

# Public Document Pack



To: All Members of the Council

Town House,  
ABERDEEN, 28 February 2018

## **COUNCIL BUDGET MEETING**

The Members of the **COUNCIL** are requested to meet in Council Chamber - Town House on **TUESDAY, 6 MARCH 2018 at 2.00pm.**

FRASER BELL  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

### **B U S I N E S S**

#### **DETERMINATION OF URGENT BUSINESS**

- 1 No urgent business

#### **DETERMINATION OF EXEMPT BUSINESS**

- 2 No exempt business

#### **DECLARATIONS OF INTEREST**

- 3 Declarations of Interest (Pages 3 - 4)

#### **GENERAL BUSINESS**

- 4 General Fund Revenue Budget 2018/19 to 2022/23 and General Fund Capital Programme 2018/19 to 2022/23 - CG/18/032 (Pages 5 - 76)

- 5 Draft Housing Revenue Account (HRA) Budget and Housing Capital Budget 2018/19 to 2022/23 - CG/18/030 (Pages 77 - 110)
- 6 Common Good Budget 2018/19 - CG/18/031 (Pages 111 - 122)
- 7 North East Scotland Pension Fund Budget 2018/19 - 2022/23 - CG/18/027 (Pages 123 - 128)

Should you require any further information about this agenda, please contact Martyn Orchard, tel. 01224 523097 or email [morchard@aberdeencity.gov.uk](mailto:morchard@aberdeencity.gov.uk)

# Agenda Item 3

You must consider at the earliest stage possible whether you have an interest to declare in relation to any matter which is to be considered. You should consider whether reports for meetings raise any issue of declaration of interest. Your declaration of interest must be made under the standing item on the agenda, however if you do identify the need for a declaration of interest only when a particular matter is being discussed then you must declare the interest as soon as you realise it is necessary. The following wording may be helpful for you in making your declaration.

I declare an interest in item (x) for the following reasons .....

*For example, I know the applicant / I am a member of the Board of X / I am employed by...*  
and I will therefore withdraw from the meeting room during any discussion and voting on that item.

**OR**

I have considered whether I require to declare an interest in item (x) for the following reasons ..... however, having applied the objective test, I consider that my interest is so remote / insignificant that it does not require me to remove myself from consideration of the item.

**OR**

I declare an interest in item (x) for the following reasons ..... however I consider that a specific exclusion applies as my interest is as a member of xxxx, which is

- (a) a devolved public body as defined in Schedule 3 to the Act;
- (b) a public body established by enactment or in pursuance of statutory powers or by the authority of statute or a statutory scheme;
- (c) a body with whom there is in force an agreement which has been made in pursuance of Section 19 of the Enterprise and New Towns (Scotland) Act 1990 by Scottish Enterprise or Highlands and Islands Enterprise for the discharge by that body of any of the functions of Scottish Enterprise or, as the case may be, Highlands and Islands Enterprise; or
- (d) a body being a company:-
  - i. established wholly or mainly for the purpose of providing services to the Councillor's local authority; and
  - ii. which has entered into a contractual arrangement with that local authority for the supply of goods and/or services to that local authority.

**OR**

I declare an interest in item (x) for the following reasons.....and although the body is covered by a specific exclusion, the matter before the Committee is one that is quasi-judicial / regulatory in nature where the body I am a member of:

- is applying for a licence, a consent or an approval
- is making an objection or representation
- has a material interest concerning a licence consent or approval
- is the subject of a statutory order of a regulatory nature made or proposed to be made by the local authority.... and I will therefore withdraw from the meeting room during any discussion and voting on that item.

This page is intentionally left blank

---

COMMITTEE	Council
DATE	6 March 2018
REPORT TITLE	General Fund Revenue Budget 2018/19 to 2022/23; General Fund Capital Programme 2018/19 to 2022/23
REPORT NUMBER	CG/18/032
DIRECTOR	Steven Whyte
REPORT AUTHOR	Sandra Buthlay

---

## **1. PURPOSE OF REPORT:-**

1.1 The purpose of this report is to provide Council with details of:

- (i) the General Fund revenue budget for 2018/19 and high level summary for the following four years; and
- (ii) the General Fund capital programme for 2018/19 to 2022/23.

1.2 These budgets are based on the information contained within the Scottish Government Local Government Finance (Scotland) Settlement 2018-19 letter dated 14 December 2017 (Finance Circular No. 4/2017).

## **2. RECOMMENDATION(S)**

It is recommended that Council:

### **2.1 Target Operating Model**

- a) Note the alignment of the Council's revenue budget to the interim functional structure approved by Council in August 2017; and
- b) Instruct the Chief Officer - Finance to formally notify the approved budget to all the newly confirmed Chief Officers within the interim functional structure.

### **2.2 Balance Sheet Recommendations**

- a) Note the projected balance sheet position including the reserves as at 31 March 2018;
- b) Approve the General Fund capital programme as attached at Appendix 1, and by doing so notes that the Council will be maintaining the level of debt as advised to Moody's, the Council's credit rating agency;
- c) Approve the Prudential Indicators as attached at Appendix 2 to this report; and by doing so notes that this demonstrates the affordability and

- sustainability the Council's borrowing levels and therefore ability to sustain the credit rating;
- d) Approve the recommended use of reserves for 2018/19 as detailed in paragraph 3.39, and by doing so notes that the level of uncommitted reserves is in line with CIPFA guidance as noted in its "Local Authority Reserves & Balances" bulletin published July 2014;
  - e) Note the contingent liabilities faced by the Council as detailed in Appendix 3, which may place future financial liabilities on the Council;
  - f) Note that transformation of the Council will require the use of reserves, including capital receipts to fund associated costs;
  - g) Delegates the Chief Officer – Finance to make suitable provision as part of the 2017/18 Annual Accounts for any future VS/ER payments which will be reported back to the relevant Committee in due course;
  - h) Approves the reserves strategy as outlined in paragraphs 3.37 to 3.39 which will ensure that reserves will increase over the medium term and therefore provide the Council with additional liquidity and financial resilience going forward; and
  - i) Instructs the Chief Officer – Finance to report back to the relevant Committee before December 2018 on a detailed reserves strategy.

## 2.3 Revenue Budget Recommendations

### **5 Year Revenue Budget Position**

- a) Note the draft financial position for 2019/20 to 2022/23 as shown in paragraph 3.40; and
- b) Instruct the Chief Executive to continue to progress the transformation programme, reporting transformation options and associated financial benefits through the approved transformation governance process, in order to address the future years funding gap.

### **One Year Revenue Budget Position and Taxation**

- c) Instruct officers on whether Council is exercising the flexibility to increase council tax under the local government finance circular and if so, to what level;
- d) Set a balanced revenue budget for 2018/19 which is a statutory requirement, by noting and agreeing the proposed options contained in Appendix 5;
- e) Note and accept the conditions of the Local Government Finance Settlement for 2018/19;
- f) Approve the level of funding for 2018/19 as detailed in paragraph 3.63, in relation to the Integration Joint Board (IJB), and note that it will be for the IJB itself to determine how it will balance its budget;
- g) Note that the IJB budget assumes an uplift on the national care home contract of 3.3%. This uplift has, in the last week, been agreed at 3.39% and therefore, instructs the Chief Officer (IJB) to work within the funding provided, taking action as appropriate to identify and implement further budget savings to achieve this; and
- h) Note that the budget assumes a pay award in line with the Scottish Government Public Sector Pay Policy and that in the event of national negotiations exceeding this assumption, to instruct the Chief Officer - Finance to report back to Finance, Policy and Resources Committee on options to finance the additional costs.

### 3. BACKGROUND/MAIN ISSUES

#### Target Operating Model

- 3.1 This budget report is presented to Council in the format and functions of the Target Operating Model as agreed by Council in August 2017.
- 3.2 In agreeing a new Target Operating Model, the Council considered a range of significant drivers for change including the severe financial challenges faced by local government.
- 3.3 Since the Council's decision to approve the Target Operating Model, work has focused on a number of key areas which impact on the Council's current and future financial position. These are:

- i. **Organisation design** - the structure of the organisation has been redefined through four functions to support outcome focused commissioning; customer focus; consolidated operations and resources) and the senior management structure across the four functions has been agreed at the Council's meetings in August and December 2017.

A key focus has been on the alignment of services and staff posts to the agreed transitional Target Operating Model structure. All cost centres, services and staff posts have now been aligned appropriately. As part of the alignment, an initial analysis of all clusters and service areas was carried out to identify opportunities for change, in line with the TOM design principles, through the eradication of duplication, consideration of span of control, as well as the introduction of digital processes. As a result of this analysis, the Strategic Transformation Committee on 9 February 2018, agreed financial savings through the reduction of FTE posts from the establishment for 2018/19, as detailed in paragraph 3.43 below.

- ii. **Commissioning** - a review and analysis of accounts payable, purchase order and contract data has been undertaken, examining £455 million of expenditure. Options were presented to the Strategic Transformation Committee on 9 February 2018 and savings as detailed in paragraph 3.43 below were approved for 2018/19. Work is ongoing with the Council's ALEO organisations to scope similar efficiency savings through third party spend and contract analysis.
- iii. **Service Transformation (Assets)** - a number of business cases have been progressed through the transformation programme and at their meeting on 9 February 2018, the Strategic Transformation Committee agreed actions to deliver savings for 2018/19, as detailed in paragraph 3.43 below, from efficiencies and rationalisation across its property estate. These actions are within the implementation of a Corporate Landlord model which will support the needs of the future Council, reduce operating costs and maximise commercial revenue.
- iv. **Digital** - following the completion of pilots for delivering wider digital services, the Strategic Commissioning Committee on 9 February 2018, agreed to the procurement of a digital booking services system. As part of this investment, the Committee noted that this would release channel

shift savings as well as a cash collection benefit which will be reflected in the budget as services are migrated to a digital platform.

Each of these workstreams are redesigning the organisation giving specific regard to the agreed Target Operating Model design principles noted below:

**Customer Service Design** – we need to define how we deliver customer service.

- a. **Organisational Design** – we need to define the organisational structures; roles, responsibilities, skills and capabilities; role performance measures.
- b. **Governance** – we need to define the governance arrangements and reporting requirements to run the organisation in an efficient and effective way.
- c. **Workforce** – we need to define the level and capability of people required to contribute positively to outcomes and to serve our customers. How many people do we need? How do we remunerate them? What skills and knowledge are required? What ways of working and what culture do we need? Promote equality in the workplace.
- d. **Process Design** – we need to define the functional and business processes to support the business objectives, while ensuring we consolidate and streamline common activity.
- e. **Technology** – we need to identify what technology is needed to deliver services to our customers whilst ensuring we use the technology in a person centred way.
- f. **Partnerships & Alliances** – we need to define how we collaborate with public, private, third sector and communities to achieve successful outcomes.

- 3.4 The Target Operating Model, and the work described above which is implementing the connected elements of it, set the context for the Council's 2018/19 financial position as shown below and the recommendations made in this report.

### **Credit Rating**

- 3.5 Aberdeen City Council was awarded a credit rating during 2016/17, which in turn allowed the Council to secure funding towards its capital investment programmes, through the issuance of £370 million of bonds on the London Stock Exchange.
- 3.6 The credit rating must be maintained throughout the terms of the bonds which will require the appointed credit rating agency to carry out a review at least once every twelve months.
- 3.7 In obtaining the original credit rating the Council provided an underlying borrowing requirement which was further confirmed during the first annual review carried out by the credit rating agency, Moody's, in October 2017. It is important that the Council adhere to this, as any upward deviation would require to be notified to the credit rating agency which could trigger a reassessment with the risk of the credit rating being downgraded.



- 3.8 Along with the Council's level of debt, a key element of the credit rating assessment is the Council's ability to meet its debt repayment obligations arising from this debt. The level of debt is directly linked to the Council's capital investment programme which is reflected through the Balance Sheet whilst repayment commitments are directly linked to the revenue account. The legal framework requires that debt repayment has the first call on the Council's revenue before all other expenditure.

### **2017/18 Financial Position**

- 3.9 The Quarter 3, 2017/18 financial position was considered by the Finance, Policy & Resources Committee on 1 February 2018. The report highlighted that a small overspend against budget is currently forecast, with this being in the context of a number of cost and demand pressures which have required to be actively managed and mitigated by services during the year.
- 3.10 The report also focussed on the Council's Balance Sheet and Reserves, providing details as at Quarter 3 and the projected level of usable reserves at year end. The projected level had taken account of the impact of accounting adjustments required in relation to the council's bond issuance as well as the use of reserves during the year to meet the costs of reducing staff numbers through a VS/ER scheme as agreed by Council in setting the 2017/18 budget.
- 3.11 The committee agreed the investigation and utilisation of an option to use capital receipts to fund VS/ER costs if deemed suitable. This option is available through statutory guidance from the Scottish Government, as detailed in Local Government Finance Circular 4/2015. This allows capital receipts to be used to fund the statutory elements of severance costs where those costs arise from service redesign, where this redesign is aligned to the preventative agenda and engagement with community planning partners and is evidenced through the committee reporting structure. The guidance specifically excludes the use of capital receipts to fund severance costs related to teachers. The use of this option for 2017/18 costs has been assumed and is reflected in the Balance Sheet presented below. It should be noted that the guidance will also allow a provision to be made at 31 March 2018 for those severance costs projected to be incurred during 2018/19. This has not been reflected in the Balance Sheet below but it is recommended that provision be made as part of the recommendations of this report.

### **Balance Sheet Position**

- 3.12 The Balance Sheet shows all the Council's assets and liabilities as projected at 31 March 2018, excluding any potential revaluations of its land and property assets and movements in liabilities such as pensions which are only reviewed and updated at year end for inclusion within the annual accounts, ensuring compliance with the accounting standards.
- 3.13 It further provides information on the level of reserves and balances held by the Council also at 31 March 2018 as currently projected.
- 3.14 The projected Balance Sheet is shown below:

<b>Balance Sheet</b>			
<b>31 March 2017</b>		<b>31 March 2018</b>	<b>Note</b>
<b>£000s</b>		<b>£000s</b>	
2,238,305	Property, Plant & Equipment	2,287,262	
172,756	Heritage Assets	172,756	
85,335	Investment Property	81,754	
18,656	Long Term Investments	18,656	
7,311	Long Term Debtors	7,465	
<b>2,522,363</b>	<b>Long Term Assets</b>	<b>2,567,893</b>	1
181,145	Cash and Cash Equivalents	42,212	
141,227	Short Term Investments	91,862	
78,679	Short Term Debtors	78,690	
1,645	Inventories	8,617	
5,382	Assets Held for Sale	5,382	
<b>408,078</b>	<b>Current Assets</b>	<b>226,763</b>	2
(81,351)	Short Term Borrowing	(34,386)	
(90,364)	Short Term Creditors	(67,683)	
(4,233)	Short Term Provisions	(3,664)	
(2,611)	PPP Short Term Liabilities	(3,222)	
(5,515)	Accumulated Absences Account	(5,515)	
(473)	Grants Receipts in Advance - Revenue	(201)	
(518)	Grants Receipts in Advance - Capital	(5,383)	
<b>(185,065)</b>	<b>Current Liabilities</b>	<b>(120,054)</b>	3
(895,458)	Long Term Borrowing	(882,409)	
(108)	Long Term Creditors	(108)	
(679)	Long Term Provisions	0	
(100,973)	PPP Long Term Liabilities	(97,751)	
(249,767)	Pension Liabilities	(249,767)	
<b>(1,246,985)</b>	<b>Long Term Liabilities</b>	<b>(1,230,035)</b>	3
<b>1,498,391</b>	<b>Net Assets</b>	<b>1,444,567</b>	
	Usable Reserves:		4
(50,476)	General Fund Balance	(40,461)	
(11,308)	Housing Revenue Account	(11,808)	
(25,606)	Statutory and Other Reserves	(16,393)	
(5,416)	Bond Premium	(19,179)	
(1,405,585)	Unusable Reserves	(1,356,726)	
<b>(1,498,391)</b>	<b>Total Reserves</b>	<b>(1,444,567)</b>	

## **Commentary on Balance Sheet**

### Note 1: Non-Current Assets (General Fund Capital Programme)

- 3.15 The total estimated value of non-current assets at 31 March 2018, prior to any revaluations, is £2.6 billion. Assets play a key role in service delivery and as such investment is required to ensure they are suitable for the delivery of services. A recent assets review considered the Council's operational assets and commercial estate, identifying opportunities available for immediate implementation along with areas of work and opportunities which will require further development to achieve operational and financial efficiencies. This, coupled with the Council's ambitious capital investment programme, as set out through the General Fund Capital Programme will have a positive impact on the Balance Sheet in both the short and longer term.
- 3.16 As previously stated in paragraphs 3.7 and 3.8, the Council's level of debt is a key element of its credit rating assessment and is directly linked to the capital investment programme. Therefore, in setting its capital programme it is important that Council understand that additional borrowing above that previously approved and advised to the credit rating agency, could lead to a detrimental movement in the Council's credit rating. The Council is required to demonstrate the affordability and sustainability of its capital investment through the setting of its Prudential Indicators and these are set out in Appendix 2.
- 3.17 Aside from borrowing, capital investment can be funded through project specific grant/lottery funding, use of capital receipts and the General Capital Grant provided by the Scottish Government. It should be noted that there is also an option to use capital receipts to fund severance costs as detailed in paragraph 3.11 above. The use of capital receipts has not been included for the purposes of funding the capital programme presented in this report.
- 3.18 The level of General Capital Grant provided by the Scottish Government is advised through the Local Government Finance (Scotland) Settlement 2018-19 (Finance Circular No. 5/2017) dated 14 December 2017. The General Capital Grant for 2018/19 is £23.677 million, with £0.313 million of specific grant also made available for Cycling, Walking, and Safer Streets (CWSS) projects.
- 3.19 It has been assumed that gross funding of £550.9 million is available for capital investment over the period of the programme, as shown in Appendix 1. This maintains the level of debt to that previously advised to the credit rating agency.
- 3.20 The Council has a process for identifying and ranking projects, or bids, and the outcome of this is the General Fund Capital Programme. This process ensures capital investment is aligned to the strategic priorities of the Local Outcome Improvement Plan (LOIP) – Prosperous People, Prosperous Place, Prosperous Economy and Enabling Technology.

### Significant Developments within the General Fund Capital Programme

- 3.21 The Capital programme has been extended since Council Budget Day in 2017. Additional projects which have been identified with a funding solution include; extended provision for early learning and child care provision in Northfield /

Cummings Park, a new Cruyff Court, the Community Growing Programme, the acquisition of Kingsmeade Nursing Home, the Joint Initiative for Vehicle Expansion (JIVE, or Hydrogen Buses Phase 2) and the expanded fibre network in conjunction with the City Region Deal.

- 3.22 Construction on the new Aberdeen Exhibition and Conference Centre, which will support and enhance Aberdeen's place culturally and in the global oil and gas industry, is well underway and the framework of the main building is now complete. The main structures of the hotel and energy centre are also in place. Preferred bidders for the Anaerobic Digestion Gas to Grid plant project have been identified following completion of due diligence on the financial model.
- 3.23 The construction of the Aberdeen Western Peripheral Route is approaching completion with the unitary charge mechanism in place for those sections which have reached "permitted for use" stage. The Council's contribution to this scheme remains capped at £75m. This is not impacted by the liquidation of Carillion, one of three companies who constituted the main contractor for the scheme.
- 3.24 The new Lochside Academy at the South of the City will accommodate pupils from Kincorth and Torry Academies when it opens at the start of the 2018/19 academic year. The state-of-the-art school will provide pupils and staff with the opportunity to enjoy learning and teaching in a modern, flexible environment, built to deliver the Curriculum for Excellence. By using modern technology, the new academy will be energy efficient which will help reduce the Council's carbon footprint.
- 3.25 The Council is in discussion with the Scottish Government over its national plans to expand nursery provision across Scotland through the Early Years expansion initiative. The financial settlement for 2018/19 includes £150 million of unallocated capital funding for this initiative. The Council has a programme of capital works identified and costed which on receipts of funding confirmation will be prioritised accordingly.
- 3.26 The regeneration of the city centre through the implementation of the City Centre Masterplan (CCMP) is proceeding. The Union Terrace Gardens proposals have been further developed over the last 12 months, with additional ground surveys undertaken to inform the ultimate design. Work on Broad Street is at an advanced stage. The proposals for Provost Skene House have been fully reviewed and a tender specification drawn up to ensure necessary repairs are completed to this historic asset during redevelopment, along with integration to the recently completed Marischal Square development.
- 3.27 As these major projects progress this reduces the overall risk that the Council is exposed to in terms of complexity of its capital programme as well as cost.
- 3.28 A number of projects currently included in the programme are subject to final review on completion of business cases and procurement, and therefore the **budgets shown are indicative** and should be viewed as pre-tender estimates only at this stage.

## Note 2: Current Assets – Liquidity Policy

- 3.29 The balance sheet, through its current assets (as well as certain liabilities and reserves) provides an indication of the overall liquidity position of the Council. With current assets of £226 million, the balance sheet shows that whilst the level has decreased in the year, the Council continues to have strength in this area. It should be remembered that the level of current assets in 2016/17 reflected the receipt of cash through the bond issuance which is now being utilised as work progresses on the Council's capital investment programme.
- 3.30 Liquidity is a key priority of the Council with governance of liquidity position being through the Council's Treasury Management Strategy which states that the Council's investment priorities are a) security of capital; and b) the liquidity of investments.
- 3.31 The level of liquidity required at any given time will be based on several factors, including:
- a) the Council's cash flow requirements over the months ahead, including known payments to third parties and loan repayments;
  - b) the level of surplus funds administered on behalf of other bodies such as the Pension Fund, ALEO's and Trusts, as these funds may be called back at any time by the bodies; and
  - c) any payments for capital projects which may be required financing at short notice.

## Note 3: Liabilities

- 3.32 The overall trend of decreasing liabilities is positive, reflecting reduced short and long-term borrowing.

## Note 4: Reserves

- 3.33 In setting its budget, the Council must have a clear reserves policy which currently includes de-risking the Council through the balance sheet and providing cash backed earmarked reserves for any known potential future liabilities. In addition, the Council must be aware of those issues, which whilst not certain and/or quantifiable at this time may result in financial liabilities in the future. Such issues are known as Contingent Liabilities and further details are provided in Appendix 3.
- 3.34 Reserves can be categorised as usable and unusable, with usable further broken down as follows:
- a) Earmarked – funds approved by committee to be set aside for known financial commitments or liabilities entered into but required to be settled in a future financial year or set aside to de-risk the Council from future financial exposure without having to make in-year savings to meet the liability;
  - b) Uncommitted – a sum set aside, currently £11.3 million, not held for any specific purpose but to be utilised in the event of major unforeseen incidents or emergencies. This is in line with CIPFA recommended practice as detailed in bulletin "Local Authority Reserves and Balances" published in July 2014 and it is the advice of the Head of Finance that this sum should

not be used and be retained at this level to ensure the Council has a prudent financial position for 2018/19; and

- c) Statutory – these are held under statute for specific purposes. The two main funds are the Capital Fund (can only be used for repayment of debt principal and capital expenditure) and the Insurance Fund (used to mitigate insurance payment related risks arising from claims). The Capital fund is currently fully earmarked for the purposes stated, such that any other use of this fund would require additional revenue savings to be found.

Unusable reserves are not available to be utilised by the Council. These reserves are used for accounting adjustments, reflecting statutory provisions in place to avoid costs being charged to the Council in meeting reporting requirements as defined within International Financial Reporting Standards.

3.35 In terms of continuing to strengthen the Council's balance sheet, to provide liquidity and to mitigate, where possible, against any future liabilities, it is also recommended that item a) above should not be used as a means of balancing the budget.

3.36 Overall, the Council has maintained the position of the balance sheet for uncommitted reserves to ensure there is medium term financial stability within the Council.

#### Reserves Policy

3.37 It is vital that the Council has a robust reserves strategy in place to ensure it has sufficient reserves to ensure liquidity on a day to day basis and has reserves to deal with any unforeseen events as well as preserve a robust position in relation to any contingent liabilities.

3.38 The strategy should therefore provide the following:

1. A commitment to increase reserves year on year until 2022/23;
2. A commitment to having uncommitted General Fund balances of 3% of gross general fund expenditure by 2022/23;
3. A commitment to replace reserves used for the purposes of the Transformation Programme by 2021/22; and
4. A commitment to cash back all guarantees given by the Council, including loan agreements.

3.39 The table below shows the projected movement on reserves over the year:

<b>Reserves</b>				
	<b>Balance at 1 April 2017 £'000</b>	<b>Balance at 31 Dec 2017 £'000</b>	<b>Projected Balance at 31 March 2018 £'000</b>	<b>Notes</b>
<b>Earmarked Reserves</b>				
<b>Ring Fenced Funds</b>				
Energy Efficiency Fund	735	735	732	1
Bus Lane Enforcement	589	173	37	1
Second/Long Term Empty Homes	6,801	6,801	6,801	1
De-Risk The Council	2,655	2,505	2,405	
Investment Strategy (Digital)	666	0	0	
Transformation Fund	14,978	14,939	13,978	2
VS/ER Fund	5,976	926	3,165	3
Revenue Grants/Other	439	414	384	4
<b>Total</b>	<b>32,839</b>	<b>26,493</b>	<b>27,502</b>	
<b>Earmarked for Specific Projects</b>				
Business Plan Service Options	223	163	0	
Employee Benefits	77	31	0	
Events - Silver City Stores	8	1	0	
Ict Projects	23	23	0	
Star Awards	25	7	25	
Town House Microphones	14	0	0	
Xerox Print Contract	317	259	0	
Boiler Ferryhill Comm Centre	20	20	0	
Building Services IT Upgrade	148	78	0	
City Deal	219	0	0	
Comm Justice Redesign Post	20	20	0	
Comm Planning Part. Budgeting	9	9	0	
DEM - Community Education Centres	598	598	598	
Legal Costs - Culter House	5	5	0	
Men's Shed	5	5	0	
Milltimber Playground Outdoor Forest	1	1	0	
Mither Kirk - Burial of Remains	0	0	37	
New Shed St Clements Court	1	1	0	
Play Equip Crown Terrace Park	12	2	0	
Thomas Glover House	152	151	151	
Skene St Play Park Upgrade	7	2	0	
Upgrade Road At Torry Battery	193	139	0	
Westburn Park Cycle Track	29	29	0	
Youth Bus Torry Comm Centre	20	20	0	
DEM Schools Carry Forward	857	857	857	
Develop Young Workforce	66	0	0	
Hmt Roof Works	288	133	0	
ICT Fund	779	0	0	
Music Hall Redevelopment	800	0	0	
Reclaiming Social Work	1,430	961	0	
<b>Total</b>	<b>6,346</b>	<b>3,515</b>	<b>1,668</b>	
<b>Committed General Fund Balance</b>	<b>39,185</b>	<b>30,008</b>	<b>29,170</b>	
<b>Uncommitted General Fund Balance</b>	<b>11,291</b>	<b>11,291</b>	<b>11,291</b>	<b>5</b>
<b>Total General Fund Balance</b>	<b>50,476</b>	<b>41,299</b>	<b>40,461</b>	
<b>Statutory Funds</b>				
Capital Fund	23,702	33,442	14,680	6
Insurance Fund	1,558	1,369	1,368	
City Improvement Fund	340	340	340	
Lord Byron Fund	5	5	5	
<b>Total Statutory Funds</b>	<b>25,605</b>	<b>35,156</b>	<b>16,393</b>	
<b>Total</b>	<b>76,081</b>	<b>76,455</b>	<b>56,854</b>	

**Notes:**

1. These are ring fenced by virtue of statute.
2. There are currently agreed commitments of £9 million against this fund.
3. This takes account of the potential use of capital receipts to fund VS/ER costs.
4. This relates to items required to be earmarked to comply with accounting standards.
5. This is in line with best practice and the previously agreed strategy.
6. This takes account of the potential use of capital receipts to fund VS/ER costs.

**5 Year Revenue Budget Position – 2018/19 to 2022/23**

3.40 In forecasting the 2018/19 position into a medium term financial strategy, high level assumptions in terms of both costs and future funding levels have been made. The medium term (5 year) strategy is outlined below in line with the new target operating model and will be subject to movement between services as it is embedded in:

<b>General Fund Revenue Budget 5 Year Position</b>					
	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Net Service Spend</b>					
Commissioning	21,487	21,499	21,509	21,519	21,529
Customer	39,944	39,662	39,375	39,088	38,801
Operations	247,959	251,604	254,380	257,896	261,532
Resources	32,293	50,660	66,581	81,599	107,768
City Growth	8,623	8,623	8,623	8,623	8,623
Governance	3,547	3,587	3,598	3,627	4,029
Strategic Place Planning	4,289	4,679	4,756	4,836	4,916
Integration Joint Board	84,995	82,483	80,046	78,437	77,626
HRA - Adjustment for Surplus	500	500	500	500	500
	<b>443,637</b>	<b>463,297</b>	<b>479,368</b>	<b>496,125</b>	<b>525,324</b>
Funding	<b>(438,754)</b>	<b>(432,357)</b>	<b>(426,572)</b>	<b>(423,935)</b>	<b>(424,431)</b>
<b>Deficit</b>	<b>4,883</b>	<b>30,940</b>	<b>52,796</b>	<b>72,190</b>	<b>100,893</b>

3.41 The following assumptions have been made in arriving at the base figures above:

	<b>Year 1</b>	<b>Years 2-5</b>
Pay Award	<£36,500 3%, £36,500-£80,000 2%, >£80,000 £1,600	2% annually
Teachers Pensions	No change	2% increase from 2019/20
Staff Vacancy Factor	£5m reduction	Further £2m reduction years 2 & 3
Energy	Gas 1.8%, Electric 5%, oil 8%, Heat-AHP 5%, Biomass 5% per annum	
Water Rates	Increase of 2.1% annually	
Non Domestic Rates	Increase of 3% annually	



Capital Financing Costs	Revised annually based on capital programme	
IJB	Reduction in Council funding will be reflected in IJB	
GRG/NDR (Funding)	Per Finance Circular	3% reduction in years 2 & 3, 2% reduction in year 4, 1% reduction in year 5
85% Floor Adjustment	Per Finance Circular	Per Year 1
Council Tax *	Uplifted for impact of additional homes annually	
Fees & Charges *	No change	2% increase annually

\* There are proposed options to vary these figures as detailed below

3.42 Options to achieve a balanced budget for 2018/19 are attached in Appendix 5. These proposals will have an impact across the 5 year period such that the entirety of this impact must be considered.

### **One Year Revenue Budget Position – 2018/19**

3.43 The 2018/19 budget position as presented at paragraph 3.40 above takes cognisance of decisions made by the Strategic Transformation Committee on 9 February 2018 and the expected financial benefits to be realised from those decisions as follows:

	<b>Benefits £'000</b>
Asset Review	737
Third Party Spend	6,000
Transition to Interim TOM	10,378
<b>Total</b>	<b>17,115</b>

### **Income**

3.44 The Council funds the services it provides through the following sources of income:

- a) Council Tax – raised locally;
- b) Non Domestic Rates (NDR) – forms part of the overall government funding distribution mechanism;
- c) General Revenue Grant (GRG) – from the Scottish Government and includes an allocation of ring-fenced funding; and
- d) Fees and Charges – raised locally (through car parking charges, investment income and charges for services provided)

3.45 The Scottish Government's Local Government Finance (Scotland) Settlement 2018-19 (Finance Circular No. 5/2017) dated 14 December 2017 provides details of Non Domestic Rates and the General Revenue Grant funding for the financial year 2018/19 only.

3.46 In terms of Non Domestic Rates, the circular states that the poundage rate has been provisionally set at 48.0p for 2018/19 (an increase from 46.6p in 2017/18), with this calculated as a CPI inflationary uplift rather than the normal September RPI. The Large Business Supplement threshold has been

provisionally set at 2.6p for properties with a rateable value over £51,000, while the Small Business Bonus Scheme threshold for 100% relief remains at £15,000 with further tapered relief for rateable values up to £35,000.

3.47 The circular also provides details of a number of other updates as follows:

- Transitional arrangements (including ‘transitional relief’) are proposed to continue into 2018-19 for hospitality properties (with a rateable value up to £1.5 million) and offices in Aberdeen City and Shire;
- It is proposed that the Fresh Start relief be expanded to apply to all types of properties, the qualifying period that properties must be empty reduced from 12 to 6 months and the level of relief increased from 50% to 100%;
- A new Business Growth Accelerator is proposed to apply from 1 April 2018. This will delay any increases in rates liability due to the improvement of, or expansion of an existing property for 12 months, and means that new-build properties pay no rates for an initial year once entered on the valuation roll;
- Additionally, any new build property will not be entered onto the roll by the Assessors until it is occupied;
- A new relief for day nurseries is proposed which will offer 100% relief for properties wholly or mainly used to provide day nursery care for pre-school children;
- It is proposed to create a new relief for hydro generation properties at 60% for properties with a rateable value of up to £5 million with this relief awarded under de minimis rules and applicable cumulatively with the community renewables generation relief;
- A new relief for new broadband fibre infrastructure will be met in 2018-19 by the growth accelerator; and
- An implementation plan has been published setting out detail on how the recommendations of the Barclay review will be taken forward.

3.48 In calculating the Council Tax figure, the following assumptions have been made:

- Collection rates have been maintained at 2017/18 levels; and
- The number of Band D equivalent properties has been increased by 1,289 such that projected income has increased by £1.2 million.

3.49 The movement in income from 2017/18 to 2018/19 is shown in the table below:

	2017/18	2018/19	Movement
	£'000	£'000	£'000
General Revenue Grant (GRG)	(108,975)	(86,317)	22,658
GRG - 85% Floor	(10,000)	(8,700)	1,300
Non Domestic Rates	(205,547)	(227,801)	(22,254)
GRG not yet distributed - Teachers Induction Scheme	0	(1,124)	(1,124)
GRR not yet distributed - Early Years Expansion	0	(1,832)	(1,832)
Council Tax - Base	(111,576)	(111,759)	(183)
Council Tax - New Properties	0	(1,221)	(1,221)
<b>Total Funding</b>	<b>(436,098)</b>	<b>(438,754)</b>	<b>(2,656)</b>

## Taxation Powers

### Council Tax

- 3.50 The Scottish Government's Local Government Finance (Scotland) Settlement 2018-19 (Finance Circular No. 5/2017) dated 14 December 2017 states that for 2018-19, the Scottish Government will work in partnership with local government to implement the budget and the joint priorities in return for the full funding package, which includes the continued flexibility to increase their council tax by up to 3%. The current Band D Scottish average is £1,173. The impact of a 3% increase in Council Tax by Band (excluding water and sewerage) is shown below:

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Current Charge	820.26	956.97	1,093.68	1,230.39	1,616.60	1,999.38	2,409.51	3,014.56
Revised Charge	844.87	985.68	1,126.49	1,267.30	1,665.10	2,059.36	2,481.80	3,105.00

### Non Domestic Rates

- 3.51 The Finance, Policy & Resources Committee on 29 June 2017 agreed that a non-domestic rates local transitional scheme be implemented to give relief for the period 01/04/2017 to 31/03/2018 on increases above 14.75% (in line with the Scottish Government increase) up to a maximum award per business property, provided any such award complied with state aid rules. To date there have been 644 applications to the local scheme, with a value of £1.7 million to be met by the Council.
- 3.52 As the costs are required to be met by council tax payers, the Council must have due regard to its income and expenditure and the interests of those liable to pay council tax for any local relief scheme.

## Expenditure

- 3.53 The movement in net expenditure from 2017/18 to 2018/19 is £7.539 million with some of the main areas of movement being as follows:

	£'000
Staff Increments	2,737
Pay Award (see below)	8,222
Unitary Charge	1,421
IJB Funding (see below)	1,687
Expansion of Early Years	1,832
STC Decisions:	
Assets Review	(737)
Third Party Spend	(6,000)
Transition to Interim TOM	(10,378)

Further details are shown in Appendix 4.

The pay award assumptions are in line with the Scottish Government Public Sector Pay Policy, 3% on salaries up to £36,500, 2% on salaries between £36,500 and £80,000 and £1,600 on salaries above £80,000. Negotiations are ongoing between Trade Unions and negotiating bodies on the 2018/19 pay award and therefore it should be noted that any pay award above this will have financial implications for the Council such that additional efficiencies will require to be identified to retain a balanced budget position.

This is the net movement arising from additional funding provided for the Scottish Living Wage offset by a funding reduction in line with the Council's. The National Care Contract is currently being negotiated and the IJB have assumed a level of increase in their budget which is to be met from existing resources. The Council does not intend to provide additional funding in relation to any increase on this contract.

- 3.54 The Scottish Government's Local Government Finance (Scotland) Settlement 2018-19 (Finance Circular No. 5/2017) dated 14 December 2017 states the following:
- Local authorities continue to be required to maintain an overall pupil:teacher ratio of 13.7, and secure places for all probationers who require one under the Teacher Induction Scheme;
  - an additional £66 million to support additional investment in social care, including support for the implementation of the Carers (Scotland) Act 2016, the Living Wage (including extending it to cover sleepovers) and an increase in the Free Personal and Nursing Care payments;
  - continued flexibility to increase Council Tax by up to 3%.
- 3.55 The movement in expenditure combined with the movement in funding as detailed in paragraph 3.49 above, give a deficit in the 2018/19 budget of £4.883 million.

- 3.56 Options identified to mitigate this deficit are detailed in Appendix 5 and are summarised as follows:
- Fees & Charges - £1.638 million
  - Council Tax - £3.389 million
- 3.57 The use of these options will move the 2018/19 budget to a surplus of £0.144 million.

#### **Items not included in the revenue budget**

- 3.58 Appendix 6 provides details of items which have not been included in the above 2018/19 budget figures. These items, totalling £0.541 million, relate to items referred to the budget process from committees.
- 3.59 Should Council wish to accept all or some of these items into the 2018/19 budget, identification of further savings options will be required to allow this, such that the overall budget position is balanced, as is required by statute.

#### **Group Accounts – Subsidiaries and Joint Ventures**

- 3.60 The Council has a number of subsidiaries and joint ventures, with the most significant being Bon Accord Care and Sport Aberdeen (Subsidiaries) and Aberdeen Sports Village and the Integration Joint Board (Joint Ventures).
- 3.61 Whilst the organisations above are responsible for service delivery, the Council provides significant funding to them and therefore remains responsible for ensuring that public funds are used properly and demonstrate best value. The Council has set up governance arrangements with these bodies which ultimately provides assurance to the Audit, Risk & Scrutiny Committee.
- 3.62 It is worth noting that the credit rating agency are particularly interested in the bodies within the Council's group structure and their ability to impact on the underlying borrowing requirement of the Council.
- 3.63 The table below provides details of the funding levels included in the 2018/19 budget:

	<b>Funding 2017/18</b>	<b>Funding 2018/19</b>	<b>Note</b>
Bon Accord Care	26.29m	26.98m	1
Sport Aberdeen	5.35m	5.24m	
Aberdeen Sports Village	1.02m	1.02m	
Integration Joint Board (IJB)	83.30m	84.99m	2

#### **Notes**

1. Bon Accord Care is funded by the Integration Joint Board, which is required to indicate the value of the services to be provided through the contract and it therefore included for information only (note these figures excludes Kingsmead monies as this matter is still being pursued).
2. These figures include funding to Bon Accord Care as per the arrangement described above. Further information on the IJB is provided below.

## **Integration Joint Board (IJB)**

- 3.64 As part of the Council's budget setting process, the sums to be transferred to the IJB have to be identified and are provided in paragraph 3.63 above.
- 3.65 The combined 2017/18 budget for the IJB, from Aberdeen City Council (ACC) and NHS Grampian (NHSG) is approximately £258 million.
- 3.66 At its meeting on 13 February 2018, the IJB considered its 2017/18 financial position and medium term financial strategy.
- 3.67 It was reported, that in 2017/18, the mainstream budget is forecast to overspend due to pressures in prescribing, hosted services and out of authority placements, which is more than offset by an underspend on the integration and change fund, thereby mitigating the need to seek additional funding from the partners. It should be noted that whilst steps have been taken to address this overspend, the Aberdeen City Integration Scheme provides options including that one or both parties, ACC and NHSG, may make an additional payment to the IJB to cover an overspend.
- 3.68 The report recognised the financial challenges faced by both ACC and NHSG and noted that only provisional settlement figures were available at this time. It further noted that the grant settlement for each body no longer provides conditions on the amount of funding the IJB's should receive and that the amount of funding to be allocated by partners is to be agreed through local negotiations. In providing the IJB with indicative figures, it has been assumed that IJB funding is reduced in line with the Council's funding reduction, which equates to a reduction in funding to the IJB of £0.832 million.
- 3.69 It was further reported that additional funding has been allocated through the Local Government settlement for the Scottish Living Wage and implementation of the Carers Act. To this end, the Council has provisionally allocated a sum of £2.519 million to the IJB for this.
- 3.70 It is acknowledged that the funding position can only be formally agreed once the partners have their final settlement details and set their budgets.

## **Participatory Budgeting**

- 3.71 The Scottish Government's "Programme for Government" includes a commitment that 1% of each local authority's annual budget be allocated through a participatory budgeting (PB) process. The Scottish Government and COSLA agreed, in late 2017, a "framework" for delivering this commitment with further national guidance to follow in due course.
- 3.72 Based on existing information available, 1% equates to £4.5 million. This target can be met from all the Council's resources i.e. General Fund revenue and capital, HRA revenue and capital, IJB and Common Good.
- 3.73 During 2018/19, we will continue to develop our approach to empowering communities to make decisions on how budgets are allocated, expanding our use of PB and working towards the 1% commitment.

- 3.74 An amount of £1.5 million is allocated as the Fairer Aberdeen Fund and the Fairer Aberdeen Board, including 10 community representatives will determine funding allocations to initiatives working to achieve our community regeneration and socio-economic equality objectives. We intend working with the Fairer Aberdeen Board to further strengthen communities influence and involvement in deciding allocation of the fund.
- 3.75 Community representatives from the Fairer Aberdeen Board and our new Locality Planning Partnerships will be invited to decide of the allocation of £50k to deliver 10,000 meals to children during school holidays alongside activity programmes.
- 3.76 £800k has been allocated from the Housing Revenue Account for community initiatives and environmental improvements and tenants will be involved in PB processes to determine the use of these funds for improvement to their local communities.
- 3.77 £60k has been allocated for PB to provide a range of activities and interventions to divert young people from substance misuse and support young people's health and wellbeing by enabling them to make positive lifestyle choices. Young People will again be involved in determining grants from a £50k Youth Achievement budget. We will work with the young people involved in the existing panel to involve greater numbers of young people in these funding decisions.
- 3.78 This year we will also explore how we may use PB to allocate Common Good funding.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 The Scottish Government's Local Government Finance (Scotland) Settlement 2018-19 (Finance Circular No. 5/2017) dated 14 December 2017 provides details of General Fund revenue and capital funding for the financial year 2018/19.
- 4.2 Total revenue funding for 2018/19 is £323 million, excluding items still to be distributed - Teacher's Induction Scheme, Discretionary Housing Payments, Criminal Justice Funding and Early Years Expansion.
- 4.3 Assuming the Council receives broadly its share of these undistributed amounts the total funding (after new funding commitments) is estimated to be £324.9 million, which represents a decrease in funding of approximately 1.0% (comparator figure for 2017/18 is £328.2 million).
- 4.4 Total capital funding is £24 million, which represents a reduction of £2.2m (8.4%) compared to 2017/18.

4.5 Further analysis of revenue and capital funding is shown below:

	<b>Per FC No. 5/2017</b>	<b>Share of Non Distributed Amounts</b>	<b>Total included in Draft Budget</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Specific Revenue Grant	2,911	-	2,911
General Revenue Grant	92,245	1,923	94,168
Non Domestic Rates	227,801	-	227,801
<b>Total Revenue Funding</b>	<b>322,957</b>	<b>1,124</b>	<b>324,880</b>
General Capital Grant	23,677	-	23,677
Specific Capital Grant	313	-	313
<b>Total Capital Grant</b>	<b>23,990</b>	<b>-</b>	<b>23,990</b>

4.6 A number of grant conditions have been applied to the settlement:

- Maintaining overall pupil-teacher ratio at 2016/17 levels;
- Continued flexibility to increase Council tax levels by up to 3%; and
- Expansion of early learning and childcare.

## 5. LEGAL IMPLICATIONS

5.1 While there are no direct legal implications arising from the recommendations of this report, there are additional reporting requirements due to the London Stock Exchange listing and issue of bonds.



## **6. MANAGEMENT OF RISK**

### **Financial**

- 6.1 Every organisation must manage the risks inherent in the operation of large and complex budgets. These risks are minimised by the regular review of financial information by services and corporately by elected members. This report is part of that framework.
- 6.2 Other risks the Council should be aware of in setting the budget include the non-delivery of savings options that are approved. To mitigate this risk options are assessed in terms of deliverability.
- 6.3 In relation to capital projects there is a risk that following the procurement process, tendered costs will vary from that assumed at the time of project approval. This risk is mitigated through quantification and review of indicative project costs by suitably qualified staff or external body where appropriate.

### **Legal**

- 6.4 There are statutory duties imposed on the Council to set council tax and balance its budget. These duties are complied with in terms of the recommendations in this report. Breach of such statutory duties would have serious implications for the Council.

### **Other**

- 6.5 Consideration has also been given to Employee, Customer / Citizen, Environmental and Technological risks, and no risks were identified.

### **Reputational**

- 6.6 The reputational risks to the Council are minimised by the regular review of financial information by services, CMT and Elected Members throughout the Financial Year.

## **7. IMPACT SECTION**

### **Economy**

- 7.1 Investment in the city will have a positive impact on the economy.

### **People**

- 7.2 Robust management of the Council's finances will ensure that services can continue to be provided.

### **Place**

- 7.3 Investment will enhance the place by creating a better and more vibrant city in which to live.

## **Technology**

- 7.4 There are no direct implications on technology arising from the recommendations of this report

## **8. BACKGROUND PAPERS**

Scottish Government Circulars  
CIPFA “The Prudential Code for Capital Finance in Local Authorities”

## **9. APPENDICES**

Appendix 1 – General Fund Capital Programme  
Appendix 2 – Prudential Indicators  
Appendix 3 – Contingent Liabilities  
Appendix 4 – General Fund Revenue - movements  
Appendix 5 – General Fund Revenue - options  
Appendix 6 – General Fund Revenue – referrals from committees

## **10. REPORT AUTHOR DETAILS**

Sandra Buthlay  
Senior Accountant  
[sbuthlay@aberdeencity.gov.uk](mailto:sbuthlay@aberdeencity.gov.uk)  
01224 522565

### **HEAD OF SERVICE DETAILS**

Steven Whyte  
Director of Resources & Acting Head of Finance  
[swhyte@aberdeencity.gov.uk](mailto:swhyte@aberdeencity.gov.uk)  
01224 523566

## APPENDIX 1

Outturn			Budget	Budget	Budget	Budget	Budget	Total
2017/18			2018/19	2019/20	2020/21	2021/22	2022/23	
£'000	NHCP No.	Fully or Partially Legally Committed Projects	£'000	£'000	£'000	£'000	£'000	£'000
7,481	294	Corporate Property Condition & Suitability	8,608	8,985	8,000	8,000	8,000	41,593
316	551	Cycling Walking Safer Streets	313	0	0	0	0	313
1,146	587	Access from the North / 3rd Don Crossing	1,443	0	0	0	0	1,443
4,132	627	Aberdeen Western Peripheral Route	20,041	2,405	825	2,605	227	26,103
102	630	Data Centre Transition & Infrastructure Transformation	116	0	0	0	0	116
0	765	Nestrans Capital Works	0	0	0	0	0	0
1,000	765G	Nestrans Capital Grant	2,691	1,500	1,295	1,295	1,295	8,076
(43)	773	New Brimmond School	0	0	0	0	0	0
3,444	776	Orchard Brae	0	0	0	0	0	0
700	779	Private Sector Housing Grant (PSHG)	700	700	700	700	700	3,500
		Fleet Replacement Programme						
2,979	784	(including Zero Waste Strategy Fleet)	4,009	4,100	4,272	4,300	4,500	21,181
5,115	789	Planned Renewal & Replacement of Roads Infrastructure	5,148	5,211	4,968	4,968	4,968	25,263
473	789E	Street Lighting	500	1,000	1,000	1,000	1,000	4,500
0	794	Hydrogen Buses	5	0	0	0	0	5
360	795	Accelerate Aberdeen (City Broadband)	0	0	0	0	0	0
0	798	National Housing Trust Loans	0	0	0	0	0	0
927	805	Technology Investment Requirements & Digital Strategy	2,057	0	0	0	0	2,057
1,775	807	A96 Park & Choose / Dyce Drive Link Road	40	0	0	0	0	40
185	811	Social Care Facilities - Len Ironside Centre	102	0	0	0	0	102
512	819	Tillydrone Community Hub	4,627	134	0	0	0	4,761
122,922	821	New Aberdeen Exhibition & Conference Centre	118,624	44,786	0	0	0	163,410
10	825	City Deal	34	0	0	0	0	34
(52)	826	Aberdeen City Hydrogen Energy Storage (ACHES)	0	0	0	0	0	0
541	827	SIP New Build Housing Programme	700	200	0	0	0	900
495	828	Greenbrae Primary Extension and Internal Works	0	0	0	0	0	0
(95)	829	Middlefield Project Relocation (Henry Rae CC)	0	0	0	0	0	0
10,461	831	Stoneywood Primary	1,471	0	0	0	0	1,471
10	832	Dyce 3G Pitch	0	0	0	0	0	0
42	834	Refurbish Throughcare Facility - 311 Clifton Road	0	0	0	0	0	0
1,500	835	Street Lighting LED Lanterns (PACE 5 Year programme)	1,659	1,500	1,500	1,500	700	6,859
10	836	Flood Prevention Measures: Flood Guards Grant Scheme	100	100	100	100	81	481
		Flood Prevention Measures: Riverside Drive at Bridge of Dee Court						
300	837		200	0	0	0	0	200
650	843	Station House Media Unit Extension	444	0	0	0	0	444
8,983	799B	Art Gallery Redevelopment - Main Contract (HLF)	2,508	0	0	0	0	2,508
0	808A	New Academy to the South - ICT Infrastructure	1,000	0	0	0	0	1,000
270	808B	New Academy to the South - Infrastructure Improvements	1,230	0	0	0	0	1,230
3,944	810C	Energy from Waste (EFW) Procurement and Land Acq.	589	1,382	0	0	0	1,971
1,603	810E	Investment in Waste Collection	0	0	0	0	0	0
474	810F	Refuse Derived Fuel Plant	0	0	0	0	0	0
716	810G	Co-mingled MRF & Depot	240	0	0	0	0	240
793	844	Sustrans Active Travel Infrastructure Fund	401	0	0	0	0	401
82	845	City Deal: Strategic Transport Appraisal	668	50	200	0	0	918
1,500	846	City Deal: Aberdeen Harbour Expansion Project	2,000	2,000	0	0	0	4,000
0	847	City Deal: Digital Infrastructure	1,750	1,750	0	0	0	3,500
0	848	JIVE (Hydrogen Buses Phase 2)	3,053	4,147	0	0	0	7,200
80	850	Community Growing Spaces	65	0	0	0	0	65
0	852	City Deal: City Duct Network	2,000	2,000	1,000	0	0	5,000
100	854	City Deal: Transportation Links to Bay of Nigg	0	0	0	0	0	0
820	857	Central Library Roof & Parapets	30	0	0	0	0	30
2,000	860	City Deal: Expand Fibre Network	0	0	0	0	0	0
<b>188,763</b>			<b>189,166</b>	<b>81,950</b>	<b>23,860</b>	<b>24,468</b>	<b>21,471</b>	<b>340,915</b>
Outturn			Budget	Budget	Budget	Budget	Budget	Total
2017/18			2018/19	2019/20	2020/21	2021/22	2022/23	
£'000	NHCP No.	Projects with indicative budgets	£'000	£'000	£'000	£'000	£'000	£'000
1,922	791	Strategic Land Acquisition	1,051	2,775	0	0	0	3,826
50	806A	CATI - South College Street	250	2,300	2,300	492	0	5,342
685	806B	CATI - Beryden Corridor (Combined Stages 1, 2 & 3)	320	3,096	10,300	4,490	0	18,206
0	809	New Milltimber Primary	500	11,000	1,500	0	0	13,000
0	810J	Bridge of Don Household Waste Recycling Centre (HWRC)	50	50	1,300	0	0	1,400
456	810K	Energy from Waste (EFW) Construction & Torry Heat Network	457	22,000	49,000	13,087	0	84,544
420	812	Kingsfield Childrens Home	1,080	50	0	0	0	1,130
30	820	Investment in Tenanted Non-Residential Property Portfolio	500	2,340	0	0	0	2,840
		New Aberdeen Exhibition & Conference Centre : Anaerobic						
0	821	Digestion Plant	21,270	4,000	0	0	0	25,270
4,969	824	City Centre Regeneration	17,377	7,824	0	0	0	25,201
0	838	Flood Prevention Measures: Millside & Paddock Peterculter	0	2,000	1,000	0	0	3,000
150	840	Tillydrone Primary School	9,316	7,500	0	0	0	16,816
150	841	Torry Primary School and Hub	9,833	9,000	1,000	0	0	19,833
0	849	Cruyff Court	250	0	0	0	0	250
		Northfield / Cumming Park Early Learning and Childcare						
0	851	Provision	500	0	0	0	0	500
111	856	Acquisition of Kingsmead Nursing Home	0	0	0	0	0	0
0	858	Crematorium Refurbishment	1,004	15	0	0	0	1,019
0	859	ICT: Human Capital Management System	800	0	0	0	0	800
957	999	Construction Inflation Allowance for existing projects	15,000	0	0	0	0	15,000
<b>9,900</b>			<b>79,558</b>	<b>73,950</b>	<b>66,400</b>	<b>18,069</b>	<b>0</b>	<b>237,977</b>
<b>198,663</b>		<b>Totals</b>	<b>268,724</b>	<b>155,900</b>	<b>90,260</b>	<b>42,537</b>	<b>21,471</b>	<b>578,892</b>

Forecast									
Outturn		Non-Housing Capital Programme	Budget	Budget	Budget	Budget	Budget		Total
2017/18			2018/19	2019/20	2020/21	2021/22	2022/23		
£'000	NHCP No.		£'000	£'000	£'000	£'000	£'000		£'000
(226)	294	Corporate Property Condition & Suitability	0	0	0	0	0		0
(316)	551	Cycling Walking Safer Streets	0	0	0	0	0		0
(15)	587	Access from the North / 3rd Don Crossing	(2,000)	0	0	0	0		(2,000)
0	765	Nestrans Capital Works	0	0	0	0	0		0
(126)	784	Fleet Replacement Programme (including Zero Waste Strategy Fleet)	0	0	0	0	0		0
(250)	789	Planned Renewal & Replacement of Roads Infrastructure	0	0	0	0	0		0
0	794	Hydrogen Buses	0	0	0	0	0		0
(360)	795	Accelerate Aberdeen (City Broadband)	0	0	0	0	0		0
(3,676)	799B	Art Gallery Redevelopment - Main Contract (HLF)	(9,262)	0	0	0	0		(9,262)
(345)	805	Technology Investment Requirements & Digital Strategy	0	0	0	0	0		0
0	809	New Milltimber Primary	0	(2,421)	0	0	0		(2,421)
(2,583)	810C	Energy from Waste (EfW) Procurement and Land Acq.	(397)	(18)	0	0	0		(415)
(274)	810K	Energy from Waste (EfW) Construction & Torry Heat Network	(274)	0	0	0	0		(274)
(512)	819	Tillydrone Community Hub	(1,388)	0	0	0	0		(1,388)
(3,000)	821	New Aberdeen Exhibition & Conference Centre	(2,500)	0	0	0	0		(2,500)
(800)	823	Music Hall Refurbishment	0	0	0	0	0		0
(100)	824	City Centre Regeneration	0	0	0	0	0		0
(206)	826	Aberdeen City Hydrogen Energy Storage (ACHES)	0	0	0	0	0		0
0	827	SIP New Build Housing Programme	(2,050)	(950)	0	0	0		(3,000)
(750)	828	Greenbrae Primary Extension and Internal Works	0	0	0	0	0		0
(22)	829	Middlefield Project Relocation (Henry Rae CC)	0	0	0	0	0		0
(4,066)	831	Stoneywood Primary	0	0	0	0	0		0
(10)	832	Dyce 3G Pitch	0	0	0	0	0		0
(42)	834	Refurbish Throughcare Facility - 311 Clifton Road	0	0	0	0	0		0
0	836	Flood Prevention Measures: Flood Guards Grant Scheme	(80)	(80)	(80)	(160)	0		(400)
0	837	Flood Prevention Measures: Riverside Drive at Bridge of Dee Court	(400)	0	0	0	0		(400)
0	838	Flood Prevention Measures: Millside & Paddock Peterculter	0	0	(2,400)	0	0		(2,400)
(750)	843	Station House Media Unit Extension	(327)	0	0	0	0		(327)
(574)	844	Sustrans Active Travel Infrastructure Fund	0	0	0	0	0		0
0	848	JIVE (Hydrogen Buses Phase 2)	(1,375)	(2,225)	(550)	(550)	0		(4,700)
(1)	850	Community Growing Spaces	0	0	0	0	0		0
0	852	City Deal: City Duct Network	(2,000)	(2,000)	(1,000)	0	0		(5,000)
(100)	854	City Deal: Transportation Links to Bay of Nigg	0	0	0	0	0		0
(2,000)	860	City Deal: Expand Fibre Network	0	0	0	0	0		0
(21,104)		<b>1. Programme Funding Streams Sub-Total</b>	<b>(22,053)</b>	<b>(7,694)</b>	<b>(4,030)</b>	<b>(710)</b>	<b>0</b>		<b>(34,487)</b>
(25,869)		<b>2. Capital Grant</b>	<b>(23,990)</b>	<b>(24,000)</b>	<b>(24,000)</b>	<b>(24,000)</b>	<b>(24,000)</b>		<b>(119,990)</b>
(151,690)		<b>3. Other Financing</b>	<b>(222,681)</b>	<b>(124,206)</b>	<b>(49,508)</b>	<b>0</b>	<b>0</b>		<b>(396,395)</b>
(198,663)		<b>Sub-total</b>	<b>(268,724)</b>	<b>(155,900)</b>	<b>(77,538)</b>	<b>(24,710)</b>	<b>(24,000)</b>		<b>(550,872)</b>
0		<b>Cashflow</b>	<b>0</b>	<b>0</b>	<b>(12,722)</b>	<b>(17,827)</b>	<b>2,529</b>		<b>(28,020)</b>
0		<b>Net Position</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>

**ABERDEEN CITY COUNCIL**  
**2017/18 to 2022/23**

**THE PRUDENTIAL CODE**  
**For Capital Finance in Local Authorities**

From 1 April 2004, Councils are required by Regulation to have regard to the Prudential Code (the Code) when carrying out their duties under Part 7 of the Local Government in Scotland Act 2003.

In setting the revenue and capital budgets, members will be aware that under the Prudential Code, the level of capital investment is determined locally. Therefore, these indicators will be reviewed on an ongoing basis to ensure that the Council does not breach the indicators it sets.

The key objectives of the Code are to ensure:-

- The Council's capital programmes are affordable, prudent and sustainable.
- Treasury management decisions are taken in accordance with good professional practice.

The Code also has the objectives of being consistent with and supporting local strategic planning, local asset management planning and proper option appraisal.

In setting the indicators, cognisance should be paid to the level of capital investment looking ahead for a three year period, for both the housing and non-housing capital programmes that the Council wishes to embark upon. The Code also requires that the underlying requirement to finance PPP projects and finance leases be included when setting the indicators.

The Code requires the following Prudential Indicators are set for the Council:-

	<b>Capital Expenditure</b>						
	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
Non HRA	175,275	198,663	268,724	155,900	90,260	42,537	21,471
HRA	42,154	55,318	42,051	45,335	30,204	26,500	21,991

	<b>Ratio of Financing Costs to Net Revenue Stream</b>						
	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
Non HRA	5.7%	4.8%	7.4%	8.5%	9.1%	9.2%	9.2%
HRA	14.7%	17.2%	15.7%	17.0%	18.2%	18.1%	17.7%

	<b>Capital Financing Requirement</b>						
	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
Non HRA	578,193	713,745	912,923	1,010,136	1,031,118	1,000,014	969,093
HRA	272,091	298,705	311,347	326,238	324,860	317,872	304,367
<b>Total</b>	<b>850,284</b>	<b>1,012,450</b>	<b>1,224,270</b>	<b>1,336,374</b>	<b>1,355,978</b>	<b>1,317,886</b>	<b>1,273,460</b>

	<b>Gross Borrowing</b>						
	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
Borrowing	746,913	866,291	1,031,068	1,246,110	1,361,211	1,382,609	1,347,891

The Prudential Code states:

“In order to ensure that over the medium term net borrowing will only be for a capital purpose, the local authority should ensure that net external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.”

The Head of Finance reports that the Council can meet this requirement in 2017/18, and it is expected to do so for the future years, as outlined, taking into account current commitments, existing plans, and the assumptions in this report.

	<b>Authorised Limit for External Debt</b>					
	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Operational Boundary	1,145,542	1,357,362	1,469,466	1,489,070	1,450,978	1,406,552
10% Margin	114,554	135,736	146,947	148,907	145,098	140,655
<b>Total</b>	<b>1,260,096</b>	<b>1,493,098</b>	<b>1,616,413</b>	<b>1,637,977</b>	<b>1,596,076</b>	<b>1,547,207</b>

	<b>Operational Boundary for External Debt</b>					
	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Borrowing	1,044,569	1,259,611	1,374,712	1,396,110	1,361,392	1,320,157
Other Long Term Liabilities	100,973	97,751	94,754	92,960	89,586	86,395
<b>Total</b>	<b>1,145,542</b>	<b>1,357,362</b>	<b>1,469,466</b>	<b>1,489,070</b>	<b>1,450,978</b>	<b>1,406,552</b>

## Contingent Liabilities

In addition to amounts recognised on the Balance Sheet, the Council was aware of the following contingent liabilities at 31 March 2017 which were formally recognised within the 2016/17 Annual Accounts and will be reviewed and updated as appropriate for the 2017/18 Annual Accounts:

- **Aberdeen Science Centre (formerly Satrosphere)**

The Council has agreed to provide a guarantee to the Bank of Scotland for the sum of £128,923 in support of an overdraft facility and card transactions until 31 March 2018.

- **Transition Extreme Sports Ltd**

The Council has agreed to provide a guarantee to the Bank of Scotland in respect of a loan of £37,139 and a maximum overdraft facility of £250,000 as well as a guarantee of £237,215 to Social Investment Scotland in respect of an 11 year loan which is due to be repaid by June 2025.

- **Landfill Sites**

The Council is responsible under environmental legislation for the ongoing monitoring, maintenance and ultimately capping and re-instatement of 3 closed landfill sites. The costs associated with two of these sites, Ness and Hill of Tramaud, have been accounted for through a mix of revenue and capital funding.

The third site at Mill of Dyce was previously operated by the Council under a lease. The Council purchased the site in 2012/13 and following an assessment of the environmental monitoring and reinstatement requirements works were carried out in 2014. The works are now complete with no further activity planned for the site.

- **Waste Disposal**

The Council has a long term contract with an external contractor for the disposal of all relevant waste arising in the City and the operation and maintenance of waste transfer stations, recycling facilities and landfill sites. The contract commenced in September 2000 and is due to run for 25 years.

- **Landfill Allowance Scheme (LAS)**

The Scottish Government had previously introduced a scheme under which Local Authorities were to be penalised for exceeding landfill tonnage targets. The penalties have never been imposed and it is expected that the regulations will be repealed in due course. However, until such a repeal is formalised there remains a potential liability on the Council.

- **External Organisations - Guarantor in relation to North East Scotland Pension Fund (NESPF)**

As the administering authority, the Council may admit a body to the Pension Fund as an 'admitted body' provided (i) the organisation can confirm they have sufficient links with a Scheme employer for the body and the Scheme employer to be regarded as having a community of interest; and (ii) the Scheme employer is prepared to act as guarantor in the event the admitted body should cease to exist. If this situation was to occur and staff made redundant the staff over 50 years old would become entitled to immediate payment of their pension benefits. The Council has agreed a number of such guarantees to organisations that include Aberdeen Sports Village, Sport Aberdeen, Aberdeen Performing Arts, Aberdeen International Youth Festival, Aberdeen Heat and Power, Bon Accord Support Services and Bon Accord Care Ltd. The potential values guaranteed are subject to a range of actuarial assumptions.

- **Sport Aberdeen**

The Council agreed to provide a bank guarantee to Sport Aberdeen to a maximum of £5 million over a 5 year period for investment in Council leisure facilities, as approved at the 7 June 2016 Finance, Policy and Resources Committee. There is currently a guarantee being drawn up for an RCF facility for £1.4 million for Sport Aberdeen.

- **SEEMIS Group LLP**

The Council has agreed to fund any additional pension liability payments arising from its membership of the SEEMIS organisation (the provider of our schools' Management Information System). To date there has been no call on the guarantee.

- **Scottish Child Abuse Enquiry**

The Scottish Child Abuse Inquiry is a national enquiry which was set up on 1 October 2015. The Council recognises a potential for claims as a result of this inquiry but there are no specific claims at this time.

### **Additional Contingent Liabilities**

- **Strategic Transport Fund**

Section 75 agreements (developer obligations) are frequently sought by the Council in relation to the award of planning permission. These agreements are entered into as they are considered material to the decision to award planning permission.

The Supreme Court's recent judgement in relation to the Strategic Transport Fund (STF), which was funded through developer obligations, has significant implications for the Council which continue to be assessed by officers.

There are very few projects in the current capital programme which rely on developer obligations as funding. However, there are several large scale projects in development which had expected to rely on STF funding. Delivery of these projects is now at risk unless an alternative funding solution can be identified.

- **Integration Joint Board (IJB)**

The IJB is responsible for the strategic planning of the functions delegated to it by Aberdeen City Council and NHS Grampian. The Aberdeen City IJB Integration Scheme provides the framework in which the IJB operates including information on funding and what should happen if the IJB is projecting to overspend its budget at the year-end. Whilst steps will be taken to address this ultimately the parties to the arrangement may be potentially liable should the IJB overspend.

- **Our Generation – Solar Panels**

A contractual dispute exists in relation to this contract which may give rise to a future financial liability.

- **3<sup>rd</sup> Don Crossing**

It is recognised that claims may be received in relation to these projects which could give rise to a future financial liability.



## APPENDIX 4

<b>General Fund Revenue Budget - Movement Reconciliation</b>		
	<b>£'000</b>	<b>£'000</b>
<b>Staffing</b>		
Pay award	5,170	
Teachers Pay Award	3,052	
Staff Increments	2,737	10,959
<b>Contractual/Inflationary</b>		
Unitary Charge	1,421	
Apprenticeship Levy	10	
Growth on energy	763	
Growth in rates payments	330	
Growth in water rates	31	
Grampian Valuation Joint Board - increase	32	2,587
<b>Other Movements from 2017/18</b>		
Procurement saving not allocated to Services	2,934	
Vacancy Factor & Other Movements	(691)	
DEM Carry Forward (17/18 only saving)	750	
Remove historic income budgets	836	
Family Support Center at HMP	(32)	
Trading surplus increase	(147)	3,650
<b>Movements Due to Election Cycle</b>		
Removal of Local Government Elections	(348)	
Community Council Elections in 2018/19	25	(323)
<b>Other Additions to 2018/19</b>		
Big Noise Torry (per 5 year plan agreed at committee)	30	
Expansion of early years	1,832	
Capital Financing Costs	2,000	
Zero Waste Strategy - updated profile	145	
Funding to IJB - Living wage	2,519	
Funding to IJB - reduced in line with ACC funding	(832)	
Centre of Excellence	150	
Balgownie Rates	200	
Insurance	320	
City of Culture	500	
Roads Maintenance £10m investment	500	
AECC - Contractual	300	
UNICEF Child Friendly City	25	
Other	92	7,781
<b>Funding reconciliation</b>		
General Revenue Grant	21,002	
Non Domestic Rates	(22,254)	
Council Tax	(1,404)	(2,656)
<b>STC Decisions 9th Feb 2018</b>		
3rd Party Spend & Contract Renewal	(6,000)	
Migration to Interim Transitional Structure	(10,378)	
Assets Review	(737)	(17,115)
<b>Total Movement</b>	<b>4,883</b>	<b>4,883</b>

**APPENDIX 5**

<b><u>Options 2018/19</u></b>			
<b>Commercial Income Review</b>	<b>Full Year</b>	<b>Full / Part Year</b>	<b>Assumed for 2018/19</b>
	<b>£'000</b>		<b>£'000</b>
General 3% increase fees and charges	850	1.0	850
Museum & Galleries	300	0.5	150
Corporate Advertising	300	0.5	150
School Lettings	100	0.5	50
Car Parking Options	438	1.0	438
			<b>1,638</b>
<b>Council Tax Increase</b>			<b>£'000</b>
2017/18 - Budget			111,576
2018/19 - Budget			111,759
2018/19 - New Properties			1,221
2018/19 Budget + New Properties			112,980
	1%	Council Tax Increase	1,130
	2%	Council Tax Increase	2,260
	3%	Council Tax Increase	3,389
	4%	Council Tax Increase	4,519
	5%	Council Tax Increase	5,649

## APPENDIX 6

<u>Committee Decisions Referred to Budget Process</u>				
	<b>2018/19</b>	<b>Committee</b>	<b>Committee Date</b>	<b>Reference</b>
	<b>£'000</b>			
Greyhope Bay - grant award	20	Communities, Housing & Infrastructure	29th August 2017	CHI/17/202
Electric Vehicle Charging	54	Communities, Housing & Infrastructure	29th August 2017	CHI/17/059
Reclaiming Social Work - Revised Staffing (Saving)	(300)	Education & Children's Services	25th January 2018	ECS/18/011
LED Lighting in Parks	110	Finance, Policy & Resources	20th September 2017	CHI/17/008
Maintenance of Paths in Parks	5	Finance, Policy & Resources	20th September 2017	CHI/17/008
Gaps in Public Transport Network	132	Finance, Policy & Resources	20th September 2017	CHI/17/171
Nuart (3 years)	100	Finance, Policy & Resources	1st December 2017	CHI/17/266
Great Aberdeen Run (2 years)	150	Finance, Policy & Resources	1st December 2017	CHI/17/266
Sale of Pitmedden Road will result in loss of revenue income	106	Finance, Policy & Resources	1st December 2017	CHI/17/276
Lochside Transport	110	Finance, Policy & Resources	1st December 2017 & 1st February 2018	ECS/17/070 & CHI/17/317
External Partnership Activity	4	Finance, Policy & Resources	1st February 2018	CHI/17/320
Towards a Fairer Aberdeen - Provision of Meals to Children during School Holidays	50	Finance, Policy & Resources	1st February 2018	CHI/17/322
	<b>541</b>			

This page is intentionally left blank

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
<b>Support Services</b>					
CH&I - Support Services	Provision of temporary accommodation via Private Sector Leasing for customers we do not have a duty to rehouse.				
CH&I - Support Services	H71850 93841	per tenant	60.00	Nil	We no longer charge - costs are not recoverable through housing benefit
CH&I - Support Services	Provision of temporary accommodation as per legislative duty. H71845 93841	per property	204.82	204.82	Based on 325 temp flats at 95% occupancy One of the highest charges in Scotland - based on actual costs of providing staffed accommodation. Currently covered by Housing Benefit but unlikely to be sustainable in the future.
CH&I - Support Services	Service Charge for Hostel - H71813 93841	per week	501.90	501.90	One of the highest charges in Scotland - based on actual costs of providing staffed accommodation. Currently covered by Housing Benefit but unlikely to be sustainable in the future.
CH&I - Support Services	Service Charge for Hostel - H71814 93841	per week	516.25	516.25	Based on 56 resettlement flats at 95% occupancy.
CH&I - Support Services	Service charge for supported flats	per week	33.80	33.80	service will end 1/4/18 new service will have charge of
CH&I - Support Services	RSL Sheltered Housing - Housing Support	per week	13.28	£8.96 from 2/4/18 service will end 1/4/18 new service will have charge of	As per Council policy charge is 50% of the cost of the service
CH&I - Support Services	RSL Sheltered Housing - Housing Support	per week	9.98	£8.96 from 2/4/18 service will end 1/4/18 new service will have charge of	As per Council policy charge is 50% of the cost of the service
CH&I - Support Services	RSL Sheltered Housing - Housing Support	per week	12.94	£8.96 from 2/4/18 service will end 1/4/18 new service will have charge of	As per Council policy charge is 50% of the cost of the service
CH&I - Support Services	RSL Sheltered Housing - Housing Support	per week	13.18	£8.96 from 2/4/18 service will end 1/4/18 new service will have charge of	As per Council policy charge is 50% of the cost of the service
CH&I - Support Services	RSL Sheltered Housing - Housing Support	per week	13.46	£8.96 from 2/4/18 service ended	As per Council policy charge is 50% of the cost of the service
CH&I - Support Services	RSL Sheltered Housing - Housing Support	per week	3.92	30/10/17 service ended	N/A
CH&I - Support Services	RSL Sheltered Housing - Housing Support	per week	3.30	30/10/17 service ended	N/A
CH&I - Support Services	RSL Sheltered Housing - Housing Support	per week	8.90	this service ended on 7/1/18 new service is charged at £8.37 from 8/1/18	As per Council policy charge is 50% of the cost of the service
CH&I - Support Services	RSL Sheltered Housing - Housing Support	per week	9.81	this service ended on 1/4/18 new service is charged at £8.98 from 2/4/18	As per Council policy charge is 50% of the cost of the service
CH&I - Support Services	Service Charge for Hostel H71815 93841	per week	483.49	483.49	One of the highest charges in Scotland - based on actual costs of providing staffed accommodation. Currently covered by Housing Benefit but unlikely to be sustainable in the future.
CH&I - Support Services	Furniture leasing scheme	per £100 worth of goods for 5 years. To a maximum of £600 for single clients & £900 for families	1.50	1.50	
<b>Environmental Services</b>					
CH&I - Environmental Service	Window Boxes	Per item	62.00	63.00	
CH&I - Environmental Service	Hanging Baskets	Per item	62.00	63.00	
CH&I - Environmental Service	Planters - Small	Per item	15.00	15.45	
CH&I - Environmental Service	Planters - Medium	Per item	30.00	30.90	
CH&I - Environmental Service	Planters - Large	Per item	45.00	46.35	
CH&I - Environmental Service	Sponsored Planters - Small	Per item	800.00	824.00	
CH&I - Environmental Service	Sponsored Planters - Large	Per item	1200.00	1,236.00	
<b>CH&amp;I - Environmental Service Allotments</b>					
CH&I - Environmental Service	Allotment Micro Plot	Per annum	11.85	12.21	
CH&I - Environmental Service	50m2 plot	Per annum	13.46	13.86	
CH&I - Environmental Service	80m2 plot	Per annum	23.69	24.40	
CH&I - Environmental Service	100m2 plot	Per annum	29.61	30.50	
CH&I - Environmental Service	110m2 plot	Per annum	31.81	32.76	
CH&I - Environmental Service	130m2 plot	Per annum	41.46	42.70	

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Environmental Service	½ size Allotment Plot	Per annum	41.46	42.70	
CH&I - Environmental Service	¾ size Allotment Plot	Per annum	62.19	64.06	
CH&I - Environmental Service	Full size Allotment Plot	Per annum	82.92	85.41	
CH&I - Environmental Service	Shed	Per annum	6.54	6.74	
<b>Hazlehead Pets Corner Sales Tickets -</b>					
<b>CH&amp;I - Environmental Service</b>	<b>A12512 93231</b>				
CH&I - Environmental Service	Adult	Per ticket	3.00	3.00	
CH&I - Environmental Service	Child	Per ticket	1.00	1.00	
CH&I - Environmental Service	Children Under 3	Per ticket	Free	Free	
CH&I - Environmental Service	Family	Per ticket	6.00	6.00	
CH&I - Environmental Service	Accord Card	Per ticket	2.00	2.00	
CH&I - Environmental Service	Education Adult	Per ticket	1.50	1.50	
CH&I - Environmental Service	Education Child	Per ticket	0.50	0.50	
CH&I - Environmental Service	Hire of Education Room	Per Hour	15.00	15.00	
CH&I - Environmental Service	Hire of Education Room	Per Day	75.00	75.00	
CH&I - Environmental Service	Hire of Education Birthday Party	Per Party	70.00	70.00	
CH&I - Environmental Service	Season Family Pass	Per ticket	30.00	35.00	
CH&I - Environmental Service	<b>Parks</b>				
CH&I - Environmental Service	Memorial Benches	Per Bench	750.00	1,500.00	
CH&I - Environmental Service	Memorial Trees	Per Tree	120.00	120.00	
CH&I - Environmental Service	Hire of Winter Gardens - A12506 93438				
<b>CH&amp;I - Environmental Service</b>	<b>Weddings</b>				
CH&I - Environmental Service	Weddings - 1 hour	Per Hour	70.00	80.00	
CH&I - Environmental Service	Weddings - 1.5 hour	Per Hour and Half	95.00	110.00	
CH&I - Environmental Service	Weddings - 2 hours	Per 2 hours	120.00	150.00	
CH&I - Environmental Service	Weddings - Bandstand	Per Booking	250.00	250.00	
CH&I - Environmental Service	Photographs - A12506 93178				
CH&I - Environmental Service	Photographs 30 Mins	Per 30 Mins	25.00	30.00	
CH&I - Environmental Service	Photographs 1 Hour	Per 1 Hour	35.00	40.00	
CH&I - Environmental Service	Photographs 2 hours	Per 2 Hours	50.00	60.00	
CH&I - Environmental Service	Photographs 1/2 day	Per Half Day	75.00	80.00	
CH&I - Environmental Service	Photographs Full Day	Per Day	100.00	100.00	
CH&I - Environmental Service	Small Group Bookings	Per Hour	15.00	15.00	
CH&I - Environmental Service	Photographs - A12504 93178				
CH&I - Environmental Service	Photographs 30 Mins	Per 30 Mins	25.00	30.00	
CH&I - Environmental Service	Photographs 1 Hour	Per 1 Hour	35.00	40.00	
CH&I - Environmental Service	Photographs 2 hours	Per 2 Hours	50.00	60.00	
CH&I - Environmental Service	Photographs 1/2 day	Per Half Day	75.00	80.00	
CH&I - Environmental Service	Photographs Full Day	Per Day	100.00	100.00	
CH&I - Environmental Service	Weddings - 1 hour	Per Hour	70.00	80.00	
CH&I - Environmental Service	Weddings - 1.5 hour	Per Hour and Half	95.00	110.00	
CH&I - Environmental Service	Weddings - 2 hours	Per 2 hours	120.00	150.00	
CH&I - Environmental Service	Floral Decorations	Per Decoration	From 160.00	From 160.00	
<b>CH&amp;I - Environmental Service</b>	<b>Cremation &amp; Burial service</b>				
CH&I - Environmental Service	Cremation - chapel service	person	693.00	693.00	
CH&I - Environmental Service	Crematorium - No chapel service	person	653.00	593.00	
CH&I - Environmental Service	Storage of urn	urn	95.00	95.00	
CH&I - Environmental Service	Dispersal of ashes from another crematorium	urn	84.00	84.00	
CH&I - Environmental Service	Use of Chapel for a Service only		100.00	125.00	
CH&I - Environmental Service	Burial Lair Rights	lair	850.00	850.00	
CH&I - Environmental Service	Reservation fee for burial lair	lair	100.00	100.00	
CH&I - Environmental Service	Cremation Casket lair rights	lair	395.00	550.00	
CH&I - Environmental Service	Administration Fee (if unused Lair sold back to Council)		45.00	50.00	
CH&I - Environmental Service	Burial	person	577.00	680.00	
CH&I - Environmental Service	Interment of Casket	casket	136.00	210.00	
CH&I - Environmental Service	2nd casket interment	casket	69.00	Removed	
CH&I - Environmental Service	testing of a lair depth	occasion	109.00	112.00	
CH&I - Environmental Service	Disinterment of coffin	coffin	1,160.00	1,160.00	
CH&I - Environmental Service	Disinterment of casket of ashes	casket	168.00	210.00	
CH&I - Environmental Service	Transfer of lair rights	lair	34.00	50.00	
CH&I - Environmental Service	Duplicate lair certificate	certificate	34.00	50.00	
CH&I - Environmental Service	Search burial ground records	Per 15 mins	12.50	13.00	
CH&I - Environmental Service	Foundation for headstone	foundation	94.00	100.00	
CH&I - Environmental Service	Interment of Double Cremation Casket or Ashes in headground of a grave	interment	170.00	Removed	
CH&I - Environmental Service	Book of Remembrance/Memorial Cards - C27401 93555				
CH&I - Environmental Service	Book of Remembrance charge per line	line	19.50	19.50	
CH&I - Environmental Service	Book of Remembrance 2 line entry	line	39.00	39.00	
CH&I - Environmental Service	Book of Remembrance 3 line entry	line	58.50	58.50	
CH&I - Environmental Service	Book of Remembrance 4 line entry	line	78.00	78.00	
CH&I - Environmental Service	Book of Remembrance 5 line entry	line	97.50	97.50	
CH&I - Environmental Service	Book of Remembrance 6 line entry	line	117.00	117.00	
CH&I - Environmental Service	Book of Remembrance 7 line entry	line	136.50	136.50	
CH&I - Environmental Service	Book of Remembrance 8 line entry	line	156.00	156.00	
CH&I - Environmental Service	Book of Remembrance Motif	motif	57.50	57.50	

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Environmental Service	Memorial Cards - replica of above charge per line	line	12.50	12.50	
CH&I - Environmental Service	Memorial Cards - motif	motif	53.00	53.00	
CH&I - Environmental Service	Miniature Book - as book of remembrance entry	entry	86.00	86.00	
CH&I - Environmental Service	Miniature Book - additional lines	line	12.75	12.75	
CH&I - Environmental Service	Miniature Book - motif	motif	53.00	53.00	
CH&I - Environmental Service	Memorial Plaque - C27401 93222				
CH&I - Environmental Service	Memorial Plaque - Wall - for 10 years	plaque	350.00	350.00	
CH&I - Environmental Service	Memorial Plaque - Wall - for 20 years	plaque	465.00	465.00	
CH&I - Environmental Service	Memorial Plaque - Wall - renewal 10 years	plaque	125.00	125.00	
CH&I - Environmental Service	Memorial Plaque - Wall - renewal 20 years	plaque	210.00	210.00	
CH&I - Environmental Service	Memorial Plaque - Additional inscription	plaque	70.00	70.00	
CH&I - Environmental Service	Memorial bench in cemetery	bench	1,200.00	1,500.00	
CH&I - Environmental Service	Babies Book of Remembrance charge per line	line	6.50	6.50	
CH&I - Environmental Service	Babies Book of Remembrance 2nd line	line	13.00	13.00	
CH&I - Environmental Service	Babies Book of Remembrance 3rd line	line	19.50	19.50	
CH&I - Environmental Service	Babies Book of Remembrance 4th line	line	26.00	26.00	
CH&I - Environmental Service	Babies Book of Remembrance 5th line	line	32.50	32.50	
CH&I - Environmental Service	Babies Book of Remembrance Motif	motif	40.50	40.50	
CH&I - Environmental Service	Babies memorial kerb - 3 lines	kerb	138.00	138.00	
CH&I - Environmental Service	Babies memorial headstone - 3 lines inscription	3 line inscription	380.00	380.00	
CH&I - Environmental Service	Babies memorial headstone - motif	motif	77.00	77.00	
CH&I - Environmental Service	Babies memorial headstone - 4th line	line	16.00	16.00	
CH&I - Environmental Service	Cremation of Body Parts (following original cremation)	Per body	58.00	120.00	Bring in line with below
CH&I - Environmental Service	Burial of Body Parts	Per body	58.00	120.00	Bring in line with below
CH&I - Environmental Service	Cremation of Body donated to Medical Research (Anatomical examination)	Per body	116.00	120.00	3%
CH&I - Environmental Service	Burial of Body donated to Medical Research (Anatomical examination)	Per body	116.00	120.00	3%
CH&I - Housing & Community Safety	<b>Housing &amp; Community Safety</b>				
CH&I - Housing & Community Safety	Property Factoring	per annum	62.00	63.86	Increase by inflationary uplift for 300 owners and HRA payment. I presume a standard
CH&I - Waste & Recycling	<b>Waste &amp; Recycling</b>				
CH&I - Waste & Recycling	Commercial Waste Collection Service s - 140 litre bin	per uplift of bin annual fee in	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Waste Collection Service s - Ad-hoc Collection Admin Fee	addition to cost of uplifts.	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Waste Collection Service s - 240 litre bin	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Waste Collection Service s - 360 litre bin	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Waste Collection Service s - 400 litre bin	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Waste Collection Service s - 660 litre bin	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Waste Collection Service s - 770 litre bin	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Waste Collection Service s - 940 litre bin	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Waste Collection Service s - 1100 litre bin	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Waste Collection Service s - 1280 litre bin	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Street Bin Use		*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Waste Collection Service s - Street Bin Use	per bag of rubbish	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Dry Mixed Recycling Collection		*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Dry Mixed Recycling Collection - Bundle or box	per bundle/box	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Dry Mixed Recycling Collection - 140 Litre bin	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Dry Mixed Recycling Collection - 240 Litre bin	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Waste & Recycling	Commercial Dry Mixed Recycling Collection - <b>360 Litre bin</b>	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Dry Mixed Recycling Collection - <b>660 Litre bin</b>	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Dry Mixed Recycling Collection - <b>770 Litre bin</b>	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Dry Mixed Recycling Collection - <b>1280 Litre bin or Cage</b>	per uplift of bin or cage	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Glass Recycling Collection		*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Glass Recycling Collection - <b>1280 litre bin</b>	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Food Waste Recycling Collection		*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Food Waste Recycling Collection - <b>Caddy 23L</b>	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Food Waste Recycling Collection - <b>140 Litre bin</b>	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Food Waste Recycling Collection - <b>240 Litre bin</b>	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Food Waste Recycling Collection - <b>550 Litre bin</b>	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Commercial Garden Waste Recycling Collection - <b>240 litre bin</b>	per uplift of bin	*Commercially sensitive*	*Commercially sensitive*	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Hire of Commercial Wheeled Bins	Per Bin	Included in cost of commercial waste service	Included in cost of commercial waste service	uplift prices fall within agreed framework (with defined min and max) of charges
CH&I - Waste & Recycling	Sale of <b>Commercial 40 litre bio liners roll of 30</b>	per roll	depends on costs	depends on costs	
CH&I - Waste & Recycling	Sale of <b>Commercial 30 litre pedal bins for food waste</b>	per bin	depends on costs	depends on costs	
CH&I - Waste & Recycling	Sale of <b>Abandoned Vehicles</b> to scrap dealer	per tonne	variable	variable	
CH&I - Waste & Recycling	Sale of <b>White Goods</b> to scrap dealer	per tonne	variable	variable	
CH&I - Waste & Recycling	Commercial Waste Collection - <b>Bulk Waste</b>	per hour	90.00	120.00	
CH&I - Waste & Recycling	Domestic Waste Collection - <b>Bulk Waste</b>	per four items	25.00	27.50	
CH&I - Waste & Recycling	Domestic Waste Collection - <b>Bulk Waste Discounted</b>	per four items	12.50	13.75	
CH&I - Waste & Recycling	Domestic Waste Collection - <b>House Clearances</b>	per collection	180.00	200.00	
CH&I - Waste & Recycling	<b>Requests For Removal of Domestic Cars by Owner/Landowner</b>	per car	90.00	90.00	
CH&I - Waste & Recycling	Domestic Householders - <b>Delivery of Additional Wheeled Bin</b>	per delivery	35.00	35.00	
CH&I - Waste & Recycling	Sale of <b>Composting Units</b>	per unit	10.00	20.00	
CH&I - Protective Services	<b>Protective Services</b>				
CH&I - Protective Services	<b>Fees - Street Traders Licences</b>				
CH&I - Protective Services	Street traders Licence - re-visit for non-compliance	Per Hour	0.00	55.00	
CH&I - Protective Services	Street traders Licence - certificate of compliance	Per Certificate	145.00	150.00	
CH&I - Protective Services	<b>Animal Health &amp; Welfare</b>				
CH&I - Protective Services	Issue of Breeders Licence	Per licence	247.86	255.00	Plus vets costs. Heavily demand led, estimated volume difficult to predict
CH&I - Protective Services	Licence to keep dangerous animals	Per licence	247.86	255.00	Plus vets costs. Heavily demand led, estimated volume difficult to predict
CH&I - Protective Services	Licence to run a animal boarding establishment	Per licence	149.94	155.00	Plus vets costs. Heavily demand led, estimated volume difficult to predict
CH&I - Protective Services	Licence for riding establishments	Per licence	247.86	255.00	Plus vets costs. Heavily demand led, estimated volume difficult to predict
CH&I - Protective Services	Licence to keep pet shop	Per licence	149.94	155.00	Plus vets costs. Heavily demand led, estimated volume difficult to predict
CH&I - Protective Services	Registration of those having animals for performance	Per registration	149.94	155.00	Plus vets costs. Heavily demand led, estimated volume difficult to predict
CH&I - Protective Services	Licensing of animal dealers	Per Licence	247.86	255.00	Plus vets costs. Heavily demand led, estimated volume difficult to predict
CH&I - Protective Services	License to keep a zoo	Per Licence	247.86	255.00	Plus vets costs. Heavily demand led, estimated volume difficult to predict
CH&I - Protective Services	<b>Housing Inspections</b>				
CH&I - Protective Services	Photocopy of Public Registers etc.	Per copy	Charged in relation to Council's publication scheme	Charged in relation to Council's publication scheme	
CH&I - Protective Services	Search of records to obtain information	Per Search			
CH&I - Protective Services	Housing Inspection Report - inspection visit and issue of letter	Per visit	110.16 + VAT	113.46 + VAT	



Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Protective Services CH&I - Protective Services	Housing Inspection Report - amendment of letter within one year of initial letter upon customer request	Per amendment	21.42 + VAT	22.06 + VAT	
<b>Fees - Weights &amp; Measures Other</b>					
CH&I - Protective Services	Weights & Measures act Technical Officer (certified to trade tolerance level)	Per hour	38.40	39.55	For Certification work where the request is for equipment to a higher tolerance the charge will increase by 50%
CH&I - Protective Services	Weights & Measures act Inspector (Public hols/weekends) (certified to trade tolerance level)	Per hour	96.00	99.00	
CH&I - Protective Services	Weights & Measures act Technical Officer (Public hols/weekends) (certified to trade tolerance level)	Per hour	57.60	59.30	
CH&I - Protective Services	Provision of Calibration Certificate	Per Certificate	44.00	45.40	
<b>Fees - Explosives</b>					
CH&I - Protective Services	Initial licence to store explosives (no separation distance required) - 1 year duration	Per licence	109.00	109.00	
CH&I - Protective Services	Initial licence to store explosives (no separation distance required) - 2 year duration	Per licence	141.00	141.00	
CH&I - Protective Services	Initial licence to store explosives (no separation distance required)- 3 year duration	Per licence	173.00	173.00	
CH&I - Protective Services	Initial licence to store explosives (no separation distance required) - 4 year duration	Per licence	206.00	206.00	
CH&I - Protective Services	Initial licence to store explosives (no separation distance required) - 5 year duration	Per licence	238.00	238.00	
CH&I - Protective Services	Initial licence to store explosives (separation distance required) - 1 year duration	Per licence	185.00	185.00	
CH&I - Protective Services	Initial licence to store explosives (separation distance required) - 2 year duration	Per licence	243.00	243.00	
CH&I - Protective Services	Initial licence to store explosives (separation distance required)- 3 year duration	Per licence	304.00	304.00	
CH&I - Protective Services	Initial licence to store explosives (separation distance required) - 4 year duration	Per licence	374.00	374.00	
CH&I - Protective Services	Initial licence to store explosives (separation distance required) - 5 year duration	Per licence	423.00	423.00	
CH&I - Protective Services	licence renewal to store explosives (no separation distance required) - 1 year duration	Per licence	54.00	54.00	
CH&I - Protective Services	licence renewal to store explosives (no separation distance required) - 2 year duration	Per licence	86.00	86.00	
CH&I - Protective Services	licence renewal to store explosives (no separation distance required) - 3 year duration	Per licence	120.00	120.00	
CH&I - Protective Services	licence renewal to store explosives (no separation distance required) - 4 year duration	Per licence	152.00	152.00	
CH&I - Protective Services	licence renewal to store explosives (no separation distance required) - 5 year duration	Per licence	185.00	185.00	
CH&I - Protective Services	licence renewal to store explosives (separation distance required) - 1 year duration	Per licence	86.00	86.00	
CH&I - Protective Services	licence renewal to store explosives (separation distance required) - 2 year duration	Per licence	147.00	147.00	
CH&I - Protective Services	licence renewal to store explosives (separation distance required) - 3 year duration	Per licence	206.00	206.00	
CH&I - Protective Services	licence renewal to store explosives (separation distance required) - 4 year duration	Per licence	266.00	266.00	
CH&I - Protective Services	licence renewal to store explosives (separation distance required) - 5 year duration	Per licence	326.00	326.00	
CH&I - Protective Services	Variation on current licence (changing name/address of current licence)	Per variation	36.00	36.00	
CH&I - Protective Services	Other variation	Per variation	Cost to council	Cost to council	

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Protective Services	Transfer of licence or registration	Per transfer	36.00	36.00	
CH&I - Protective Services	Replacement of licence or registration if lost	Per replacement	36.00	36.00	
CH&I - Protective Services	licence to supply fireworks	Per licence (1 year)	500.00	500.00	
CH&I - Protective Services	<b>Fees - Petroleum</b>				
CH&I - Protective Services	Licence to keep petroleum (less than 2,500L)	Per licence	44.00	44.00	
CH&I - Protective Services	Licence to keep petroleum (2,500L - 50,000L)	Per licence	60.00	60.00	
CH&I - Protective Services	Licence to keep petroleum (50,000L +)	Per licence	125.00	125.00	
CH&I - Protective Services	Transfer of petroleum spirit licence	Per transfer	8.00	8.00	
CH&I - Protective Services	Records search for existing or former petroleum storage sites for environmental assessment/development purposes	Per hour (minimum 1 hour)	64 + VAT	68 + VAT	
CH&I - Protective Services	<b>Fees-Freezer breakdown inspt</b>				
CH&I - Protective Services	Inspection and Certification of unfit/unmarketable foods as a result of a freezer or refrigerator breakdown or other incident - first hour	Per hour (first hour)	138.72	140.00	Heavily demand led
CH&I - Protective Services	Inspection and Certification of unfit/unmarketable foods as a result of a freezer or refrigerator breakdown or other incident - every hour after the first one	Per hour	50.00	55.00	Heavily demand led Demand led - based on year to date and 16/17 full year volume.
CH&I - Protective Services	Food premises yearbook	Per book	26.00	26.00	
CH&I - Protective Services	<b>Fees-Fish Export Certificate</b>				
CH&I - Protective Services	Fish Export Certificates (Monday to Friday 9am - 4pm) more than 24 hours notice	First hour	62.42	65.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificates Monday to Friday (9am - 4pm) less than 24 hours notice	First hour	124.85	130.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificates (Monday to Friday 9am - 4pm) more than 24 hours notice	Per hour for every hour since the first one	50.00	55.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificates Monday to Friday (9am - 4pm) less than 24 hours notice		50.00	55.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Protective Services	Fish Export Certificates (Monday to Friday after 4pm) more than 24 hours notice	First hour	156.06	160.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificates Monday to Friday (after 4pm) less than 24 hours notice	First hour	208.08	215.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificates (Monday to Friday after 4pm) more than 24 hours notice	Per hour for every hour since the first one	75.00	80.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificates Monday to Friday (after 4pm) less than 24 hours notice	Per hour for every hour since the first one	75.00	80.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificates weekends (9am - 4pm) more than 24 hours notice	First hour	208.08	215.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificates weekends (9am - 4pm) more than 24 hours notice	Per hour for every hour since the first one	75 (£100 p/h on Sunday)	105.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificates Weekends (after 4pm) more than 24 hours notice	Per hour for every hour since the first one	Not offered	Not offered	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Protective Services	Fish Export Certificates (weekends after 4pm) less than 24 hours notice	Per hour since the first one	Not offered	Not offered	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificate (public holidays 9am-4pm) more than 24 hours notice	First hour	208.08	215.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificate (public holidays 9am-4pm) less than 24 hours notice.	First hour	Not offered	Not offered	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificate (public holidays 9am-4pm) more than 24 hours notice	Per hour since the first hour	100.00	105.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificate (public holidays 9am-4pm) less than 24 hours notice.	Per hour since the first hour	Not offered	Not offered	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificate - 27th & 28th December, between 9am and 4pm, where these dates fall on a weekday, where Environmental Health is informed by 9am on 24th Dec	First hour	156.06	160.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Fish Export Certificate - 27th & 28th December, between 9am and 4pm, where these dates fall on a weekday, where Environmental Health is informed by 9am on 24th Dec	Per hour after the first hour	100.00	105.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years. Volumes demand led and variable, may be affected by Brexit negotiations.
CH&I - Protective Services	Additional Certificates	For two or more certificates to be issued at the same time	50% off second certificate charge	50% off second certificate charge	(As long as the inspection and certification process can be carried out within the same working day.)

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Protective Services CH&I - Protective Services	Illegal, Unreported and Unregulated Fishing Regulation (IUU) - Port Health Charges for checking catch certificates	Per Certificate	20.40	25.00	Certificates will not be provided outwith normal office hours and therefore no additional charges apply. Based on current year actuals, projected for full year. Demand led and impacted by Brexit.
<b>Fees-Sec 23 Food Hygiene Certs</b>					
CH&I - Protective Services	Food Export Certificates (Monday to Friday 9am - 4pm) more than 24 hours notice	First hour	62.42	65.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificates Monday to Friday (9am - 4pm) less than 24 hours notice	First hour	124.85	130.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificates (Monday to Friday 9am - 4pm) more than 24 hours notice	Per hour for every hour since the first one	50.00	55.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificates Monday to Friday (9am - 4pm) less than 24 hours notice		50.00	55.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificates (Monday to Friday after 4pm) more than 24 hours notice	First hour	156.06	160.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificates Monday to Friday (after 4pm) less than 24 hours notice	First hour	208.08	215.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificates (Monday to Friday after 4pm) more than 24 hours notice	Per hour for every hour since the first one	75.00	80.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificates Monday to Friday (after 4pm) less than 24 hours notice	Per hour for every hour since the first one	75.00	80.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Protective Services	Food Export Certificates weekends (9am - 4pm) more than 24 hours notice	First hour	208.08	215.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificates weekends (9am - 4pm) more than 24 hours notice	Per hour for every hour since the first one	75 (£100 p/h on Sunday)	105.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificates Weekends (after 4pm) more than 24 hours notice	Per hour for every hour since the first one	Not offered	Not offered	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificates (weekends after 4pm) less than 24 hours notice	Per hour since the first one	Not offered	Not offered	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificate (public holidays 9am-4pm) more than 24 hours notice	First hour	208.08	215.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificate (public holidays 9am-4pm) less than 24 hours notice.	First hour	Not offered	Not offered	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificate (public holidays 9am-4pm) more than 24 hours notice	Per hour since the first hour	100.00	105.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificate (public holidays 9am-4pm) less than 24 hours notice.	Per hour since the first hour	Not offered	Not offered	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.
CH&I - Protective Services	Food Export Certificate - 27th & 28th December, between 9am and 4pm, where these dates fall on a weekday, where Environmental Health is informed by 9am on 24th Dec	First hour	156.06	160.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Protective Services	Food Export Certificate - 27th & 28th December, between 9am and 4pm, where these dates fall on a weekday, where Environmental Health is informed by 9am on 24th Dec	Per hour after the first hour	100.00	105.00	The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each certificate now lasts for 3 years. Certificates are also transferable across LA's. It is therefore anticipated that revenues from this budget line will decrease significantly, with probable peaks every 3 years.  (As long as the inspection and certification process can be carried out within the same working day.)  Volume based on 16/17. The requirements for Certificates of Compliance changed this year. Instead of being an annual requirement, each
CH&I - Protective Services	Additional Certificates	For two or more certificates to be issued at the same time	50% off second certificate charge	50% off second certificate charge	
CH&I - Protective Services CH&I - Protective Services	Food Hygiene Certificates	Per Certificate	240.00	250.00	
<b>Ship Sanitation Inspection Chg</b>					
CH&I - Protective Services	Ship inspection - up to 1,000 tonnes	Per inspection	85.00	90.00	Amount varies significantly across years, volume based on 16/17 actuals and 17/18 year to date.
CH&I - Protective Services	Ship inspection - 1,000 to 3,000 tonnes	Per inspection	120.00	125.00	Amount varies significantly across years, volume based on 16/17 actuals and 17/18 year to date.
CH&I - Protective Services	Ship inspection - 3,000 to 10,000 tonnes	Per inspection	180.00	190.00	Amount varies significantly across years, volume based on 16/17 actuals and 17/18 year to date.
CH&I - Protective Services	Ship inspection - 10,000 to 20,000 tonnes	Per inspection	235.00	245.00	Amount varies significantly across years, volume based on 16/17 actuals and 17/18 year to date.
CH&I - Protective Services	Ship inspection - 20,000 to 30,000 tonnes	Per inspection	305.00	320.00	Amount varies significantly across years, volume based on 16/17 actuals and 17/18 year to date.
CH&I - Protective Services	Ship inspection - 30,000 tonnes and over	Per inspection	360.00	375.00	Amount varies significantly across years, volume based on 16/17 actuals and 17/18 year to date.
CH&I - Protective Services	Ship inspection - 50 - 100 person capacity	Per inspection	360.00	375.00	Amount varies significantly across years, volume based on 16/17 actuals and 17/18 year to date.
CH&I - Protective Services	Ship inspection - over 1000 person capacity	Per inspection	615.00	640.00	Amount varies significantly across years, volume based on 16/17 actuals and 17/18 year to date.
CH&I - Protective Services	Extensions	Per inspection	50.00	60.00	Amount varies significantly across years, volume based on 16/17 actuals and 17/18 year to date.
CH&I - Protective Services	Additional charge for ship inspections on Saturdays and before 8am or after 6pm on a weekday	Per hour	75.00	105.00	Amount varies significantly across years, volume based on 16/17 actuals and 17/18 year to date.
CH&I - Protective Services	Additional charge for ship inspections on a Sunday	Per hour	100.00	105.00	Amount varies significantly across years, volume based on 16/17 actuals and 17/18 year to date.
<b>Fees - Water Sampling</b>					
CH&I - Protective Services	Chemical water samples on ships	Per sample	203.61	210.00	
CH&I - Protective Services	Officer time - water samples on ships	Per hour	50.00	55.00	
CH&I - Protective Services	Additionality for water inspections before 8am or after 6pm on weekdays and Saturdays	Per hour	75.00	105.00	
CH&I - Protective Services	Additionality for water inspections on a Sunday	Per hour	100.00	105.00	
CH&I - Protective Services	Bacteriological water samples on ships	Per sample	67.87	70.00	
CH&I - Protective Services	Legionella water samples on ships	Per sample	161.55	170.00	
<b>Charges - Pest control</b>					
CH&I - Protective Services	Pest control - Rodent infestation (domestic)	Per visit	125.46 + VAT	129.22 + VAT	Larger properties are price on application
CH&I - Protective Services	Pest control - Rodent infestation (commercial)	Per visit	86.19 + VAT	88.76 + VAT	
CH&I - Protective Services	Pest control - Bed bug infestation (1-2 rooms)	Per visit	86.19 + VAT	88.76 + VAT	
CH&I - Protective Services	Pest control - Bed bug infestation (3-4 rooms)	Per visit	125.46 + VAT	129.22 + VAT	
CH&I - Protective Services	Pest control - insect infestation (domestic)	Per visit	86.19 + VAT	88.76 + VAT	
CH&I - Protective Services	Pest control - Insect infestation (commercial)	Per visit	86.19 + VAT	88.76 + VAT	
CH&I - Protective Services	Pest control - assessment visit	Per visit	27.74 + VAT	28.54 + VAT	
<b>Charge for wasp nest treatment</b>					
CH&I - Protective Services	Pest control - Wasp infestation (domestic)	Per visit	65.03 + VAT	66.98+ VAT	10,000 Wasp treatments in total for 17/18
CH&I - Protective Services	Pest control - Wasp infestation (commercial)	Per visit	65.03 + VAT	66.98+ VAT	
<b>Charges - Uplift Stray Dogs</b>					

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Protective Services	Dog Warden - unchipped dog uplift (owner agrees to chip)	Per dog	28.82	29.68	First uplift free, if dog has no history of straying.  boarding charges are set by the Dogs Home, therefore, Environmental Health have no
CH&I - Protective Services	Dog Warden - chipped dog uplift	Per dog	0.00	-	
CH&I - Protective Services	Dog Warden - unchipped dog uplift (owner does not agree to chip dog post-uplift)	Per dog	64.01	65.93	
CH&I - Protective Services	Board for uplifted dog	Per dog	10.00	12.00	
<b>Other Income</b>					
CH&I - Protective Services	Provision of contaminated land information	Per hour	53.55	£75 + VAT	Minimum charge shown in 18/19
<b>Water testing</b>					
CH&I - Protective Services	Sampling and bacteriological and chemical analysis (private and domestic water supply testing)	Per analysis	132.60 + VAT	136.58 + VAT	
CH&I - Protective Services	Sampling and lead analysis only (private and domestic water supply testing)	Per analysis	123.42 + VAT	127.12 + VAT	
<b>Asset Management &amp; Operations</b>					
<b>Car Park Off Street Chg</b>					
Asset Management & Operations	Off-street parking short stay 2 hrs Max (Broomhill Road & Fonthill Road)	Up to 1 hr	1.00	1.00	
Asset Management & Operations	Off-street parking short stay 2 hrs Max (Broomhill Road & Fonthill Road)	1 to 2hrs	2.00	2.00	
Asset Management & Operations	Off- street parking short stay- 4 hrs max (Frederick St (part) only)	Up to 1 hr	1.00	1.00	
Asset Management & Operations	Off- street parking short stay- 4 hrs max (Summer St, Greyfriars & Frederick St (part))	Up to 2 hrs	2.20	2.50	
Asset Management & Operations	Off- street parking short stay- 4 hrs max (Summer St, Greyfriars & Frederick St (part))	2 to 3hrs	3.30	3.80	
Asset Management & Operations	Off- street parking short stay- 4 hrs max (Summer St, Greyfriars & Frederick St (part))	3 to 4 hrs	4.40	5.00	
Asset Management & Operations	Off- street parking short stay- 4 hrs max (Marischal College Multi, Thu 6-8pm, Sat 8am-6pm and Sun 1pm-5pm)	Up to 2 hrs	2.20	2.20	
Asset Management & Operations	Off- street parking short stay- 4 hrs max (Marischal College Multi, Thu 6-8pm, Sat 8am-6pm and Sun 1pm-5pm)	2 to 3hrs	3.30	3.30	
Asset Management & Operations	Off- street parking short stay- 4 hrs max (Marischal College Multi, Thu 6-8pm, Sat 8am-6pm and Sun 1pm-5pm)	3 to 4 hrs	4.40	4.40	
Asset Management & Operations	Off- street parking short stay- 4 hrs max (Jacks Brae)	Up to 2 hrs	2.00	2.00	
Asset Management & Operations	Off- street parking short stay- 4 hrs max (Jacks Brae)	2 to 3hrs	3.00	3.00	
Asset Management & Operations	Off- street parking short stay- 4 hrs max (Jacks Brae)	3 to 4 hrs	4.00	4.00	
Asset Management & Operations	Off- street parking long stay-14 hrs max (Chapel St, Denburn, Frederick St (part) & West North St)	Up to 1 hr	1.00	1.00	
Asset Management & Operations	Off- street parking long stay-14 hrs max (Chapel St, Denburn, Frederick St (part) & West North St)	Up to 2 hrs	2.00	2.20	
Asset Management & Operations	Off- street parking long stay-14 hrs max (Chapel St, Denburn, Frederick St (part) & West North St)	2 to 3 hrs	3.00	3.20	
Asset Management & Operations	Off- street parking long stay-14 hrs max (Chapel St, Denburn, Frederick St (part) & West North St)	3 to 4 hrs	4.00	4.40	
Asset Management & Operations	Off- street parking long stay-14 hrs max (Chapel St, Denburn, Frederick St (part) & West North St)	4 to 5 hrs	5.00	5.50	
Asset Management & Operations	Off- street parking long stay-14 hrs max (Chapel St, Denburn, Frederick St (part) & West North St)	5 to 6 hrs	6.00	6.60	
Asset Management & Operations	Off- street parking long stay-14 hrs max (Chapel St, Denburn, Frederick St (part) & West North St)	6 to 10 hrs	10.00	11.00	
Asset Management & Operations	Off- street parking long stay-14 hrs max (Chapel St, Denburn, Frederick St (part) & West North St)	10 to 14 hrs	14.00	20.00	
<b>Car Park Street Chg</b>					



Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments	
- Asset Management & Oper	On-street parking inner central zones - 20 mins	20 mins	1.00	1.20	New pricing is proposed for the City Centre Zones: A, B, C, E, F & G  The change in prices is estimated to generate an additional £146k in income	
- Asset Management & Oper	On-street parking inner central zones - 40mins	40 mins	2.00	2.40		
- Asset Management & Oper	On-street parking inner central zones - 1 hr	60 mins	3.00	3.60		
- Asset Management & Oper	On-street parking inner central zones - 2 hrs 6pm to 8pm Mon-Sat	2 hrs after 6pm	4.00	4.80		
- Asset Management & Oper	On-street parking outer central zones - 20 mins	20 mins	1.00	1.00		
- Asset Management & Oper	On-street parking outer central zones - 40mins	40 mins	2.00	2.00		
- Asset Management & Oper	On-street parking outer central zones - 1 hr	60 mins	3.00	3.00		
- Asset Management & Oper	On-street parking outer central zones - 2 hrs	2 hrs	4.00	4.00		
- Asset Management & Oper	On-street parking peripheral zones - 30 mins	30 mins	0.50	0.50		
- Asset Management & Oper	On-street parking peripheral zones - 1 hr	1 hr	1.00	1.00		
- Asset Management & Oper	On-street parking peripheral zones - 2 hrs	2 hrs	2.00	2.00		
- Asset Management & Oper	On-street parking peripheral zones - 3 hrs	3 hrs	3.00	3.00		
- Asset Management & Oper	<b>Business Permits</b>					
- Asset Management & Oper	Business Exemption Permits	1 year	500.00	510.00		
- Asset Management & Oper	Business Exemption Permits	6 months	260.00	265.00		
- Asset Management & Oper	Business Exemption Permits	3 months	135.00	138.00		
- Asset Management & Oper	<b>Fixed Parking Permits/Flexible Permits</b>					
- Asset Management & Oper	Residential Exemption Permits - Fixed/Flexible	1 year - 1st permit	50.00	60.00		
- Asset Management & Oper	Residential Exemption Permits - Fixed/Flexible	6 months - 1st permit	27.50	33.00		
- Asset Management & Oper	Residential Exemption Permits - Fixed/Flexible	3 months - 1st permit	20.00	21.00		
- Asset Management & Oper	Residential Exemption Permits - Fixed/Flexible	1 year - 2nd permit	120.00	140.00		
- Asset Management & Oper	Residential Exemption Permits - Fixed/Flexible	6 months - 2nd permit	63.00	73.00		
- Asset Management & Oper	Residential Exemption Permits - Fixed/Flexible	3 months - 2nd permit	36.00	41.00		
- Asset Management & Oper	<b>Monthly Parking Permits</b>					
- Asset Management & Oper	Monthly off-street parking permit	calendar month	210.00	210.00		
- Asset Management & Oper	Monthly off-street parking permit - ACC staff	calendar month	156.25	156.25		
- Asset Management & Oper	AA - permits	1 year	200.00	200.00		
- Asset Management & Oper	<b>Contractors Permits</b>					
- Asset Management & Oper	Contractors Permit	1 year	550.00	560.00		
- Asset Management & Oper	Contractors Permit	6 months	300.00	305.00		
- Asset Management & Oper	Contractors Permit	3 months	150.00	153.00		
- Asset Management & Oper	Contractors Permit	1 month	50.00	52.00		
- Asset Management & Oper	<b>Fines</b>					
- Asset Management & Oper	Penalty Charge Notice	full charge	60.00	60.00	The Charge Notices Rates are set in the decriminalisation order and can only be changed by the Scottish Government.	
- Asset Management & Oper	Penalty Charge Notice	50% discount if paid within 14 days	30.00	30.00		
- Asset Management & Oper	Penalty Charge Notice	50% increase at Charge Certificate	90.00	90.00		
- Asset Management & Oper	Bus Lane Charge Notice	full charge	60.00	60.00		
- Asset Management & Oper	Bus Lane Charge Notice	50% discount if paid within 14 days	30.00	30.00		
- Asset Management & Oper	Bus Lane Charge Notice	50% increase at Charge Certificate	90.00	90.00		
- Asset Management & Oper	Scratch Cards - on-street parking	book of 15	50.00	50.00		
- Asset Management & Oper	Parking Vouchers	up to 2 hrs	1.50	1.50		
- Asset Management & Oper	Parking Vouchers	up to 6hrs	4.50	4.50		
- Asset Management & Oper	Bagging of Traffic Signals	Fixed Cost	100.00	100.00		
CH&I - Business Growth	<b>Business Growth</b>					
CH&I - Business Growth	Trade missions for businesses	per trade mission	Variable according to market	Variable according to market		
CH&I - Estates Team	<b>Estates Team</b>					
CH&I - Estates Team	Property Enquiries	per enquiry	300.00	300.00	Any further uplift would deter potential applications	
CH&I - Estates Team	Processing of Wayleave requests (admin fee)	per enquiry	250.00	250.00	Any further uplift would deter potential applications	
CH&I - Estates Team	Processing of Servitude requests (admin fee)	per enquiry	250.00	250.00	Any further uplift would deter potential applications	

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Estates Team	Licences for Temporary Access to Deeside and Formartine Walkways (admin fee)	per enquiry	250.00	250.00	Any further uplift would deter potential applications
CH&I - Land & Property Assets	<b>Land &amp; Property Assets</b>				
CH&I - Land & Property Assets	Contract Administration of NHS Aberdeen Health Village HubCo Contract	per Annum	13,500.00	13,500.00	Currently under review
CH&I - Land & Property Assets	Contract Administration of NHS Forres, Woodside, Tain HubCo Contract	per Annum	19,700.00	19,700.00	Currently under review
CH&I - Land & Property Assets	Contract Administration of NHS Inverurie, Forresterhill HubCo Contract	per Annum	0.00	12,000.00	NEW CONTRACT Bon Accord care no longer in Archibald Simpson House
CH&I - Land & Property Assets	Cleaning of Bon Accord Care Offices	per Annum	12,702.21	-	
CH&I - Land & Property Assets	Cleaning of Bon Accord Care Property	per Annum	11,865.84	13,603.11	Craigielea Day Care - estimated 18-19 charge based on 3% pay award
CH&I - Land & Property Assets	Cleaning of Bon Accord Care Property	per Annum	15,877.81	18,382.58	Horizons (Eday Rehab) - estimated 18-19 charge based on 3% pay award
CH&I - Land & Property Assets	Cleaning of Bon Accord Care Property	per Annum	15,242.72	17,647.27	Kingswood Day Centre - estimated 18-19 charge based on 3% pay award
CH&I - Land & Property Assets	Cleaning of Bon Accord Care Property	per Annum	1,905.33	2,941.21	Pittodrie CC - estimated 18-19 charge based on 3% pay award
CH&I - Land & Property Assets	Cleaning of Aberdeen Foyer Property	per Annum	16,034.97	18,382.58	Estimated 18-19 charge based on 3% pay award
CH&I - Land & Property Assets	Cleaning of CHAS Aberdeen Fundraising Office	per Annum	641.40	-	No longer cleaning the property
CH&I - Land & Property Assets	Cleaning of Citizen's Advice Bureau Property	per Annum	8,017.49	9,191.29	Estimated 18-19 charge based on 3% pay award
CH&I - Land & Property Assets	Cleaning of Castlehill Housing Association Property	per Annum	5,131.19	5,882.42	Estimated 18-19 charge based on 3% pay award
CH&I - Land & Property Assets	Cleaning of NESTRANS Offices	per Annum	1,603.50	1,838.26	Estimated 18-19 charge based on 3% pay award
CH&I - Land & Property Assets	Janitorial Services	per Hour	20.00	20.00	Ad Hoc rate for Bon Accord Care SLA - hasn't been used to date
CH&I - Land & Property Assets	Mail Services	per Annum	8,217.56	8,464.09	Estimated 18-19 charge based on 3% pay award - Bon Accord Mail
CH&I - Land & Property Assets	Building Team Services	per Hour	20.00	20.00	Ad Hoc rate for Bon Accord Care SLA - hasn't been used to date
CH&I - Land & Property Assets	ID Badge Service	per Badge	10.00	10.00	ID Badges for various external parties
CH&I - Land & Property Assets	Hard FM Services (Advice)	per Hour	30.00/25.00/20.00	30.00/25.00/20.00	Ad Hoc rate for Bon Accord Care SLA - hasn't been used to date
CH&I - Land & Property Assets	Lunch service provision	per Annum	15,000.00	15,000.00	Will be looked at along with school meal price review
CH&I - Land & Property Assets	Lunch service provision	per Annum	2,000.00	2,000.00	Will be looked at along with school meal price review
Planning and Sustainable Development	<b>Planning and Sustainable Development</b>				
Planning and Sustainable Development	Complimentary use of Kingswells Park and Ride Car Park	per hour	60.00	95.36	
Planning and Sustainable Development	Rail Station/ Park & Ride Cycle Locker Hire	per year per locker (deposit)	20.00	21.00	
Planning and Sustainable Development	Rail Station/ Park & Ride Cycle Locker Hire	per year per locker (annual fee)	20.00	21.00	
Planning and Sustainable Development	Traffic data and traffic models P02022 93778	variable	variable	variable	still variable dependent on scale, age and complexity of traffic data and models - we are trying to develop a charging policy and this will be reported to committee in due course
Planning and Sustainable Development	Application for the serving of a High Hedge Notice	per application	382.00	382.00	
CH&I - Development Management	<b>Development Management</b>				
CH&I - Development Management	Construction of buildings, structures or erections for use as residential accommodation (other than development within category 6)	house to be created by the development, subject to a	401 - 62,500.00	401.00 - 62,500.00	Planning Fees are set by SG.

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
&I - Development Management	The erection of buildings	(a) planning permission in principle, per 0.1 hectare, subject to a maximum of £10,028; or £401 for one dwelling house (b) other than planning permission in principle -  (i) where no floor space is to be created by the development or (a) where the area of gross floor space to be created by the development does not exceed 464 square meters, NIL  (b) in all other cases -	202.00 - 125,000.00	202.00 - 125.000	
&I - Development Management	agriculture buildings, work & uses	(i) where the ground area to be covered by the development exceeds 465 square	0.00 - 20,055.00	0.00 - 20,055.00	
&I - Development Management	The erection of glasshouses on land used for the purposes of agriculture	Where the area of gross floor space to be created by the development does not exceed 464 square meters, NIL . Where the area of gross floor space to be created by the development exceeds 465 square meters, £2321.00	0.00 - 2321.00	0.00 - 2321.00	
&I - Development Management	The erection, alteration or replacement of plant or machinery	for each 0.1 hectare of the site area, subject to a maximum of £20,055. Where the site area exceeds 5 hectares, £20,055.00 plus £200.00 for each 0.1 hectares in excess of 5 hectares, subject to an overall maximum of £125,000.00	401 - 125,000.00	401.00 - 125,000.00	
&I - Development Management	Detailed Applications and Outline Applications for the enlargement, improvement of, alterations to existing dwelling houses (including flats) or to carry out works within the curtilage thereof that are ancillary to the enjoyment of the dwelling house. This also applies to walls, fences or other enclosures along the boundary of the curtilage.	£202 per dwelling house, subject to a maximum fee of £401 for two or more dwelling houses.	202 - 401.00	202.00 - 401.00	
&I - Development Management	Detailed Applications for the construction of car parks, service roads or other accesses serving an existing use on site.		202.00	202.00	

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
&I - Development Management	Detailed Applications for the carrying out of any operations connected with exploratory drilling for oil or natural gas	£401.00 for each 0.1 hectare of the site area, subject to a maximum of £30,476.00. Where the site area exceeds 7.6 hectares, £30,476 plus £200 for each 0.1 hectare in excess of 7.6 hectares, subject to an overall maximum of £125,000. ± 125.00 for each	401 - 125,00.00	401.00 - 125,00.00	
&I - Development Management	Detailed Applications for the placing or assembly of equipment in any part of any marine waters for the purposes of fish farming.	£63 for each 0.1 hectare of the sea bed to be used in relation to such development, subject to a maximum of	183 - 18,270.00	183.00 - 18,270.00	
&I - Development Management	Detailed Applications for the carrying out of engineering or other operations on land, other than: 1. The erection of dwelling houses. 2. The erection of buildings, other than dwelling houses or buildings in the nature of plant and machinery. 3. The erection, alteration or replacement of plant and machinery. 4. The winning and working of peat. 5. The winning and working of minerals. 6. Disposal of waste. 7. The enlargement, improvement or alterations to an existing dwelling house. 8. The construction of car parks, service	£202 per 0.1 hectares (or part thereof) or site area. Maximum fee of £2020.	202.00 - 2020.00	202.00 - 2020.00	
&I - Development Management	Change of Use		401.00	401.00	Set by Scottish Government as part of Planning legislation
&I - Development Management	House of Multiple Occupation		401.00	401.00	Set by Scottish Government as part of Planning legislation
&I - Development Management	Air Condition Units		202.00	202.00	Set by Scottish Government as part of Planning legislation
&I - Development Management	Telecom Cabinet		401.00	401.00	Set by Scottish Government as part of Planning legislation
&I - Development Management	Telecom Aerial		401.00	401.00	Set by Scottish Government as part of Planning legislation
&I - Development Management	Certificate of Lawfulness as existing per type of planning permission	£202.00 to a maximum of £125,00.00	202.00 - 125,00.00	202.00 - 125,00.00	
&I - Development Management	Certificate of Lawfulness as proposed the fee is half the amount as per type of planning permission		101.00 - 62,50.00	101.00 - 62,50.00	
&I - Development Management	Prior Notification		78.00	78.00	
&I - Development Management	Prior Approval		0.00	-	
&I - Development Management	Windows & Doors (residential and commercial)		202.00	202.00	
&I - Development Management	Variation of Conditions (section 42)		202.00	202.00	
&I - Development Management	Matters Specified in Conditions	*Full application fee must be paid up to the maximum	401.00 - 125,00.00	401.00 - 125,00.00	
&I - Development Management	EIA Screening Request		0.00	-	
&I - Development Management	EIA Scoping Request		0.00	-	
&I - Development Management	Pre App Screening Notice		0.00	-	
&I - Development Management	Proposal of Application Notice		0.00	-	
&I - Development Management	Modification/Discharge of Planning Obligations		0.00	-	
&I - Development Management	Hazardous Substances Consent		0.00	-	
&I - Development Management	Courtesy Notification – Electricity		0.00	-	
&I - Development Management	Courtesy Notification – Gas		0.00	-	
&I - Development Management	Courtesy Notification – Railways		0.00	-	

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
&I - Development Management	Courtesy Notification – Telecoms		0.00	-	
&I - Development Management	Courtesy Notification – Harbour		0.00	-	
&I - Development Management	Pre- Application Advice		0.00	-	
&I - Development Management	Listed Building Consent		0.00	-	
&I - Development Management	Conservation Area Consent		0.00	-	
&I - Development Management	Article 4 Direction Kingswells PD right removed		0.00	-	
&I - Development Management	Applications for disabled person (proof of disability required)		0.00	-	
&I - Development Management	Resubmission - one further application submitted within 12 months from the validation or decision date for the same proposal		0.00	-	
&I - Development Management	Advertisement Consent		202.00	202.00	
&I - Development Management	Re-charge of press advert on particular applications (EIA Advert is costed individually per line of information required)		65 - unknown	65.00 - unknown	We can only recover costs. This has been challenged previously. These are reviewed periodically inline with costs from suppliers increasing. Reviewed 10/01/2018
CH&I - Events	<b>Events</b>				
CH&I - Events	Hire of Parks & Open spaces - score 6 - 10	Per Event	68.75	68.75	
CH&I - Events	Hire of Parks & Open spaces - score 12 - 20	Per Event	137.50	137.50	
CH&I - Events	Hire of Parks & Open spaces - score 22 - 28	Per Event	275.00	275.00	
CH&I - Events	Hire of Parks & Open spaces - score 30 - 38	Per Event	550.00	550.00	
CH&I - Events	Hire of Parks & Open spaces - score 40 - 46	Per Event	1,100.00	1,100.00	
CH&I - Public Transport Unit	<b>Public Transport Unit</b>				
CH&I - Public Transport Unit	Community Transport Service	Single Journey	3.50	3.50	Subject to legislative review, heavily restricted by DfT guidance, hence unable to increase charge.
CH&I - Public Transport Unit	Community Transport Service	Return journey	5.00	5.00	Subject to legislative review, heavily restricted by DfT guidance, hence unable to increase charge.
CH&I - Public Transport Unit	Community Transport Service	10 journeys per bus (between 10am - 2pm only)	20.00	20.00	Subject to legislative review, heavily restricted by DfT guidance, hence unable to increase charge.
CH&I - Public Transport Unit	Minibus Outings (Bus and Driver) (External Customers only)	(additional £10 if outwith City zone)	20.00	20.00	Subject to legislative review, heavily restricted by DfT guidance, hence unable to increase charge.
CH&I - Public Transport Unit	Minibus Hire (External Customers only)	replace fuel used	0.00	-	Subject to legislative review, heavily restricted by DfT guidance, hence unable to increase charge.
CH&I - Public Transport Unit	Minibus Assessment	per assessment	50.00	50.00	Subject to legislative review, heavily restricted by DfT guidance, hence unable to increase charge.
CH&I - Building Standards	<b>Building Standards</b>				
CH&I - Building Standards	<b>Letter of Comfort - acc 92465</b>				
CH&I - Building Standards	Letter of Comfort	per application	180.00	180.00	Non-statutory - provision of a service. The fee charged is benchmarked and comparable.
CH&I - Building Standards	Letter of Comfort	per application	300.00	300.00	As above
CH&I - Building Standards	<b>Fees - Building Applications - acc 92462</b>				
CH&I - Building Standards	Section 50(1) Certificate	per application	147.00	147.00	Sect 50 of the Licensing (Scot) Act 2005, legal advice is being sought as to whether fees can increase beyond cost. Whilst awaiting legal advice fees will remain the same.
CH&I - Building Standards	Section 50(2) Certificate	per application	73.50	73.50	Sect 50 of the Licensing (Scot) Act 2005, legal advice is being sought as to whether fees can increase beyond cost. Whilst awaiting legal advice fees will remain the same.
CH&I - Building Standards	Section 50(3) Certificate	per application	73.50	73.50	Sect 50 of the Licensing (Scot) Act 2005, legal advice is being sought as to whether fees can increase beyond cost. Whilst awaiting legal advice fees will remain the same.
CH&I - Building Standards	Building Warrants	per application	see comments	see comments	Fees set in statute - no room to alter
CH&I - Building Standards	Raised Structure Permit	per application	125.00	125.00	Sect 89 of the Civic (Govt) Act 1982. No statutory fee is set in legislation - can we charge cost only ? Legal advice to be sought
CH&I - Building Standards	<b>Fees - Property Enquiry - acc 92463</b>				
CH&I - Building Standards	Property Enquiry Certificate	per application	70.00	70.00	Non-statutory - provision of a service. The fee charged is competitive with the private sector providing the same service

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
CH&I - Building Standards	Property History Report	per application	70.00	70.00	Non-statutory - the information provided could be considered as available under FOI but the "service " element is the provision of the report within 3 working days. Fee charged is competitive with the private sector providing the same service
CH&I - Building Standards	Roads Adoption Plan	per application	70.00	70.00	Non-statutory - the information provided could be considered as available under FOI but the "service " element is the provision of the report within 3 working days. Fee charged is competitive with the private sector providing the same service
CH&I - Building Standards	Copy documents	per document	see comments		Recently confirmed that legally, only cost of providing copies can be charged.
<b>Public Infrastructure and Environment</b>					
Public Infrastructure and Environment	Footway crossing applications	per application	60.00	60.00	This rate is set at the maximum charge nationally. It is only applied to successful applications.
Public Infrastructure and Environment	Blue Badge (disabled badge)	per application	20.00	20.00	
Public Infrastructure and Environment	Disabled bay for Blue badge holder	per implemented	Free	Free	
Public Infrastructure and Environment	Disabled bay for private use	per application	Actual cost + 5%	Actual cost + 5%	
Public Infrastructure and Environment	Permanent Traffic Regulation Orders (TROs)	per application	2,000.00	2,000.00	
<b>Roads &amp; Street work - Charges to Private Parties - 002027-02778</b>					
Public Infrastructure and Environment	Temporary Traffic Restrictions (TTRO) - application received 28 days or more prior to Order coming into effect	per 21 day Order	825.00	850.00	
Public Infrastructure and Environment	Temporary Traffic Restrictions (TTRO) - application received less than 28 days prior to Order coming into effect	per 21 day Order	1,150.00	1,185.00	
Public Infrastructure and Environment	Temporary Traffic Restrictions (TTRO) - application received 28 days or more prior to Order coming into effect	Per Order lasting 21 days - 6 months	1,625.00	1,675.00	
Public Infrastructure and Environment	Temporary Traffic Restrictions (TTRO) - application received less than 28 days prior to Order coming into effect	Per Order lasting 21 days - 6 months	1,925.00	1,985.00	
Public Infrastructure and Environment	TTRO - repeat posting of weekly/monthly notices during event	Per event	165.00	170.00	
Public Infrastructure and Environment	Charge for late permit (TTRO)	Per permit	3,000.00	3,000.00	
Public Infrastructure and Environment	Temp/Perm Industrial Access - Charge for visiting site, processing application and granting permission	Per Order	450.00	465.00	
Public Infrastructure and Environment	Temp/Perm Industrial Access - charge for late permit	Per permit	1,350.00	1,400.00	
Public Infrastructure and Environment	Consent for Excavating in the Road under Section 56 or 61 of the Roads (Scotland) Act 1984 - Excavation not involving installation of private apparatus	Per excavation	450.00	465.00	
Public Infrastructure and Environment	Consent for Excavating in the Road under Section 56 or 61 of the Roads (Scotland) Act 1984 - charge for late permit	Per permit	1,350.00	1,400.00	
Public Infrastructure and Environment	Consent for Excavating in a Road under Section 109 of the New Roads & Street Works Act 1991 (NRSWA) - Charge for initial application and permission for works which are only one inspection unit	Per excavation	450.00	465.00	
Public Infrastructure and Environment	Consent for Excavating in a Road under Section 109 of the New Roads & Street Works Act 1991 (NRSWA) - charge for late permit	Per permit	1,350.00	1,400.00	
Public Infrastructure and Environment	Consent for Excavating in a Road under Section 109 of the New Roads & Street Works Act 1991 (NRSWA) - Additional charge for works over one inspection unit	Per additional unit	120.00	120.00	
Public Infrastructure and Environment	Consent for Excavating in a Road under Section 109 of the New Roads & Street Works Act 1991 (NRSWA) -Charge for recording plant information in VAULT overlays.	Per year	160.00	160.00	

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
Public Infrastructure and Environment	Consent for Excavating in a Road under Section 109 of the New Roads & Street Works Act 1991 (NRSWA) -For adopted plant further charges will be made over the maintenance period for year 2 and 3 where applicable at an appropriate rate	Per year	50.00	50.00	
Public Infrastructure and Environment	Scaffold / Hoarding permits continuous period up to a month, under 25m in length	Per permit	110.00	115.00	
Public Infrastructure and Environment	Scaffold / Hoarding permits continuous period up to a month, over 25m in length	Per permit	200.00	210.00	
Public Infrastructure and Environment	Scaffold/ Hoarding permits for each subsequent month of original application - under 25m in length	Per permit	75.00	80.00	
Public Infrastructure and Environment	Scaffold/ Hoarding permits for each subsequent month of original application - over 25m in length	Per permit	115.00	120.00	
Public Infrastructure and Environment	Scaffold/Hoarding permits - 1 month extension, under 25m in length	Per permit	100.00	105.00	
Public Infrastructure and Environment	Scaffold/Hoarding permits - 1 month extension, over 25m in length	Per permit	145.00	150.00	
Public Infrastructure and Environment	Charge for late permit - Scaffold / Hoarding permits continuous period up to a month, under 25m in length	Per permit	690.00	710.00	
Public Infrastructure and Environment	Charge for late permit - Scaffold / Hoarding permits continuous period up to a month, over 25m in length	Per permit	780.00	805.00	
Public Infrastructure and Environment	Charge for late permit - Scaffold/ Hoarding permits for each subsequent month of original application - under 25m in length	Per permit	640.00	660.00	
Public Infrastructure and Environment	Charge for late permit - Scaffold/ Hoarding permits for each subsequent month of original application - over 25m in length	Per permit	700.00	720.00	
Public Infrastructure and Environment	Charge for late permit - Scaffold/Hoarding permits - 1 month extension, under 25m in length	Per permit	675.00	695.00	
Public Infrastructure and Environment	Charge for late permit - Scaffold/Hoarding permits - 1 month extension, over 25m in length	Per permit	740.00	765.00	
Public Infrastructure and Environment	Scaffold/Hoarding permits - Fixed penalty notice for non-compliance	Per notice	120.00	120.00	
Public Infrastructure and Environment	Mobile tower scaffolds - charge per day	Per day	30.00	35.00	
Public Infrastructure and Environment	Mobile tower scaffolds - charge per week	Per week	60.00	70.00	
Public Infrastructure and Environment	Mobile tower scaffolds - late permit per location	Per day	345.00	355.00	
Public Infrastructure and Environment	Mobile tower scaffolds - late permit per location	Per week	390.00	400.00	
Public Infrastructure and Environment	Mobile tower scaffolds - Fixed Penalty notice for non-compliance	Per penalty	120.00	120.00	
Public Infrastructure and Environment	Crane, Hydraulic Platform Permits - charge for granting permission per site	Per day	75.00	80.00	
Public Infrastructure and Environment	Crane, Hydraulic Platform Permits - charge for granting permission per site	Per week	95.00	100.00	
Public Infrastructure and Environment	Crane, Hydraulic Platform Permits - Roaming permit ( day permit for up to 5 sites, 90 mins per site)	Per permit	110.00	115.00	
Public Infrastructure and Environment	Crane, Hydraulic Platform Permits - Charge for a late permit - day permit	Per permit	560.00	575.00	
Public Infrastructure and Environment	Crane, Hydraulic Platform Permits - Charge for a late permit - week permit	Per permit	595.00	615.00	
Public Infrastructure and Environment	Crane, Hydraulic Platform Permits - Roaming permit ( day permit for up to 5 sites, 90 mins per site)	Per permit	615.00	635.00	
Public Infrastructure and Environment	Defect inspection of traffic management for Crane, Hydraulic Permits	Per permit	36.00	40.00	
Public Infrastructure and Environment	Temporary Traffic Lights Permits - For a continuous period of up to one week, charge for granting permission	Per permit	85.00	90.00	
Public Infrastructure and Environment	Temporary Traffic Lights Permits - Charge for a late permit	Per permit	875.00	900.00	

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
Public Infrastructure and Environment	Skip permits - continuous period of 7 days	Per permit	35.00	40.00	
Public Infrastructure and Environment	Skip permits - Fixed penalty notice	Per permit	400.00	415.00	
Public Infrastructure and Environment	Additional charge for skip sited within a Pay & Display zone (Zones ABCEFG)	Per skip, per day	30.00	30.00	
Public Infrastructure and Environment	Additional charge for skip sited within a Pay & Display zone (All zones excluding ABCEFG)	Per skip, per day	15.00	15.00	
Public Infrastructure and Environment	Development / Construction – Occupation of Road Space. Area enclosed by the following: Holborn Street, Willowbank Road, Springbank Terrace, Wellington Place, South College Street, Guild Street, Regent Quay Virginia Street, Commerce Street, East North Street, West North Street, Mounthooly Roundabout, Gallowgate, Spring Garden, Maberly Street, Rosemount Place, Esslemont Avenue, Rose Street, Union Street and all traffic sensitive roads listed on the Scottish Street Works Register (data retained on the Street Works Gazetteer contact the Roadworks Co-ordination Unit for more information).	per sq. metre, per day	2.00	2.00	
Public Infrastructure and Environment	Development / Construction - other roads not included in above list screened areas created for safe construction: Area enclosed by the following: Holburn Street, Willowbank Road, Springbank Terrace, Wellington Place, South College Street, Guild Street, Regent Quay Virginia Street, Commerce Street, East North Street, West North Street, Mounthooly Roundabout, Gallowgate, Spring Garden, Maberly Street, Rosemount Place, Esslemont Avenue, Rose Street, Union Street and all traffic sensitive roads listed on the Scottish Street Works Register (data retained on the Street Works Gazetteer contact the Roadworks Co-ordination Unit for more information).	per sq. metre, per day	1.00	1.00	
Public Infrastructure and Environment	Screened areas created for safe construction: other roads	Per sq. metre, per week	2.00	2.00	
Public Infrastructure and Environment	Development / Construction - Penalty notice for non-compliance	Per penalty	1.00	1.00	
Public Infrastructure and Environment	Promotional events (commercial) minimum charge: £50 per day. Up to 10sqm	Per 10sqm, per day	120.00	120.00	
Public Infrastructure and Environment	Promotional events (commercial) minimum charge: £50 per day. Over 10sqm	per sq. metre, per day	100.00	300.00	
Public Infrastructure and Environment	Pavement Café licence - application for temporary tables and chairs on the footway	Per year	10.00	50.00	
Public Infrastructure and Environment	Licensed hot/cold food units - use of road space	Per year	100.00	200.00	
Public Infrastructure and Environment	Day rates for the use of the road space for commercial purposes, for profit. (minimum charge £10 per day)	Per sq. metre, per day	250.00	250.00	
Public Infrastructure and Environment			0.67	0.67	
<b>Roads &amp; Street work - Fines - P02027 95721</b>					
Public Infrastructure and Environment	Charge for late permit	Per permit	3,000.00	3,000.00	Figures increased significantly last year and now exceed most other authorities. We have no plans to increase these further this year,
Public Infrastructure and Environment	Traffic orders - charge for late payment	Per late payment	1,350.00	1,350.00	Figures increased significantly last year and now exceed most other authorities. We have no plans to increase these further this year,
Public Infrastructure and Environment	Charge for a late permit - up to a month, under 25m in length	Per permit	1,350.00	1,350.00	Figures increased significantly last year and now exceed most other authorities. We have no plans to increase these further this year,
Public Infrastructure and Environment	Charge for a late permit - up to a month, over 25m in length	Per permit	780.00	780.00	Figures increased significantly last year and now exceed most other authorities. We have no plans to increase these further this year,
Public Infrastructure and Environment	Charge for a late permit - each subsequent month, under 25m in length	Per permit	640.00	640.00	Figures increased significantly last year and now exceed most other authorities. We have no plans to increase these further this year,



Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
Public Infrastructure and Environment	Charge for a late permit - each subsequent month, over 25m in length	Per permit	700.00	700.00	Figures increased significantly last year and now exceed most other authorities. We have no plans to increase these further this year,
Public Infrastructure and Environment	Charge for late permit - 1 month extension, under 25m	Per permit	675.00	675.00	Figures increased significantly last year and now exceed most other authorities. We have no plans to increase these further this year,
Public Infrastructure and Environment	Charge for late permit - 1 month extension, over 25m	Per permit		740.00	Figures increased significantly last year and now exceed most other authorities. We have no plans to increase these further this year,
Public Infrastructure and Environment	Fixed Penalty notice for non-compliance (Scaffold/Hoarding permits)	Per permit	120.00	120.00	This figure can't be changed as its set by the Roads Commissionaire
Public Infrastructure and Environment	Fixed Penalty notice for non-compliance ( Mobile Scaffold permits)	Per non-compliance	120.00	120.00	This figure can't be changed as its set by the Roads Commissionaire
Public Infrastructure and Environment	Fixed penalty for non compliance - Occupation of road space	Per non-compliance	120.00	120.00	This figure can't be changed as its set by the Roads Commissionaire
Public Infrastructure and Environment	H markings		150.00	150.00	Only four applications this year, average per year about 10.
Public Infrastructure and Environment	Providing accident statistics	Per first 5 hours additional charged at hourly rate (£40) per officer	min 150.00	min 150.00	Very few applications per year and very rarely exceeds the minimum charge of £150
Public Infrastructure and Environment	Providing traffic volumes	Per first 5 hours additional charged at hourly rate (£40) per officer	min £150.00	min 150.00	Very few applications per year and very rarely exceeds the minimum charge of £150
Public Infrastructure and Environment	Private/ tourist signs	per application	Priced quotation + 5%	Priced quotation + 5%	Very few applications per year.
Public Infrastructure and Environment	Private works	per application	Priced quotation + 5%	Priced quotation + 5%	Very few applications per year.
Public Infrastructure and Environment	Road safety audits	per application	Priced quotation +5%	Priced quotation + 5%	Currently Nil per year due to no trained staff
CH&I - Fleet	<b>Fleet</b>				
CH&I - Fleet	Class 4 MOT	Per MOT	54.84	54.84	Set by VOSA
CH&I - Fleet	Class 5 MOT	Per MOT	59.55	59.55	Set by VOSA
CH&I - School Catering	<b>Schol Catering</b>				
CH&I - School Catering	Secondary School meals	Per meal	2.35	2.35	Awaiting the updated scheme of delegated powers which will give our new Chief Officer the authority to vary prices without the need for reporting to Committee. Prices set by Local Authority, although there are instances of negative publicity when these prices have been increased by other LAs.
CH&I - School Catering	Primary School meals	Per meal	2.10	2.10	Awaiting the updated scheme of delegated powers which will give our new Chief Officer the authority to vary prices without the need for reporting to Committee. Prices set by Local Authority, although there are instances of negative publicity when these prices have been increased by other LAs.
CH&I - Canteen	<b>Canteen</b>				
CH&I - Canteen	Main Meal	Per Meal	4.25	4.25	No plans at present to increase. Full pricing list has been omitted at present as no price uplift is proposed.
CH&I - HMO	<b>HMO Fees</b>				
CH&I - HMO	HMO application fee for 3-5 tenants	Per annual license	495.00	595.00	Income ringfenced
CH&I - HMO	HMO application fee for 6-10 tenants	Per annual license	720.00	865.00	Income ringfenced
CH&I - HMO	HMO application fee for 11-20 tenants	Per annual license	1,350.00	1,620.00	Income ringfenced
CH&I - HMO	HMO application fee for 21-50 tenants	Per annual license	2,520.00	3,025.00	Income ringfenced
CH&I - HMO	HMO application fee for 51-100 tenants	Per annual license	4,230.00	5,075.00	Income ringfenced
CH&I - HMO	HMO application fee for 101-200 tenants	Per annual license	6,840.00	8,200.00	Income ringfenced
CH&I - HMO	HMO application fee for 201+ tenants	Per annual license	7,830.00	8,855.00	Income ringfenced
CH&I - HMO	HMO renewal fee for 3-5 tenants	Per annual license	400.00	480.00	Income ringfenced
CH&I - HMO	HMO renewal fee for 6-10 tenants	Per annual license	500.00	600.00	Income ringfenced
CH&I - HMO	HMO renewal fee for 11-20 tenants	Per annual license	900.00	1,080.00	Income ringfenced
CH&I - HMO	HMO renewal fee for 21-50 tenants	Per annual license	1,500.00	1,800.00	Income ringfenced

<i>Service Area</i>	<i>Goods / Services Provided</i>	<i>Unit</i>	<i>Current charge 17-18 (£)</i>	<i>Proposed Charge 18 - 19 (£)</i>	<i>Comments</i>
CH&I - HMO	HMO renewal fee for 51-100 tenants	Per annual license	2,400.00	2,880.00	Income ringfenced
CH&I - HMO	HMO renewal fee for 101-200 tenants	Per annual license	3,700.00	4,400.00	Income ringfenced
CH&I - HMO	HMO renewal fee for 201+ tenants	Per annual license	4,000.00	4,800.00	Income ringfenced

<i>Service Area</i>	<i>Goods / Services Provided</i>	<i>Unit</i>	<i>Current charge 17-18 (£)</i>	<i>Proposed Charge 18 - 19 (£)</i>	<i>Comments</i>
CG & OCE	Citizenship ceremonies	per ceremony	50.00	75.00	This service will end in October 2018. Home Office to do via online supplier This service will end in October 2018. Home Office to do via online supplier This service will end in October 2018. Home Office to do via online supplier This service will end in October 2018. Home Office to do via online supplier This service will end in October 2018. Home Office to do via online supplier
CG & OCE	Nationality checking service - single adult	per service	75 + VAT	75 + VAT	
CG & OCE	Nationality checking service - single person under 18	per service	40 + VAT	40 + VAT	
CG & OCE	Nationality checking service - Couples	per service	120 + VAT	120 + VAT	
CG & OCE	Nationality checking service - family	per service	80 + VAT	80 + VAT	
CG & OCE	<b>Registrars</b>				
CG & OCE	Converting a Registered Civil Partnership to a Marriage	Application fee	30.00	30.00	
CG & OCE	Wedding date securement deposit	Date, place and registrar reserved	25.00	25.00	
CG & OCE	Marriage Certificate		10.00	10.00	
CG & OCE	Marriage Notice (non-refundable)	per person	30.00	30.00	
CG & OCE	Civil Marriage in Marischal College - Private Ceremony (<4 people), Monday - Friday		125.00	125.00	
CG & OCE	Civil Marriage in Marischal College - Ceremony (5-10 people), Monday - Friday		175.00	200.00	
CG & OCE	Civil Marriage in Marischal College - Ceremony (11-50 people), Monday - Friday		250.00	275.00	
CG & OCE	Civil Marriage in Marischal College - Private Ceremony (<50 people), Saturday		350.00	395.00	
CG & OCE	Civil Marriage in the Town House - Private Ceremony (<10 people), Friday		200.00	225.00	
CG & OCE	Civil Marriage in the Town House - Ceremony (<room capacity), Friday		300.00	325.00	
CG & OCE	Civil Marriage in the Town House - Ceremony (with up to 60 persons, including the bride, groom and two witnesses) Saturday (in the St. Nicholas Room only)		400.00	445.00	
CG & OCE	Civil Marriages outside Registrar's Office in agreed places - Monday - Friday		370.00	400.00	

<i>Service Area</i>	<i>Goods / Services Provided</i>	<i>Unit</i>	<i>Current charge 17-18 (£)</i>	<i>Proposed Charge 18-19 (£)</i>	<i>Comments</i>
CG & OCE	Civil Marriages outside Registrar's Office in agreed places - Saturday		450.00	480.00	
CG & OCE	Civil Marriages outside Registrar's Office in agreed places - Sunday		550.00	550.00	Estimated additional £15K across all Registraraion Fees per RM.
CG & OCE	<b>Licensing</b>				
CG & OCE	Boat Hire Licence	Grant - 1 year	185.00	185.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Boat Hire Licence	Renewal	160.00	160.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Boat Hire Licence	Temporary - 6 weeks	105.00	105.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Indoor Sports Entertainment Licence	Grant - 3 years	765.00	765.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Indoor Sports Entertainment Licence	Renewal	585.00	585.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Indoor Sports Entertainment Licence	Variation	300.00	300.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Indoor Sports Entertainment Licence	Temporary - 6 weeks	355.00	355.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Itinerant Metal Dealer Licence	Grant - 3 years	205.00	205.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Itinerant Metal Dealer Licence	Renewal	175.00	175.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Itinerant Metal Dealer Licence	Variation	90.00	90.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Itinerant Metal Dealer Licence	Temporary - 6 weeks	110.00	110.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Late Hours Catering Licence	Grant - 3 years	235.00	235.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Late Hours Catering Licence	Renewal	200.00	200.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Late Hours Catering Licence	Variation	110.00	110.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Late Hours Catering Licence	Temporary - 6 weeks	90.00	90.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Market Operators Licence - On a public road	Grant - 3 years	965.00	965.00	Governed by legislation and/or set by the Licensing Committee or Board.

<i>Service Area</i>	<i>Goods / Services Provided</i>	<i>Unit</i>	<i>Current charge 17-18 (£)</i>	<i>Proposed Charge 18 - 19 (£)</i>	<i>Comments</i>
CG & OCE	Market Operators Licence - On a public road	Renewal	625.00	625.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Market Operators Licence - On a public road	Variation	450.00	450.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Market Operators Licence - On a public road	Temporary - 6 weeks	965.00	965.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Market Operators Licence - Private ground	Grant - 3 years	360.00	360.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Market Operators Licence - Private ground	Renewal	240.00	240.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Market Operators Licence - Private ground	Variation	130.00	130.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Market Operators Licence - Private ground	Temporary - 6 weeks	360.00	360.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Metal Dealers Licence	Grant - 3 years	205.00	205.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Metal Dealers Licence	Renewal	175.00	175.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Metal Dealers Licence	Variation	90.00	90.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Metal Dealers Licence	Temporary - 6 weeks	110.00	110.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Non-Domestic Knives & Swords Licence	Grant - 3 years	240.00	240.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Non-Domestic Knives & Swords Licence	Renewal	210.00	210.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Non-Domestic Knives & Swords Licence	Temporary - 6 weeks	110.00	110.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees <200)	Grant - 3 years	730.00	730.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 200-1500)	Grant - 3 years	835.00	835.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 1500+)	Grant - 3 years	1,390.00	1,390.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees <200)	Discounted Grant	185.00	185.00	Governed by legislation and/or set by the Licensing Committee or Board.

<i>Service Area</i>	<i>Goods / Services Provided</i>	<i>Unit</i>	<i>Current charge 17-18 (£)</i>	<i>Proposed Charge 18 - 19 (£)</i>	<i>Comments</i>
CG & OCE	Public Entertainment Licence (Attendees 200-1500)	Discounted Grant	210.00	210.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 1500+)	Discounted Grant	210.00	210.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees <200)	Renewal	555.00	555.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 200-1500)	Renewal	635.00	635.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 1500+)	Renewal	1,060.00	1,060.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees <200)	Discounted Renewal	140.00	140.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 200-1500)	Discounted Renewal	160.00	160.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 1500+)	Discounted Renewal	160.00	160.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees <200)	Variation	285.00	285.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 200-1500)	Variation	330.00	330.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 1500+)	Variation	550.00	550.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees <200)	Discounted Variation	75.00	75.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 200-1500)	Discounted Variation	85.00	85.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 1500+)	Discounted Variation	85.00	85.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees <200)	Temporary	340.00	340.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 200-1500)	Temporary	390.00	390.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 1500+)	Temporary	650.00	650.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees <200)	Discounted Temporary	85.00	85.00	Governed by legislation and/or set by the Licensing Committee or Board.

<b>Service Area</b>	<b>Goods / Services Provided</b>	<b>Unit</b>	<b>Current charge 17-18 (£)</b>	<b>Proposed Charge 18 - 19 (£)</b>	<b>Comments</b>
CG & OCE	Public Entertainment Licence (Attendees 200-1500)	Discounted Temporary	95.00	95.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Public Entertainment Licence (Attendees 1500+)	Discounted Temporary	95.00	95.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Second-Hand Dealer Licence	Grant - 3 years	230.00	230.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Second-Hand Dealer Licence	Renewal - 3 years	200.00	200.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Second-Hand Dealer Licence	Variation	120.00	120.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Second-Hand Dealer Licence	Temporary - 6 weeks	110.00	110.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Sex shop licence	Grant - 1 year	3,150.00	3,150.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Sex shop licence	Renewal	1,890.00	1,890.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Tattooing & Skin Piercing Licence	Grant - 3 years	360.00	360.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Tattooing & Skin Piercing Licence	Renewal	305.00	305.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Tattooing & Skin Piercing Licence	Temporary	145.00	145.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi Booking Offices Licence	Grant - 3 years	240.00	240.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi Booking Offices Licence	Renewal	210.00	210.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi Booking Offices Licence	Temporary - 6 weeks	110.00	110.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Window Cleaners Licence	Grant - 3 years	185.00	185.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Window Cleaners Licence	Renewal	165.00	165.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Window Cleaners Licence	Temporary - 6 weeks	30.00	30.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Cinemas Licence	Grant/Renewal - 1 year	600.00	600.00	Governed by legislation and/or set by the Licensing Committee or Board.

<i>Service Area</i>	<i>Goods / Services Provided</i>	<i>Unit</i>	<i>Current charge 17-18 (£)</i>	<i>Proposed Charge 18 - 19 (£)</i>	<i>Comments</i>
CG & OCE	Cinemas Licence	Temporary - 1 month	200.00	200.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Cinemas Licence	Transfer	120.00	120.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Civil Marriage Provision Licence	Grant/Renewal - 3 years	790.00	790.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Game Dealer Licence	Grant/Renewal	130.00	130.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Theatre (Non-Educational) Licence	Grant - 1 year	825.00	825.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Theatre (Non-Educational) Licence	Renewal	630.00	630.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Theatre (Non-Educational) Licence	Temporary	325.00	325.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Theatre (Non-Educational) Licence	Transfer	220.00	220.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Theatre (Non-Educational) Licence	Variation	405.00	405.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car Drivers Licence	Grant - 1 year	50.00	50.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car Drivers Licence	Renewal - 3 years	105.00	105.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car Drivers Licence	Temporary - 6 weeks	50.00	50.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Operators (Including Tests) Licence	Grant - 1 year	395.00	395.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car Licence	Renewal - 1 year	215.00	215.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car Licence	Temporary - 6 weeks	80.00	80.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - Approval of type - wheelchair accessible vehicles		250.00	250.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car variation - change zone (including new plate)		60.00	60.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car variation - other		60.00	60.00	Governed by legislation and/or set by the Licensing Committee or Board.



<b>Service Area</b>	<b>Goods / Services Provided</b>	<b>Unit</b>	<b>Current charge 17-18 (£)</b>	<b>Proposed Charge 18 - 19 (£)</b>	<b>Comments</b>
CG & OCE	Taxi/Private Hire Car - change of registration number		60.00	60.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - substitution of vehicle		35.00	35.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - non-attendance/cancellation		33.00	33.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - ID badges (including replacement badges)		10.00	10.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - Roof Sign Parts - Deposit		40.00	40.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - Large Sign - Complete		80.00	80.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - Large Sign - Replacement Top		45.00	45.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - Large Sign - Replacement Base		35.00	35.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - Small Sign - Replacement Top		35.00	35.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - Small Sign - Replacement Base		25.00	25.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - Small Sign - Magnets	Per Magnet	4.00	4.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - Small Sign - Wire Loom	Each	10.00	10.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Taxi/Private Hire Car - Vehicle ID Plate - Replacement		15.00	15.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Library Late Fees	per book, per week	0.45	0.45	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Library Late Fees	per book, 5+ weeks overdue	3.60	3.60	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Library Late Fees	per DVD, per week	2.00	2.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Library Late Fees	per DVD box set, per week	3.00	3.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Library Late Fees	per Language course, per week	1.00	1.00	Governed by legislation and/or set by the Licensing Committee or Board.

<i>Service Area</i>	<i>Goods / Services Provided</i>	<i>Unit</i>	<i>Current charge 17-18 (£)</i>	<i>Proposed Charge 18 - 19 (£)</i>	<i>Comments</i>
CG & OCE	Club gaming permit 10 year grant	Per permit	200.00	200.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Club gaming permit 10 year grant (existing operations)	Per permit	100.00	100.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Club gaming permit 10 Renewal	Per permit	200.00	200.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Club gaming permit Annual fee	Per permit	50.00	50.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Club gaming permit Variation	Per permit	10.00	10.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Club gaming permit Copy permit	Per permit	15.00	15.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Licensed Premises Gaming Machine Permit - up to 2 machines	Per permit	50.00	50.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Licensed Premises Gaming Machine Permit - grant (existing operators)	Per permit	100.00	100.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Licensed Premises Gaming Machine Permit - grant	Per permit	150.00	150.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Licensed Premises Gaming Machine Permit - first annual fee	Per permit	50.00	50.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Licensed Premises Gaming Machine Permit - annual fee	Per permit	50.00	50.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Licensed Premises Gaming Machine Permit - variation	Per permit	100.00	100.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Licensed Premises Gaming Machine Permit - transfer	Per permit	25.00	25.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Licensed Premises Gaming Machine Permit - change of name	Per permit	25.00	25.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Licensed Premises Gaming Machine Permit - copy permit	Per permit	15.00	15.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Prize gaming permit - grant/renewal	Per permit	300.00	300.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Prize gaming permit - change of name	Per permit	25.00	25.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Prize gaming permit - copy permit	Per permit	15.00	15.00	Governed by legislation and/or set by the Licensing Committee or Board.

<i>Service Area</i>	<i>Goods / Services Provided</i>	<i>Unit</i>	<i>Current charge 17-18 (£)</i>	<i>Proposed Charge 18 - 19 (£)</i>	<i>Comments</i>
CG & OCE	Family entertainment centre gaming machine permit - grant/renewal	Per permit	300.00	300.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Family entertainment centre gaming machine permit - change of name	Per permit	25.00	25.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Family entertainment centre gaming machine permit - copy permit	Per permit	15.00	15.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Change of circumstance fee	Per license	50.00	50.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Copy License	Per license	25.00	25.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Registration of non-commercial society - grant	Per license	40.00	40.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Registration of non-commercial society -renewal	Per license	20.00	20.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to transfer or reinstate a license - large casino	Per license	1,600.00	1,600.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to transfer or reinstate a license - small casino	Per license	1,350.00	1,350.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to transfer or reinstate a license - converted casino	Per license	1,000.00	1,000.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to transfer or reinstate a license - bingo premises	Per license	840.00	840.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to transfer or reinstate a license - adult gaming centre	Per license	840.00	840.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to transfer or reinstate a license - betting premises (track)	Per license	660.00	660.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to transfer or reinstate a license - family entertainment centre	Per license	660.00	660.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to transfer or reinstate a license - betting premises (other)	Per license	840.00	840.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to vary a license - large casino	Per license	3,750.00	3,750.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to vary a license - small casino	Per license	3,000.00	3,000.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to vary a license - converted casino	Per license	1,500.00	1,500.00	Governed by legislation and/or set by the Licensing Committee or Board.

<i>Service Area</i>	<i>Goods / Services Provided</i>	<i>Unit</i>	<i>Current charge 17-18 (£)</i>	<i>Proposed Charge 18 - 19 (£)</i>	<i>Comments</i>
CG & OCE	Application to vary a license - bingo premises	Per license	1,200.00	1,200.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to vary a license - adult gaming centre	Per license	700.00	700.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to vary a license - betting premises (track)	Per license	870.00	870.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to vary a license - family entertainment centre	Per license	870.00	870.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application to vary a license - betting premises (other)	Per license	1,050.00	1,050.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	First annual fee -large casino	Per year	5,620.00	5,620.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	First annual fee -small casino	Per year	2,810.00	2,810.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	First annual fee -bingo premises	Per year	525.00	525.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	First annual fee -adult gaming centre	Per year	525.00	525.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	First annual fee - betting premises (track)	Per year	750.00	750.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	First annual fee - family entertainment centre	Per year	375.00	375.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	First annual fee - betting premises (other)	Per year	300.00	300.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Annual fee -large casino	Per year	7,500.00	7,500.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Annual fee -small casino	Per year	3,750.00	3,750.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Annual fee - converted casino	Per year	2,550.00	2,550.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Annual fee -bingo premises	Per year	700.00	700.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Annual fee -adult gaming centre	Per year	700.00	700.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Annual fee - betting premises (track)	Per year	100.00	100.00	Governed by legislation and/or set by the Licensing Committee or Board.

<i>Service Area</i>	<i>Goods / Services Provided</i>	<i>Unit</i>	<i>Current charge 17-18 (£)</i>	<i>Proposed Charge 18-19 (£)</i>	<i>Comments</i>
CG & OCE	Annual fee - family entertainment centre	Per year	500.00	500.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Annual fee - betting premises (other)	Per year	400.00	400.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Premises licences				Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application for a premises license by a provisional statement holder -large casino	Per license	3,750.00	3,750.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application for a premises license by a provisional statement holder -small casino	Per license	2,250.00	2,250.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application for a premises license by a provisional statement holder -bingo premises	Per license	840.00	840.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application for a premises license by a provisional statement holder -adult gaming centre	Per license	840.00	840.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application for a premises license by a provisional statement holder - betting premises (track)	Per license	660.00	660.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application for a premises license by a provisional statement holder - family entertainment centre	Per license	660.00	660.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Application for a premises license by a provisional statement holder - betting premises (other)	Per license	840.00	840.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Premises license application for (A) premises license or (B) provisional statement - large casino	Per license	7,500.00	7,500.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Premises license application for (A) premises license or (B) provisional statement - small casino	Per license	6,000.00	6,000.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Premises license application for (A) premises license or (B) provisional statement - bingo premises	Per license	2,450.00	2,450.00	Governed by legislation and/or set by the Licensing Committee or Board.

<i>Service Area</i>	<i>Goods / Services Provided</i>	<i>Unit</i>	<i>Current charge 17-18 (£)</i>	<i>Proposed Charge 18-19 (£)</i>	<i>Comments</i>
CG & OCE	Premises license application for (A) premises license or (B) provisional statement - adult gaming centre	Per license	1,400.00	1,400.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Premises license application for (A) premises license or (B) provisional statement - betting premises (track)	Per license	1,750.00	1,750.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Premises license application for (A) premises license or (B) provisional statement - family entertainment centre	Per license	1,400.00	1,400.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Premises license application for (A) premises license or (B) provisional statement - betting premises (other)	Per license	2,099.00	2,099.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Street Traders Licence - Employers	Grant/Renewal	178.00	178.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Street Traders Licence - Employees	Grant/Renewal	103.00	103.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Street Traders Licence	Temporary - 6 weeks	103.00	103.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Street Traders Licence - Substitution of vehicle		125.00	125.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Street Traders Licence - additional vehicle		57.00	57.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Street Traders Licence - consent for material alteration to vehicle		103.00	103.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Street Traders Licence - variation of licence		108.00	108.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	Street Traders Licence - advert (hot food)		100.00	100.00	Governed by legislation and/or set by the Licensing Committee or Board.
CG & OCE	<b>Marketing &amp; Design</b>				
CG & OCE	Design work	per hour	35.00	40.00	Costs vary for each site and budget of company looking to sponsor a roundabout
CG & OCE	Photography	per hour	35.00	40.00	
CG & OCE	Sponsorship of roundabouts	Dependent on site	Price list applies	£2000 - £9000	

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
<b>Children's Hearing's</b>					
E&CS	Curator ad Litem report - appointment by court	per report	262.50	262.50	Charges are part of the Children's Hearing Structure and are set by a joint panel, ACC does not have control over price increases.
E&CS	Curator ad Litem report - Second and Subsequent	per report	131.25	131.25	Charges are part of the Children's Hearing Structure and are set by a joint panel, ACC does not have control over price increases.
E&CS	Joint Curator ad Litem and Reporting Officer Reports -	per report	393.73	393.73	Charges are part of the Children's Hearing Structure and are set by a joint panel, ACC does not have control over price increases.
E&CS	Reporting Officer Reports - second and subsequent	per report	195.87	195.87	Charges are part of the Children's Hearing Structure and are set by a joint panel, ACC does not have control over price increases.
<b>Music tuition</b>					
E&CS	Individual Lessons	Term 1 & 2 (per term)	80.00	84.00	The Annual charge for individual lessons for 2017-18 was £340, from August 2018 the annual charge will be £336. This guarantees all pupils 28 lessons per year. Pupils that qualify for free school meals & also Looked after Children or Care Experienced children will received free tuition. This equates to £12 per lesson, for 28 lessons.
E&CS	Individual Lessons	Term 3 & 4 (per term)	90.00	84.00	The Annual charge for individual lessons for 2017-18 was £340, from August 2018 the annual charge will be £336. This guarantees all pupils 28 lessons per year. Pupils that qualify for free school meals & also Looked after Children or Care Experienced children will received free tuition. This equates to £12 per lesson, for 28 lessons.
E&CS	Group Lessons	Term 1 & 2 (per term)	64.00	56.00	The Annual charge for group lessons for 2017-18 was £272, from August 2018 this will be £224. This guarantees all pupils 28 lessons per year. Pupils that qualify for free school meals & also Looked after Children or Care Experienced children will received free tuition. This equates to £8 per lesson, for 28 lessons.
E&CS	Group Lessons	Term 3 & 4 (per term)	72.00	56.00	The Annual charge for group lessons for 2017-18 was £272, from August 2018 this will be £224. This guarantees all pupils 28 lessons per year. Pupils that qualify for free school meals & also Looked after Children or Care Experienced children will received free tuition. This equates to £8 per lesson, for 28 lessons.
E&CS	Paired lessons	New Category from 2018-19 (per term)	N/A	70.00	This charge is a new band, from August 2018 paired lessons will be £280 per year. This guarantees all pupils 28 lessons per year. Pupils that qualify for free school meals & also Looked after Children or Care Experienced children will received free tuition. This equates to £10 per lesson, for 28 lessons.
E&CS	New start registration fee	New Category from 2018-19	N/A	10.00	Implementing this charge will cover the costs associated with registering new pupils to the music service. This would be a one-off charge paid by new pupils registering for the first time with the service.
<b>Child care services</b>					
E&CS	Breakfast Club	per session	3.85	5.00	Proposed increasing to £5.25 in 2019/20 and £5.50 in 2020/21. Standard and capacity of provision will be unaffected.
E&CS	After School Club	per session	11.55	12.00	Proposed increasing to £12.50 in 2019/20 and £13.00 in 2020/21. Standard and capacity of provision will be unaffected.
E&CS	Holiday Club	per session	27.50	27.50	Proposed increasing to £29.00 in 2019/20 and £30.50 in 2020/21. 1/2 day session available at around 60% (£16.75) of full session price. Standard and capacity of provision will be unaffected.
<b>School/sports lets</b>					
					A 10% increase on all charges for lets in schools and learning centres, to be applied to all lets taking place on or after 20 August 2018.
E&CS	School/community lets	per session	various	+10%	The increase would be applied to all existing hourly rates. Charges
<b>Museum and Art Gallery catering &amp; retail</b>					
E&CS	Museum and Art Gallery catering & retail	per item	N/A	N/A	Price review carried out but no increase proposed for catering / café prices due to investment required to bring venue (Maritime Museum) up to market quality standard. No increase proposed for retail and this will remain at industry standard percentage mark up on cost price.
E&CS	Museum and Art Gallery Corporate Hire	per 3 hours hire - evening	500.00	500.00	Price review carried out but no increase proposed due to investment required to bring venue (Maritime Museum) up to market quality standard. Prices for Art Gallery (business will required to be built back up after being closed for a few years) will be looked at once the building is open and they plan to invite prospective customers to see the space and will then set a new pricing plan based on feedback after this.
E&CS					

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
E&CS	Museum and Art Gallery Corporate Hire	per 3 hours hire - evening - room only	200.00	200.00	Price review carried out but no increase proposed due to investment required to bring venue (Maritime Museum) up to market quality standard. Prices for Art Gallery (business will required to be built back up after being closed for a few years) will be looked at once the building is open and they plan to invite prospective customers to see the space and will then set a new pricing plan based on feedback after this.
E&CS	Museum and Art Gallery Corporate Hire	per half day (up to 4 hours)	130.00	130.00	Price review carried out but no increase proposed due to investment required to bring venue (Maritime Museum) up to market quality standard. Prices for Art Gallery (business will required to be built back up after being closed for a few years) will be looked at once the building is open and they plan to invite prospective customers to see the space and will then set a new pricing plan based on feedback after this.
E&CS	Museum and Art Gallery Corporate Hire	per whole day (up to 9 hours)	265.00	265.00	Price review carried out but no increase proposed due to investment required to bring venue (Maritime Museum) up to market quality standard. Prices for Art Gallery (business will required to be built back up after being closed for a few years) will be looked at once the building is open and they plan to invite prospective customers to see the space and will then set a new pricing plan based on feedback after this.
E&CS	Museum and Art Gallery Corporate Hire - Staff Cost	per hour	26.00	26.00	Price review carried out but no increase proposed in line with venue hire above
E&CS	Museum and Art Gallery Corporate Hire - Staff Cost	per hour	42.00	42.00	Price review carried out but no increase proposed in line with venue hire above
E&CS	Museum and Art Gallery Photographic Reproduction Images	per item	from 10 - 300	from 10.50 - 315	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery Photographic Reproduction Images handling fee	per item	15.00	15.75	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery Photographic Reproduction Images new Photography fee	per item	77.00	80.85	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery Photographic Reproduction Images film in perpetuity fee	per request	from 45 to 350	from 47.25 to 367.50	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery Picture Loan Scheme	per Print	85.00	89.25	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery Picture Loan Scheme	per Oil	110.00	115.50	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery Picture Loan Scheme	per visit	30.00	31.50	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery Picture Loan Scheme Condition Check	per new loan	55.00	57.75	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery Loan Admin fee	per new loan	105.00	105.00	Price review carried out but no increase proposed due to current embargo on all loans out until Art Gallery reopens.
E&CS	Museum and Art Gallery filming for Commercial use	per session (up to 2 hours)	100.00	105.00	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery Photography for Commercial use	per session (up to 2 hours)	25.00	26.25	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery Research Enquiry	per hour	16.67	17.50	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery photocopying B&W	per copy	0.20	0.21	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery photocopying Colour	per copy	0.50	0.53	New pricing to take affect from 1st April.
E&CS	Museum and Art Gallery Talks	per session	40.00	42.00	Talks outwith the City are not being delivered at the moment and
<b>Beach Ballroom</b>					



Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
E&CS	Beach Ballroom		N/A	N/A	Having just reviewed and increased our prices for the current year due to budget constraints and with the current climate still being depressed it is not our intention to increase prices for 2018-19. This is due to the constant review of competitors prices we have to remain flexible on price when quoting for high volume business. We do have some package deals for wedding and parties and these are listed below but any planned increase will be subject to market trends.
E&CS	Main Ballroom Hire Sunday to	day	from £1800.00	from £2500.00	New pricing to take affect from 1st April.
E&CS	Main Ballroom Hire Friday (no	day	from £2500.00	From £3500.00	New pricing to take affect from 1st April.
E&CS	Main Ballroom Hire Saturday (n	day	from £4000.00	from £5000.00	New pricing to take affect from 1st April.
E&CS	Star Ballroom	hour	70.00	70.00	
E&CS	Northern Lights	hour	70.00	70.00	
E&CS	Promenade Suite	hour	60.00	60.00	
E&CS	Boardroom	hour	50.00	50.00	
E&CS	Five star wedding package	day	4,950.00	5,500.00	New pricing to take affect from 1st April.
E&CS	Star Party Package (3month box	evening	495.00	525.00	New pricing to take affect from 1st April.
E&CS	Star Premium Package (buffet)	evening	950.00	995.00	New pricing to take affect from 1st April.
E&CS	Funeral Teas	per person	from 7.50	from 7.50	New market for beach ballroom and just launched.
E&CS	Dinner menu 3 course	per person	from 32.50	from 35.00	New pricing to take affect from 1st April.
E&CS	Bar prices		various	no change	As per inflation new tender suppliers from February 2018.
<b>Adventure Aberdeen</b>					
E&CS	Transferring to Sport Aberdeen 1 April 2018		N/A	N/A	
<b>Creative Learning</b>					
E&CS	Classes - 10am – 2pm 2 days	per person	65.00	65.00	Discount for Accord Card holders of £5-10 depending on class.
E&CS	Classes - short course 10 weeks	per person	110 - 140	110 - 140	Small group activity agreement classes to be offered in 2018/19.
E&CS	Classes - half day	per person	45.00	45.00	Some classes increased in cost due to increased janitorial fees therefore not proposing to raise cost again in immediate short term until undertaken pricing review.
E&CS	Classes - Short Course 8 weeks	per person	90 - 135	90 - 135	
E&CS	1-2-1 Activity agreements 2hr session	per person	80.00	80.00	
E&CS	Inclusion sessions 1-2-1 per hour	per person	45.00	45.00	
<b>Libraries</b>					
E&CS	Libraries - CD Hire	Loan charge	90p per item	£1.00 per item	10% increase in charge
E&CS	Libraries DVD hire (adult) - children no charge	Loan charge per item	£2.00 per item (£1.00 Residents Card)	£2.00 per item (£1.00 Residents Card)	No increase - already higher than family group
E&CS	Libraries DVD overdue charges (adult)	DVD overdue charge per item	£2.00 per item (£1.00 Residents Card)	50p per day per item to max £5	Change from weekly to daily charge
E&CS	Libraries DVD hire Box Sets (adult)	Loan charge per item	£3.00 per item (£2.00 Residents Card)	50p per day per item to max £5	Change from weekly to daily charge
E&CS	Libraries photocopying charges A4 black & white	Reproduction charge	10p per A4 black & white copy	15p per copy	50% increase in charge
E&CS	Libraries photocopying charges A3 black & white	Reproduction charge	20p per A3 black & white copy	30p per copy	50% increase in charge
E&CS	Libraries photocopying charges A4 colour	Reproduction charge	20p per A4 colour copy	30p per copy	50% increase in charge
E&CS	Libraries photocopying charges A3 colour	Reproduction charge	50p per A3 colour copy	60p per copy	50% increase in charge
E&CS	Libraries - inter-library loans	Loan charge per item	£5.00 per inter-library loan	£6.00 per inter-library loan	20% increase in charge
E&CS	Libraries inter-library loan renewals	Renewal charge	£2.50 per renewal	£3.00 per renewal	20% increase in charge
E&CS	Libraries inter-library loans Orchestral Sets	Loan charge per item	£15.00 per inter-library loan	£18.00 per inter-library loan	20% increase in charge
E&CS	Libraries inter-library loans Orchestral sets renewals	Renewal charge	£7.50 per renewal	£9.00 per renewal	20% increase in charge

<i>Service Area</i>	<i>Goods / Services Provided</i>	<i>Unit</i>	<i>Current charge 17-18 (£)</i>	<i>Proposed Charge 18 - 19 (£)</i>	<i>Comments</i>
E&CS	Libraries - overdue charges (adult) no charge children's	Books overdue charge per item	45p per item per week to max £3.60	15p per item per day to max £4.50	Change from weekly to daily charge
E&CS	Libraries - overdue charges (adult) no charge children's	CDs overdue charge per item	45p per item per week to max £3.60	15p per item per day to max £4.50	Change from weekly to daily charge
E&CS	Libraries - meeting room hire	Hire charge	£10.00/£30 per hour commercial rate; £5.00/£15.00 community rate	£10.00/£30 per hour commercial rate; £5.00/£15.00 community rate	New service - no increase but aim to raise income via more bookings
E&CS	Libraries - research enquiry	Per hour	£15 per hour	£17.50 per hour	Increased to same rate as Art Gallery and Museums
E&CS	Libraries - photographic reproduction images new photography fee	Per item	£77 per item	£80.85 per item	Increased to same rate as Art Gallery and Museums

Service Area	Goods / Services Provided	Unit	Current charge 17-18 (£)	Proposed Charge 18 - 19 (£)	Comments
<b>Social Services</b>					
Adult Social Care	provision)	day/session	4.20	contributing to your care	
Adult Social Care	provision)	day/session	4.20	contributing to your care	
Adult Social Care	Day care - older people - meals	per meal	2.95	contributing to your care	
Adult Social Care	Day care - persons with a disability (external provision)	per day/session	4.20	contributing to your care	see note below re
Adult Social Care	Day care - persons with a disability (internal provision)	per day/session	4.20	contributing to your care	see note below re
Adult Social Care	Frozen meal service	per meal	2.90	contributing to your care	
Adult Social Care	Homecare/housing support	per hour	15.05	contributing to your care	see note below re
Adult Social Care	Homecare/housing support (external provision)-MH	per hour	15.05	contributing to your care	see note below re
Adult Social Care	Homecare/housing support (external provision)-PD	per hour	15.05	contributing to your care	see note below re
Adult Social Care	Homecare/housing support - supported accom LD	per hour	15.05	contributing to your care	see note below re
Adult Social Care	Community alarm	per week	1.35	contributing to your care	
Adult Social Care	Residential Care - older people (external home)	per week	537.79	contributing to your care	see note below re
Adult Social Care	Residential Care - ALCOHOL DEPEND (external home)			contributing to your care	see note below re
Adult Social Care	Residential Care - MH (external home)			contributing to your care	see note below re
Adult Social Care	Frozen meal service			contributing to your care	
Adult Social Care	Residential Care - PD (external home)			contributing to your care	see note below re
Adult Social Care	Residential Care - older people (internal home)	per week	129.80 - 537.79	contributing to your care	see note below re
Adult Social Care	Nursing care - older people	per week	129.80 - 624.54	contributing to your care	see note below re
Adult Social Care	Nursing care - MH			contributing to your care	see note below re
Adult Social Care	Nursing care - LD			contributing to your care	see note below re
Adult Social Care	Nursing care - PD			contributing to your care	see note below re
Adult Social Care	Sheltered housing warden charge	per week	12.80 - 29.26	contributing to your care	increase by 10% across the board Aberdeenshire owned complexes charge £16.77 per week ACC charges £12.78 - so could increase by 10% for three years to reach Aberdeenshire levels
Adult Social Care	Sheltered housing warden charges	per week	range depending on cost of adaptation (private houses only)	contributing to your care	see note below re
Adult Social Care	Sheltered housing warden charges	per week	73.50	contributing to your care	
Adult Social Care	Sheltered housing warden charges	per ticket	free/£7/£10	contributing to your care	see note below re
Adult Social Care	Residential Care - LD (external home)			contributing to your care	see note below re
Adult Social Care	In-house Respite			contributing to your care	see note below re
Adult Social Care	In-house Respite			contributing to your care	

0

The "Contributing to Your Care" policy fundamentally changes the way that Aberdeen City Council charge for non-residential social care services. Instead of applying set rates per hour or per day etc., charges will be based on the client's personal budget allocation under Self Directed Support legislation, which will be more aligned to the actual cost of the

This page is intentionally left blank

COMMITTEE	Council
DATE	6 March 2018
REPORT TITLE	Draft Housing Revenue Account (HRA) Budget and Housing Capital Budget 2018/19 to 2022/23
REPORT NUMBER	CG/18/030
DIRECTOR	Steven Whyte
REPORT AUTHOR	Helen Sherrit

---

## 1. PURPOSE OF REPORT:-

To provide elected members with information to allow the setting of the rent level for the financial year 2018/19 as well as provisional rent levels for the financial years 2019/20 to 2022/23. In turn, this will allow a capital programme for 2018/19 as well as a provisional programme for 2019/20 to 2022/23.

## 2. RECOMMENDATION(S)

It is recommended that Council:

- a) Approve the budget as attached in Appendix 1 (Pages 5 to 6) of this report;
- b) Approve the setting of the weekly unrebated rents for municipal houses, as detailed in Appendix 1 (Pages 5 to 6) of this report, to take effect from Monday 30 April 2018;
- c) Approve the level of revenue contribution to the Housing Capital budget for 2018/19 as well as a provisional contribution for the subsequent four financial years as detailed in Appendix 1 (pages 19 to 20) of this report;
- d) Approve the proposal to maintain the working balances at 10% to meet future contingencies as detailed in Appendix 1 (pages 5 to 6) of this report;
- e) Approve the level of miscellaneous rents and service charges, including Heat with Rent as detailed in Appendix 1 (pages 16 to 17) of this report;
- f) Approve, based on the rent strategy adopted the capital programme for the financial year 2018/19 (Appendix 1 pages 23 to 26);
- g) Note the indicative level of programme for the financial years 2019/20 to 2022/23 (Appendix 1 pages 23 to 26);
- h) Approve as estimated expenditure in terms of the Procurement Regulation 4.1.1, in order for work to commence on the capital programme, the sums shown against each heading of the Housing Capital Expenditure budget for the financial year 2018/19 set out in Appendix 1 (pages 23 to 26) to this report without the need for separate Committee approval of each;

- i) Delegates authority to the Director of Resources, following consultation with the Head of Commercial and Procurement Services, to undertake or instruct appropriate procedures in accordance with the ACC Procurement Regulations to procure the works referred to in Appendix 1 (pages 23 to 26) for the capital programme for the financial year 2018/19 and award contracts relating thereto; and
- j) Instruct the Director of Resources to finalise the Housing Business Plan on completion of the Asset Management Plan and present to the relevant future committee.

### **3. BACKGROUND/MAIN ISSUES**

#### **2017/18 Out-Turn Position**

- 3.1 In looking at the position for the next financial year it is useful to put into context the financial estimates for the current financial year. More detail can be found in Appendix 1 of this report.
- 3.2 The report outlines that the Housing Revenue Account forecasts a capital from current revenue (CFCR) contribution of £22m and £500k towards the working balance will be made in 2017/18 which is broadly in line with the 2017/18 budget.
- 3.3 The HRA budget has been aligned with the 30 year Business Plan.

#### **Institutional Framework**

- 3.4 The Council is required to give its tenants 28 days notice of any change in the level of rent. With the decision on rent levels being taken on 6 March 2018 taking account of the various system amendments required, the change in rent levels will start on 30 April 2018. Further, the Housing (Scotland) Act 2001 requires the Council to consult with tenants on any proposed rent increase. This consultation was in the form of a tenant questionnaire on the possible rent increase.
- 3.5 The tenants were asked if Council rents should increase by RPI + 1% for 2018/19 (July RPI 3.6%). The results are shown on page 18 of Appendix 1, 2,492 tenants responded, this equates to 12% of all tenants, 37% agreed with the rental increase with 63% disagreeing.
- 3.6 Schedule 15 of the Housing (Scotland) Act 1987 requires expenditure in the following main areas to be charged to the HRA:
  - Capital Financing Costs in respect of monies borrowed for the purpose of providing and improving the Council's housing stock;
  - Management, administration and maintenance of the Council's housing stock;
  - Other expenditure such as loss of rents for vacant periods, insurance, communal lighting and heating, cleaning and security.
- 3.7 Items of income that must be credited to the HRA are:

- Council house rents;
- Other income attributable to the HRA. For example, income recovered from tenants for heating, interest on revenue balances and, when available, transfers from working balances generated by the HRA in previous years.

3.8 In the absence of any central or local authority financial support for the HRA, the HRA is regarded as “ring-fenced”. In addition, consideration of the level of capital to be financed from CFCR within the HRA budget will have an impact on the Housing Capital Budget. This report therefore, whilst indicating a proposed HRA Budget, also provides information on the Capital Budget.

### Summary 5 Year Position

3.9 Included within Appendix 1 is an indicative budget for 2019/20 to 2022/23 with an assumed rent increase of 3% for all years based on the 30 year business plan assumptions. There is also an analysis of the management and administration, the repairs and maintenance and capital budgets.

3.10 In setting a 5 year rent strategy, Council must pay cognisance to the level of capital investment required to maintain and improve the overall housing conditions available to the citizens of Aberdeen.

### Underlying Strategy

3.11 Based on Council policy the budgeted figures have assumed a Council house rent increase of 4.6% (RPI at July 2017 of 3.6% plus 1%).

3.12 The 30 year Business Plan assumes RPI of 2% plus 1%.

3.13 In the UK, inflation is projected to remain slightly above the 2% target at the 3 year point. This is based on the expectation of a smooth adjustment to the new trading relationship with the EU.

3.14 It is worth looking at the future projections for inflation in setting the rent increase for 2018/19:

End period %	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018
RPI inflation	3.9	3.8	3.8	3.8	3.7
RPIX inflation	3.9	3.7	3.5	3.3	3.0
CPI inflation	2.9	2.8	2.6	2.4	2.3

Source – Capital Economics – Forecasts (Dec 2017)

3.15 The above table indicates that inflation is expected to decrease to 3.8% in Q1 2018 and further reduce in Q4 2018 to 3.7%, therefore higher than the Bank of England’s target of 2%.

### Housing Market Overview

3.16 The Housing Needs Demand Assessment (HNDA) is currently being updated by Aberdeenshire Council, Aberdeen City Council and the Aberdeen City and Shire Strategic Development Planning Authority. The current HNDA provided a calculation for the number of additional affordable housing units required to

meet the need for affordable housing. To meet this requirement an annual need for an additional 415 affordable units has been assessed over a 10 year period. This figure has however been reviewed in light of the revised HNDA and Local Housing Strategy 2018 – 2023. The indicative affordable housing requirement is 423 in 2018/19 and 2019/20 and is 425 for 2020/21, 2021/22 and 2022/23. This figure is however subject to final approval of the Main Issues Report in March 2019.

### **Buying/Selling of Property**

- 3.17 Aberdeen Solicitors Property Centre indicate that the market reached its bottom in 2016 in Aberdeen City and suburbs, however improvements are not occurring quickly. There has been a slight increase in both volume of sales and total value of sales during the year. It is anticipated any improvements will be modest and may take several years to occur.

### **Rental Market**

- 3.18 Average rents in the Aberdeen city stand at £755 per month (£790 per month in 2016), down 4.3% year on year at quarter 4 in 2017. It is likely that rents in Aberdeen will fully level off in 2018. Rents are still above the national level. The average property in Aberdeen currently takes 50 days to let, down 2 days on last year and further evidence of a market settling at a new level.
- 3.19 Therefore, it is believed there will be stability in the Aberdeen rental market in 2018 with a better balance of supply and demand which should lead to a slow recovery of rental values.
- 3.20 The current demand for Council housing is borne out by the housing advice enquires in April to December of 1,960. The Council House waiting list currently is 6,368. Therefore is still an option for many and demand is the highest for 1 bed properties.

### **Reserves & Risk**

- 3.21 The full impact of Welfare Reform has not been felt and it is expected Universal Credit will be rolled out in November 2018 in Aberdeen. Tenants have continued to be sheltered from the effect of the Welfare Reforms to date by the use of Discretionary Housing Payments.
- 3.22 The Chief Officer - Finance must be confident that the level of working balances is adequate to meet any unforeseen contingencies during the financial year particularly with regard to the introduction of Welfare Reform.
- 3.23 Based on projected income and expenditure that is likely to be generated for 2017/18, this opening figure for 2018/19 should be approximately £10.2 million as detailed below:



<b>MOVEMENT IN WORKING BALANCES</b>		<b>£000</b>
Working Balances as at 1 April 2017		11,308
Less: Earmarked sums (2017/18)		
Housing repairs	(1,326)	
House Sales – Non RTB	( 245)	(1,571)
<hr/>		
Projected Uncommitted Working Balances 1 April 2017		9,737
<hr/>		
17/18 Contribution to the Working Balance		500
<hr/>		
Projected Uncommitted Working Balances as at 31 March 2018		10,237
<hr/>		
18/19 Contribution to the Working Balance		500
<hr/>		
Projected Uncommitted Working Balance as at 31 March 2019		10,737

**Given the continued inherent uncertainty it is proposed the Council continues to work towards increasing the working balance to over 10% over the next year as demonstrated in the table above.**

### **Capital Expenditure**

- 3.24 The draft budget for 2018/19 (and the subsequent four financial years) is attached as Appendix 1 of this report. This shows gross expenditure of £47m financed by £20m of borrowing and £22m by way of a revenue contribution to fund the net programme of £42m.
- 3.25 This capital budget reflects and includes a proposed rent increase of 4.6%. The details of the potential projects to be included in this programme are contained in Appendix 1 – pages 23 to 25.

### **Miscellaneous Rents**

- 3.26 The budget attached in Appendix 1 also requires the miscellaneous rents and service charges to be set. As way of indication on possible increases, page 16 gives indicative increases that the Council may wish to consider. **The Council will have to decide on any possible increment to these charges in line with their rent setting strategy.**

### **Prudential Code**

- 3.27 Councils are required by Regulation to have regard to the Prudential Code when carrying out their duties under Part 7 of the Local Government (Scotland) Act 2003.
- 3.28 In setting a capital programme, members will be aware that under the Prudential Code, the level of capital investment is determined at a local

authority level. The base programme for consideration, subject to final rent levels is £42m. This is attached in Appendix 1 at pages 23 to 25.

- 3.29 As part of the rent setting process of determining the average rent payable for a Council house, the Council must ensure that this is affordable and sustainable over the long term.
- 3.30 The fundamental objective, in the consideration of the affordability of the Council's capital programme, is to ensure that the total capital investment of the authority remains within sustainable limits and in particular to consider the impact on the "bottom line". That is, affordability is determined by a judgement about acceptable levels of rent.
- 3.31 The Council's Prudential Indicators are included within the General Fund report which is also included on this agenda

### **Business Plan**

- 3.32 During 2017/18 work has been undertaken on Housing Business Plan, this will set out Aberdeen City Council's plans for managing and maintaining its housing stock of over 22,000 rented properties held in the Housing Revenue Account (HRA). It also addresses how the fund will be managed to ensure maximum value is achieved throughout the projected 30 year cycle. The fundamental purpose will therefore be to demonstrate and ensure the efficient use of the Authority's housing assets and rental income. The Business Plan is designed to set out the strategic goals of the Council's Housing Service and measure progress toward achieving these goals, and provides a realistic appraisal of how these strategic goals will be achieved within the limitations of available funding and the predicted economic climate.
- 3.33 Following completion of the Asset Management Plan in March the Housing Business Plan will be completed and presented to a future committee.

### **Summary**

- 3.34 The Council is required to determine the average weekly unrebated rents (and other miscellaneous rents and service charges) for municipal houses to take effect from Monday 30 April 2018 which in turn will allow decisions to be taken on the level of capital investment.

## **4. FINANCIAL IMPLICATIONS**

- 4.1 Voids, rent arrears and repairs and maintenance continue to be the main cost pressures to the HRA.
- 4.2 Given that the purpose of this report is to set the HRA budget for 2018/19 the financial implications are contained within the report and the attached Appendix 1.

## **5. LEGAL IMPLICATIONS**

No direct legal implications.

## **6. MANAGEMENT OF RISK**

### **Financial**

6.1 Every organisation has to manage the financial risks inherent in the operation of large and complex budgets. These risks are minimised by the regular review of financial information by services and corporately by Elected Members.

### **6.2 Other**

Consideration has also been given to Employee, Customer/Citizen, Environmental, Technological and Legal risk, and no risks were identified.

### **Reputational**

6.3 The reputational risks to the Council are minimised by the regular review of financial information by services, CMT and Elected members throughout the Financial Year.

## **7. IMPACT SECTION**

### **Economy**

7.1 Funding the Housing Capital Programme will have a positive impact on the economy.

### **People**

7.2 Robust management of the council's finances will ensure that Housing services can continue to be provided.

### **Place**

7.3 Funding will enhance the place by creating a better and more vibrant city in which to live.

### **Technology**

7.4 There are no direct implications on technology arising from the recommendations of this report

## **8. BACKGROUND PAPERS**

HRA 30 Year Business Plan  
Bank of England November 17 Inflation report  
Citylets Quarterly report Q4 2017  
Aberdeen Solicitors Property Centre

**9. APPENDICES (if applicable)**

Appendix 1 Draft Housing Revenue Account 2018/19 -2022/23 Budget

**10. REPORT AUTHOR DETAILS**

Helen Sherrit  
Finance Partner  
[hsherrit@aberdeencity.gov.uk](mailto:hsherrit@aberdeencity.gov.uk)  
01224 346353

**HEAD OF SERVICE DETAILS**

Derek McGowan  
Chief Officer Early Intervention & Community Empowerment  
[demgowan@aberdeencity.gov.uk](mailto:demgowan@aberdeencity.gov.uk)  
01224 522226

Aberdeen City Council  
Draft Housing Revenue Account  
2018/19 – 2022/23 Budget



Steven Whyte  
Head of Finance

Bernadette Marjoram  
Interim Director of Communities, Housing and Infrastructure

## DRAFT HOUSING REVENUE ACCOUNT

### Index

Page 2	.	.	.	.	.	Index
Page 3	.	.	.	.	.	Revenue Assumptions
Page 4	.	.	.	.	.	Housing Capital Expend Prog

### Section 1 – HRA Budget 2018/19

Page 5	.	.	.	.	.	HRA Draft 2018/19 Budget
Page 7	.	.	.	.	.	HRA Variance Notes
Page 11	.	.	.	.	.	HRA Draft Repairs Budget
Page 13	.	.	.	.	.	Management & Admin Budget
Page 16	.	.	.	.	.	Miscellaneous Rents
Page 18	.	.	.	.	.	Tenants Consultation

### Section 2 – HRA Budget 2018/19 – 2022/23

Page 19	.	.	.	.	.	5 Year HRA Budget
Page 21	.	.	.	.	.	5 Year HRA Assumptions
Page 22	.	.	.	.	.	5 Year Repairs Budget
Page 23	.	.	.	.	.	5 Year Capital Budget
Page 26	.	.	.	.	.	Ward analysis of the Capital

## **Revenue Assumptions**

In preparing the information for the draft Housing Revenue Account budget for the financial year 2018/19, a number of assumptions have been made and these are given below.

Should you require an electronic version of the budget contained within this documentation, please contact Helen Sherrit, Finance Partner (Communities Housing & Infrastructure) on (34)6353 or e-mail [hsherrit@aberdeencity.gov.uk](mailto:hsherrit@aberdeencity.gov.uk). The budget information is available as a set of Excel spreadsheets.

### **Inflation**

In preparing the budget no general inflationary uplift has been added which is in line with the base assumptions used in preparing the General Fund Budget for 2018/19, (there are some exceptions to this rule such as contractual uplifts etc. and these are stated in the variance notes). Inflation is currently running at approximately 4.1% (RPI at December 2017). (Source: Office of National Statistics)

### **Housing Stock**

The number of Council houses owned by the Council, as at 31 December 2017, is 21,241.

### **Council House Sales**

Right to Buy ended for all Council and housing association tenants in Scotland on 31 July 2016 therefore it has been assumed that there will be no house sales in 2018/19.

### **Rental Income**

The income available in 2018/19 to fund the proposed budgeted level of expenditure has been calculated by taking the current out turn uplifting by 4.6% (RPI at July 2017 3.6 + 1% which is the Council's current rent strategy/policy).

### **Heat with Rent**

A detailed analysis has been carried out on the utility bills for Heat with Rent to ensure that the charging policy introduced in the 2006/07 budget setting process can be continued into 2018/19. No increase in income has been built into the proposed budget.

### **Working Balances**

In developing a rent setting strategy it is important to ensure that there are adequate working balances. The Head of Finance must be confident that the level of working balances is adequate to meet any unforeseen contingencies particularly as regards the uncertainty surrounding welfare reform and the impact this could have on viability of the business plan of the Housing Revenue Account. Given this inherent uncertainty it is **proposed that the working balance continues to be maintained at a minimum of 10%**.

## **Housing Capital Expenditure Programme**

### **Housing Investment Programme**

The major projects undertaken by the Council are as follows:

Continuation of the work on the Seaton 7 multi storey over cladding projects at Aulton, Beachview, Bayview and Northsea Courts with overall completion aimed for April 18.

The programme includes the replacement of Heating Systems within 705 properties, Window replacements within 552 properties, Upgrading of flat roofs within 7 Multi storey Blocks and Energy Efficiency measures within 5 Blocks. Continuation of New Build projects at Smithfield and Manor Walk.

Continue with a programme of structural survey throughout the housing stock.

To ensure that the Council can meet its priorities in terms of its housing stock the capital programme for the next five years (inclusive of slippage) is proposed as follow:

2018/19 - £42.051 Million  
2019/20 - £45.335 Million  
2020/21 - £30.204 Million  
2021/22 - £26.500 Million  
2022/23 - £21.991 Million



<b>Housing Revenue Account</b>					
<b>Draft 2018/19 Budget</b>					
		<b>Budget</b>	<b>Out-turn</b>	<b>Budget</b>	<b>Notes</b>
		<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	
		<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	
<b>Premises Costs</b>					
1	Rates	49	63	60	
2	Rent – Other	102	102	102	1
3	Repairs and Maintenance	25,114	26,135	27,685	2
4	Maintenance of Grounds	3,279	3,110	3,203	3
5	Gas	663	515	515	4
6	Electricity	2,642	2,754	2,754	4
7	Cleaning Service	494	494	500	5
8	Security Service	380	331	341	6
9	Window Cleaning	26	24	26	
10	Refuse Collection	278	327	337	7
11	Cleaning – Sheltered Housing	566	561	578	8
12	Other Property Costs - Council Tax	282	239	282	9
		<b>33,875</b>	<b>34,655</b>	<b>36,383</b>	
<b>Administration Costs</b>					
14	Downsizing Grants/Direct Debit Incentives	102	46	102	10
15	Legal Expenses	350	350	350	
16	Office Tel / Rent	14	10	10	
17	Tenants Arrears	2,000	2,000	2,000	11
18	Charges - Services Admin & Management.	9,484	9,365	9,745	12
19	General Consultancy	60	60	60	13
20	Training for Front Line Staff	103	100	100	13
21	Benefits Staff	61	61	63	13
22	Charges - Tenants Participation	206	206	206	14
23	Charges for Environmental Health	201	210	217	
		<b>12,581</b>	<b>12,408</b>	<b>12,853</b>	
<b>Supplies &amp; Services</b>					
24	Provision of Meals	155	155	155	15
25	Television Licence	8	8	8	
26	IT Provision	254	254	254	16
		<b>417</b>	<b>417</b>	<b>417</b>	
<b>Agencies</b>					
27	Mediation Service	82	82	83	17
28	Energy Advice	82	82	83	18
29	Benefits Advice	14	14	14	13
30	Disabled Persons Housing Service	39	39	39	13
31	Ethnic Minority Worker	15	0	0	13
		<b>232</b>	<b>217</b>	<b>219</b>	

	Housing Revenue Account	Budget	Out-turn	Budget	
	Draft 2018/19 Budget	2017/18	2017/18	2018/19	
		£'000	£000's	£000's	
	<b>Transfer Payments</b>				
32	Priority Families Service/Housing First	465	465	645	19
33	Loss of Rent - Council Houses	865	1,078	1,128	20
34	Loss of Rent - Garages, Parking etc	436	430	444	
35	Loss of Rent - Modernisation Works	109	109	109	
36	Home Loss & Disturbance Payment	301	301	0	
37	Supporting People Contribution	0	0	0	
38	CFCR	21,700	21,756	22,160	
		<b>23,876</b>	<b>24,139</b>	<b>24,485</b>	
	<b>Capital Financing Costs</b>				
39	Loans Fund Instalment	6,874	7,034	7,249	
40	Loans Fund Interest	7,999	6,000	6670	
		<b>14,873</b>	<b>13,034</b>	<b>13,919</b>	21
	<b>Expense Total</b>	<b>85,862</b>	<b>84,868</b>	<b>88,276</b>	
	<b>Income</b>				
41	Ground Rentals	(26)	(23)	(23)	
42	Dwelling Houses Rent Income	(81,720)	(80,821)	(84,229)	22
43	Housing - Heat with Rent Income	(2,089)	(2,097)	(2,097)	23
44	Housing - Garages Rent Income	(1,263)	(1,291)	(1,291)	24
45	Housing - Parking Spaces Rent	(220)	(196)	(196)	24
46	Housing - Insurance Income	0	(2)	(2)	25
47	Housing - Other Service Charge	(547)	(540)	(540)	24
48	Legal Expenses	(350)	(318)	(318)	
49	Revenue Balance Interest	(147)	(80)	(80)	26
	<b>Income Total</b>	<b>(86,362)</b>	<b>(85,368)</b>	<b>(88,776)</b>	
	<b>Net Expenditure</b>	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>	
	<b>Projected Working Balance at 1 April 2018</b>			<b>10,237</b>	
	<b>17/18 Contribution</b>			<b>500</b>	
	<b>Projected Working Balance at 31 March 2019</b>			<b>10,737</b>	

## HOUSING REVENUE ACCOUNT 2018/19 BUDGET

### Variance Notes Comparing Draft Budget 2018/19 to Estimated Out-turn 2017/18

#### Expenditure Movements

##### **1. Rent**

This budget is for the rent of Accommodation for Community Groups and Housing Offices.

##### **2. Repairs and Maintenance**

An analysis is contained at page 11.

##### **3. Maintenance of Grounds**

Maintenance of Grounds budget has two elements: Ground Maintenance and cleansing/weed control. The budget for 2018/19 has been calculated by using the anticipated out-turn for 2017/18 uplifted by 3%.

##### **4. Gas/Electricity**

The Council moved on to the Scottish Government National Procurement for Gas and Electricity Supply on 1 April 2010 with the contract price reviewed on an annual basis. It has been assumed that consumption and rates will remain at 2016/17 levels due to the ongoing programme of over cladding on the multi storey flats.

##### **5. Cleaning Service**

This budget is for communal cleaning. The new cleaning contract commenced on 1 July 2015 and is expected to run for 3 years. The contractual value for 2018/19 has been calculated as £500,000.

##### **6. Security Service**

The cost of the security included in the budget for 2018/19 is £341,000 and includes the control room team.

##### **7. Refuse Collection**

The budget for 2018/19 has been calculated by using the out-turn for 2016/17 uplifted for salary increases.

##### **8. Cleaning – Sheltered Housing**

This is the budget for the cleaning of Sheltered Housing and has been calculated by using the outturn for 2017/18 uplifted by 3% for salary increases.

##### **9. Other Property Costs – Council Tax on void properties**

This budget is for the cost of Council Tax due on void properties. The budget for 2018/19 has been based on the actuals for 2016/17 uplifted by 3% as this is the assumption made in the General Services Budget.

##### **10. Downsizing Grants/Direct Debit and Void Incentives**

There are three schemes within this budget line which are Downsizing grants (£50,000), Direct Debit Incentive (£2,000) and (£50,000) Void Initiative.

The Downsizing scheme provides assistance and a financial incentive to Council tenants occupying a property larger than their requirements to move to smaller more suitable housing in order to increase the supply of larger family housing. This budget is being maintained at the current level as the impact of welfare reform and the general economic downturn could lead to a potential rise in requests to downsize.

The Direct Debit Incentive scheme was introduced on 5 April 2010. Each month there is a draw for all new and existing direct debit payers for a chance to win a week free rent period, to encourage more people to switch to paying by direct debit.

To support tenants move into their new homes and improvement of void property management performance, a new homes incentive scheme was been developed this will be the second year of this initiative.

#### **11. Tenants Arrears**

The budget has been maintained at £2M, as at the end of January 2018 rent arrears are £4.2m (includes former and current). The budget for former tenant arrears is for the write off of uncollectable arrears and any increase in the debt provision.

#### **12. Management & Administration**

The staffing budget is based on the current structure of the Housing Revenue Account and includes central support recharges. A pay award of 2% (£36.5k to £80K) & 3% (under £36.5k) has been allowed for which is in line with the assumptions contained within the Council's General Fund.

#### **13. General Consultancy, Training for Frontline Staff, Benefits staff, Benefits Advice, Ethnic Minority Worker and Disabled persons Housing Service.**

General Consultancy allows the Housing Revenue Account to fund one off projects. An example of this type of expenditure would include work on the Housing Business Plan.

Training for Front line Staff allows, for example, Housing Officer/Assistant Housing Officer to participate in professional staff development programmes with the opportunity of gaining membership of the Chartered Institute of Housing.

The costs of the Benefits staff are recharged from the Benefits team for the time spent with Council House Tenants on maximising income and tackling financial exclusion, it is anticipated that the recharge will increase. This has been uplifted for 2018/19 to reflect the accumulated 3% pay award.

The contribution towards Benefits Advice Service provided at ARI/Woodend Hospitals.

Disabled Persons Housing Service (Aberdeen) (DPHS) is a charitable organisation that provides specialist information, advice and advocacy on housing

matters to disabled people, their families and carers and professionals working in housing, social work, health and the voluntary sector.

The funding covers the Development Officer's post, plus an allowance for running costs. This will enable the DPHS to continue to develop and expand the range of services that it offers to people of Aberdeen in line with the objectives set out within the Disability Action Group (DAG), DAG Homes Sub-Group Action Plan, the Local Housing Strategy and the Community Care Housing Strategy.

Funding for the Ethnic Minority Worker finished in 2017/18 and will not be required in 2018/19.

#### **14. Tenants Participation**

This is the budget allocated for the provision of Tenants Participation and includes the employment costs of one Development Officer (Tenant and Resident Participation), Newsbite and training for tenant representatives.

#### **15. Provision of Meals**

This budget is for the provision of meals at Denmore and Kingswood extra care housing by Bon Accord Care. The income for this service is contained in line 47 of the budget statement above which is shown as "Housing Other Service Charge" contained in miscellaneous rents page 16.

#### **16. IT Provision**

This budget is based on the IT requirements for 2018/19 which includes all the support and maintenance costs.

#### **17. Mediation Service**

The budget for 2018/19 covers the Service Level Agreement with SACRO.

#### **18. Energy Advice**

Energy Advice encourages the sustainable use of energy, achieving affordable warmth, eradicating fuel poverty and extending the life of natural energy resources across the North East of Scotland.

#### **19. Priority Families Service**

This budget is used to fund the Priority Families Service which includes a Business Unit and a Key Worker Delivery Unit (delivered by an external body) agreed at Communities, Housing and Infrastructure on 17<sup>th</sup> May 2016. The service provides intensive intervention services to families (mainly council tenants) which includes addressing anti-social behaviour, ensuring children and young people attend school as required, accessing appropriate health care, establishing routines and positive parenting and improving employability.

In addition also includes funding for the pilot of Housing First Service which was approved at CH&I Committee on 18 January 18 this is a similar service to Priority Families Service. Staff costs of £180k have been built into the budget providing a pilot service including 4FTE Support Officers and 1FTE Senior Support Officer. An application for funding to the ESF to cover these costs was unsuccessful.

**20. Loss of Rent Council Houses**

The budget has been calculated based on 2017/18 forecast outturns uplifted by 4.6% the approved rental policy for 2018/19.

**21. Capital Financing Costs**

The budget for Capital Financing Costs is based on the likely level of capital spend in 2017/18 as at the end of November 2017 and a possible future programme for 2018/19 of £42 million as well as the level of historic debt that has to be financed.

**Income**

**22. Dwelling Houses Rent Income**

The budgeted income from Dwelling House Rent has increased by the potential rent increase of 4.6% (RPI at July 2017 +1%) which is in line with current Council policy on rent setting with a start date of 30 April 2018. The budget for 2018/19 has been calculated based on the 2017/18 outturn.

**23. Housing – Heat with Rent Income**

A review was undertaken of the income and expenditure of Heat with Rent and further details are contained on page 17.

**24. Housing – Garages Rent Income, Housing Parking Spaces Rent, Housing – Other Service Charges**

This budget will move depending on the level that miscellaneous rents are set at, as covered on page 16. The current budget therefore assumes that there will be no increase at present.

**25. Housing Insurance Income**

A review is being undertaken of the insurance contract and it is anticipated this will break even.

**26. Interest on Revenue Balances**

This is akin to bank interest received on the HRA's cash flow during the year. Budget is based on the income received in 2016/17 and current economic conditions.

	<b>HOUSING REPAIRS DRAFT BUDGET</b>	<b>Approved Budget 2017/18 £'000</b>	<b>Projected Spend 2017/18 £'000</b>	<b>Base Budget 2018/19 £'000</b>
<b><u>PLANNED AND CYCLICAL MAINTENANCE</u></b>				
1	External Joiner work Repairs including external painter work etc.	1,101	1,091	1,104
2	Boiler Maintenance – Sheltered Housing	325	326	329
3	Controlled Entry Systems – Maintenance	345	336	340
4	Health & Safety - Servicing & Renewal of Equipment inc. Smoke Detectors & Carbon Monoxide alarms	195	584	1,602
5	Flat Roofs/Dormers – Renewal & Insulation	136	121	123
6	Common Rooms – Replacement of Furniture	101	101	102
7	Gas Servicing, Maintenance and Repair	4,500	4,820	4,875
8	Laundry Equipment Replacement & Maintenance	101	116	118
9	Legionella Testing incl. Repair/Renewal of Tanks	48	48	49
10	Lift Maintenance	483	407	412
11	Mutual Repairs outwith Housing Action Areas	27	27	27
12	Pumps & Fans - Maintenance & Renewal	58	55	56
13	Sheltered Housing - Replacement of Carpets, furnishings etc	43	43	43
14	Standby Generators – Maintenance	101	116	117
15	Warden call systems- maintenance and Repair	96	96	97
16	Provision of Community Alarm	246	246	249
17	Environmental Improvements (including internal communal areas)	1,200	1200	1,200
18	Void Properties	4,000	3,999	4,045
19	Asbestos	60	65	66
20	Former Housing Capital budgets – energy efficiency, upgrading entrance halls and laundry facilities	245	245	248
<b>Planned/Cyclical Maintenance Sub Total</b>		<b>13,412</b>	<b>14,043</b>	<b>15,202</b>
<b><u>DAY TO DAY RESPONSE MAINTENANCE</u></b>				
21	Blacksmith General incl. Renewing & Repairing Rotary Driers/Handrails	152	178	180
22	Car Park Repairs	38	20	20
23	Chimney heads - Repointing and Rebuilding	4	22	22
24	Condensation - Treatment of Walls	148	108	109
25	Electrical Work - General Repairs	1,107	1,598	1,616
26	Emergency Work - Out of Hours Service	506	592	599
27	External/Internal Response Paintwork	168	208	210
28	Fire Damage Repairs	13	31	32
29	Garage Repairs	44	59	60
30	Glazier work	143	132	134
31	Joiner work - General Repairs	2,666	2,931	2,964
32	Mason work and Water Penetration Repairs	718	828	837
33	Minor Environmental Services	655	742	751
34	Plasterwork – General	233	236	239
35	Plumber work – General	1,159	1,303	1,318
36	Slater work	1,052	1,339	1,354
37	Snow Clearance	55	55	56
38	TV Aerial	99	52	53
39	Rubbish Removal	12	9	9
40	Vandalism	62	50	51
41	Water Services Charges	10	10	10
<b>Day to Day Response Maintenance Total</b>		<b>9,043</b>	<b>10,503</b>	<b>10,623</b>
42	Fees	2,659	1,589	1,859
43	<b>Recharges</b>			
<b>TOTAL REPAIRS AND MAINTENANCE BUDGET</b>		<b>25,114</b>	<b>26,135</b>	<b>27,685</b>

## **REPAIRS AND MAINTENANCE BUDGET 2018/19**

### **General**

The projected spend figures have been taken from invoicing up to the 3rd September 2017 and a projection to year end.

Projections are based on the average monthly spend, updates from Surveyors and in the case of the general trades historical information has been taken from previous spend patterns.

Projected spend in 2017/18 is currently anticipated to be above budget however this is not significant and can be subject to change as this budget is demand led.

An uplift has been added to the figures as RICS Building Costs Information Service is forecasting a potential increase of 1.15%.

### **Specific Items**

#### **Planned and Cyclical Maintenance**

##### **Item 4 Health & Safety**

This line includes the smoke detector maintenance programme, in 17/18 it is anticipated that 1,500 properties will be completed and in 18/19 4,271.

If the Scottish Government propose that all high rise domestic buildings be fitted with fire suppression systems, a report would be brought to the appropriate Committee with options on how this would be funded. An estimated cost to fit such systems is £5,000 per property, which would translate as potential cost of around £20 million across the Housing Account.

##### **Item 7 Gas Servicing, Maintenance and Repairs**

In order to achieve the 100% target set by the regulator a budget of £4.9m is required.

##### **Item 17 Environmental Improvements**

This line includes crime prevention measures, bird proofing including the removal of nests, area fencing, security doors, sound insulation, security lighting and other estate management improvements identified by Housing Officers.

#### **Day to Day Response Maintenance**

The items listed under Day to Day response are more susceptible to weather /climate/fluctuations in costs from year to year. The projected and budget costs are in part based on historical data taken from previous years.

### **Fees**

The fees include the recharge for the call centre who receive the repairs calls. Uplifted by 2% for wage inflation.



<b>Management &amp; Admin</b>		<b>Proposed</b>		<b>Notes</b>
		<b>Budget</b>	<b>Budget</b>	
		<b>2017/18</b>	<b>2018/19</b>	
		<b>£000's</b>	<b>£000's</b>	
<b>Staff Costs</b>				1
1	Salaries	5,585	5,587	
2	Overtime	74	150	
3	Superannuation	1,000	952	
4	N.I	507	505	
5	Other Staff Costs	656	463	
6	Vacancy Factor	(365)	(569)	
		<b>7,457</b>	<b>7,087</b>	
<b>Premises Costs</b>				2
7	Rates	29	29	
8	Rent	26	26	
9	Electricity/Gas	23	23	
10	Rubbish Removal	3	3	
11	Cleaning	25	25	
12	Repairs and Maintenance	3	3	
		<b>109</b>	<b>109</b>	
<b>Administration Costs</b>				2
15	Printing	77	77	
16	Photocopying	14	14	
17	Stationery	19	19	
18	Subscriptions	23	23	
19	Postages	87	87	
20	Telephones	40	40	
21	Bank Charges(inc Cash in transit	77	77	
22	Advertising	45	15	
23	Course Expenses	14	14	
26	Tenants Participation Expenses	9	12	
		<b>405</b>	<b>378</b>	
<b>Transport Costs</b>				
	Travel Costs	90	88	
		<b>90</b>	<b>88</b>	

			<b>Proposed</b>	
		<b>Budget</b>	<b>Budget</b>	
		<b>2017/18</b>	<b>2018/19</b>	
		<b>£'000</b>	<b>£'000</b>	<b>Notes</b>
	<b>Supplies &amp; Services</b>			2
28	Equipment Purchases	15	15	
29	Computer Software Support	254	254	
30	Sundry Outlays	174	198	
		<b>443</b>	<b>467</b>	
	<b>Corporate/Directorate Recharge</b>			
31	Corporate/Directorate Recharges	2,526	3,192	3
		<b>2,526</b>	<b>3,192</b>	
	<b>Expense Total</b>	<b>11,030</b>	<b>11,321</b>	
	<b>Income</b>			
	Recharges:-			
34	Management & Admin – HRA	(9,484)	(9,745)	
35	Tenants Participation – HRA	(206)	(206)	
36	Other Housing	(227)	(256)	
37	Homeless Persons	(51)	(51)	
38	Housing Capital	(808)	(804)	
39	Integrated Housing	(254)	(259)	
		<b>(11,030)</b>	<b>(11,321)</b>	
	<b>Income Total</b>	<b>(11,030)</b>	<b>(11,321)</b>	
	<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	

## MANAGEMENT AND ADMINISTRATION BUDGET

### Variances and Notes

The 2018/19 budget for management and administration is based on the current structure of Housing.

**1. Staff Costs**

The staff costs have been increased to reflect annual salary increments and the pay award. A vacancy factor of 8% is included as per 2017/18 budget.

**2. Premises Costs, Fees & Charges, Administration Costs, Transport Costs, Supplies and Services**

All the above budgets have been reviewed with certain costs being adjusted based on current service provision.

**3. Corporate/Directorate Charges**

This budget is based on the current services being provided to Housing and may be subject to change. It covers services such as Legal, Finance, Office Accommodation, IT, Corporate Director and Heads of Service etc.

## Miscellaneous Rents

ABERDEEN CITY COUNCIL HOUSING REVENUE ACCOUNT					
Proposed Increase to be included in the HRA budget – Miscellaneous Rents					
		2018/19			
		Current	Proposed	Increase	Percentage
		Rental	Rental	Per Week	Increase
Note	Miscellaneous Increases	£	£	£	%
	Garages	11.30	11.80	0.50	4.42
	Denburn and West North Street Spaces	5.15	5.40	0.25	4.85
1	Denburn and West North Street Spaces – Non Resident	20.00	20.00	0	0
	Garages Sites	4.40	4.60	0.20	4.55
	Car Ports	4.85	5.05	0.20	4.12
	Car Parking Spaces – Local Residents	4.00	4.20	0.20	5.00
1	Parking Spaces Non Local Residents	20.00	20.00	0	0.00
2	Meals at Denmore & Kingswood	35.00	40.00	5.00	14.29
	Mortgage Reference Fees	64.50	64.50	0	0
3	Guest Rooms	10 & 15	10 & 15	0	0

The above proposed prices for 2018/19 have been increased broadly in line with the proposed rental increase subject to:

Note 1 – In 2017/18 the ‘non residents’ charge was reduced to £20pw to be competitive with charges applying in other city centre car parks from £35pw, it is recommended that there is no change to this charge in 2018/19.

Note 2 – No increase has been applied to meals at Denmore and Kingswood for many years therefore the difference between the charge and income has widened therefore in order to bring in line with cost an increase of £5 is recommended.

Note 3 - No increase is being recommended in 2018/19.

## Heat with Rent calculations for 2018/19

It was agreed in the 2017/18 budget process not to increase the Heat with Rent charges.

A review of consumption and costs is required each year. This year the consumption has been taken for the last three years to even out any potential peaks and troughs. A reduction has been made for communal areas.

Heat with Rent provides a number of benefits to the tenants principally the charge is the same every week therefore no unexpected large bills in cold winters and the 5% VAT charge is not passed onto the tenants.

It is proposed that Heat with Rent charges do not increase in 2018/19 based on current forecasts for consumption and cost.

<b>Heat with Rent – 48 week basis</b>		
	<b>Previous</b>	<b>Proposed</b>
	<b>£</b>	<b>£</b>
<b>Gas Heated Properties</b>		
Bedsits	8.55	8.55
1 bed roomed flats	9.85	9.85
2 bed roomed flats	11.15	11.15
3 bed roomed flats	12.45	12.45
<b>Electrically Heated Properties</b>		
Bedsits	9.55	9.55
1 bed roomed flats	10.85	10.85
2 bed roomed flats	12.15	12.15
3 bed roomed flats	13.45	13.45
<b>CHP Properties</b>		
All 1 Bed roomed Properties	9.60	9.60
All 2 Bed roomed Properties	10.90	10.90

**ABERDEEN CITY COUNCIL  
Tenants Consultation**

Aberdeen City Council is committed to ensuring that tenants' views are both sought and listened to. Communities, Housing and Infrastructure Committee on the 1 November 2016 agreed a rent policy of inflation (Retail Price Index as at July of the preceding year) + 1%, for a period of three years.

Legislation states that tenants must be consulted on any potential rent increases, a questionnaire was therefore sent out to all our tenants asking for their opinion on a potential rent increase for 2018/19. The Retail Price Index as at July 2017 was 3.6% + 1% = 4.6%, this is equivalent to an average increase of £3.63 per week.

A total of 20,777 were sent and for the first time 6,150 tenants received their questionnaires by e-mail making it easier and quicker to complete and in addition saving the Housing Revenue Account the cost of the extra postage. The results of the survey were as follows:-

	Total sent	As a % of the total sent.	Number of questionnaires returned.	Agree with rent increase % in brackets	Disagree with rent increase % in brackets
Total number of questionnaires sent by post.	14,627	70.4%	2,217 (15.15%)	822 (37.1%)	1395 (62.9%)
Total number of questionnaires sent by e-mail.	6,150	29.6%	275 (4.47%)	88 (32.0%)	187 (68.0%)
Total number sent.	20,777	100%	2492 (11.99%)	910 (36.6%)	1582 (63.4%)

For comparison the results for the previous 2 years were as follows:-

	Agree with increase	Disagree with increase
2017/18	1658	1232
2016/17	1135	2077

<b>Housing Revenue Account</b>		Budget	Budget	Budget	Budget	Budget	<b>Notes</b>
		2018/19	2019/20	2020/21	2021/22	2022/23	
		£000's	£000's	£000's	£000's	£000's	
<b>Premises Costs</b>							
1	Rates	60	61	62	64	65	
2	Rent	102	104	106	108	110	
3	Repairs and Maintenance	27,685	28,239	28,803	29,380	29,967	1
4	Maintenance of Grounds	3,203	3,267	3,332	3,399	3,467	2
5	Gas	515	525	536	547	557	3
6	Electricity	2,754	2,809	2,865	2,923	2,981	3
7	Cleaning Service	500	526	542	558	575	3
8	Security Service	341	348	355	362	369	2
9	Window Cleaning	26	27	27	28	28	3
10	Refuse Collection	337	344	350	357	365	2
11	Cleaning – Sheltered Housing	578	589	601	613	625	2
12	Premises Insurance	0	0	0	0	0	3
13	Other Property Costs - Council Tax	282	291	299	308	318	
		<b>36,383</b>	<b>37,130</b>	<b>37,880</b>	<b>38,646</b>	<b>39,428</b>	
<b>Administration Costs</b>							
14	Down sizing Grants/Direct Debit Incentives	102	102	102	102	102	
15	Legal Expenses	350	350	350	350	350	
16	Office Tel / Rent	10	10	10	11	11	3
17	Former Tenants Arrears	2,000	2,000	2,000	2,000	2,000	
18	Charges - Services Admin & Management	9,745	9,940	10,139	10,341	10,548	2
19	General Consultancy	60	60	60	60	60	
20	Training for Front Line Staff	100	102	104	106	108	3
21	Benefits Staff	63	64	65	67	68	2
22	Charges - Tenants Participation	206	210	214	219	223	2
23	Charges for Environmental Health	217	221	226	230	235	2
		<b>12,853</b>	<b>13,059</b>	<b>13,270</b>	<b>13,486</b>	<b>13,705</b>	
<b>Supplies &amp; Services</b>							
24	Provision of Meals	155	158	161	164	168	
25	Television Licence	8	8	8	8	9	
26	Integrated Housing System	254	259	264	270	275	3
		<b>417</b>	<b>425</b>	<b>434</b>	<b>443</b>	<b>451</b>	

		Budget	Budget	Budget	Budget	Budget	
	Housing Revenue Account	2018/19	2019/20	2020/21	2021/22	2022/23	
		£000's	£000's	£000's	£000's	£'000	
	<b>Agencies</b>						
27	Mediation Service	83	85	86	88	90	2
28	Energy Advice	83	85	86	88	90	2
29	Benefits Advice	14	14	15	15	15	2
30	Disabled Persons Housing Service	39	40	41	41	42	2
31	Ethnic Minority Worker	0	0	0	0	0	
		<b>219</b>	<b>223</b>	<b>228</b>	<b>232</b>	<b>237</b>	
	<b>Transfer Payments</b>						
32	Priority Families Service	645	658	671	684	698	2
33	Loss of Rent - Council Houses	1,128	1,161	1,196	1,232	1,269	4
34	Loss of Rent - Garages, Parking etc	444	457	471	485	499	
35	Loss of Rent - Modernisation Works	109	112	116	119	123	3
36	Haudagain Home Loss & Disturbance Payments	0	0	0	0	0	
37	Supporting People Contribution	0	0	0	0	0	
38	CFCR	22,160	22,070	22,033	23,311	24,828	
		<b>24,485</b>	<b>24,458</b>	<b>24,486</b>	<b>25,831</b>	<b>27,417</b>	
	<b>Capital Financing Costs</b>						
39	Loans Fund Instalment	7,249	8,374	9,549	10,177	10,668	
40	Loans Fund Interest	6,670	7,132	7,557	7,271	6,941	
		<b>13,919</b>	<b>15,506</b>	<b>17,106</b>	<b>17,448</b>	<b>17,609</b>	
	<b>Expense Total</b>	<b>88,276</b>	<b>90,802</b>	<b>93,405</b>	<b>96,086</b>	<b>98,848</b>	
	<b>Income</b>						
41	Ground Rentals	(23)	(23)	(23)	(23)	(23)	
42	Dwelling Houses Rent Income	(84,229)	(86,756)	(89,358)	(92,039)	(94,800)	4
43	Housing - Heat with Rent Income	(2,097)	(2,097)	(2,097)	(2,097)	(2,097)	
44	Housing - Garages Rent Income	(1,291)	(1,291)	(1,291)	(1,291)	(1,291)	
45	Housing - Parking Spaces Rent	(196)	(196)	(196)	(196)	(196)	
46	Housing - Insurance Income	(2)	(2)	(2)	(2)	(2)	
47	Housing - Other Service Charge	(540)	(540)	(540)	(540)	(540)	
48	Legal Expenses	(318)	(318)	(318)	(318)	(318)	
49	Revenue Balance Interest	(80)	(80)	(80)	(80)	(80)	
	<b>Income Total</b>	<b>(88,776)</b>	<b>(91,303)</b>	<b>(93,905)</b>	<b>(96,586)</b>	<b>(99,347)</b>	
	<b>Net Expenditure</b>	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>	



## **HOUSING REVENUE ACCOUNT FIVE YEAR BUDGET ASSUMPTIONS**

### **1. Repairs and Maintenance**

The analysis of the five year budget follows. The budget has been uplifted by 2% in 2018/19 to 2022/23.

### **2. Maintenance of Grounds, Security Service, Refuse Collection, Cleaning – Sheltered Housing, Charges – Services Admin & Management, Benefits staff, Charges – Tenants participation, Charges for Environmental Health, Mediation Service, Energy Advice, Benefits Advice, Disabled Persons Housing Service, Priority Families Service**

As these budgets are principally for staffing within the Council an uplift of 2% for 2019/20 to 2022/23 has been applied to reflect the anticipated public sector pay awards.

### **3. Cleaning Service, Training for front line staff, Window Cleaning, Office Telephone, Gas, Electricity, Integrated Housing, Loss of rent modernisation works.**

These budgets have been uplifted by the inflationary increase in the HRA Business Plan of 2%.

### **4. Dwelling Houses Rent Income and Transfer Payments**

The budgeted income from Dwelling House Rent is uplifted by 4.6% for 2018/19 and then uplifting each year by 3% (RPI of 2% used in the business plan, this is the standard inflationary increase plus 1%).

HOUSING REPAIRS DRAFT BUDGET		Base Budget 2018/19 £'000	Base Budget 2019/20 £'000	Base Budget 2020/21 £'000	Base Budget 2021/22 £'000	Base Budget 2022/23 £'000
<b>PLANNED AND CYCLICAL MAINTENANCE</b>						
1	External Joiner work Repairs including external paintwork etc.	1,104	1,126	1,149	1,172	1,195
2	Boiler Maintenance - Extra Care Housing	329	336	343	350	356
3	Controlled Entry Systems – Maintenance	340	347	354	361	368
4	Health & Safety- Servicing & Renewal of Equipment inc. Smoke Detectors, Dry Risers & Carbon Monoxide alarms	1,602	1,634	1,667	1,700	1,734
5	Flat Roofs/Dormers – Renewal & Insulation	123	125	125	130	133
6	Common Rooms - Replacement of Furniture	102	104	106	108	111
7	Gas Servicing, Maintenance and Repair	4,875	4,972	5,072	5,173	5,277
8	Laundry Equipment Replacement & Maintenance	118	120	123	125	128
9	Legionella Testing incl. Repair/Renewal of Tanks	49	50	51	52	53
10	Lift Maintenance	412	420	429	437	446
11	Mutual Repairs outwith Housing Action Areas	27	28	28	29	30
12	Pumps & Fans - Maintenance & Renewal	56	57	58	59	60
13	Extra Care Housing - Replacement of Carpets, furnishings etc	43	44	45	46	47
14	Standby Generators – Maintenance	117	119	122	124	126
15	Warden call systems- Maintenance and Repair	97	99	101	103	105
16	Provision of Community Alarm	249	254	259	264	269
17	Environmental Improvements	1,200	1,224	1,248	1,273	1,299
18	Relets	4,045	4,126	4,209	4,293	4,379
19	Asbestos	66	67	68	70	71
20	Former Housing Capital budgets – energy efficiency, upgrading entrance halls and laundry facilities	248	253	258	263	268
<b>Planned/Cyclical Maintenance Sub Total</b>		<b>15,202</b>	<b>15,506</b>	<b>15,816</b>	<b>16,133</b>	<b>16,455</b>
<b>DAY TO DAY RESPONSE MAINTENANCE</b>						
21	Blacksmith General incl. Renewing & Repairing Rotary Driers/Handrails	180	184	187	191	195
22	Car Park Repairs	20	20	21	21	22
23	Chimney heads - Repointing and Rebuilding	22	23	23	24	24
24	Condensation - Treatment of Walls	109	111	113	116	118
25	Electrical Work - General Repairs	1,616	1,649	1,681	1,715	1,749
26	Emergency Work - Out of Hours Service	599	611	623	635	648
27	External/Internal Response Paintwork	210	214	219	223	227
28	Fire Damage Repairs	32	32	33	33	34
29	Garage Repairs	60	61	62	63	65
30	Glazier work	134	137	139	142	145
31	Joiner work – General Repairs	2,964	3,024	3,084	3,146	3,209
32	Mason work and Water Penetration Repairs	837	854	871	889	907
33	Minor Environmental Services	751	766	781	797	812
34	Plasterwork – General	239	244	249	254	259
35	Plumber work – General	1,318	1,344	1,371	1,399	1,427
36	Slater work	1,354	1,382	1,409	1,437	1,466
37	Snow Clearance	56	57	58	59	60
38	TV Aerial	53	54	55	56	57
39	Rubbish Removal	9	9	9	9	9
40	Vandalism	51	52	53	54	55
41	Water Services Charges	10	10	11	11	11
<b>Day to Day Response Maintenance Total</b>		<b>10,623</b>	<b>10,836</b>	<b>11,053</b>	<b>11,274</b>	<b>11,499</b>
<b>Fees</b>		<b>1,859</b>	<b>1,897</b>	<b>1,935</b>	<b>1,973</b>	<b>2,013</b>
<b>TOTAL REPAIRS AND MAINTENANCE BUDGET</b>		<b>27,685</b>	<b>28,239</b>	<b>28,804</b>	<b>29,380</b>	<b>29,967</b>

**Draft Housing Capital Budget 2018/19 to 2022/23**

<b>PROJECT</b>	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>2020/21 £000</b>	<b>2021/22 £000</b>	<b>2022/23 £000</b>
<b>SCOTTISH HOUSING QUALITY STANDARDS</b>					
<b>1 Compliant with the tolerable standard</b>					
1.1 Major Repairs-	1,458	1,977	222	636	820
Roofs Renewal/Gutters/RWP/Roughcast					
Undertaking large scale repairs to Roofs/Gutters/RWP/Roughcast					
	<b>1,458</b>	<b>1,977</b>	<b>222</b>	<b>636</b>	<b>820</b>
<b>2 Free from Serious Disrepair</b>					
<b>2.1 Primary Building Elements</b>					
Structural Repairs Multi Storey	4,215	724	544	1,198	28
Multi Storey blocks are surveyed on a 5-7 year cycle to identify any works required to the structure of the buildings in order to keep the buildings safe and prolong their life.					
Structural Repairs General Housing	2,069	2,000	2,000	2,000	2,000
Structural works carried out in order to keep the building stable and structurally sound.					
<b>Secondary Building Elements</b>					
2.2 Upgrading Of Flat Roofs General	400	634	196	721	640
Replacement of existing roof covering and upgrading of insulation to meet current building regulations.					
2.3 Upgrade Flat Roofs Multi Storey	1,100	58	58	288	75
Full replacement of the flat roofs and also checking the replacement of roof ventilation as required					
2.5 Mono Pitched Types	650	650	650	650	650
Replacement of the external render of the building, replacement of gutters and downpipes, environmental works					
2.6 Window Replacement General	597	750	347	1,422	1,240
Window Replacement Flats	1,928	2,662	3,412	2,395	1,012
Window Replacement General – Communal	90	0	0	0	376
Window Replacement General – Rosemount Square	1,640	0	0	0	0
2.7 Window Replace – Multi Storey	19	0	0	0	0
A rolling programme of double glazing where previously single glazing, or replacing existing double glazing to meet current standards. This is based on a cyclical programme.					
2.8 Balcony Storm Doors	0	0	7	7	0
2.9 Balcony Glass Renewal – Multi Storey	0	0	0	0	0
	<b>12,708</b>	<b>7,478</b>	<b>7,214</b>	<b>8,681</b>	<b>6,021</b>
<b>3 Energy Efficient</b>					
<b>Effective insulation</b>					
3.1 Cavity Wall Insulation	0	0	92	0	0
3.2 General Houses Loft Insulation	123	172	178	184	0
Installation of loft insulation where there is none previously or the topping up of existing insulation to comply with current building regulations.					
<b>Efficient Heating</b>					
3.3 Heating Systems Replacement	3,154	4,270	8,405	8,405	5,872
Replacement of boiler/whole system as deemed necessary.					
3.5 Energy Efficiency – Major Blocks	2,025	1,701	1,701	1,701	2,126
Contribution to Aberdeen Heat & Power for the creation of Combined Heat & Power Plants					
3.6 Energy Efficiency Sheltered	9	0	0	0	0
Introduction of energy efficiency measures in extra care housing such as					

new or upgraded heating systems.

	2018/19	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000	£000
<u>Additional Energy Efficiency measures</u>					
3.7 SCARF	35	35	35	35	0
3.8 Solid Wall Insulation	3,888	3,250	1,000	1,000	0
3.9 Vestibule Doors	0	0	0	0	0
	9,234	9,428	11,411	11,325	7,998

### Modern Facilities & Services

	2018/19	2019/20	2020/21	2021/22	2022/23
<u>Bathroom and Kitchen Condition</u>					
4.1 Modernisation Programme – Bathroom	506	289	387	387	799
Modernisation Programme – Kitchen	1,439	1,146	1,539	1,533	2,328
Replacement of bathrooms and kitchens.					
	1,945	1,435	1,926	1,920	3,127

### 5 Healthy, Safe & Secure

#### Healthy

5.1 Condensation Measures	23	24	24	24	0
Installation of heating systems and ventilation measures to combat condensation.					

#### Safe

5.3 Rewiring	2,538	2,381	178	191	355
Replacement of cabling, fittings and distribution boards as necessary. This work is carried out in every property on a cyclical basis					
5.4 Lift Replacement Multi Storey/Major Blocks	1,149	2,548	0	0	0
Replacement of lifts where they are beyond economical repair. This can be full replacement or replacement of specific parts of the lift.					
5.5 Smoke Detectors – Common Areas Major Blocks	47	19	0	0	17
5.6 Services	0	50	50	50	0
Cyclical maintenance/replacement of the following services	270	0	0	0	0
Ventilation Systems, water tanks/pipe work, refuse chutes/chamber, Dry risers systems, Standby Generators	150	0	0	0	0
5.9 Upgrading of lightning	17	0	0	0	0

#### Secure

5.11 Door Entry Systems	69	106	492	134	39
Installation of door entry and replacement of existing doors where required					
5.12 Replace Door Entry Systems - Major Blocks	134	222	0	0	399
Installation of door entry and replacement of existing doors where required					
5.13 Other Initiatives	316	334	659	589	224
Upgrading of stairs and installation of security doors and door entry systems					
	4,712	5,684	1,403	988	1,034

### NON SCOTTISH HOUSING QUALITY STANDARDS

#### 6 Community Plan & Single Outcome Agreement

6.1 Housing For Varying Needs	166	100	100	100	100
New build projects or adaptation/refurbishment of existing properties to create accommodation which is suitable for occupation by tenants with particular needs.					

	2018/19	2019/20	2020/21	2021/22	2022/23
6.2 Community Initiatives	750	600	600	600	600
Refurbishment of properties or environmental improvements in designated areas. Cruyff Court redevelopment.					
6.5 Regeneration/Acquisition of Land or Houses	2,700	15,064	4,850	500	500
Early Action projects linked to Regeneration and Master planning Briefs for Regeneration.					
Acquisition of Land/Houses for the new build programme.					
6.6 CCTV – Multi Storey	162	179	0	0	0
Provision of CCTV for the Multi Storey Service					
6.7 Adaptations Disabled	1,000	1,000	1,000	1,000	1,000
6.8 Special Initiatives/Barrier Free Housing	350	1,600	800	150	150
Provision of specialist facilities or housing for tenants with particular needs i.e. extensions					
6.9 Housing For Varying Needs- Amenity/Adaptations	50	30	30	30	30
Conversion of properties to Amenity Level standard					
6.10 Housing For Varying Needs- Extra Care/Adaptations	100	70	70	70	70
Adaptations required to ensure existing sheltered housing stock meets current standards					
6.11 Roads	100	100	100	100	100
Upgrade of Roads to an adoptable standard					
6.12 Paths	200	200	200	200	200
Formation or upgrading of paths					
6.13 Garage	0	0	0	0	0
6.14 New Affordable Housing	6,260	150	0	0	0
	<b>11,838</b>	<b>19,093</b>	<b>7,750</b>	<b>2,750</b>	<b>2,750</b>
<b>7 Service Development</b>					
7.1 Conditions Surveys	80	0	0	0	0
7.2 Property Database	10	0	0	0	0
Integrated Housing System	20	20	20	20	20
	<b>110</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>8 Service Expenditure</b>					
8.1 Other Departmental Fees	5,239	5,822	3,991	3,456	2,936
	<b>5,239</b>	<b>5,822</b>	<b>3,991</b>	<b>3,456</b>	<b>2,936</b>
<b>Gross Programme</b>	<b>47,248</b>	<b>50,938</b>	<b>33,937</b>	<b>29,775</b>	<b>24,709</b>
Less 11% Slippage	(5,197)	(5,603)	(3,733)	(3,275)	(2,717)
<b>Net Programme</b>	<b>42,051</b>	<b>45,335</b>	<b>30,204</b>	<b>26,500</b>	<b>21,991</b>
Financed by :-					
Borrowing	19,891	23,265	8,171	3,189	0
Scottish Government Grant – New Build					
CFCR	22,160	22,070	22,033	23,311	21,991
<b>Total Funding</b>	<b>42,051</b>	<b>45,335</b>	<b>30,204</b>	<b>26,500</b>	<b>21,991</b>

	Ward													Number of Properties Per Programme	Blocks
	1	2	3	4	5	6	7	8	9	10	11	12	13		
Capital Programmes 2018/2019	Dyce/ Bucksburn/ Danestone	Bridge of Don	Kingswells/ Sheddocksley	Northfield	Hilton / Stockethill	Tillydrone / Seaton / Old Aberdeen	Midstocket/ Rosemount	George Street / Harbour	Lower Deeside	Hazlehead / Ashley / Queen's Cross	Airyhall / Broomhill / Garthdee	Torry / Ferryhill	Kincorth / Loirston		
<b>1.1 Major Repairs</b>															
Copper Roof												48		48	5
Errol Street/Place						52								52	14
Pitched Roof - Flats			6			38								44	2
Pitched Roof - House	1													1	
Gray Court - Roof											45			45	1
<b>2.1.1 Multi Storey Structural Repairs</b>				109	58	110							52	329	6
<b>2.2 Upgrading of Flat Roofs</b>															
General Flats	6	6		30	53	4	12	35		4	6	5		161	22
<b>2.3 Upgrading Flat Roof Multi Story</b>					94	182	120	156						552	7
<b>2.6 General Housing Window Replacement -</b>															
Communal Windows - Blocks					12	82								94	18
General Windows	8			53	287	7	83	8	61		8	116	3	634	
<b>2.7 Window Replacement - Multi's</b>															
Communal							75							75	2
<b>3.2 Loft Insulation</b>				1	4	2	1	3	21	2	41	124	105	304	
<b>3.3 Heating</b>	118	49	1	3	213	166	69	73				13		705	
<b>3.5 Energy Efficiency - Multi's</b>				56	282									338	6
<b>3.8 Solid Wall Insulation - BISF</b>				35										35	
- Logie/Manor				137										137	25
<b>4.1 Modernisation- Bathroom</b>		2	6	20	43	3	4	22			6	12	1	119	
- Kitchen	4	9	16	47	81	16	15	10	1	5	3	35	4	246	
<b>5.3 Rewiring</b>	41	36	136	264	142	24	65	16	20	9	168	115	355	1,391	
<b>5.4 Lift Replacement - Multi Storey</b>										184				184	5
<b>5.5 Communal Fire Alarm</b>								284						284	2
<b>5.6 Services</b>			0	0	175	56		0					0	0	
<b>5.6 Services - Water Tank Replacement</b>					175							56			
<b>5.11 Door Entry</b>			12	10	7							6	7	42	7
<b>5.12 Door Entry System (Multi)</b>					72	222								294	3
<b>5.13 Replacement Doors</b>	15	2	83	81	23	45	25	4	2		12	7	13	312	
<b>6.5 Middlefield Triangle</b>				108										108	
<b>6.6 CCTV</b>														0	4
<b>6.14 New Build</b>				158										158	
<b>Total Number of Properties Per Ward</b>	192	104	254	1,112	1,721	Page26	469	611	105	204	244	489	540	6,502	129

COMMITTEE	Council
DATE	6 March 2018
REPORT TITLE	Common Good Budget 2018/19
REPORT NUMBER	CG/18/031
DIRECTOR	Steven Whyte, Director of Resources
REPORT AUTHOR	Helen Sherrit

---

## **1. PURPOSE OF REPORT:-**

- 1.1 The purpose of this report is to provide Council with details of the draft Common Good budget for 2018/19 for consideration by elected members.

## **2. RECOMMENDATION(S)**

- 2.1 It is recommended that Council:

- a) Approve the Common Good budget for 2018/19 as detailed in Appendix 1 existing projects and services to this report;
- b) Consider and make a decision on each of the new requests for funding detailed in Appendix 3 to this report;
- c) Note the provisional Common Good budget for 2019/20 to 2022/23 as detailed in Appendix 1 to this report;
- d) Note that an initial asset register has been prepared and that work will continue to be undertaken to comprehensively review Common Good assets; and
- e) Note the intention to review the process for dealing with applications to the Common Good Fund from 2019/20.

## **3. BACKGROUND/MAIN ISSUES**

### **Projected Out-turn 2017/18**

- 3.1 The projected outturn for 2017/18 shows a surplus of £119,000 compared with a budgeted surplus of £56,000.
- 3.2 This favourable movement of £63,000 is primarily due to an underspend in Twinning Activities resulting from a vacant Twinning Officer post and lower Service Support Charges reflecting current spend. These are offset by costs arising from the approval of additional funding requests during the year.

## **Draft Budget 2018/19**

- 3.3 In developing the draft Common Good budget for 2018/19, input has been sought from those external bodies currently supported by the Common Good and from various Council officers responsible for the different expenditure and income lines. The draft budget is shown in Appendix 1 (details services and projects currently funded).
- 3.4 Rental income is based on projections provided by the Asset Management team within Communities, Housing & Infrastructure.
- 3.5 Appendix 3 outlines those new items for which requests for funding have been received. These items are not currently included in the draft budget, and as such, if approved, will reduce the level of surplus shown in Appendix 1. The current budgeted position for 2018/19 is a surplus of £592,000.
- 3.6 The asset portfolio is comprised of land and buildings, and cash. The current position (31 March 2017) is as follows:

	£'000
Land and Buildings	89,046
Investment in Loans Fund	<u>21,918</u>
Total Long Term Assets	110,964

- 3.7 These assets generate in excess of £3 million per annum in income, which is used to fund the spend shown in Appendix 1.
- 3.8 A major criterion of the investment strategy must be to ensure that the assets held by the Common Good are fit for purpose in the 21<sup>st</sup> century. The Council is custodian of these assets, and capital preservation should be the main priority.
- 3.9 An investment strategy needs to assess each of the categories of assets and ensure that they are fit for purpose and offering the best possible return on investment.
- 3.10 An initial asset register of all Common Good investments has been compiled in 2017/18, work will be undertaken in 2018/19 to ensure this is comprehensive.
- 3.11 A working group has been developed to review the Common Good, work has included reviewing the application process for funding bids. A potential new process is being developed and will be reported to a future committee for approval during 2018/19.

## **4. FINANCIAL IMPLICATIONS**

- 4.1 The report outlines proposals for the Common Good budget for the financial year 2018/19.



- 4.2 It also contains details of the value of the Common Good's cash balances.
- 4.3 In preparing a draft Common Good budget for 2018/19, the financial strategy approved by the Finance & Resources Committee of 6 December 2012 has been applied.

## **5. LEGAL IMPLICATIONS**

- 5.1 All requests for funding from the Common Good need to comply with the following two criteria, namely:
- (1) That the Common Good must be applied for the benefit of the community; and
  - (2) That the Council must in each case use reasonable judgement in allocating Common Good funding.

## **6. MANAGEMENT OF RISK**

### **Financial**

- 6.1 Every organisation has to manage the financial risks inherent in the operation of large and complex budgets. These risks are minimised by the regular review of financial information by services and corporately by Elected Members.
- 6.2 The Common Good funds provide support to a range of services and projects both internal and external to the Council. If funding was not provided there may be a risk that services and projects would no longer be delivered.

### **Other**

- 6.3 Consideration has also been given to Employee, Customer/Citizen, Environmental, Technological and Legal risks, and no significant risks were identified.

### **Reputational**

- 6.4 The reputational risks to the Council are minimised by the regular review of financial information by services, CMT and Elected members throughout the Financial Year.

## **7. IMPACT SECTION**

### **Economy**

- 7.1 Funding services and projects within the city will have a positive impact on the economy.

### **People**

- 7.2 Robust management of the council's finances will ensure that services and projects can continue to be provided.

**Place**

- 7.3 Funding will enhance the place by creating a better and more vibrant city in which to live.

**Technology**

- 7.4 There are no direct implications on technology arising from the recommendations of this report

**8. BACKGROUND PAPERS**

Finance, Policy and Resources Committee 6th December 2012 (CG12/1024)

**9. APPENDICES (if applicable)**

Appendix 1 Common Good Fund Budget  
Appendix 2 Notes to accompany the Common Good Budget  
Appendix 3 Items for Consideration for 2018/19 – One off items

**10. REPORT AUTHOR DETAILS**

Helen Sherrit  
Finance Partner  
[hsherrit@aberdeencity.gov.uk](mailto:hsherrit@aberdeencity.gov.uk)  
01224 346353

**HEAD OF SERVICE DETAILS**

Derek McGowan  
Chief Officer Early Intervention & Community Empowerment  
[demgowan@aberdeencity.gov.uk](mailto:demgowan@aberdeencity.gov.uk)  
01224 522226

<b>Common Good Fund Budget</b>			*	*	*	*	*	
<b>Appendix 1</b>		2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Note</b>		<b>Budget</b>	<b>Outturn</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
	<b>General Properties/Estates</b>							
1	Insurance Costs	17	17	17	17	17	17	17
2	Repairs and Maintenance	85	85	85	85	85	85	85
		102	102	102	102	102	102	102
	<b>Other Expenses</b>							
3	St Nicholas Carillon	6	6	6	6	6	6	6
		6	6	6	6	6	6	6
	<b>Donations, Grants, Contributions</b>							
4	Aberdeen Citizen's Advice Bureau	301	301	304	307	310	313	317
5	Twinning Activities	137	56	137	137	137	137	137
6	Contributions to Trusts & Festivals	325	325	325	325	325	325	325
7	Techfest	37	37	37	37	37	37	37
8	Satrosphere Rent	42	42	42	42	42	42	42
9	Aberdeen Performing Arts Contribution - Stage 1 Agreement	75	75	75	75	75	75	75
10	Aberdeen Safer Community Trust (ABS SAFE)	68	68	70	70	70	70	70
11	Youth Activities Small Grant Funding	50	50	50	50	50	50	50
12	Castlegate Arts Rent	8	8	8	8	8	8	8
13	Events	65	65	60	60	60	60	60
14	Community Galas	10	10	10	10	10	10	10
15	Lemon Tree Rent	36	36	36	36	36	36	36
16	Lemon Tree Office Rental	10	10	10	10	10	10	10
17	Crematorium Bus	46	46	46	46	46	46	46
18	Christmas & Hogmanay Celebrations	225	225	230	230	230	230	230
19	Hazlehead Park - Maintenance & Upgrade Works	30	30	30	0	0	0	0
		1,465	1,384	1,470	1,443	1,447	1,450	1,453
	<b>Promoting Aberdeen</b>							
20	Festive Community Grants	4	4	4	4	4	4	4
21	Civic Support	262	185	181	181	181	181	181
22	Christmas Illuminations and Festivals	184	184	179	179	179	179	179
23	Civic Receptions	150	150	150	150	150	150	150
24	Civic Hospitality	20	20	20	20	20	20	20
		620	543	534	534	534	534	534
	<b>Other Expenditure</b>							
25	Archivist Unit	211	172	203	203	203	203	203
26	Central Support Services	120	90	120	120	120	120	120
		331	262	323	323	323	323	323
	<b>Other Projects</b>							
27	Home Safety Check Scheme	71	71	71	71	71	71	71
28	Charity Shop	16	16	16	16	16	16	16
29	Community Safety Initiatives (ABS SAFE)	2	2	2	2	2	2	2
		89	89	89	89	89	89	89
	<b>Other Recurring Expenditure</b>							
30	Civic Gift Fund	18	18	18	18	18	18	18
31	Lord Lieutenancy and other duties	7	7	7	7	7	7	7
32	Armistice Day Expenses	6	6	6	6	6	6	6
33	Picture Loan Scheme	15	15	15	15	15	15	15
34	Duthie Park Capital Charges	126	126	126	126	126	126	126
		171	171	171	172	172	172	172
	<b>Recurring Expenditure</b>	<b>2,783</b>	<b>2,557</b>	<b>2,695</b>	<b>2,670</b>	<b>2,673</b>	<b>2,676</b>	<b>2,679</b>
35	<b>Non Recurring Expenditure Items</b>							
	Lord Provost Portrait	5	5	0	0	0	0	0
	Contribution towards Rob Roy Statue up to	30	30	0	0	0	0	0
	Befriend A Child Support Worker	5	5	0	0	0	0	0
	Aberdeen & North East Scotland Family History Society - Broad	7	7	0	0	0	0	0
	RNLI - Contribution towards new inshore lifeboat up to	5	5	0	0	0	0	0
	Aberdeen Illness & Disability Advice Service - payment of rent &	18	18	0	0	0	0	0
	Aberdeen Performing Arts - replacement lift at HMT up to	80	80	0	0	0	0	0
	Homestart - contribution to rent of the charity shop	5	5	0	0	0	0	0
	Contribution to Castlegate Arts	40	40	0	0	0	0	0
	Grant to Aberdeen International Youth Festival	20	20	0	0	0	0	0
	AFC Community Trust	50	50	0	0	0	0	0
	Host events for the elderly	50	50	0	0	0	0	0
	Additional Citizen's Advice Bureau - Money Advice Service	41	41	0	0	0	0	0
	Torry and Kincorth Academies - Year of events celebrating the							
	history of the schools	40	40	0	0	0	0	0
	Cricket Pitch at Stewart Park	15	15	0	0	0	0	0
	Refurbishment of Scout Hut/Mens Shed at Culter	10	10	0	0	0	0	0
	Freedom of the City	0	56	0	0	0	0	0
	Celebrate Aberdeen	0	20	0	0	0	0	0
	Aberdeen Street Pastors	0	5	0	0	0	0	0
	Friends of Victoria & Westburn Park	0	7	0	0	0	0	0
	Music Hall Cleaning Costs	0	75	0	0	0	0	0
		421	584	0	0	0	0	0
	<b>ORDINARY EXPENDITURE</b>	<b>3,204</b>	<b>3,140</b>	<b>2,695</b>	<b>2,670</b>	<b>2,673</b>	<b>2,676</b>	<b>2,679</b>
36	Inflationary Charge - Increase in Cash Balance	168	168	168	169	175	182	190
	<b>TOTAL EXPENDITURE</b>	<b>3,372</b>	<b>3,308</b>	<b>2,863</b>	<b>2,838</b>	<b>2,848</b>	<b>2,858</b>	<b>2,869</b>

<b>Common Good Fund Budget</b>			*	*	*	*	*	
<b>Appendix 1 (cont)</b>		<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Note</b>		<b>Budget</b>	<b>Outturn</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
		<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
37	Income from Properties and Estates	(3,200)	(3,200)	(3,200)	(3,200)	(3,200)	(3,200)	(3,200)
38	Interest on Invested Funds	(158)	(158)	(185)	(230)	(275)	(321)	(367)
39	Lands of Skene/Torry (Share of Surplus)	(70)	(70)	(70)	(70)	(70)	(70)	(70)
40	Burgesses of Guild and Trade	(0)	(0)	(0)	(0)	(0)	(0)	(0)
	<b>ORDINARY INCOME</b>	<b>(3,428)</b>	<b>(3,428)</b>	<b>(3,455)</b>	<b>(3,500)</b>	<b>(3,545)</b>	<b>(3,591)</b>	<b>(3,637)</b>
	<b>TOTAL INCOME</b>	<b>(3,428)</b>	<b>(3,428)</b>	<b>(3,455)</b>	<b>(3,500)</b>	<b>(3,545)</b>	<b>(3,591)</b>	<b>(3,637)</b>
	<b>Net (Surplus)/Deficit</b>	<b>(56)</b>	<b>(120)</b>	<b>(592)</b>	<b>(662)</b>	<b>(697)</b>	<b>(733)</b>	<b>(768)</b>
*	These figures are shown for illustrative purposes only							

## **Appendix 2**

### **Notes to accompany the Common Good Budget**

#### **Note 1**

This budget is used to insure properties owned by the Common Good.

#### **Note 2**

This is a budget for repairs and maintenance costs for properties owned by the Common Good.

#### **Note 3**

This represents a contribution towards the fees paid to the Carillonneur.

#### **Note 4**

This represents core funding for Aberdeen Citizen's Advice Bureau. The increase represents a 1% inflationary increase.

#### **Note 5**

This funding is for the provision of financial and organisational support to people, communities and organisations in the City wishing to become involved in twin city projects, and also contributes to the costs of a Twinning Officer.

#### **Note 6**

This is a contribution towards the costs of Aberdeen International Youth Festival (£65,000), Aberdeen Performing Arts (£225,000) and Peacock Visual Arts (£35,000).

#### **Note 7**

This represents a contribution towards the running costs of the City's annual Techfest festival, held in various venues throughout the City during September.

#### **Note 8**

This is a grant to cover the cost of Satrosphere's rental of premises from Aberdeen City Council.

#### **Note 9**

This provides match funding for Aberdeen Performing Arts in relation to a grant awarded by Creative Scotland towards the costs of programming at His Majesty's Theatre.

#### **Note 10**

This represents core funding for Aberdeen Safer Community Trust.

#### **Note 11**

This is funding for the City Council youth activity small grants scheme. This scheme offers young people opportunities to contribute to their own communities and to the life of the city.

#### **Note 12**

This is a grant to cover the cost of the rental of the Arts Centre.

Note 13

This is funding towards the costs of organising specific events as detailed in the events programme.

Note 14

This is for grants towards community galas held in the city.

Note 15

This is a grant to cover the cost of the rental of the Lemon Tree.

Note 16

This is a grant to cover the cost of renting an office next to the Lemon Tree Theatre.

Note 17

This is a budget to provide for a bus service to the crematorium.

Note 18

This is to fund the City's Christmas and Hogmanay celebrations. The increase is due to the storage of the sculpture trail carvings – approved, subject to the budget process, at F, P&R Committee on 1<sup>st</sup> December 2017.

Note 19

This is a budget towards the costs of maintenance and upgrade works at Hazlehead Park.

Note 20

This is a budget towards the costs of festive events held at the Council's leased community centres.

Note 21

This is a budget for the Civic Support team, incorporating the Lord Provost's secretariat, Town Sergeants and civic transportation. The reduction is due to VS/ER.

Note 22

This is a budget for the cost of the Christmas illuminations.

Note 23

This is a budget to cover the costs of hosting civic receptions.

Note 24

This is a budget for promotional civic hospitality.

Note 25

This is a contribution towards the costs of running the City Archive Unit.

Note 26

This is a budget to cover the allocation of central support costs such as Finance, HR and office accommodation.

Note 27

This is funding for the Home Safety Check Scheme run by Aberdeen City Council.

Note 28

This is a budget to cover the rental and running costs for a charity shop in George Street.

Note 29

This is funding for the personal alarms distributed on behalf of the City Council by Aberdeen Safer Community Trust.

Note 30

The Civic Gift Fund provides a budget for the purchase of gifts presented to guests and visitors by the Lord Provost on behalf of the City.

Note 31

This budget covers the costs incurred by the Lord Provost in discharging his duties as Lord Lieutenant.

Note 32

This budget covers the costs of the annual Armistice Day event.

Note 33

This is a budget to cover funding for pictures loaned from the Art Gallery for display in other Council buildings.

Note 34

This is a budget for the servicing of the capital debt for the upgrade to Duthie Park.

Note 35

These items are one-off items approved by Council for expenditure in 2017/18.

Note 36

This is a provision to protect the Fund's cash balances by inflation.

Note 37

Around 100 properties have registerable leases on land owned by the Common Good. In addition to this, the Common Good owns land at Brimmond Hill, Hazlehead, Hilton, Hillhead of Pitfodels, Kincorth, Kepplehills, Tullos and Mastrick, all of which generate income for the Common Good and which is reflected in this budget.

Note 38

This is a budget to cover interest received on invested funds.

Note 39

The Common Good owns 51% of the Lands of Torry Trust and 30% of the Lands of Skene Trust. These trusts earn income in rents and interest from investment.

Note 40

This is a budget to represent income from admission fees for Burgesses of Guild and Trade.

<b>Appendix 3</b>	
<b>Items for Consideration for 2018/19 - One off Items</b>	<b>Amount</b>
Gordon Highlanders	£20,000
Grampian Police/Harlaw Academy	£3,000
Aberdeen Illness & Disability Service	£20,000
Aberdeen Citizens Advice Bureau	£41,000
Mela	£22,000
Ferryhill Railway Heritage Trust	£26,105
Cfine - SFCPA Co-ord Post	£25,000
	<b>£157,105</b>

### **Gordon Highlanders**

A request for funding of £20,000 annually for 3 years has been made by the above towards the costs of the Museum Education Officer and a Volunteer Co-ordinator.

Legal Services advises that support towards the proposal does meet the criteria of the Common Good but advises that award should be applied for annually so that it can be assessed at the end of each year, to see that it still benefits the community of Aberdeen, rather than making the grant for 3 years.

### **Grampian Police/Harlaw Academy**

A request for funding of £3,000 has been made by the above towards work to be undertaken by a group of hard to reach school pupils as part of a anti drugs/anti tobacco/early intervention programme that would lead to a video being produced that could be used across the city schools.

Legal Services advises that support towards the proposal does meet the criteria of the Common Good.

### **Aberdeen Illness and Disability Advice Service**

A request for funding of £20,000 has been made by the above towards the costs of office overheads (£14,300) and a part time appeals support worker (£5,700). The Service receives an annual grant of £32,929 from the Fairer Aberdeen Fund but has recently lost the support of commercial sponsors that previously covered the



organisation's office overheads. The Service offers support to clients from Aberdeenshire and Moray as well as those from Aberdeen City.

Legal Services advises that support towards the proposal does meet the criteria of the Common Good.

#### **Aberdeen Citizen's Advice Bureau**

A request for funding of £41,000 has been made by the above towards the costs of running the Money Advice Service. The organisation currently receives £301,237 from the Common Good Fund for core funding. This was given as one off funding last year as they tried to get funding from other sources – this has not been achieved.

#### **Mela**

A request for funding of £22,000 has been made by the above towards the costs of hosting Aberdeen Mela-One World day on 28 July 2018. The funding will be used for Infrastructure, Logistics and Community involvement of the event. Legal Services advises that support towards the proposal could meet the criteria of the Common Good.

#### **Ferryhill Railway Heritage Trust**

A request for funding of £26,105 has been made by the above towards the costs of footpath works that are subject to planning and a tree survey of £750 (this is included in the figure). Legal Services advises that support towards the proposal could meet the criteria of the Common Good.

#### **Cfine**

A request for funding of £25,000 has been made by the above towards the costs of the Sustainable Food City Partnership Aberdeen (SF CPA) Coordinator post. The SF CPA aims for every person in Aberdeen to have access to healthy, tasty, affordable food and to tackle food poverty. The Coordinator role is recognised as being essential in delivering the partnerships agreed mission goals and delivering benefits to everyone in the City. It has also been confirmed that this post is based solely in Aberdeen city and deals only with citizens of Aberdeen. Legal Services advises that support towards the proposal does meet the criteria of the Common Good.

This page is intentionally left blank

## ABERDEEN CITY COUNCIL

---

COMMITTEE	Full Council
DATE	6 <sup>th</sup> March 2018
REPORT TITLE	North East Scotland Pension Fund Budget 2018/19 - 2022/23
REPORT NUMBER	CG/18/027
DIRECTOR	Steven Whyte
REPORT AUTHORS	Gill Mutch & Laura Colliss

---

### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to provide Council with details of the budget included in the 2018/19 – 2022/23 General Fund budget that relates to the North East Scotland Pension Fund (NESPF).
- 1.2 The costs of administering the NESPF is based on Aberdeen City Council's statutory obligation to administer the Local Government Pension Scheme (LGPS), the costs of which are fully met by the NESPF.

### **2. RECOMMENDATIONS**

- 2.1 It is recommended that Council:
  - a) Notes the provision in respect of the North East Scotland Pension Fund (NESPF) contained within the Council's General Fund budget for 2018/19 to 2022/23; and
  - b) Instructs the Chief Officer – Finance to recover, from the NESPF, the actual costs incurred by the Council in acting as the administering authority for the NESPF.

### **3. BACKGROUND**

#### **3.1 FUND STRUCTURE**

- 3.1.1 Aberdeen City Council, as the administering authority, is responsible for the administration of the Local Government Pension Scheme (LGPS), and does this through both the North East Scotland Pension Fund (NESPF) and the Aberdeen City Council Transport Fund.
- 3.1.2 The LGPS was established under the Superannuation Act 1972 and is a statutory scheme. The Scheme Regulations are now made under the Public Service Pension Schemes Act 2013 and in the case of the LGPS (Transitional Provisions and Savings) (Scotland) Regulations 2014, under the

Superannuation Act 1972. Within the main Fund, the scheme is open to all employees of the 11 scheduled bodies, except for those whose employment entitles them to belong to another statutory pension scheme e.g. Teachers.

3.1.3 Employees of admitted bodies can join the scheme subject to their individual admission criteria which are out with the control of Aberdeen City Council and administered by the NESPF.

3.1.4 The Aberdeen City Council Transport Fund was created in October 1986 for employees of the former passenger transport undertaking who transferred to the limited company now known as First Aberdeen, which was created at that time.

3.1.5 Due to the maturity of the Aberdeen City Council Transport Fund and taking into account that the Fund is closed the Administering Authority has implemented a De-Risking Strategy in consultation with the employer and the Scheme's Actuary.

## 3.2 SCHEME GOVERNANCE

3.2.1 Aberdeen City Council, as the administering authority for the Pension Fund, delegates all pension scheme matters to the Pensions Committee which has the relevant authority via its terms of reference. Support to the Pensions Committee is provided by the Chief Officer – Finance and the Chief Officer – Governance of Aberdeen City Council.

3.2.2 In line with Scheme Regulations, the Funds established a Pensions Board. The Pensions Board is responsible for assisting the Scheme Manager in relation to compliance with Scheme Regulations and the requirements of the Pensions Regulator.

## 3.3 KEY FACTS FOR THE MAIN FUND – as at 31 March 2017

3.3.1 The main Fund has 63,560 members and 56 employers.

3.3.2 There are three main categories of membership, comprising actively contributing members (25,329), members who have left employment but who have a deferred entitlement (19,111) and members in receipt of pensions (19,120).

3.3.3 A diversified portfolio of assets amounting to £3.8 billion is managed externally by a number of appointed fund managers.

3.3.4 Total pension contributions in 2016/17 were £127.4 million comprising employer contributions of £98.5 million and employee contributions of £28.9 million.

3.3.5 The Fund made payments to retired members during 2016/17 amounting to £94.6 million. During the same period a total of £22.6 million of lump sum payments were also made.

- 3.3.6 In operating the Fund, the appointed actuary will examine the level of future commitments against the value (and future value) of the Fund. This calculation is known as the “funding position”.
- 3.3.7 The funding position shows the Funds ability to meet its future liabilities such that a 100% funded scheme has the financial resources to meet its future commitments.
- 3.3.8 This is based on a number of assumptions that take into account a range of factors including age profile, mortality rates etc. As such the level the scheme is funded to will, by its nature, vary. The actuary will therefore set the employer contribution rate based around this. Following the 31 March 2014 valuation the NESPF had a funding position of 94%.

#### 3.4 KEY ACHIEVEMENTS – 2016/17

- 3.4.1 The Fund’s outstanding achievement during 2016/17 was the continued implementation and promotion of our online data exchange facilities (i-Connect, Employer Services and ALCARE) which allow employers to provide information electronically to the Fund.
- 3.4.2 The mobilisation of these three technologies has improved data efficiency and accuracy, resulting in several benefits including:
- Further reduced the time taken to complete year end from 220 staff days to 63
  - Successfully issued 99.6% of benefit statements before the 31<sup>st</sup> August deadline
  - 558,844 system updates automatically processed reducing processing times and the potential for keying errors.
- 3.4.3 In line with the Funds’ long term move to digital information exchange and communication, the Fund also upgraded and relaunched our Member Self Service (MSS) facility “My Pension.”
- 3.4.4 Activation Keys to register for MSS were issued with active and deferred benefit statements. In the month that followed, the number of registered users increased by 112% for active members and by 286.7% for deferred members. In total by the end of 2016/17 there were over 10,000 registered users, with over 6,000 pension calculations performed and 1,000 death grant nominations updated.
- 3.4.5 The Fund continued to evaluate administration performance as part of its Pension Administration Strategy (PAS). Of our seven KPIs, five measurements increased on the previous year, with our best ever percentages recorded in three areas.
- 3.4.6 Throughout the year the NESPF were involved locally and nationally to help deliver new LGPS requirements, participating in:
- National Pensions Group (SPLG) to discuss new scheme experience, administration and regulations

- Class test working party and user group meetings to test pension software and discuss system performance and requirements going forward
- Site visits and calls with other Funds to discuss the NESPF's automated processing using i-Connect and MSS

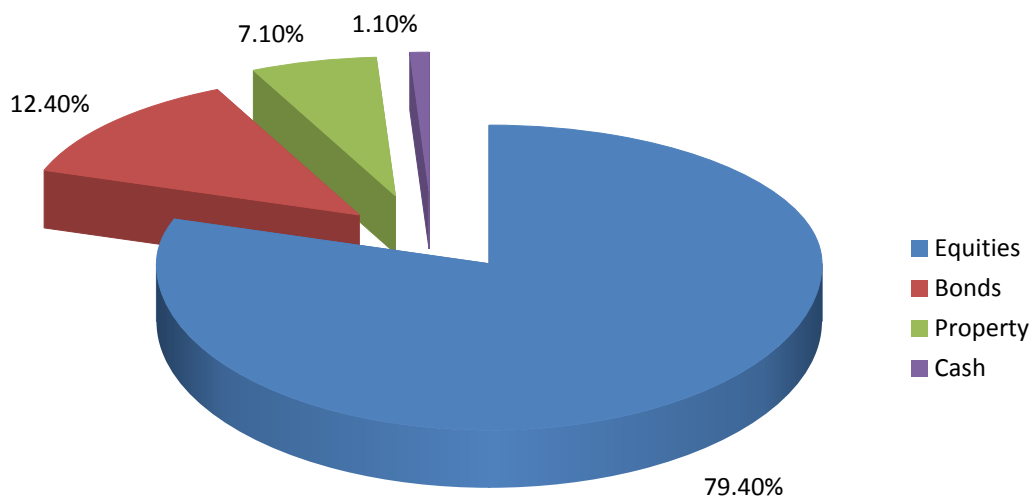
3.4.7 The Fund won the Quality of Service award at the LGC Investment Awards 2017. The Fund was shortlisted for a further six national awards including Best Use of IT and Technology, DB Scheme of the Year and Public Sector Scheme of the Year.

3.4.8 An interim valuation was carried out in 2016, prior to the required triennial valuation of 2017. The process was an overwhelming success, with the actuary commending the Fund on the high quality of its data. Going forward the Fund will look to replicate the successful process and outcome for the 2017 valuation.

3.4.9 The Fund continues to recognise its role as a shareholder in terms of Corporate Governance and Responsible Investment, voting at 191 Annual General Meetings/Special Meetings on 2,998 resolutions as well as holding membership of the Local Authority Pension Fund Forum and being signatories for the Sustainable Stock Exchange.

3.4.10 The asset allocation of NESPF continues the Fund's commitment to invest in longer term performing assets such as UK & Overseas equities. The following diagram shows the allocation of assets as at 31 March 2017, as per the NESPF Annual Report 2017.

**Asset allocation - Main Fund as at 31 March 2017**



### 3.5 2018/19 BUDGET

3.5.1 The budget for Aberdeen City Council (ACC) for 2018/19 is estimated at £1.6 million and primarily relates to direct staff costs

<b>Budget - cost areas</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Salary costs</b> Direct salaries and costs for the management of the Fund	1,414	1,442	1,471	1,501	1,531
<b>Support Costs</b> <i>Property, ICT, Payroll, Legal, Human Resources, Accounting Services</i>	202	204	206	208	210
<b>Total estimate recharge</b>	<b>1,616</b>	<b>1,646</b>	<b>1,677</b>	<b>1,709</b>	<b>1,741</b>

### 3.6 GOVERNANCE

3.6.1 The Pension Fund budgeted costs for salaries and direct costs are included in monthly monitoring reports to the Service and Corporate Management Teams. The Chief Officer – Finance reports to the Pensions Committee on a quarterly basis.

## 4. FINANCIAL IMPLICATIONS

4.1 This report outlines the costs that the City Council incurs in acting as the administering authority for the Fund. These costs are recovered from the NESPF by the Chief Officer – Finance and a recommendation to this effect is included above.

## 5. LEGAL IMPLICATIONS

There are no direct legal implications arising from the recommendations of this report.

## 6. MANAGEMENT OF RISK

The Pension Fund regularly updates its Risk Register in line with change and risk is reported on quarterly to the Pensions Committee.

## 7. IMPACT SECTION

The administering authority via the Pension Committee has a fiduciary duty to monitor the Pension Fund Strategies across all areas and timelines to deliver a timely, accurate and compliant service to all stakeholders.

## 8. BACKGROUND PAPERS


North East Scotland Pension Fund Annual Report & Accounts (2016/17) and Fund Governance Policy Statement.

## 9. APPENDICES (if applicable)

N/A

## 10. REPORT AUTHOR DETAILS

Gill Mutch  
Finance Manager (Projects)  
 (52)2556  
Email [gmutch@aberdeencity.gov.uk](mailto:gmutch@aberdeencity.gov.uk)

Laura Colliss  
Pensions Manager  
 (26)4158  
Email [lcolliss@nespf.org.uk](mailto:lcolliss@nespf.org.uk)

## HEAD OF SERVICE DETAILS

Steven Whyte  
Director of Resources  
[SWhyte@aberdeencity.gov.uk](mailto:SWhyte@aberdeencity.gov.uk)  
(01224) 523566