

Date of issue: 22 January 2024

MEETING:	CORPORATE IMPROVEMENT SCRUTINY COMMITTEE (Councillors Shaik (Chair), Khawar (Vice Chair), Escott, Hulme, Iftakhar, Mann, Matloob, Mohindra, O'Kelly and Stedmond)
DATE AND TIME:	TUESDAY, 30TH JANUARY, 2024 AT 6.30 PM
VENUE:	COUNCIL CHAMBER - OBSERVATORY HOUSE, 25 WINDSOR ROAD, SL1 2EL
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	MANIZE TALUKDAR 07871 982 919

NOTICE OF MEETING

The councillors named above are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



STEPHEN BROWN
Chief Executive

Press and Public

Attendance and accessibility: You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before any items in the Part II agenda are considered. For those hard of hearing an Induction Loop System is available in the Council Chamber.

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APOLOGIES FOR ABSENCE

CONSTITUTIONAL MATTERS

1. Declarations of Interest

All Members who believe they have a Disclosable Pecuniary or other Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 9 and Appendix B of the Councillors' Code of Conduct, leave the meeting while the matter is discussed.

2. Minutes of the last meeting 1 - 10

These are the minutes of the Committee's last meeting on 4 January 2024

SCRUTINY CHALLENGE ITEMS

3. General Fund Revenue Budget Proposals 2024/25 and Medium Term Financial Strategy 2024/25 to 2027/28 11 - 62

This report relates to the draft Budget for 2024-25 and the Medium Term Financial Strategy for 2024/25 through to 2027/28 (a link to the relevant cabinet report can be found on page 15).

MATTERS FOR INFORMATION

4. Forward Plan 63 - 74

The CISC Forward Plan is a standard item. The Committee reviews its Forward Plan at each meeting to allow the opportunity to change Items on future Agendas as appropriate to take account of unforeseen priorities.



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Corporate Improvement Scrutiny Committee – Meeting held on Thursday, 4th January, 2024.

Present:- Councillors Shaik (Chair), Khawar (Vice-Chair), Escott, Hulme, Mann, Matloob, Mohindra, O’Kelly and Stedmond

Also present under Rule 30:- Councillors Bedi and Smith

Apologies for Absence:- Councillor Iftakhar

PART 1

1. Declarations of Interest

No declarations were made.

2. Minutes of the last meeting

Resolved – That the minutes of the meeting of 28 November 2023 be approved as a correct record.

3. Register of Recommendations and Action Tracker

The Chair advised that he would be further reviewing the register and tracker documents with scrutiny officers. There were no comments from Members on the report.

Resolved: That the Register and Tracker be noted.

4. Update on Progress from the Improvement and Recovery Board

The Lead Member for Improvement & Recovery, Performance, Governance and Young Futures stated that the Council was at a pivotal juncture in the Government intervention and in his view, good progress was being made on the recovery journey.

The Commissioners were due to submit their fourth report on the Council’s capability and capacity to discharge its duties. It was important that the Commissioners should have confidence in Slough’s ability to fully function and complete the improvement programme.

A full draft budget and an MTFFS (medium term financial strategy) had been approved at December Cabinet. However, recently the Council’s financial position had worsened following the discovery of financial issues dating back to 2021, which had added £5M to the cost of the MRP (minimum revenue provision).

This additional cost would have a significant impact on future projections, on achieving a balanced budget and would need to be recovered through asset sales, as required by the Directions.

The Q2 budget report showed a significant overspend of £8.2m. Fifty percent of this related to the cost of providing TA (temporary accommodation). The overspend resulted from an inadequate budget being set for the service area, coupled with a significant increase in demand for TA. Nevertheless, the SBC Executive Director of Finance was confident that budget savings for the current financial year were on target to be delivered.

Areas of good progress included the successful completion of the recent IT migration of data to a new data centre; timely submission of the quality report, which had been rated as 'excellent'; the DfE (Department for Education) review of Slough's SEND provision had found it to be on a positive trajectory; the draft budget and MTFS had been published in December 2023. There remained much to do, but he was pleased with progress made to date.

The SBC Executive Director of Strategy & Improvement welcomed Members' views on recommendation B of the report, which focussed on how future such reports could be structured and improved and related items be included in the Committee's work programme. She acknowledged that a different version of the report had been sent to Members before the agenda had been published, the appendix for which had not yet been completed due to time constraints. This would be done. It was the remit of the IRB (Improvement & Recovery Board) to evaluate specific progress against the Directions, and the report provided a RAG rating of the workstreams for each Direction.

A Member emphasised the importance of following best practice in the conduct of scrutiny meetings, as advised by the CfGS (Centre for Governance & Scrutiny), which stressed that party politics and political point scoring had no place in scrutiny meetings.

Members asked about the overdue internal audit items for 2021/22 the whether the 2022/23 audit was likely to be completed.

The Lead Member advised that there was a national backlog in processing and signing-off local government accounts, which was exacerbated by a severe shortage in the availability of accredited auditors. This coupled with a lack of available data at Slough, which was required to complete the audits, were the main causes for the backlog. The accountants had been obliged to give a 'qualified opinion' on 2018/19 accounts, which had been received in December 2023. The 2019/2020 accounts were currently being audited. Furthermore, internal audit work had revealed a misallocation of funds in 2021/2022, which had since been accredited to HRA (housing revenue account). Everything possible was being done to clear the backlog, but ultimately the matter was in the hands of the auditors.

The Chair of the Audit Committee re-iterated that this backlog was not a local Slough issue, but a national one. The Council's auditors, Grant Thornton, had advised that a key factor in the delay was the lack of adequate HR data. This fact highlighted the importance of having an adequately resourced HR function. He added that proposed changes in auditing regulations was also

causing uncertainty, and further guidance from Central Government was awaited.

ACTION: A Member pointed out that the content, style and level of technical detail contained in the reports (which had already been submitted to other internal bodies), was not always relevant to the work of the committee, which was mainly concerned with the impact of the interventions and the pace of delivery of the improvements. Scrutiny Members would find information about the pace of recovery, where the bottlenecks were, rag rating of workstreams, and the impact of the work undertaken more useful. The Executive Director undertook to incorporate the above suggestions into future reports.

Following a question regarding whether some of the milestones in the report would be carried forward and the trend in the RAG rating, the Executive Director advised that the trend related to the trend in the RAG and did not relate to the delivery of the improvement item. It assessed whether the RAG rating had moved up or down, adding that this information would be made more explicit in future reports. She added that good progress had been made in key areas such as ICT and there was a well-developed modernisation programme that would be LGA (Local Government Association) peer-reviewed. There continued to be challenges around pace. The senior management restructure was in progress and there remained some gaps in capacity. Discussion with Commissioners about setting the correct priorities were ongoing. She advised that the milestones in the report were colour coded, blue indicating completion, the green ones were on track, and amber ones would require further intervention. Inevitably, some items would be carried forward and require adaptation, and these would be reported on.

It was advised that the recovery report focused solely on the Directions. Human resources (HR) was covered under two of the Directions - Recruitment & HR and a wider Direction to ensure that support services were fit for purpose. The Executive Director structure had been completed in 2022. Although the Directions did not directly reference HR services as a whole, the wider HR function had been identified as requiring improvement and included in the improvement plan.

Action: Following a question regarding the procedures for maintaining the contracts register, the Executive Director stated that this was not her area of responsibility and that she would request the relevant head of service to respond to the committee after the meeting.

A Member asked the Lead Member, what element he considered to be the biggest risk to delivering the improvement plan. The Lead Member stated that it was IT. He elaborated that improvements in IT provision and infrastructure would lead to improvements in customer service, better data management and data use, more timely resolution of residents' queries, drive greater efficiencies and help deliver the Corporate Plan.

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Action: A Member asked whether monies from the sale of assets had been correctly allocated. The Executive Director of Finance and Commercial would be requested to provide a response at the next meeting.

Action: The Chair requested that more high-level information (which would enable Members to better understand the status of each of the workstreams in the plan) and the most recent data available should be included in future reports.

Resolved: That the report be noted.

5. Human Resources Improvement Programme: Update on Progress and Future Plans

The Lead Member began by acknowledging that the HR (human resources) service had been in need of significant improvement for some time. These improvements would underpin the Council's recovery journey. The HR function had been substantially reduced as part of a whole Council restructure in 2020, with the aim of implementing a fully self-service HR operating model. The restructure had been flawed, failed to achieve its stated goals, cost more money than it had saved and was never fully implemented.

He added that improving HR reporting and service delivery would require considerable investment to build up capability and capacity of the service – e.g., addressing staff training needs, ensuring an adequate internal infrastructure to support the function, necessary data capture and reporting. HR Systems and policies in place were not currently properly supported. The Directions required the Council to ensure adequate recruitment and staffing to support the recovery. Significant progress had been made in relation to workforce reporting, developing KPIs (key performance indicators), and measurable outcomes for the service. The service could now mine Agresso data, was trialling a wellbeing app for staff and focussing more on staff wellbeing which would help reduce levels of absenteeism. It was collating and reporting on equalities data; it had implemented a new application tracking system, was working in partnership with new providers to achieve a more inclusive and diverse workforce.

Action: The Executive Director of Strategy and Improvement requested Members' feedback on the content and format of the report. She undertook to provide an informal briefing to Members on the HR improvement plan. A Member requested that the briefing should clarify how IT would be used to support the HR improvement plan.

She added that the HR service had been considerably depleted following the restructure. There were high levels of vacancies, an over-reliance on temporary staff, poor and outdated practices and procedures and a lack of appropriate software. Improvement work was focussed on fixing these fundamentals. The HR priorities set out in the report were therefore tactical rather than strategic. Ensuring availability of representative management information on items such as sick rates, staff turnover rates, EDI (equality,

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diversity & inclusion) rates. Significant improvements had been achieved in the last seven months, however, it would take time for the service to catch-up to achieve baseline functionality.

Members asked about the progress to date of the goals in the HR improvement plan and timelines for their completion; digitisation of the service and the 'one click' model; timelines for filling senior HR posts; how recruitment and retention rates and morale would be boosted and measured? A Member pointed out that there were areas of overlap in the scrutiny of HR improvements by both the scrutiny Committee and the Employment Committee and she wondered how duplication or omission of items in their work programmes could be avoided.

The SBC Executive Director of Strategy and Improvement advised that each of the workstreams had a project plan and timeline, however this was highly detailed and contained hundreds of actions which would be difficult to present in the report in a meaningful way. Interviews for the Director of HR was imminent and heads of service recruitment would follow. Once the senior staff had been embedded, they would be tasked with formulating a workforce strategy. This would take time and would require consulting all internal stakeholders to identify training and development needs. It was inevitable there would be some areas of overlap in reporting to both committees.

Action: Following discussion, it was agreed that a meeting of the Chairs of the Employment Committee and the Corporate Improvement Scrutiny Committee be arranged to discuss the separate and distinct roles of each committee with regard to scrutinising the HR function and HR improvement plan.

The Executive Director stated that as part of the digitisation of HR services, an applicant tracking system had been introduced. This provided an end-to-end process and had made the overall recruitment process far smoother for the manager, as it required less human intervention and fewer emails to be sent. Early indications were that it was working well. The 'one click' approach was linked to wider work to update the intranet and would enable managers to find supporting data easily. Implementation of a single HR portal was work in progress.

She advised that most progress been made in the area of recruitment aided by the recently introduced applicant tracking system. There was a new recruitment site and brand in place for Slough. Informal feedback from staff and applicants indicated that this has had a high impact and attracted candidates to Slough. Early signs were that the tracking systems was shortening the overall recruitment timeline. There was more work to be done with regard to retraining, retaining, training and motivating staff, the latter goal being closely aligned with the culture change agenda. Further work was needed to improve management of information and data. These would help drive forward other areas . A new management training offer would be rolled out shortly.

The HR service was being stabilised through rebuilding the basic foundations, creating a new leadership structure, which included an Executive Director and three heads of service, one of which was a fixed term appointment and would be tasked with driving the HR transformation programme. Processes and procedures would need to be fully embedded in the team before improvement could be considered to have been completed. There was a large amount of information and benchmarking available in the public domain on what a 'good' HR service in a complex organisation looked like and formulas for calculating how many HR staff were needed per capita of employees; other measures included digital tools, behavioural approaches and testing against peers.

The considerable reduction in staff levels under the transformation programme had been applied to every service area. Executive Directors were not in a position to guarantee similar cuts would not be made to the service in the future. It should be noted that HR staff had advised that the model proposed under the transformation was inadequate and unsustainable. External benchmarking of the service would demonstrate what levels of resourcing would be required for a good service.

There was an interim HR Director currently in post and the heads of service would be recruited at the same time as the Executive Director. This was a long-term improvement strategy that would take time to fully embed as the service area had been severely diminished under the transformation programme.

Action: Following a question regarding the HR Budget, the Executive Director undertook to update the Committee after the meeting.

A Member stated that the report did not set out attrition rates and associated risks. Equality monitoring data was inadequate, training was not being undertaken, some new staff were leaving after a short period; there was not enough mention of culture, staff adherence to regulations – she requested that future update reports should provide this information.

The Executive Director advised the above information was reported to the Employment Committee. Currently the staff turnover rate was 19% compared to an average of 12% in other authorities and that this data needed further evaluation. She added that HR's role was to enable a positive culture but not to deliver it.

A Member stated that she would like future reports to show the impact of the actions taken and levels of success. The lack of BAME staff at a senior level was of concern and this had been referenced in the Commissioners' initial letter. She asked about the robustness of the EQIAs relating to the senior staff restructure, whether they were available to view and asked what steps were being taken to retain the corporate memory of long-standing staff who were leaving.

The Executive Director advised that a significant part of HR's brief was to ensure diverse shortlists. Applicants from diverse backgrounds had responded to recently advertised roles. The initial EQIA had been submitted

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to Council as part of the restructure report and another had been carried out after all the senior appointments had been made.

Action: She undertook to share the EQIAs with Members

Action: Following questions regarding the results of the recent staff survey, the Executive Director undertook to verify whether the staff survey results had been published online and to share the results with the Committee.

She added that a number of in-depth workshops with staff had been undertaken following the survey, and a draft report on this was imminent. The results would help define the next stage of the culture change and retention programme.

She added that work had been undertaken in recruitment and on the Council's employer brand. Staff had been involved in the project and new staff had provided quotes about the experience of working in Slough. This had prompted more candidates to explore jobs on the new recruitment site. Information on the site described the challenges of the Council's recovery journey, and was more focussed on diversity in recruitment. Once completed, the workforce strategy would provide more detail on these.

In response to an earlier question, the Lead Member advised that regular exit interviews were carried out by either HR or the line manager in a bid to ensure corporate memory was retained. He added that the response rates to current vacancies was high.

Following a comment about the self-service function, whether there was right staff capacity at the Council and hybrid working, the Executive Director advised that self-service HR would support improvements, citing the successful example of the recently introduced applicant tracking system. Under the Transformation programme, staff resource had been taken out of HR on the premise that processes would be digitised. However, following significant staff cuts, digitisation was not invested in and there were no policies or processes in place to enact self-service. It was crucial to have the software, training and capacity for managers to do this.

The improvement programme would focus on achieving the right capacity in terms of HR staff and managerial staff, ensuring they each had the right tools and capacity. She confirmed that the new staff hybrid working policy had been rolled out in November 2023. Collaborative working between HR service teams had improved significantly in recent months.

Resolved – That the report be noted.

6. Update on task and finish report: Review of Workforce Strategy Business Case for Slough Children First (SCF)

The Lead Member for Education & Children's Services introduced the report stating that SCF (Slough Children First) had been under statutory DfE (Department for Education) intervention for a number of years. She had been a member of the T&FG (task & finish group) which had reviewed the workforce strategy business case for SCF in early 2023.

The DfE considered the service to have made satisfactory progress in relation to 16 of out the 18 recommendations made by the T&FG, though further work would be required on recommendations 6 & 9. The latter related to commissioning of services. She commended all those involved in undertaking this work and concluded by saying that she would be working closely with the Executive Director of Children's services and her team to drive forward the improvements.

The Assistant Director of Legal & Governance stated that the Executive Director of SCF was unable to attend the meeting due to illness. She said that recommendations 6 & 9 were made to Council were focussed on the commissioning of prevention services (mental health, domestic abuse, substance misuse) - these three issues were known to create high levels of risk for children and young people); and on joint commissioning with health partners. Therefore, ensuring robust service provision in the area of prevention would have a considerable impact on reducing the demand on Children's services.

A Member stated that domestic abuse support services were being reviewed, hence how was the safety of children being ensured? How well was the new family hub model operating and how would the quality of support provided to vulnerable families be assessed?

The Assistant Director advised that the Council was assessing its strategy, and there was a cabinet report in the public domain setting this out. Existing services took the form of advocacy services for victims and these would continue while the Council carried out a more in-depth review of its strategy. Work was in progress to move from a children's centre model to family hub model. Data and performance indicators for children's centres would continue to be collected during the review. The proposed family hub models would need to be embedded and tested.

Action: She would request the Executive Director of children to provide a more detailed response to the Committee regarding family hubs.

A Member asked on what basis did the report state that satisfactory progress had been made against each of the recommendations of the T&FG. The report failed to provide any data or evidence to support this, which meant Members could not properly scrutinise the report's claims.

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The Assistant Director stated that this was an officer report that set out steps taken to date and had been written following discussions with the Executive Director of SCF, the Council's safeguarding lead, the new Director of Commissioning, the Director of Education, and linked back to what had been agreed at Cabinet regarding strategy. She advised that the Committee was not in a position to scrutinise all aspects of SCF and would need to focus on specifics and drill down into one or two key areas, while maintaining an overall watching brief. She added that the DLUCH Commissioners had made no comments on the report.

The Member responded that some of the recommendations were very recent so it would be difficult to ascertain levels of progress made. The report did not provide any evidence or baseline figures to measure progress against. It was difficult to assess whether outcomes for people and children had been addressed. If there were capacity issues in the Committee to effectively scrutinise this topic, then perhaps the operating model for the committee required re-evaluation.

The Chair stated that the claims in the report should have been backed up by data, and asked (the Assistant Director) whether, in her view, it was sufficiently evidenced for inspectors to be able evaluate progress.

The Assistant Director advised that the DLUCH Commissioner had made no comments on the report. The DfE commissioner who was involved in the review had stated that his professional opinion was that some of the recommendations were aiming for what 'good' looks like. He also chaired the 'Getting to Good Board', and was generally pleased with the direction of travel. He had assessed the services against the OFSTED framework. She directed Members to the recent CfGS best practice guidance regarding OFSTED readiness to aid them in their discussions.

Action: CfGS best practice guidance regarding OFSTED readiness to be circulated to the committee.

A Member pointed out that the T&FG had been convened under different scrutiny committee arrangements. Scrutiny had a crucial role in looking at children's services in order to ensure robust safeguarding of Slough's children. However, this would need to be balanced against capacity issues in the Committee to undertake this work. She noted that there was an item on SEND (special educational needs and disability) provision in the Committee's work programme for February 2024.

The Director of Governance & Scrutiny stated that Members could decide to re-evaluate current scrutiny arrangements and propose a different structure going forward - amending the current structure and terms of reference of the scrutiny committee was a decision for Council. Members needed to consider which children's items to include in their work programme and ensure they gave it sufficient weight. The forward work programme contained the SEND item and 'the journey to good' for SCF. He stated that the report was an update on previous work undertaken by the T&FG. In future, if Members

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required more data and evidence and greater independent assurance, this could be provided.

Following a question about OFSTED metrics being applied to assess this work, the Assistant Director clarified that the DfE commissioner was chair of the 'Getting to Good Board. He reported back to the DfE regarding improvements made taking into account the OFSTED framework. He was also involved in the business plan for the company. He had commented that newly implemented contractual KPIs with the company, which in his view were more focussed on partnership working and supporting families at an earlier stage.

She could not confirm whether letters from the DfE Commissioner to the DfE were published. The OFSTED inspection had taken place in January 2023 and this information was in the public domain.

Action: The March T&FG to note the recommendations arising from this T&FG.

Resolved – That the update be noted.

7. The Forward Work Plan

Resolved – That the forward work programme be noted.

8. Attendance Report

Resolved – That the attendance report be noted.

9. Date of Next Meeting

30 January 2024.

(Note: The Meeting opened at 6.30 pm and closed at 8.57 pm)

Slough Borough Council

Report To:	Corporate Improvement Scrutiny Committee
Date:	30 January 2024
Subject:	General Fund Revenue Budget Proposals 2024/25 and Medium-Term Financial Strategy 2024/25 to 2027/28
Chief Officer:	Adele Taylor – Executive Director, Finance & Commercial (Section 151 Officer)
Contact Officer:	Neil Haddock – Interim Strategic Finance Manager, Financial Planning & Reporting
Ward(s):	All
Exempt:	NO
Appendices:	Appendix 1 – Detailed Schedule of 2024/25 Savings and Pressures Appendix 2 – Detailed Schedule of 2024/25 Fees and Charges Proposals Appendix 3 – Fees and Charges Framework

1. Summary and Recommendations

- 1.1 Cabinet agreed the Council's draft budget proposals for 2024/25 at its meeting on 18 December 2023 as the basis for consultation with the Corporate Improvement Scrutiny Committee and other interested parties. This report sets out those proposals, the draft Medium Term Financial Strategy for 2024/25 to 2027/28, the proposed Fees and Charges for 2024/25 and the Council Tax base for 2024/25.

Recommendations:

The Scrutiny Committee is recommended to

- i. comment on the draft budget proposals for 2024/25,
- ii. comment on the draft Medium Term Financial Strategy for 2024/25 to 2027/28:
- iii. comment on the proposed Fees and Charges for 2024/25
- iv. note the Council Tax base for 2024/25

Reason: Cabinet will consider all representations made at its meeting on 26th February 2024, before recommending the budget to Council on 7th March 2024.

Commissioner Review

Commissioners are content with this report. The identification and successful delivery of savings, efficiencies and income generation is essential to the transition to financial sustainability and is in accordance with the directions as laid out by the Secretary of State.

CIPFA – Financial Scrutiny Practice Guidance, states “effective financial scrutiny is one of the few ways that councils can assure themselves that their budget is robust and sustainable, and that it intelligently takes into account the needs of residents. It can also provide a mechanism to ensure buy-in – or at least understanding – of the tough choices that councils are now making.”

The committee should objectively consider the most recent iteration of the draft Budget and Medium Term Financial Strategy, assess the strengths and weaknesses of the growth and savings proposals, seek any explanation or information needed to better understand the proposals, and the impact that savings and growth will have on local people.

Between now and budget setting, should committee members or party groups want to take proposals off the table for policy reasons or propose the addition of proposals to the schedule to bridge the residual budget gap, in the context of ensuring a balanced budget can be achieved, it is critical that they seek to identify alternative options in a timely manner to enable the proposal to be appropriately evaluated and impact assessed, to secure long term financial sustainability.

Options considered

Option 1 – To consult with the Corporate Improvement Scrutiny Committee on the draft budget proposals, Medium Term Financial Strategy and proposed Fees and Charges as part of the overall public consultation, including with the business community. This represents best practice and is recommended.

Option 2 – to not consult with the Corporate Improvement Scrutiny. This is not recommended.

2 Report

- 2.1 The General Fund Revenue Budget Proposals 2024/25 and Medium Term Financial Strategy (MTFS) 2024/25 to 2027/28 as presented to Cabinet on the 18th December 2023 are included as Background Papers.
- 2.2 The Provisional Local Government Finance Settlement was released by the Department for Levelling Up, Housing and Communities (DLUHC) on the same day as the Cabinet meeting above. The finance settlement is an annual process to distribute core resources to Councils and consists of grant, council tax and local retained business rates. At this stage the figures are provisional and are for consultation, however they are not likely to change significantly before becoming confirmed as final figures.
- 2.3 The MTFS as presented contained assumptions on the finance settlement, and the provisional figures are different to those assumptions, as detailed in Table 1 below. In summary, the outlook is £824k worse than the figures presented to Cabinet in the December report, and this is predominantly due to the Services Grant being reduced by £829k.

Table 1: Provisional v MTFS Assumptions

	2024/25 Provisional	Assumptions in MTFS	Difference
Revenue Support Grant	-7,785,918	-7,785,914	-4
New Home Bonus	-501,393	-506,135	4,742
Social Care Grant	-9,069,653	-9,059,291	-10,362
Public Health Grant	-8,269,122	-8,269,122	0
Better Care Fund	-3,989,414	-3,989,414	0
Housing Benefit Admin Support Grant	-456,003	-456,003	0
Services Grant	-192,709	-1,021,967	829,258
Adult Social Care Market Sustainability & Improvement Fund	-1,814,824	-1,814,824	0
Adult Social Care Discharge Fund	-932,183	-932,218	35
Adult Social Care Workforce Fund	-440,283	-440,283	0
	-33,451,502	-34,275,171	823,673

- 2.4 While we recognise the change in position due to the grant settlement, there are several other areas that also remain in draft that will help to close this potential gap. These include refining some of the growth and savings numbers included in the appendices, reviewing surplus and deficits on the collection fund and other funding streams yet to be announced.
- 2.5 There have been a small number of changes to the draft proposals since the December 18th Cabinet report. One pressure, of £168k, has been removed. This was for the cost of recruiting 3 data analyst posts, however the cost of this will be covered from the Transformation Budget for one year, as it is considered this proposal has invest to save potential. The total pressures therefore has reduced £13.654 to £13.486, with a further £600k built into the proposals in respect of making permanent posts temporarily funded from the Transformation Budget.
- 2.6 There is one additional saving built into the savings proposals, which is in respect of engaging the services of a company to improve the identification of missing Business Rates Rateable Values with expected net growth to the Council of £1m. This brings the total savings up to £1m.
- 2.7 There are other changes to the original plans in respect of the use of Budget Smoothing Reserve of £3.523m, which has been ruled out and a change to the referendum limits for Slough Council Tax increases, which could potentially raise £2.7m. The gap as it currently stands with all the changes referred to above is approximately £2m and further work is ongoing to identify means to close that gap.
- 2.8 The proposed Fees and Charges schedule for 2024/25 is also presented here, and is included as Appendix 2. This includes those Fees and Charges that are matters for Licensing Committee and those Fees and Charges that are for Cabinet to approve. Fees and Charges have been changed in line with statutory requirements where relevant, or the Council's Fees and Charges framework for those fees that are discretionary.

3. Implications of the Recommendation

3.1 Financial implications

3.1.1 The financial implications are contained within the body of the report and the Appendices.

3.2 Legal implications

3.2.1 Setting the budget should be seen as a whole Council responsibility, with different member bodies having a distinct role. Under the Council's Constitution, the budget and policy framework rules confirm that the Overview and Scrutiny Committee shall canvass the views of local stakeholders if it considers it appropriate in accordance with the matter under consideration and having particular regard not to duplicate any consultation carried out by the Cabinet and the Committee shall report to the Cabinet on the outcome of its deliberations.

3.2.2 The Centre for Governance and Scrutiny has published a Financial Scrutiny Practice Guide. This confirms the role of scrutiny as the primary mechanism over the course of a year for councillors not in a specific finance facing role to inquire into and influence budgetary matters. There are four areas where scrutiny can add most value: (a) reviewing how resources are allocated and following through from budget development and planning to the delivery of a budget, linking to how scrutiny selects and prioritises its work, (b) reviewing the integration between financial and service planning, testing out and making explicit whether the council is directing its resources effectively to meet its priorities and whether it is demonstrably achieving value for money, equity and social care and (d) providing challenge to the executive's management of the Council's finances and a different perspective on challenges.

3.2.3 The guidance confirms that in January the draft budget will normally be submitted to scrutiny and that the opportunity to influence and change the budget at this stage may be limited. It is recommended that scrutiny focuses its public meeting and debate on summarising its involvement in the budget development process to date, highlighting areas that remain contentious and any scrutiny recommendations that have already been made and highlighting and discussing the impact of particular elements of the budget on local people.

3.3 Risk management implications

3.3.1 With such large reductions in budgets, there is clearly a risk that the budget for 2024/25 will prove difficult to deliver. An analysis of those risks, and mitigating actions to address those risks, is provided in the Risk Management section of the December Cabinet report.

3.4 Environmental implications

3.4.1 There are no specific environmental implications arising from this report.

3.5 Equality implications

3.5.1 The draft EIA describes the most significant equality pressures confronting each main service area, informed by an equality analysis. It highlights the effect of policy

and governance changes; an overview of positive and neutral impacts; and a service impact overview. These outcomes are based upon spending decisions taken during the last three years and changes resulting from the 2024/25 budget. The analysis also highlights a number of cumulative impacts that may arise resulting from the 2024/25 budget.

- 3.5.2 It is important to note that the budget is the financial expression of the strategic plan and our operational intent, and where known, the equality impact of change is disclosed. There are also a number of individual decisions that will arise over the period of the 2024/25 budget, and these will continue to be the subject of specific and more detailed equality impact assessments in line with the Council's Equality Impact Assessment (EIA) guidance. Political decisions will only be taken once effective and meaningful engagement has taken place on a need-by-need basis.
- 3.5.3 A fuller analysis of the Equality Impact Assessment of specific proposals, and the cumulative impact of the proposals, is laid out in Appendix D of the December Cabinet report.

4. Background Papers

General Fund Revenue Budget 2024-25, and Medium Term Financial Strategy 24/25 to 27/28, (presented to Cabinet December 18th 2023: See link below)

[AGENDA ITEM \(slough.gov.uk\)](https://www.slough.gov.uk/agenda-item)

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Appendix 1 - Detailed Schedule of 2024/25 Savings and Growth Proposals

Directorate	Savings Title	Description	2024/25 Saving £m
Adults Services	Improved occupancy of Care Home block bed contract	Ensuring better management of the block bed contract to improve occupancy numbers	0.034
Adults Services	Develop innovative technological support for residents to be more independent	Developing innovative technological support for residents to enable residents to remain independent for longer without residential care	0.300
Adults Services	Develop reablement services for residents to be more independent	Develop reablement services for residents so that they can become independent after hospital stay, fall or illness	0.100
Adults Services	Review fees and charges in line with national increases in social security benefits	Review fees and charges for adult services in line with national increases in social security benefits	0.226
Adults Services	Undertake a full and robust review of the Adult Social Care Fees and Charges policy	Undertake a full and robust review of the Adult Social Care Fees and Charges policy - ensure it is up to date and reflects recharging of costs to council. Also ensuring all people are being charged in a timely manner if suitable.	0.507
Adults Services	Review support packages transferring to Adult Services from Children's Service	Review support packages of those who are turning 19 that will be transferring to Adult Services from Children's Services and ensuring that packages provide best outcomes.	0.214
Adults Services	Increased recruitment of permanent employees resulting in reduced reliance on higher cost interims	Increased recruitment of permanent employees resulting in reduced reliance on higher cost interims. This will ensure continued service but with a permanent team and also will be within the established staffing budgets.	0.121
Adults Services	Remove Transformation Savings Programme consultancy support	Remove Transformation Savings Programme consultancy support. This will be picked up as a corporate service giving a council wide view.	0.350
Adults Services	Review Direct Payment packages to ensure funded at the appropriate level	Review Direct Payment packages to ensure funded at the appropriate level. Also to ensure that they are being used to achieve the right outcomes for clients	0.313

Appendix 1 - Detailed Schedule of 2024/25 Savings and Growth Proposals

Directorate	Savings Title	Description	2024/25 Saving £m
Adults Services	Develop the Domiciliary Care market to encourage greater competition and reduce unit costs	Develop the Domiciliary Care market to encourage greater competition and reduce unit costs.	0.154
Adults Services	Public Health contribute funding towards healthy life expectancy priorities across the borough	A contribution of Public Health funding towards healthy life expectancy priorities across the borough.	0.411
Children's Services	Review of Home to School Transport - to reduce spend and ensure fit for purpose	Home to School Transport - various initiatives to reduce spend and manage demand	0.205
Children's Services	Review Education & Inclusion Staff structure	Education & Inclusion Staff Restructure	0.053
Children's Services	Capita Software Solutions – Contract savings	Capita Software Solutions – Contract savings	0.047
Children's Services	Further savings related to Education & Inclusion staff restructure	Education & Inclusion staff restructure	0.200
Children's Services	Fee Uplifts at Childrens Centres	Fee Uplifts at Childrens Centres	0.037
Cross-Council	Review of Fees and Charges - Prior year agreed 2023/24	A total review of all Fees and Charges across the council and uplifted to ensure that they achieve cost recovery	0.250
Cross-Council	Review of Strategic Commissioning - Prior year agreed 2023/24	A total review of Strategic Commissioning across the Council to achieve an efficient service	0.750
Finance & Commercial	Review of Finance Structure	Review of finance need across the organisation and then will restructure to ensure it is fit for purpose	0.150
Finance & Commercial	Review of Commercial Posts and deletion of vacant roles	Deletion of vacant post in Commercial team	0.020
Finance & Commercial	Improved Housing Benefit processes reducing overpayments	Review of Housing Benefits processes to ensure a reduction in overpayments	0.600
Finance & Commercial	Improved Housing Benefit processes reducing lost subsidy	Ensuring council processes are working in a timely manner to ensure no Housing Benefits Subsidy is not received	0.320
Finance & Commercial	Increased court fees charges to reflect true costs to the council	Ensure court fee charges are updated to reflect the true cost to the council	0.050

Appendix 1 - Detailed Schedule of 2024/25 Savings and Growth Proposals

Finance & Commercial	New processes to improve identification of missing Business Rates RV	To employ a company to continually review businesses in Slough to establish the Rateable Values that are in place are accurate and to identify business premises not in Rating, this expected to achieve net growth to the council	1.000
Directorate	Savings Title	Description	2024/25 Saving £m
Law and Governance	Review of Democratic and Electoral Services and deletion of vacant roles	Deletion of vacant post in Democratic and Electoral Services	0.039
Public Health & Public Protection	Review the Domestic Abuse Grant recharge reflects actual cost and Review Enforcement for efficiencies	Ensure full use of the Domestic Abuse Grant recharge and look at opportunity for efficiencies in Enforcement	0.124
Regeneration, Housing & Environment	Move to fortnightly waste collections	Adopt fortnightly waste collections	0.281
Regeneration, Housing & Environment	Review of public area lighting to ensure efficient usage	Look at option to provide efficiency in lighting across the borough	0.175
Regeneration, Housing & Environment	Review of Planning Services	Review of planning services and this will result in reductions in the establishment	0.218
Regeneration, Housing & Environment	Environmental Quality - Refocus on Statutory work	Environmental Quality - Refocus on Statutory work	0.130
Regeneration, Housing & Environment	Parks & Open Spaces - Community activity to reduce costs	Parks & Open Spaces - Working with community groups activity t	0.100
Regeneration, Housing & Environment	Allotments - Community partnership and pricing	Allotments - working with community partnership to look after allotments and a review of the pricing of these sites	0.050

Appendix 1 - Detailed Schedule of 2024/25 Savings and Growth Proposals

Regeneration, Housing & Environment	Waste - Reducing Costs, & Tonnage and Increased efficiencies	Waste - Reducing Costs, & Tonnage and Increased efficiencies	1.267
Regeneration, Housing & Environment	Transfer Station and Waste Sorting Improvements	A review of the Transfer station and Waste Sorting process leading to efficiency improvements	0.228
Directorate	Savings Title	Description	2024/25 Saving £m
Regeneration, Housing & Environment	Street Cleaning	Review street cleaning arrangements and work with communities to reduce costs in our parks and streets	0.071
Regeneration, Housing & Environment	Chalvey Waste Amenity - operational efficiencies	Chalvey Waste Amenity - review of operations for efficiencies	0.050
Regeneration, Housing & Environment	Review of On / Off street parking charges	Review of all On / Off street parking charges and ensure they achieve cost recovery	0.220
Regeneration, Housing & Environment	Review of charges for grounds maintenance to HRA properties	Review of charges for grounds maintenance to HRA properties	0.100
Regeneration, Housing & Environment	Staged closure of Hatfield car park	Review of Hatfield Car Park and see if there is opportunity for staged closure	0.051
Regeneration, Housing & Environment	Review of Facilities Management Spend and implement efficiencies	Reduction in Facilities Management Spend, by review revenue spend	0.200

Appendix 1 - Detailed Schedule of 2024/25 Savings and Growth Proposals

Regeneration, Housing & Environment	Ensure Rating Appeals are completed for vacant sites	Proceed with rating appeals for vacant council sites	0.125
Regeneration, Housing & Environment	Review of office space to ensure it efficient and fit for purpose	Review of all council office space and ensure it is being used efficiently	0.130
Regeneration, Housing & Environment	Additional income by reviewing vacant & rented sites current charge	Review all vacant and rented sites to see if there is an opportunity for renting out vacant sites and ensuring current rented sites have had their rent reviewed	0.215
Directorate	Savings Title	Description	2024/25 Saving £m
Regeneration, Housing & Environment	Ensure all Insurance Charge Recovery through Service Charges	Insurance Charge Recovery through Service Charges	0.050
Regeneration, Housing & Environment	Energy efficiencies across all council buildings	A review of all council property to ensure all opportunities for energy efficiencies is implemented	0.200
Regeneration, Housing & Environment	Minimising costs of holding vacant sites	While reviewing costs of vacant sites ensure that all running costs for these sites are as minimal as possible	0.091
Regeneration, Housing & Environment	Property Services new operating model	A review of the staffing structure of the Property Services department	0.094
Regeneration, Housing & Environment	Slough Town Football Club Stadium Lease	Look at opportunities around the slough Town Football Club Lease	0.015
Strategy and Transformation	IT contract savings - prior agreed 2023/24	Reduction in IT contracts by reviewing all contracts and reducing or stopping commitments	0.357

Appendix 1 - Detailed Schedule of 2024/25 Savings and Growth Proposals

Strategy and Transformation	Review of Internal Printing Service	Review of the printing services across the council estate and look for opportunities to stop unnecessary printing	0.036
Strategy and Transformation	Proposed changes to the profile of resources in ICT&D	A review of the ICT&D services and look at the resources required going forward	0.027
Strategy and Transformation	New procurement of current IT contracts	Increased revenue to support the services we have already committed to in the modernisation programme.	0.701
Strategy and Transformation	Removal of Senior Web Editor post in communications	Removal of Senior Web Editor post in communications	0.040

Appendix 1 - Detailed Schedule of 2024/25 Savings and Growth Proposals

Directorate	Savings Title	Description	2024/25 Saving £m
Strategy and Transformation	Review of the matrix contract	Reducing interim agency spend across the Council by better management of the new contract, integrating data supplied as part of contract monitoring meetings, scrutinising the data with directorates about the need and length and alternatives to spend that directorates have considered	0.040
TOTAL SAVINGS PROPOSALS			11.837

GROWTH PROPOSALS

Directorate	Growth / Pressure Title	Description	2024/25 Pressure £m
Finance & Commercial	Increase in external Audit Fees	External Audit Fees have increased after consultation with our new contractors	0.378
Finance & Commercial	Implement out of court settlement which will reduce the amount of income achieved due to court fees	It is looking at implementing out of court settlements and levelling penalties. However, there is still an anticipated shortfall of £40k per annum on the income target	0.040
Finance & Commercial	Reduction in grant funding for Support to Slough Children First	Reduction in grant funding for Support to Slough Children First	0.115

Appendix 1 - Detailed Schedule of 2024/25 Savings and Growth Proposals

Regeneration, Housing & Environment	Temporary Accommodation ongoing base budget pressures as numbers requiring have increased	TA have an ongoing base budget pressures due to the high number of people requiring support	1.400
Adult Services	Adult Social Care budget uplift to reflect population growth	The Adult Social Care population growth has been estimated on national data that looks at people in need	0.671
Adult Services	Rebasing Adult Social Care to address structural deficit budget	Rebasing Adult Social Care budget to address the structural budget deficit that has been reoccured for a number of years	8.126
Directorate	Growth / Pressure Title	Description	2024/25 Pressure £m
Adult Services	Support packages transferring to Adult Services from Children's Services	An increase in Support packages transferring to Adult Services from Children's Services as known clients turn 19	0.741
Adult Services	Contract extension of hostel accommodation for vulnerable adults	A Contract extension has been renegotiated for hostel accommodation for vulnerable adults leading to a cost pressure	0.092
Children's Services	Revision of PFI budget to reflect contract @ 2023/4 rates	The Private Finance Initiative (PFI) contract for the building and maintenance of 3 schools was entered into in 2007 and has a duration of 28 years. Over time a number of costs have increased by inflation and these are causing a budget shortfall	0.357
Strategy and Transformation	Information governance and cyber security resource	This is a request linked to improving the Council's approach to document management, record keeping and Cyber Security. This investment will drive efficiencies with data protection responses, freedom of information requests, councillor casework, and complaints, and ensure compliance against best practice in terms of retention policies.	0.128

Appendix 1 - Detailed Schedule of 2024/25 Savings and Growth Proposals

Strategy and Transformation	Digital Team	This investment will enable the appropriate level of resources to be recruited into the Digital Team so that substantive progress can be made on making the digital engagements with residents intuitive and impactful	0.000
Strategy and Transformation	Increased revenue for brand new services linked to the modernisation programme (e.g. DRaaS, Backup, SIEM, Wi-Fi managed service)	Increased revenue for brand new services linked to the modernisation programme (e.g. DRaaS, Backup, SIEM, Wi-Fi managed service). These services will improve the ICT robustness and continue the modernisation agenda	0.628
Strategy and Transformation	Equipment refresh for both back-office infrastructure (e.g., network hardware, servers, storage area networks) and end-user devices	To continue the councils modernisation programme there needs to be regular equipment refresh for both back-office infrastructure (e.g., network hardware, servers, storage area networks) and end-user devices	0.400
Directorate	Growth / Pressure Title	Description	2024/25 Pressure £m
Strategy and Transformation	Customer Services additional temporary staff	The Customer Services team want to extend 6 additional temporary staff This will enable customer services to make improvements that will reduce demand for additional staff in a managed way, while maintaining current performance, and to develop a more holistic improvement plan to deliver further savings and service improvements.	0.181
Strategy and Transformation	Review of the Executive Support Team	There needs to be a review of the executive support team across the council. This ensure that all CLT members have Executive Support	0.229
TOTAL GROWTH PROPOSALS			13.486

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APPENDIX 2
List of current (2023/24) and proposed (2024/25) fees and charges

Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval	
Permits	Fixed Penalty Notices	Discount rate (21 days)	£80.00	£80.00	0.0%	Statutory Prescribed	Regulation 7 & Schedule 2 of The Street Works (Fixed Penalty) (England) Regulations 2007		
		Without Discount	£120.00	£120.00	0.0%	Statutory Prescribed			
		Permit Applications	£35 - £95	£35-£95	0.0%	Statutory Prescribed			
	Road Closures (TTROs)		£2,250.00	£2,250.00	0.0%	Statutory Discretionary	Reg 4, Local Authorities (Transport Charges) Regulations 1998/948		
	Skip Licences		Skip Licence	£70.00	£75.00	7.1%	Statutory Discretionary	Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	For noting only/Non cabinet approval
			Skip Licence, application plus 1 week over 5m length & 2m width		£200.00	New			
			Unauthorised Daily Charges	£90.00	£100.00	11.1%	Statutory Discretionary		
			Emergency lamping and signing	120	£130.00	8.3%	Statutory Discretionary		
			Extensions	35	£35.00	0.0%	Statutory Discretionary		
	Unauthorised Skips	700	£750.00	7.1%	Statutory Discretionary				
	Cherry Picker Licence	Application	£250.00	£300.00	20.0%	Statutory Discretionary			For noting only/Non cabinet approval
	Crane Licence	Application (weight up to TBC New charges)	£250.00	£500.00	100.0%	Statutory Discretionary			For noting only/Non cabinet approval
	Crane Licence (NEW)	Application (weight up to TBC New charges)		TBC					
	Hoarding/Scaffolding Licences MINOR Roads		Commercial (3 months)	£350.00	£0.00	Replaced	Statutory Discretionary		s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1
			0 to two months		£607.00	New	Statutory Discretionary		
			0 to two months		£2,976.00	New	Statutory Discretionary		
			2 to 4 months		£1,070.00	New	Statutory Discretionary		
			2 to 4 months		£3,310.00	New	Statutory Discretionary		
			4 to 6 months		£1,523.00	New	Statutory Discretionary		
			4 to 6 months		£3,758.00	New	Statutory Discretionary		
Hoarding/Scaffolding Licences MAJOR Roads		Domestic (3 months)	£290.00		Replaced	Statutory Discretionary	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	For noting only/Non cabinet approval	
		0 to two months		£1,213.00	New	Statutory Discretionary			
		0 to two months		£5,958.00	New	Statutory Discretionary			
		2 to 4 months		£2,087.00	New	Statutory Discretionary			
		2 to 4 months		£6,563.00	New	Statutory Discretionary			
		4 to 6 months		£3,027.00	New	Statutory Discretionary			
		4 to 6 months		£7,457.00	New	Statutory Discretionary			
Section 74 over-run	Per Road Category Per Day	£100.00-£2500.00	£107 to £2670	7.0 % to 6.8%	Statutory Prescribed	Regulation 9 of the Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009.			
Sample Inspections	Per Inspection		£50.00	£50.00	0.0%	Statutory Prescribed		Regulation 3, Street Works (Inspection Fees) (England) Regulations 2002	
	Per Defect		£50.00	£50.00	0.0%	Statutory Discretionary		Section 75, New Road and Street Works Act 1991 and NRSWA 1991 Code of Practice for Inspections	
		Coring (per core)	£130.00	£130.00	0.0%	Statutory Discretionary	Section 75, New Road and Street Works Act 1991 and NRSWA 1991 Code of Practice for Inspections		

APPENDIX 2

List of current (2023/24) and proposed (2024/25) fees and charges

Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval	
Permits	Section 50 Licence Fee (street works)	Per Licence - Another £300 per extra 200 metres	£600.00	£650.00	6.8%	Statutory Discretionary	New Roads and Street Works Act 1991, Scedule 3 s50		
	Section 50, annual fee from Highways Development	Annual fee	£300 min	350	6.8%	Statutory Discretionary	New Roads and Street Works Act 1991, Scedule 3 s50		
	Temporary traffic Signals	Mon - Friday 8am - 4pm		£365.00	£390.00	6.8%	Statutory Discretionary	New Roads and Street Works Act 1991, s50 and Schedule 3	
		Mon - Friday 5pm - 7am		550	£600.00	9.1%	Statutory Discretionary	New Roads and Street Works Act 1991, s50 and Schedule 3	
		Sat & Sun & BH		730	£790.00	8.2%	Statutory Discretionary	New Roads and Street Works Act 1991, s50 and Schedule 3	
	Temporary traffic Signals/ stop and Go (other worksexcluding Utility)	all times		£230.00	New	Statutory Discretionary	New Roads and Street Works Act 1991, s50 and Schedule 3		
	Temporary traffic Signals compliance (mon -fri 9am - 5pm)	None compliance - local authority time (max 2 hours)			£150.00	New	Statutory Discretionary	New Roads and Street Works Act 1991, s50 and Schedule 3	
	Temporary traffic Signals compliance (mon -fri 5pm - 9am) & all weekend)	None compliance - local authority time (max 2 hours)			£250.00	New	Statutory Discretionary	New Roads and Street Works Act 1991, s50 and Schedule 3	
	Signage on the Highway (AA, a	3 months		250	£270.00	8.0%	Statutory Discretionary	S 115F, Highways Act 1980	
Signage on the Highway (AA, a	Unauthorised, removal		200	£215.00	7.5%	Statutory Discretionary	S 115F, Highways Act 1980		
Highway	Placing goods/materials on High	2 weeks	150	£160.00	7%	Statutory Discretionary	s. 184 Highways Act 1980		
	Access Bar marking	NEW per location	£70.00	£80.00	14%	Statutory Discretionary	S93 - Local Government Act / Localism Act 2011		
	Access Bar marking	Refresh of existing	£50.00	£60.00	20%	Statutory Discretionary	S93 - Local Government Act / Localism Act 2011		
	Removing obstructions off Highway	Materials, bins etc per household	£250.00	£268.25	7%	Statutory Discretionary	s.143, Highways Act 1980		
	Hedge/bushes cutbacks	Square metre cost	£100.00	£110.00	10%	Statutory Discretionary	s.154, Highways Act 1980		
	Officer Time per hour up to	Office time to view other applications for highway & Permit work (Filming etc) per hour	£95.00	£100.00	5%	Statutory Discretionary	S93 - Local Government Act / Localism Act 2011		
	Dropped crossing	Application fee	£70.00	£80.00	14%	Statutory Discretionary	Local Government Act 2003		
	Dropped crossing	Inspection fee	£110.00	£130.00	18%	Statutory Discretionary	Local Government Act 2003		
	Dropped crossing - Min. Charge	3yd Crossing	£650 to £1200	£684 to £1260	c. 6.7%	Statutory Discretionary	S93 - Local Government Act / Localism Act 2011		
	Dropped crossing - Min. Charge	4 yd crossing	£630.00	£1,300.00	New	Statutory Discretionary	Local Government Act 2003		
	Dropped crossing - Min. Charge	1 yd extension	£886.00	£930.00	5%	Statutory Discretionary	S93 - Local Government Act / Localism Act 2011		
	Dropped crossing - Min. Charge	Easement agreements, relocating street furniture.	£1000 to £6000	£1200 to £7200	20%	Statutory Discretionary	Local Government Act 2003		
	Highway searches	Per search	£35.00	£40.00	14%	Statutory Discretionary	Local Government Act 2003		
	Highway searches	Per question	£25.00	£28.00	12%	Statutory Discretionary	Local Government Act 2003		
Parking	Penalty Charge Notices	Lower contraventions	£25/£50	£25-£50	0%	Statutory Prescribed	s72, Traffic Management Act 2004		
		Higher contraventions	£35/£70	£35-£70	0%	Statutory Prescribed	s72, Traffic Management Act 2004		
Parking		Bus Lanes	£35/£70	£37 to £70	5.7% to 0%	Statutory Prescribed	s72, Traffic Management Act 2004		
	Resident Parking Permits	First permit	£75.00	£80.00	7%	Statutory Discretionary			
		Second Permit	£125.00	£134.00	7%	Statutory Discretionary			
Third Permit		£250.00	£268.00	7%	Statutory Discretionary				

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...this line also applies for other areas incl Licenses and Enforcement areas

APPENDIX 2
List of current (2023/24) and proposed (2024/25) fees and charges

Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
	Visitors Vouchers	3hrs (book of 5)	£5.00	£6.00	20%	Statutory Discretionary	s35 Road Traffic Regulation Act 1984	
		6hrs(book of 5)	£10.00	£11.00	10%	Statutory Discretionary		
		12hrs (book of 5)	£15.00	£16.00	7%	Statutory Discretionary		
		24hrs (book of 5)	£25.00	£27.00	8%	Statutory Discretionary		
		Carers Permit	£25.00	£30.00	20%	Statutory Discretionary		
	Business Permits	£300.00	£320.00	7%	Statutory Discretionary			
	Dispensations per day		10	11	10%	Statutory Discretionary	Reg 3 Local Authorities (Transport Charges) Regulations 1998	
	Dispensations per week		£30.00	£40	33%	Statutory Discretionary	Reg 3 Local Authorities (Transport Charges) Regulations 1998	
	Suspensions	Admin & Suspension fee	100	110	10%	Statutory Discretionary	Reg 3 Local Authorities (Transport Charges) Regulations 1998	
	Car Park season tickets		Various charges	Various charges increase by 6.7%	7%	Statutory Discretionary	s35, Road Traffic Regulation Act 1984	
On/Off street Charges	Pay & display bays	Various charges	Various charges increase by 6.7%	6.7%	Statutory Discretionary	s35, Road Traffic Regulation Act 1984		
Planning & Building Control Development Management Pre-Application Fees	Householder Extensions desktop		£110.00	£121.00	10%			
	Householder Extensions desktop - follow up		£110.00	£121.00	10%			
	Householder Extensions full assessment exc. Meeting		£165.00	£181.50	10%			
	Householder Extensions full assessment exc. Meeting - follow up		£110.00	£121.00	10%			
	Householder Extensions full assessment incl meeting		£220.00	£242.00	10%			
	Householder Extensions full assessment inc. meeting - follow up		£165.00	£181.50	10%			
	1 dwelling		£396.00	£435.60	10%			
	1 dwelling - follow up		£330.00	£363.00	10%			
	2-4 dwellings		£1,100.00	£1,210.00	10%			
	2-4 dwellings - follow up		£770.00	£847.00	10%			
	5-8 dwellings		£1,815.00	£1,996.50	10%			
	5-8 dwelling - follow up		£1,320.00	£1,452.00	10%			
	9-14 dwellings		£2,200.00	£2,420.00	10%			
	9-14 dwellings - follow up		£1,650.00	£1,815.00	10%			
	15-20 dwellings		£2,475.00	£2,722.50	10%			
Planning & Building Control	15-20 dwellings - follow up		£1,760.00	£1,936.00	10%			
	21-30 dwellings		£3,080.00	£3,388.00	10%			
	21-30 dwellings - follow up		£2,420.00	£2,662.00	10%			
	31-49 dwellings		£3,520.00	£3,872.00	10%			
	31-49 dwellings - follow up		£2,750.00	£3,025.00	10%			
	50-149 dwellings		£5,500.00	£6,050.00	10%			
50-149 dwellings - follow up		£3,300.00	£3,630.00	10%				

APPENDIX 2

List of current (2023/24) and proposed (2024/25) fees and charges

Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
Development Management Pre-Application Fees	150+ dwellings (plus £1,260 per additional meeting)		Planning Performance Agreement – bespoke fee	£0.00	10%	Statutory Discretionary	S93 - Local Government Act / Localism Act 2011	
	Up to 100sqm		£220.00	£242.00	10%			
	Up to 100sqm - follow up		£126.50	£139.15	10%			
	101-249sqm		£330.00	£363.00	10%			
	101-249sqm - follow up		£275.00	£302.50	10%			
	250-499 sqm		£770.00	£847.00	10%			
	250-499sqm - follow up		£495.00	£544.50	10%			
	500- 999 sqm		£1,210.00	£1,331.00	10%			
	500-999 sqm - follow up		£770.00	£847.00	10%			
	1000-2000sqm		£1,650.00	£1,815.00	10%			
	1000-2000sqm - follow up		£1,210.00	£1,331.00	10%			
	2001-5000sqm		£3,520.00	£3,872.00	10%			
	2001-5000sqm - follow up		£2,200.00	£2,420.00	10%			
	5001-9999sqm		£5,500.00	£6,050.00	10%			
	5001-9999sqm - follow up		£3,300.00	£3,630.00	10%			
	10,000+ sq.m (£980 per additional meeting)		Planning Performance Agreement – bespoke fee		10%			
	Other services - change of use of land and buildings		£715.00	£786.50	10%			
	Trees and landscaping		£209.00	£229.90	10%			
	Works to TPO trees/Conservation		£209.00	£229.90	10%			
	Advertisements		£143.00	£157.30	10%			
Non-material amendments		£137.50	£151.25	10%				
Approval of details / clearance of planning conditions		£88.00 per condition						
Variation of conditions		£88.00 per condition						
Extensions / Alterations to listed buildings		£66.00 admin fee to write instructions to obtain specialist advice. Specialist advice on case by case basis						
Local Community Group		£137.50	£151.25	10%				
Planning & Building Control Development Management Pre-Application Fees	Telecoms		£605.00	£665.50	10%			
	Pre-application Advice – Minerals & Waste		£66.00 admin fee to write instructions to obtain specialist advice. Specialist advice on a case by case basis.					

APPENDIX 2
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Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
	Specialist Advice		£66.00 admin fee to write instructions to obtain specialist advice. Specialist advice on a case by case basis.					
	Requests for confirmation of compliance with an Enforcement Notice, Breach of Condition Notice or similar Notice		£385.00	£423.50	10%			
	Planning History Search		£121.00 per hour		10%			
	Planning Decision Notice		£19.80 20% (to be deducted from the planning application fee for an invalid application)	£21.78	10%			
	Administration fee - planning application validation							
	Discharge of obligations		£220.00	£242.00	10%			
	Dropped kerb		£88.00	£96.80	10%			
Highways Development Page 31	Developer Licences – Section 50 (Private Apparatus), Section 142 (Verge Maintenance), Section 176 (Bridge Licence), Section 177 (Over sail), Section 178 (Crane Over sail), Section 179 (Build Under Highway Support Structure)	Technical Fee	£500 min	£500 min	0%	Statutory Discretionary	s50, New Roads and Street Works Act 1991 c. 22 - and then the rest s142, s176, s177, s178, 179 Highways Act 1980	
		Admin Fee	£155.00	£155.00				
		Annual fee	£300 min	£300 min				
	Occupation of the Highway (For storage/machinery/etc to aid private construction off the public highway)	Technical/ Admin/ Inspection/ Legal Fees	£250-£800 (Per month)	£250-£800 (Per month)	0%	Statutory Discretionary	Regulation 9, Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009/303	
Section 116/117 - Stopping up	Technical/Admin/Inspection/Legal & Court Fees (Fee Non-Refundable regardless of Magistrates outcome)	£5,150.00	£5,150.00	0%	Statutory Discretionary	s. 117 Highways Act 1980		
Highways Development	Developer Fees – Section 38/278 Agreements and Minor Highway Works Agreement	Inspection (Highway Works)	13% of works cost (£2000 min)	13% of works cost (£2000 min)				
		Inspection (Statutory Prescribed Undertakers) - 90% Refunded on issue of CoPC with final 10% refunded on issue of CoFC	2-5% value of works	2-5% value of works	0%	Statutory Discretionary	S 38/278, Highways Act 1980	
		Safety Audit Review	£620-£2060	£620-£2060				
		Approval of TM Plans	£205-£2050	£205-£2050				
	Per soak away	£4,000.00	£4,600.00	15%				
	Per Unit Soakaway - Non Standard or over 3m dia	P.O.A.	P.O.A.	0%				
	Per Unit Catchpit	£300.00	£345.00	15%				

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Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
Page 32	Commuted Sums - Section 38/278 Agreement and Minor Highway Works Agreement - OVER 40 YEAR LIFE	Per Unit Swales/Balancing Pond/SuDs Systems	P.O.A.	P.O.A.	0%	Statutory Discretionary	S 38/278, Highways Act 1980	
		Petrol/Oil Interceptor - Per Unit	P.O.A.	P.O.A.	0%			
		Flow Control Device - Per Unit	P.O.A.	P.O.A.	0%			
		Per m2 of Cycleway or segregated footway/cycleway	£60.00	£69.00	15%			
		Per m2 of Anti-Skid	£300.00	£345.00	15%			
		Per m2 of Block Paving - Conventional	£175.00	£201.25	15%			
		Per m2 of Permeable Block Paving	£195.00	£224.25	15%			
		Per m2 of High PSV PMB Carriageway +£15m2 over C/way	£180.00	£207.00	15%			
		Per controlled crossing unit (Headed Pole)	£10,000.00	£11,500.00	15%			
		Per traffic signal unit (Headed Pole)	£15,000.00	£17,250.00	15%			
		Traffic Signal Pole - Extra Height + £ per pole	£1,000.00	£1,150.00	15%			
		Traffic Signal Pole - Cantilever +£ per pole	£3,000.00	£3,450.00	15%			
		Per Pole -Zebra Crossing - (Including floodlight & belisha beacon)	£6,000.00	£6,900.00	15%			
		Per Street Lighting column	£2,000.00	£2,300.00	15%			
		Per Unit - Non-Illuminated sign/Traffic Bollards	£300.00	£345.00	15%			
		Per Unit - CCTV Cameras	£10,000.00	£11,500.00	15%			
		Variable message sign	£5,000.00	£5,750.00	15%			
		Bollards - Metal	£280.00	£322.00	15%			
		Bollards - Timber	£450.00	£517.50	15%			
		Bins - (Depending on design, location & collection frequency)	£1,000-£5,000	£1,000-£5,000	0%			
Bus stops - with shelter (depending on size & design)	P.O.A.	P.O.A.	0%					
Bus stops - without shelter with RTPI flag	£750.00	£862.50	15%					
Highways Development		-Structures (bridges/retaining walls/etc)	P.O.A.	P.O.A.	0%			
		AQ real time monitoring equipment (highway cabinet)	£25,000.00	£28,750.00	15%			
		AQ Sensor (lamp post mounted)	£5,500.00	£6,325.00	15%			
		Ultra rapid charger (125kW) and bay	£25,000.00	£28,750.00	15%			
		-Rapid charger (50kW - 125 kW) and bay	£17,500.00	£20,125.00	15%			
		Fast charger (7kW - 22kW) and bay	£10,000.00	£11,500.00	15%			
		On-Street resident lamp post EV charger	£8,000.00	£9,200.00	15%			
		EV car club bay and EVCP (per space)	£14,000.00	£16,100.00	15%			

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Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
		Cycle parking/Sheffield stands (per space)	£200.00	£230.00	15%			
Local Land Charges	Basic Search LLC1 & Con 29R		£129.80	£129.80	0%	Statutory Discretionary	Reg 8, Environmental Information Regulations 2004	
	Land Charges - B126	LLCI	£33.00	£33.00	0%			
	Land Charges - B126	CON29 searches (Incur VAT)	£129.80	£129.80	0%			
	Land Charges- B126	Additional CON 29 Questions (£12/question)	£13.20	£13.20	0%			
	Any additional enquiry (each)		£22.00	£22.00	0%			
	Extra parcels of land (each)		£16.50	£16.50	0%			
	Extra parcels of land (each) LLC1		£5.50	£5.50	0%			
	Inspection of land chargers register		free		0%			
	Copy of the Register		£1.10	£1.1	0%			
	Page 33	Street Naming and numbering	1st Address	£155.00	£155.00			
2-5th Address			£300.00	£300.00	0%			
6-10th Address			£350.00	£350.00	0%			
Per additional Address			£25.00	£25.00	0%			
New Street			£400.00	£400.00	0%			
Per additional Street			£100.00	£100.00	0%			
New Street from pre approved list			£250.00	£250.00	0%			
Alter an existing address 1-5 Properties			£1,000.00	£1,000.00	0%			
Alter an existing address 6-10 Properties			£1,250.00	£1,250.00	0%			
Alter an existing address 11-25 Properties			£1,500.00	£1,500.00	0%			
Alter an existing address 26+ Properties	£2,500.00	£2,500.00	0%					
		Allotment C	£5.54	£5.91	6.7%			
Social Care	AT (Assistive Technology)	Includes supply, installation and maintenance of all linked service devices and 24/7 monitoring and response services	£5.44	£5.80	6.7%	Statutory Discretionary	s.14, Care Act 2014	
	Home Care / Direct Payments		Assessed charge	Assessed charge	0			
	Respite		Assessed charge	Assessed charge	0			
	Residential / Nursing Care		Assessed charge	Assessed charge	0			
	Day Care OP and Adults		Other LA	£69.00	£73.62			
Careline	Day Care LD	Other LA	£69.00	£73.62	6.7%			
	Alarm rental & Monitoring Fee	Weekly	£4.29	£4.58	6.7%			
		Quarterly	£55.84	£59.58	6.7%			
Libraries	Hire Charges (For 3 Weeks)	Book (incl those with CD Rom)	Free	Free		Statutory Discretionary	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	
		Audio books	Free	Free				
		Children's audio books	Free	Free				
		E books (incl E audio)	Free	Free				

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Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
Page 34	Reservations and Requests	Adults books (If in stock)	£0.50	£0.50	0%	Statutory Discretionary	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	
		Children's books (under 14) If in stock - 2 books per visit (25p each for more)	Free	Free				
		Per Book						
		From interlibrary loan scheme (SELMs) (Adult and Childrens Books)	£3.00	£3.00	0%			
		E books and E audio	Free	Free				
	Overdue Charges	Adult Books (Per day the library is open, capped at £5 per item)	£0.20	£0.20	0%	Statutory Discretionary	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	
		Children's books (14+) (Per day the library is open, capped at £1.50 per item)	£0.10	£0.10	0%			
		Children's books (under 14)	Free	Free				
		Children's books on adult cards (Per day the library is open, capped at £0.50 per item)	£0.20	£0.20	0%			
	Lost and Damaged	Books in print per item (all books)	Full cost	Full cost		Statutory Discretionary	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712	
Books out of print per item		Full cost	Full cost					
Audio books per item		Full cost	Full cost					
Readers Cards - Adults per item		£3.00	£3.00	0%				
	Readers Cards - Children (under 15) per card	Free	Free					
Photocopying (per sheet)	A4	£0.10	£0.10	0%	Statutory Discretionary	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712		
Libraries	A3	£0.20	£0.20	0%				
	Colour A4	£1.00	£1.00	0%	Statutory Discretionary	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712		
	Colour A3	£1.50	£1.50	0%				
Computer Print Outs (per sheet)	Black and white A4	£0.30	£0.30	0%	Statutory Discretionary	Regulation 4, Library Charges (England and Wales) Regulations 1991/2712		
	Black and white A3	£0.50	£0.50	0%				
	Colour A4	£0.50	£0.50	0%				
	Colour A3	£0.50	£0.50	0%				
Weddings and Civil Partnerships	Notice	Per Person	£35.00	£35.00	0%	Statutory Prescribed	Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	
	Notice	Per Person (non EU National)	£47.00	£47.00	0%	Statutory Prescribed		
	Superintendent Registrar (Other Venues)	Weekdays	£476.00	£523.60	10%	Statutory Discretionary		
		Saturdays	£551.00	£606.10	10%	Statutory Discretionary		
		Sundays	£721.00	£793.10	10%	Statutory Discretionary		
	Notice Admin fee per notice	Out of hours admin fee evenings and Saturdays	£29.00	£31.90	10%	Statutory Discretionary		
	Rescheduling Fee		£29.00	£31.90	10%	Statutory Discretionary		
The Elizabeth Room	Mon - Thurs	£178.00	£195.80	10%	Statutory Discretionary			

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Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
		Fridays	£206.00	£226.60	10%	Statutory Discretionary		
		Weekday Evening	£309.00	£339.90	10%	Statutory Discretionary		
		Saturday	£309.00	£339.90	10%	Statutory Discretionary		
		Sunday	£515.00	£566.50	10%	Statutory Discretionary		
	Religious Buildings		£84.00	£84.00	0%	Statutory Discretionary		
Citizenship Ceremony	Individual - midweek		£134.00	£134.00	0%	Discretionary	Schedule 1, Paragraph 9 of The Nationality, Immigration and Asylum Act 2002	
	Individual - Saturday		£185.00	£185.00	0%			
Renewal of Marriage Vows / Baby naming ceremonies		Weekdays	£180.00	£198.00	10%	Statutory Discretionary	s.93 Local Government Act 2003	
		Saturday	£281.00	£309.10	10%			
		Sunday	£515.00	£566.50	10%			
Approved Premises Licence	5 years		£32,420	£32,420	0%	Statutory Discretionary	Reg 12 - Marriages and Civil Partnerships (Approved Premises) Regulations 2005	
	Renewal		£23,660	£23,660	0%			
Certificates	Births, Deaths and Marriages	On day of registration	£11.00	£11.00	0%	Statutory Prescribed	Schedule 1, Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016	
		From current registers after the date	£11.00	£11.00	0%	Statutory Prescribed		
		From completed registers	£11.00	£11.00	0%	Statutory Prescribed		
	Civil Partnerships	On day of registration	£11.00	£11.00	0%	Statutory Prescribed		
		After day of registration	£11.00	£11.00	0%	Statutory Prescribed		
	Posted certificates -extra cost		£2.60	£3.00	15%	Discretionary	s. 93 Local Government Act 2003	
	Premium Service	Within 24 hours	£28.00	£35.00	25%	Discretionary	s. 93 Local Government Act 2003	
Allotments	Family personal history search	For 6 hours	£18.00	£18.00	0%	Discretionary	s. 93 Local Government Act 2003	
	Allotments	Allotment A	£7.50	£8.00	6.7%	Statutory Discretionary	s10 Allotments Act 1950	
		Allotment B	£7.04	£7.51	6.7%			
		Allotment C	£6.24	£6.65	6.6%			
Allotments	Allotments - concessions	Allotment A Concessions	£3.82	4.07	6.5%	Statutory Discretionary	s10 Allotments Act 1950	
		Allotment B Concessions	£3.42	3.64	6.4%			
		Allotment C Concessions	£3.02	3.22	6.6%			
	Allotments All - Lockers		£13.10	£15.72	20.0%	Discretionary		
Burials and Cremations	Slough Cemetery							
	Purchase of a new grave Slough Res	Exclusive rights of Burial for 50 years	£1,190.00	£1,270.00	6.7%			
	Purchase of a new grave Non Slough Res	Exclusive rights of Burial for 50 years	£3,570.00	£3,810.00	6.7%			
	Digging fees (new graves)	Slough Res 8' 6" (Triple)	£970.00	No availability	N/A			
	Digging fees (new graves)	Non Slough resident 8' 6" (Triple)	£2,910.00	No availability	N/A			
	Digging fees (new graves & re-opening)	Slough resident 4' 6" and 6' 6" (Single and Double)	£850.00	£905.00	6.5%			
	Digging fees (new graves & re-opening)	Non-Slough resident 4' 6" and 6' 6" (Single and Double)	£2,550.00	£2,715.00	6.5%			
	Casket additional fee	Non resident and Slough resident	£240.00	£255.00	6.3%			
	Digging fees (re -opening)	Slough resident 8' 6" (Triple)	£1,500.00	£1,500.00	0.0%			
	Digging fees (re -opening)	Non Slough resident 8' 6" (Triple)	£4,500.00	£4,500.00	0.0%			
	Weekend and bank holiday burial fee	extra fee - Slough Res	£640.00	£680.00	6.3%			

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	Weekend and bank holiday burial fee	extra fee - Non-Slough Res	£1,920.00	£2,040.00	6.3%			
	Public Graves (stillborn to age 17)	Slough Resident	£380.00	£405.00	6.6%			
	Public Graves (Adult)	Slough Resident	£730.00	£775.00	6.2%			
	Purchase of New Children's Grave	Exclusive right for 50 years - resident	£560.00	£595.00	6.3%			
	Purchase of New Children's Grave	Exclusive right for 50 years - non-resident	£1,680.00	£1,785.00	6.3%			
	Digging fees (new Children graves & re-opening)	Slough resident	£380.00	£405.00	6.6%			
	Digging fees (new Children graves & re-opening)	Non Slough resident	£1,140.00	£1,215.00	6.6%			
	Purchase of Cremated Remains Grave	Exclusive right for 50 years - resident	£780.00	£825.00	5.8%			
	Purchase of Cremated Remains Grave	Exclusive right for 50 years - non-resident	£2,340.00	£2,475.00	5.8%			
	Digging fees (new Cremated Remains graves & re-opening)	Slough Resident	£390.00	£410.00	5.1%			
	Digging fees (new Cremated Remains graves & re-opening)	Non-Slough Resident	£1,170.00	£1,230.00	5.1%			
	Unattended Cremated remains interment	Interment booked by F/D without attendance Slough Resident	£430.00	£455.00	5.8%			
Page 20 of 25 Burials and Cremations	Unattended Cremated remains interment	Interment booked by F/D without attendance Non-Slough Resident	£1,290.00	£1,365.00	5.8%			
	Weekend Digging fees (new Cremated Remains graves & re-opening)	Slough Resident	£550.00	£590.00	7.3%			
	Weekend Digging fees (new Cremated Remains graves & re-opening)	Non-Slough Resident	£1,100.00	£1,770.00	60.9%			
	Use of chapel for burial service		£285.00	£315.00	10.5%			
	Transfer / Assign Deed		£110.00	£120.00	9.1%			
	Copy Deed		£60.00	£65.00	8.3%			
	Memorial permit - right to erect memorial	Additional inscription to existing memorial	£165.00	£175.00	6.1%			
	Memorial permit - right to erect memorial	Lawn type memorial (e.g. headstone incl. mini-kerbs)	£270.00	£290.00	7.4%			
	Memorial permit - right to erect memorial	Full memorial (e.g. headstone & full size kerb set)	£390.00	£420.00	7.7%			
	Memorial permit - right to erect memorial	Cremation section memorial	£200.00	£215.00	7.5%			
	Memorial permit - right to erect memorial	Child section memorial	£270.00	£290.00	7.4%			
	Burial Chamber	Adult (80x30x24 inches)	£610.00	£620.00	1.6%			
	Burial Chamber	Extra Large (92x36x26.5 inches)	£685.00	£695.00	1.5%			
	Burial Chamber	Child (48x30x24 inches)	£475.00	£485.00	2.1%			
	Direct Cremation No Chapel	Slough Residents & Non-residents	£465.00	£425.00	-8.6%			
		<u>Slough Crematorium</u>						

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	Cremation Fee - Adult (17 years and over)	Includes music via Obitus, medical referee, environment fees	£960.00	£960.00	0.0%				
	Cremation Fee - under 17	As above	As above	As above	As Above				
	Cremation Fee - Saturday, resident	As above	£1,920.00	£1,920.00	0.0%				
	Double Service Time		£285.00	£315.00	10.5%				
	Late cancellation		£285.00	£315.00	10.5%				
	Use of chapel for burial service		£285.00	£315.00	10.5%				
	Bearer		£40.00	£45.00	12.5%				
	Drop off coffin prior to service		£80.00	£85.00	6.3%				
	Scattering of remains at weekends (Cremated at Slough)		£160.00	£180.00	12.5%				
	Scattering of remains weekdays - other cremations		£100.00	£110.00	10.0%				
	Scattering of remains at weekends - other cremations		£200.00	£220.00	10.0%				
	Out Of England Certificate		£60.00	£65.00	8.3%				
	Book of Remembrance	2 line entry	£95.00	£100.00	5.3%				
Burial and Cremations Page 37	Book of Remembrance	5 line entry	£125.00	£132.00	5.6%				
	Book of Remembrance	8 line entry	£165.00	£175.00	6.1%				
	Book of Remembrance	5 line entry with floral emblem	£200.00	£210.00	5.0%				
	Book of Remembrance	5 line entry with emblem	£215.00	£225.00	4.7%				
	Book of Remembrance	8 line entry with floral emblem	£230.00	£245.00	6.5%				
	Book of Remembrance	8 line entry with emblem	£250.00	£265.00	6.0%				
	Memorial Cards	2 line entry	£105.00	£110.00	4.8%				
	Memorial Cards	5 line entry	£130.00	£135.00	3.8%				
	Memorial Cards	8 line entry	£175.00	£185.00	5.7%				
	Memorial Cards	5 line entry with floral emblem	£210.00	£225.00	7.1%				
	Memorial Cards	5 line entry with emblem	£225.00	£240.00	6.7%				
	Memorial Cards	8 line entry with floral emblem	£245.00	£260.00	6.1%				
	Memorial Cards	8 line entry with emblem	£260.00	£275.00	5.8%				
	Miniature Books of Remembrance and Triptychs	2 line entry	£135.00	£145.00	7.4%				
	Miniature Books of Remembrance and Triptychs	5 line entry	£165.00	£180.00	9.1%				
	Miniature Books of Remembrance and Triptychs	8 line entry	£205.00	£220.00	7.3%				
	Miniature Books of Remembrance and Triptychs	5 line entry with floral emblem	£245.00	£260.00	6.1%				
	Miniature Books of Remembrance and Triptychs	5 line entry with emblem	£260.00	£275.00	5.8%				
	Miniature Books of Remembrance and Triptychs	8 line entry with floral emblem	£275.00	£295.00	7.3%				
	Miniature Books of Remembrance and Triptychs	8 line entry with emblem	£290.00	£310.00	6.9%				
	Memorial Wall Plaque	Single Plaque, 70 letters		£190.00	£200.00	5.3%	Statutory Discretionary	Art 15, Local Authorities Cemeteries Order 1977	
	Memorial Wall Plaque	Double Plaque, 140 letters		£380.00	£400.00	5.3%			

APPENDIX 2
List of current (2023/24) and proposed (2024/25) fees and charges

Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
	Garden Memorials	Shrub & Single Plaque, 50 letters, 5 yrs	£325.00	£345.00	6.2%			
	Garden Memorials	Shrub & Double Plaque, 100 letters, 5 yrs	£475.00	£500.00	5.3%			
	Garden Memorials	Tree & Single Plaque, 50 letters, 5 yrs	£535.00	£535.00	0.0%			
	Garden Memorials	Tree & Double Plaque, 100 letters, 5 yrs	£685.00	£685.00	0.0%			
	Garden Memorials	Tree & Single Plaque, 50 letters, 10 yrs	£800.00	£800.00	0.0%			
	Garden Memorials	Tree & Double Plaque, 100 letters, 10 yrs	£945.00	£945.00	0.0%			
	Garden Memorials	Additional single plaque	£150.00	£160.00	6.7%			
	Garden Memorials	Additional double plaque	£300.00	£320.00	6.7%			
	Black Granite Memorial Tablet gold leaf inscription	10 years, 60 letters	£540.00	£570.00	5.6%			
	Black Granite Memorial Tablet gold leaf inscription	Ceramic photo plaque	£140.00	£150.00	7.1%			
	Black Granite Memorial Tablet gold leaf inscription	Engraved emblem	£45.00	£50.00	11.1%			
Burials and Cremations Page 38	Black Granite Memorial Tablet gold leaf inscription	Additional lettering (per letter)	£4.10	£4.40	7.3%			
	Black Granite Memorial Tablet gold leaf inscription	Refurb of Granite Memorial	£90.00	£95.00	5.6%			
	Baby Memorial Cloud	3 years, 40 letters	£220.00	£225.00	2.3%			
	Baby Memorial Cloud	Emblem	£25.00	£25.00	0.0%			
	Baby Memorial Cloud	Additional lettering (per letter), max 70	£4.10	£4.40	7.3%			
	Memorial Garden Seat	4 lines per plaque, 70 letters, 10 yrs	£715.00	£750.00	4.9%			
	Communal Bench Plaque	4 lines per plaque, 70 letters, 5 yrs	£240.00	£260.00	8.3%			
	Paving Stone	8 lines, 10 years	£535.00	£550.00	2.8%			
	Additional Rose Plaque	Single, 50 letters	£150.00	£160.00	6.7%			
	Mini Granite Memorial Desk & Plaque	6 lines, 5 yrs, incl Emblem	£375.00	£400.00	6.7%			
	Memorial Renewal	Tree Plaque 1 Year	£90.00	£90.00	0.0%			
	Memorial Renewal	Tree Plaque 2 Year	£180.00	£180.00	0.0%			
	Memorial Renewal	Tree Plaque 5 Year	£450.00	£450.00	0.0%			
	Memorial Renewal	Tree Plaque 10 Year	£900.00	£900.00	0.0%			
	Memorial Renewal	Granite Black Memorial 1 Year	£55.00	£60.00	9.1%			
	Memorial Renewal	Granite Black Memorial 2 Year	£110.00	£115.00	4.5%			
	Memorial Renewal	Granite Black Memorial 5 Year	£275.00	£290.00	5.5%			
	Memorial Renewal	Granite Black Memorial 10 Year	£550.00	£580.00	5.5%			
	Memorial Renewal	Paving Stone 1 Year	£55.00	£60.00	9.1%			
	Memorial Renewal	Paving Stone 2 Year	£110.00	£115.00	4.5%			
	Memorial Renewal	Paving Stone 5 Year	£275.00	£290.00	5.5%			
	Memorial Renewal	Paving Stone 10 Year	£550.00	£580.00	5.5%			
	Memorial Renewal	Bench Memorial 1 Year	£60.00	£65.00	8.3%			
	Memorial Renewal	Bench Memorial 2 Year	£120.00	£130.00	8.3%			
Memorial Renewal	Bench Memorial 5 Year	£300.00	£320.00	6.7%				

APPENDIX 2
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Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
	Memorial Renewal	Bench Memorial 10 Year	£600.00	£640.00	6.7%			
	Memorial Renewal	Wall Plaque 1 Year	£17.00	£18.00	5.9%			
	Memorial Renewal	Wall Plaque 2 Year	£34.00	£36.00	5.9%			
	Memorial Renewal	Wall Plaque 5 Year	£85.00	£90.00	5.9%			
	Memorial Renewal	Shrub Plaque 1 Year	£60.00	£64.00	6.7%			
	Memorial Renewal	Shrub Plaque 2 Year	£120.00	£128.00	6.7%			
	Memorial Renewal	Shrub Plaque 5 Year	£300.00	£320.00	6.7%			
	Memorial Renewal	Mini Granite 1 Year	£45.00	£48.00	6.7%			
	Memorial Renewal	Mini Granite 2 Year	£90.00	£96.00	6.7%			
	Memorial Renewal	Mini Granite 5 Year	£225.00	£240.00	6.7%			
	Memorial Renewal	Rose Plaque 1 Year	£100.00	£200.00	100.0%			
	Memorial Renewal	Rose Plaque 2 Year	£200.00	Ending	Ending			
	Memorial Renewal	Rose Plaque 5 Year	£500.00	Ending	Ending			
	Memorial Renewal	Communal Bench Plaque 1 Year	£33.00	£35.00	6.1%			
Burials and Cremations	Memorial Renewal	Communal Bench Plaque 2 Year	£66.00	£70.00	6.1%			
	Memorial Renewal	Communal Bench Plaque 5 Year	£165.00	£175.00	6.1%			
	Memorial Renewal	Baby Cloud 1 Year	£11.00	£12.00	9.1%			
	Memorial Renewal	Baby Cloud 2 Year	£22.00	£24.00	9.1%			
	Memorial Renewal	Baby Cloud 5 Year	£55.00	£59.00	7.3%			
	Webcasting - Live		£40.00	£40.00	0.0%			
	Webcasting - Live & Watch Again	Live + 28 days	£55.00	£55.00	0.0%			
	Webcasting - Watch Again added post funeral		£15.00	£15.00	0.0%			
	Webcasting Keepsake	Keepsake copy (DVD/Blu-ray/USB stick)	£55.00	£60.00	9.1%			
	Webcasting - Additional Keepsake		£30.00	£30.00	0.0%			
	Audio-Visual Services - Photographs	Single photo (first)	£0.00	£0.00	0.0%			
	Audio-Visual Services - Photographs	Second and each subsequent photo	£15.00	£15.00	0.0%			
	Audio-Visual Services - Slideshows	Slideshow (up to 25 photos)	£45.00	£50.00	11.1%			
	Audio-Visual Services - Slideshows	Pro-tribute	£80.00	£80.00	0.0%			
	Audio-Visual Services - Slideshows	Family made	£25.00	£30.00	20.0%			
	Audio-Visual Services - Keepsakes	Keepsake of tribute (DVD/Blu-ray/USB stick)	£30.00	£30.00	0.0%			
	Audio-Visual Services - Keepsakes	Download of tribute	£15.00	£15.00	0.0%			
	Audio-Visual Services - Slideshows	Extra 25 photos	£30.00	£30.00	0.0%			
	Audio-Visual Services - Slideshows	Additional support or late fees	£30.00	£30.00	0.0%			
	Audio-Visual – Themed Tribute				£100.00	New		
	Audio-Visual – Bespoke Tribute				£400.00	New		
	Audio-Visual – Video Book				£100.00	New		

APPENDIX 2
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Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
	Audio-Visual – Memory Box			£130.00	New			
	Audio-Visual – Obitus Bundle			£165.00	New			
	Admin for Double Ashes Burial			Price on Request/TBC				
	Ashes Exhumation			Price on Request/TBC				
	Full Coffin Exhumation			Price on Request/TBC				
	Vase Memorial Permit fee			Price on Request/TBC				
Waste Disposal	Chavley Weighbridge Trade Waste	£/Tonne (Exc.VAT) General Waste	£191.34	£205.00	7.1%			
Waste Disposal	Chavley Weighbridge Green Waste	£/Tonne (Exc.VAT) Green Waste	£89.56	£96.00	7.2%	Statutory Discretionary	S45 Environmental Protection Act 1990	
		Public Weighing (Exc.VAT)	£18.49	£20.00	8.2%			
		Mattresses (Exc.VAT)	£18.49	£20.00	8.2%			
Bulky Waste	Up to 5 items (Minimum £15)	£/fridge	£25.00	£27.00	8.0%	Statutory Discretionary	S45 Environmental Protection Act 1990	
		£/Item (min 3 items)	£17.00	£18.00	5.9%			
Bin Sales		180 Litre Bin	£37.00	£40.00	8.1%	Statutory Discretionary	S46 Environmental Protection Act 1990	For noting - Cabinet approved new fees (July 2022)
		240 Litre Bin	£45.00	£48.00	6.7%			
		360 Litre Bin	£77.00	£83.00	7.8%			
		770 Litre Bin	£333.00	£357.00	7.2%			
		1100 Litre Bin	£370.00	£397.00	7.3%			
Garden Waste Collection		Per bin Collected	£50.00	£55.00	10.0%	Statutory Discretionary	Schedule 1, Para 4, Controlled Waste (England & Wales) Regulations 2012	For noting - Cabinet approved new fees (July 2022)
Highways	Traffic Model Data		To be negotiated on request from developer with a minimum charge being applied of £3,000.	To be negotiated on request from developer with a minimum charge being applied of £3,320.	8.3%			
	Accident data - Access Map	3 Years worth of accident Data	£166.42	£179.00	7.6%			
	Accident data - Access Map	5 Years Accident Data	£244.09	£262.00	7.3%			
	Traffic Flow	Fixed Traffic Flow Data 1 site for 1 year	£176.41	£189.00	7.1%			
	Traffic Flow	Traffic Flow Data from temporary ATC	£69.90	£75.00	7.3%	Statutory Discretionary	s. 93 Local Government Act 2003	
	Traffic Signal Data	Traffic Signal Staging Drawing	£56.58	£61.00	7.8%			
	Traffic Signal Data	Traffic Signal Spec/ Config Sheet	£56.58	£61.00	7.8%			
	Traffic Signal Data	24 hour RT Phasing Info	£211.91	£227.00	7.1%			
	Traffic Model Data	Saturn Traffic Model	£4,251.56	£4,562.00	7.3%			
	Slough Accession Model	Model Run	£1,132.19	£1,215.00	7.3%			
	Slough Accession Model	Model run + sites staff postcode	£1,132.19	£1,215.00	7.3%			
	Slough Accession Model	Both accessibility model runs together	£1,841.75	£1,976.00	7.3%			

APPENDIX 2
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Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval	
Housing Regulation - Selective Licence	(Houses with one family or two people who aren't related)	Part A	£200	£213	6.7%	Statutory Discretionary	s87(3) & (7) Housing Act 2004	For noting only/Non cabinet approval	
		Part B	£300	£320	6.7%				
Multi Occupancy Home Licences (HMO)	Initial Fee for 5 bedrooms or less	PART A	£450	£480	6.7%	Statutory Discretionary	s87(3) & (7) Housing Act 2004	For noting only/Non cabinet approval	
		PART B	£300	£320	6.7%				
	For houses that have over 6 rooms:	Additional Charge	£30	£32	6.7%				
Licences and Registrations	Sex Establishments (cinema, shop, entertainment venue)	Annual / Variation	£2,606.00	£2,606.00	0.0%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19	For noting only/Non cabinet approval	Licensing
		Minor Variation or Transfer	£685.00	£685.00	0.0%				Licensing
Licences and Registrations	Street Trading - Town Centre	Annual	£5,000.00	£5,000.00	0.0%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982, s3 and Schedule 4, para 9	For noting only/Non cabinet approval	Licensing
		Daily	£35.00	£35.00	0.0%				Licensing
		Weekly	£130.00	£130.00	0.0%				Licensing
		Monthly	£475.00	£475.00	0.0%				Licensing
		Quarterly	£1,300.00	£1,300.00	0.0%				Licensing
		6 monthly	£2,750.00	£2,750.00	0.0%				Licensing
		Non-refundable deposit new applications	£500.00	£500.00	0.0%				Licensing
	Street Trading - All other areas	Annual	£3,675.00	£3,675.00	0.0%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982, s3 and Schedule 4, para 9	For noting only/Non cabinet approval	Licensing
		Daily	£30.00	£30.00	0.0%				Licensing
		Weekly	£100.00	£100.00	0.0%				Licensing
		Monthly	£370.00	£370.00	0.0%				Licensing
		Quarterly	£1,100.00	£1,100.00	0.0%				Licensing
		6 monthly	£1,900.00	£1,900.00	0.0%				Licensing
	Ice Cream Sellers	For 6 months	£600.00	£600.00	0.0%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982, s3 and Schedule 4, para 9	For noting only/Non cabinet approval	Licensing
For 1 month		£125.00	£125.00	0.0%	Licensing				
Ear Piercing, Electrolysis, Tattooing & Acupuncture	Application & Grant		£277.20	£295.77	6.7%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982, s15	For noting only/Non cabinet approval	Licensing
	Amendments		£45.00	£48.00	6.7%	Statutory Discretionary	Local Government Miscellaneous Provisions Act 1982, s16	For noting only/Non cabinet approval	Licensing
Pet shops / Animal boarding / Dog breeding / Riding centres (plus vets fees as applicable)	Application (per license)		£390.40	£390.40	0.0%	Statutory Discretionary	Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018, Reg 13 and Schedule 1	For noting only/Non cabinet approval	Licensing
	Renewal (per license)		£340.60	£340.60	0.0%				Licensing
	Variation (per license)		£183.00	£183.00	0.0%				Licensing
	Re-rating Visit (per license)		£158.00	£158.00	0.0%				Licensing
	Transfer due to death of licensee (per license)		£48.80	£48.80	0.0%				Licensing

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Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval		
	Keeping or Training Animals for Exhibition	Application (per license)	£268.40	£268.40	0.0%	Statutory Prescribed	Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018, Reg 13 and Schedule 1	For noting only/Non cabinet approval	Licensing	
		Renewal (per license)	£244.00	£244.00	0.0%	Statutory Prescribed			Licensing	
		Variation (per license)	£183.00	£183.00	0.0%	Statutory Prescribed			Licensing	
		Transfer due to death of licensee	£48.80	£48.80	0.0%	Statutory Prescribed			Licensing	
Licenses and Registrations	Zoos / dangerous wild animals	Plus vet fees (per license)	£618.40	£618.40	0.0%	Statutory Prescribed	s.1(2)(e) Dangerous Wild Animals Act 1976	For noting only/Non cabinet approval	Licensing	
	Scrap Metal Dealers	Site Licence - new	£479.00	£479.00	0.0%	Statutory Discretionary	Schedule 1, para 6 Scrap Metal Dealers Act 2013	For noting only/Non cabinet approval	Licensing	
		Site Licence - renewal	£340.00	£340.00	0.0%	Statutory Discretionary			Licensing	
		Site Licence - variation	£208.50	£208.50	0.0%				Licensing	
		Collectors Licence - new	£293.50	£293.50	0.0%		Schedule 1, para 6 Scrap Metal Dealers Act 2013	For noting only/Non cabinet approval	Licensing	
		Collectors Licence - renewal	£216.50	£216.50	0.0%	Licensing				
		Collectors Licence - variation	£139.00	£139.00	0.0%	Licensing				
	Licensing - alcohol	Including "large temporary events" (per license)	Variable	Variable	variable	Statutory Prescribed	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	For noting only/Non cabinet approval	Licensing	
		All copy licences if lost (per copy)	£10.50	£10.50	0.0%				Licensing	
		Gambling Act 2005					Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	For noting only/Non cabinet approval	Licensing	
	Bingo Club	New application (per license)	£2,625.00	£2,625.00	0.0%	Statutory Prescribed	Regulation 5 & Schedule 1		Licensing	
		Annual fee (per license)	£750.00	£750.00	0.0%		Regulation 8 & Schedule 1		Licensing	
		Application to vary (per license)	£1,315.00	£1,315.00	0.0%		Regulation 11 & Schedule 1		Licensing	
		Application to transfer (per license)	£900.00	£900.00	0.0%		Regulation 12 & Schedule 1		Licensing	
		Application for re-instatement (per license)	£900.00	£900.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007		For noting only/Non cabinet approval	Licensing
		Application for provisional statement (per statement)	£2,625.00	£2,625.00	0.0%					Licensing
License application - provisional statement holders (per license)		£900.00	£900.00	0.0%	Licensing					
Copy of license (per license)		£25.00	£25.00	0.0%	Licensing					
Notification of change (per license)		£50.00	£50.00	0.0%	Licensing					
Betting premises - excluding tracks	New application (per license)	£2,250.00	£2,250.00	0.0%	Statutory Prescribed	Regulation 5 & Schedule 1	Licensing			
	Annual fee (per license)	£450.00	£450.00	0.0%		Regulation 8 & Schedule 1	Licensing			
	Application to vary (per license)	£1,125.00	£1,125.00	0.0%		Regulation 11 & Schedule 1	Licensing			
	Application to transfer (per license)	£900.00	£900.00	0.0%		Regulation 12 & Schedule 1	Licensing			
	Application for re-instatement (per license)	£900.00	£900.00	0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	For noting only/Non cabinet approval	Licensing		
	Application for provisional statement (per statement)	£2,250.00	£2,250.00	0.0%				Licensing		

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Licences and Registrations		License application - provisional statement holders (per license)	£900.00	£900.00	0.0%	Statutory Prescribed	Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007		Licensing	
		Copy of license (per license)	£25.00	£25.00	0.0%				Licensing	
		Notification of change (per license)	£50.00	£50.00	0.0%				Licensing	
	Family entertainment centres	New application	£1,500.00	£1,500.00	0.0%		Regulation 5 & Schedule 1	For noting only/Non cabinet approval	Licensing	
			Annual fee	£565.00	£565.00		0.0%		Regulation 8 & Schedule 1	Licensing
			Application to vary	£750.00	£750.00		0.0%		Regulation 11 & Schedule 1	Licensing
			Application to transfer	£715.00	£715.00		0.0%		Regulation 12 & Schedule 1	Licensing
			Application for re-instatement	£715.00	£715.00		0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	Licensing
			Application for provisional statement	£1,500.00	£1,500.00		0.0%			Licensing
			License application - provisional statement holders	£715.00	£715.00		0.0%			Licensing
Copy of license			£25.00	£25.00	0.0%	Licensing				
Notification of change	£50.00	£50.00	0.0%	Licensing						
Gaming centres	New application	£1,500.00	£1,500.00	0.0%	Statutory Prescribed	Regulation 5 & Schedule 1	For noting only/Non cabinet approval		Licensing	
		Annual fee	£750.00	£750.00		0.0%		Regulation 8 & Schedule 1	Licensing	
		Application to vary	£750.00	£750.00		0.0%		Regulation 11 & Schedule 1	Licensing	
		Application to transfer	£900.00	£900.00		0.0%		Regulation 12 & Schedule 1	Licensing	
		Application for re-instatement	£900.00	£900.00		0.0%		Gambling Act (Premises Licence Fees) (Eng & Wales) Regs 2007	Licensing	
		Application for provisional statement	£1,500.00	£1,500.00		0.0%			Licensing	
		License application - provisional statement holders	£900.00	£900.00		0.0%			Licensing	
		Copy of license	£25.00	£25.00		0.0%		Licensing		
		Notification of change	£50.00	£50.00		0.0%		Licensing		
Permits		FEC gaming machine / prize gaming – Application fee	£300.00	£300.00	0.0%	Statutory Prescribed	Regulation 3 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	For noting only/Non cabinet approval	Licensing	
		Licensed premises gaming machine permit – Application fee	£150.00	£150.00	0.0%		Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007		Licensing	
		Licensed premises gaming machine permit – Annual fee	£50.00	£50.00	0.0%				Licensing	
		Licensed premises - Notification of 2 or less gaming machines	£50.00	£50.00	0.0%				Licensing	
		Club gaming / gaming machine permit – Application fee	£200.00	£200.00	0.0%				Licensing	
		Club gaming / gaming machine permit – Annual fee	£50.00	£50.00	0.0%				Licensing	
Combination Driver (CD) Licensing	PH & HC Driver - Renewal (1 year)	£286.00	£305.00	6.6%				Licensing		

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Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval					
Licenses and Registrations		PH & HC Driver - New Application (3 year)	£375.00	£400.00	6.7%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	For noting only/Non cabinet approval	Licensing				
		PH & HC Driver - Renewal (3 year)	£330.00	£352.00	6.7%				Licensing				
		PH & HC Driver - Replacement badge	£17.00	£18.00	5.9%				Licensing				
		PH & HC Driver - Replacement badge change of operator	£17.00	£18.00	5.9%				Licensing				
			PH & HC Driver - copy of paper licence	£17.00	£18.00				5.9%	Licensing			
			PH & HC Driver - Knowledge test	£45.00	£48.00				6.7%	Licensing			
			PH & HC Vehicle - New application	£300.00	£320.00				6.7%	Licensing			
			PH & HC Vehicle - Renewal application	£250.00	£266.00				6.4%	Licensing			
			PH & HC Vehicle - Transfer	£90.00	£96.00				6.7%	Licensing			
			PH & HC Vehicle - Change of vehicle	£250.00	£266.00				6.4%	Licensing			
			PH & HC Vehicle - Copy of paper licence	£17.00	£18.00				5.9%	Licensing			
			PH & HC Vehicle - Replacement plate	£26.00	£27.50				5.8%	Licensing			
			PH & HC Vehicle - Copy of certificate of compliance	£17.00	£18.50				8.8%	Licensing			
			PH Vehicle - Exemption	£51.50	£55.00				6.8%	Licensing			
	Combination Driver Licence (CD)		CDriver - Renewal (1 year)	£286.00	£305.00				6.6%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	For noting only/Non cabinet approval	Licensing
			CDriver - New application (3 year)	£375.00	£400.00				6.7%				Licensing
			CDriver - Renewal (3 year)	£330.00	£352.00				6.7%				Licensing
	Private Hire Operators (PHO)		Chauffeurs 1 vehicle	£150.00	£160.00				6.7%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	For noting only/Non cabinet approval	Licensing
	1 year grant and renewal		Operator Up to - 5 vehicles	£302.50	£322.00				6.4%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	For noting only/Non cabinet approval	Licensing
			Operator Up to - 15 vehicles	£396.60	£423.00				6.7%				Licensing
Operator Up to - 25 vehicles			£654.50	£698.00	6.6%	Licensing							
Operator Up to - 35 vehicles			£918.50	£980.00	6.7%	Licensing							
Operator Up to - 45 vehicles			£1,177.00	£1,255.00	6.6%	Licensing							
Operator Up to - 55 vehicles			£1,441.00	£1,537.00	6.7%	Licensing							
Operator Up to - 65 vehicles			£1,705.00	£1,819.00	6.7%	Licensing							
Operator Up to - 75 vehicles			£1,969.00	£2,100.00	6.7%	Licensing							
Operator Up to - 85 vehicles			£2,123.00	£2,265.00	6.7%	Licensing							
Operator Up to - 99 vehicles			£2,691.00	£2,871.00	6.7%	Licensing							
Operator 100 vehicles and over	£2,623.50	£2,799.00	6.7%	Licensing									
Private Hire Operators (PHO)		Chauffeurs 1 vehicle	£452.00	£482.00	6.6%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	For noting only/Non cabinet approval	Licensing				

APPENDIX 2
List of current (2023/24) and proposed (2024/25) fees and charges

Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval		
	5 year grant and renewal	Operator Up to - 5 vehicles	£907.50	£968.00	6.7%	Statutory Discretionary	s70, Local Government (Miscellaneous Provisions) Act 1976	For noting only/Non cabinet approval	Licensing	
		Operator Up to - 15 vehicles	£1,188.00	£1,267.00	6.6%				Licensing	
		Operator Up to - 25 vehicles	£1,963.00	£2,094.00	6.7%				Licensing	
		Operator Up to - 35 vehicles	£2,755.50	£2,940.00	6.7%				Licensing	
		Operator Up to - 45 vehicles	£3,531.00	£3,767.00	6.7%				Licensing	
		Operator Up to - 55 vehicles	£4,323.00	£4,612.00	6.7%				Licensing	
		Operator Up to - 65 vehicles	£5,115.00	£5,457.00	6.7%				Licensing	
		Operator Up to - 75 vehicles	£5,907.00	£6,302.00	6.7%				Licensing	
		Operator Up to - 85 vehicles	£6,396.00	£6,824.00	6.7%				Licensing	
		Operator Up to - 99 vehicles	£7,804.50	£8,327.00	6.7%				Licensing	
		Operator 100 vehicles and over	£7,870.50	£8,397.00	6.7%	Licensing				
		Replacement Licence	£17.00	£18.00	5.9%	Licensing				
Licences and Registrations	Licence to store explosives/fireworks - new	0-250kg	£111.00	£111.00	0.0%	Statutory Prescribed	Explosives Regulations 2014 / Fireworks Regulations 2004, reg. 9 Licensing of fireworks suppliers etc.	For Noting only/Non cabinet approval	Licensing	
	Licence to store - renewal	0-250kg	£55.00	£55.00	0.0%	Statutory Prescribed			Licensing	
	Licence to store - new	250-2000kg	£189.00	£189.00	0.0%	Statutory Prescribed			Licensing	
	Licence to store - renewal	250-2000kg	£87.00	£87.00	0.0%	Statutory Prescribed			Licensing	
	Variation		£37.00	£37.00	0.0%	Statutory Prescribed			Licensing	
	Transfer		£37.00	£37.00	0.0%	Statutory Prescribed			Licensing	
	Replacement		£37.00	£37.00	0.0%	Statutory Prescribed			Licensing	
	Any other variation		£90.00	£96.00	6.7%	Statutory Discretionary			Licensing	
	License to sell (fireworks)	Max and for other charges periods detailed on internet		£500.00	£500.00	0.0%			Statutory Prescribed	Licensing
	Street Entertainment License	Busker's license		£0.00	£0.00				Statutory Prescribed	
Paid for Licensing Advice	Pre-Application Advice		£90.00	£96.00	6.7%	Licensing				
Any Licence which requires amendment and isn't statutory fees	-		£45.00	£48.00	6.7%	Licensing				
Enforcement	Immigration Inspection Fees		£126.23	£134.69	6.7%	Discretionary	S93 - Local Government Act / Localism Act 2011			
	Littering Fines (max)		Up to £2500	Up to £2500	0.0%	Statutory Prescribed	S 33ZB Environmental Protection Act 1990	To Note. Home Office sets Max fine		
	Stray Dogs	In office hours		£49.65	£52.98	6.7%	Statutory Discretionary	s149 Environmental Protection Act 1990		
Outside of office hours and weekends			£141.85	£151.35	6.7%					
Daily kennelling charge			£21.35	£22.78	6.7%					
Trading Standards	Primary Authority Partnership Scheme		£90.00	£96.00	6.7%	Discretionary	Section 27A, Regulatory Enforcement and Sanctions Act 2008			
Public Protection/ Food Safety	Export Certificates	Per certificate	£134.00	£143.00	6.7%	Discretionary				
	Paid for business support advice / regulation	As and when hourly rate pro rata	£90.00	£96.00	6.7%	Discretionary				
	Food Hygiene Rating Rescore visits	Commercial charge for revisiting if firm requests after initial visit	£213.50	£250.00	117.1%	Statutory Discretionary	Food Standards Act 1989			

APPENDIX 2
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Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval		
	Organic Import Certificate	Per certificate	£45.00	£45.00	6.7%	Statutory Prescribed	Reg 15, Organic Products Regulations 2009	For Noting only		
	Provision of Safer Food, Better Business (SFBB) pack	Advice and guidance for food businesses, per pack, print and postage	£20.00	£25.00	125.0%	Discretionary				
Blue Badge Approved Applications	Blue Badge Approved Applications	Charge for blue badges for disabled parking that last 3 years	£10.00	£10.00	0.0%	Statutory Prescribed	Regulation 6(1) -Disabled Persons(Badges for Motor Vehicles)(England)Regulations 2000	For Noting only		
Environment	Environment Searches	Environmental Reports prepared for clients	£235.00	£260.00	10.6%	Statutory Prescribed	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016			
Environment	Petroleum Licensing Annual Licence Fee (Petroleum Consolidation Regulations) 2014	up to 2,500 litres petrol storage	£42.00	£46.00	9.5%	Statutory Prescribed	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016			
		2,500 litres but not exceeding 50,000 litres storage	£58.00	£62.00	6.9%					
		above 50,000 litres	£120.00	£131.00	9.2%					
Page 46	Environmental Permitting 4.5% on set Fees	Standard process application	£1,650.00	£1,650.00	0.0%	Statutory Prescribed	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016			
		PVRI, Dry Cleaners Application Fee	£155.00	£155.00	0.0%					
		Vrs and other reduced Fee Activities	£362.00	£362.00	0.0%					
		LA-IPPC (PART A2) charges for 2017/18	£3,363.00	£3,363.00	0.0%	Statutory Prescribed	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016			
		Annual Subsistence Charge (Standard process low risk)	£772.00	£772.00						
		Annual Subsistence Charge (Standard process medium risk)	£1,161.00	£1,161.00						
		Annual Subsistence Charge (Standard process high risk)	£1,747.00	£1,747.00						
	PVRI, Dry Cleaners L/M/H Subsistence Charge	£79/£158/£237	£79/ £158/ £237							
	PVR 1 & 11 combined L/M/H Subsistence Charge	£113/£226/£341	£113/ £226/ £341							
	Vrs and other reduced Fee Activities Subsistence Charge	£228/£365/£548	£228/ £365/ £548							
Sports Pitches	Adult Football	Single game	£83.82	£121.00	0.0%					
	Adult Football	15 games	£1,047.82	£242.00	0.0%					
	Adult Football	30 games	£2,095.64	£366.00	0.0%					
	Youth Football	Single game	£48.73	£245.00	0.0%					
	Youth Football	15 games	£609.20	£391.65	0.0%					
	YouthFootball	30 games	£1218.39	£588.00	0.0%					
	Cricket Grass Pitch	Single game/midweek - per hour	£20.60	£20.60	0.0%					
	Cricket Grass Pitch	Mid week block booking 10 games - per hour	£15.45	£15.45	0.0%					
	Cricket Grass Pitch	Single/weekend per match	£61.80	£61.80	0.0%				Discretionary	S19, Local Government (Miscellaneous Provisions) Act 1976

APPENDIX 2
List of current (2023/24) and proposed (2024/25) fees and charges

Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
	Cricket Grass Pitch	Weekend block booking 10 games - per match	£46.35	£46.35	0.0%			
	Cricket Grass Pitch	Single/weekend with changing room - per match	£103.00	£103.00	0.0%			
	Cricket Grass Pitch	Weekend with changing room block booking 10 games - per match	£77.25	£77.25	0.0%			
	Cricket Non Turf	Single game/midweek	£15.45	£15.45	0.0%			
	Cricket Non Turf	Single/weekend	£46.35	£46.35	0.0%			
	Cricket Non Turf	Single/weekend with changing room	£77.25	£77.25	0.0%			
Facilities Management - Hire of Venues/ Premises	Chalvey Centre	Main Hall	£53.70	£53.70	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011	
		Main Hall - Weddings & Parties (until 11pm)	£58.92	£58.92	0.0%			
		Rooms 1 & 2	£36.26	£36.26	0.0%			
		Rooms 1 & 2 - Weddings & Parties (until 11pm)	£39.08	£39.08	0.0%			
		Rooms 2 & 3	£36.26	£36.26	0.0%			
		Rooms 2 & 3 - Weddings & Parties (until 11pm)	£39.08	£39.08	0.0%			
		Room 1 or 2 or 3	£22.94	£22.94	0.0%			
		Room 1 or 2 or 3 - Weddings & Parties (until 11pm)	£26.90	£26.90	0.0%			
		Room 4	£19.55	£19.55	0.0%			
		Main Hall AV Equipment (Screen, Projector & Sound)	£56.65	£56.65	0.0%			
	Main Hall Projector & Wide Screen	£28.33	£28.33	0.0%				
	Britwell Centre	Main Hall	£44.19	£44.19	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011	
		Main Hall Weddings & Parties	£58.92	£58.92	0.0%			
		Room 1	£36.26	£36.26	0.0%			
		Room 1 - Weddings & Parties (until 11pm)	£39.08	£39.08	0.0%			
		Room 2	£19.55	£19.55	0.0%			
		Commercial Kitchen	£33.99	£33.99	0.0%			
	Langley Pavilion	Main Hall	£42.18	£42.18	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011	
		Main Hall - Weddings & Parties (until 11pm)	£56.24	£56.24	0.0%			
		Small Hall	£19.47	£19.47	0.0%			
Small Hall - Weddings and Parties (until 11pm)		£24.34	£24.34	0.0%				
Meeting Room 1 and 2		£11.90	£11.90	0.0%				
Office		£11.25	£11.25	0.0%				
Cippenham Centre	Main Hall	£51.26	£51.26	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011		
	Main Hall -Weddings & Parties (until 11pm)	£56.24	£56.24	0.0%				
Weekes Drive	Main Hall	£46.28	£46.28	0.0%				

APPENDIX 2
List of current (2023/24) and proposed (2024/25) fees and charges

Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval	
Facilities Management - Hire of Venues/ Premises		Main Hall - Weddings & Parties (until 11pm)	£56.24	£56.24	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011		
		Small Hall	£19.47	£19.47	0.0%				
		Small Hall - Weddings and Parties (until 11pm)	£24.34	£24.34	0.0%				
	Upton Lea Centre		Main Hall	£42.18	£42.18	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011	
			Main Hall - Weddings & Parties	£56.24	£56.24	0.0%			
			Small Hall	£19.47	£19.47	0.0%			
			Small Hall - Weddings and Parties	£24.34	£24.34	0.0%			
			Meeting Room 2	£11.90	£11.90	0.0%			
	Westfield Centre		Main Hall	£21.63	£21.63	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011	
			Main Hall - Weddings & Parties	£25.96	£25.96	0.0%			
			Meeting Room 1	£9.33	£9.33	0.0%			
			Kitchen	£5.95	£5.95	0.0%			
	Manor Park Centre		Main Hall	£32.99	£32.99	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011	
			Main Hall - Weddings & Parties	£37.85	£37.85	0.0%			
			Meeting Room 1	£11.25	£11.25	0.0%			
			Outdoor Hardcourt Area	£18.39	£18.39	0.0%			
			Kitchen	£5.95	£5.95	0.0%			
	Manor Park Pavilion		Small Hall	£27.36	£27.36	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011	
			Small Hall - Weddings & Parties	£32.77	£32.77	0.0%			
	The Curve		Gallery	£19.55	£19.55	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011	
			Meeting Room 4- GF	£9.78	£9.78	0.0%			
			Green Room	£13.04	£13.04	0.0%			
			The Venue	£66.85	£66.85	0.0%			
			Combined (The Venue and Green Room)	£73.36	£73.36	0.0%			
			IT Suite (Room 3) using equipment- First Floor	26.059	£26.06	0.0%			
			IT Suite (Room 3) not using equipment- First Floor	£22.94	£22.94	0.0%			
			Meeting Room 1 or 2	£22.94	£22.94	0.0%			
Meeting Room 1 & 2 combined package			£39.09	£39.09	0.0%				
Cafe hire as part of event - only to serve food and drink			£11.33	£11.33	0.0%				
Cafe hire as part of event - to sell food and drink			£16.50	£16.50	0.0%				
Arbour Park		Medical room	£17.00	£17.00	0.0%				
		Changing room only (when not hiring with the Pitch)	£28.33	£28.33	0.0%				
		Room 1 or 2 including Terrace	£22.94	£22.94	0.0%				

APPENDIX 2
List of current (2023/24) and proposed (2024/25) fees and charges

Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
Facilities Management - Hire of Venues/ Premises		Additional one off cost for each of the North and South terraces (i.e.) set up tables/chairs etc	£33.99	£33.99	0.0%			
		Club Room	£19.55	£19.55	0.0%			
		Kitchen Ground Floor or First Floor - if hired on it's own	£33.99	£33.99	0.0%			
		Function Space only	£28.33	£28.33	0.0%			
		Training Room 1 or 2 - Wedding/Parties/Wakes	£33.99	£33.99	0.0%			
		Function Space - Weddings/Parties/Wakes	£45.39	£45.39	0.0%			
		Whole of first floor	£67.98	£67.98	0.0%			
		Whole of first floor - Weddings & Parties	£107.64	£107.64	0.0%			
		Function Space & Training Room 1 or 2 Weddings & parties	£79.31	£79.31	0.0%			
		Full Pitch with floodlights - Charge P/HR Peak Monday to Friday 5pm to 10pm Saturday and Sunday 9am to 10pm	£135.96	£135.96	0.0%			
		Full Pitch with floodlights - Charge P/HR Off Peak Monday to Friday 9am to 5pm	£101.97	£101.97	0.0%			
		Full Pitch without floodlights - Charge P/HR Peak Monday to Friday 5pm to 10pm Saturday and Sunday 9am to 10pm	£124.63	£124.63	0.0%			
		Full Pitch without floodlights - Charge P/HR Off Peak Monday to Friday 9am to 5pm	£96.31	£96.31	0.0%			
		Half Pitch with floodlights - Charge P/HR Peak Monday to Friday 5pm to 10pm Saturday and Sunday 9am to 10pm	£67.98	£67.98	0.0%			
		Half Pitch with floodlights - Charge P/HR Off Peak Monday to Friday 9am to 5pm	£56.65	£56.65	0.0%			
		Half Pitch without floodlights - Charge P/HR Peak Monday to Friday 5pm to 10pm Saturday and Sunday 9am to 10pm	£61.22	£61.22	0.0%			
		Half Pitch without floodlights - Charge P/HR Off Peak Monday to Friday 9am to 5pm	£50.99	£50.99	0.0%			
	Third of a pitch with floodlights - Charge P/HR Peak Monday to Friday 5pm to 10pm Saturday and Sunday 9am to 10pm	£45.32	£45.32	0.0%				
	Third of a pitch with floodlights - Charge P/HR Off Peak Monday to Friday 9am to 5pm	£33.99	£33.99	0.0%				
						Discretionary	S93 - Local Government Act / Localism Act 2011	

APPENDIX 2
List of current (2023/24) and proposed (2024/25) fees and charges

Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval
Facilities Management - Hire of Venues/ Premises		Third of a pitch without floodlights - Charge P/HR Peak Monday to Friday 5pm to 10pm Saturday and Sunday 9am to 10pm	£39.66	£39.66	0.0%			
		Third of a pitch without floodlights - Charge P/HR Off Peak Monday to Friday 9am to 5pm	£28.33	£28.33	0.0%			
		Full day - full pitch and changing room facility (up to 7 hours) this price includes Flood Lights, use of Ground Floor Rooms & First Floor Rooms. Including referees room 1 & 2. (package only available for league or cup competition hirers)	£793.10	£793.10	0.0%			
		Half day – full pitch and changing room facility (up to 4 hours) this price includes Flood Lights, use of Ground Floor Rooms & First Floor Rooms (package only available for league or cup competition hirers).	£419.21	£419.21	0.0%			
		Children's Sports Parties (includes pitch, club room and community kitchen	£215.27	£215.27	0.0%			
		Schools Full Pitch Hire (cup games include utilising upstairs meeting rooms) Charge P/HR Peak Monday to Friday 5pm to 10pm Saturday and Sunday 9am to 10pm	£566.50	£566.50	0.0%			
		Schools Full Pitch Hire (cup games include utilising upstairs meeting rooms)- Charge P/HR Off Peak Monday to Friday 9am to 5pm	£305.91	£305.91	0.0%			
		Schools Full Pitch Hire (cup games include utilising upstairs meeting rooms) - hourly rate	£67.98	£67.98	0.0%			
		Schools Half Pitch Hire - Charge P/HR Peak Monday to Friday 5pm to 10pm Saturday and Sunday 9am to 10pm	£283.25	£283.25	0.0%			
		Schools Half Pitch Hire - Charge P/HR Off Peak Monday to Friday 9am to 5pm	£152.96	£152.96	0.0%			
		Schools Half Pitch Hire hourly rate	£39.66	£39.66	0.0%			
		Coach Parking	£22.66	£22.66	0.0%			
		Standard charges across our assets if not already specified	Smart Board, Laptop and projector	£22.66	£22.66	0.0%		
		Flip chart & Stand	£11.33	£11.33	0.0%			

APPENDIX 2

List of current (2023/24) and proposed (2024/25) fees and charges

Service	Fee Description 1	Fee Description 2	Current Charge	Proposed Charge	% Increase	Basis For Charging	Legislation Giving Power To Charge	Noting only/ Non Cabinet Approval				
Facilities Management - Hire of Venues/ Premises		Projector	£11.33	£11.33	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011					
		Laptop	£11.33	£11.33	0.0%							
		Smartboard	£11.33	£11.33	0.0%							
		Main Hall Projector & Wide Screen	£28.33	£28.33	0.0%							
		Stage Delivery	£90.75	£90.75	0.0%							
		Stage set up	£22.66	£22.66	0.0%							
		Storage per square metre	£3.40	£3.40	0.0%							
		Teas, Coffees & Biscuits (per person)	£1.58	£1.58	0.0%							
		Lecton	£11.33	£11.33	0.0%							
		AV equipment	£56.65	£56.65	0.0%							
		Kitchen	£11.33	£11.33	0.0%							
		Car Park Space	£5.50	£5.50	0.0%							
	Page 51	Observatory house - Council Chambers	Council Chambers - Hourly Rate	£169.95	£169.95				0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011	
			Council Chambers - Half Day Rate - Up to 4 hours 10% discount on hourly rate & includes use of all equipment	£594.00	£594.00				0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011	
		Council Chambers - Full Day Rate Up to 7 hours 10% discount on hourly rate & includes use of all equipment	£1,039.50	£1,039.50	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011					
		Combined Package - Council Chambers & ground floor large open area for canapes	£215.00	£215.00	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011					
		Combined Package - Half Day Rate - Up to 4 hours 10% discount on hourly rate & includes use of all equipment	£774.00	£774.00	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011					
		Combined Package - Full Day Rate Up to 7 hours 10% discount on hourly rate & includes use of all equipment	£1,354.00	£1,354.00	0.0%	Discretionary	S93 - Local Government Act / Localism Act 2011					
** All venue hire bookings are exempt from VAT. VAT for security costs for Weddings and Parties will be applied.												
**We have a corporate security contract in place and the charge per hours dependant on the type of security required is £9.27 and £12.50												
Children's Centres	Childcare Fees	Hourly rate- Under 2	£7.47	£7.97	6.7%	Discretionary	s1, Localism Act 2011					
Children's Centres	Childcare Fees	Hourly rate- 2 year olds	£6.77	£7.22	6.7%	Discretionary	s1, Localism Act 2011					
Children's Centres	Childcare Fees	Hourly rate- 3 & 4 year olds	£6.07	£6.48	6.7%	Discretionary	s1, Localism Act 2011					
Children's Centres	Childcare Fees	Hourly rate- over 5	£5.13	£5.47	6.7%	Discretionary	s1, Localism Act 2011					

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Appendix 3: Fees and Charges Framework

1. BACKGROUND

Decisions made by the Council about charging for local public services can affect everyone.

Fees and charges are not only an important source of income – providing vital funds to deliver essential public services and assist in achieving the Council's objectives for better outcomes for our community – but are also an important driver of efficiency. An appropriate and strategic approach to fees and charges requires the Council to have a robust understanding of the costs of the services it provides, as well as local economic and market factors, and to keep its schedule of fees and charges under regular review to ensure the most appropriate fees and charges are applied.

When the Council charges for services our users pay directly for some or all of the costs of the services they use. There are some services where the charges may not recover the full cost of providing a service, but as far as possible, charges are set at levels to recoup these. Where this is deemed appropriate, there should be a clear rationale for this approach, for example this may be to prevent demand on other more expensive services.

The purpose of this Framework is to establish a framework within which a fair, economically and legally sound and strategic approach to fees and charges levied by the Council is agreed, and regularly reviewed.

To ensure the best possible value for money and establish the fairest possible approach to charging and cost recovery, this Framework sets out that **charges for services will be set in order to fully recover their costs** unless there is a prescribed framework for charging that prevents this or a specific decision on the part of the Council to subsidise the service provision for policy reasons.

The decision on whether to make a charge (and the amount to charge) is not always in the Council's control, but where it is, it is important that the implications of the charging decisions being taken are fully understood and that the appropriate information is available for the Council to make informed decisions.

This Framework therefore provides guidance for senior officers on:

- the setting of new charges and the policy context within which existing charges should be reviewed, including consultation and equality impact assessments, as required;
- the Council's approach to cost recovery from charging for services;

- the governance processes to follow to gain approval for services to be provided at subsidy – whether this be a subsidy to all users or in the form of concessions for users meeting a clearly defined qualifying criteria.

The Framework should allow the Council to have a properly considered, consistent and informed approach to all charges it makes for its services in support of the delivery of its strategic and policy objectives and the protection of statutory services.

The Framework will be reviewed **at least every 3 years** or as required following legislative and/or case law changes. The Framework and its application is subject to the normal scrutiny arrangements.

2. SCOPE

This Framework relates to fees and charges currently being levied by the Council and those that are permissible (but not currently being levied) under its general powers to provide and charge as defined by legislation.

Charges for services, where these are permissible within the relevant legislation, and for which the level of charge is determined locally by the Council are within the scope of the Framework.

Exclusions

- the Framework does not apply to services provided to other public bodies under contract as this type of activity is undertaken in accordance with different legislation and different considerations are relevant;
- the Framework does not apply to services provided on a commercial basis, if they are undertaken in accordance with specific different legislative provisions and/or are delivered by the Council's wholly- or partly-owned subsidiaries with specific different legislative provisions;
- similarly this Framework does not cover rental income since this is also undertaken in accordance with different legislative provisions and is described more fully in a separate strategy;

3. KEY PRINCIPLES

The key principles of this Fees and Charges Framework are set out in Table 1 below:

Table 1: Fees and Charges Framework

<p>1. User pays and full cost recovery</p> <ul style="list-style-type: none">• Service users should the full cost of the service, where permissible, rather than the general taxpayer• Fees and charges will be informed by transparent and comprehensive calculation of the full costs of providing the service
<p>2. Strategic and informed approach to subsidy and concessions</p> <ul style="list-style-type: none">• Charges must be set in accordance with statutory framework for that particular service• Costs of any subsidies provided for provision of services must be clearly identified and reviewed as part of the budget setting process
<p>3. Strategic approach to new charges</p> <ul style="list-style-type: none">• Any new charges must be developed in the context of the Council's strategic agenda• Impact of new charges must be worked through in sufficient detail prior to implementation• Development of new charges must follow the governance process set out in this Framework
<p>4. Appropriate communication and engagement with service users</p> <ul style="list-style-type: none">• Users of services for which charges apply must be aware of charges prior to purchase and prior to delivery• Charges will be set in accordance with the statutory framework applying to the services, including undertaking appropriate consultation and statutory notice periods where required
<p>5. Coherence with broader efficiency and Framework objectives</p> <ul style="list-style-type: none">• Fees and Charges should increase or decrease in line with changes in costs of providing the service, with efficiencies sought where possible before any changes are proposed or applied
<p>6. Fees and charges will be subject to systematic and in-depth review</p> <ul style="list-style-type: none">• The Council will review income against costs of chargeable services each year as part of its budget setting process, in order to ensure an appropriate level of cost recovery from chargeable services• Levels of fees and charges will be kept under review, which will involve monitoring changes in costs of delivery, benchmarking and other appropriate market-rate comparisons, to ensure fees and charges are appropriate• Levels of fees and charges will be comprehensively reviewed at least every 3 years, or sooner (for example in the light of changes to markets or legislation)

4. CHARGING AND LEGAL CONSIDERATIONS

For local authorities, charging decisions are controlled by statutory frameworks. Some services are provided in accordance with a statutory duty, whilst others are provided in accordance with a statutory power.

Local authorities have certain statutory duties in relation to some areas, such as planning matters, and where fees and charges apply to statutory services many of these are often set nationally with a prescribed charging mechanism. Alcohol licensing and gambling applications are two areas where there are a number of prescribed fees that local authorities have no control over in terms of setting them. The power to charge for some statutory services are set out in statute and local authorities have to set their fees in accordance with this.

Discretionary services are those that an authority has the power to provide but is not obliged to, and in the absence of a specific power to charge, these can be charged for on a cost recovery basis, under section 93 of the Local Government Act 2003. The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.

Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.

It should also be noted that there are other charges that the local authority will set within the context of a wider policy framework such as for adult social care contributions and care charges. In such cases, contributions to the costs are considered based on individual circumstances and financial assessments and in accordance with a wider policy

This Framework has been developed within the context of legal considerations relating to charging for services. Key considerations include:

- The Council is under a duty to ensure that, taking one year with another, the income from charges do not exceed the costs of provision.
- Charges may be set differentially, so that different people are charged different amounts for example taking account of means testing

In using the phrase “taking one year with another”, it is recognised that there are practical difficulties a public sector body may face in estimating the charges, since to a large extent this is highly dependent upon the demand for the services concerned. This enables the Council to “balance their books” for specific services over a period of time (not less than a year but no more than 3 years) such that any under-recovery of cost can be addressed in setting charges for future years so that over time income equates to costs.

In relation to setting charges for discretionary services, guidance typically refers to

the Chartered Institute of Public Finance and Accountancy definition of **total cost**. This provides the ability to recover all costs in the organisation, including a proportion of all central and unallocated overheads including democratic costs, depreciation, interest and working capital costs and any pensions back-funding.

As noted earlier, some services and charges are bound by further specific legislation and services are expected to be aware of the legislative context that applies to their area of responsibility and seek advice as required from legal services. When presenting fees and charges reports for a member level decision, the legal basis for charging must be set out.

5. CHARGING AND COST OF DELIVERY

Subject to the governance processes set out below, it is proposed that fees & charges for services are to be set in order to **fully recover the cost of delivery**, unless there is a specific statutory restriction or a decision to subsidise the service provision for policy reasons.

Each charge should be identified as belonging to one of the categories in Table 2 below and the appropriate charging Framework adopted in establishing and reviewing the level of the charge. In determining the appropriate charging Framework, and in any event, proper consideration should be given to the wider equalities implications which may be involved affecting accessibility of all groups to Council services.

Table 2: Approaches to fees and charges and corresponding strategic objectives

Approach	Objective
1. Full cost recovery	The Council wishes to make the service generally available, but there is no policy rationale for providing a subsidy from general taxation. <i>Please note this Framework sets out that full cost recovery is the default approach to establishing fees and charges. Charging for discretionary services will fall into this category unless otherwise prevented by legislation or agreed.</i>
2. Full cost recovery with concessionary discounts	The Council wishes to make the service generally available and is prepared to subsidise the service to ensure priority groups have access to the service, and/or other Council priority objectives are met.
3. Subsidised	The Council wishes to make the service widely accessible and therefore provides a subsidy from general taxation, however users of the service are expected to make some contribution to the cost.
4. Nominal	The Framework is to make the service fully available and “free at the point of delivery”. The service is funded from general taxation.
5. Prescribed charging	Charges are set in line with legal obligations and parameters under the appropriate legislation.

Governance and Approval Processes

- a. Some services that local authorities provide are for functions which are the responsibility of the executive (i.e., Cabinet) and others are non-executive, and as a result, the approval route for such fees and charges may also differ with some needing approval via Cabinet and others via Full Council (delegated to committee as set out in the Constitution). Executive Director works up formal charging proposal in line with approach above. As a minimum the proposal needs to reflect desired policy objectives, and approaches to cost calculation set out in the Fees and Charges Framework
- b. Consultation and engagement undertaken as appropriate.
- c. Cabinet or Council decision taken to proceed / not proceed in the Council's budget report other than in year decisions taken by officers which are limited to inflation plus 3%

6. CHARGING AND COST CALCULATION

Adopting a method of full cost recovery means that the total cost of delivery, together with an apportionment of department and corporate overheads, is calculated and charged to the service user– it involves taking a look at the whole process and ensuring that all the stages involved are taken into account, for example the cost of handling the initial enquiry through to the collection of the payment.

Costs of service provision which will be taken into account for the purposes of determining appropriate charging levels, can be divided into four categories as set out in Table 3 below:

Finance will support colleagues to prepare the cost analysis required for the setting of fees & charges.

It should be borne in mind that some services will be subject to the Provision of Services Regulations 2009 which requires that fees & charges set under an authorisation scheme have to be reasonable and proportionate to the cost of the procedures and formalities of it and should not exceed these costs.

The practical effect of this, based on case law, is that fees charged in accordance with a scheme that falls under these provisions (e.g., sex shop licensing) cannot at the outset cover more than just the cost of administering and processing the application (to grant a licence for example). Whilst the cost of enforcing the regime can be recovered, this cannot be wrapped up into one fee at the outset.

Therefore, such fees and charges are split into:

- a. the costs of the application process; and
- b. on the application being successful, a further fee to cover the costs of the management and enforcement of the licensing regime. It is not possible to seek one fee incorporating both application and enforcement costs, and the fees need to be split and the second charge only due for applications which are successful (i.e., granted).

Table 3: Costs of provision to inform Slough fees and charges

<p>1. Employment costs</p> <ul style="list-style-type: none">• Costs of staff who deliver the service• Salary plus all other cost to employer (e.g. pension)• Could include allocation of pension back-funding if this is a cost to the Council
<p>2. Departmental costs</p> <ul style="list-style-type: none">• Costs incurred by the Department to deliver the service, for example:<ul style="list-style-type: none">• Travel and distribution costs incurred• Specialised equipment required• Administration and management at the Departmental level• Insurance costs paid at the Departmental level• Advertising and marketing costs paid at the Departmental level
<p>3. Corporate costs and overheads</p> <ul style="list-style-type: none">• Costs incurred by other corporate services to ensure the service is provided, including:<ul style="list-style-type: none">• Accommodation, IT and Insurance• Back office support services such as Finance, Human Resources, Legal, Business Operations (e.g. payroll, accounts payable)• Democratic costs (e.g. costs of democratic decision-making/governance processes relevant to the service, if and as appropriate)• Insurance costs paid corporately• Marketing and advertising costs paid at the corporate level
<p>4. Financial costs</p> <ul style="list-style-type: none">• Depreciation• Costs of capital• Interest on loans• Costs of payment collection fees• Debt collection and bad debt write-off

7. STRATEGIC APPROACH TO CONCESSIONS

The Council may decide to provide services without charge or at a level that does not fully recover the cost of delivery – in doing so, the tax-payer will be subsidising service users as the impact of such a decision could be to divert funding from other services. Such decisions should support the delivery of the Council's priorities and its objectives. Prior to introducing any new fees for charges or making any changes to existing subsidies, the service should undertake a full review of the service, including consultation and an equalities impact assessment where appropriate.

In some circumstances it may be appropriate to provide a partial subsidy if charging the full cost discourages or prevents usage.

When considering a subsidy, the following should be taken into account:

- That the subsidy supports a Council priority, objective or policy
- That it is reasonable to assume that the impact of the Framework can be measured
- The cost of the subsidy can be estimated and is affordable within the Council's budget
- That the proposed subsidy is the most effective approach available to deliver the Framework objective, and
- Any other relevant information.

A subsidy could be for all users or in the form of concessions for users that meet a qualifying criteria. **Definitions of qualifying criteria for concessionary target groups should be consistent across the Council.** Any application for a concession will be considered on its own merits. The following are examples of groups, subject to the approval mechanisms noted below, which may be considered for concessions:

- Young people of less than 16 years of age,
- Full time students
- People with a disability
- Individuals in receipt of a means tested benefit

Senior Officers with responsibility for managing services are responsible for ensuring that the fees and charges within their area of responsibility comply with the Framework and for ensuring that the Framework is applied to all appropriate services and not just those for which a charge is currently made.

8. APPROACHES TO DEVELOPING NEW FEES & CHARGES

Services are responsible for reviewing their services and ensuring that appropriate decisions are taken for all services.

For services that are provided on an ongoing basis to individual service users, appropriate notice should be given of any decision to amend or introduce a new fee or charge. An Equality Impact Assessment is required to be carried out for all new charges to consider the likelihood of any disproportionate adverse impact on vulnerable groups.

9. ADMINISTRATION / NOTIFICATION OF CHARGES

Arrangements for the charging and collection of payments should be efficient, practical and simple to understand by users. Where possible, fees should be collected in advance of service delivery. Where this is not possible, invoices should be issued promptly, comply with debt management processes and tax legislation, for example VAT.

Once set and in accordance with the Framework, senior managers are required to ensure that fees & charges are applied to all service users and that waiving of fees is only applied in exceptional circumstances. Senior Managers are required to keep a record of any exceptions granted in these circumstances for review.

10. PERIODIC REVIEW

Charges, and decisions not to charge, will be reviewed by Services annually in sufficient time for the impact of any revisions to be included in the annual budget setting process. All charges are expected to increase or decrease in line with the cost of providing the service unless there are exceptional reasons not to do so.

Once reviewed senior managers are expected to undertake a thorough review of fees and charges in their areas of delivery **at least every 2 years** – such a review is necessary to ensure that there are no material changes since the last review and to provide assurance that all costs are being recovered. Finance will monitor the cost recovery position. Senior managers are expected to build and maintain a record of activity data relevant to the service they provide.

Executive Directors have delegated authority under the Constitution to make in year changes to existing charges up to 3% plus inflation but should bear in mind that this delegated authority may not be appropriate to use in every case. For example, officers must consider if there is an approved policy for the matter and that it does not have any unusual features of be something that has political or other significant issues and that it would not be a key decision. It may therefore be necessary to decline to use the delegated authority in such circumstances.

Additionally, the introduction of new fees and charges should not be undertaken through delegated authority and should be approved formally through Cabinet/Committee/Council.

Charges must also be reviewed during the year if there are any significant changes, such as cost, market changes, demand or service levels which materially affect the current charges and cost recovery with any changes required approved in the appropriate manner.

The reasons behind any significant change to charges should be communicated to service users, providing reasonable notice which will usually be deemed to be one month.

Finance support colleagues will provide support to senior officers to undertake this in-depth review and may require that such a review is undertaken where there is evidence that the current fees and charges are below comparable benchmarks or where there is evidence confirming that a subsidy is being provided.

11. RECORDING OF FEES AND CHARGES

Services are expected to maintain a **schedule of all fees and charges levied**.

These schedules should include, identified separately, any charges that are set and should record the date of the last in-depth review and the date of any relevant decision to provide a subsidy or concession. The power to charge should be set out next to each charge.

The Council's fees and charges will be set **prior** to each financial year and published alongside the annual budget.

Slough Borough Council

Report To:	Corporate Improvement Scrutiny Committee
Date:	30 January 2024
Subject:	Forward Work Programme of the Corporate Improvement Select Committee (CISC)
Chief Officer:	Stephen Taylor, Monitoring Officer
Contact Officer:	Alexander Polak, Statutory Scrutiny Officer Michael Edley, Scrutiny Officer
Ward(s):	All
Exempt:	No
Appendices:	Appendix A – Draft Forward Work Programme Jan 2024 - April 2024

1. Summary

- 1.1 This report sets out the latest version of the work programme for the Corporate Improvement Scrutiny Committee (CISC), included at Appendix A. It includes key training workshops and Briefings for members,

Recommendations:

- The Corporate Improvement Scrutiny Committee is recommended to review and agree the revised Forward Work Programme (Appendix A).

Commissioner Review

To Follow.

2. Report

- 2.1 The Corporate Improvement Scrutiny Committee (CISC) is invited to review and agree this work programme (Appendix A) whilst noting that it is a living document and is intended to continue to evolve in response to events over the course of the period covered. In the usual course of things, it will also be fully refreshed after each Annual Council.
- 2.2 Work programmes always evolve over time, and this version (Appendix A) is the result of a review on 13 December to which members were invited to submit proposals for topics/issues they felt CISC might be able to add value.
- 2.3 The revised work plan also now includes CISC training events as well as other minor changes previously agreed by the committee and/or Chair between October and December, such as accommodating the Chief Constable's and PCCs Annual Report.

3. Implications of the Recommendations

3.1 Financial implications

3.2 This is not a decision-making report so there are no direct financial implications. Where further work is required to respond to the issues identified, any recommendations from CISC will be made to Cabinet.

3.3 Legal implications

3.4 The Local Government Act 2000 introduced a new political management system for local councils in England and Wales, requiring them to have a separate 'executive' in the form of a leader, or elected mayor, and cabinet. To provide a counterweight for this, the Act also introduced the concept of 'overview and scrutiny' – sometimes referred to simply as 'scrutiny' – whereby every council with an executive management structure is required to have an overview and scrutiny committee. This enables the rest of the council to scrutinise the executive by investigating their decisions; policies; issuing reports and recommendations where any shortcomings are identified. Four key roles for overview and scrutiny are: holding executive, individual cabinet members and chief officers to account to ensure corporate priorities are met; policy development and review; external scrutiny, and performance management and best value.

3.5 Risk management implications

3.6 Overview and Scrutiny, commonly referred to as Scrutiny, is a statutory function and is currently subject to government direction in Slough. Failure to develop and approve a Forward Work Programme for Corporate Improvement and Scrutiny would increase the risk of challenge and criticism. The process of scrutiny itself can often serve as an early risk warning mechanism for the organisation.

3.7 Equality implications

3.8 The FWP and the covering report include reference to the CfGS scrutiny guidance – which together with the general Public Sector Equality Duty and Nolan's principles, incorporates provisions that are linked to the Equality Act duties, including, inter alia, a requirement to maintaining integrity, respect the rule of law, consideration of any disproportionate impact of decision-making process, ensuring openness and comprehensive stakeholder engagement.

4. Appendices

Appendix A: Draft proposed Forward Work Programme January to April for the Corporate Improvement Scrutiny Committee

Appendix A: PROPOSED CISC FORWARD WORK PROGRAMME JANUARY 2024 ONWARDS

December 2024: Training for Members

Date	Topic / Issue	Delivered by	Where and time	Notes
Wed 13 December	Draft Budget 2024-5 and MTFS 1	Adele	6:00 – 7:00	

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January 2024: Training for Members

Date	Topic / Issue	Delivered by	Where and time	Notes
10 January	Budget and MTFS 2	Adele	Council Chamber 6:30	

4 January 2024

	Priority Area, Reference / Directions	Topic / Issue	Purpose	Type of Scrutiny	Responsibility
3	Council-wide Improvement and Recovery monitoring	Quarterly Scrutiny Challenge – Improvement and Recovery	To receive a report – scrutinise key areas and monitor progress of actions relating to improvement and recovery	Holding to account – oversight and monitoring	Stephen Brown, Chief Executive Sarah Hayward, Executive Director,
4	Assurance that HR function is fit for purpose	Deep Dive on Human Resources – Direction of travel and ‘fit for purpose’	To receive a report providing assurance and progress ensuring that HR is ‘fit for purpose’	Holding to account – oversight and monitoring.	Sarah Hayward, Executive Director, Strategy and Improvement
5.	Childrens Services	Review of recommendations in Report to Cabinet in February 2023.on Review of Workforce Business Case	Report: Update on implementation of recommendations following the Task and Finish Group Review		Sarah Wilson

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30 January 2024

	Priority Area, Reference / Directions	Topic / Issue	Purpose	Type of Scrutiny	Responsibility
3.	Financial sustainability; closure of long-term budget gap across the Council’s Medium Term Financial Strategy (MTFS); and balanced financial forecast for 2023/24.	Scrutiny of Council’s Draft Budget Proposals 2024/25 (Capital and Revenue – Savings, growth, EqIA, Risks and MTFS)	To receive a report about the Council Draft Budget Plan 2024/25.	Pre decision scrutiny Critical friend and budget recommendations to Cabinet.	Adele Taylor, S151 Officer and Executive Director

February 2024: Training for Members				
Date	Topic / Issue	Delivered by	Where and time	Notes
1 February	Data and managing council performance Free introductory training for councillors	LGA	Online 5.15pm - 7.45pm	
7 February	Demographic, social, economic and environmental data, slough performance data: Analysis, interpretation and benchmarks	Aman Gill Michael Edley	Council Chamber 6:30	

22 February 2024					
	Priority Area, Reference / Directions	Topic / Issue	Purpose	Type of Scrutiny	Responsibility
1	Practice improvement for Children with SEND – Ofsted Note: In discussion with SB about this in terms of timing, relevance, influence etc	Children with Special Educational Needs and Disabilities (SEND).	Report on practice improvement for children with SEND – monitoring of actions taken and progress made to address the priorities identified by Ofsted and CQC in their inspection report	Oversight and monitoring.	Sue Butcher Chief Executive, Slough Children First. As it stands this is too big and wouldn't be adding value. Hold as marker for children's but prob not this exactly
2	Corporate Priorities, Balanced Budget, Health inequalities	Licensing of Private rented accommodation	Review of the operation and delivery of the SBC private rented property Licensing Scheme		P Hayes Chris Stratford

27 February 2024					
	Priority Area, Reference / Directions	Topic / Issue	Purpose	All Council Special Event	Responsibility
	Chief Constable and PCC	Annual Report	For Information for Item in April		MTE

26 March 2024

	Priority Area, Reference / Directions	Topic / Issue	Purpose	Type of Scrutiny	Responsibility
1	Improving public trust and engagement with residents to enable better service delivery as part of wider organisational change.	Report from the T&F 2 (Resident engagement and building public trust) launched in October 2023.	Reporting progress to the parent committee.	In depth review; policy development and monitoring	Sarah Hayward, Executive Director, Strategy and Improvement Chair of T&F Cllr Manku, Chair of CIS
2	Participation/engagement is identified as an area of development by Ofsted	Launch of Task and Finish Group 3 – Journey to Good – SCF	To provide input to develop a plan of engagement with local communities including faith, disabled LD and other relevant groups.	Policy development and critical friend role.	Sue Butcher Executive Director – Children’s Services, Chief Executive, Slough Children First. Chair of CISC, Cllr Manku
3	Implementation of an estates strategy to make clear how the Council will use its assets to enable service delivery. (Annex B, 2b of Government Directions to Slough on 1 September 2022)	Scrutiny of Council’s Estate Strategy and its implementation	To receive a report on the implementation of the Council’s estates strategy to review how the Council is using its assets to enable service delivery; value for money; impact on resident and council’s finances – what external validation or checks are in place; what have been/are the key challenges and opportunities.	Oversight, monitoring and critical friend.	Patrick Hayes, Executive Director Housing and Property

Subject to Change

23 April 2024

	Priority Area, Reference / Directions	Topic / Issue	Purpose	Type of Scrutiny	Responsibility
1	Council-wide Improvement and Recovery monitoring following Government Directions.	Quarterly Scrutiny Challenge –Improvement and recovery progress	To scrutinise key areas and gain wider insight into progress of actions relating to improvement and recovery.	Oversight, monitoring and policy development.	Stephen Brown, Chief Executive Sarah Hayward, Executive Director for Strategy and Improvement
2	Statutory scrutiny responsibility for crime and disorder functions. PCC and Chief Constable to make their annual report presentation on 27 February and that CISC focus on the work of the Safer Slough Partnership Here	Safer Slough Partnership (Timing TBC, subject to all Member briefing)	To receive a report with a view to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime, disorder and community safety functions .	Monitoring and oversight. Annual attendance at scrutiny. Update on current performance and work going forward	Matthew Barber, Police and Crime Commissioner Chief Constable Jason Hogg Superintendent Lee Barnham

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Subject to Chair

May 2024 Onwards: Proposed/possible topics

	<p>Annex A, Paragraph 6 of Government Directions to Slough on 1 September 2022</p>	<p>Governance and operation of subsidiary companies</p>	<p>To receive a report demonstrating that Council has compiled or adequately progressing with the letter and spirit of the Direction 6 relating to review by Authority of its companies, including any subsidiaries but excluding Slough Children First (SCF). For those companies that it is agreed to continue, make sure that the Directors appointed by the Authority are appropriately skilled in either technical or company governance matters to make sure each Board functions effectively. For those companies which it is determined not to continue with in this form, to establish a plan to internalise, close or sell as appropriate.</p>	<p>Oversight and Monitoring.</p>	<p>Patrick Hayes, Executive Director Housing and Property</p>
	<p>Annex A, Paragraph 3f of Government Directions to Slough on 1 September 2022</p>	<p>Progress against Directions: Scrutiny of ICT and HR improvements progress</p>	<p>To review and scrutinise progress relating to HR and ICT directions/commentary/report by Commissioners.</p>	<p>Oversight and monitoring.</p>	<p>Sarah Hayward, Executive Director for Strategy and Improvement</p>

CORPORATE IMPROVEMENT SCRUTINY COMMITTEE

Forward Work Programme 2024 Jan onwards

Last Updated: Monday, 22 January 2024

May 2024 Onwards: Proposed/possible topics

	<p>Monitoring of Corporate Performance Agreed that corporate performance will not in itself be a scrutiny item but that relevant performance data will be available to scrutiny for their investigations</p>	<p>Quarterly Corporate Performance Report Organisational Culture Change Programme – <i>Flexibility to be taken as a report or a T&F.</i></p>	<p>To receive a quarterly performance report in order to review and scrutinise council's performance. A report to the main item or a T&F – TBC.</p>	<p>Oversight and monitoring. Policy development. Critical friend role.</p>	<p>Sarah Hayward, Executive Director for Strategy and Improvement. Sarah Hayward, Executive Director for Strategy and Improvement.</p>
	<p>Scrutiny of Draft Budget 2025-6 May 2024 -January 2025</p>		<p>Suggest ongoing sub-group to undertake a programme of scrutiny following CIPFA guidelines</p>		<p>Adele Taylor</p>
<p>Page 71</p>	<p>Update Items arising from 23-24 ACTIVITY:</p> <ul style="list-style-type: none"> • IT • HR • PROCUREMENT • EQUALITIES • IRB • ENGAGEMENT TASK GP RECOMMENDATIONS • ASC TASK GP RECOMMENDATIONS 		<p>May ask for these as For information type reports outside of formal committee or ask for reporting by exception</p>		

Task and Finish Group Topics ‘Taxi-rank’ in Priority Order

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Topic / Issue	Comments
Adult Social Care (ASC) Assurance Programme/New CQC regime	<p>The ASC assurance programme touches a number of key improvement and recovery areas.</p> <p>CQC will place a lot of emphasis on the importance of good Leadership and Culture as well as on Customer Service and experience.</p> <p>The initial assessment suggests opportunity for value to be added through scrutiny/T&F. Timely scrutiny engagement, through this Task and Finish Group will help assure that the service is focussing on the right priorities and making required improvements. This will also offer critical friend challenge around assurance programme and delivery of the outcomes through an action plan. Starting in September 2023.</p>
Resident Engagement and Building Trust	Building and maintaining public trust through resident engagement is an important component for SBC. Agreement in principle with the service.
Journey to Good – Slough Children First	<p>Participation/engagement is identified as an area of development by Ofsted so a T&F can add real value.</p> <p>A Task and Finish Group focussing on developing community and faith groups involvement in improving children services. This will ensure that enhanced partnerships bring different skillsets and experiences. Agreement in principle with the service.</p>

Sup

Forward Work Programme 2024 Jan onwards

Last Updated: Monday, 22 January 2024

Organisational Culture Change Programme – *Flexibility to be taken as a report to the main committee if it was felt more appropriate.*

Paragraphs 5 of the Commissioners’ letter of 14 August 2023 as well as [Government Directions to Slough on 1 September 2022](#)

Culture and behaviour change Task and Finish Group to review progress and provide input to comply with implementation of a programme of cultural change to rebuild trust between officers and members, to the satisfaction of the Commissioners. This should make sure both Members and Officers understand the scale of the challenge and their respective roles in driving improvement and the way in which the Authority and its activities are regulated; governed and the way in which this is monitored, and breaches rectified. Introduction/review of (a credible and comprehensive) culture change programme with targets and measures of success (5f). Timing and the form to be confirmed in consultation with the service.

Any appropriate deep dive items can be suggested as a proposal for a future T&F Group subject to the following:

- *Alignment with the Directions/Council’s Corporate Plan (Improvement and Recovery Plan);*
- *Slough’s progress and direction of travel;*
- *Commitment and support from the CISC Chair and relevant Executive Director to enable effective and efficient delivery to add value – ‘But-For/So-What’ test.*
- *Statutory guidance/constitution/remit.*

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Subject to Change

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MEMBERS' ATTENDANCE RECORD 2023/24
CORPORATE IMPROVEMENT SCRUTINY PANEL

	COUNCILLOR	27 June 2023	25 July 2023	26 Sept 2023	24 Oct 2023	28 Nov 2023	4 Jan 2024
1.	Manku	P	P	P	P		
2.	Shaik	P	P	P	Ap	P	P
3.	Escott	AP	P	P	P	P	P
4.	Hulme	P	P	P	P	P	P
5.	Iftakhar	P	P	P	P	P	Ap
6.	Khawar						P
7.	Mann	P	P	P	Ap	P	P
8.	Matloob	P	P	P	P	P	P
9.	Mohindra	P	P	P	P	P	P
10.	O'Kelly	P	P	P	P	P	P
11.	Stedmond	P	P	AP	AP	P	P

P = Present for whole meeting
P* = Present for part of meeting
Ap = Apologies given
Ab = Absent, no apologies given

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