all on costs and overheads were factored in.

Legal Services

Legal services are proposing to restructure their existing S106 legal monitoring fees, which are categorised into minor and major schemes. The categorisation and structure of the charges better reflect the changed market practice or level of applicants' own professional fees.

Currently the same charges apply whether the development is major or non-major. Applying a higher charge for larger schemes is considered to be consistent with principles set out in guidance for solicitors in setting their own fees, which appear to support the principle of differential charging in billing. Major applications would typically involve more complex drafting, such as affordable housing clauses and therefore require more resource to complete.

The fee is calculated on a Heads of Term basis and Legal Services believe they are fair and reasonable in accordance with the guidance set out in the Solicitors (Non-contentious Business) Remuneration Order 2009. The proposed fees also represent an increase compared to last year for both minor and major scheme sets of fees, Legal service believe there is scope to increase these fees and that they still represent a relatively small proportion of the professional fees allocated to a development (typically 10% of overall cost) and therefore consider this increase is sustainable. These charges require Council approval and the Borough Solicitor retains the discretion to increase levels of charges in all cases of exceptional complexity.

D2. NEW FEES AND CHARGES – CABINET TO APPROVE

New Fees & Charges in 2020/21

All proposed increases are from the 1st April 2020.

Ref	Division	Service	Description	Legislation	2020/21 Fee (£)
ASC.001	Adult Social Care	Adult Social Care	Funeral Admin Charge - Basic Administration	Public Health (Control of Diseases) Act 1984	600.00
ASC.002	Adult Social Care	Adult Social Care	Funeral Admin Charge - Mid + Issues with Landlords property clearances, families, care homes etc.	Public Health (Control of Diseases) Act 1984	800.00
ASC.003	Adult Social Care	Adult Social Care	Funeral Admin Charge - Repetitive searches and complex administration with numerous beneficiaries. Multiple visits, large estates complex issues on identification, bank visits	Public Health (Control of Diseases) Act 1984	1,250.00
ASC.004	Adult Social Care	Adult Social Care	Funeral Admin Charge - Per Hour, per officer rate for ad hoc work not covered in bands	Public Health (Control of Diseases) Act 1984	50.00
COM.557	Community Services	Arts & Events	INDOOR VENUES HIRE - 5PS Floor 2 Coffee area (out of hours)	Localism Act 2011, Local Government Act 2003	135.00
CUS.192	Customer Services	Registrars	PD2 Form (Post-Date form) This is for newlywed/civil partnership to take on their partners surname before ceremony.	Localism Act 2011, Local Government Act 2003	35.00
CUS.193	Customer Services	Registrars	Merchandise gift items £25 or less (Celebratory items, such as baby footprints, passport holders, confetti, etc.)	Localism Act 2011, Local Government Act 2003	priced per item
CUS.194	Customer Services	Registrars	Civil Ceremonies - Registrar attendance and room hire fees, for Tavistock House only. Mon-Fri from 6pm - before 8pm	The Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016 Local Government Act 2003 and Localism Act 2011.	700.00
PLA.834	Place Management	Trading Standards	Letting Agents - Failure to be a member of an approved scheme	The Redress Schemes for Lettings Agency and Property Management Work (Requirement to belong to a scheme etc.)(England)Order 2014	5,000.00
PLA.835	Place Management	Trading Standards	Lettings- Advertising unlawful lettings fees penalty	Redress Schemes for Lettings Agency and Property Management Work (Requirement to belong to a scheme etc.)(England)Order 2014	5,000.00
PLA.836	Place Management	Trading Standards	Lettings - Failure to be a member of Client Money Protection Scheme (lack of transparency) - Penalty	Client Money Protection Schemes for Property Agents (Requirement to belong to a scheme etc.) Regs 2019.	5,000.00

NEW FEES & CHARGES 2020/21 – CABINET TO APPROVE

APPENDIX D2

Ref	Division	Service	Description	Legislation	2020/21 Fee (£)
PLA.837	Place Management	Trading Standards	Lettings - Charging Banned Fees (First Breach) - Penalty	Tenant Fees Act 2019	5,000.00
PLA.838	Place Management	Trading Standards	Lettings- Charging Banned Fees (second breach) - Penalty	Tenant Fees Act 2019	30,000.00
PLA.798	Place Management	Environmental Health	PART B PROCESS _ Any other Part B or solvent based activity High Risk	Pollution Prevention and Control Act 1999 Environmental Permitting (England and Wales) Regs 2016	1,747.00
PLA.799	Place Management	Environmental Health	PART B PROCESS - Any other Part B or other solvent based activity - Med Risk	Pollution Prevention and Control Act 1999 Environmental Permitting (England and Wales) Regs 2016	1,161.00
PLA.800	Place Management	Environmental Health	PART B PROCESS - Any other Part B Process or solvent based activity Low Risk	Pollution Prevention and Control Act 1999. Environmental Permitting Regulations 2016	772.00
PLA.801	Place Management	Environmental Health	PVR1 and 11 Activities where carried out at same petrol station (already with permit) Low Risk	Pollution Prevention and Control Act 1999. Environmental Permitting (England and Wales) Regs 2016	113.00
PLA.802	Place Management	Environmental Health	PVR1 and 11 Activities Carried out at same petrol station Med Risk	Pollution Prevention and Control Act 1999. Environmental Permitting (England and Wales) Regs 2016	226.00
PLA.803	Place Management	Environmental Health	PVR1 and 11 Activities where carried out at same petrol station	Pollution Prevention and Control Act 1999. Environmental Permitting (England and Wales) Regs 2016	341.00

D3. NEW FEES AND CHARGES – CABINET AND COUNCIL TO APPROVEAll proposed fees are effective from the 1st April 2020

Ref	Division	Service	Description	Legislation	2020/21 Fee (£)
PLA.624	Place Management	Licensing	Single Feature Film Classification	The Video Recordings Act 1984	124.84
PLA.625	Place Management	Licensing	Small Scale Film Festival / Licensed Event	The Video Recordings Act 1984	249.68
PLA.626	Place Management	Licensing	Medium Scale Film Festival / Licensed Event	The Video Recordings Act 1984	499.36
PLA.627	Place Management	Licensing	Large Scale Film Festival / Licensed Event	The Video Recordings Act 1984	998.72
PLA.628	Place Management	Licensing	Event Above - 16 Hour Threshold	The Video Recordings Act 1984	£62.42 per hour
PLA.851	Place Management	Licensing	Single Short Film/Programme Classification	The Video Recordings Act 1984	31.21
PLA.701	Place Management	Licensing	Licensing - Animal boarding establishment licence (new - kennel & cattery combined)	Animal Welfare Regulations 2018	660.00
PLA.702	Place Management	Licensing	Licensing - Animal boarding establishment licence (renewal - kennel & cattery combined)	Animal Welfare Regulations 2018	595.00
PLA.703	Place Management	Licensing	Licensing - Animal boarding establishment licence (variation with inspection - kennel & cattery combined)	Animal Welfare Regulations 2018	370.00
PLA.704	Place Management	Licensing	Licensing - Animal boarding establishment licence (variation without inspection - kennel & cattery combined)	Animal Welfare Regulations 2018	120.00
PLA.705	Place Management	Licensing	Licensing - Animal boarding establishment licence (New - kennel or cattery)	Animal Welfare Regulations 2018	585.00
PLA.706	Place Management	Licensing	Licensing - Animal boarding establishment licence (renewal - kennel or cattery)	Animal Welfare Regulations 2018	520.00
PLA.707	Place Management	Licensing	Licensing - Animal boarding establishment licence (variation with inspection - kennel or cattery)	Animal Welfare Regulations 2018	295.00
PLA.708	Place Management	Licensing	Licensing - Animal boarding establishment licence (variation without inspection - kennel or cattery)	Animal Welfare Regulations 2018	120.00
PLA.709	Place Management	Licensing	Licensing - Animal boarding establishment licence (New - home boarding)	Animal Welfare Regulations 2018	490.00
PLA.710	Place Management	Licensing	Licensing - Animal boarding establishment licence (renewal - home boarding)	Animal Welfare Regulations 2018	460.00

FEES & CHARGES – CABINET AND COUNCIL TO APPROVE
APPENDIX D3

Ref	Division	Service	Description	Legislation	2020/21 Fee (£)
PLA.711	Place Management	Licensing	Licensing - Animal boarding establishment licence (variation with inspection - home boarding)	Animal Welfare Regulations 2018	235.00
PLA.712	Place Management	Licensing	Licensing - Animal boarding establishment licence (variation without inspection - home boarding)	Animal Welfare Regulations 2018	120.00
PLA.713	Place Management	Licensing	Licensing - Animal boarding establishment licence (new - dog day care)	Animal Welfare Regulations 2018	565.00
PLA.714	Place Management	Licensing	Licensing - Animal boarding establishment licence (renewal - dog day care)	Animal Welfare Regulations 2018	520.00
PLA.715	Place Management	Licensing	Licensing - Animal boarding establishment licence (variation with inspection - dog day care)	Animal Welfare Regulations 2018	295.00
PLA.716	Place Management	Licensing	Licensing - Animal boarding establishment licence (variation without inspection - dog day care)	Animal Welfare Regulations 2018	120.00
PLA.717	Place Management	Licensing	Licensing - Dog breeding establishment licence (new - kennelled)	Animal Welfare Regulations 2018	665.00
PLA.718	Place Management	Licensing	Licensing - Dog breeding establishment licence (renewal - kennelled)	Animal Welfare Regulations 2018	595.00
PLA.719	Place Management	Licensing	Licensing - Dog breeding establishment licence (variation with inspection - kennelled)	Animal Welfare Regulations 2018	370.00
PLA.720	Place Management	Licensing	Licensing - Dog breeding establishment licence (variation without inspection - kennelled)	Animal Welfare Regulations 2018	120.00
PLA.721	Place Management	Licensing	Licensing - Dog breeding establishment licence (new - domestic)	Animal Welfare Regulations 2018	590.00
PLA.722	Place Management	Licensing	Licensing - Dog breeding establishment licence (renewal - domestic)	Animal Welfare Regulations 2018	520.00
PLA.723	Place Management	Licensing	Licensing - Dog breeding establishment licence (variation with inspection - domestic)	Animal Welfare Regulations 2018	295.00
PLA.724	Place Management	Licensing	Licensing - Dog breeding establishment licence (variation without inspection - domestic)	Animal Welfare Regulations 2018	120.00
PLA.725	Place Management	Licensing	Licensing - Pet vending / sale of pets licence (new)	Animal Welfare Regulations 2018	660.00
PLA.726	Place Management	Licensing	Licensing - Pet vending / sale of pets licence (renewal)	Animal Welfare Regulations 2018	595.00
PLA.727	Place Management	Licensing	Licensing - Pet vending / sale of pets licence (variation with inspection)	Animal Welfare Regulations 2018	370.00
PLA.728	Place Management	Licensing	Licensing - Pet vending / sale of pets licence (variation without inspection)	Animal Welfare Regulations 2018	120.00

FEES & CHARGES – CABINET AND COUNCIL TO APPROVE
APPENDIX D3

Ref	Division	Service	Description	Legislation	2020/21 Fee (£)
PLA.729	Place Management	Licensing	Licensing - Animal encounters / performing animals licence (new)	Animal Welfare Regulations 2018	535.00
PLA.730	Place Management	Licensing	Licensing - Animal encounters / performing animals licence (renewal)	Animal Welfare Regulations 2018	470.00
PLA.731	Place Management	Licensing	Licensing - Animal encounters / performing animals licence (variation with inspection)	Animal Welfare Regulations 2018	370.00
PLA.732	Place Management	Licensing	Licensing - Animal encounters / performing animals licence (variation without inspection)	Animal Welfare Regulations 2018	120.00
PLA.733	Place Management	Licensing	Licensing - Franchisee arrangers licence base fee (new)	Animal Welfare Regulations 2018	265.00
PLA.734	Place Management	Licensing	Licensing - Franchisee arrangers licence base fee (renewal)	Animal Welfare Regulations 2018	335.00
PLA.735	Place Management	Licensing	Licensing - Franchisee arrangers licence base fee (variation with inspection)	Animal Welfare Regulations 2018	235.00
PLA.736	Place Management	Licensing	Licensing - Franchisee arrangers licence base fee (variation without inspection)	Animal Welfare Regulations 2018	120.00
PLA.737	Place Management	Licensing	Licensing - Franchisee arrangers licence additional fee per hobby host assessment (new, renewal & variation)	Animal Welfare Regulations 2018	75.00
PLA.738	Place Management	Licensing	Licensing - Horse hire / riding establishment licence base fee (new)	Animal Welfare Regulations 2018	545.00
PLA.739	Place Management	Licensing	Licensing - Horse hire / riding establishment licence base fee (renewal)	Animal Welfare Regulations 2018	440.00
PLA.740	Place Management	Licensing	Licensing - Horse hire / riding establishment licence base fee (variation with inspection)	Animal Welfare Regulations 2018	340.00
PLA.741	Place Management	Licensing	Licensing - Horse hire / riding establishment licence base fee (variation without inspection)	Animal Welfare Regulations 2018	120.00
PLA.742	Place Management	Licensing	Licensing - Horse hire / riding establishment licence mandatory yearly vet inspection	Animal Welfare Regulations 2018	210.00
PLA.743	Place Management	Licensing	Licensing - Horse hire / riding establishment licence additional fee per horse (first 10 horses - new, renewal and variations with inspections)	Animal Welfare Regulations 2018	15.00
PLA.744	Place Management	Licensing	Licensing - Horse hire / riding establishment licence additional fee per horse (horses 11 - 50 - new, renewal and variations with inspections)	Animal Welfare Regulations 2018	10.00

FEES & CHARGES – CABINET AND COUNCIL TO APPROVE
APPENDIX D3

Ref	Division	Service	Description	Legislation	2020/21 Fee (£)
PLA.745	Place Management	Licensing	Licensing - Horse hire / riding establishment licence additional fee per horse (horses 50 plus - new, renewal and variations with inspections)	Animal Welfare Regulations 2018	8.00
PLA.746	Place Management	Licensing	Licensing - Star rating re-assessment (all licences issued under the Animal Welfare Regulations 2018, save for animal encounters / performing animals licences)	Animal Welfare Regulations 2018	165.00
PLA.747	Place Management	Licensing	Licensing - Large zoo licence (new)	Zoo Licensing Act 1981	2,780.00
PLA.748	Place Management	Licensing	Licensing - Large zoo licence (renewal)	Zoo Licensing Act 1981	2,780.00
PLA.749	Place Management	Licensing	Licensing - Small zoo licence (new)	Zoo Licensing Act 1981	1,680.00
PLA.750	Place Management	Licensing	Licensing - Small zoo licence (renewal)	Zoo Licensing Act 1981	1,680.00
PLA.751	Place Management	Licensing	Licensing - Commercial dangerous wild animals licence (new)	Dangerous Wild Animals Act 1976	540.00
PLA.752	Place Management	Licensing	Licensing - Commercial dangerous wild animals licence (renewal)	Dangerous Wild Animals Act 1976	470.00
PLA.753	Place Management	Licensing	Licensing - Commercial dangerous wild animals licence (variation with inspection)	Dangerous Wild Animals Act 1976	370.00
PLA.754	Place Management	Licensing	Licensing - Commercial dangerous wild animals licence (variation without inspection)	Dangerous Wild Animals Act 1976	120.00
PLA.755	Place Management	Licensing	Licensing - Domestic dangerous wild animals licence (new)	Dangerous Wild Animals Act 1976	465.00
PLA.756	Place Management	Licensing	Licensing - Domestic dangerous wild animals licence (renewal)	Dangerous Wild Animals Act 1976	395.00
PLA.757	Place Management	Licensing	Licensing - Domestic dangerous wild animals licence (variation with inspection)	Dangerous Wild Animals Act 1976	295.00
PLA.758	Place Management	Licensing	Licensing - Domestic dangerous wild animals licence (variation without inspection)	Dangerous Wild Animals Act 1976	120.00
PLA.852	Place Management	Licensing	Replacement licence documents (all licences issued under the Animal Welfare Regulations 2018, Dangerous Wild Animals Act 1976 and Zoo Licensing Act 1981)	Animal Welfare Regulations 2018, Zoo Licensing Act 1981, Dangerous Wild Animals Act 1976	25.00
PLA.853	Place Management	Mortuary	Mortuary Charges-Body Storage: daily cost per body (for storage in excess of SEVEN days)	Coroners and Justice Act 2009 /Public Health Act 1936	20.00
REG.135	Regeneration & Planning	Development Management	Pre-application planning advice - Major development follow up advice - single issue	Localism Act 2011, Local Government Act 2003	2,550.00

FEES & CHARGES – CABINET AND COUNCIL TO APPROVE
APPENDIX D3

Ref	Division	Service	Description	Legislation	2020/21 Fee (£)
REG.136	Regeneration & Planning	Development Management	Pre-application planning advice - Large Major follow up advice - Single issue	Localism Act 2011, Local Government Act 2003	5,144.00
REG.137	Regeneration & Planning	Development Management	Quarterly catch up sessions with planning consultancies	Localism Act 2011, Local Government Act 2003	2,500.00
REG.138	Regeneration & Planning	Development Management	Core Charge - PPA fee for small/medium development	Localism Act 2011, Local Government Act 2003	2,500.00
REG.139	Regeneration & Planning	Development Management	Core Charge - PPA fee for Major development	Localism Act 2011, Local Government Act 2003	7,500.00
REG.140	Regeneration & Planning	Development Management	Link PPA fee	Localism Act 2011, Local Government Act 2003	7,500.00
REG.141	Regeneration & Planning	Development Management	Pre-app planning advice for hostels/HMOs/Student Housing 1-20 units	Localism Act 2011, Local Government Act 2003	3,858.65
REG.142	Regeneration & Planning	Development Management	Pre-app planning advice for hostels/HMOs/Student Housing 50 or more units	Localism Act 2011, Local Government Act 2003	15,434.00
REG.143	Regeneration & Planning	Development Management	Hourly for officer - up to and including Senior Planning officer level	Localism Act 2011, Local Government Act 2003	83.33
REG.144	Regeneration & Planning	Development Management	Hourly rate for officer - from principal planning officer to head of service	Localism Act 2011, Local Government Act 2003	116.66
REG.145	Regeneration & Planning	Development Management	Withdrawing Enforcement Notice from the register	Localism Act 2011, Local Government Act 2003	150.00
REG.146	Regeneration & Planning	Development Management	Hourly rate for Enforcement Officer	Localism Act 2011, Local Government Act 2003	120.00
REG.147	Regeneration & Planning	Development Management	Post completion compliance check hourly rate	Localism Act 2011, Local Government Act 2003	120.00
REG.148	Regeneration & Planning	Development Management	One Hour Enforcement Meeting/Written Advice	Localism Act 2011, Local Government Act 2003	450.17
REG.150	Regeneration & Planning	Development Management	Admin fee for processing refunds - 2% of Application fee.	Localism Act 2011, Local Government Act 2003	35.00
REG.151	Regeneration & Planning	Development Management	Admin fee for processing applications submitted by post or email	Localism Act 2011, Local Government Act 2003	35.00
REG.093	Regeneration & Planning	Place Shaping	Implementation support for Basement Construction Plans - Independent Assessment (variable hourly charge)	Localism Act 2011, Local Government Act 2003	135.00
REG.149	Regeneration & Planning	Place Shaping	Construction Management Plan (CMP) Bonds/implementation hourly rate	Localism Act 2011, Local Government Act 2003	120.00

EXISTING FEES & CHARGES – CABINET AND COUNCIL TO APPROVE APPENDIX D4

D4. EXISTING FEES AND CHARGES – CABINET AND COUNCIL TO APPROVE

The new fees proposed are effective from the 1st April 2020

Ref	Division	Service	Description	Legislation	2020/21 Fee (£)	% Increase from 2019/20	£ Increase from 2019/20
PLA.621	Place Management	Licensing	Busking special licence	Part V of the London Local Authorities Act 2000	150.00	204%	100.60
REG.021	Regeneration & Planning	Development Management	Pre-application planning advice - Developer Briefing	Localism Act 2011, Local Government Act 2003	2,500.00	32%	608.50
REG.022	Regeneration & Planning	Development Management	Administration charge for instructing consultants and invoicing for PPAs	Localism Act 2011, Local Government Act 2003	60.00	200%	40.00
REG.092	Regeneration & Planning	Development Management	Implementation support contribution for Construction Management Plans - Officer time (charge per hour)	Localism Act 2011, Local Government Act 2003	120.00	90%	56.76
REG.100	Regeneration & Planning	Place Shaping	Site Planning Brief - Senior Planning Officer (Daily rate)	Localism Act 2011, Local Government Act 2003	500.00	35%	130.00
REG.101	Regeneration & Planning	Place Shaping	Site Planning Brief - Principal Planning Officer (Daily rate)	Localism Act 2011, Local Government Act 2003	650.00	53%	225.00
REG.102	Regeneration & Planning	Place Shaping	Site Planning Brief - Manager Planning Officer (Daily rate)	Localism Act 2011, Local Government Act 2003	900.00	88%	420.00
REG.103	Regeneration & Planning	Place Shaping	Site Planning Brief - Senior Manager (Daily Charge)	Localism Act 2011, Local Government Act 2003	1,000.00	34%	255.00
REG.131	Regeneration & Planning	Place Shaping	Members Briefing - Strategic Panel Fee	Localism Act 2011, Local Government Act 2003	2,500.00	35%	645.59
REG.201	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 1 Head of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	1,000.00	various	various
REG.202	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 1 Head of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	2,000.00	various	various
REG.203	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 2 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	1,500.00	various	various
REG.204	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 2 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	3,000.00	various	various
REG.205	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 3 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	2,500.00	various	various

EXISTING FEES & CHARGES – CABINET AND COUNCIL TO APPROVE APPENDIX D4

Ref	Division	Service	Description	Legislation	2020/21 Fee (£)	% Increase from 2019/20	£ Increase from 2019/20
REG.206	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 3 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	4,500.00	various	various
REG.207	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 4 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	3,750.00	various	various
REG.208	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees -4 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	6,000.00	various	various
REG.209	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 5 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	5,000.00	various	various
REG.210	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 5 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	7,500.00	various	various
REG.211	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 6 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	6,500.00	various	various
REG.212	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 6 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	8,500.00	various	various
REG.213	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 7 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	8,000.00	various	various
REG.214	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 7 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	10,000.00	various	various
REG.215	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 8 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	9,500.00	various	various
REG.216	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 8 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	12,000.00	various	various
REG.217	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 9 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	10,500.00	various	various
REG.218	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 9 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	13,000.00	various	various
REG.219	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 10 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	11,750.00	various	various
REG.220	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 10 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	14,250.00	various	various
REG.221	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 11 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	13,000.00	various	various

EXISTING FEES & CHARGES – CABINET AND COUNCIL TO APPROVE APPENDIX D4

Ref	Division	Service	Description	Legislation	2020/21 Fee (£)	% Increase from 2019/20	£ Increase from 2019/20
REG.222	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 11 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	15,500.00	various	various
REG.223	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 12 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	14,250.00	various	various
REG.224	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 12 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	16,750.00	various	various
REG.225	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 13 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	15,500.00	various	various
REG.226	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 13 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	18,000.00	various	various
REG.227	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 14 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	16,500.00	various	various
REG.228	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 14 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	19,000.00	various	various
REG.229	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 15 Heads of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	17,500.00	various	various
REG.230	Regeneration & Planning	Legal Services	Legal fees for a S106: Legal Fees - 15 Heads of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	20,000.00	various	various
REG.231	Regeneration & Planning	Legal Services	Legal Fees for a S106: Legal Fees for each additional Head of Term (Minor Scheme)	Localism Act 2011, Local Government Act 2003	1,500.00	various	various
REG.232	Regeneration & Planning	Legal Services	Legal Fees for a S106: Legal Fees for each additional Head of Term (Major Scheme)	Localism Act 2011, Local Government Act 2003	3,000.00	various	various
REG.233	Regeneration & Planning	Legal Services	S106 Legal Fees – attendance at planning application/ S106 meetings	Localism Act 2011, Local Government Act 2003	2,500.00	various	various
REG.234	Regeneration & Planning	Legal Services	S106 Fees – Complex heads of term surcharge (Minor Scheme)	Localism Act 2011, Local Government Act 2003	500.00	various	various
REG.235	Regeneration & Planning	Legal Services	S106 Fees – Complex heads of term surcharge (Major Scheme)	Localism Act 2011, Local Government Act 2003	750.00	various	various
REG.236	Regeneration & Planning	Legal Services	S106 Legal Fees - Deed of Variation (Minor Scheme) (Plus additional supplement in especially complex cases)	Localism Act 2011, Local Government Act 2003	1,000.00	various	various

EXISTING FEES & CHARGES – CABINET AND COUNCIL TO APPROVE APPENDIX D4

Ref	Division	Service	Description	Legislation	2020/21 Fee (£)	% Increase from 2019/20	£ Increase from 2019/20
REG.237	Regeneration & Planning	Legal Services	S106 Legal Fees - Deed of Variation (Major Scheme) (Plus additional supplement in especially complex cases)	Localism Act 2011, Local Government Act 2003	3,000.00	various	various
REG.238	Regeneration & Planning	Legal Services	S106 Legal Fees - Protracted Negotiations (per hour rate where sum of legal hourly rates exceed relevant heads of term rate)	Localism Act 2011, Local Government Act 2003	350.00	various	various
REG.239	Regeneration & Planning	Legal Services	s278 Highways legal agreement fees – simple agreement	Highways Act 1980	2,500.00	various	various
REG.240	Regeneration & Planning	Legal Services	s278 Highways legal agreement fees – complex agreement	Highways Act 1980	5,000.00	various	various
REG.241	Regeneration & Planning	Legal Services	Highways legal agreement fees – complicated agreement	Highways Act 1980	6,000.00	various	various

E GLOSSARY OF TERMS

The following provides brief explanations of technical terms used in this report. Details of the council tax regime are provided in an additional appendix.

- E1. **Adult Social Care Flexibility / Precept** – Since 2016/17, local authorities responsible for adult social care have been given discretion to raise additional funds solely for that purpose by increasing council tax. The government has set a number of restrictions that local authorities must adhere to in order to avoid breaching the referendum threshold. It has been announced that councils will have the flexibility to increase the dedicated ASC precept by up to 2% in 2020/21. This flexibility is being offered due to demographic changes which are increasing the demand for adult social care and increasing pressure on council budgets.
- E2. **Balances** – Unallocated reserves which are retained to enable the Council to respond to uncertainties and risks.
- E3. **Business Rates (National Non-Domestic Rates (NNDR))** – A tax paid on all commercial, industrial and other non-domestic properties based on the assumed rental value of the property. The multiplier is set nationally each year by the government. From 2013/14, this funding has been managed through the business rates retention scheme, which distributes rates between councils whilst allowing authorities to keep a portion of growth in the local rates base.
- **Appeals** – Refers to appeals by ratepayers against rateable values. The calculation of rateable values and the outcome of appeals are both determined by the government's Valuation Office Agency. If successful, repayment costs are shared between the Council, government and the Greater London Authority (GLA).
 - **Baseline Funding Level** – A section of the Settlement Funding Assessment relating to business rates. This is the assumed funding requirement as calculated by MHCLG based on the authority's level of need, by applying the 2012/13 formula grant process to the estimated level of business rates. Under the current system, should the level of retained business rates exceed this (growth), a levy would be applied, but Camden would keep a share of the growth. Should it be less, Camden would bear the loss, up to the safety net threshold (92.5% of the Baseline Funding Level).
 - **Billing Authority** – A local authority responsible for collecting council tax and non-domestic rates, such as Camden.
 - **Business Rates Baseline** – This is the local share of business rates generated across an authority before the tariff or top-up. The local share for London authorities being 30% of all business rates generated in the borough, with 37% going to the GLA and 33% to central government. The business rates baseline would then be compared to the baseline funding level and be matched to it through a tariff or top-up. Under the business rate pooling arrangements the pooled authorities have a combined aggregate baseline.
 - **Non-Domestic Rates Multiplier** – This is the rate in the pound of rateable value that must be paid in non-domestic rates. This is set each year by the government and was set at 50.4p for 2019/20. Small businesses and charities are subject to reduced multipliers.

- **Retained Business Rates** – This is the amount of business rates retained by the authority after payments have been made to the government and the GLA.
 - **Safety Net** – A mechanism whereby the government ensures that no local authority will see its business rates income drop especially sharply (below 7.5% of an authority's baseline funding level) in a particular year. The government funds any gap in excess of 7.5% through a levy paid by other local authorities on growth in business rates income. The baseline funding levels are updated each year.
 - **Tariff** – A payment from the authority to central government. It is the excess of an individual authority business rates baseline over its baseline funding level. Tariffs are fixed at the start of the Business Rates Retention scheme and updated in future years in line with the increase in the non-domestic rates multiplier. Central government income from tariffs is redistributed to other authorities across the country in the form of 'top-ups'.
- E4. **Capital Programme** – The Council's medium term (10 year) capital expenditure and funding plans.
- E5. **Cash Limits** – An amount of money agreed by the Cabinet within which a directorate and division sets its budget. It is subsequently expected to contain its net expenditure within these limits.
- E6. **Collection Fund** – The fund administered by a billing authority into which the council tax and non-domestic rates it collects are paid, and from which payments are made to precepting authorities, to the government, and to meet its own spending requirements. Any balance on the collection fund must be shared between the billing authority, precepting authorities and the government in accordance with regulations governing council tax and non-domestic rates.
- E7. **Core Settlement Funding** – A government definition of Council resources introduced from 2016/17, comprising of council tax income and the Settlement Funding Assessment (business rates baseline funding and revenue support grant). Changes to revenue support grant are apportioned based on this definition of funding.
- E8. **Core Spending Power** – A government definition of projected revenue funding available for local authority services which since 2016/17 has been made up of: the modified Settlement Funding Assessment; estimates of growth in the council tax base; potential additional council tax available from the adult social care council tax flexibility; potential increases in the standard council tax; potential additional council tax available from a £5 cash principle for districts with a lower quartile B and D council tax level; the improved better care fund grant, social care support grant; new homes bonus grant and rural services delivery grant.
- E9. **Council Tax** – The locally determined tax on residential properties.
- **Basic Amount of Council Tax** – The sum of the Camden element of council tax (plus the amount to be raised through the Garden Square levies) divided by the total Camden council tax base. This value is used to determine the change in an authority's annual council tax.

- **Band D Equivalent** – By law and convention, council tax is usually expressed as a Band D equivalent. In many areas a Band D property is a mid-sized, typical property.
 - **Council Tax Base** – The number of properties within a council's area expressed as a Band D equivalent, after adjusting for exemptions and discounts. The band D charge is calculated by dividing the council tax requirement by the base.
 - **Council Tax Requirement** – The amount each authority estimates as its planned net spending, after deducting income it raises from fees and charges, grants, and funding from reserves.
 - **Council Tax Reduction Scheme** – The system that replaced council tax benefit from 2013/14. Support to recipients is given by way of a discount on their council tax bills.
 - **Precept** – A precept differs from a levy in that the precepting body sets its own council tax, which is then collected by Camden alongside its own council tax. The only precept Camden collects is on behalf of the Greater London Authority (GLA). By this definition, the 'social care flexibility'/ASC precept is not technically a levy or precept since Camden will raise the income and incurs the expenditure directly.
- E10. **Dedicated Schools Grant (DSG)** – A government grant ring-fenced for schools and other education-related spending, including on early years and special educational needs.
- E11. **Formula Grant** – The main government grant supporting general fund expenditure up to 2012/13, which was replaced by the elements of settlement funding assessment.
- E12. **General Fund** – The fund from which the costs of the Council's major services (excluding council housing) are met.
- E13. **Greater London Authority (GLA)** – the precepting authority whose precept is added to Camden's council tax to form the overall council tax bill.
- E14. **Housing Revenue Account (HRA)** – A local authority statutory ring-fenced account which covers current income and expenditure on all housing services relating to owned housing stock. HRA expenditure covers the costs of managing and maintaining stock, along with debt charges relating to previous property acquisitions and renovations. HRA income consists of rents, fees and charges. The Council is legally required to set a balanced HRA budget, meaning that the HRA balance can never be in deficit. The HRA budget for the upcoming financial year is set each January.
- E15. **Levy** – This term relates to two distinct systems:
- (A) A contribution which the Council is required to make to another body (typically a London-wide provider of services). Levies differ from precepts in that they form part of the Council's budget and are therefore passed on through council tax.
- (B) A mechanism which limits the benefit an authority can derive from real growth (above inflation) in business rates. The levy is applied proportionally on a 1:1 basis. Thus a 1% increase in business rates income produces a corresponding 1 per cent increase in revenue (as measured by the baseline funding level) from the rates retention scheme.

- E16. **Precept** – refers to two distinct figures:
- (A) The sum collected by the GLA alongside Camden’s council tax (further explained in G9).
 - (B) The adult social care precept, which is collected as part of Camden’s council tax and which is spent solely on adult social care services.
- E17. **Outturn** – The actual level of revenue or capital expenditure in a year.
- E18. **Reserves** – Amounts available in the Council’s accounts to fund planned future expenditure (normally known as ‘earmarked reserves’), or set aside to manage known risks.
- E19. **Revenue Support Grant** – This is one of two elements of the Settlement Funding Assessment (the other being the local share of business rates) and is a central government grant designed to finance revenue expenditure across any service. It is determined in the Local Government Finance Settlement.
- E20. **Settlement Funding Assessment** – The largest part of local authorities’ shares of the local government spending control total (the centrally set sum set aside for local authority funding) as determined by the government and consisting of two amounts – revenue support grant and the baseline funding level of retained business rates.
- E21. **Specific Grant** – A government grant allocated outside the revenue support grant distribution system, usually intended to support a specific service or purpose but often not ring-fenced.
-