East Suffolk House, Riduna Park, Station Road,
Melton, Woodbridge, Suffolk, IP12 1RT

Cabinet

Members:

Councillor Steve Gallant (Leader)

Councillor Craig Rivett (Deputy Leader and Economic Development)

Councillor Norman Brooks (Transport)

Councillor Stephen Burroughes (Customer Experience, ICT and Commercial Partnerships)

Councillor Maurice Cook (Resources)

Councillor Richard Kerry (Housing)

Councillor James Mallinder (The Environment)

Councillor David Ritchie (Planning & Coastal Management)

Councillor Mary Rudd (Community Health)

Councillor Letitia Smith (Communities, Leisure and Tourism)

Members are invited to a **Meeting of the Cabinet**
to be held in the Deben Conference Room, East Suffolk House, Melton
on **Tuesday, 3 January 2023** at **6.30pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at https://youtu.be/IBOxTM2-EWU

An Agenda is set out below.

Part One – Open to the Public

		Pages
1	**Apologies for Absence** To receive apologies for absence, if any.	
2	**Declarations of Interest** Members and Officers are invited to make any declarations of interests, and the nature of that interest, that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.	
3	**Announcements** To receive any announcements.	
	KEY DECISIONS	
4	**Empty Homes - Policies for Forced Sale and Prioritising Action ES/1392** Report of the Cabinet Member with responsibility for Housing	**1 - 44**
5	**Disabled Facilities Grants - Amendment to Policy ES/1393** Report of the Cabinet Member with responsibility for Resources	**45 - 56**
6	**Fees and Charges for the Financial Year 2023/24 ES/1390** Report of the Cabinet Member with responsibility for Resources	**57 - 132**
7	**Southwold Harbour Management Committee – Fees and Charges 2023/24 ES/1394** Report of the Cabinet Member with responsibility for Resources	**133 - 143**
	NON-KEY DECISIONS	
8	**General Fund Budget 2023/24 and Medium Term Financial Strategy (MTFS) ES/1395** Report of the Cabinet Member with responsibility for Resources	**144 - 204**
9	**Housing Revenue Account (HRA) Budget Report 2023/24 to 2026/27 ES/1396** Report of the Cabinet Members with responsibility for Resources and Housing	**205 - 231**
10	**Capital Programme 2022-23 to 2026-27 ES/1391** Report of the Cabinet Member with responsibility for Resources	**232 - 252**

Pages

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11 Exempt/Confidential Items

It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 4 of Part 1 of Schedule 12A of the Act.

Part Two – Exempt/Confidential

Pages

NON-KEY DECISIONS

12 Land Transfer, Felixstowe

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

KEY DECISIONS

13 Proposed Sale of Land at Rotterdam Road, Lowestoft

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

14 Acquisition of Premises at Newcombe Road, Lowestoft

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

15 Freeport East Memorandum of Understanding

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

16 East Suffolk Property Investments Ltd Business Case

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Close

Stephen Baker, Chief Executive

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Agenda Item 4

ES/1392

Cabinet

3 January 2023

Subject	Empty Homes – Policies for Forced Sale and Prioritising Action
Report by	Councillor Richard Kerry Cabinet Member with responsibility for Housing
Supporting Officer	Teresa Howarth Principal Environmental Health Officer Teresa.howarth@eastsuffolk.gov.uk 07990848206

Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is **NOT** in the public interest to disclose the exempt information.	This report is to be considered during the **OPEN** part of the Agenda. Click or tap here to enter text.
Wards Affected:	All Wards

Purpose and high-level overview

Purpose of Report: To adopt a clear process, strategy and policy for assessing long term empty homes against local priorities and determining when action to force the sale of a property should be taken to recover debts.
Options: To bring properties requiring Cabinet decision on an individual basis, which could result in delays in the process. To adopt a policy to ensure consistent decision making and efficient operations and provide delegated powers to officers to make decisions aligned to the adopted policy

Recommendation/s:

That Cabinet adopts the Forced Sale Policy attached to the report to provide a standardised tool for decision making across the Council.

That Cabinet adopts the Empty Homes Policy attached to the report to provide a clear and effective framework for decision making on dealing with empty homes

Corporate Impact Assessment

Governance:

The Council is the Strategic Housing Authority for East Suffolk. One housing challenge within the district is that presented by long term empty homes. A long-term empty property is defined as a residential property that has been empty for more than two years. The challenge presented by these properties is managed within the Private Sector Housing team with oversight by the Head of Housing.

ESC policies and strategies that directly apply to the proposal:

We are East Suffolk Strategic Plan 2020-24
The approach in dealing with empty homes proactively contributes towards the Councils Strategic Plan with primary and secondary priorities in 3 of the 5 key theme areas including Growing our Economy, Enabling our Communities and Caring for the Environment.

East Suffolk Housing Strategy 2017-23

Empty homes are a wasted resource at a time of housing crisis and can cause blight on neighbourhoods: attracting anti-social behaviour, vandalism and fly-tipping.

Each year the councils review all those properties that are identified by Council Tax data as having been empty for more than 6 months. We will continue to prioritise within the list of long term empty properties so that the service focuses on those where re-occupation would bring most benefit in housing and community terms.

Private Sector Housing Strategy
"There is recognition of the value of bringing an empty home back into the housing stock when compared to building a new house. During the life of this strategy a case will be made, along with other housing priorities, to bring in more resources to address the empty home problem, which at a time of housing shortage is not acceptable.
The solutions need to be tailored to each case and owner. They often require an empathetic approach and time to explore all options and present comprehensive arguments. Owners who have left properties vacant for years do not tend to be swayed by one letter or telephone call! Options considered may include encouraged or forced sale, private sector leasing, renovation plans and compulsory purchase."

The Council's Acquisitions policy sets out the principle of when a property may be purchased and this includes, on occasions an empty home:
"The Council will on occasions seek to purchase a property, either to meet a need or take an opportunity that assists us meeting a wider strategic objective. The Council may seek to purchase units where there is a wish to extend its housing stock to meet the demand for affordable housing within the district. When the financial opportunity permits, the Council will seek properties that meet our stated criteria (which is reviewed annually). Acquisitions

will only take place when funding is identified during the year and they meet a strategic desire to increase our council housing stock or a critical operational objective. It is not expected that any acquisition will take place that does not meet these requirements."
Environmental: Empty homes represent a wasted resource. Where there are opportunities to renovate and return to use, the end result will be a modernised, more energy efficiency home utilising fewer resources than a new build. The solutions are often in the private sector, but the council can have a key role in opening up the opportunity for investment and restoration where this has stalled.
Equalities and Diversity: ESC has declared Deprivation and Disadvantage as a 10th 'characteristic' for the purpose of assuring Equality in our District. Many of the private sector housing initiatives seek to assist those on low incomes who are suffering from poverty. There are opportunities in working to bring back into use long term empty homes (LTEH), to develop housing units offered at affordable rents, thereby supporting those on low incomes.
Financial: There are no direct financial implications linked to the adoption of these policies. The business case for a strategic approach to long term empty homes was made and agreed by Cabinet in March 2022.
Human Resources: No implications form this report for HR
ICT: No implications from this report for ICT
Legal: There are few legal provisions that specifically relate to empty homes, but there are a number that can be applied to empty homes in the same way as to occupied housing. Legal interventions tend to be implemented when the condition of the property deteriorates to the extent that it impacts on the community. Most LTEH need a change of owner to bring them back into occupation. This can sometimes be achieved by persuasion and support but sometimes needs a more forceful approach as set out in this report. All of the legal options can be complex and protracted but the adoption of policies provides a reference framework to support decision making.
Risk:

There are risks of not acting on LTEH including the deterioration of the property resulting in damage and nuisance to adjoining property, antisocial behaviour and decline in the area resulting in detriment to local amenities.

External Consultees:	Other Local Authorities including the Suffolk Councils

Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: *(Select only one primary and as many secondary as appropriate)*		**Primary priority**	**Secondary priorities**
T01	**Growing our Economy**		
P01	Build the right environment for East Suffolk	☐	☐
P02	Attract and stimulate inward investment	☐	☐
P03	Maximise and grow the unique selling points of East Suffolk	☐	☐
P04	Business partnerships	☐	☐
P05	Support and deliver infrastructure	☐	☐
T02	**Enabling our Communities**		
P06	Community Partnerships	☐	☐
P07	Taking positive action on what matters most	☐	☒
P08	Maximising health, well-being and safety in our District	☒	☐
P09	Community Pride	☐	☐
T03	**Maintaining Financial Sustainability**		
P10	Organisational design and streamlining services	☐	☒
P11	Making best use of and investing in our assets	☐	☐
P12	Being commercially astute	☐	☐
P13	Optimising our financial investments and grant opportunities	☐	☐
P14	Review service delivery with partners	☐	☐
T04	**Delivering Digital Transformation**		
P15	Digital by default	☐	☐
P16	Lean and efficient streamlined services	☐	☒
P17	Effective use of data	☐	☒
P18	Skills and training	☐	☐
P19	District-wide digital infrastructure	☐	☐
T05	**Caring for our Environment**		
P20	Lead by example	☐	☒
P21	Minimise waste, reuse materials, increase recycling	☐	☒
P22	Renewable energy	☐	☐
P23	Protection, education and influence	☐	☐
XXX	**Governance**		
XXX	How ESC governs itself as an authority	☐	☐

How does this proposal support the priorities selected?
Ensuring there are sufficient homes for our residents and these homes are safe, secure and suitable is a key priority that sits within the priority for maximising well-being and health. Empty homes can also attract anti-social behaviour. (PO8) Empty homes are a wasted resource and can be brought back into use at a fraction of the cost and material used on new builds (P21). Renovation and reoccupation addresses supporting infrastructure (P05), tackling what matters most to communities by addressing an eyesore and restoring a home (PO7). The opportunity to utilise external funding to deliver the proposal makes good use of the rewards available. (P13)

Background and Justification for Recommendation

1	Background facts
1.1	There are a number of ways of defining Empty Homes. Councils report on all empty homes that are unoccupied **and** unfurnished, and then further define them by the length of time they have been empty. Long-term empty homes (LTEH) are those that have been empty for more than 2 years. Unoccupied homes that remain furnished are not part of this recording process but can also be significant and problematic.
1.2	In East Suffolk, we currently have 292 properties classified as being LTEH. Although we achieve some success in bringing LTEH back into use, we know we can do more with dedicated resources.
1.3	In September 2021, Scrutiny committed that a paper be brought forward looking to make a business case to have an Empty Homes Initiative to tackle LTEH in a coordinated way. In April 2022 Cabinet accepted the proposal to employ a dedicated officer to tackle empty homes as part of a 3 year long programme. In August 2022 the Empty Homes Officer was appointed.

2	Current position
2.1	Early work has focussed on developing links both internally and externally as Empty Homes can present significant challenges and cut across many areas of responsibility. A best practice review has been undertaken and standard documents have been evaluated and prepared. Data protection issues for the sharing of information between Anglia Revenue Partnership and Private Sector Housing have been resolved and training on Compulsory Purchase and Forced Sale has been undertaken.
2.2	The Empty Homes Officer has already achieved some engagement with problematic properties. 4 long term empty properties have now positively engaged. 1 has been brought back to market and 1 will shortly be going to auction. 2 properties have resolved short term issues of rats/mice and are now being assisted with going through Probate or clearing the internal property before marketing for sale/auction. All 4 properties have been empty for 4 years or more with 1 of the properties being empty for over 6 years.

	In the whole of the financial year 2021/22 – 11 Long term empty properties were reoccupied after ESC involvement. Since August 2022 – to date (09.12.2022) – 8 Long term empty properties have been reoccupied or will be in the near future including the 4 properties mentioned above.
2.3	There are 292 LTEH listed, as of 1 December 2022. It is not possible to deal with them all concurrently so a matrix has been prepared which will be used to score the properties, to help consistently decide which should be prioritised. A worked example, using the scoring matrix, is included at Appendix A.
2.4	A policy setting out the methodology, options and priorities for Empty Homes is included at Appendix C.

3	How to address current situation
3.1	To ensure a consistent approach and optimise the work of the Empty Homes Officer, the 292 LTEH will be scored in batches of 20 starting with those in the areas where we know we have the highest housing need. Then they will be actioned using the standard letters to initiate contact and where there is no engagement, the possibility of enforcement will be brought to bear. The diagram at Appendix B gives an indication of the process and options.
3.2	Where the Council has placed a charge on the property there is the opportunity to force sale to recover the debt. The process requires the adoption of a forced sale policy which is included at Appendix D. The key features of the policy are: To deal with long term empty properties which have outstanding debt, to facilitate debt recovery and to bring empty homes back into use. Enforced sale will only be used as a last resort once other methods have been exhausted and where the total debt on the property exceeds £1000.00. Properties with a debt less than £1000.00, may be considered if they are causing issues in the local community and the owner is not taking action. Properties will be placed on the open market or if suitable, can be brought into Council stock.

4	Reason/s for recommendation
4.1	To create a consistent approach to the resolution of long term empty properties
4.2	To ensure a clear and transparent policy for when it is appropriate to take force the sale of a property.

Appendices

Appendix A	Scoring Matrix for Empty Homes – worked example
Appendix B	Empty Homes Investigation Process
Appendix C	Empty Homes Policy
Appendix D	Enforced Sale Policy

Appendix A

Worked Example – Scoring Matrix

Address:	**98 Park Road, Lowestoft**
Owner:	Redacted
Contact Details:	Redacted
Empty Date:	06.01.1995

Part A: Scoring Matrix	**Overall Score**	205

Max score is 360

Issues	Comment	Score
Length of time empty	*Less than 6 months = 5pts* *6m - 2 years = 10pts* *2y - 5 years = 15pts* *5y - 10 years =20pts* *10+ years = 25pts* **Empty since 1995 = over 10 years = 25pts**	25
Overgrown garden (10 pts)	*(Refer to PSH scale)* **Evidence of overgrown rear garden in photo.**	10
Property in disrepair (10 pts)	*(Add description of disrepair e.g. missing tiles, broken fencing, glazing, guttering, chimneys)*	10

Property insecure (10 pts)	**Reports of people gaining entry, storm doors broken.**	5
Windows/Doors boarded (10 pts)		0
Rubbish present (10 pts)	*(Refer to PSH scale)*	10
Vermin present (10 pts)	*Last seen? How many? How often? How is it affecting complainant?* **Reported but not substansated**.	5
Fire (15 pts)	*When? Extend of the damage?*	0
ASB - Graffiti, Youths entering (10pts)	**Garage and house broken into.**	10
Outbuildings? (10pts)	**Garage was dilapidated with entry gained.**	10
Other (5-20 pts)	**Tree growing in the property - photo shows part of tree inside property.**	10
Complaints	**Comment**	**Score**
Neighbour complaints (10 pts each; max of 50 pts)	**9x neighbour complaints**	50
Councillor complaints (10 pts each; max of 30 pts)	**1x Councillor complaint**	10

MP complaints (10 pts each)		
Media complaint (10 pts each)		
Notices	**Comment**	**Score**
Current notice (10 pts)		
Non-compliance of current notice (10 pts)		
Cost of WID	*£0-£500=5 pts* *£500-£1500=10 pts* *£1500-£5000=15pts* *£5000+=20pts* *every 5k over £5k +5pts*	
Any previous enforcement action (5 pts each)	PDPA notice served in 2012	5
Any previous enforcement debt		
Any other council debt		
Location/Action	**Comment**	**Score**
Located within a principal town/town centre	*Points for housing need area:* *Remote village = 10pts* *Small Town = 20pts* *Main town (Lowestoft, WB, Flx) = 30pts* **House in located in Lowestoft = 30 pts**	30
Adjacent property empty (10 pts)		0
Additional empty properties on street (10 pts each)		0

Suitable for ESC Acquisition? (15 pts)	**Large 4 bed property in main town (Lowestoft). Bought back into ESC stock - see before and after photo.**	15
Property being marketed (-10 pts)		
Property being renovated (-10 pts)		

Communication	**Comment**	**Score**
Communication prior to notice being served (+/-10 pts)		
Communication after notice but prior to WID being served (+/-10 pts)		
Communication after WID but prior to S.103 being served (+/-10 pts)		
Communication after S.103 but prior to sale instruction (+/-10 pts)		

Recommended by:	
Date:	

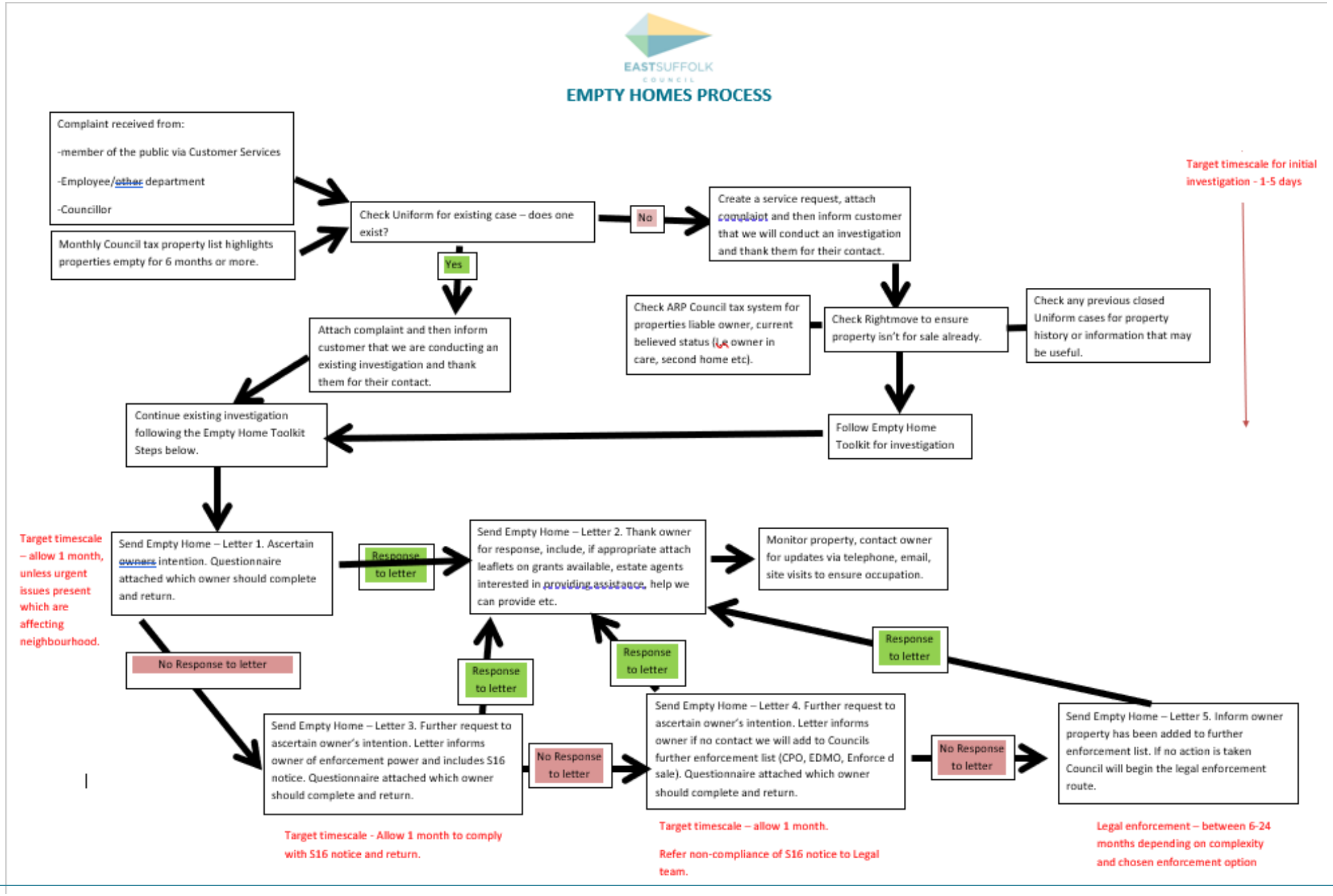
Part B: Additional Information

Include: empty date; communication with owner; area info; council tax info; current notice info; quotes; invoice; sales order; legal charge; S103 notice; file notes; enforced sale is only option;

Request to carry out WID/serve *S.103 notice/enforce the sale in respect of the above property

Authorised by:	
Date:	

Appendix B


EASTSUFFOLK COUNCIL
EMPTY HOMES PROCESS
Complaint received from:
-member of the public via Customer Services
-Employee/other department
-Councillor
Monthly Council tax property list highlights properties empty for 6 months or more.
Check Uniform for existing case – does one exist?
No
Create a service request, attach complaint and then inform customer that we will conduct an investigation and thank them for their contact.
Target timescale for initial investigation - 1-5 days
Yes
Attach complaint and then inform customer that we are conducting an existing investigation and thank them for their contact.
Check ARP Council tax system for properties liable owner, current believed status (i.e owner in care, second home etc).
Check Rightmove to ensure property isn't for sale already.
Check any previous closed Uniform cases for property history or information that may be useful.
Continue existing investigation following the Empty Home Toolkit Steps below.
Follow Empty Home Toolkit for investigation
Target timescale – allow 1 month, unless urgent issues present which are affecting neighbourhood.
Send Empty Home – Letter 1. Ascertain owners intention. Questionnaire attached which owner should complete and return.
Response to letter
Send Empty Home – Letter 2. Thank owner for response, include, if appropriate attach leaflets on grants available, estate agents interested in providing assistance, help we can provide etc.
Monitor property, contact owner for updates via telephone, email, site visits to ensure occupation.
No Response to letter
Response to letter
Response to letter
Response to letter
Send Empty Home – Letter 3. Further request to ascertain owner's intention. Letter informs owner of enforcement power and includes S16 notice. Questionnaire attached which owner should complete and return.
No Response to letter
Send Empty Home – Letter 4. Further request to ascertain owner's intention. Letter informs owner if no contact we will add to Councils further enforcement list (CPO, EDMO, Enforce d sale). Questionnaire attached which owner should complete and return.
No Response to letter
Send Empty Home – Letter 5. Inform owner property has been added to further enforcement list. If no action is taken Council will begin the legal enforcement route.
Target timescale - Allow 1 month to comply with S16 notice and return.
Target timescale – allow 1 month.
Refer non-compliance of S16 notice to Legal team.
Legal enforcement – between 6-24 months depending on complexity and chosen enforcement option

Appendix C

EAST SUFFOLK COUNCIL
EMPTY HOMES POLICY 2022

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INTRODUCTION

There are many definitions of an empty home.

Council Tax legislation identifies a property as a long-term empty home when it has been empty of people, furniture and or possessions for six months or more.

A long-term Empty Home is also defined as a property that has been unoccupied for six months or longer and has nobody occupying it on a regular basis, whether it is furnished or not. This is the definition that East Suffolk Council will use and will concentrate on returning properties that have been empty for over six months, back into use with priority normally being given to those empty for more than 2 years

If a property remains empty for more than two years, additional Council Tax is payable through an Empty Homes Premium being applied.

A sustainable way of increasing the supply of housing is to bring empty properties back into use. This is supported by the government and helps reduce blight on neighbourhoods. Local builders and investors are also encouraged by the Government to repurpose empty properties.

In East Suffolk Council, there are approximately 292 long term empty homes (1 December 2022). With the need to increase the supply of affordable homes, taking action to deliver reoccupation of empty homes is something the Council has recognised as a priority and has resourced a 3 year programme to tackle.

Table 1: Long Term Empty Homes, based on Council Tax Data

Length of time empty	Number (as of 1 December 2022)
Over 2 years but less than 5 years	**172**
Over 5 years but less than 10 years	**70**
10 years+	**50**

Evidence has shown that an empty house in a neighbourhood can cause significant blight, attract vandalism, fly-tipping and resulting in adjacent houses becoming difficult or impossible to let out or sell.

There is a large private rented sector already established in the district, but rents are rising and are considerably higher than local housing allowance in many areas meaning there is a significant need for affordable housing. The Empty Homes Policy will work towards preventing a property being left empty and bring empty properties back into use as affordable accommodation.

AIMS & OBJECTIVES

East Suffolk Council's aim is to reduce the number of long term empty properties by bringing them back into use and discouraging owners from leaving them empty.

Achieving this will help alleviate a growing national housing need, offer more choice to the market, and prevent empty properties from becoming a blight within their residential neighbourhoods, improving the overall environment.

To achieve this aim, East Suffolk Council' objectives are:

1) Promote and deliver a range of advice and assistance options to owners of empty homes.
2) Limit the number of empty properties that stagnate and become empty for prolonged periods by utilising early intervention as part of investigations and support.
3) Proactively engage with owners of long term empty homes and understand their reasons for leaving a home vacant and help them to find a solution that is right for them.
4) Raise awareness of successful action on empty homes across the district to encourage others to realise the benefits.
5) Commit appropriate resource from within the council and utilise external partners, where appropriate, to tackle issues that arise and complete the job.
6) Offer a Landlord grant to financially assist owners of empty homes to bring properties back into a lettable condition being let at Local Housing Allowance rate.

These objectives will help bring empty properties back into use increasing the local housing supply.

Most properties that become empty are not an issue and will be returned to use without the need for intervention, through normal sale and letting routes, via local or national agents. East Suffolk Council needs to have a range of options available for those properties that do not return to use via these routes.

To meet our objectives, East Suffolk Council' will:

1) Contact owners of residential empty properties to notify them of the range of options and assistance available to them
2) Monitor the number of empty properties in the district and proactively prioritise properties which may need intervention
3) Target properties that are having an adverse impact on the neighbouring community or the sustainability of that neighbourhood according to a robust set of priorities to ensure effective prioritisation
4) Proactively utilise methods including the use of enforcement action such as Compulsory Purchase Orders, Enforced Sale Procedures and Empty Dwelling Management Orders where applicable,
5) Develop further initiatives and investigate ongoing legislation or resource that will allow us to proactively target and return long term empty properties to use.

Success story: The same property before and after council intervention.

BACKGROUND

There is a high demand for housing in East Suffolk Council. Properties which sit empty are a wasted resource and could be utilised for sale or rent.

As of 5 December 2022, there were 4505 active applications on the housing register for East Suffolk. There is a desperate need to bring empty properties back in to use and increase the supply of housing to help to meet local housing demand.

While the Council understands that Empty Homes are a significant issue, it does not have a statutory duty to address them. Previously, there has been limited resource available to investigate these properties proactively; the majority of work around empty properties have been investigations due to reactive complaints from local neighbours.

Through new resource, a reviewed toolkit and further enforcement options, East Suffolk Council hope to be able to increase the number of empty homes being brought back into use.

EMPTY HOMES IN EAST SUFFOLK COUNCIL

Properties can be left empty for a number of reasons. An owner may be unwilling or unable to move the property forward due to ill health or lack of knowledge on how to proceed and in these circumstances the empty property deteriorates. Apart from becoming an eyesore due to overgrown gardens, it can also draw attention for more serious anti-social behaviour. A house which begins to slip into a state of accelerating disrepair can cause significant damage not only to the empty property, but also, to adjoining buildings. Neighbours will start to complain about real and anticipated problems. Damaged and dilapidated properties may affect neighbours chances of selling or letting out their house. If the council does not tackle empty homes, an increasing number of houses may fall into a state of dilapidation and anti-social behaviour could increase leading to a general downwards slide in the neighbourhood.

TARGETING THE PROBLEM

The Council will target action against all houses that have been vacant for longer than six months. In special circumstances, action may be taken in respect of houses that have been vacant for less than six months, for example where an enforcement notice is outstanding.

The Council will identify an empty property by liaison with Anglia Revenues Partnership and will maintain an empty property database. The database will include all houses that have been empty for six months or longer. The database can also be used to electronically map the location of empty houses to identify any concentrations.

The public can report homes that are suspected to be empty via our Customer Services team.

Private sector housing » East Suffolk Council

Once a report has been made, the Council will investigate the ownership of the property and circumstances of it being vacant and if appropriate will make contact with the owner. The Private Sector Housing team may also receive reports of empty homes from other council departments such as planning or building control, or outside organisations such as the police or fire and rescue service.

Using the Empty Property register as the data source, all cases will be prioritised according to the scoring matrix in Appendix A. In the first instance properties in the areas of highest housing need will be prioritised in batches of 20 and when the highest scoring have had initial contact the next 20 will be reviewed. The annual target for returning properties to use by all means is 25.

IDENTIFYING AND IMPLEMENTING SOLUTIONS

The Council has a range of options available for dealing with empty homes.

Initially, East Suffolk Council will attempt to work with owners and advise how they can bring a property back into use. Assistance will be offered by the Empty Homes Officer.

There are a range of current legal powers which can be used to reduce any nuisance complaints from properties causing issues or affecting other homes, while the Empty Homes Officer works to bring the property back into use. This action could range from securing the property or carrying out works to rectify disrepair that is affecting neighbouring properties e.g. dangerous structure or other issues such as vermin infestation.

If after initial correspondence there is no response from the owner, the Council will consider taking further steps to secure bringing the property back into use. The following options are available to the Council and each property will be considered individually based on the information gathered in the investigation:

EMPTY HOMES TOOLKIT

The Empty Homes toolkit is designed to guide officers on how to tackle empty properties. The toolkit includes:

• A rolling list from council tax of properties that are registered with the council tax department as being empty for more than 6 months

• A scoring matrix - for prioritising the worst case properties

• A list of estate agents/auctioneers agreed to offer reduced fees for promoting, selling and letting empty homes,

• A list of schemes that are available to help bring empty homes back into use,

• A number of letter templates that can be used to generate letters that provide advice and assistance to empty property owners,

• A list of the properties that have been brought back into use and the methods used to encourage this.

The Council will use the toolkit to monitor and evaluate progress and keep an up-to-date accurate picture of long-term empty properties within the district.

ENFORCEMENT POWERS

The Council will use available powers and work with other departments where additional or alternative powers are required, such as:

• Local Government (Miscellaneous Provisions) Act 1982 s29 to take action to secure an insecure property

• Prevention of Damage by Pests Act 1949 allows the Council to require and undertake works on behalf of an owner or occupier to prevent damage to buildings being caused by rats and mice (can include works to property or gardens)

• Public Health Act 1936 allows the Local Authority to require and undertake works on behalf of an owner or occupier to improve filthy and verminous properties

• Town and Country Planning Act 1990 s215 allows the Council to take action to require improvement of an unsightly building (including gardens).

• Sections 77 & 78 Building Act 1984 (dangerous structures).

• section 265 Housing Act 1985 (demolition orders).

APPROACH TO ENFORCEMENT

The Council aims to educate first, encourage second and then, if necessary, enforcement action will be considered. This maximises the opportunity for the property owner to take action themselves to bring the property back into use, without enforcement action from the Council.

Should the initial correspondence not achieve the desired result, or where an owner is not engaging, there is a range if legislation allowing the Council to take further action.

PRIVATE SECTOR HOUSING – LANDLORD GRANT

Another option available to assist empty property owners to bring their properties back into use is the Landlord grant, which owners can apply for.

Grants of up to £15,000 are available towards the cost of certain eligible works to help bring empty properties back into a lettable condition at Local Housing allowance rent. More information is available on the council website.

FURTHER ENFORCEMENT ACTION

The following options are considered as a last resort for those properties which are causing significant issues to the local community. These processes can be lengthy, and each property will be assessed individually to ensure the most appropriate action is taken.

EMPTY DWELLING MANAGEMENT ORDER

To consider an Empty Dwelling Management Order (EDMO), a property must meet the following criteria:

- has been unoccupied for at least 12 months, and
- the Council feel that the property is unlikely to be occupied in the near future

An EDMO can be a helpful tool in tackling empty properties by preventing the property from deteriorating further. The Council would take over the management of the property and complete any renovation work required, while the owner retains ownership.

An EDMO will only be used when the property is in a habitable condition, or can be made habitable at a reasonable cost, and is likely to become occupied if an EDMO is made.

Partnership working between the Private Sector Housing team, Housing Development team and Tenant Services team will be required to take over the management of any properties that are subject to an EDMO. Those on the Council's housing register will be given the first opportunity of occupying the property. It should be noted that EDMOs are rarely used by Councils as they are complicated and carry a degree of financial risk that may be off-putting but for the right property they can be useful.

VOLUNTARY PURCHASE

The use of voluntary purchase is a cost effective way of proceeding particularly if the property is one that the Council would like to acquire for the Housing Revenue Account, perhaps an ex-council property.

Where contact has been made with an owner of a property, who has expressed an interest in selling, the Council will consider purchasing the property if it meets our Acquisitions Policy. Close liaison will be required with the appropriate asset management, legal, financial and housing officers.

ENFORCED SALE

Where the Council has registered a local land charge on an empty property following the service of a Statutory Notice (against the property/owner), if the owner does not repay those costs, the Council will consider forcing a sale of the property to recover our costs. This is an effective and relatively quick process but does carry the risk of the owner repaying the debt at the very last moment at which point the acquisition process has to stop. There is a separate policy document covering this area.

COMPULSORY PURCHASE

To consider a Compulsory Purchase Order (CPO), a property must meet the following criteria:

- the house is in a poor state of repair and/or
- it is unlikely to be brought back into use by the owner,
- and a clear public benefit would be achieved.

Such a benefit would include provision of affordable housing, improving the appearance of the neighbourhood and reducing anti-social behaviour. If a CPO is under consideration it is likely the Council would engage expert, outside support, to ensure due process is followed in a timely manner as the legal processes are complex and require a significant input from legal.

SECOND HOMES

There are genuine legitimate reasons for properties to be used as a second home, and the Council recognises this, however, there are instances where a property is simply remaining empty and unused.

Properties where owners cannot demonstrate the use of the property as second home will be investigated in line with the Empty Homes Policy and Toolkit.

The below table gives examples of evidence which could be used to support the use of the property as a second home:

Type of proof	Description
Gas usage	Copies of actual (not estimated) gas bills for the last 12 months showing the property in use for a minimum six months of the calendar year. Use may constitute 26 weekends throughout the year or midweek usage equivalent to six months usage.

Electric usage	Copies of actual (not estimated) electric bills for the last 12 months showing the property in use for a minimum six months of the calendar year. Use may constitute 26 weekends through the year OR midweek usage equivalent to 6 months usage.
Water usage	Copies of water meter reading bills (not set tariff) for the last 12 months showing the property in use for a minimum six months of the calendar year. Use may constitute 26 weekends through the year OR midweek usage equivalent to six months usage.
Booking Confirmations	Copies of booking confirmations for use of property as a holiday home, or equivalent information.
Officer inspection	A Council Officer inspection to help evidence the property's internal condition and suggest use as a second home.

Conclusion

The Empty Homes policy provides a clear framework for tackling the problem of Long term EMPTY Homes in a coordinated and consistent manner

CONTACT:

Please contact the Private Sector Housing at East Suffolk Council, for more information.

Email: emptyhomes@eastsuffolk.gov.uk

Address: Empty Homes Officer, Private Sector Housing, Riverside, 4 Canning Road, Lowestoft, NR32 0EQ

Policy will be reviewed every 36 months if not before. Next review date August 2025.

Appendix A

Empty Homes Scoring and Rating System

Each empty home identified will be assessed using a scoring sheet which considers various criteria. The result of this assessment is that the property will be placed in a category which determines the priority level it is given and the subsequent course of action taken. Properties will be reassessed when necessary / new information is obtained to ensure they remain situated in the correct categories and the correct level of priority is given.

The categories will be classified as follows:

Red – Priority properties – (scores 150 or over)
Cases which fall into this category will be prioritised. All avenues will be explored with the owner to return their property to use in a way that suits their own needs, the needs of the community and the Council. Where assistance is refused and the owner is unwilling to cooperate, all enforcement options will be considered to establish the most appropriate course of action.

AMBER - (scores 80+)
Cases which fall into this category will be considered a lower priority than those in the Red category.
Resources will still be invested in these cases and officers will work with owners in an attempt to prevent empty homes from deteriorating and being reassessed to a higher category. Where necessary, enforcement options will be employed if considered the most appropriate course of action. Cases in this category will be monitored on a more frequent basis than those properties which fall within the Green category and will be reassessed where necessary.

GREEN - (scores less than 80)
Cases which fall into this category will be given a lower priority for action, but owners will be contacted and offered any assistance they may need to return their property back into use. These properties will be monitored for any change and reassessed where necessary.

Address:	
Owner:	
Contact Details:	
Empty Date:	

Part A: Scoring Matrix	**Overall Score**	0

Maximum score is 360

Issues	Comment	Score
Length of time empty	*Less than 6 months = 5pts* *6m - 2 years = 10pts* *2y - 5 years = 15pts* *5y - 10 years =20pts* *10+ years = 25pts*	
Overgrown garden (10 pts)	*(Refer to PSH scale)*	
Property in disrepair (10 pts)	*(Add description of disrepair e.g. missing tiles, broken fencing, glazing, guttering, chimneys)*	
Property insecure (10 pts)		
Windows/Doors boarded (10 pts)		
Rubbish present (10 pts)	*(Refer to PSH scale)*	
Vermin present (10 pts)	*Last seen? How many? How often? How is it affecting complainant?*	
Fire (15 pts)	*When? Extend of the damage?*	
ASB - Graffiti, Youths entering (10pts)		
Outbuildings? (10pts)		
Other (5-20 pts)		

Complaints	Comment	Score
Neighbour complaints (10 pts each; max of 50 pts)		
Councillor complaints (10 pts each; max of 30 pts)		
MP complaints (10 pts each)		
Media complaint (10 pts each)		
Notices	**Comment**	**Score**
Current notice (10 pts)		
Non-compliance of current notice (10 pts)		
Cost of WID	*£0-£500=5 pts* *£500-£1500=10 pts* *£1500-£5000=15pts* *£5000+=20pts* *every 5k over £5k +5pts*	
Any previous enforcement action (5 pts each)		
Any previous enforcement debt		
Any other council debt		
Location/Action	**Comment**	**Score**
Located within a principal town/town centre	*Points for housing need area:* *Remote village = 10pts* *Small Town = 20pts* *Main town (Lowestoft, WB, Flx) = 30pts*	
Adjacent property empty (10 pts)		
Additional empty properties on street (10 pts each)		
Suitable for ESC Acquisition? (15 pts)		

Property being marketed (-10 pts)		
Property being renovated (-10 pts)		
Communication	**Comment**	**Score**
Communication prior to notice being served (+/-10 pts)		
Communication after notice but prior to WID being served (+/-10 pts)		
Communication after WID but prior to S.103 being served (+/-10 pts)		
Communication after S.103 but prior to sale instruction (+/-10 pts)		

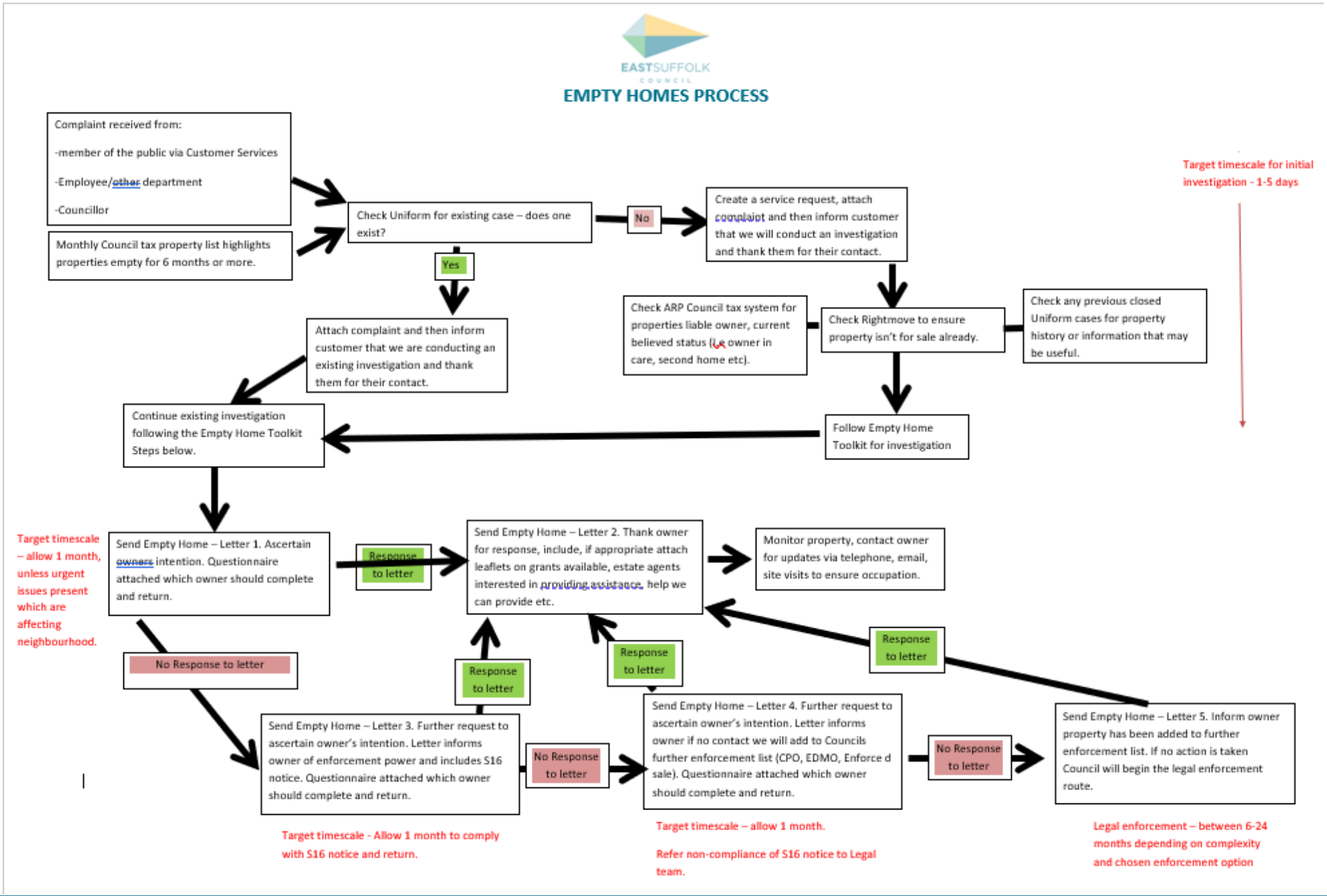
Recommended by:	
Date:	

Part B: Additional Information

Include: empty date; communication with owner; area info; council tax info; current notice info; quotes; invoice; sales order; legal charge; S103 notice; file notes; enforced sale is only option;

Request to carry out WID/serve *S.103 notice/enforce the sale in respect of the above property	
Authorised by:	
Date:	

Appendix B


EASTSUFFOLK COUNCIL
EMPTY HOMES PROCESS
Complaint received from:
-member of the public via Customer Services
-Employee/other department
-Councillor
Monthly Council tax property list highlights properties empty for 6 months or more.
Check Uniform for existing case – does one exist?
No
Yes
Create a service request, attach complaint and then inform customer that we will conduct an investigation and thank them for their contact.
Target timescale for initial investigation - 1-5 days
Check Rightmove to ensure property isn't for sale already.
Check ARP Council tax system for properties liable owner, current believed status (i.e. owner in care, second home etc).
Check any previous closed Uniform cases for property history or information that may be useful.
Follow Empty Home Toolkit for investigation
Attach complaint and then inform customer that we are conducting an existing investigation and thank them for their contact.
Continue existing investigation following the Empty Home Toolkit Steps below.
Target timescale – allow 1 month, unless urgent issues present which are affecting neighbourhood.
Send Empty Home – Letter 1. Ascertain owners intention. Questionnaire attached which owner should complete and return.
Response to letter
Send Empty Home – Letter 2. Thank owner for response, include, if appropriate attach leaflets on grants available, estate agents interested in providing assistance, help we can provide etc.
Monitor property, contact owner for updates via telephone, email, site visits to ensure occupation.
No Response to letter
Response to letter
Response to letter
Response to letter
Send Empty Home – Letter 3. Further request to ascertain owner's intention. Letter informs owner of enforcement power and includes S16 notice. Questionnaire attached which owner should complete and return.
No Response to letter
Send Empty Home – Letter 4. Further request to ascertain owner's intention. Letter informs owner if no contact we will add to Councils further enforcement list (CPO, EDMO, Enforce d sale). Questionnaire attached which owner should complete and return.
No Response to letter
Send Empty Home – Letter 5. Inform owner property has been added to further enforcement list. If no action is taken Council will begin the legal enforcement route.
Target timescale - Allow 1 month to comply with S16 notice and return.
Target timescale – allow 1 month.
Refer non-compliance of S16 notice to Legal team.
Legal enforcement – between 6-24 months depending on complexity and chosen enforcement option

Appendix D

East Suffolk Council

Enforced Sale Policy

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PURPOSE

The Enforced Sale Policy (ESP) defines a procedure which can be used to recover outstanding land charge debts owed to the Local Authority to support a range of options to bring empty properties back into use. The purpose of this procedure is to outline East Suffolk Council's policy and how it will operate in relation to Enforced Sales.

AIMS

To deal with long term empty properties which have outstanding debt, to facilitate debt recovery and bring empty homes back into use.

INTRODUCTION

Across the East Suffolk district, there are 833 empty properties. As of 1 December 2022, 292 of these are classed as long-term empty properties (unoccupied for a period of more than 2 years).

While there are a number of reasons why properties may be left empty for a short period of time, such as, awaiting probate, undergoing renovations etc. there are some properties which will never be bought back into use without our intervention. These can become eyesores, and negatively impact the neighbourhoods if left to deteriorate further.

However long the period of vacancy, an empty property is a wasted resource to both the owner and local community. An empty property could provide a capital gain to the owner if sold, or could provide a rental income, of which both options provide a home for someone in the local community.

Enforced Sale is a process used to sell a property on which there is a debt to the Council. The use of the process will not only ensure that the debt is repaid to the Council but is also likely to result in the property being renovated and returned to use.

ESP is a helpful tool for East Suffolk Council to have at its disposal for properties which are problematic long-term empty homes. ESP will only be considered for properties where other informal opportunities and formal action by the local authority have been considered and are not appropriate or have been tried and have failed.

LEGISLATION

Councils can trigger the Enforced Sale procedure where there is a financial charge registered in Part 2 of the Local Land Charges Register.

- Section 7 of the Local Land Charges Act 1975, provides that a financial Local Land Charge takes effect, as if it had been created by a Deed of Charge within the meaning of the Law of Property Act 1925.
- Section 101(i) of the Law of Property Act 1925, confers on a mortgagee a power of sale. An Order of the Court is not necessary as the legislation itself provides that power. This gives the Council the power to sell the property if the debt isn't recovered.

- Section 87(1) of the Law of Property Act 1925, confers a right of possession. In addition, many of the statutes used by the Council which result in work in default of a legal notice, give the Council a power of sale and a right of priority over other charges.

Under Section 20 of the Limitations Act 1980, no action can be taken to recover a sum of money secured by a charge on the property after a period of 12 years from the date on which the right to receive the money accrued.

Human Rights Act 1998

The Council must consider the Human Rights Act 1998 - an Act which gives further effect to the rights and freedoms guaranteed under the European Convention on Human Rights.

- Article 8 – Right to respect for private and family life.
- Protocol 1, Article 1 – Property, meaning that a person is entitled to the peaceful enjoyment of his possessions whereby the needs have to be balanced against the general benefits and rights of neighbours and the surrounding community.

East Suffolk Council will write to the owner, with a statement of intended action to exercise the ESP and this is considered proportionate, in accordance with the Act. Further correspondence will be issued by our Legal Services team.

Contribution to wider objectives of East Suffolk Council

This policy will assist the Council in meeting the wider Housing Strategy, the Authority's Development and Local Plans through the regeneration of neighbourhoods. It will also assist the Council in maximising the number of empty private sector dwellings brought back into use.

THE PROCESS

How are empty properties found and prioritised?

Empty properties can be identified in a number of ways:

- Council Tax information
- Council Officers
- Elected Members
- Neighbours and general public
- Electoral Register
- Historical information on files and databases

Initial investigations will be undertaken first, with each empty property being prioritised in accordance with the Scoring Matrix in East Suffolk Council's Empty Homes Policy. Enforced Sale will only be considered to deal with an empty property if other methods of securing its' re-occupation have failed and there is already a charge on the property.

What are the criteria for using the Enforced Sale Policy (ESP)?

An Enforced Sale will typically only be used as a last resort once other methods have been exhausted.

There are 6 main criteria used to determine whether the ESP can be applied:

- The total debt on the property exceeds £1000.00*
- The property is vacant for over 6 months
- The debt has been owed to the Local Authority for more than 3 months
- Having made all reasonable effort, the owner is either unknown or cannot be found, or is known but unable to be located. Or if located, has been afforded every opportunity but shown no inclination to improve the property or dispose of it
- The location of the property/land and the economic conditions of the area indicate that sale and occupation would be readily achieved
- Forcing the sale of the property is in the interests of the community and is the best means of ensuring the property does not deteriorate again

**Properties with a debt less than £1000.00 may be considered where properties are causing issues in the local community and the owner is not taking action.*

Process

Once it has been confirmed that the criteria of the ESP have been met, the first stage of the Enforced Sale process is to compile a property file for our legal services team.

Once considered, and if agreed, a Section 103 notice of the Law of Property Act 1925 must be served allowing 3 months for the owner to repay the debt. The property cannot be sold until the notice has expired.

If no response is received, and the debt is still outstanding and has not been repaid; a charge is registered with the Land Registry. (If the property is unregistered, please refer to Appendix B)

Sale by auction is the preferred method to demonstrate best value. Should a property be sold by other means, three independent valuations must be undertaken to determine the sale price.

Immediately before the auction or exchange of contracts, a further check will be made to confirm the charge has not been repaid. If at any stage the charge is repaid, Enforced Sale is no longer an option and the process will immediately cease.

The Council is able to deduct the following from the proceeds of the sale:

- Any charges already placed on the property by the Local Authority
- Legal costs in undertaking the Enforced Sale
- Conveyancing costs in connection with the sale
- Auctioneer or marketing costs
- Officer time in relation to the Enforced Sale

If the sale of the property does not fulfil all debts outstanding, then consideration on what fees must be paid first should be considered. Any outstanding auctioneer's fees and solicitor fees will need to be paid. Any remaining debt to be pursued in the normal manner.

If any balance remains from the proceeds of the sale:

- If the whereabouts of the owner/the person first entitled is known, then the balance is paid in the normal way.
- If the owner's whereabouts are not known, then the balance must be paid into an interest-bearing account. If no claim is then made within a period of 12 years, the money reverts to the council.

See Appendix A for a detailed process.

RISKS

The key risk is that a considerable amount of Officer time may be expended only for the owner to repay the debt at the last moment. In these circumstances the ESP ceases immediately.

ADVANTAGES

The enforced sale process is relatively straight forward, particularly compared to compulsory purchase.

In addition to the debt being recovered, the property will be renovated and re-occupied. A Positive Covenant will be included upon sale to ensure the property is occupied within a set timescale, dependent on the condition of the property and amount of work required to bring back into use.

It can be used to deal with problematic, long term empty properties where the owner cannot be located.

If a property has not gone through probate, the Local Authority is still able to use the ESP to bring the property back into use, using other legal provisions.

The ESP will ensure that Enforced Sale is only used in cases where the risk of last minute debt repayment is low by referring to the 6 criteria. In the rare occasion that the debt is repaid, other action will still be pursed to achieve the bringing the property back into use.

APPENDICES

Appendix A

Detailed Enforced Sale Procedure (ESP)

(Reference Rushcliffe Borough Council)

Compiling a property file

A property file must be prepared when referring the case to Legal Services when a decision has been made to invoke the ESP.

This should include:

- A chronology of the case with significant milestones, including dates of decisions, inspections carried out, letters sent etc.;
- Copies of all the statutory notices served prior to the Council carrying out the necessary works in default together with details as to how the notices were served;
- Copies of the work instructions to the contractor for the work to be carried out;
- Dates work carried out;
- Copies of all the invoices from the contractors;
- Cost of any fees, charges and cost charged by the council;
- Name of current owner and address (including source of information);
- Copies of any relevant correspondence sent to, or received from, the owner and/or interested parties in respect of the notice(s) or the debt.
- Details of any inspections and interviews with the property owner;
- An up-to-date copy of the local land charges register for the property
- Sign off by the Executive Manager for Neighbourhoods authorising the commencement of the ESP.

Once Legal Services has considered all of the evidence and the file, they will provide their advice and recommendations as to whether the case can proceed or not, or whether they require any further information.

Once Legal Services is satisfied that the matter can proceed the following steps will be carried out:

Section 103 Notice

Once a check has been made that the charge has not been paid off a formal letter will be sent to the current owner telling him or her of the existence of the charge and that if it is not paid off the council will be taking steps to sell the property.

Where Section 81A of the Environmental Protection Act 1990 applies where the debt has arisen from works following the service of an abatement notice – (see Appendix C) the relevant notice will also be served at this time.

This letter should include a copy of the original notice and give 21 days for the owner to pay the money owing. If there are other mortgages on the property the relevant bank or

building society should be notified too of the proposal to sell the property if the debt is not paid.

If the debt is not paid (and no appeal has been received where Section 81A applies) then a notice pursuant to Section 103 of the Law of Property Act 1925 is then served in accordance with normal rules of service (i.e., posted to property, posted to last known address, affixed onto the property). This gives the owner three months to repay the debt.

The property cannot be sold until the Section 103 notice has expired, but during this time the procedure can be progressed through the various stages as far as possible.

Registration of Charge – Registered Land

If there is no response to the letter, s.103 Notice and no debts have been repaid then a charge must now be registered with the Land Registry.

1. If the property is registered at the Land Registry then prepare a resolution, and have it sealed, setting out: the service of the original notice; the carrying out of works in default; the registration of the costs as a local land charge; and the service of the section 103 notice.

2. Then apply to the Land Registry on form AP1 to have the charge noted on the registered title.

3. If the charge is to have priority over existing charges complete and submit form SC.

Once the charge is registered at the Land Registry it is good practice to write to the owner and any bank or building society with an existing charge to tell them that you will now be selling the property.

The property can then be sold. The council owes a duty to the owner of the property (as does any bank or building society selling a property where there has been mortgage default) not to sell at under value.

Unregistered Land

The procedure for unregistered land is set out at appendix B. A statutory declaration containing the information set out within the resolution (and a copy of this resolution) will be sworn prior to any action to sell unregistered land.

Selling the Empty Home

Other than where there is particular justification, sale at public auction will be the preferred option to ensure best value can be demonstrated.

If choosing sale by private treaty to a preferred purchaser, then two valuations of the property to determine the sale price shall be carried out – one from our internal asset management team and an external estate agent valuation. Sales to a preferred purchaser must be approved by the Executive Manager for Neighbourhoods. Immediately prior to the auction/exchange of contracts Legal Services will make a further check to confirm whether

the Charges have been repaid. If at any stage prior to the actual sale of the property the outstanding debt is repaid, the ESP is no longer an option and will be halted at whatever stage it has reached.

Post-Sale

The following deductions will be made from the proceeds of the sale:

- any Charges registered in favour of the Local Authority, including interest if applicable;
- the legal costs in undertaking the enforced sale procedure;
- conveyancing costs in connection with the sale;
- auctioneer's or other marketing costs;
- other officer time in relation to the enforced sale process;

If the debts are greater than the proceeds of sale, consider whether the fees are to have first call on the proceeds or not. The auctioneer's fees will have to be paid in any event and the other fees should also have first call on the proceeds. Any remaining debt is taken off the property and placed against the former owner as a personal debt, to be pursued in the normal manner if economically viable.

If any balance remains from the proceeds of the sale and the whereabouts of the owner/the person first entitled is known, then the balance is paid in the normal way.

If, as is most likely, the owner's whereabouts are not known, then the balance must be paid into an interest-bearing account. If no claim is then made within a period of 12 years, the money reverts to the council.

Appendix B

Dealing with Properties not registered with Land Registry

Reference Rushcliffe Borough Council

Check that the property is not registered

A search of the index map must be undertaken at the Land Registry to ensure that the property is not registered. The search must also include the adjoining properties. This might reveal what encumbrances affect the property and also the extent/limits of the title of the property in question.

The extent of the property bound by the charge and that can be sold is ascertained by applying the facts to each case, and the particular statutory provisions that have given rise to the Local Land Charge. The position is clear in the case of charges which arise under the following legislation. Thus, the ESP should be able to proceed in these cases:

- Public Health Act 1936, Section 291

- Prevention of Damage by Pests Act 1949

- Building Act 1984, Section 107.

Ascertain what encumbrances affect the property

Using any information found during this investigation and any other information available as to the name(s) of the owner, the purported owner or any other interested party, a Land Charges Act 1972 search must then be carried out against the name of any such person(s) and the property concerned. This may produce clues as to encumbrances affecting the property e.g. easements, covenants and charges.

Where the statutory charge binds all the estates and interests in the property, any registered charges will be of little significance, other than for the purpose of giving notice to any charge as to the Council's intentions. However, where this is not the case, then it would probably be inadvisable to proceed unless it is certain that there are no prior charges and that the statutory charge binds the freehold or a long lease.

As stated above, if any of the adjoining properties are registered, it may be possible to ascertain what encumbrances affect the same. This may give a purchaser some clues as to the matters affecting the property and make the property more marketable. The alternative is that no such steps are taken and the purchaser is made aware, via the contract terms, that such is the case. In both cases though, the contract for sale will need to contain special conditions covering the position.

Write to all interested parties

If the searches provide any information as to the identity or whereabouts of the owner(s) or other interested parties, or such information is already available, a letter is now sent to all persons having an interest in the property in order to advise them of the position (See Appendices 6 and 12). This will include others who have a charge registered against the property. The owners copy must be:

- Delivered to the Owner or Owners by post, or by hand or should be affixed to the property and,

- Must be posted to any other addresses shown on the Land Registry.

Enquiries are completed

If either:

- No information is found as to the identity or whereabouts of the owner(s) or other interested parties or

- There is no reply within 21 days to the letter above

The property is put forward for sale. The contract will need to contain special conditions

Appendix C

Enforced Sale Procedure - A Practitioner's Guide (NPLaw, 2015)

1. Introduction

Many statutes allow a council to serve a notice on an owner of property calling on the owner to carry out works. It may be, for example, that works are needed to deal with the dangerous or untidy condition of the property. Sometimes failure to comply with a notice amounts to an offence; often the council has the right to carry out the works in default and to recover the cost. Some statutes provide that the cost of carrying out the works in default is a charge on the property.

It is the latter scenario that provides the basis for the enforced sale procedure. In essence the local authority exercises the power of sale conferred by the charge to recover the money it is owed for carrying out the work in default. It is the same power that a bank or building society uses to sell a house when the owner has defaulted on the mortgage payments.

(This guide does not cover the right to sell a property because of council tax arrears. That process, unlike the enforced sale procedure covered in this guide, requires an application to court and an order for sale).

2. What are the relevant statutes?

2.1 Set out below are some of the most common statutory provisions that enable the enforced sale procedure to be used. (There are many others too). Also identified are some differences between the various statutes.

Statute	Notice Use	Type of charge	Notes
Section 4 – Prevention of Damage by Pests Act 1949	Requiring land to be kept free of rats and mice	On the premises and on all estate and interests therein	Charge arises from date of completion of work. Reasonable interest can be claimed from date of service of demand for costs.
Section 79 – Building Act 1984	Requiring works to remedy ruinous and dilapidated buildings and neglected sites	On the premises and on all estate and interests therein	Charge arises from date of completion of work. Reasonable interest can be claimed from date of service of demand for costs.
Section 80 – Environmental Protection Act 1990	Requiring abatement of statutory nuisance	On the premises	Charge arises 21 days after service of demand under s81A (unless an appeal is

			made against the notice, when the period is extended). Reasonable interest can be claimed.
Section 215 – Town and Country Planning Act 1990	Requiring steps to be taken for the purpose of remedying the adverse effect on amenity caused by detrimental condition of land and buildings	Binding on successive owners of the land	Charge arises from date of completion of the works.
Section 11 and 12 – Housing Act 2006	Requiring the taking of action to deal with category 1 or 2 hazards in residential premises	On the premises	Charge arises 21 days after service of demand (unless an appeal is made against the notice, when the period is extended). Reasonable interest can be claimed.
S55 Planning (Listed Buildings and Conservation Areas) Act - Change proposed by Historic Environment (Wales) Bill	Urgent works to a listed building	On the land	Charge arises from date the notice under s55(2) becomes operative

2.2 When the charge has arisen (either immediately the works in default have been carried out or following service of a demand - as set out in the table) it should be registered as a local land charge by the council's Local Land Charges Team. This is an administrative step familiar to Local Land Charges staff.

2.3 The charge takes effect as if created by a deed of charge by way of legal mortgage within the meaning of the Law of Property Act 1925. This is what provides the power of sale.

3. Exercising the power of sale

3.1 The first thing to do is to check that the original notice was properly drawn up and served. This is unlikely to be a problem as nearly all officers serving statutory notices will be aware of the requirements for service. You will also want to check who the present owner of the property is, just in case it has changed hands recently. A Land Registry search will, if the land is registered, provide this information.

3.2 You will, or course, want to check that the charge has not been paid off. Assuming it has not, you will then want to write to the current owner telling him or her of the existence of the charge and that if it is not paid off the council will be taking steps to sell the property. This letter, which is really sent as a matter of courtesy, should include a copy of the original notice and give, say, 21 days for the owner to pay the money owing. If there are other mortgages on the property (and this will be revealed by a Land Registry search) it is sensible if the relevant bank or building society is notified too of the proposal to sell the property if the debt is not paid).

3.3 If the letter is ignored you can then go on to serve a notice under section 103 of the Law of Property Act 1925. This is a legal requirement before you exercise a power of sale under a mortgage/charge. This notice explains that money is owed under a mortgage/charge and that if it is not paid off within 3 months, the council may then sell the property to recover the money. It is probably a good idea to send a copy to any relevant bank or building society that has an existing mortgage over the property.

3.4 Assuming the section 103 notice is ignored you can then get ready to sell the property. If the property is registered at the Land Registry you will need to prepare a declaration, and have it sealed, setting out: the service of the original notice; the carrying out of works in default; the registration of the costs as a local land charge; and the service of the section 103 notice. You will then apply to the Land Registry on form AP1 to have the charge noted on the registered title. If the charge is to have priority over existing charges you will also need to complete and submit form SC. If the property is unregistered you will need to include the same information in a statutory declaration, probably sworn by the officer who originated the enforced sale action. Once you have registered the charge at the Land Registry or sworn your statutory declaration it is good practice to write to the owner and any bank or building society with an existing charge to tell them that you will now be selling the property.

3.5 The property can then be sold. It is common to place enforced sale properties in an auction but it is important that you seek to obtain the best price. The council owes a duty to the owner of the property (as does any bank or building society selling a property where there has been mortgage default) not to sell at under value.

4. Settling the account

When the property has been sold you can deduct from the sale proceeds the original works in default costs, the legal costs in undertaking the enforced sale procedure, conveyancing costs in connection with the sale, auctioneer's or other marketing costs, and other officer time in relation to the enforced sale process. If there are any other debts owed to the council these can be deducted too. The balance is then paid over the ex-owner of the property or, if there is another mortgage on the property, you will pay them off first before handing the balance over. If you do not know the identity of the

owner, the money will be retained by the council. After 12 years the right to claim it will be lost.

5. Practical issues

5.1 Can you use the enforced sale procedure if the property is occupied?

Whilst the answer is "yes", nearly all enforced sale cases relate to empty properties or vacant land. If you use the procedure in respect of occupied land or property you will need to make an application to court for a possession order and if the property in question is residential there will be further restrictions on when a possession order can be granted. No court application is required in connection with unoccupied property.

5.2 What size of debt is necessary to do an enforced sale?

The enforced sale process will be halted if the owner of the property pays the council the amount owed. The smaller the debt, the more likely it is that this will happen. Furthermore it may be considered unduly harsh for a council to seek to sell someone's property for a small debt. For this reason some councils have a policy of not using the enforced sale process unless the debt is above a certain amount. I have seen figures of £300, £500 and £1,500 quoted so there is a fair bit of flexibility. On the other hand, if the owner of the property cannot be identified it may be considered appropriate to use the enforced sale procedure for a much smaller debt, perhaps even as low as £100. Remember that in calculating the sum owed, any VAT you have paid a contractor to do the works in default can be deducted. This is because the council will already have reclaimed the VAT and it is the net cost that you are reclaiming.

5.3 What about other mortgages registered against the land?

(a) Where the charge against the land is binding on the "premises and on all estates and interests therein" (see table) it is a priority charge. This means that the council's charge takes precedence against all other existing charges.

(b) In the case of a section 215 Town and Country Planning Act 1990 charge it should be noted that the charge is only binding on successive owners of the land. This means that if there is already a charge registered against the title 5 it will probably not be worth doing an enforced sale. This is because the council charge will rank behind the existing charge. (You would only want to do an enforced sale in this situation if there was sufficient equity in the property to cover both charges and the bank or building society with the prior charge was happy for you to sell the property).

(c) In the case of those charges stated to be a "charge on the premises" (see table) the position is more complicated. Some commentators suggest that these are not priority charges. However there are two cases that suggest the wording is sufficient to create a priority charge. These are Paddington Council v Finucane (1928) and Bristol Corporation v Virgin (1928). Further support for this view is provided in the later case of Westminster

City Council v Haymarket Publishing Ltd (1981). Certainly at nplaw we work on the basis that these charges are priority charges.

5.4 Selling the property

When we sell a property the contract makes clear that the council is selling in exercise of its power of sale under a mortgage. No covenants for title are given and it is made clear that the council does not warrant the class of title that the buyer will be able to obtain at the Land Registry. This has not posed a problem to date and buyers have still been willing to proceed.

Appendix D

Enforced Sale Process diagram

Complaint received – Prioritised and investigated with informal action

NFA Case closed/ informal work continues for those with lowest priority	**Action Required** Eligible notices are: PDPA, EPA, Buildings Act, S.215 (no mortgage), Housing Act, Public Health Act

Officer serves legal notice on property, owner and copies saved on I@W Target timescale – 1 month to allow compliance of notice

Officer checks if notice has been complied with

Yes Officer closes notice record & further work continues to bring property back into use	**No** Officer obtains quotes, raises PO number and instructs works to go ahead Target timescale – within 1 month of non-compliance to allow time to gain WID quotes and notify owner.

Officer raises sales order, requests a copy of the sales order from finance & issues sales order to owner's correspondence address

Officer checks if sales order has been paid	
Yes Officer closes notice record down & further work continues to bring property back into use	**No** Officer asks legal to draw up 3-month legal notice Target timescale – 3 months

Officer checks if sales order has been paid	
Yes Officer closes notice record down & further work continues	**No** Officer asks legal to apply to the Land Registry to start enforced sales procedure Target timescale – within 1 month of notice expiring

Once legal have confirmed Land Registry have registered our charge, instruct chosen company to market the property for 14 days with best & final bids to be submitted

Sale completes – Transfer proforma needs completing, Council Tax informing and Uniform updating & closing down

Agenda Item 5

ES/1393

CABINET

Tuesday, 03 January 2023

Subject	Disabled Facilities Grants – Amendment to Policy
Report by	Councillor Richard Kerry – Cabinet Member with responsibility for Housing
Supporting Officer	Teresa Howarth Principal Environmental Health Officer (Housing) Teresa.howarth@eastsuffolk.gov.uk 01394 444206

Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is **NOT** in the public interest to disclose the exempt information.	Not applicable Click or tap here to enter text.
Wards Affected:	All Wards [Add additional wards or delete as required]

Purpose and high-level overview

Purpose of Report:

To review the current delivery of disabled facilities grants by the Independent Living east Suffolk agency established in May 2020.

To consider the implementation of policy changes to support more efficient delivery of grant aid.

Options:

- Continue with existing policy and face the prospect of not fully utilising the grant funding allocated to East Suffolk to the detriment of residents and delay adaptations due to the length of the complexity of the current application process.
- Modify the policy, accept applications from professionals other than occupational therapy staff, simplify the application process reducing 3 application types currently available to 1, reducing circumstances when means testing is used to determine eligibility to maximise expenditure to better meet need.

Recommendation/s:

That the new grants policy detailed in this report be adopted as Council policy under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) and the policy is published on the East Suffolk website.

Corporate Impact Assessment

Governance:

The Council is the Strategic Housing Authority for East Suffolk. With an ageing population and increasing levels of disability we have a statutory duty to deliver a mandatory disabled facilities grant service. In Suffolk the majority of the Councils also provide an agency service (Independent Living) to streamline the process for applicants and increase the throughput of work. The service is managed within the Private Sector Housing team with oversight by the Head of Housing apart from the Occupational Therapists element which is delivered by Suffolk County Council.

ESC policies and strategies that directly apply to the proposal:

Private Sector Housing Strategy
Discretionary Grant policy adopted by Council in October 2020

Environmental:

No significant environmental impacts resulting from this proposal

Equalities and Diversity:

An Equality Impact Assessment has highlighted that these changes are likely to have a positive impact on age and disability due to a high likelihood of an improved service to those having these characteristics. All other areas considered had no negative impact. Overall, it is believed the change will lead to a better service.

Financial:

The Better Care Fund DFG allocation for East Suffolk is shown in the table below giving levels of allocation and funding utilised over the last 3 years including the year to date:

FY	DFG Allocation	Spend and commitment for all grants	Number of cases	Underspend
2020/21	£2,398,432	£2,135,341	322	£263,091
2021/22	£2,398,432	£2,004,623	375	£393,809
2022/23 (Q1 to end of Nov ONLY)	£2,721,389	£1,644,445	324	£1,076,944

As can be seen there is an underspend each of the years shown and the cumulative underspend from before that, amounting to a significant carried forward budget into 22/23 of £5,181,105.58. For 22/23 the DFG received was £2,721,389.00 so the budget is a grand total of £7,902,494.58. Therefore there are no concerns about meeting the increased demand for grant funding which this policy is likely to deliver.

The salaries of Independent Living caseworkers and technical officers are met from the DFG allocations. Management and admin costs are met from the existing revenue budget.

The Capital available to support **Renovation Grants** is a separate budget and is approximately £850,000. This has been budgeted across 3 years, giving an annual budget of £250,000 until 2023/24 when it will be sustained with funds from any repaid grants only.

Human Resources:

The policy does not involve any changes to current staffing or terms and conditions at this stage.

ICT:

No implications

Legal:

The main legislation covering this area of work is contained in the Housing Grants, Construction and Regeneration Act 1996. The eligible works are to facilitate access to the property and the main living areas and amenities. Grants are client focussed and there is a consultation process involving Occupational Therapists who recommend what works are necessary and appropriate to meet the client's needs. A means test is applied, except in children's cases.

The ability to set a policy outside of the legal framework is contained in the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

Risk:

If we do not spend the allocation from the Better Care Fund it could be reduced over time which would be detrimental to future years as we know there is a growing level of need in the population for adaptations. Delays in processing grants can lead to residents remaining at risk from falls or reliant on care for longer than is ideal. Adaptations significantly improve independence and quality of life. Over subscription of the service could lead to the funds running out. If this were to happen the policy could be revised again to match allocations.

External Consultees:	All District and Borough Councils

Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: *(Select only one primary and as many secondary as appropriate)*		**Primary priority**	**Secondary priorities**
T01	**Growing our Economy**		
P01	Build the right environment for East Suffolk	☐	☐
P02	Attract and stimulate inward investment	☐	☐
P03	Maximise and grow the unique selling points of East Suffolk	☐	☐
P04	Business partnerships	☐	☐
P05	Support and deliver infrastructure	☐	☐
T02	**Enabling our Communities**		
P06	Community Partnerships	☐	☐
P07	Taking positive action on what matters most	☐	☒
P08	Maximising health, well-being and safety in our District	☒	☐
P09	Community Pride	☐	☐
T03	**Maintaining Financial Sustainability**		
P10	Organisational design and streamlining services	☐	☐
P11	Making best use of and investing in our assets	☐	☐
P12	Being commercially astute	☐	☐
P13	Optimising our financial investments and grant opportunities	☐	☐
P14	Review service delivery with partners	☐	☒
T04	**Delivering Digital Transformation**		
P15	Digital by default	☐	☐
P16	Lean and efficient streamlined services	☐	☒
P17	Effective use of data	☐	☐
P18	Skills and training	☐	☐
P19	District-wide digital infrastructure	☐	☐
T05	**Caring for our Environment**		

P20	Lead by example	☐	☒
P21	Minimise waste, reuse materials, increase recycling	☐	☐
P22	Renewable energy	☐	☐
P23	Protection, education and influence	☐	☐
XXX	**Governance**		
XXX	How ESC governs itself as an authority	☐	☐

How does this proposal support the priorities selected?

Increasing access and simplifying processes to deliver disabled facilities grants funding for more residents, increases independence and wellbeing for people living with disabilities, brings our policy more in line with other Suffolk Councils and delivers more of what is important.

Background and Justification for Recommendation

1	**Background facts**
1.1	In October 2020 Cabinet adopted a revised grant policy under the RRO which introduced discretionary grants for disabled adaptations to fast track priority situations and circumstances, removing the need for means testing in these cases.
1.2	The demand for DFG's is increasing. East Suffolk receives the largest level of referrals but also has the largest DFG allocation. See table below

FY	Allocation	Spend for grants	Number of cases	Commitment for grants	Number of cases
2020/21	£2,398,432	£1,100,811.11	146	£1,034,530.86	176
2021/22	£2,398,432	£1,042,276.17	177	£962,347.81	198
2022/23 (Q1 to end of Nov ONLY)	£2,721,389	£603,292.61	124	£1,041,153.92	200

The team have significantly increased output but are restrained by the process, in delivering more. Consideration has been given as to how the service offered by IL-ES can be scaled up to be able to meet the increased need and spend the resources that it has available to it.

1.3	Customer satisfaction surveys sent to all clients where works have been completed show a high level of satisfaction with the service offered. See appendix A

2	**Current position**
2.1	The agency currently has a list of 58 clients awaiting the help of the agency. Unlike some of the other Suffolk authorities, ESC undertakes no advertising of the availability of the grants. Should we do so, the numbers of clients wishing to proceed with adaptation works to their homes would be even higher.

2.2	ESC currently only accepts a client for a DFG (all types) where there is a recommendation from an Occupational Therapist, other Suffolk authorities will accept recommendations from other health care professionals, such as doctors, health visitors etc. The greater flexibility to accept alternative recommendations eases the pressure on the Occupational Therapy service and reduces waiting times for the client With the current system clients are currently having to wait up to 9 months to be assessed by an Occupational Therapist. It is recognised there is a shortfall in staffing for this service.
2.3	Under our current policy East Suffolk Council offer the following grants: **Mandatory DFG**: Up to £30,000 requiring a full means test. Collecting evidence of income and capital can delay cases significantly. **Fast Track grant**: this provides funding of up to £10,000 to clients receiving a means tested benefit. A shortened application form makes the grant faster to process. **Supplementary Grant**: this provides up to £5,000 to **every** applicant irrespective of the outcome of the mandatory means test. Prior to the introduction of this grant, there were many applicants, who, having found themselves with a large contribution to pay towards the mandatory DFG would not proceed with the works, putting themselves at significant risk of a fall. **Priority Grant**: this grant started life as the 'Covid' grant providing a way of funding adaptations very quickly to allow clients to come home from hospital during the pandemic and remains for palliative and other urgent cases. The table below shows the respective approval and completion of work times for the various grants.

Type of grant	Average time (days) from Application to Approval (22/23)	Average time (days) from Approval to Completion (22/23)
Disabled Facility Grant	58	80
Priority Grant	10	36
Supplementary Grant	62	67

2.4	Each of the Suffolk District and Borough Councils has approved its own grant policy under the RRO. There is a considerable variation in what is available in each District, leading to a "post code" lottery of funding. There is however a willingness across the County to try and bring the grants offered more in line, subject to each Districts own financial circumstances.

2.5	In reviewing the agency's performance another area of concern has arisen, which is currently not fundable under the policy namely, repairs to both the property and to existing adaptations. Common examples include deterioration of waterproof, slip resistant floors used in level access showers; replacement parts for through floor lifts or stairlifts; rotten windows in shower rooms; damp proofing works or an electrical systems in an unsafe condition. A policy that allows these items to be included in an DFG would streamline the system for staff and residents.

3	How to address current situation
3.1	A revised discretionary DFG policy will improve efficiency, achieve a higher output and spend, better align the grants available with those across the rest of Suffolk and deal with repairs issues. Below are the main changes proposed.
3.2	**Replacement of the Fast Track, Supplementary and Priority Grants with a single Discretionary Disabled Facilities Grant (DDFG) of up to £15,000.00.** This grant will be 'non means tested' delivering savings in Officer time in undertaking the means test. The simplicity of a single discretionary grant will be easier for the client and other professionals we work with to understand. Of 198 grants approved in 2021/22, only 3 were more than £15,000.00 indicating that under the new policy, that most of our applications can be directed to this route and only the larger applications will involve a mandatory means tested grant. If the cost of works in these cases exceeds £30,000 this grant would also be available. Of the 200 grants approved to date in 2022/23**,** 48 means test were carried out. Of these only 8 applicants were assessed as having a contribution to make. These averaged £2531.97. (The remaining grants were either Supplementary or Priority (not means tested). In addition to its use for standard adaptation works, the grant will also be available for: • works for the terminally ill • works to allow a client to return home from hospital • financial assistance for a client needing to move because their home cannot be adapted to meet their needs • funding to repair hazards in the home to reduce risks leading to fewer falls and accidents in the home. • works to assist a client with a diagnosis of dementia to remain in their home • assistance technology to assist a client to remain in their home. Examples of works would be a smart thermostat to control the heating, a video doorbell etc. This grant will be repayable if the property is sold within 10 years (excluding the first £5000). If the grant is in conjunction with a mandatory DFG only one allowance of £5000 will be excluded from the repayment sum.

3.3	**Repairs Grant for Adaptations (RGA)** This grant will have a minimum grant amount of £500.00 and a maximum grant amount of £5000.00. This grant will be 'non means tested' and available for: • essential repairs to existing adaptations, such as level access showers, stairlifts, through floor lifts etc. • essential repairs to allow new adaptations to proceed, such as damp proofing works, electrical improvements and rotted floors. • essential repairs to a room where adaptations are being carried out, for example, the renewal of a rotted window in a bathroom where a level access shower is to be fitted • improvements to heating systems where the current heating arrangements are inadequate to a property where adaptations are being carried out. The grant will be repayable should the property change hands within 10 years of the completion of the works (owner occupiers only).
3.4	**Mandatory DFG** This will remain as it is now.
3.5	Adaptation Costs below £1000 would not be eligible for assistance as the responsibility for these minor works rests with Social Care.
3.6	Accept referrals from other health professionals in addition to the Occupational Therapists. This will allow increased numbers of recommendations to be received and assist greater numbers of clients.
4	**Reason/s for recommendation**
4.1	To free up Officer time speeding up the process of approval and reducing delays leading to an increase in overall number of grants approved.
4.2	The simplified DDFG will assist both clients and other professionals we work with in understanding what is available.
4.3	The new limit on the DDFG will align ESC with the most generous of the other Suffolk authorities. It is anticipated that the remaining authorities will look to match this as their own policies are reviewed subject to budgetary restraints.
4.4	The RGA will help clients where no help is currently available, removing the risk of harm from disrepair. The grant will also allow both Mandatory and Discretionary DFG's to be progressed more quickly where repair works are necessary, again assisting the client and enabling more grants to be approved.

Appendices

Appendices:	
Appendix A	Warwick Edinburgh results of customer satisfaction surveys

Background reference papers: None.

Appendix A

Customer Satisfaction Survey

In addition to carrying out a Customer Satisfaction Survey following completion of adaptation works the Independent Living - East Suffolk is also establishing our client's wellbeing using the Warwick Edinburgh Mental Wellbeing Scale.

This is a system used to measure mental wellbeing in the general population following interventions such as adaptation works. It uses 14 questions which have five ranking categories; these produce a score from which the wellbeing level is considered as low, medium, or high. In the future we will be looking into the client's wellbeing scores, before and after the adaptations to determine the added benefits of the works.

Just under 60% of those who have recently returned the Customer Satisfaction Survey had a good mental wellbeing score after the adaptations were completed.

The below shows the Customer Satisfaction Survey which we send out to our clients.

Disabled Facility Grant Customer Satisfaction Survey
(Independent Living – East Suffolk Case Ref:)

Using the scale for each question please ✓ the box reflecting your satisfaction. If you wish to provide us with some additional information, please use the space provided (……) after the relevant question.

1. Do you think your health has benefited from having the works done? Would you like to tell us how your health has benefited? …… ……					
2. Has your adaptation made you feel safer? How do you feel safer? …… ……					
3. Has your adaptation made you feel more independent? What can you do now on your own that you could not do before? …… ……					

4. Your Wellbeing

Please see the below statements about feelings and thoughts and ✓ the box which best describes your experience over the last 2 weeks.

Statements	None of the time:	Rarely:	Some of the time:	Often:	All of the time:
I've been feeling optimistic about the future					
I've been feeling useful					
I've been feeling relaxed					
I've been feeling interested in other people					
I've had energy to spare					
I've been dealing with problems well					
I've been thinking clearly					
I've been feeling good about myself					
I've been feeling close to other people					
I've been feeling confident					
I've been able to make up my own mind about things					
I've been feeling loved					
I've been interested in new things					
I've been feeling cheerful					

Warwick-Edinburgh Mental Well-Being Scale (WEMWBS) © University of Warwick 2006, all rights reserved.

5. Has your adaptation reduced your care package costs? (e.g. Hours of care) **Hours per week before?** …… **Hours per week now?** ……	**Yes**	**No**
6. Before the adaptations had you, considered alternative options other than remaining in your own home, or receiving additional care, to help? **If so, what were the alternative options?** …… ……	**Yes**	**No**
7. Do you think the works helped you to stay out of care and/ or hospital?	**Yes**	**No**
8. Would you have had the work completed without the help from the Independent Living – East Suffolk?	**Yes**	**No**

Please ✓ the box reflecting your satisfaction					
9. Can you rate your satisfaction with the overall service provided by the Independent Living Service? Please add any additional comments below:					

……

……

……

……

Please return to ……. using the pre-paid envelope enclosed.

Thank you for completing this questionnaire.

<u>Client Feedback</u>

The following table provides recent examples of client's feedback we have received from our returned Customer Satisfaction Surveys.

Customer Satisfaction Survey Client Feedback
"I am extremely happy with the works carried out. The builders were amazing and the whole process was completed very satisfactory. I now feel safe and independent in my own home."
"Helped my wife a great deal when pushing my wheelchair & helped ambulance drivers when pushing the trolly"
"Easier to get in and out of property without negotiating step. Walk into shower independently, space to use walker."
"Get up & down stairs without stick"
"I would like to thank everybody who helped me get the stairlift. It also helped my husband, as he didn't have to follow me upstairs anymore"
"Very satisfied and excellent workmanship"
"100% amazing, kept us informed all the way through while having works done"
"I feel so safe now that I have a wet room and not a bath. As before I had a bath and could not get out as kept slipping. I can have a lovely shower, before when I had a bath I was scared to get in so had to have a strip wash"
"Very good grateful for all the alterations, steps, ramp outside and especially the lovely bathroom"
"It has made a great difference, thank you"

Agenda Item 6

ES/1390

CABINET

Tuesday, 03 January 2023

Subject	Fees and Charges for the Financial Year 2023/24
Report by	Councillor Maurice Cook Cabinet Member with responsibility for Resources
Supporting Officer	Brian Mew Chief Finance Officer and Section 151 Officer Brian.mew@eastsuffolk.gov.uk

Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is **NOT** in the public interest to disclose the exempt information.	N/A
Wards Affected:	All Wards

Purpose and high-level overview

Purpose of Report:

The purpose of this report is to recommend to Cabinet a schedule of fees for discretionary services provided by the Council during the financial year April 2023 to March 2024. The report also notifies Cabinet of statutory fees chargeable during the same period, which are set by various other bodies.

Options:

There are options to not increase fees and charges for 2023/24, or to propose lower increases. However, the proposals presented to Cabinet represent a balance between the interests of customers and the need to keep pace with rising service costs.

Recommendation/s:

That Cabinet:

1. Approves the discretionary Fees and Charges for 2023/24, attached as Appendix A to this report.
2. Notes the statutory Fees and Charges for 2023/24, attached as Appendix B to this report.
3. Grants the Head of Environmental Services and Port Health delegated authority, in consultation with the Cabinet Member with responsibility for Community Health, to determine the Port Health discretionary charges for 2023/24, once regulatory information is made available.

Corporate Impact Assessment

Governance:

None arising directly from this report.

ESC policies and strategies that directly apply to the proposal:

East Suffolk Strategic Plan.

Environmental:

None arising directly from this report.

Equalities and Diversity:

Equalities Impact Assessment (EqIA) has been prepared in respect of various service areas where fee increases are proposed. No adverse impacts have been identified.

Financial:

The fees and charges proposals are intended to broadly reflect a 5% increase despite the above 10% levels of inflation[1] being experienced in the 12 months to date. The financial impact of this is that inflationary pressures are therefore being managed via means other

[1] CPI for November 2022 according to ONS is 10.7% - Consumer price inflation, UK - Office for National Statistics

than fees and charges, where possible. Where legislation permits cost recovery of specific services, those services are priced in line with the approach prescribed, thereby limiting the financial impact.
Human Resources: No direct HR impact is expected to result from these proposals.
ICT: None arising directly from this report.
Legal: **N/A**
Risk: With the current cost of living crisis, demand for discretionary services may be suppressed. Across discretionary services, managers have sought to balance this with the need to cover the rising cost-of-service delivery.

External Consultees:	Beach Hut and Chalet Association was consulted two years ago regarding fees for beach hut related licenses and services.

Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: *(Select only one primary and as many secondary as appropriate)*		**Primary priority**	**Secondary priorities**
T01	**Growing our Economy**		
P01	Build the right environment for East Suffolk	☐	☒
P02	Attract and stimulate inward investment		☐
P03	Maximise and grow the unique selling points of East Suffolk	☐	☒
P04	Business partnerships	☐	☐
P05	Support and deliver infrastructure	☐	☐
T02	**Enabling our Communities**		
P06	Community Partnerships	☐	☐
P07	Taking positive action on what matters most	☐	☐
P08	Maximising health, well-being, and safety in our District	☐	☒
P09	Community Pride	☐	☐
T03	**Maintaining Financial Sustainability**		
P10	Organisational design and streamlining services	☐	☒
P11	Making best use of and investing in our assets	☐	☒
P12	Being commercially astute	☒	☐
P13	Optimising our financial investments and grant opportunities	☐	☒
P14	Review service delivery with partners	☐	☐
T04	**Delivering Digital Transformation**		
P15	Digital by default	☐	☐

P16	Lean and efficient streamlined services	☐	☐
P17	Effective use of data	☐	☐
P18	Skills and training	☐	☐
P19	District-wide digital infrastructure	☐	☐
T05	**Caring for our Environment**		
P20	Lead by example	☐	☐
P21	Minimise waste, reuse materials, increase recycling	☐	☐
P22	Renewable energy	☐	☐
P23	Protection, education, and influence	☐	☐
XXX	**Governance**		
XXX	How ESC governs itself as an authority	☐	☒

How does this proposal support the priorities selected?

The annual fees and charges review provides an opportunity for the Council to review the cost of delivering services and the competitiveness of its pricing strategies and propose changes to allow it to remain financially sustainable.

Background and Justification for Recommendation

1	Background facts
1.1	Income from fees and charges is an integral part of the Medium-Term Financial Strategy (MTFS), generating essential funding for the Council to help minimise Council Tax increases and/or service reductions. It is vital to ensure that our charges reflect any changes in costs or demands, that have either already occurred, or are expected to occur over the next year. In addition, the financial constraints currently faced by the Council makes it crucial to ensure its income from fees and charges is consistent with the East Suffolk Strategic Plan and relevant Government legislation.

2	Current position
2.1	Fees and charges income is a vital source of income to the Council, in the region of £22 million per annum to the General Fund, including Port Health. The Council's policy is to review fees and charges each year. The Medium-Term Financial Strategy – Key Principles, states the current policy on fees and charges: "Increase existing fees and charges on a market forces basis whilst having regard to the Council's policies and objectives. As a minimum, fees and charges should be increased by price inflation. The Council will also review opportunities to introduce new fees as appropriate". Fees and charges can be categorised into two groups: • discretionary fees and charges for approval by Cabinet; and

	• statutory fees and charges that must be set in accordance with legislation and Government regulations. Generally, any increase in fees and charges at East Suffolk Council will take effect from 1 April. However, if the fees and charges are set by statute these will vary per the date set by Government regulation.
2.2	**Discretionary Fees and Charges – Appendix A** The discretionary fees and charges schedule contains the charges and charging mechanism for services provided by the Council and for which the Council determines the appropriate pricing. It also includes statutory services for which the council sets fees based on legislation, where there is discretion on how the pricing is set. For example, government set price caps do provide discretion to set fees at points below the cap. The proposed discretionary fees and charges for 2023/24 as set out in **Appendix A,** have been set taking account of the following: • Where only the full cost of service provision can be charged, the fee or charge reflects the full cost, including an apportionment of support service costs. • Where the discretionary fee or charge is set at the market rate, these have been benchmarked and set at the appropriate rate considering demand for the service but ensuring that any competitive advantage is neutralised if in competition with the private sector. • Opportunities to introduce new fees as appropriate. • Consideration of the impact of fee change on the use of the services. • Other discretionary fees and charges which do not fall into any of the above, are increased by 5%. The target rate is significantly lower than the anticipated 7.4% inflation for 2024 specially to reflect the need to keep our services affordable considering continued pressures on household incomes. Building Regulation charges are no longer published at the request of the Head of Planning and Coastal Management. This is because there is considerable competition from the private sector for the provision of this service and the publication of the Council's charges in this area would result in the Building Regulation service facing a competitive disadvantage and loss of income. Lowestoft Port Health and Suffolk Coastal Port Health Authority charges for 2023/24 are still under consideration by the respective service leaders due to material regulatory inputs being unavailable at the time of this report. The fees will be agreed with the relevant Cabinet Member before being published in March 2023.
2.3	Some noteworthy sections of the discretionary fees & charges (Appendix A) are highlighted below. ***Environmental health (appendix a, section 1):*** New charges have been introduced in recognition of the additional effort required to regulate new activities for protection of residents. An administration charge is also now introduced in recognition of the resource required to deliver public health funerals.

	Fixed penalty notices have now been included in the fee book. This is because the enforcement service was previously provided by a third-party operator and will now be brought back in-house for closer monitoring. ***Parking services (appendix a, section 3.1):*** Core parking service fees which came into force on 21 August 2020 remain unchanged. Off-street parking place suspension fees, however, will now match the fee for On-street parking place suspensions as the evidence indicates it takes a similar level of resource to process both. In some areas season tickets will be made available to reflect changing demand patterns. ***Household waste services (appendix 1, section 3.3):*** Our waste services have been impacted significantly by inflationary pressures, predominantly rising fuel costs. Therefore, the proposal is to increase the garden waste collection service fee by £3 or 6.4% to £50. In the same vein, bulky household waste service fee is proposed to increase by £3 or 6.4% to £50 for the first three items. For each additional bulky item, the fee proposal is £17, an increase of £1. Finally, developer bin delivery charge is proposed to increase significantly to reflect rising transport costs, an increase of £13.50 to £30. ***Southwold harbour and caravan-camp site (appendix a, Section 3.4 & 3.5):*** The Southwold Harbour Management Committee considered the proposed fees and charges at its meeting on 24 November and are recommended to Cabinet in a separate report at this meeting. ***Recreation and outdoor sports (appendix a, section 3.6):*** The approach this year has been to align fees across East Suffolk as much as possible as there were several differences. Hence, some fees reflect the recommended 5% increase and others slightly less. The Felixstowe junior block booking and mini football pitches were the hardest to align. It is therefore proposed not to increase these fees in the South of the district until the fees match those in the North of the district. This may take two years to fully align without significant differences. ***Beach huts & chalets (appendix a, section 3.8):*** – A 2.75% increase has been agreed with the Beach Huts Association for the licence of beach hut sites in Sizewell and Felixstowe. The three-year deal with the Beach Huts Association ends on 31st March 2024. New beach hut rental fees are now included in the fee schedule reflecting the huts which the Council has recently build or brought back in house from third party operators. As these are new, the Council is still working to balance the pricing with its regeneration ambitions in the area. Therefore, no price increase is proposed for these beach hut rentals. ***Section 106 obligation monitoring fees (appendix a, section 5.1):*** This is a fee which was re-instated in 2020 because of a change in the statutory guidance around charging s106 monitoring fees. As it was newly instated it hasn't been

	reviewed for a few years but has now been subject to a full review bringing it up by 9.07% to £445. ***Housing services (appendix a, section 6):*** The housing team have taken a wholistic view of their hourly staff cost changes and capped their price increase at the percentage increase in their staffing costs – 8.25%. Price increases have been balanced to ensure services remain affordable. For example, the cost of supporting residents with disabled facility grants and renovation grants have stayed the same.
2.4	**Statutory fees and Charges – Appendix B** Appendix B contains fees and charges that have been set by legislation or by organisations other than the Council. Therefore, there is no requirement to make pricing decisions on the services listed in Appendix B, and they are gathered into a repository for ease of reference for residents.

3	How to address current situation
3.1	Cabinet is asked to consider and approve the schedule of Discretionary Fees and Charges for 2023/24 as set out in **Appendix A** and to note the schedule of Statutory Charges as set out in **Appendix B**. The date for implementation of the discretionary fees is 1 April 2023, unless otherwise stated.

4	Reason/s for recommendation
4.1	To set the Council's discretionary fees and charges from 1 April 2023, considering significant inflationary pressures, changes to services and the operating environment of the Council.

Appendices

Appendices:	
Appendix A	Discretionary Fees 2023/24
Appendix B	Statutory Fees 2023/24

Background reference papers: None

Agenda Item 6

ES/1390

Discretionary Fees and Charges 2023/24

East Suffolk Council

EASTSUFFOLK COUNCIL

FEES AND CHARGES NOTE

Note

Generally any increase in fees and charges will take effect from 1 April 2023 and apply through to 31 March 2024. Details of variations from this date are included in the schedule.

The prices quoted in this book are inclusive of Value Added Tax (VAT) when applicable, therefore individuals and companies do not need to add VAT to the price shown. Please refer to the VAT code key below for further details.

VAT Code Key

The current standard rate of VAT is 20%.

This schedule for fees and charges show the rate of VAT applicable which is denoted by one of the following abbreviations;

S	Standard Rated
EX	Exempt
OS	Outside Scope
ZE	Zero Rated

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1.1 Charges for licences

Animal welfare	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Pet shops **	£319.00	OS	£16.00	5.28%	£303.00
Dog breeding establishments **	£319.00	OS	£16.00	5.28%	£303.00
Dangerous wild animals **	£475.00	OS	£23.00	5.09%	£452.00
Animal boarding establishments **	£319.00	OS	£16.00	5.28%	£303.00
Home Boarding Franchise ("Arrangers") If the number of "Hosts" exceeds 6, an additional £72.00 fee will be charged per 6 "Hosts" (i.e., £72.00 for 7 to 12 hosts, £144.00 for 13 to 18 hosts etc.)		OS	n/a	n/a	
Riding establishments Application Fee	£168.00	OS	£8.00	5.00%	£160.00
Grant fee 1 year Licence	£145.00	OS	£7.00	5.07%	£138.00
Grant fee 2 year Licence	£254.00	OS	£13.00	5.39%	£241.00
Grant fee 3 year Licence	£351.00	OS	£17.00	5.09%	£334.00
Additional fee for each additional activity *	£71.00	OS	£4.00	5.97%	£67.00
Re-rating request *	£163.00	OS	£8.00	5.16%	£155.00
Appeal inspection fee *	£163.00	OS	£8.00	5.16%	£155.00
Variation Application Fee-					
1 star	£146.00	OS	£7.00	5.04%	£139.00
2 star	£74.00	OS	£4.00	5.71%	£70.00
3 star	£50.00	OS	£3.00	6.38%	£47.00
4 star	£37.00	OS	£2.00	5.71%	£35.00
5 star	£30.00	OS	£2.00	7.14%	£28.00
Paperwork only variation (all ratings)*	£30.00	OS	£2.00	7.14%	£28.00

All the above fees marked with an asterisk (*) plus vet fees at cost, if required

All the above fees marked with a double asterisk (**) an application fee of £160.00 must be paid when the application is submitted. The balance is payable when the licence is ready to be issued.

Advice regarding various licences	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Hourly rate	£76.00	S	£4.00	5.56%	£72.00

Zoo licensing	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Notice of intention to apply for a zoo licence	£140.00	OS	£7.00	5.26%	£133.00
Application for the grant of a new zoo licence for four years	£489.00	OS	£24.00	5.16%	£465.00
Special inspection of licenced zoo	£174.00	OS	£9.00	5.45%	£165.00
Periodic inspections (renewal & every three years)	£714.00	OS	£34.00	5.00%	£680.00

Vet inspection fees are in addition to all animal welfare licences

1.2 Charges for registration

Skin piercing	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Tattooing, micropigmentation/semi-permanent makeup, cosmetic-piercing (including ear-piercing), electrolysis, and acupuncture (Premises)	£290.00	OS	£17.00	6.23%	£273.00
Tattooing, micropigmentation/semi-permanent makeup, cosmetic-piercing (including ear-piercing), electrolysis, and acupuncture (Persons)	£170.00	OS	£10.00	6.25%	£160.00
Add a skin piercing activity to an existing registration.	£90.00	OS	*NEW*	*NEW*	n/a
Replacement or duplicate registration certificate (electronic and/or paper).	£30.00	S	*NEW*	*NEW*	n/a
Change of a person's name (electronic and/or paper).	£30.00	OS	*NEW*	*NEW*	n/a

1.3 Food premises register

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Copy of food premises register	£157.00	OS	£7.00	4.67%	£150.00
Copy of food premises register - single entry	£21.00	OS	£1.40	7.14%	£19.60

1.4 Certificates & health charges

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Issuing of export health certificate - Local Authority	£130.00	OS	£6.00	4.84%	£124.00
Issuing of export health certificate - APHA	£250.00	OS	£13.00	5.49%	£237.00
Issuing of export certificate of conformity	£100.00	OS	£6.00	6.38%	£94.00

1.5 Health education courses

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Level 2 Award in Food Safety and Catering	£82.00	EX	£4.00	5.13%	£78.00
Level 2 Award in Food Safety and Catering (refresher)	£48.00	EX	£2.00	4.35%	£46.00
Level 2 Award in Health and Safety at Work	£82.00	EX	£4.00	5.13%	£78.00
Examination re-sit fee for a Level 2 course	£48.00	EX	£2.00	4.35%	£46.00

1.6 Voluntary surrender certificates

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Issue of voluntary surrender certificates	£195.00	OS	£9.00	4.84%	£186.00
Disposal of food	*Actual Cost (net of VAT)*	OS	n/a	n/a	*Actual Cost (net of VAT)*

1.7 Food hygiene ratings

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Revisit	£200.00	OS	£38.00	23.46%	£162.00

1.8 Safer Food, Better Business (SFBB)

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
SFBB for caterers	£22.00	ZE	£1.00	4.76%	£21.00
SFBB for caterers with residential care homes supplement	£22.00	ZE	£1.00	4.76%	£21.00
SFBB for retailers	£22.00	ZE	£1.00	4.76%	£21.00
SFBB Indian, Pakistani, Bangladeshi and Sri Lankan cuisines	£22.00	ZE	£1.00	4.76%	£21.00
SFBB Chinese cuisine - English language version	£22.00	ZE	£1.00	4.76%	£21.00
SFBB Chinese cuisine - Cantonese language version	£22.00	ZE	£1.00	4.76%	£21.00
SFBB childminders	£13.50	S	£0.50	3.85%	£13.00
12 month diary pack	£7.00	S	£1.60	29.63%	£5.40

1.9 Dog control

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Costs of reclaiming a stray dog	£134.00	OS	£7.00	5.51%	£127.00
Surcharge for dogs with no/unregistered/out-of-date/otherwise invalid microchip	£45.00	OS	£3.00	7.14%	£42.00
Plus administration costs	£40.00	OS	£2.00	5.26%	£38.00
Plus daily kennelling fees	£17.00	OS	£1.00	6.25%	£16.00
Plus vet fees at actual cost					

1.10 Provision of supplementary environmental information

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Simple requests (taking up to 2 hours to process):					
This is at the Council's discretion, having regard to relevant factors (in accordance with ICO guidance) this fee may be waived for	£116.00	OS	£6.00	5.45%	£110.00
Complex requests (i.e. taking more that 2 hours to process):					
Flat Rate	£116.00	OS	£6.00	5.45%	£110.00
Plus charge per hour	£76.00	OS	£4.00	5.56%	£72.00

1.11 Fixed penalty notices (FPNs)

Offence	Standard Penalty (14 days)	Amount if paid within 10 days	Maximum fine for non payment	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Nuisance parking	£100.00	£60.00	n/a		OS			n/a
Vehicle abandonment	£200.00	£120.00	n/a		OS			n/a
Litter	£80.00	£60.00	£2,500.00		OS			n/a
Street litter & litter control notices	£80.00	£60.00	£2,500.00		OS			n/a
Leaflet distribution	£80.00	£60.00	£2,500.00		OS			n/a
Graffiti and Fly posting	£80.00	£60.00	unlimited		OS			n/a
Failure to produce waster transfer note	£300.00	£180.00	unlimited		OS	*NEW to Discretionary fees book*		n/a
Failure to provide waste carrier licence	£300.00	£180.00	unlimited		OS			n/a
Offences regarding waste receptacles	£80.00	£60.00	£1,000.00		OS			n/a
Breach of Public Space Protection Order (PSPO)	£80.00	£60.00	n/a		OS			n/a
Breach of Community Protection Notice (CPN)	£80.00	£60.00	n/a		OS			n/a
Noise from dwellings	£80.00	£60.00	£1,000.00		OS			n/a
Noise from licensed premises	£500.00	n/a	£1,000.00		OS			n/a
Householder waste duty of care	£200.00	£120.00	n/a		OS			n/a
Smoke Free - Failure to provide signage to prohibit smoking in a prohibited place	£200.00	£150.00	n/a		OS			n/a
Smoke Free - Smoking in a prohibited place	£50.00	£30.00	n/a		OS			n/a

1.12 Public Health funeral administration

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Administration fee	£350.00	OS	*NEW to Discretionary fees book*		n/a
Funeral expenses incurred	*Actual cost*	OS			n/a

1.13 Private Water Supplies Regulations 2016 Sampling

To carry out a risk assessment under Regulation 6 of The Private Water Supplies Regulations 2016.

Risk Assessment	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Risk Assessments and investigations undertaken by ESC officers will be charged on a 100% cost-recovery basis	*Hourly rate (as below)*	OS			n/a
Risk Assessment and investigations carried out by a contractor	*Actual cost*	OS			n/a
Officer time supporting contractor activities (administration of sampling, data management and correspondence)	*Hourly rate (as below)*	OS			n/a
Sampling					
Sampling costs will be charged on a 100% cost recovery basis	*Hourly rate (as below)*	OS	*NEW to Discretionary fees book*		n/a
Sampling costs will also include elements to recover the actual third party costs of transporting samples to the laboratory	*Actual cost*	OS			n/a
Sampling costs will include an element to recover the administrative costs, data management, correspondence etc.	*Hourly rate (as below)*	OS			n/a
Revisit to verify failed result (applies only to the **first** revisit for re-sampling to verify failed parameters)	No charge	OS			n/a
Analysis of all samples will be charged at the cost charged to ESC by the laboratory (including re-samples to verify failed parameters	*Actual cost*	OS			n/a
Hourly Rate					
Officer time hourly rate (includes on-costs and overheads)	£76.00	OS			n/a
Missed appointments					
Missed appointments for sampling or risk assessments will attract fees at the standard rate unless cancelled at least 48 hours beforehand					

1.14 Lowestoft Port Health - Charges for Inspections of ships (Sanitation Inspection Certificates)

Lowestoft Port Health charges for 2023/24 are to be included from March 2023.

1.15 Port Health - Suffolk Coastal Port Health Authority

Suffolk Coastal Port Health Authority charges for 2023/24 are to be included from March 2023.

2.1 Charges for licences

Sex Establishments	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Sex Establishments - Initial Grant	£2,289.00	OS	£109.00	5.00%	£2,180.00
Sex Establishments - Annual Fee	£1,945.00	OS	£93.00	5.02%	£1,852.00
Street Trading					
Consents and Licences	£425.00	OS	£20.00	4.94%	£405.00
Daily Fee	£28.00	OS	£1.00	3.70%	£27.00
Pavement Licences (for local businesses)	No charge	OS	n/a	n/a	No charge

Single Event Street Trading Licence for events supported by Town/Parish Councils' are free of charge. This is at the Councils' discretion.

Boat and Boatman Licences	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Pleasure Boat Licence (up to 12 passengers)	£140.00	OS	£7.00	5.26%	£133.00
Rowing Boat (4 passengers)	£69.00	OS	£3.00	4.55%	£66.00

2.2 Hackney carriages / Private hire vehicles

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Horse drawn vehicle or private hire vehicle	£50.00	OS	£2.00	4.17%	£48.00
Disclosure & Barring Checks / Set by Disclosure & Barring Service	£40.00	OS	£0.00	0.00%	£40.00
Vehicle ID plate initial charge (with bracket)	£28.00	OS	£0.00	0.00%	£28.00
Vehicle ID plate renewal charges	£16.00	OS	£0.00	0.00%	£16.00
Temporary vehicle	£50.00	OS	£2.00	4.17%	£48.00
Vehicle transfer to new owner	£50.00	OS	£2.00	4.17%	£48.00
Motorised Hackney Carriage	£340.00	OS	£15.00	4.62%	£325.00
Discount for vehicles with mobility seat provision for people with disability	£170.00	OS	£6.00	3.66%	£164.00
Discount for Electric/hybrid Vehicles	£255.00	OS	£11.25	4.62%	£243.75
Private hire vehicles	£296.00	OS	£14.00	4.96%	£282.00
Discount for vehicles with mobility seat provision for people with disability	£148.00	OS	£7.00	4.96%	£141.00
Discount for Electric/hybrid Vehicles	£222.00	OS	£10.50	4.96%	£211.50
Rickshaws	£50.00	OS	£2.00	4.17%	£48.00
Driver's Licences					
Initial application test	£50.00	OS	£2.00	4.17%	£48.00
First application	£173.00	OS	£8.00	4.85%	£165.00
Three year licence	£226.00	OS	£11.00	5.12%	£215.00
Private Hire Operations Licences					
Knowledge Test	£58.00	OS	£3.00	5.45%	£55.00
Five year licence owner/driver	£267.00	OS	£13.00	5.12%	£254.00
Five year licence 2 - 5 cars	£450.00	OS	£21.00	4.90%	£429.00
Five year licence over 5 cars	£888.00	OS	£42.00	4.96%	£846.00

Additional Hackney / Private Hire Vehicle fees are set by East Suffolk Council Partners - Norse Group Limited. They will be set by East Suffolk Services Ltd from July 2023.

The Charges		
	Mechanical Inspection	Single Axle Trailer - Inspection
	Retest	Failure to Keep Vehicle Inspection Appointment
	Unfit Vehicle Notice	Taxi / Private Hire Vehicle Plate Replacement
	Double Axle Trailer - Inspection	

2.3 Premises licences (Gambling Act 2005)

	2023/24				
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	VAT Status
Bingo Club	£1,717.00	£813.00	£1,145.00	£1,088.00	OS
Betting Premise (excluding tracks)	£1,717.00	£600.00	£1,145.00	£1,088.00	OS
Tracks	£1,717.00	£687.00	£1,145.00	£950.00	OS
Family Entertainment Centre	£1,717.00	£687.00	£1,000.00	£950.00	OS
Adult Gaming Centre	£1,717.00	£687.00	£1,000.00	£1,088.00	OS

	2022/23				
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	VAT Status
Bingo Club	£1,635.00	£774.00	£1,090.00	£1,036.00	OS
Betting Premise (excluding tracks)	£1,635.00	£600.00	£1,090.00	£1,036.00	OS
Tracks	£1,635.00	£654.00	£1,090.00	£950.00	OS
Family Entertainment Centre	£1,635.00	£654.00	£1,000.00	£950.00	OS
Adult Gaming Centre	£1,635.00	£654.00	£1,000.00	£1,036.00	OS

	2022/23				
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	VAT Status
Bingo Club	5.0%	5.0%	5.0%	5.0%	OS
Betting Premise (excluding tracks)	5.0%	0.0%	5.0%	5.0%	OS
Tracks	5.0%	5.0%	5.0%	0.0%	OS
Family Entertainment Centre	5.0%	5.0%	0.0%	0.0%	OS
Adult Gaming Centre	5.0%	5.0%	0.0%	5.0%	OS

3.1 Parking services (Off-street parking places)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
ALDEBURGH				
Fort Green	£1.50	£3.00	£4.00	£65.00
King Street*	£1.50	£3.00	£4.00	-
Oakley Square*	£1.50	£3.00	£4.00	-
Slaughden	£1.50	£3.00	£4.00	£65.00
Slaughden Sea Wall	No Charge			-
Thorpeness Beach*	£1.00	£2.00	£4.00	£65.00
Thorpe Road	£1.50	£3.00	£4.00	£65.00
BECCLES				
Blyburgate*	£1.00	£2.00	£4.00	£65.00
Hungate*	£1.00	£2.00	-	£65.00
Newgate*	£1.00	£2.00	£4.00	£65.00
BUNGAY				
Boyscott Lane	No Charge			-
Nethergate	£1.00	£2.00	£4.00	£65.00
Priory Lane*	£1.00	£2.00	£4.00	£65.00
Scales Street	£1.00	£2.00	£4.00	£65.00
Wharton Street*	£1.00	£2.00	£4.00	£65.00

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
FELIXSTOWE				
Arwela Road	£1.50	£3.00	£4.00	£65.00
Beach Station	£1.50	£3.00	£4.00	£65.00
Brackenbury Fort*	£1.50	£3.00	£4.00	£65.00
Clifflands*	£1.50	£3.00	£4.00	£65.00
Convalescent Hill*	£1.50	£3.00	£4.00	£65.00
Crescent Road*	£1.50	£3.00	-	-
Felixstowe Pier*	£1.50	£3.00	£4.00	-
Garrison Lane	£1.50	£3.00	£4.00	£65.00
Golf Road	£1.50	£3.00	£4.00	£65.00
Highfield Road*	£1.50	£3.00	£4.00	£65.00
Landguard *	£1.50	£3.00	£4.00	£65.00
Manor Terrace*	£1.50	£3.00	£4.00	£65.00
Martello Park North	£1.50	£3.00	£4.00	£65.00
Martello Park South	£1.50	£3.00	£4.00	£65.00
Nacton Shore	No charge			-
Ranelagh Road	£1.50	£3.00	£4.00	£65.00

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	**S**	**S**	**S**	**S**
	2 hours	**4 hours**	**4+ hours**	**1 month**
FELIXSTOWE				
Searson's Farm	No Charge			-
Spa Pavilion	£1.50	£3.00	£4.00	-
The Grove	No Charge			-
The Promenade	£1.50	£3.00	£4.00	£65.00
Undercliff	£1.50	£3.00	£4.00	-
FRAMLINGHAM				
Fore Street*	£1.00	£2.00	£4.00	£65.00
Market Hill*	£1.00	-	-	-
The Elms*	£1.00	£2.00	£4.00	£65.00
HALESWORTH				
Angel Lane North*	£1.00	£2.00	£4.00	£65.00
Angel Lane South*	£1.00	£2.00	£4.00	£65.00
Bridge Street*	£1.00	£2.00	£4.00	£65.00
Station Road*	£1.00	£2.00	£4.00	£65.00
Thoroughfare*	£1.00	£2.00	-	-

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	**S**	**S**	**S**	**S**
	2 hours	**4 hours**	**4+ hours**	**1 month**
KIRKLEY				
All Saints	No Charge			-
Clifton Road*	£1.00	£2.00	£4.00	£65.00
Pakefield Cliff	No charge			-
Pakefield Road*	£1.00	£2.00	£4.00	£65.00
Pakefield Street*	£1.00	£2.00	£4.00	£65.00
LEISTON				
High Street*	£1.00	£2.00	£4.00	£65.00
Main Street	No Charge			-
Sizewell Beach*	£1.00	£2.00	£4.00	£65.00
Sizewell Road*	£1.00	£2.00	£4.00	£65.00
Valley Road	No charge			-
LOWESTOFT				
Adrian Road	£1.50	£3.00	£4.00	£65.00
Alexandra Road	£1.50	£3.00	£4.00	£65.00
Battery Green*	£1.50	£3.00	-	-
Belvedere Road	£1.50	£3.00	£4.00	£65.00

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	**S**	**S**	**S**	**S**
	2 hours	**4 hours**	**4+ hours**	**1 month**
LOWESTOFT				
Britten Centre*	£1.50	£3.00	£4.00	£65.00
Christ Church	No Charge			-
Clapham Road*	£1.50	£3.00	-	-
Claremont Pier	£1.50	£3.00	£4.00	-
Kirkley Cliff*	£1.50	£3.00	£4.00	£65.00
Regent Road	£1.50	£3.00	£4.00	£65.00
Royal Green*	£1.50	£3.00	£4.00	£65.00
St Peters Street*	£1.50	£3.00	£4.00	-
Tennyson Road*	£1.50	£3.00	£4.00	£65.00
Waveney Sports Centre	No charge			-
Whapload Road	£1.50	£3.00	£4.00	£65.00
MELTON				
Melton Riverside	No Charge			-
Melton Street	No Charge			-
OULTON BROAD				
Nicholas Everitts Park*	£1.00	£2.00	£4.00	£65.00
The Boulevard	£1.00	£2.00	£4.00	£65.00

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	**S**	**S**	**S**	**S**
	2 hours	**4 hours**	**4+ hours**	**1 month**
SAXMUNDHAM				
Market Place*	£1.00	£2.00	£4.00	£65.00
SOUTHWOLD				
Ferry Road (North)	No Charge			-
Ferry Road*	£1.50	£3.00	£4.00	£65.00
Harbour Quay East*	£1.50	£3.00	£4.00	£65.00
Harbour West	No Charge			-
Southwold Pier*	£1.50	£3.00	£4.00	£65.00
WICKHAM MARKET				
Chapel Lane*	£1.00	-	-	-
The Hill*	£1.00	£2.00	-	-
The Percy Mason*	£1.00	£2.00	£4.00	£65.00
WOODBRIDGE				
Bawdsey Quay Picnic Site	No Charge			-
Deben	£1.00	£2.00	£4.00	£65.00
Hamblin Road*	£1.00	£2.00	-	-

3.1 Parking services (Off-street parking places) (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	**S**	**S**	**S**	**S**
	2 hours	**4 hours**	**4+ hours**	**1 month**
WOODBRIDGE				
Iken Picnic Site	No Charge			-
Lime Kiln Quay	£1.00	£2.00	£4.00	£65.00
Oak Lane*	£1.00	£2.00	-	-
Sutton Heath	No Charge			-
The Station*	£1.00	£2.00	£4.00	£65.00
Theatre Street	£1.00	£2.00	£4.00	£65.00
Upper Hollesley Common	No Charge			-
WRENTHAM				
Wrentham	No Charge			-

All above locations marked with an asterisk (*) have 30 minutes convenience concession free of charge.
All above locations with a £65 monthly ticket option also have an annual ticket option priced at £650.

Penalty Charge Notices (PCNs)

UK Statutory Instrument 2007 No. 3487 - The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007, Schedule to Article 2, Table 1, Band 2. Higher level penalty charge = £70 and lower level penalty charge = £50, discounted by 50% if paid within 14 days.

http://www.legislation.gov.uk/uksi/2007/3487/schedule/made)

3.1 Parking services (continued)

Resident Off Street Parking		2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)
One year		£30.00	S	£0.00	0.00%
Off-street parking place suspensions	*£55 for one day plus £25 per day thereafter, up to a maximum of ten days for £280*	£55.00	S	£13.00	30.95%

3.2 Parking services (administration charges)

Administration Charges		2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)
Residents exemptions					
Exemption 1		£50.00	OS	£0.00	0.00%
Exemption 2		£75.00	OS	£0.00	0.00%
Exemption 3		£100.00	OS	£0.00	0.00%
Exemption 4		£125.00	OS	£0.00	0.00%
Exemption 5		£150.00	OS	£0.00	0.00%
Resident Permit		£30.00	OS	£0.00	0.00%
On-street parking place suspensions	*£55 for one day plus £25 per day thereafter, up to a maximum of ten days for £280*	£55.00	OS	£0.00	0.00%
Health and social care permits	*Annual charge*	£8.00	OS	£0.00	0.00%
Trade dispensations	*Per (7-day) week*	£10.00	OS	£0.00	0.00%

3.3 Collection of household waste

Bulky Household Waste	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
For the collection of up to three single items of bulky household waste	£50.00	OS	£3.00	6.38%	£47.00
Each additional item (above three items) of bulky household waste	£17.00	OS	£1.00	6.25%	£16.00
Other/special collections (by quotation)	POA	OS	-	-	POA

Garden Waste Collection (fortnightly)	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Garden Waste Service (per subscription, per annum)	£50.00	OS	£3.00	6.38%	£47.00
Green bin delivery (required for new GW subscription)	£12.00	OS	£1.00	9.09%	£11.00
Supply of new waste bin (single residual or recycling) - if permitted (refurbished - cost £25.00 if available only)	£38.00	OS	£3.00	8.57%	£35.00
Supply of additional household waste bin (single residual or recycling) - if permitted	£38.00	OS	£3.00	8.57%	£35.00
Developer bin delivery charge, if more than 6 bins - residual and recycling	£30.00	OS	£13.50	81.82%	£16.50

3.4 Caravan & camping sites

Fees and Charges for Southwold Harbour and the Caravan Site and Campsite are considered by Cabinet on 3rd January 2023 in a separate report

3.5 Harbour & annual licences (beach & boat related)

Fees and Charges for Southwold Harbour and the Caravan Site and Campsite are considered by Cabinet on 3rd January 2023 in a separate report

3.5 Harbour & annual licences (beach & boat related) (continued)

Fees and Charges for Southwold Harbour and the Caravan Site and Campsite are considered by Cabinet on 3rd January 2023 in a separate report

3.6 Recreation areas & outdoor sports

Beccles Sports Ground	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Cricket					
Adult one off match charge					
- Weekdays	£72.70	S	£3.45	4.98%	£69.25
- Weekdays (evenings)	£55.65	S	£2.65	5.00%	£53.00
- Weekends and Bank Holidays	£98.70	S	£4.70	5.00%	£94.00
Adult block booking (minimum 11 matches)					
- Weekdays	£62.50	S*	£3.00	5.04%	£59.50
- Weekdays (evenings)	£47.50	S*	£2.25	4.97%	£45.25
- Weekends and Bank Holidays	£91.90	S*	£4.40	5.03%	£87.50
Junior one off match charge					
- Weekdays	£48.85	S	£2.35	5.05%	£46.50
- Weekdays (evenings)	£39.65	S	£1.90	5.03%	£37.75
- Weekends and Bank Holidays	£71.95	S	£3.45	5.04%	£68.50
Junior block booking (minimum 11 matches)					
- Weekdays	£41.75	S*	£2.00	5.03%	£39.75
- Weekdays (evenings)	£34.90	S*	£1.65	4.96%	£33.25
- Weekends and Bank Holidays	£63.55	S*	£3.05	5.04%	£60.50
All weather surface					
- Weekdays	£52.25	S	£2.50	5.03%	£49.75
- Weekdays (evenings)	£36.00	S	£1.75	5.11%	£34.25
- Weekends and Bank Holidays	£58.55	S	£2.80	5.02%	£55.75
- Weekends and Bank Holidays (evenings)	£43.60	S	£2.10	5.06%	£41.50
Football/Rugby					
Adult pitch - One off match charge					
- Weekdays	£52.25	S	£2.50	5.03%	£49.75
- Weekends and Bank Holidays	£68.50	S	£3.25	4.98%	£65.25
Adult pitch - Block booking (minimum 11 matches)					
- Weekdays	£43.05	S*	£2.05	5.00%	£41.00
- Weekends and Bank Holidays	£53.80	S*	£2.55	4.98%	£51.25
Junior pitch - One off match charge					
- Weekdays	£33.60	S	£1.60	5.00%	£32.00
- Weekends and Bank Holidays	£41.50	S	£2.00	5.06%	£39.50
Junior - Block booking (minimum 11 matches)					
- Weekdays	£19.95	S*	£0.95	5.00%	£19.00
- Weekends and Bank Holidays	£25.50	S*	£1.25	5.15%	£24.25
Mini Football Pitch (5-a-side)	£16.80	S	£0.80	5.00%	£16.00

3.6 Recreation areas & outdoor sports (continued)

Dip Farm - Lowestoft	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Football					
Adult pitch - One off match charge					
- Weekdays	£52.25	S	£1.00	1.95%	£51.25
- Weekends and Bank Holidays	£68.50	S	£1.25	1.86%	£67.25
Adult pitch - Block booking (minimum 11 matches)					
- Weekdays	£43.05	S*	£0.80	1.89%	£42.25
- Weekends and Bank Holidays	£53.80	S*	£1.05	1.99%	£52.75
Junior pitch - One off match charge					
- Weekdays	£33.60	S	£0.60	1.82%	£33.00
- Weekends and Bank Holidays	£41.50	S	£2.00	5.06%	£39.50
Junior pitch - Block booking (minimum 11 matches)					
- Weekdays	£19.95	S*	£0.20	1.01%	£19.75
- Weekends and Bank Holidays	£25.50	S*	£0.50	2.00%	£25.00
Pavilion Hire	£78.50	S	£3.75	5.02%	£74.75

3.6 Recreation areas & outdoor sports (continued)

Eastward Ho and Walton Sports Ground - Felixstowe	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Football					
Adult pitch - One off match charge					
- Weekdays	£52.25	S	£2.25	4.50%	£50.00
- Weekends and Bank Holidays	£68.50	S	£2.25	3.40%	£66.25
Adult pitch - Block booking (minimum 8 matches)					
- Weekdays	£32.55	S*	£1.55	5.00%	£31.00
- Weekends and Bank Holidays	£48.85	S*	£2.35	5.05%	£46.50
Junior pitch - One off match charge					
- Weekdays	£33.60	S	£1.60	5.00%	£32.00
- Weekends and Bank Holidays	£41.50	S	(£2.00)	(4.60%)	£43.50
Junior pitch - Block booking (minimum 8 matches)					
- Weekdays	£23.75	S*	£0.00	0.00%	£23.75
- Weekends and Bank Holidays	£32.75	S*	£0.00	0.00%	£32.75
Changing Room Hires (without pitch)	£35.45	S	£1.70	5.04%	£33.75

Dellwood Avenue - Felixstowe	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Football					
Junior pitch - One off match charge					
- Weekdays	£33.60	S	£1.60	5.00%	£32.00
- Weekends and Bank Holidays	£41.50	S	(£2.00)	(4.60%)	£43.50
Junior pitch - Block booking (minimum 8 matches)					
- Weekdays	£23.75	S*	£0.00	0.00%	£23.75
- Weekends and Bank Holidays	£32.75	S*	£0.00	0.00%	£32.75
Mini soccer pitch x 5 (5-a-side)					
- One off	£25.50	S	£0.00	0.00%	£25.50
- Regular	£16.80	S	£0.30	1.82%	£16.50
Tennis					
Per Court (hourly rate)	£13.65	S	£0.65	5.00%	£13.00
Pavilion Hire	£78.50	S	£3.75	5.02%	£74.75

*Where a block booking meets all HMRC's criteria for block booking exemption, fees will be Exempt. Otherwise they are Standard rated.

3.8 Beach huts & chalets

There is a variety of huts/chalets/hut sites for hire/licence/lease in the Council district, primarily at Lowestoft, Felixstowe, Sizewell and Southwold.

A premier site is defined as having no other beach hut in the direct line of sight towards the sea perpendicular to the front elevation of the beach hut. A standard site is one that have a hut immediately in front, obstructing the line of sight towards the sea.

Sizewell Beach Huts	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Premier site only	£656.00	S	£17.26	2.70%	£638.74
Setting up of Beach Hut licence	£39.00	S	£0.99	2.60%	£38.01
Administration fee for paying by instalments	£32.50	S	£0.82	2.59%	£31.68

Southwold Beach Huts

The beach huts at Southwold are privately owned and positioned on sites leased from East Suffolk Council. (Please note there are currently no vacant sites available).
Beach hut hire - Some beach hut owners do provide short term lettings of their huts. For further information please contact the
Southwold Beach Hut Owners Association. Subject to conditions.
For hut site tenants who wish to claim a discount for being a local resident, please submit a Southwold Beach Hut Principal Residence Discount Claim Form. The form must be completed in respect of each and every year and returned to our Asset Management Team. Discounts for membership of the Association will be directly verified with the

Lowestoft Beach Huts	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Privately owned beach huts at Pakefield (Pakefield Street) are positioned on sites leased from East Suffolk Council.					
Privately owned beach huts at Eastern Edge are positioned on sites leased from East Suffolk Council.					
Privately owned beach huts at Pakefield/Fisheries/Jubilee beach huts are positioned on sites licensed from East Suffolk Council	£595.00	S	£25.00	4.39%	£570.00
(Currently waiting lists for annual hire beach huts/hut sites are closed to new entries).					
Beach hut hire					
You can access current fees and booking system via https://www.hirebeachhuts.co.uk/ or calling (01502) 586167.					
Bookings fees vary to the type of hut and time of year. Bookings may additionally qualify for discount - see website.					
Promotions may apply from time to time.					

3.8 Beach Huts & Chalets (continued)

Lowestoft Beach Huts (continued)				2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Claremont and South Beach beach huts (refurbished) - Hire prices								
Weekly general hire price per week (subject to qualifying discount/promotions)				£78.00	S	£0.00	0.00%	£78.00
Weekly main season hire price per week				£168.00	S	£0.00	0.00%	£168.00
Winter hire (period November to March)				£240.00	S	£0.00	0.00%	£240.00
Annual licence (where available)				£768.00	S	£0.00	0.00%	£768.00
Victoria two-storey building								
Weekly general hire price per week (subject to qualifying discount/promotions)				£66.00	S	£0.00	0.00%	£66.00
Victoria small - Weekly general hire price per week (subject to qualifying discount/promotions)				£60.00	S	£0.00	0.00%	£60.00
Weekly main season hire price per week				£144.00	S	£0.00	0.00%	£144.00
Victoria small - Daily main season hire price per day				£36.00	S	£0.00	0.00%	£36.00
Winter hire (period November to March)				£240.00	S	£0.00	0.00%	£240.00
Victoria small - Winter hire (period November to March)				£216.00	S	£0.00	0.00%	£216.00
Annual licence (where available)				£700.00	S	£0.00	0.00%	£700.00
Eastern Edge beach huts including accessible huts								
Weekly hire	**Hut Style 1**	**Hut Style 2**	**Hut Style 3**					
April, May & September	£100.00	£120.00	£150.00		S	*NEW*	*NEW*	
June & July	£150.00	£170.00	£200.00		S	*NEW*	*NEW*	
August	£200.00	£220.00	£250.00		S	*NEW*	*NEW*	
October	£80.00	£100.00	£150.00		S	*NEW*	*NEW*	
Winter hire period								
November to March	£500.00	£520.00	£550.00		S	*NEW*	*NEW*	

Casual hire for 1-day £50, 2-day £65, 3-day £90 and other key weekends, promotions may apply. Contact (01502) 586167. Subject to season - only Eastern Edge.
Community and Group Hire of the huts including linkable huts. Subject to purpose. Typically £50 per hut per day. Contact (01502) 586167.

3.8 Beach Huts & Chalets (continued)

Felixstowe hut sites *(Increase restricted by a three year agreement with the Beach Huts and Chalet Association - ends 2023/24)*	**2023/24**	**VAT Status**	£ Increase or (Decrease)	% Increase or (Decrease)	**2022/23**
Setting up of Beach Hut licence	£693.00	S	£18.37	2.72%	£674.63
Setting up of Beach Hut licence - transfer within family (must provide evidence)	£138.00	S	£2.86	2.12%	£135.14
Administration fee for paying by instalments	£32.50	S	£0.82	2.59%	£31.68
Premier site	£656.00	S	£17.26	2.70%	£638.74
Premier surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£188.00	S	£4.29	2.34%	£183.71
Standard site	£525.00	S	£14.02	2.74%	£510.98
Standard surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£164.50	S	£4.03	2.51%	£160.47
Felixstowe chalets					
Bath Tap					
- Chalets 1 - 4, 9 - 20, 27 - 36 (26)	£2,287.00	S	£60.41	2.71%	£2,226.59
- Chalets 5 - 8 (4)	£1,774.00	S	£46.78	2.71%	£1,727.22
- Chalets 21 - 26 (6)	£1,774.00	S	£46.78	2.71%	£1,727.22
Cliff House					
- Chalets 1 and 2	£1,244.00	S	£33.04	2.73%	£1,210.96
- Chalets 3 and 4	£837.00	S	£21.95	2.69%	£815.05
- Chalet 5	£1,774.00	S	£46.78	2.71%	£1,727.22
	£1,774.00	S	£202.00	12.85%	£1,572.00
- Chalets 18 - 25 (8)	£1,774.00	S	£46.78	2.71%	£1,727.22
- Chalets 26 - 41 (16)	£2,287.00	S	£60.41	2.71%	£2,226.59
Administration fee for paying by instalments	£32.50	S	£0.82	2.59%	£31.68
Setting up of chalet licence	£39.00	S	£0.99	2.60%	£38.01

3.8 Leisure facilities

Brackenbury Leisure Centre, Deben Leisure Centre, Felixstowe Leisure Centre & Leiston Leisure Centre are managed by Places for People. For more information see below contact details:

Brackenbury Leisure Centre | Felixstowe	01394 270278
Deben Leisure Centre | Woodbridge	01394 388991
Felixstowe Leisure Centre | Felixstowe	01394 694600
Leiston Leisure Centre | Leiston	01728 832700

Water Lane Leisure Centre and Waveney Valley Leisure Centres are managed by Everyone Active. For more information see below contact details:

Waveney Valley Leisure Centre | Bungay	01986 895014
Waterlane Leisure Centre | Lowestoft	01502 532540

3.9 Cemeteries

Interment charges are doubled for anyone not registered at the time of death as a resident of East Suffolk. However, if a resident has been required to move out of the area for medical care or to a nursing home within the last two years due to ill-health, a single fee would apply. Proof of previous residency and date of move would be required by the Cemeteries Office with the Notice of Interment. It is the responsibility of the family or Funeral Director to provide this information, failure to do so will result in the payment of double fees.

Fees detailed below marked "*", are not applicable for grave spaces where Exclusive Right of Burial was purchased between 1st May 1995 and 1st April 2003

Interments (first and subsequent) for Purchased Graves	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Stillborn child or aged under 18 years	No Charge	OS	n/a	n/a	No Charge
A person over age 18					
- Standard Depth	£820.00	OS	£39.00	4.99%	£781.00
- Double Depth	£967.00	OS	£46.00	4.99%	£921.00
- Treble Depth	£1,120.00	OS	£54.00	5.07%	£1,066.00
For the interment of ashes in a grave or ashes plot	£254.00	OS	£12.47	5.16%	£241.54
For the interment of two sets of ashes at the same time	£334.00	OS	£15.73	4.94%	£318.27
For the scattering of ashes	£111.50	OS	£5.41	5.10%	£106.09
For the interment of body parts to an existing grave	£203.00	OS	£9.88	5.11%	£193.13
Interments (first and subsequent) for Common Graves / Unmarked Graves					
Stillborn child or aged under 18 years	No Charge	OS	n/a	n/a	No charge
A person over age 18					
- Standard Depth	£601.50	OS	£28.82	5.03%	£572.68
- Double Depth	£701.50	OS	£33.54	5.02%	£667.96
- Treble Depth	£890.50	OS	£42.29	4.99%	£848.21
Cancellation of burial arrangements 48 hours prior to burial	50% of fee	OS	n/a	n/a	50% of fee
Cancellation of burial arrangements less the 48 hours prior to burial	100% of fee	OS	n/a	n/a	100% of fee
Exhumation					
- Of a body	£1,203.00	S	£57.64	5.03%	£1,145.36
- Of cremated remains	£487.00	S	£23.50	5.07%	£463.50
Exclusive Right of Burial (Period of 25 years) - Excludes Common/Unpurchased graves					
For exclusive right of burial in an earthen grave space 9' x 4' (2743mm x 1219mm)	£1,611.00	OS	£77.00	5.02%	£1,534.00
For exclusive right of burial in an earthen ashes plot 2' x 2' (609mm x 609mm)	£1,497.50	OS	£71.50	5.01%	£1,426.00
For exclusive right of burial in a children's plot 5' x 2' (1524mm x 609mm)	£495.50	OS	£23.76	5.04%	£471.74
For exclusive right of burial in a children's plot 3' x 2' (914mm x 609mm)	£460.00	OS	£22.25	5.08%	£437.75
Extension of Exclusive Right of Burial for a Period of 10 years					
- In an earthen grave space 9' x 4' (2743mm x 1219mm)	£242.50	OS	£11.78	5.11%	£230.72
- In an earthen ashes plot 2' x 2' (609mm x 609mm)	£162.00	OS	£8.01	5.20%	£153.99

3.9 Cemeteries (continued)

Monuments and Headstones (Memorials permitted on any section, including lawns)			£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Headstones, crosses etc. (maximum height of 36"/920mm)*	£249.00	S	£12.10	5.11%	£236.90
Headstones, crosses etc. on children's graves and on ashes plots (maximum height 24"/609mm)*	£141.25	S	£6.83	5.08%	£134.42
Headstones, crosses etc. on gardens of rest ashes plots (maximum height 24"/609mm) Aldeburgh, Leiston & Saxmundham only	£145.50	S	£6.96	5.02%	£138.54
A plaque or desk (maximum height 6"/152mm)*	£145.50	S	£6.96	5.02%	£138.54
A plaque on memorial wall 9" x 6" (229mm x 152mm)	£249.00	S	£12.10	5.11%	£236.90
Flower vase with inscription (maximum height 11 3/4"/300mm)*	£111.00	S	£5.42	5.13%	£105.58
For every additional inscription	£62.75	S	£3.01	5.04%	£59.74
Kerb Sets (Traditional Section only) - Excludes headstone fee					
For single grave space					
- Stillborn child or aged under 18 years (max length 24"/610mm)*	No charge	OS	n/a	n/a	No charge
- A full kerb set (max length 83"/2100mm)*	£276.00	S	£13.35	5.08%	£262.65
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£145.50	S	£6.96	5.02%	£138.54
- A small kerb set (maximum length 19"/480mm)*	£111.00	S	£5.42	5.13%	£105.58
For double grave space					
- A full kerb set (max length 83"/2100mm)*	£551.50	S	£26.20	4.99%	£525.30
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£336.50	S	£16.17	5.05%	£320.33
- A small kerb set (maximum length 19"/480mm)*	£256.50	S	£12.39	5.08%	£244.11
All areas					
Memorial renovation/replacement/application	£52.00	S	£2.56	5.18%	£49.44
Other charges					
Use of cemetery chapel	£195.00	EX	£9.08	4.88%	£185.92
Appointment with cemetery staff	£52.50	S	£2.54	5.08%	£49.96
Cemetery staff locating and marking grave	£52.50	S	£2.54	5.08%	£49.96
Staff search of burial records (per register)	£52.50	S	£2.54	5.08%	£49.96
Personal search of burial records (per register)	£28.75	S	£1.45	5.31%	£27.30
For a certified copy of entry in register or burials	£28.75	S	£1.45	5.31%	£27.30
Statutory declaration relating to burial records	£121.50	OS	£5.62	4.85%	£115.88
Updating grants of exclusive rights of burial	£40.50	S	£1.87	4.84%	£38.63
Transfer of grant of right of burial	£70.00	OS	£3.56	5.36%	£66.44

3.10 Green burials

Green Burial Site	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Interments (first and subsequent) burial fees					
Stillborn child or aged under 18 years	No Charge	OS	n/a	n/a	No charge
A person over age 18 (single depth)	£584.00	OS	£27.80	5.00%	£556.20
For the interment of ashes in a grave or ashes plot	£249.00	OS	£12.10	5.11%	£236.90
For the interment of two sets of ashes at the same time	£324.50	OS	£15.50	5.02%	£309.00
For the scattering of ashes	£111.50	OS	£5.41	5.10%	£106.09
Provision of plaque on memorial board	£72.50	S	£3.50	5.07%	£69.00

3.11 Sponsorship of Commemorative Benches

All fees are for a 10 year sponsorship period from the date on installation

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Plaque* only	£141.75	OS	£6.75	5.00%	£135.00
Plaque* and new bench	£1,455.00	OS	£70.00	5.05%	£1,385.00
New base, bench and plaque*	£2,014.00	OS	£96.00	5.01%	£1,918.00
The plaque remains the property of the sponsor					

3.12 Filming & Commercial Photography

Please contact Screen Suffolk if you wish to undertake any filming or commercial photography within the District.

3.13 Events Area

Set up / break down days i.e. non trading days are charged at 50% of the charge rates list below. Electricity charges are a flat rate of **£10.00 per charging point per day**. Commercial and national charities will incur an administrative charge and a commercial fee whilst local community and charity events will incur an administrative charge only.

Please note that there may be additional costs incurred for particular events, which will be calculated on a case by case basis. These can include (but are not constrained to):

Damage deposit (refundable if no damage occurs)
Licensing fees
Parking - Loss of income and parking bay suspensions
Waste management
Event monitoring - In compliance with policy and location hire agreement
Highways - Road closure and signage costs (payable directly to Suffolk County Council)

3.13 **Events Area** (continued)

Small - Outdoor theatre, fundraising & music events (under 500 attendees, per day)

	Commercial	Charity	Charity	VAT Status
Application fee	£58.00	£58.00	£29.00	EX
Hire charge (per day)				
- Felixstowe Events Area	£344.00	£173.00	No charge	EX
- Parks, promenade, gardens and village greens	£344.00	£173.00	No charge	EX
- Felixstowe Triangle	£115.00	£58.00	No charge	EX
- Promotional stands (per metre)	£11.50	£5.50	No charge	EX

A local charity is described as charity that is registered within Suffolk and/or operates within the East Suffolk district, providing a variety of goods, products or services that are needed to the local population.

Increase or (Decrease)						2022/23		
£	%	£	%	£	%			
Commercial		Charity (National)		Charity (Local)		Commercial	Charity (National)	Charity (Local)
£2.50	4.50%	£2.50	4.50%	£1.00	3.57%	£55.50	£55.50	£28.00
£16.00	4.88%	£8.00	4.85%	n/a	n/a	£328.00	£165.00	No charge
£16.00	4.88%	£8.00	4.85%	n/a	n/a	£328.00	£165.00	No charge
£5.50	5.02%	£2.50	4.50%	n/a	n/a	£109.50	£55.50	No charge
£0.50	4.55%	£0.25	4.76%	n/a	n/a	£11.00	£5.25	No charge

3.13 **Events Area** (continued)

Medium - Circus, fun fair, music event, sports event & open air cinema (500 - 2999 attendees, per day)

	Commercial	Charity (national)	Charity (local)	VAT Status
Application fee	£58.00	£58.00	£29.00	EX
Hire charge (per day)				
- Events Area	£687.50	£344.50	No charge	EX
- Parks, promenade, gardens and village greens	£687.50	£344.50	No charge	EX
- Promotional stands (per metre)	£11.50	£5.50	No charge	EX

A local charity is described as charity that is registered within Suffolk and/or operates within the East Suffolk district, providing a variety of goods, products or services that are needed to the local population.

Increase or (Decrease)						2022/23		
£	%	£	%	£	%			
Commercial		Charity (National)		Charity (Local)		Commercial	Charity (National)	Charity (Local)
£2.50	4.50%	£2.50	4.50%	£1.00	3.57%	£55.50	£55.50	£28.00
£32.50	4.96%	£16.50	5.03%	n/a	n/a	£655.00	£328.00	No charge
£32.50	4.96%	£16.50	5.03%	n/a	n/a	£655.00	£328.00	No charge
£0.50	4.55%	£0.25	4.76%	n/a	n/a	£11.00	£5.25	No charge

3.13 **Events Area** (continued)

Large - Carnival, art on prom, historic car rally, commercial launches, commercial shows, sports event (over 3000 attendees, per day)

	Commercial	Charity (national)	Charity (local)	VAT Status
Application fee	£115.00	£115.00	£58.00	EX
Hire charge (per day)				
- Events Area	£1,144.50	£687.50	No charge	EX
- Parks, promenade, gardens and village greens	£1,144.50	£687.50	No charge	EX
- Promotional stands (per metre)	£11.50	£5.50	No charge	EX

A local charity is described as charity that is registered within Suffolk and/or operates within the East Suffolk district, providing a variety of goods, products or services that are needed to the local population.

Increase or (Decrease)						2022/23		
£	%	£	%	£	%			
Commercial		Charity (National)		Charity (Local)		Commercial	Charity (National)	Charity (Local)
£5.50	5.02%	£5.50	5.02%	£2.50	4.50%	£109.50	£109.50	£55.50
£54.50	5.00%	£32.50	4.96%	n/a	n/a	£1,090.00	£655.00	No charge
£54.50	5.00%	£32.50	4.96%	n/a	n/a	£1,090.00	£655.00	No charge
£0.50	4.55%	£0.25	4.76%	n/a	n/a	£11.00	£5.25	No charge

4.1 Street Name & Numbering

Existing	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Property renaming/addition of house name	£43.00	OS	£2.50	6.17%	£40.50
Provision of naming & numbering information to utilities	£400.00	OS	£20.00	5.26%	£380.00
Naming & numbering enquiries from solicitors/utilities not subscribed - new or historic addresses	£85.00	OS	£4.50	5.59%	£80.50
Street Name Change	£330.00	OS	*NEW*	*NEW*	*NEW*
Addressing New Development					
1 plot	£43.00	OS	£2.50	6.17%	£40.50
2-5 plots (including new streets)	£85.00	OS	£4.50	5.59%	£80.50
6-10 plots (including new streets)	£165.00	OS	£10.00	6.45%	£155.00
11-20 plots (including new streets)	£330.00	OS	£20.00	6.45%	£310.00
21-50 plots (including new streets)	£870.00	OS	£45.00	5.45%	£825.00
51-100 plots (including new streets)	£1,320.00	OS	£70.00	5.60%	£1,250.00
101+ plots (including new streets)	£1320 base charge + £11 per plot over 101	OS	£70.00 + £0.50 per plot	5.60% + 4.76% per plot	£1,250.00 base charge + £10.50 per plot
Re-numbering of scheme following development re-plan (after notification of approved naming and numbering scheme issued) either individuals or developers	fee applicable as above (per new development costs)	OS	n/a	n/a	£80.50
Provision or relocation of street name plates					
Set of street nameplates (2) supplied and installed	£475.00	S	£25.00	5.56%	£450.00
Re-locating street name plate	£165.00	S	£10.00	6.45%	£155.00

5.4 Local land charges

Official Enquiries	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Full search	£164.50	S & OS	£4.50	2.81%	£160.00
Full search additional parcel	£19.40	S	£0.55	2.92%	£18.85
LLC1	£28.80	OS	£0.78	2.78%	£28.02
LLC1 register part	£8.20	OS	£0.20	2.50%	£8.00
LLC1 additional parcel	£4.48	OS	£0.13	2.99%	£4.35
Full CON29R	£135.70	S	£3.70	2.80%	£132.00
Con 29 additional parcel	£14.92	S	£0.42	2.90%	£14.50
Con 29 additional question	£24.68	S	£0.68	2.83%	£24.00
Con 29 R individual questions (each)	£3.50	S	£0.10	2.94%	£3.40
Con 29 optional enquiry	£22.97	S	£0.63	2.82%	£22.34
Personal search	£23.10	OS	£0.65	2.90%	£22.45
Solicitor fees for retrieval of documents	£22.97	OS	£0.62	2.77%	£22.35
Administration fee	£20.60	OS	£0.60	3.00%	£20.00

5.5 Planning policy & delivery

All Local Plan/supporting documents for East Suffolk Council are available free of charge online - http://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/. Hard copies of documents are available on request. We will normally charge 20p per A4 sheet plus postage.
Hard copies of Policies Maps are also available on request and will be charged at the following price as per the size of map plus postage

Per single one-sided sheet	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
A0	£8.00	ZE	(£1.50)	(15.79%)	£9.50
A1	£4.00	ZE	(£1.50)	(27.27%)	£5.50

Please note: the price of postage will vary depending on the size/weight of the document(s).

Hard copies of any consultation documents produced will remain free of charge to the public who are unable to access them in other ways.

5.1 Section 106 Agreements

Section 106 Agreements	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Written confirmation of compliance with a Section 106 Agreement (Hourly rate)	£78.00	S	£4.00	5.41%	£74.00
Planning obligation monitoring fee per obligation/trigger	£445.00	OS	£37.00	9.07%	£408.00

5.2 Pre application planning advice

Pre application services and applicable fees are detailed in the Planning and Building Control Fees and Charges Document available at the Pre-application advice service website. The website and fee document provides details of the fees and the process for obtaining the service and making payment. We continue to review our Pre-application advice services to deliver best value to the community.

5.3 Public path orders & agreements

Per application	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Hourly charge	£64.83	OS	£3.09	5.00%	£61.74
Initial application fee	£400.00	OS	£0.00	0.00%	£400.00
Advertising	*Actual cost*	OS	*NEW to Discretionary fees book*		
Mapping (from Suffolk County Council)	*Actual cost*	OS			

HOUSING

6.1 Houses of multiple occupancy licences

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Properties with up to and including five lettable units	£735.00	OS	£35.00	5.00%	£700.00
Extra charge for each unit over five	£25.00	OS	£2.00	8.70%	£23.00
Relicensing fee (after five years) if no structural changes etc. to premises	£150.00	OS	£12.00	8.70%	£138.00
Varying a current licence if no structural changes etc. to premise	No charge	OS	n/a	n/a	No charge

6.2 Enforcement notices on private sector landlords

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Serving of Enforcement Notice	£530.00	OS	£25.00	4.95%	£505.00

6.3 Immigration issues

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Cost of inspections	£380.00	OS	£20.00	5.56%	£360.00

6.4 Park home fees

New Licence (relevant protected sites only)	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Processing					
Examine application documentation, associated certificates. Check to ensure that details are correct and correct fee is attached (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
Make assessment of site layout, provision of amenities/utilities, examine fire risk assessment (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
Finance receive payment of fee, process payment and issue receipt (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
Inspection					
1-5 Verification inspection of the site (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
6-24 Verification inspection of the site (90 mins)	£88.50	OS	£6.95	8.52%	£81.55
25-99 Verification inspection of the site (120 mins)	£118.00	OS	£9.26	8.52%	£108.74
100+ Verification inspection of the site (180 mins)	£177.00	OS	£13.89	8.52%	£163.11
Issue of New Licence					
Prepare licence documents and certificates (120 mins)	£118.00	OS	£9.26	8.52%	£108.74
Check and sign certs/licence as necessary, and serve by post (30 mins)	£29.50	OS	£2.31	8.50%	£27.19
Update database register and public register (20 mins)	£19.65	OS	£1.55	8.56%	£18.10
1-5 Combined adjusted total fees for new park home licence applications	£403.15	OS	£31.64	8.52%	£371.51
6-24 Combined adjusted total fees for new park home licence applications	£432.65	OS	£33.96	8.52%	£398.69
25-99 Combined adjusted total fees for new park home licence applications	£462.15	OS	£36.27	8.52%	£425.88
100+ Combined adjusted total fees for new park home licence applications	£521.15	OS	£40.90	8.52%	£480.25
Fit and Proper Persons Register Application					
New application fee	£135.00	OS	£5.00	3.85%	£130.00
Annual Fee (relevant protected sites only)					
1-3 Number of pitches	No charge	OS	n/a	n/a	No Charge
4-5 Number of pitches - (185 mins admin time) (140 mins inspection time)	£319.59	OS	£25.09	8.52%	£294.50
6-24 Number of pitches - (200 mins admin time) (210 mins inspection time)	£403.18	OS	£31.65	8.52%	£371.53
25-99 Number of pitches - (270 mins admin time) (390 mins inspection time)	£649.03	OS	£50.96	8.52%	£598.07
100-199 Number of pitches - (375 mins admin time) (800 mins inspection time)	£1,155.47	OS	£90.72	8.52%	£1,064.75
200+ Number of pitches - (450 mins admin time) (1080 mins inspection time)	£1,504.56	OS	£118.12	8.52%	£1,386.44

6.4 Park home fees (continued)

Variations and Amendments	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
License Variation (plus inspection fee if applicable)	£172.05	OS	£13.51	8.52%	£158.54
Examine amended application documents and associated certificates. Check to ensure details are correct and correct fee is attached (60mins)	£59.00	OS	£0.00	8.52%	£54.37
Check site history for any outstanding issues (30 mins)	£29.50	OS	£2.31	8.50%	£27.19
Make decision as to whether amendments are appropriate (30 mins)	£29.50	OS	£2.31	8.50%	£27.19
Prepare new licence documents (20 mins)	£19.65	OS	£1.55	8.56%	£18.10
Check, sign and post new documents (15 mins)	£14.75	OS	£1.16	8.54%	£13.59
Update database and public register (20 mins)	£19.65	OS	£1.55	8.56%	£18.10
Site Inspection Fees					
1-5 Verification inspection of the site (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
6-24 Verification inspection of the site (90 mins)	£88.50	OS	£6.94	8.51%	£81.56
25-99 Verification inspection of the site (120 mins)	£118.00	OS	£9.26	8.52%	£108.74
100+ Verification inspection of the site (180 mins)	£177.00	OS	£13.89	8.52%	£163.11
Licence Transfer fee					
Transfer	£250.70	OS	£19.69	8.52%	£231.01
Check form is correct including correct fee (30 mins)	£29.50	OS	£2.31	8.50%	£27.19
Check site history and any outstanding issues (30 mins)	£29.50	OS	£2.31	8.50%	£27.19
Examine request documentation and make decision (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
Prepare new licence documents (20 mins)	£19.65	OS	£1.55	8.56%	£18.10
Check, sign and post new documents (15 mins)	£14.75	OS	£1.16	8.54%	£13.59
Update database and public register (20 mins)	£19.65	OS	£1.55	8.56%	£18.10
Deposit of site rules - examine rules, checking for banned rules (60 mins)	£59.00	OS	£4.63	8.52%	£54.37
Deposit of site rules - update database and public register (20 mins)	£19.65	OS	£1.55	8.56%	£18.10

6.5 Landlord smoke detectors

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
First offence	£640.00	OS	£30.00	4.92%	£610.00
First offence (If paid within 14 day period from date of service)	£490.00	OS	£30.00	6.52%	£460.00
Second offence	£2,500.00	OS	£0.00	0.00%	£2,500.00
Third and subsequent offences	£5,000.00	OS	£0.00	0.00%	£5,000.00

6.6 Enforcement action (works in default)

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	
Cost of works undertaken plus officer time costs	100% of costs + £59.00 per hour	OS	£4.63 per hour	8.52% per hour	100% of costs + £54.37 per hour

6.7 Civil penalties (Housing Act 2004)

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Penalty maximum	£30,000.00	OS	£0.00	0.00%	£30,000.00

Actual penalty applied is calculated in accordance with the relevant policy

6.8 Minimum energy efficiency standards

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Substandard property let unlawfully for less than three months	£2,000.00	OS	£0.00	0.00%	£2,000.00
Substandard property let unlawfully for three months and over	£4,000.00	OS	£0.00	0.00%	£4,000.00
Failure to comply with compliance notice	£2,000.00	OS	£0.00	0.00%	£2,000.00
Registering a false exemption	£1,000.00	OS	£0.00	0.00%	£1,000.00

6.9 Assistance service (renovation grants / disabled facilities grants)

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Assistance with making an application for a Renovation Grant (over £5,000.00). **Includes** tendering process and supervision of works	15% of eligible assistance package	S	n/a	n/a	15% of eligible assistance package
Assistance with privately funded adaptation works. **Includes** tendering process and supervision of works	15% of eligible assistance package	S	n/a	n/a	15% of eligible assistance package
Assistance with completing an application for a Grant (any type).	£150.00	S	£0.00	0.00%	£150.00

6.10 Landlord references

	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Landlord Reference (Right to Buy Scheme)	No charge	S	n/a	n/a	No Charge

6.11 Mutual exchange fees

Application	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Electric safety check	£96.06	S	£4.57	5.00%	£91.49
Gas safety check - Boiler inspection	No charge	OS	n/a	n/a	No Charge

6.12 Traveller site

Per week, per pitch	2023/24	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Rent	£86.00	S	£0.00	0.00%	£86.00
Service charge	£10.10	OS	£0.00	0.00%	£10.10

6.13 Garage rents

***2023/24 garage rents to be effective from 1st April 2023 proposed as part of the HRA budget report in February 2023**

APPENDIX B

Agenda Item 6

ES/1390

Statutory Fees and Charges 2023/24

East Suffolk Council

EASTSUFFOLK COUNCIL

FEES AND CHARGES NOTE

Note

Generally any increase in fees and charges will take effect from 1 April 2023 and apply through to 31 March 2024. Details of variations from this date, are included in the schedule.

The prices quoted in this book are inclusive of Value Added Tax (VAT) when applicable, therefore individuals and companies do not need to add VAT to the price shown. Please refer to the VAT code key below for further details.

VAT Code Key

The current standard rate of VAT is 20%.

This schedule for fees and charges show the rate of VAT applicable which is denoted by one of the following abbreviations;

S	Standard Rated
EX	Exempt
OS	Outside Scope
ZE	Zero Rated

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ENVIRONMENTAL & PORT HEALTH

1.1 Local Authority Pollution Prevention & Control (LAPPC)

Environmental Permitting (England & Wales) Regulations 2010 (NAT F)

The above fee period is April 2023 to March 2024, and we expect to be notified of the fees for 2023/24 in April 2023.

1.1 Local Authority Pollution Prevention & Control (LAPPC) (continued)

LAPPC Mobile Plant Charges	Low	2023/24 Medium	High	VAT Status
Number of authorisations Sought				
1	£618.00	£989.00	£1,484.00	OS
2	£618.00	£989.00	£1,484.00	OS
3	£368.00	£590.00	£884.00	OS
4	£368.00	£590.00	£884.00	OS
5	£368.00	£590.00	£884.00	OS
6	£368.00	£590.00	£884.00	OS
7	£368.00	£590.00	£884.00	OS
8 and over	£189.00	£302.00	£453.00	OS

Reduced fee activities are; Service Stations, Vehicle Refinishers, dry cleaners and small waste oil burners under 0.4MW.

Newspaper advertisements may be required under EPR at the discretion of the Council as part of the consultation process when considering an application (Chapter 9 of the General Guidance Manual - see link below). This will be undertaken and paid for by the Council and the charging scheme contains a provision for the Council to recover costs.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/211863/env-permitting-general-guidance-a.pdf

Subsistence charges can be paid in four equal instalments paid on 1st April, 1st July, 1st October and 1st January. Where fee is paid quarterly there is an additional fee of £36.00.

Annual Subsistence	Low	2023/24 Medium	High	VAT Status
Standard process (The additional amounts in brackets must be charged where a permit is for a combined Part B and Waste installation)	£739.00 + (£99.00)	£1,111.00 + (£149.00)	£1,672.00 + (£198.00)	OS
Reduced fee activities	£76.00	£151.00	£227.00	OS
PVR I & II combined	£108.00	£216.00	£326.00	OS
Vehicle Refinishers (VR's)	£218.00	£349.00	£524.00	OS
Where the process comprises mobile crushing and/or screening plant				
First and second application	£618.00	£989.00	£1,484.00	OS
Third to seventh application	£368.00	£590.00	£884.00	OS
Eighth and subsequent applications	£189.00	£302.00	£453.00	OS
Late payment fee	£50.00	£50.00	£50.00	OS

Where a Part B installation is subject to reporting under the E-PRTR Regulation there is an additional fee of £99.00 to the above amounts unless additional fee has already been indicated.

1.1 Local Authority Pollution Prevention & Control (LAPPC) (continued)

Transfer and Surrender	2023/24	VAT Status
Standard process transfer	£162.00	OS
Standard process partial transfer	£476.00	OS
New operator at low risk reduced fee activity	£75.00	OS
Reduced fee activities: partial transfer	£45.00	OS

Temporary transfer for mobiles	2023/24	VAT Status
First transfer	£51.00	OS
Repeat following enforcement or warning	£51.00	OS
Substantial change		
Standard process	£1,005.00	OS
Standard process where the substantial change results in a new PPC activity	£1,579.00	OS
Reduced fee activities	£98.00	OS
Integrated Pollution Prevention Control		
Application	£3,218.00	OS
Additional fee for operating without a licence	£1,137.00	OS
Annual subsistence fee : Low	£1,384.00	OS
Annual subsistence fee : Medium	£1,541.00	OS
Annual subsistence fee : High	£2,233.00	OS
Late payment fee	£50.00	OS
Substantial variation	£1,309.00	OS
Transfer	£225.00	OS
Partial transfer	£668.00	OS
Surrender	£668.00	OS

1.2 Scrap metal dealers (Scrap Metal Dealers Act 2013)

Site Licence	2023/24	VAT Status
Assessment for a new licence	£441.00	OS
Assessment for variation of a licence	£180.00	OS
Assessment for a renewal	£339.00	OS
Collectors Licence		
Assessment for a new licence	£257.00	OS
Assessment for variation of a licence	£99.00	OS
Assessment for a renewal	£218.00	OS

LEGAL & DEMOCRATIC SERVICES

2.1 Charges for licences

The Licensing Act 2003 governs a limited range of activities. These are the sale by retail of alcohol, the supply of alcohol in qualifying members clubs, the provision of regulated

Any person making an application or giving a notice under the 2003 Act will be required to pay the fees and charges set by government. These fees are intended only to cover the cost

Premises Licences / Club Premises Certificates

The fee bands in respect of applications for the below are based on the non-domestic rateable value of the premises.

		2023/24		
Non-domestic Rateable Value		**Initial Fee**	**Annual Charge**	**VAT Status**
Village Halls, Church Halls and premises of a similar nature licensed only for the provision of regulated entertainment		No charge	No charge	OS
Band A	£0 - £4,300	£100.00	£70.00	OS
Band B	£4,301 - £33,000	£190.00	£180.00	OS
Band C	£33,001 - £87,000	£315.00	£295.00	OS
Band D	£87,001 - £125,000	£450.00	£320.00	OS
Band E	£125,001 and over	£635.00	£350.00	OS

2.1 Charges for licences (continued)

License fee	2023/24	VAT Status
Personal Licences	£37.00	OS
Temporary Event Notices	£21.00	OS

Exceptionally Large Events

Where it is proposed that the number of people at any one time attending such an event, an additional fee may be charged.

Where a permanent premises licence is obtained for a site rather than one which is time limited for the event, the annual fee will require an additional charge at a rate of 50% of the

Number of attendees	Additional Application Fee	Additional Annual Fee	VAT Status
5,000 - 9,999	£1,000.00	£500.00	OS
10,000-14,999	£2,000.00	£1,000.00	OS
15,000-19,999	£4,000.00	£2,000.00	OS
20,000-29,999	£8,000.00	£4,000.00	OS
30,000-39,999	£16,000.00	£8,000.00	OS
40,000-49,999	£24,000.00	£12,000.00	OS
50,000-59,999	£32,000.00	£16,000.00	OS
60,000-69,999	£40,000.00	£20,000.00	OS
70,000-79,999	£48,000.00	£24,000.00	OS
80,000-89,999	£56,000.00	£28,000.00	OS
90,000 and over	£64,000.00	£32,000.00	OS

2.1 Charges for licences (continued)

Other	2023/24	VAT Status
Supply of copy information contained in register	£5.00	OS
Various notifications (change of address / copies of licence etc.)	£10.50	OS
Notice of interest in any premises	£21.00	OS
Application to vary or specify individual as premises supervisor	£23.00	OS
Interim authority notice	£23.00	OS
Application to transfer premises licence	£23.00	OS

Small societies lotteries	2023/24	VAT Status
Initial registration fee	£40.00	OS
Renewal (annually)	£20.00	OS

	2023/24				
Permits	Licensed Premises Gaming Machine Permit	Club Gaming / Club Machine Permit (each)	Family Entertainment Centre Gaming Machine Permit	Prize Gaming Permit	VAT Status
Grant	£150.00	£200.00	£300.00	£300.00	OS
Grant (club premises certificate holder)	-	£100.00	-	-	OS
Existing operator grant	£100.00	£100.00	£100.00	£100.00	OS
Variation	£100.00	£100.00	-	-	OS
Renewal	-	£200.00	£300.00	£300.00	OS
Renewal (club premises certificate holder)	-	£100.00	-	-	OS
Annual fee	£50.00	£50.00	-	-	OS
Copy of permit	£15.00	£15.00	£15.00	£15.00	OS
Transfer	£25.00	-	-	-	OS
Change of name	£25.00	-	£25.00	£25.00	OS
Notification of 2 machines	£50.00	-	-	-	OS

3.1 Ordnance Survey Extracts

Sale of publications for Building Control and Planning.

	2023/24	VAT Status
Copies of official documents (e.g. Planning and Building Regulations decision notice)	£10.50	S

		2023/24		
Latitude	**Global Maps**	**Urban Maps**	**Rural Maps**	**VAT Status**
A4	1:500	£21.00	£21.00	ZE
A4	1:1250	£36.50	£28.00	ZE
A4	1:2500	£81.00	£36.50	ZE
A3	1:500	£28.00	£28.00	ZE
A3	1:1250	£83.00	£34.00	ZE
A3	1:2500	£135.00	£57.00	ZE

The above charges are for one set of maps - six copies in a set

	2023/24	VAT Status
Bundle of A4 maps (e.g. a 1:1500 and a 1:1250 together)	£45.50	ZE
Bundle of A4 urban maps (e.g. a 1:1500 and a 1:1250)	£51.50	ZE

3.2 Provision of Supplementary Information

	2023/24	VAT Status
Planning	£67.50	S
Building Control	£67.50	S

3.3 Section 106 monitoring Fees (Town & County Planning Act 1990)

	2023/24	VAT Status
Major Obligation (e.g. Open Space, Affordable housing and Education)	£330.00	OS
Minor Obligation (e.g. Small financial obligation due for payment at the same time as a major obligation)	£55.00	OS
Section 111 upfront payment (generally Open Space contributions)	£165.00	OS

3.4 Planning Applications

Town & Country Planning (Fees for Applications and Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and Town & Country Planning (Fees for Applications and Deemed Applications, Requests and Site Visits) (England) Regulations 2013. Fees were last increased in January 2018.
See separate list for charges for Pre Application Planning Advice:

	2023/24	VAT Status
The site area does not exceed 2.5 hectares (per 0.1 hectare)	£462.00	OS
The site area exceeds 2.5 hectares (maximum total £150,000.00)	£11,432.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
Where the number of dwellings to be created by the development is 50 dwellings or fewer (per dwelling)	£462.00	OS
Where the number of dwellings to be created by the development exceeds 50 dwellings (maximum total £300,000.00)	£22,859.00	OS
Additional charge for each dwelling in excess	£138.00	OS
The site area does not exceed 2.5 hectares (per 0.1 hectare)	£462.00	OS
The site area exceeds 2.5 hectares (maximum total £150,000.00)	£11,432.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
Where no floor space is to be created	£234.00	OS
Where the area of gross floor space does not exceed 40 sqm	£234.00	OS
Where the area of gross floor space is within 40 - 75 sqm	£462.00	OS
Where the area of gross floor space is within 75 - 3750 sqm (per 75 sqm)	£462.00	OS
Where the area of gross floor space exceeds 3750 sqm (maximum total £300,000.00)	£22,859.00	OS
Additional charge for each 75 sqm in excess	£138.00	OS

3.4 Planning Applications (continued)

Operations - The erection on land and of buildings used for the purposes of agriculture (other than buildings within cat. 4)	2023/24	VAT Status
The site area does not exceed 2.5 hectares (per 0.1 hectare)	£462.00	OS
The site area exceeds 2.5 hectares (maximum total £150,000.00)	£11,432.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
Where the area of the gross floor space does not exceed 465 sqm	£96.00	OS
Where the area of the gross floor space is within 465 - 540 sqm	£462.00	OS
Where the area of the gross floor space is within 540 - 4215 sqm (per 75 sqm)	£462.00	OS
Where the area of the gross floor space exceeds 4215 sqm (maximum total £300,000.00)	£22,859.00	OS
Additional charge for each 75 sqm in excess	£138.00	OS
The erection of glasshouses on land used for the purposes of agriculture		
Where the gross floor space does not exceed 465 sqm	£96.00	OS
Where the gross floor space exceeds 465 sqm	£2,580.00	OS
The erection, alternation or replacement of plant or machinery		
Where the site area does not exceed 5 hectares (per 0.1 hectare)	£462.00	OS
Where the site area exceeds 5 hectares (maximum total of £300,000.00)	£22,859.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS

3.4 Planning Applications (continued)

The enlargement, improvement or other alteration of existing dwellings	2023/24	VAT Status
Where the application relates to one dwelling	£206.00	OS
Where the application relates to two or more dwellings	£407.00	OS
The carrying out of operations (including the erection of a building) within the curtilage of an existing dwelling, for purposes ancillary to the enjoyment of the dwelling as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwelling	£206.00	OS
The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of land	£234.00	OS
Carrying out any operations connected with the exploratory drilling for oil / natural gas		
Where the site area does not exceed 7.5 hectares (per 0.1 hectare)	£462.00	OS
Where the site area exceeds 7.5 hectares (maximum total of £300,000.00)	£28,750.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
Carrying out any operations not coming within any of the above categories		
Where the site area does not exceed 15 hectares (per 0.1 hectare)	£234.00	OS
Where the site area exceeds 15 hectares (maximum total of £78,000.00)	£34,934.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
In any other case (each 0.1 hectare of the site area - maximum total)	£2,028.00	OS

3.4 Planning Applications (continued)

The change of use of building to use as one or more separate dwellings	2023/24	VAT Status
Where the change of use is from a single to two dwellings (up to 50 changed dwellings)	£462.00	OS
Where the change of use is for two or more dwellings (in excess of 50 changed dwellings - maximum total of £300,000.00)	£22,859.00	OS
Additional charge for each dwelling in excess	£138.00	OS
In other cases (change of use fewer than 50 dwellings - each)	£462.00	OS
In other cases (change of use is more than 50 dwellings - maximum total of £300,000.00)	£22,859.00	OS
Additional charge for each dwelling in excess	£138.00	OS
The use of the land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have	**2023/24**	
Where the site area does not exceed 15 hectares (per 0.1 hectare)	£234.00	OS
Where the site area exceeds 15 hectares (maximum total of £78,000.00)	£34,934.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
The use of the land for the storage of minerals in the open		
Where the site area does not exceed 15 hectares (per 0.1 hectare)	£234.00	OS
Where the site area exceeds 15 hectares (maximum total of £78,000.00)	£34,934.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
The making of material change in the use of a building or land (other than the material change of use in the change of use of building to use as one or more separate dwellings and the use of land for the disposal of refuse or waste materials or for the deposit of material remaining after materials have been extracted from land)	£462.00	OS

3.5 Advertisement Applications

Advertisements displayed on business premises, the forecourt of business premises or other land within the curtilage.

	2023/24	VAT Status
The nature of the business or other activity carried out on the premises	£132.00	OS
The goods sold or the services provided on the premises	£132.00	OS
The name and qualifications of the person carrying on such business or activity or suppling such goods or services	£132.00	OS
Any other advertisements	£462.00	OS

3.6 Discharge of Conditions

	2023/24	VAT Status
For 'householder' applications	£34.00	OS
For other applications	£116.00	OS

3.7 Extended Time Limits for Implementing Existing Planning Permissions

	2023/24	VAT Status
For 'householder' applications	£68.00	OS
Application for major development	£690.00	OS
For other applications	£234.00	OS

3.8 Non Material Amendments Following Grant of Planning Permission

	2023/24	VAT Status
For 'householder' applications	£34.00	OS
For other applications	£234.00	OS
Applications for reserved matters: - Same applicants earlier RM application under the same outline approval have incurred total fees equalling that of a full application of the entire scheme	£462.00	OS
Applications for two or more alternative proposals: - The highest individual charge applicable if applied for separately plus 50% of the total of the other applications as they have been applied for separately	£462.00	OS
Applications by club/organisation unestablished for profit who provides sport / recreation facilities: - Material change of use for playing field for carrying out of operations (other than erecting buildings containing floor space) for proposals ancillary to use of land as a playing field	£462.00	OS

3.9 Planning Submissions

Approval and variation of condition	2023/24	VAT Status
Application for removal / variation of a condition following grant of planning permission	£234.00	OS
Certificates of lawfulness (the use is in relation to one or more separate dwellings)		
For 50 or less dwellings (per dwelling)	£462.00	OS
For 50 or more dwellings (maximum total of £300,000.00)	£22,859.00	OS
Additional charge for each dwelling in excess	£234.00	OS
Existing use or operation in breach of a planning condition	£234.00	OS
Certificate of alternative development	£234.00	OS
Prior Notification applications		
Agriculture of forestry developments	£96.00	OS
Demolition	£96.00	OS
Material change of use under Schedule 2 part 3 of the GDPO 1995	£96.00	OS
Changes of use from shops / financial / professional services / agricultural buildings to dwellings with associated building	£206.00	OS
Telecommunication notifications	£462.00	OS
Submission of a hedgerow removal notice or notification for works to trees in conservation area or tree preservation	No charge	OS
Application for listed building consent	No charge	OS
Relevant demolition - The demolition of an unlisted building in a conservation area	No charge	OS

3.10 Prior Approvals

Determines as to whether prior approval is required.

	2023/24	VAT Status
Radio masts, equipment housing and public call boxes	£95.00	OS
Agricultural and forestry developments	£95.00	OS
Demolition of buildings	£95.00	OS

3.11 Community Infrastructure Levy (CIL)

The Community Infrastructure Levy is the way in which some councils collect financial contributions from developers to help pay for new and improved infrastructure. East Suffolk Council is the Charging Authority for the District excluding the area covered by the Broads Authority.

New residential development, including conversion/change of use to residential, householder extensions/outbuildings over 100 sqm and other types of development such as convenience retail may be liable to pay CIL. This can relate to full and reserved matters planning applications and Certificates of Lawfulness approved on or after 1 August 2013. This can also include permitted development (development which does not require submission of a planning application) which commences on or after 1 August 2013.

CIL is charged in pounds per square metre for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended).

The rates shown are those payable as from the 1st January and will be increased on the 1st January each year in line with the Building Cost Information Services All In Tender Price Index as published in November each year. Up to date rates and guidance can be found on East Suffolk Community Infrastructure Levy.

East Suffolk Community Infrastructure Levy

Further guidance and information on CIL, together with the relevant CIL Forms can be found on the Planning Portal. For the CIL advice service, an email with details of the service you require should be sent to CIL@eastsuffolk.gov.uk for an estimate of the time involved. CIL advice fees should be paid up front.

Community Infrastructure Levy	2023/24	VAT Status
CIL Charging Schedule	*Variable*	OS
CIL Instalments Policy	*Variable*	OS
CIL Discretionary Social Housing Relief Policy	*Variable*	OS
Written CIL advice or guidance on following the CIL process including written estimations of CIL liability and CIL implications on development at pre-application stage. (Hourly rate)	£78.00	S

4.1 Access to personal files

	2023/24	VAT Status
Data Protection Act 1998 / General Data Protection Regulations	No charge	OS
Housing Regulations 1989	No charge	OS

ELECTORAL SERVICES

5.1 Sale of electoral roll

	2023/24	VAT Status
Per 1000 names (data)	£1.50 + £20.00 per order	OS
Per 1000 names (printed)	£5.00 + £10.00 per order	OS

Agenda Item 7

ES/1394

CABINET

Tuesday, 03 January 2023

Subject	Southwold Harbour Management Committee – Fees and Charges 2023/24
Report by	Councillor Maurice Cook Cabinet Member with responsibility for Resources
Supporting Officer	Lorraine Rogers Deputy Chief Finance Officer Lorraine.rogers@eastsuffolk.gov.uk and Alastair MacFarlane General Manager Southwold Harbour and Lands Alastair.macfarlane@eastsuffolk.gov.uk

Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is **NOT** in the public interest to disclose the exempt information.	N/A
Wards Affected:	Southwold

Purpose and high-level overview

Purpose of Report: The purpose of this report is for the Southwold Harbour Management Committee (SHMC) to report to Cabinet the proposed schedule of Fees and Charges for 2023/24.
Options: The reviewing and recommending of an annual schedule of charges and dues for the Harbour, is a requirement under the Southwold Harbour Management Committee's Terms of Reference.

Recommendation: That Cabinet 1. Approves the annual schedule of charges and dues for Southwold Harbour for 2023/24 in **Appendix A** of the attached Southwold Harbour Committee Report. 2. Approves the Fees and Charges for Southwold Caravan Site and Campsite for 2023/24, in **Appendix B** of the attached Southwold Harbour Committee Report.

Corporate Impact Assessment

Governance: None arising directly from this report.
ESC policies and strategies that directly apply to the proposal: East Suffolk Strategic Plan.
Environmental: The SHMC must act in the best interests of the Port, which includes ensuring its long term sustainability and success. Environmental factors are taken into account in the decisions which the SHMC makes.
Equalities and Diversity: An Equalities Impact Assessment (EqIA) has been prepared in respect of the fees and charges proposals in this report and no adverse impacts have been identified.
Financial: The proposal is for the majority of fees and charges to be increased to assist with covering associated costs.
Human Resources: None arising directly from this report.
ICT: None arising directly from this report.
Legal: None directly arising from this report.

Risk:
None arising directly from this report.

External Consultees:	The attached report was presented to the Southwold Harbour Management Committee for review at its meeting on Thursday 24 November 2022.

Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: *(Select only one primary and as many secondary as appropriate)*		**Primary priority**	**Secondary priorities**
T01	**Growing our Economy**		
P01	Build the right environment for East Suffolk	☐	☒
P02	Attract and stimulate inward investment	☐	☐
P03	Maximise and grow the unique selling points of East Suffolk	☐	☒
P04	Business partnerships	☐	☐
P05	Support and deliver infrastructure	☐	☒
T02	**Enabling our Communities**		
P06	Community Partnerships	☐	☐
P07	Taking positive action on what matters most	☐	☐
P08	Maximising health, well-being and safety in our District	☐	☐
P09	Community Pride	☐	☒
T03	**Maintaining Financial Sustainability**		
P10	Organisational design and streamlining services	☐	☐
P11	Making best use of and investing in our assets	☐	☒
P12	Being commercially astute	☐	☒
P13	Optimising our financial investments and grant opportunities	☐	☒
P14	Review service delivery with partners	☐	☐
T04	**Delivering Digital Transformation**		
P15	Digital by default	☐	☐
P16	Lean and efficient streamlined services	☐	☐
P17	Effective use of data	☐	☐
P18	Skills and training	☐	☐
P19	District-wide digital infrastructure	☐	☐
T05	**Caring for our Environment**		
P20	Lead by example	☐	☐
P21	Minimise waste, reuse materials, increase recycling	☐	☐
P22	Renewable energy	☐	☐
P23	Protection, education and influence	☐	☐
XXX	**Governance**		
XXX	How ESC governs itself as an authority	☒	☐
How does this proposal support the priorities selected?			

The wider representational base of the SHMC and the Advisory Group provides greater opportunities for engagement within our Communities and enables them to contribute to the running of an important local asset. The Governance arrangements support plans to develop or renovate the built environment of the Southwold Harbour Lands, to attract inward investment, maximise its economic development and support the delivery of infrastructure.

Background and Justification for Recommendation

1	Background facts
1.1	The Terms of Reference of the Southwold Harbour Management Committee (SHMC) state that the Committee will review and then recommend an annual an annual schedule of charges and dues for the Harbour and these will be determined by the Cabinet.

2	Current position
2.1	East Suffolk Council will continue to encourage a commercial approach to setting fees and charges. Therefore, unless there are any statutory restrictions on setting a particular fee or charge, the principles listed below should be followed for the review of fees and charges for 2023/24: • An expectation to achieve an increase of 5% (note: Consumer Price Index (CPI) inflation for September 2022 was 10.1%) . • Where only the full cost of service provision can be charged, the fee or charge should reflect the full cost, including an apportionment of support service costs. • Where the discretionary fee or charge can be set at the market rate, these should be benchmarked and set at the appropriate rate considering demand for the service but ensuring that any competitive advantage is neutralised if in competition with the private sector. • Review opportunities to introduce new fees for discretionary services we are currently providing free of charge. • Undertake market research to identify chargeable services that our customers really want. • Consider whether the fee change will encourage or discourage the use of the services.
2.2	The proposed date for introducing the fees and charges is from 01 April 2023. All fees and charges are discretionary for the Harbour and the Caravan Site and Campsite.
2.3	The unconfirmed minutes for this item from the Southwold Harbour Committee meeting on 24 November 2022 is provided below. **Southwold Harbour Management Committee – Schedule of Charges 2023/24** The Chairman introduced report ES/1354 which set out the schedule of charges and dues for the Harbour and the fees and charges for the Campsite and Caravan Site for 2023/24. Councillor Ritchie stated that the Council took a commercial approach to setting fees and charges as well as taking into account its own key

	principles. This included benchmarking and an expectation that fees would increase by at least 5% to ensure some level of cost recovery, when inflation was currently running at 11.1%. Councillor Ritchie advised that income generation from the Harbour and the Caravan and Camping site was ringfenced for the Harbour account. Following discussion at today's meeting, fees and charges will be considered by the Cabinet at its meeting in January, with the new fees to take effect from 1 April 2023. The General Manager added that rates for fisherman had been kept lower than the rate of inflation, as had static caravans, but costs for visitors had increased along with the rate of inflation. David Gledhill asked if any comparison was made with similar facilities in the area. The General Manager stated that some comparison had been done although caravan fees had been decided much earlier on due to people wanting to book ahead. Southwold did not have facilities which compared to other areas and so benchmarking was difficult. Ultimately the decision was taken to ensure harbour could be sustainable. Councillor Beavan asked what the average increase was, and whether this was in line with RPI. The General Manager stated that all fees had generally gone up by RPI or less, apart from odd smaller charges such as window cleaning which did not often apply. Electricity charges in the caravan site had been changed to a lower standing charge and then a unit price on top of that for actual usage to make charges more equitable and in line with Ofgem guidance. There being no further questions, on the proposal of Councillor Smith and seconded by David Gledhill it was **RESOLVED** 1. That having commented upon the proposed annual schedule of charges and dues for the Harbour for 2023/24 attached as Appendix A, these be recommended to Cabinet for approval. 2. That having commented upon the proposed fees and charges for the Campsite and Caravan Site for 2023/24 attached as Appendix B, these be recommended to Cabinet for approval.

3	How to address current situation
3.1	The 2023/24 proposed Harbour fees and dues are set out in **Appendix A** of the attached SHMC report.
3.2	The proposed 2023/24 charges for the Campsite and Caravan Site are provided in **Appendix B** of the attached SHMC report.

4	Reason/s for recommendation
4.1	To fulfil both the Cabinet's and the Southwold Harbour Management Committee's responsibilities in respect of recommending an annual schedule of fees and charges for the forthcoming year.

Appendices

Appendices:	
Appendix A	Southwold Harbour Management Committee Report – Schedule of Charges 2023-24

Background reference papers: None.

APPENDIX A
Agenda Item 7

ES/1394

Southwold Harbour
MANAGEMENT COMMITTEE

SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 24 November 2022

Subject	**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE – SCHEDULE OF CHARGES 2023/24**
Supporting Officer	Lorraine Rogers Deputy Chief Finance Officer lorraine.rogers@eastsuffolk.gov.uk and Alastair MacFarlane General Manager Southwold Harbour and Lands Alastair.macfarlane@eastsuffolk.gov.uk

Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is **NOT** in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	Southwold

Purpose and high-level overview

Purpose of Report:
This report recommends and seeks the Committee's views on a schedule of charges and dues for the Harbour, and the fees and charges for the Campsite and Caravan Site for 2023/24.

Recommendation/s:
1. That having commented upon the proposed annual schedule of charges and dues for the Harbour for 2023/24 attached as **Appendix A**, these be recommended to Cabinet for approval. 2. That having commented upon the proposed fees and charges for the Campsite and Caravan Site for 2023/24 attached as **Appendix B,** these be recommended to Cabinet for approval.

Impact Assessment

Governance: None directly arising from this report.
Environmental: None directly arising from this report.
Equalities and Diversity: None directly arising from this report.
Financial: The proposal is for the majority of fees and charges to be increased to assist with covering associated costs. Further detail is provided in Section 3.
Legal: None directly arising from this report.
Risk: None directly arising from this report.

Harbour Business Plan Priorities

To be added when the plan is in place.

East Suffolk Council Strategic Plan Priorities

Select the themes of the Strategic Plan which are supported by this proposal:		
T01	**Growing our Economy**	☒
T02	**Enabling our Communities**	☒
T03	**Maintaining Financial Sustainability**	☒
T04	**Delivering Digital Transformation**	☐
T05	**Caring for our Environment**	☒

Background and Justification for Recommendation

1	Background facts
1.1	The Terms of Reference of the Harbour Management Committee state that the Committee will review and then recommend an annual schedule of charges and dues for the Harbour and these will be determined by the Cabinet.

2	Current position
2.1	Income from Mooring fees and Harbour dues generates in the region of £90k per annum to the Harbour.
2.2	Annual income from the Caravan Site is approximately £270k and from the Campsite in the region of £300k.
2.3	East Suffolk Council will continue to encourage a commercial approach to setting fees and charges. Therefore, unless there are any statutory restrictions on setting a particular fee or charge, the principles listed below should be followed for the review of fees and charges for 2023/24: • An expectation to achieve an increase of 5% (note: Consumer Price Index (CPI) inflation for September 2022 was 10.1%) . • Where only the full cost of service provision can be charged, the fee or charge should reflect the full cost, including an apportionment of support service costs. • Where the discretionary fee or charge can be set at the market rate, these should be benchmarked and set at the appropriate rate considering demand for the service but ensuring that any competitive advantage is neutralised if in competition with the private sector. • Review opportunities to introduce new fees for discretionary services we are currently providing free of charge. • Undertake market research to identify chargeable services that our customers really want. • Consider whether the fee change will encourage or discourage the use of the services.
2.4	The proposed date for introducing the fees and charges is from 01 April 2023.

3	How to address current situation
3.1	The 2023/24 proposed Harbour fees and dues are set out in **Appendix A**.
3.2	The proposed 2023/24 charges for the Campsite and Caravan Site are provided in **Appendix B**.
3.3	Static caravan site charges have generally been increased in line with expectations with a change to electricity charges for those customers with ESC supplied power. It is proposed to introduce a fixed charge and a unit charge to be more equitable. Charges for the touring site have been set to reflect escalating CPI inflation and commercial demand in addition to recovery of recent investment in facilities. Visitor moorings in the harbour have generally increased to keep pace with inflation, with increases in electricity charges to reflect energy prices more

	realistically. Resident fishing vessels and other charges are generally around 5%, much less than the current level of CPI inflation to assist the local economy.
3.4	The Appendices include current year charges as a comparative and all charges quoted are inclusive of VAT where applicable.
3.5	The 2023/24 proposed fees and charges for the Harbour, the Campsite and the Caravan Site will be determined by Cabinet at its meeting on 03 January 2023.

4	Reason/s for recommendation
4.1	To fulfil the Committee's responsibilities in respect of recommending fees and charges.

Appendices

Appendices:	
Appendix A	Proposed Harbour Fees and Dues 2023/24
Appendix B	Proposed Campsite and Caravan Site Fees and Charges 2023/24

Background reference papers:
None

PROPOSED HARBOUR FEES AND DUES 2023/24

Regular users (per annum)	2023/24 Proposal	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Mooring fees per vessel	£766.50	S	£36.50	5.00%	£730.00
Tenders/Canoe/Kayak	£41.50	S	£3.00	7.79%	£38.50
Tenders/Canoe/Kayak Day Rate	£5.25	S	£0.45	9.38%	£4.80
Harbour dues (per annum)					
Up to 20ft (6100mm)	£81.00	S	£4.00	5.19%	£77.00
20ft (6100mm) up to 30ft (9150mm)	£154.70	S	£7.70	5.24%	£147.00
30ft (9150mm) up to 40ft (12200mm)	£200.00	S	£10.00	5.26%	£190.00
40ft (12200mm) up to 50ft (15250mm)	£260.40	S	£12.40	5.00%	£248.00
Each additional ft (305mm) over 50ft (15250mm)	£7.10	S	£0.35	5.19%	£6.75
Other charges (per annum)					
Large Hut Sites	£451.50	EX	£21.50	5.00%	£430.00
Small Hut Sites	£308.70	EX	£14.70	5.00%	£294.00
Stage sites (per annum)					
1E - 10E	£1,249.50	S	£59.50	5.00%	£1,190.00
All other sites on Southwold Bank	£648.90	S	£30.90	5.00%	£618.00
All other sites on Walberswick Bank	£648.90	S	£30.90	5.00%	£618.00

W10 Mooring - Visitor Moorings (daily charges)	2023/24 Proposal	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Up to 20ft (6100mm)	£24.20	S	£2.20	10.00%	£22.00
20ft (6100mm) up to 30ft (9150mm)	£28.60	S	£2.60	10.00%	£26.00
30ft (9150mm) up to 40ft (12200mm)	£35.20	S	£3.20	10.00%	£32.00
40ft (12200mm) up to 50ft (15250mm)	£44.00	S	£4.00	10.00%	£40.00
Each additional ft (305mm) over 50ft (15250mm)	£2.30	S	£0.20	9.52%	£2.10
Harbour Dues	£11.60	S	£1.10	10.48%	£10.50
Electric Charge (Normal)	£5.50	S	£1.00	22.22%	£4.50
Electric Charge (Heavy Use)	£20.00	S	£7.00	53.85%	£13.00
Other charges					
Storage ashore per ft (305mm) .	£3.15	S	£0.20	6.78%	£2.95
Electric charge (weekly)	£50.00	S	£20.00	66.67%	£30.00
Mooring winter charge per ft (305mm) per month	£4.50	S	£0.25	5.88%	£4.25
Mooring berth on north dock wall (including use of compound & facilities) per vessel per month	£178.00	S	£16.00	9.88%	£162.00
Licences					
Beach Licences					
- Aldeburgh and Felixstowe	£66.20	OS	£3.20	5.08%	£63.00
- Sizewell	£53.00	OS	£3.00	6.00%	£50.00
Sale of fish from Council land	variable	OS	-	-	variable
Boats on beach	£147.00	S	£7.00	5.00%	£140.00
Boats in compound at The Dip	£147.00	S	£7.00	5.00%	£140.00
Launch only permit	£71.50	OS	£3.50	5.15%	£68.00
Fee for return of confiscated boats	variable	S	-	-	variable

VAT Status S= Standard rates, OS = Outside the Scope, E = Exempt

Southwold Harbour Site	2023/24 Proposal	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Static Caravan - Site Fee (March - November)	£2,630.00	S	£140.00	5.62%	£2,490.00
Static Caravan - Site Fee (December - February)	£229.00	S	£9.00	4.09%	£220.00
New Caravan - Plot Fee	£2,100.00	S	£170.00	8.81%	£1,930.00
Electric standing charge per annum + charge for actual usage (static sites)	£200.00 + charge for actual usage	S	(£350.00)	(63.64%)	£550.00

Additional Charges - Static Caravan	2023/24 Proposal	VAT Status	£ Increase or (Decrease)	% Increase or (Decrease)	2022/23
Harbour side Supplement Front Line	£221.50	S	£11.50	5.48%	£210.00
Blackshore Supplement Front Line	£194.00	S	£10.00	5.43%	£184.00
External Van Cleaning	£85.00	S	£1.00	1.19%	£84.00
External Window & Door Clean	£20.00	S	£4.50	29.03%	£15.50
Under Van Edge Trim & Weed killer Spray	£30.00	S	£0.00	0.00%	£30.00
All below fees are charged on a per night basis					
Tourers/Motorised Vans/Tents (Low Season) Inc 2 Adults	£34.70	S	£2.70	8.44%	£32.00
Tourers/Motorised Vans/Tents (Peak Season) Inc 2 Adults	£40.75	S	£3.25	8.67%	£37.50
Bank holiday weekend standard pitch	£42.00	S	£3.50	9.09%	£38.50
Off peak electric hook up pitch	£39.75	S	£2.75	7.43%	£37.00
Peak electric hook up pitch	£45.75	S	£3.50	8.28%	£42.25
Bank holiday weekend electric hook up pitch	£47.00	S	£3.75	8.67%	£43.25
Electricity per night	£5.00	S	£0.00	0.00%	£5.00
Additional Adult	£4.70	S	£0.40	9.30%	£4.30
Additional Child	£2.35	S	£0.20	9.30%	£2.15
Additional OAP (65+)	£2.35		£0.20	9.30%	£2.15
Awnings/Gazebos/Canopies	£8.55	S	£0.70	8.92%	£7.85
Organised Groups (To be negotiated in advance)	By negotiation	S	-	-	By negotiation
Single backpacker (no vehicle)*	£16.50	S	£1.50	10.00%	£15.00
Key Sale for Toilet Block	£29.50	S	(£8.50)	(22.37%)	£38.00
Battery Charging	£10.00	S	£2.75	37.93%	£7.25
Ice Packs	£1.30	S	(£0.05)	(3.70%)	£1.35
Mobile Phone Charging	£1.30	S	(£0.15)	(10.34%)	£1.45
* With discretion of caravan site manager at time of arrival					

VAT Status S= Standard rates, OS = Outside the Scope, E = Exempt

Agenda Item 8

ES/1395

CABINET

Tuesday, 03 January 2023

Subject	General Fund Budget 2023/24 and Medium Term Financial Strategy (MTFS)
Report by	Councillor Maurice Cook Cabinet Member with responsibility for Resources
Supporting Officer	Brian Mew Chief Finance Officer & S151 Officer brian.mew@eastsuffolk.gov.uk

Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is **NOT** in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	All Wards

Purpose and high-level overview

Purpose of Report:

This report sets out a further update to the draft Medium Term Financial Strategy (MTFS), taking account of new and revised risks, and presents an initial draft of the Council's General Fund Budget for 2023/24.

At the end of the 2023/24 budget process, the Council is required to approve a balanced budget for the following financial year and set the Band D rate of Council Tax.

The report brings together the relevant information to enable Cabinet to review, consider, and comment upon the Council's General Fund revenue budgets before making recommendations to Council on 22 February 2023. This report also forms the basis of Scrutiny Committee's review of the Budget at its meeting on 19 January 2023 as required under the Budget and Policy Framework.

Options:

The consideration of the MTFS by members as part of the budget process is essential, especially in order to commence actions to achieve a balanced budget and sustainable medium-term position. Setting a balanced budget for the coming year is a statutory requirement, therefore no other options are considered appropriate.

Recommendation/s:

Cabinet is recommended to:

1. Approve the updated draft Medium Term Financial Strategy attached as **Appendix A** including the draft 2023/24 General Fund Revenue Budget summarised in **Appendix A5** for review and consideration by the Scrutiny Committee as part of the Budget process.
2. Approve an initial proposed Band D Council Tax for East Suffolk Council of £181.17 for 2023/24, an increase of £4.95 or 2.81%.

Corporate Impact Assessment

Governance:

The MTFS is an essential element in achieving a balanced budget and a sustainable medium term position, whilst setting a balanced budget for the coming year is a statutory requirement. The 2023/24 budget will be considered at the following Council meetings:

- Cabinet 3 January 2023
- Scrutiny Committee 19 January 2023
- Cabinet 7 February 2023
- Full Council 22 February 2023

ESC policies and strategies that directly apply to the proposal:

- East Suffolk Strategic Plan
- East Suffolk Medium Term Financial Strategy
- Capital Programme

- Housing Revenue Account
- East Suffolk Treasury Management Strategy and Treasury Management Policy
- Annual Governance Statement
- Financial Management Code

Environmental:

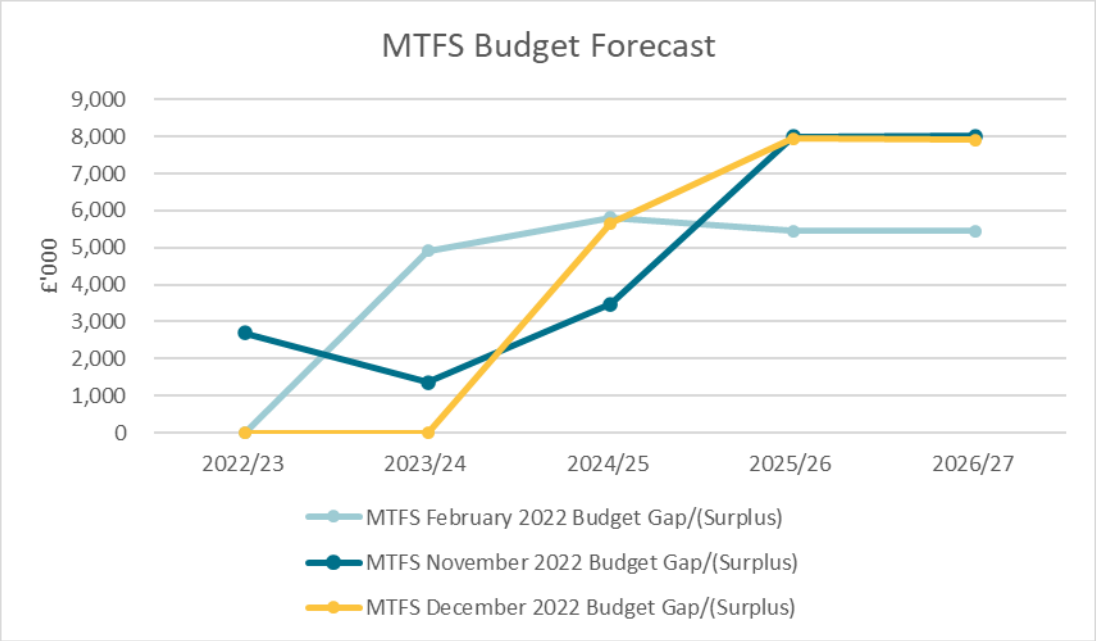
Although, there are no environmental impacts directly related to this report, **Appendix A6** includes details of budgets and reserves specifically provided to assist with the delivery of the Council's Green Agenda.

Equalities and Diversity:

An Equality Impact Assessment is not applicable at this stage of the draft Budget and MTFS. This assessment will be complete on the finalisation of the budget for approval in February 2023 and the results taken into consideration.

Financial:

The MTFS was updated in February 2022, and a further draft update was considered by the Cabinet in November 2022. The December MTFS update and the draft General Fund Budget have been prepared against the background of a rapidly changing and volatile economic climate. The Council's operating environment is subject to fast moving changes, particularly the impact of inflationary pressures. Consequently, the updated MTFS features a large number of significant changes, many of which have only been identified, quantified, and estimated in the past few weeks. The latest draft position is shown below, but there is a considerable degree of uncertainty regarding these figures, even in the relatively short term.



MTFS Position	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
MTFS Feb-22 Budget Gap/(Surplus)	0	4,908	5,805	5,457	5,457
MTFS Nov-22 Budget Gap/(Surplus)	2,694	1,358	3,468	7,995	8,005
MTFS Dec-22 Budget Gap/(Surplus)	0	0	5,660	7,940	7,902

The draft MTFS shows a balanced position for the current year and 2023/24. In the draft MTFS, very considerable increased expenditure and reducing income pressures are being dealt with by a combination of measures, including a thorough analysis of current and projected savings, and the release of a number of earmarked reserves into the General Fund. Earmarked reserves have been reviewed, and have been released in respect of the following situations:

- to support service expenditure in line with their original intended purpose:
- where the reserve is no longer required for its original purpose.

To ultimately balance the budget in 2022/23 and 2023/24, use has been made in full across the two years of the balance of the In Years Saving reserve. The Business Rate Equalisation Reserve is a risk based reserve which can assist with balancing the budget going into 2024/25. The balance on this reserve is currently £15m.

As referred to in previous MTFS reports, a key factor in balancing the budget has been the deferral of Business Rates system changes until 2025/26 at the earliest, as East Suffolk is in an advantageous position under the current system. The MTFS now essentially assumes a roll forward of the current position for this period, with the changes in 2025/26 also potentially not impacting as seriously as previously forecast.

There are also prospective activities not yet factored into the MTFS, which have the potential to make inroads into the budget gap towards the end of the MTFS. These include the Council Tax Premium on second homes, expected efficiencies from East Suffolk Services Ltd, and income streams from capital projects.

However, despite these factors, and the uncertainty due to local government finance reforms, the range and scale of expenditure and income pressures indicate that a combination of actions will be needed ensure a longer term sustainable position including a phased use of reserves, maximisation of income, and the achievement of significant levels of savings.

Human Resources:

There are no HR implications directly arising from this report.

ICT:

There are no ICT implications directly arising from this report.

Legal:

Section 25 of the Local Government Act 2003 places a personal duty on an authority's "Chief Financial Officer" to make a report to Council about the robustness of the estimates made for the purposes of the Council Tax calculations and the adequacy of financial reserves and balances.

The provisions of the Local Government Finance Act 1992 set out what the Council has to base its budget calculations upon and require the Council to set a balance budget with regard to the advice of its Section 151 Officer.

Risk:

Part of the process of delivering a robust medium-term strategy to enable the Council to manage its affairs soundly, is to have regard to both external and internal risks, and to identify actions to mitigate those risks. MTFS key principles and a risk analysis together with mitigating actions are provided in **Appendix A1**.

External Consultees:	Budget-related consultation questions now form a standing part of the permanent residents survey, which is live via the ESC website, and via other channels. This has been promoted again in the Autumn edition of the residents magazine, and there has been increased promotion to businesses. A summary of responses as at 31 December 2022 will be reported to Scrutiny Committee in January and Cabinet in February as part of their further consideration of the draft budget.

Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: *(Select only one primary and as many secondary as appropriate)*		**Primary priority**	**Secondary priorities**
T01	**Growing our Economy**		
P01	Build the right environment for East Suffolk	☐	☐
P02	Attract and stimulate inward investment	☐	☐
P03	Maximise and grow the unique selling points of East Suffolk	☐	☐
P04	Business partnerships	☐	☐
P05	Support and deliver infrastructure	☐	☐
T02	**Enabling our Communities**		
P06	Community Partnerships	☐	☐
P07	Taking positive action on what matters most	☐	☐
P08	Maximising health, well-being and safety in our District	☐	☐
P09	Community Pride	☐	☐
T03	**Maintaining Financial Sustainability**		
P10	Organisational design and streamlining services	☐	☒
P11	Making best use of and investing in our assets	☐	☒
P12	Being commercially astute	☐	☒
P13	Optimising our financial investments and grant opportunities	☐	☒
P14	Review service delivery with partners	☐	☒
T04	**Delivering Digital Transformation**		
P15	Digital by default	☐	☐
P16	Lean and efficient streamlined services	☐	☐
P17	Effective use of data	☐	☐
P18	Skills and training	☐	☐
P19	District-wide digital infrastructure	☐	☐
T05	**Caring for our Environment**		
P20	Lead by example	☐	☐
P21	Minimise waste, reuse materials, increase recycling	☐	☐
P22	Renewable energy	☐	☐
P23	Protection, education and influence	☐	☐
XXX	**Governance**		
XXX	How ESC governs itself as an authority	☒	☐

How does this proposal support the priorities selected?
By ensuring the robustness of the Medium-Term Financial Strategy and adequate reserves and balances the Council. The MTFS underpins and supports the delivery of the East Suffolk Strategic Plan.

Background and Justification for Recommendation

1	Background facts
1.1	The MTFS sets the strategic financial direction for the Council. It sets out the key financial management principles, budget assumptions and service issues.
1.2	The MTFS provides a framework for the detailed budget setting process to ensure that resources are managed effectively and are able to deliver the aspirations of the Council as set out in the Strategic Plan. It provides a sound basis for planning and decision making, and is reviewed and updated at the following key points in the year: • November/December – as a framework for initial detailed budget discussions for the forthcoming financial year. • January – an update to include additional information received at a national level and corporate issues identified through service planning and the detailed budget build. • February – with the final Budget for the new financial year.
1.3	The key underlying principles of the MTFS are: • securing a balanced budget with reduced reliance on the use of reserves and general balances to support its everyday spending; • setting modest increases in Council Tax when appropriate; and • delivering service efficiencies and generating additional income where there are opportunities to do so.

2	Current position
2.1	Sections 2, 3, and 4 of the MTFS attached as **Appendix A** provide a comprehensive overview of the national economic background, public finances, and local government finance.
2.2	**MTFS Forecasts 2022/23 to 2026/27:** As of December 2022, key areas of the budget that are yet to be finalised include; • Operations • Revenue implications of the capital programme • Business rates income • Council Tax income • Announcement of the Local Government Settlement for 2023/24 • Final proposed use of reserves.

2.3	On 12 December DLUHC published a policy statement on the Local Government Finance Settlement 2023/24 and 2024/25. This is provided in **Appendix A7**, and sets out the intention for Business Rates, Council Tax, and settlement grants. No changes to the MTFS are proposed at this time as the current MTFS assumptions are in line with the intentions set out in the Policy Statement. Further details are provided in Section 4 of **Appendix A**.

3	How to address current situation
3.1	The Council has a statutory duty to deliver a balanced budget for the forthcoming year and Full Council will consider this budget at its February 2023 meeting.
3.2	The Finance team continue to work with Officers and Members throughout the budget setting process which will lead to continual updating of the MTFS and further revisions will be made to reflect new and emerging information.
3.3	The Government published the Provisional Local Government Finance Settlement for 2023-24 on 19 December 2022 and details are shown in **Appendix B**.
3.4	**Risk Assessment and Report of The Chief Financial Officer** Part of the process of delivering a robust medium term strategy to enable the Council to manage its affairs soundly, is to have regard to both external and internal risks, and to identify actions to mitigate those risks. MTFS key principles and a risk analysis together with mitigating actions are provided in **Appendix A1** of the MTFS.
3.5	Section 25 of the Local Government Act 2003 places a personal duty on an authority's Chief Financial Officer to make a report to Council about the robustness of the estimates made for the purposes of the council tax calculations and the adequacy of financial reserves and balances. The Act also requires the Council to have regard to the report before it makes its budget and council tax decisions.
3.6	In relation to the statutory duty under the Act, the Chief Financial Officer considers that the estimates are robust; the General Fund Balance is within the guideline levels established as part of the MTFS; and the contributions to and use of earmarked reserves will assist the Council in meeting its financial challenges and developing its response to the pandemic and the objective of financial sustainability.
3.7	The Chief Finance Officer's report will be reported to Full Council when it considers the budget for 2023/24 on 22 February 2023. The report statement will clearly set out the budget assumptions used to arrive at the final recommendations.

4	Reason/s for recommendation
4.1	This report brings together the relevant information to enable Cabinet to review, consider, and comment upon the Council's General Fund revenue budgets before making final recommendations to Council on 22 February 2023. This report also forms the basis of Scrutiny Committee's review of the Budget at its meeting on 19 January 2023 as required under the Budget and Policy Framework.

Appendices

Appendices:	
Appendix A	Medium Term Financial Strategy (December 2022 update)
Appendix A1	MTFS Key Principles and Risk Analysis
Appendix A2	East Suffolk Council Tax Base 2023/24
Appendix A3	NHB Reserve Summary 2022/23 to 2026/27
Appendix A4	MTFS Key Changes Analysis by Strategic Theme/Other Factors
Appendix A5	General Fund Revenue Budget Summary 2022/23 to 2026/27
Appendix A6	Financial Provision to Support the Council's Green Agenda - Caring for Our Environment
Appendix A7	DLUHC - Policy statement on local government finance settlement 2023/24 and 2024/25
Appendix B	Provisional Local Government Settlement December 2022

Background reference papers:		
Date	**Type**	**Available From**
03/11/2022	Bank of England Monetary Policy Report – November 2022	Monetary Policy Report - November 2022 | Bank of England
17/11/2022	Chancellor's Autumn Statement 2022	Chancellor delivers plan for stability, growth and public services - GOV.UK (www.gov.uk)
17/11/2022	Office for Budget Responsibility - Economic and fiscal outlook – November 2022	Economic and fiscal outlook - November 2022 - Office for Budget Responsibility (obr.uk)
12/12/2022	DLUHC - Policy statement on local government finance settlement 2023/24 and 2024/25	Local government finance policy statement 2023-24 to 2024-25 - GOV.UK (www.gov.uk)
19/12/2022	Provisional Local Government Finance Settlement 2023/24	Provisional local government finance settlement: England, 2023 to 2024 - GOV.UK (www.gov.uk)

EASTSUFFOLK
COUNCIL

MEDIUM TERM FINANCIAL STRATEGY 2023/24 – 2026/27

DECEMBER 2022

1 INTRODUCTION

1.1 The **Medium-Term Financial Strategy** (MTFS) sets the strategic financial direction for the Council. It sets out the key financial management principles, budget assumptions and service issues.

1.2 The MTFS provides a framework for the detailed budget setting process to ensure that resources are managed effectively and can deliver the aspirations of the Council as set out in the Strategic Plan. It provides a sound basis for planning and decision making, and is reviewed and updated at the following key points in the year:

- November/December – as a framework for initial detailed budget discussions for the forthcoming financial year.
- January – an update to include additional information received at a national level and corporate issues identified through service planning and the detailed budget build.
- February – with the final Budget for the new financial year.

1.3 The vision of the East Suffolk Strategic Plan is to "deliver the highest quality of life possible for everyone who lives in, works in and visits East Suffolk". The MTFS underpins the new plan and vision for East Suffolk, focussing on five key themes.

- Growing Our Economy
- Enabling Our Communities
- Remaining Financially Sustainable
- Delivering Digital Transformation
- Caring For Our Environment

1.4 The MTFS provides an integrated view of the Council's finances, recognising that the allocation and management of its human, financial and physical resources play a key role in delivering its priorities and ensuring that the Council works effectively with its partners locally, regionally, and nationally.

1.5 The key underlying principles of the MTFS are:

- securing a balanced budget with reduced reliance on the use of reserves and general balances to support its everyday spending;
- setting modest increases in Council Tax when appropriate; and
- delivering service efficiencies and generating additional income where there are opportunities to do so.

1.6 Part of the process of delivering a robust MTFS to enable the Council to manage its affairs soundly, is to have regard to both external and internal risks, and to identify actions to mitigate those risks. MTFS key principles and a risk analysis together with mitigating actions are provided in **Appendix A1**.

1.7 Sections 2 to 4 provide an update on the financial challenges facing the Council, considering the economic factors, the local government finance environment, and the Council's key funding streams. Sections 5 to 7 outline how the Council will respond to the challenges, as expressed in terms of its Budget and strategies towards reserves and capital.

2 PUBLIC FINANCES

2.1 On 23 September 2022 the Chancellor delivered a Mini-Budget/Growth Plan 2022. There were also several other policy announcements that are relevant to the Council's financial position, including the reversal of the Health and Social Care Levy and the Energy Bill Relief Scheme. No measures were announced in respect of the Council's key income streams of Council Tax or Business Rates, nor on any specific details regarding Government departmental spending, of which local government finance forms a part.

2.2 A statement by the Chancellor on 17 October 2022, reversed some of the measures announced in the Mini Budget, and brought forward several the measures from the Medium-Term Fiscal Plan scheduled for 17 November, to support fiscal sustainability. There were no announcements which changed the Council's financial position.

2.3 On the 17 November, the Chancellor delivered the full Medium-Term Financial Plan alongside the Office for Budget Responsibility (OBR) forecast. The Chancellor set out the priorities for stability, growth and public service. Tackling inflation is a top priority for the Government and protecting the most vulnerable through the cost of living crisis. The Chancellor also announced commitment to key infrastructure projects such as Sizewell C and a support package for business rate payers in England. This includes, protecting businesses from rising inflation and to help businesses adjust to the revaluation of properties which takes effect from April 2023.

3 ECONOMIC INDICATORS

3.1 The national economic background affects the costs the Council incurs, the funding it receives, and contributes to the demand for services as residents are affected by economic circumstances. The inflation rate impacts the cost of services to the Council, as the Council delivers much of its service provision through contractual arrangements where inflationary pressures must be negotiated and managed. Specific contractual inflation has been incorporated into the Council's financial position, where appropriate, based on the actual contractual indices.

3.2 Following the pandemic, the UK economy is being impacted by a series of other events, including rising energy costs, the Russian invasion of Ukraine, a labour shortage, and UK fiscal policy and financial market turbulence.

3.3 The OBR economic and fiscal outlook and forecast published on 17 November provides an independent judgement about the economic and fiscal prospects and impact of the Government's policies. Rising prices continue to erode real wages and reduce living standards by 7% in total over the two financial years to 2023/24 (wiping out the previous eight years' growth), despite over £100 billion of additional government support. The squeeze on real incomes, rising interest rates, and a fall in house prices all weigh on consumption and investment, tipping the economy into a recession lasting just over a year from the third quarter of 2022.

3.4 The Monetary Policy Committee (MPC) report in December 2022 raised bank rate by 0.50% to 3.5%. The MPC expect inflation to fall sharply from the middle of next year, as it anticipates energy prices will rise less rapidly because of the Government's scheme to cap energy bills for households and businesses for six months. The slowdown in demand for goods and services should also put downward pressure on prices.

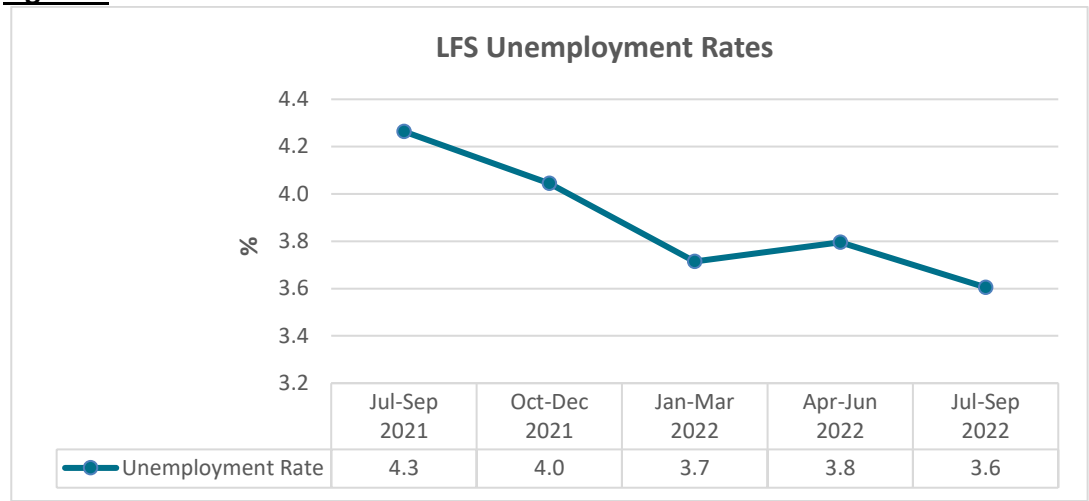
Gross Domestic Product (GDP)

3.5 Data released by the Office for National Statistics (ONS), shows GDP fell by 0.2% in Quarter 3 (July to Sept) 2022 compared to the previous three months. GDP is estimated to have fallen by 0.6% in September 2022, after a fall of 0.1% in August 2022 driven by a fall in the services sector.

Unemployment

3.6 As per the ONS Labour Force Survey (LFS), the unemployment rate of England was 3.6% in the three months to September 2022, compared with 3.8% in the previous three months. This latest figure is also 0.4% below pre-pandemic levels. **Figure 1** below show the three months LFS since September 2021 to August 2022. Unemployment is expected to rise from 3.6% and peak at 4.9% in the third quarter of 2024.

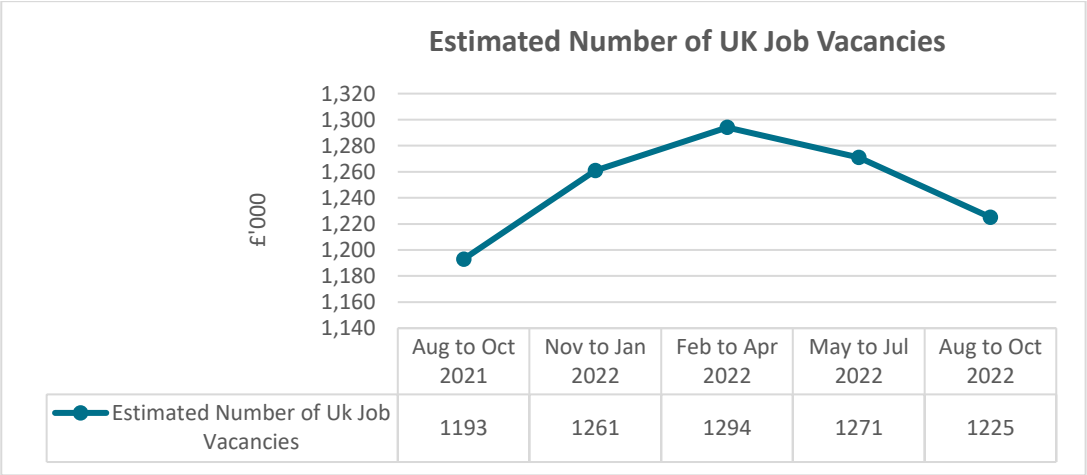
Figure 1



Source: ONS November 2022

3.7 As per the ONS, in August to October 2022 the estimated number of job vacancies in the UK was 1,225,000. Compared to May to July 2022, this was a decrease of 46,000. August to October 2022 vacancies were 429,000 above the pre-pandemic level (January to March 2020) and 32,000 above the level one year ago. This is illustrated in **Figure 2** below.

Figure 2

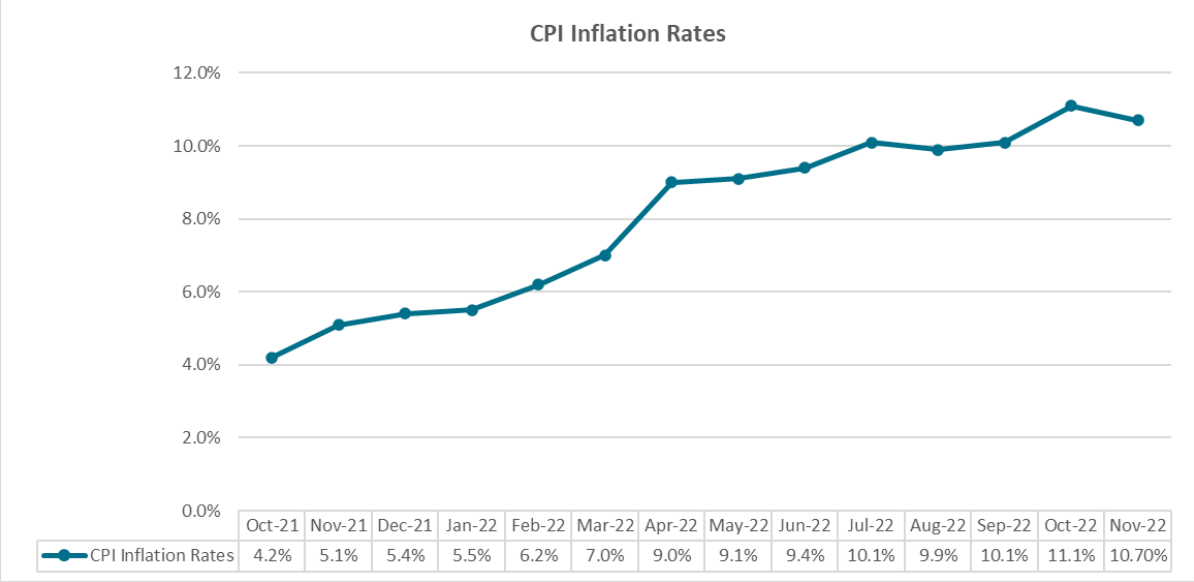


Source: ONS November 2022

Consumer Pricing Index (CPI)

3.8 Twelve-month CPI inflation fell from 11.1% in October to 10.7% in October. The Bank of England projects for CPI inflation to remain above 10% for the following few months. It expects inflation to fall to the official target of 2% in around two years. **Figure 3** below shows the CPI rates from August 2021 to date.

Figure 3



	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
CPI Inflation Rates	4.2%	5.1%	5.4%	5.5%	6.2%	7.0%	9.0%	9.1%	9.4%	10.1%	9.9%	10.1%	11.1%	10.70%

Source: ONS December 2022

Bank Interest Rate

3.9 At its 15 December 2022 meeting, the MPC voted by a majority of 6-3 to increase the bank rate by 0.50% to 3.5%. This is the ninth increase in a row. The next meeting of the MPC to review the bank rate is 2 February 2023.

4 LOCAL GOVERNMENT FINANCE

4.1 The introduction of the Local Business Rates Retention System in 2013/14, together with the Government's programme of fiscal consolidation since 2010, have combined to both reduce the level of funding available to the Council, and to shift the balance of funding significantly away from central to local sources.

4.2 The Spending Review 2021, which covered 2022/23 to 2024/25 was broadly positive for local government, with funding better than expected. Increased funding was largely front loaded with growth in grant funding in 2022/23 and no further general increases in the following two years. There were various smaller allocations within the core funding announcement, including £200m for the "cross-government Supporting Families programme", £37.8m for cyber security and £34.5m for "strengthen local delivery and transparency".

4.3 On the 17 November 2022 the Chancellor announce the Autumn Statement, alongside the updated forecasts from the Office for Budget Responsibility (OBR). The indication at the time was for all existing grant funding to be protected in cash terms in 2023/24 and 2024/25, and then to grow by 1% per year in real terms for the following three years. It was also unlikely that there would be any additional support for inflationary pressures. This has now been superseded by the DLUHC policy statement on 12 December, which is covered in the following sections.

4.4 On 12 December DLUHC published a policy statement on Local Government Finance Settlement 2023/24 and 2024/25. This is provided in **Appendix A7**, and sets out the intention for Business Rates, Council Tax, and settlement grants. This provides a strong indication of what local authorities can expect from the Provisional Finance Settlement which is anticipated in the week commencing 19 December. Clarity on the 2024/25 Finance Settlement is unlikely to go beyond confirming in principle, a continuation of a core settlement similar to the current year. The Policy Statement also notes reserve balances held by some local authorities have increased significantly in recent years, and local authorities are encouraged to consider using reserves to maintain services under the current inflationary pressures.

4.5 **Core Funding Streams** – this includes the Revenue Support Grant and the Rural Services Delivery Grant. The below will be subject to further change on release of the Local Government Finance Settlement.

Revenue Support Grant (RSG)

4.6 It was assumed following the Autumn Statement that there would be no increase to RSG for the next two years. However, the DLUHC Policy Statement issued on 12 December indicates RSG increasing in line with CPI for 2023/24. Based on September CPI this would be an increase of 10.1%, £0.034m. Until the release of the Provisional Settlement the RSG will not be updated in the MTFS as is expected to partially compensate for an expected reduction in the Services Grant covered in Section 4.10 below. It is currently assumed that the grant will remain at the current level of £0.340m for the next two years, and a 1% increase thereafter. This is a slight downward adjustment from the original assumption of a 2% annual increase.

Revenue Support Grant	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
MTFS (February 2022)	(340)	(346)	(353)	(360)	(360)
MTFS (December 2022)	(340)	(340)	(340)	(343)	(347)
MTFS Update (December 2022)	**0**	**6**	**13**	**17**	**13**

Rural Services Delivery Grant (RSDG)

4.7 The Rural Services Delivery Grant (RSDG) is a government grant recognising cost pressures associated with service delivery in rural sparse areas. The DLUHC Policy Statement released on 12 December indicates no change to RSDG in 2023/24. The assumption for future years is no change for 2024/25, followed by a 1% increase thereafter.

Rural Services Delivery Grant	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
MTFS (February 2022)	(260)	(266)	(271)	(276)	(276)
MTFS (December 2022)	(260)	(260)	(260)	(263)	(265)
MTFS Update (December 2022)	**0**	**6**	**11**	**13**	**11**

4.8 **Non-Core Funding Streams -** the below grants are non-core funding streams and they are usually seen as temporary or one-off. This potentially gives the Government scope to make changes to funding distributions. As with the core grant funding streams, this will be subject to change following the release of the Provisional Local Government Finance Settlement.

Lower Tier Services Grant (LTSG)

4.9 The Lower Tier Services Grant (LTSG) was referred to as a one-off grant in 2021/22 to support local authorities with the pressures of Covid. However, it did continue into 2022/23 but at a reduced amount of £0.311m from £0.389m. The DLUHC December Policy Statement indicates that this grant will be repurposed for 2023/24 in recognition of the inflationary pressures across local authorities. Continuation of the grant under this heading is unlikely from 2024/25 but this funding should continue in some form when the local government finance system is reformed. Consequently, it has been assumed in the MTFS that the grant will continue at the 2022/23 allocation from 2023/24 onwards. The budgeted allocation for next year, may be subject to change, following the Provisional Finance Settlement.

Lower Tier Services Grant (LTSG)	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
MTFS (February 2022)	(311)	(311)	(311)	(311)	(311)
MTFS (December 2022)	(311)	(311)	(311)	(311)	(311)
MTFS Update (December 2022)	**0**	**0**	**0**	**0**	**0**

Services Grant

4.10 As with the LTSG, although this funding would not appear under this name, it could be expected to figure in some form when the local government finance system is reformed. For 2022/23 the Local Government Finance Settlement included a new one-off Services Grant and the Council received £0.477m. The Government indicated that the new grant would provide funding to all tiers of local government in recognition of the vital services, including social care, delivered at every level of local government. It also included funding for local government costs for the introduction of the Health and Social Care Levy but which has now been reversed from 6 November 2022. Until the DLUHC Policy Statement on 12 December, it was unclear if and how, the Government intended to address this reversal through the funding streams. However, it now seems that the Services Grant will be reduced and the MTFS will be updated following the Provisional Settlement. Whilst this grant may be reduced for 2023/24, there may be some compensating increase with RSG as detailed in Section 4.6 above.

Services Grant/Transition Funding	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
MTFS (February 2022)	(477)	(477)	(477)	(477)	(477)
MTFS (December 2022)	(477)	(477)	(477)	(477)	(477)
MTFS Update (December 2022)	**0**	**0**	**0**	**0**	**0**

Business Rates – Business Rates Retention and Fair Funding Review

4.11 In its 2015 Spending Review, the Government announced proposals for Councils to retain all locally raised Business Rates by the end of the decade, and to end the distribution of core grant from central Government. In December 2017, the Government announced proposals for the proportion of business rates income to be retained by the local authority sector to be increased from the current 50% to 75% from April 2020, a development which does not require primary legislation, unlike the move to 100% local retention. Due to Covid-19, this was also delayed, and it has now been announced that this move to 75% retention has been abandoned.

4.12 The Government also announced a Fair Funding Review in February 2016, which will affect how funding is allocated and redistributed between local authorities. Implementation of

this review was also delayed and as referred to above is now likely to be implemented until 2025/26 at the earliest.

4.13 Implementation of the Fair Funding Review is likely to include a 'reset' of the business rates system, which would involve assigning a new baseline funding level and subsequent new tariff or top-up values. Reset of the system and the establishment of new funding formulae could result in East Suffolk Council losing some of the financial advantage that it has under the current system. As a result of the delay in implementing Business Rates reforms, the Council has benefited from additional years under the current regime including 2022/23. Following the Autumn Statement, the indications are that there will be no changes or reset of the system for 2023/24 and 2024/25. This base assumption has been rolled forward in the MTFS and the figures presented in paragraph 4.22 below.

Business Rates

4.14 Since 2013/14, business rates income has tended to be characterised by a high degree of volatility and uncertainty. Variances between estimated and actual business rate income are realised in the form of deficits or surpluses on the business rates element of the Collection Fund. For each year, the amount of business rates income credited to the General Fund is the amount estimated on the National Non-Domestic Rate (NNDR1) return to Government submitted in January in the preceding year, including a calculation of the estimated Collection Fund deficit or surplus to be charged to the General Fund. As a result, in practice, variances between business rates estimates and actual figures are reflected as an element of the Collection Fund deficit or surplus two years after they take place.

4.15 **Business Rates Collection Fund -** As a result of Covid-19, there was a considerably larger-than-normal deficit on the 2021/22 Collection Fund for Business Rates as changes to Retail and Nursery relief were announced after the NNDR1 was submitted in January 2021. These reliefs were paid to precepting authorities in the form of additional Section 31 Grant in 2021/22. Local authorities estimated the deficit in January 2022 and budgeted for it in 2022/23. Additional reliefs for businesses were also awarded in respect of 2021/22 under the Covid Additional Restrictions Fund (CARF), which was funded by Section 31 Grant amounting to around £7.9m.

4.16 On 5 November 2020 the Local Authorities (Collection Fund: Surplus and Deficit) (Coronavirus) (England) Regulations 2020 were laid before Parliament and came into force on 1 December 2020. The regulations implement the announcement made by the Secretary of State on 2 July 2020 that "the repayment of collection fund deficits arising in 2020/21, will be spread over the next three years rather than the usual period of a year, giving councils breathing space in setting budgets for next year." Therefore, the final third of that deficit is shown in 2023/24.

4.17 The Business Rates Collection Fund position over the past couple of years has been complicated by a range of measures in response to the Covid-19 pandemic, and timing differences relating to grant funding in respect of these. The Government funded a range of reliefs by Section 31 Grant, which was accounted for by the Council in 2021/22, but the Collection Fund deficit impacted on the Council's own budget in 2022/23. Consequently, the Council's share of this Section 31 Grant, was contributed to the Covid Reserve in 2021/22, enabling the Council to meet its share of the deficit in 2022/23. This position is illustrated in the table below. These deficits will be entirely funded from the Covid Reserve, i.e., the associated Section 31 Grant received and transferred to the reserve.

Business Rates Collection Fund – Deficit/(Surplus)	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
MTFS (February 2022)	6,393	785	0	0	0
MTFS (December 2022)	6,393	461	0	0	0
MTFS Update (December 2022)	**0**	**(324)**	**0**	**0**	**0**

4.18 **Suffolk Pool –** In October all Suffolk councils agreed to continue a pooling arrangement for 2023/24, which would allow them to retain a larger proportion of their share of growth by reducing the overall levy rate for Suffolk to £nil. The updated MTFS includes a Pooling Benefit estimate for 2022/23 of £2.035m based on current monitoring and estimates of £2.000m for the following two years. The estimate for 2023/24 will be confirmed after January when Suffolk County Council, as the administering authority for the Pool, collates the NNDR1 returns of all of the Suffolk authorities.

4.19 Business Rates income for 2023/24 is based on the NNDR1 return. All Business Rates estimates included in the MTFS will be updated following the completion of the return at the end of January 2023. This will include the split between Section 31 Grant and actual rates income.

4.20 As referred to earlier, the Business Rates system may be subject to reform in 2025/26 at the earliest. In the table below, the approach that has been taken for 2023/24 and 2024/25 is essentially a roll forward of the current position, with the changes in 2025/26 also potentially not impacting as seriously as previously forecast. The MTFS assumption is that the Council will continue to retain 100% Business Rates income from Renewables, and this has been reflected in the table below. It is also worth noting that even if the current treatment of existing Renewables is revised, new Renewable hereditaments will be coming online during the MTFS period.

Business Rates Income	Original 2022/23 £'000	Revised 2022/23 £'000	Estimate 2023/24 £'000	Estimate 2024/25 £'000	Estimate 2025/26 £'000	Estimate 2026/27 £'000
Business Rates Income	(6,158)	(6,158)	(7,205)	(7,349)	(7,496)	(7,796)
Business Rates Renewables	(1,203)	(1,203)	(1,253)	(1,278)	(1,303)	(1,329)
Total Business Rates Income	**(7,361)**	**(7,361)**	**(8,458)**	**(8,627)**	**(8,799)**	**(9,125)**
Share of Pooling Benefit	(1,861)	(2,035)	(2,000)	(2,000)	0	0
Section 31 Grant	(8,655)	(11,569)	(8,366)	(8,455)	(8,547)	(8,671)
Total Income Relating to Business Rates	**(17,877)**	**(20,965)**	**(18,824)**	**(19,082)**	**(17,346)**	**(17,796)**
MTFS Update (December 2022)	**0**	**(3,088)**	**(5,900)**	**(5,900)**	**(3,900)**	**(4,350)**

Council Tax

Council Tax is one of the Council's most important and stable income streams, funding approximately 50% of the net budget requirement of the Council. For Shire District Councils in two-tier areas, the referendum limit for 2022/23 was the higher of 2% or £5. The Autumn Statement confirmed additional flexibility for Council Tax increases for 2023/24, by increasing the referendum limit from 2% to 3%, but the £5 threshold remains.

4.21 **Council Tax Base** – The CTB1 Council Tax Base Return was submitted to Government on 5 October 2022.

4.22 The increase in the tax base for East Suffolk is currently estimated to be 1,317.49 (1.48%) Band D equivalent properties, increasing the overall tax base for East Suffolk from 89,023.43 to 90,340.92 for 2023/24. This equates to around £0.232m of additional Council Tax income to the Council based on the current District Band D Council Tax of £176.22.

4.23 The 2023/24 Council Tax Base at **Appendix A2** was approved by Cabinet at its meeting on 6 December 2022.

4.24 **District Band D Council Tax 2023/24** – An increase of £4.95 for 2023/24 would equate to a District Band D Council Tax for East Suffolk of £181.17 and generate approximately £0.447m of additional income for East Suffolk. Total income to the Council from Council Tax would be £16.37m.

4.25 Based on the above data, the table below sets out the estimated Council Tax income and current assumptions for Council Tax as included in this update of the MTFS. The District Band D Council tax for 2023/24, does not assume maximising use of the increased flexibility. This would be an increase of £5.22 compared to £4.95, an increase of £0.27p. This would generate an additional £0.025m of Council Tax income for East Suffolk.

Council Tax Income	2022/23 £'000	2023/24 £'000	Estimate 2024/25 £'000	Estimate 2025/26 £'000	Estimate 2026/27 £'000
Council Tax Income - Base	(14,959)	(15,688)	(16,367)	(16,882)	(17,400)
Growth in Tax Base	(288)	(232)	(65)	(68)	(70)
Council Tax Increase	(441)	(447)	(449)	(451)	(453)
Total Council Tax Income	**(15,688)**	**(16,367)**	**(16,882)**	**(17,400)**	**(17,922)**
Council Tax Band D	£176.22	£181.17	£186.12	£191.07	£196.02
Council Tax Base	89,023.43	90,340.92	90,702.28	91,065.09	91,429.35
Growth/Reduction(-) in Tax Base	1.93%	1.48%	0.40%	0.40%	0.40%
Council Tax Increase £	£4.95	£4.95	£4.95	£4.95	£4.95
Council Tax Increase %	2.89%	2.81%	2.73%	2.66%	2.59%

Assumptions from 2023/24: Council Tax increases of 2% or £5, whichever is the higher.

4.26 The February 2022 MTFS for 2023/24 had assumed growth to the tax base of 0.92% compared to the updated position of 1.48%. This additional growth of 0.56% is just under £0.090m of additional income. From 2024/25 a cautious approach continues to be taken to growth in the overall tax base and this is forecast at a lower rate of 0.4%. This is a combination of completion of development sites levelling off, and prudent assumptions regarding Local Council Tax Reduction Scheme (LCTRS) reliefs and collection rates. The below table shows the December update to the MTFS.

MTFS - Council Tax Income	2022/23 £'000	2023/24 £'000	Estimate 2024/25 £'000	Estimate 2025/26 £'000	Estimate 2026/27 £'000
MTFS February 2022	(15,688)	(16,277)	(16,789)	(17,302)	(17,302)
MTFS December 2022	(15,688)	(16,367)	(16,882)	(17,400)	(17,922)
MTFS Update December 2022	**(0)**	**(90)**	**(93)**	**(98)**	**(620)**

4.27 **Council Tax Collection Fund** – The current estimate for the Council Tax Collection Fund for 2023/24 is a surplus of £2.65m, with East Suffolk's share equating to £0.344m. The remaining balance of the surplus is shared by Suffolk County Council and the Police and Crime Commissioner for Suffolk.

4.28 Regulations were implemented on 1 December 2020 that the repayment Collection Fund deficits arising in 2020/21, will be spread over three years from 2021/22 to 2023/24 rather than the usual period of a year. Both the 2022/23 and 2023/24 figures include a deficit figure of £0.032m - the Council's share of the deficit.

4.29 The Council's share of the Council Tax Deficit for 2022/23 and 2023/24 is profiled over the MTFS as follows;

Council Tax Collection Fund – Deficit/(Surplus)	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
Deficit/(Surplus) (February 2022)	(223)	32	0	0	0
Deficit/(Surplus) (December 2022)	(223)	(344)	0	0	0
MTFS Update (December 2022)	**0**	**(376)**	**0**	**0**	**0**

4.30 The Collection Fund is monitored closely throughout the financial year and the Collection Fund position will be confirmed in January 2023.

4.31 **Council Tax Premium on Second Homes -** The Government is proposing that billing authorities will have the power to charge a 100% premium on second homes or empty dwellings. The Levelling-Up and Regeneration Bill would give billing authorities the power to charge a 100% premium on "dwellings occupied periodically". A determination would have to be "made at least one year before the beginning of the financial year to which it relates". Assuming receipt of Royal assent in early 2023, authorities should be able to use the premium from 2024/25 at the earliest. Given the number of second homes in Suffolk, this 100% council tax premium should represent a significant addition to the income stream from Council Tax. Based on current information and council tax levels, this could yield additional income of just under £11.2m in Suffolk, the bulk of which is in East Suffolk. In East Suffolk, over £7.6m could be generated – around £5.9m for Suffolk County Council, over £1m for Suffolk Police, and over £0.700m for East Suffolk Council. The current MTFS does not take account of this potential additional income for East Suffolk Council. This will be re-considered for the MTFS following a report to Full Council in January 2023 to approve this in principle, subject to the Bill receiving Royal Assent.

New Homes Bonus (NHB)

4.32 The Government established the New Homes Bonus (NHB) in 2011 to provide an incentive for local authorities to encourage housing growth in their areas. NHB is funding allocated to councils based on the building of new homes and bringing empty homes back into use. The intention for the New Homes Bonus is to ensure that the economic benefits of growth are returned to the local authorities and communities where growth takes place. Over the past few years, NHB has become an extremely important source of incentivised income.

4.33 In recent years there has been much uncertainty as to the future of NHB, with the last three years (2020/21 to 2022/23) being a one-year settlement.

4.34 There has been no announcement following a consultation paper in early 2021 and the Spending Review 2021, gave no indication as to its future and whether it will disappear completely within the next two years or continue in some form. DLUHC's Policy Statement in December indicates a further one-year only NHB settlement for 2023/24, and this has been assumed in the MTFS using the existing allocation methodology. A one-year allocation for the Council is estimated at £0.447m for 2023/24.

NHB	2022/23 £'000	2023/24 £'000
Year 7	0	0
Year 8	0	0
Year 9 (Final legacy payment)	(525)	0
Year 10	0	0
Year 11	0	0
Year 12 (one-year only - actual)	(1,124)	0
Year 13 (one-year only – estimate)	0	(447)
Total	**(1,649)**	**(447)**

4.35 The Council uses NHB funding to support specific community related projects and initiatives across East Suffolk. This is balanced against the overriding need to retain financial sustainability. NHB funding is transferred to the NHB reserve and released when required.

4.36 **Appendix A3** sets out the current position on the NHB Reserve and the proposed use of NHB funding for East Suffolk Council. This is summarised in the table below.

NHB Reserve	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
Opening Balance	(5,580)	(4,728)	(3,734)	(2,375)	(1,135)
Add: Allocation Received	(1,649)	(447)	0	0	0
Less: Proposed Use	2,501	1,441	1,359	1,240	1,055
Closing Balance	**(4,728)**	**(3,734)**	**(2,375)**	**(1,135)**	**(80)**

5 MEDIUM TERM FINANCIAL POSITION

MTFS Forecasts 2022/23 to 2026/27

5.1 The Finance team works with Service Areas to review their budget requirements and budget monitoring is an ongoing process between Finance, Service Areas, and the Corporate Management Team. This work leads to continual updating of the MTFS for the Council. As of December 2022, key areas of the budget that are yet to be finalised include;

- Operations
- Revenue implications of the capital programme
- Business rates income
- Council Tax income
- Announcement of the Local Government Settlement for 2023/24
- Use of reserves.

5.2 The below items are highlighted as having potential revenue budget implications for this financial year and over the MTFS period but cannot yet be quantified or quantified with a degree of certainty, i.e., figures are currently being worked on and/or insufficient information available.

Budget Area to be Monitored	Areas Impact	Nature of Impact	Timing of Impact
Inflationary pressures.	Utility costs, insurance premiums, fuel and contract costs, and ESSL.	Increased running costs of Council property and services, and delivery of projects.	Current year and future years. Difficult to estimate the duration and level of continued impact from 2023/24.
Workforces pay pressure/grade inflation.	Council staffing costs, partners and ESSL	Increased staffing costs.	Impact being seen in the current year. Uncertainty over the level of pay awards for the next two years.
Recruitment difficulties.	Particularly areas of specialism.	Agency/contractor support has been required which can be more costly.	Impact being seen in the current year.
Planning applications.	Planning fee income	Reduced income due to economic climate.	Current year is running in line with the budget for the year to date. Future years could be impacted due to downturn in the economy.
Non-core Government funding, e.g., Lower Tier Services Grant and Services Grant.	General Fund.	Loss or reduction of non-core funding which will impact the General Fund, estimate up to £0.300m	Impact from 2023/24. The Provision Local Government Finance Settlement in w/c 19 December will provide more information.
Felixstowe Dock strike action.	Port Health Account.	Loss of income. Currently estimated at £0.014m per strike day. 16 days so far this year.	Impact in the current year.

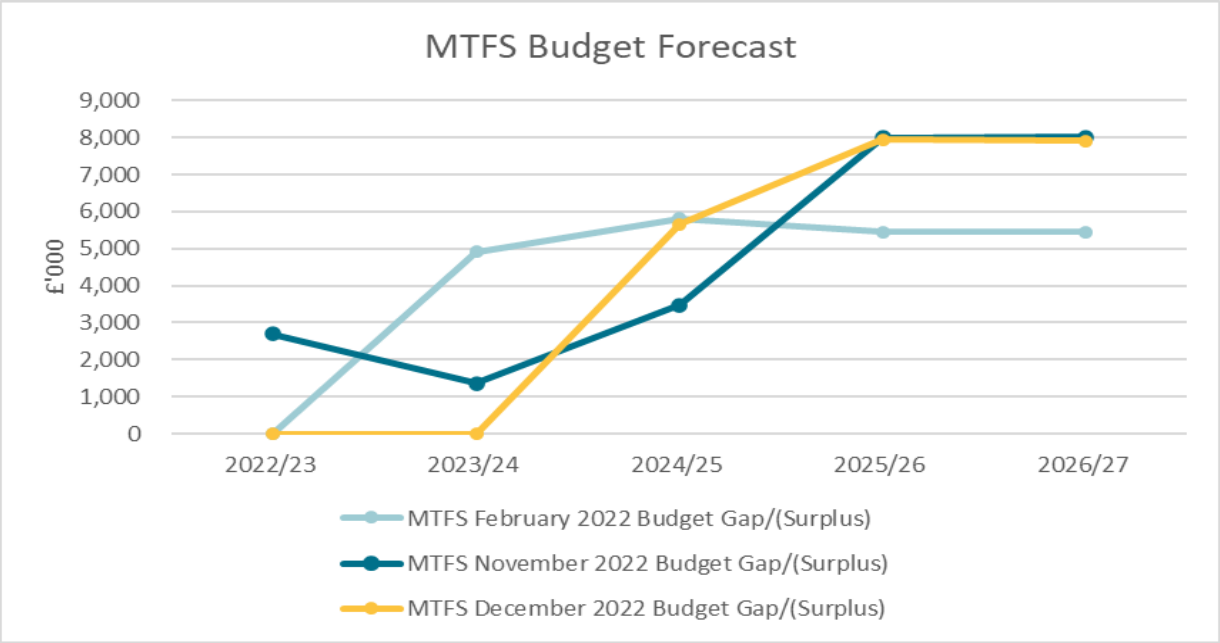
5.3 The MTFS was last updated in February 2022. A summary analysis of the key movements as of December 2022 is shown in the following table. This table is supported by **Appendix A4.** As noted in paragraph 5.1 above, there are areas of the budget still to be finalised.

MTFS Key Updates	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
Additional Cost	3,232	6,345	7,601	8,283	9,146
Additional Income	(953)	(7,596)	(6,670)	(4,685)	(5,505)
Reduced Income	1,300	1,312	1,324	1,330	1,324
Saving	(300)	(2,240)	(2,300)	(2,345)	(2,420)
Use of Reserves	(3,279)	(2,729)	(100)	(100)	(100)
Net Total	**0**	**(4,908)**	**(145)**	**2,483**	**2,445**

5.4 **Appendix A4** also provides a visual analysis of the key updates across the MTFS period by Strategic Theme/Other Factor that has primarily required the MTFS to be updated. **Appendix A5**, provides an overall summary of the General Fund Budgets as at December 2022.

5.5 The updated MTFS position resulting from these movements as of December 2022 is shown below in **Figure 4**. The chart shows a forecast balanced budget for the current year and next year, which is achieved by the use of Risk Based Reserves - £0.786m being used in 2022/23 and £2.629m in 2023/24.

Figure 4



MTFS Position	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
MTFS February 2022 Budget Gap/(Surplus)	0	4,908	5,805	5,457	5,457
MTFS November 2022 Budget Gap/(Surplus)	2,694	1,358	3,468	7,995	8,005
MTFS December 2022 Budget Gap/(Surplus)	0	0	5,660	7,940	7,902

Budget Planning Assumptions

5.6 The Council's financial planning assumptions are summarised below:

Budget Area	Assumption
Inflation	
Goods & Services	Met within existing budgets where possible (exception is contract).
Utilities (Electricity)	2022/23 revised based on actuals, 2023/24 80% of 2022/23 budgets, future years maintain at the 2023/24 budget.
Utilities (Gas)	2023/24 20% increase on 2022/23 revised estimates, future years maintain at the 2023/24 budget.
Utilities (water & Sewage)	2023/24 11% increase, 2024/25 5% increase, 2025/26 and 2026/27 1% increase. Commercial rates are set in April. Assumptions based on the CPI forecasts as per the Bank of England Monetary Policy Report November 2022.
Fees & Charges	5% increase is applied were appropriate.
Staffing Costs	2022/23 Current offer of an additional £1,925 on all SCP 1 and above, 2023/24 4% increase, plus incremental progression, 2024/25 3% increase, plus incremental progression, 2025/26 onwards 2% increase, plus incremental progression. 4% per annum of staffing costs for vacancy allowance.

Investment Income	1.37% Term Investments (average as of September 2022) 2.15% Call Account (September 2022) 1.73% Money Market Fund (September 2022) 3.40% Property Fund (September 2022) 4.05% Diversified Income Fund (September 2022)

Goods & Services – Inflationary Pressures

5.7 Over the course of the last six months, the Council's MTFS had been significantly impacted by inflation, and to a much higher extent than originally forecast in the early part of the year. This is particularly evident with utility costs which are forecast to increase by 100% for the Council in the current year, in addition to pressure on the Council's leisure centres. The trajectory for utility costs over the MTFS period is difficult to forecast, but it has been assumed that costs will remain high, with no significant fall from the current level. The total estimated impact of rising utility costs over the MTFS period is £3.1m. Inflation is also feeding through to insurance premiums and these are forecast to rise by around £0.150m per annum, with a total impact over the MTFS of £0.670m. As with the assumption for utility costs, insurance premiums are not forecast to fall in the short to medium term.

5.8 The Council's Operations service has also been significantly impacted by inflation through rising fuel costs and also national and local pay settlements. The average price of a litre of diesel in 2022/23 is £1.44, compared to £1.12 in 2021/22, an increase of 29%. This is an increase in diesel costs of between £0.200m to £0.300m, based on current year usage levels.

5.9 The Council's financial strategy assumes that any inflationary pressures incurred on goods and services expenditure are contained within existing budgets, or through more efficient spending. However, given the extent of these pressures this is becoming an increasing more challenging strategy to implement.

5.10 Inflationary pressures on projects within the Capital Programme, indirectly impacts on revenue, through revenue costs to support projects and the revenue financing of capital.

5.11 Contracts have been inflated based on the specified inflation indices within each individual contract. Additional negotiation has taken place with contractors to determine how these cost increases can be reduced where possible. This negotiation and retendering of contracts is part of the Council's strategy for cost reduction and will continue over the medium-term.

Fees and Charges

5.12 Fees and Charges are based on the Council's agreed principles of increasing existing fees and charges on a market forces basis whilst having regard to the Council's policies and objectives. The usual approach of the Council is for fees and charges to be increased by price inflation as a minimum. However, given the current level of inflation, this approach was not applied for the review of 2023/24 fees and charges, and a minimum of a 5% increase was provided as a guide. The Council continues to review opportunities to introduce new fees as appropriate. Proposed fees and charges for next year will be considered by Cabinet on 3 January 2023.

Interest Payable and Receivable

5.13 **Interest Payable** - The budget for debt interest over the current MTFS period totals £1.587m. This has not been revised in this update of the MTFS. The existing loans are all fixed rate loans and therefore not susceptible to market increases. Where the capital programme requires future additional borrowing, the budget will be updated as and when projects are completed, and actual borrowing is known.

5.14 **Interest Receivable** – In the Bank of England's November Monetary Policy Report, it forecasts the bank rate to peak at 5.2% at Quarter 4 in 2023 and then to fall to 4.7% a year later. In light of these forecasts, the total budget for investment income over the MTFS period has been increased by £4.2m to £7.4m. This is based on the current investment portfolio of short and long-term investments.

Establishment Costs

5.15 Establishment costs total approximately are the single largest revenue cost for the Council and represents 50% of its total direct expenditure.

5.16 **Public Sector Pay** –The 2022/23 pay offer by the National Employers is a £1,925 increase on all pay points 1 and above. The cost to the General Fund of the pay award is £1.4m to the General Fund. The pay award assumption for 2023/24 and 2024/25 has also been increased from 2% to 4% and 3% respectively. A 1% pay award represents an increase of approximately £0.330m to the General Fund.

5.17 **National Insurance Contribution Increase –** Also referred to as the Health and Social Care Levy, the Government increased the Employer National Insurance Contribution by 1.25% from April 2022. However, in the Chancellor's Mini-Budget announcement, the Government reversed this increase from 6 November 2022. The reduction in employer NICs will produce savings against the General Fund budget in the current year of £0.110m and over £0.300m in subsequent years. However, it should be noted that local government received funding of around £400m for the employer NICs increase through the 2022/23 local government finance settlement, although the actual amounts for local government, either collectively or individually, were never explicitly confirmed. If this funding is going to be removed from local government, then the Settlement Funding Assessment (SFA) or Services Grant would have to be reduced in 2023/24 and 2024/25. This was previously outlined in Section 4.10. If this is the case, there may consequently be some offset to these forecast savings, although it will probably be difficult to ascertain the quantum of this from the settlement. No offsetting has been assumed at this time.

5.18 **Actuarial Valuation** - The latest triennial actuarial valuation of the assets and liabilities of the Suffolk County Pension Fund was completed on 31 March 2022. The Fund's Actuary have reported the actuarial funding position for the Pension Fund of 107%, an increase of 8% since the last valuation exercise in 2019. This is the first time that the Fund has reached 100% funding.

5.19 The Pension Fund specially relating to East Suffolk Council is 110% funded, an increase from 99% at the time of the last review on 31 March 2019. The triennial review also sets the employer contribution rates for the next three years – 2023/24 to 2025/26. This is currently out for consultation until 30 December 2022. The Council currently pays an employer contribution rate of 32% and the lowest rate allowed by the Actuary for the next three years is 19%. The Council is proposing a reduction of 7% to 25%. This would provide 88% probability of success that over 20 years the Pension Fund will remain or achieve

100% funded. This level of reduction results in a significant annual saving to the General Fund of £1.4m and has been built into this MTFS update.

Other Pressures

5.20 In formulating its detailed spending plans, the Council has also taken account of past performance and the previous year's outturn position.

5.21 Ranging from increased demand for services or changes in national policy, the Council's MTFS has been adjusted to reflect the financial implications of these changes. The budget monitoring work by the Finance Team working with service areas has identified the Council's budget requirements.

5.22 Due to recruitment difficulties in some areas, the Council has been required to cover vacancies with temporary cover, particularly in areas of specialism. Additional resourcing needs have been in response to service demand, national policies and legislation. For example, Homelessness and Environmental Services, and delivering on strategic priorities such as Waste Management.

5.23 Work continues within the Suffolk Coastal Port Health Authority area to establish post Brexit requirements and a sustainable operational model for Port Health going forward, which remains a significant area of uncertainty, with financial implications for the service. Due to the strike days at the Port of Felixstowe, Port Health has lost income estimated at over £0.200m so far this year. In the current year, this can be covered from the Port Health Reserve.

Operations Partnership (Norse)

5.24 The current MTFS does not take into consideration any financial implications associated with the contract with Norse coming to an end in July 2023, and therefore the efficiencies expected to be delivered with East Suffolk Services Ltd. The budget estimates for 2023/24 and beyond are currently based on the existing arrangements, together with the additional external cost pressures on the Operations service – primarily rising fuel costs and national and local pay settlements. These are challenges that the Council and Norse would have to address, regardless of the set-up of East Suffolk Services Ltd from July 2023.

Green Agenda - Caring For Our Environment

5.25 The Council has pledged to be Carbon Neutral by 2030 and the Council's Strategic Plan includes the theme of 'Caring For Our Environment'. To delivery on these ambitions and priorities of the Council, inevitable requires investment without necessarily generating savings or additional income. The use of technology for homeworking and remote Committee meetings over the last two years, has reduced the need for staff and Members to travel and resulted in an annual saving of £0.200m compared to pre-pandemic levels.

5.26 **Appendix A6** includes details of budgets and reserves specifically provided to assist with the delivery of the Council's Green Agenda.

6 RESERVES AND BALANCES

6.1 In order to manage its financial affairs soundly, the Council needs to hold an appropriate level of reserves and balances. These allow it to:

a) manage its cash flows economically and avoid temporary borrowing pending receipt of

income due during the year;

b) deal promptly and efficiently with emergencies if they occur, as this year;

c) take previously unseen opportunities to secure benefits that may arise during the year;

d) mitigate reliance on volatile sources of funding;

e) set money aside for known events but where the timing or precise amount required is not yet certain; and

f) accumulate monies to meet costs that it would be unreasonable for taxpayers to meet in a single year.

6.2 In addition to the General Fund Balance, the Council keeps a number of earmarked reserves on the Balance Sheet. Some are required to be held for statutory reasons, some are needed to comply with proper accounting practice, and others have been set up voluntarily to earmark resources for future spending plans or potential liabilities.

6.3 The Council has continued to develop its prudent financial management arrangements, through the development of earmarked reserves to mitigate potential future risks. As issues arise, the potential requirement for an earmarked reserve is considered. New earmarked reserves are formally considered as part of the detailed budget process, to ensure that risks identified are adequately mitigated, and throughout the annual budget monitoring process as risks arise or become clearer.

General Fund Balance and Earmarked Reserves

6.4 The detailed budget process includes an assessment of risk, the adequacy of General Fund Reserves and a review of earmarked reserves. This review evaluates the need to create and/or change earmarked reserve levels and to also release reserves which are no longer required, thereby becoming a one-off resource for the Council. A risk assessment of the General Fund Balances informs the Chief Finance Officer's view of the adequacy of reserves to provide assurance to the budget. Having regard to the financial risks surrounding the budget planning process; the Council maintains the level of General Fund balances at around 3%-5% of its budgeted gross expenditure (in the region of £130 million for East Suffolk). This would equate to maintaining a General Fund balance for East Suffolk, in the region of between £4m and £6m. As of 1 April 2022, the opening General Fund balance of East Suffolk stood at £6m.

6.5 Further use of the General Fund balance will be evaluated against an assessment of risk, to ensure financial sustainability for the Council is maintained, whilst supporting the strategy direction and ambitions of the Council. The current update of the MTFS does not include any use of the General Fund balance.

6.6 One of the key underpinning financial principles of the MTFS is to not use the Council's Reserves (and other one-off resources) as a primary method to balance the ongoing pressures in the budget. Earmarked reserves are used for specific one-off purposes to support the delivery of corporate objectives and to mitigate risks.

6.7 The opening balances for 2022/23 are still subject to conclusion of the external audit review for 2021/22.

6.8 The total balance of General Fund Earmarked Reserves was £62m as of 1 April 2022. Earmarked Reserves are categorised into the following groups;

- **Grants/Funding Carried Forward** – this is external funding the Council has received for specific purposes and is drawn down from reserves when spend is incurred.

- **Planned Future Revenue Spending** – Council funding has been set aside for specific service areas and/or projects.

- **Planned Future Capital Spending** – this is revenue funding set aside to provide funding for the capital programme.

- **Risk Based** – Council funding has been set aside for unforeseen budget pressures and fluctuations in budget areas of volatility. The Business Rate Equalisation Reserve is the main reserve within this group. This reserve is primarily held to manage fluctuations in Business Rates income, due to the timing of accounting treatments. The reserve will also be called upon to address budget gap pressures. The balance on this reserve as of April 2022 was £15.2m. The other reserve in this category is the In-Year Savings reserves, which is used to address budget gaps. The balance on this reserve at the start of the year was £3.5m. Based on the current MTFS assumptions, it is expected for this reserve to be fully utilised by the end of March 2024, to address the forecast budget gaps in the current year and 2023/24.

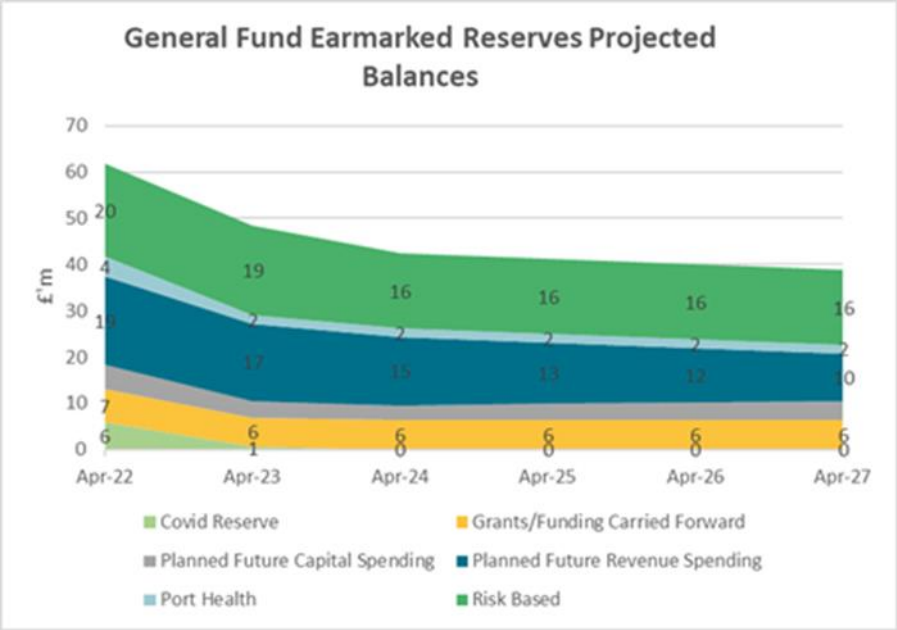
- **Covid Reserve** – Mainly consisting of Section 31 Grants to fund Covid related Business Rate Reliefs and the Local Authority support grant. This reserve is forecast to be used by the end of this financial year, with the exception of approximately £0.600m of Section 31 Grant to fund the 2020/21 Collection Fund Deficit treatment, as detailed in Section 4.16 of the report. The reserve currently holds a balance of £1m from the Covid Support funding. There has been some use of this in the current year, to cover costs associated with Covid, such as backfilling, and post assurance and reconciliation work on the various Covid grant schemes. The MTFS includes release of this £1m balance into the General Fund in the current year, as it is considered to be no longer required for its original purpose beyond March 2023.

- **Port Health** – The Port Health reserve balance as at 1 April 2022 was £4.3m. This reserve will be closed monitored over the MTFS period, due to continuing uncertainty surrounding the post Brexit situation.

6.9 A review of reserves has been undertaken this year, to identify reserve balances which have not been used for some time and/or are no longer required for their original purpose. This exercise has identified £1.8m of reserve balances, included the £1m of Covid support funding mentioned previously. The MTFS includes the proposal for this balance to be released into the General Fund in the current year.

6.10 **Figure 5** below shows the current projections for the General Fund Earmarked Reserves over the MTFS, categorised as above. This shows a decline in reserve balances from £62m at 1 April 2022 to £39m by April 2027. There are a number of reserves that are forecast to be fully or substantially utilised over this period, and not replenished. This includes, the In-Year Savings reserve, the NHB reserve, and the Transformation reserve. The budget work on reserves is yet to be finalised, and therefore the position presented in this report is subject to further change.

Figure 5



6.11 The presented reserve position does include use of the risk based reserves to achieve a balanced budget for 2022/23 and 2023/24 based on current assumptions. £0.786m use of the In-Year Savings reserve is proposed for 2022/23, and £2.629m for 2023/24. Further changes to the position by the end of the budget process, will be adjusted through the risk based reserves.

6.12 The Planned Revenue Spending group of reserves contains key reserves to highlight which are used to fund projects and initiatives to support the delivery of the Strategic Plan. These are set out in the table below and currently show balances declining with no further contributions to increase available funds over the current MTFS.

Reserves	April 2022 £'000	MTFS April 2023 £'000	MTFS April 2024 £'000	MTFS April 2025 £'000	MTFS April 2026 £'000	MTFS April 2027 £'000
Business Rates Pilot	1,385	957	837	800	763	726
New Homes Bonus (NHB)	5,580	4,728	3,734	2,375	1,135	80
Transformation - Digital	296	262	228	248	268	288
Transformation - Environmental	500	333	333	333	333	333
Transformation - Financial Sustainability	2,769	1,841	1,087	490	490	490

7 CAPITAL STRATEGY

7.1 The Capital Strategy gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services in East Suffolk, along with an overview of how associated risk is managed and the implications for future financial sustainability. The Capital Strategy for the period 2023/24 to 2026/27 will be considered by the Audit & Governance Committee and Cabinet before approval by Full Council in January 2023. Capital planning is about financial investment on the purchase of new assets, the creation of new assets and enhancing and/or extending the useful life of existing assets. The Council aims to achieve the optimum balance between the future needs of East Suffolk, including the need to drive growth, whilst ensuring affordability in the short and long term. Key principles include:

- Developing asset and capital strategies that facilitate a long-term approach to decision-making.
- Ensuring that assets are only held as needed to achieve Council objectives.
- Maximising efficiency in the management and use of assets.
- Ensuring that pressure to achieve short-term savings does not compromise the value of assets through lack of investment.
- Ensuring that capital investment is targeted where it will achieve the greatest long-term benefit.

7.2 Enhancing the management of the Council's existing asset base and looking beyond the traditional medium-term financial planning horizon is a major priority. The current Asset Management Strategy was approved in July 2019, broken down into four key components:

- Administrative Improvements
- Compliance and Sustainability
- A strategic approach to assets
- Reducing expenditure and increasing income

7.3 For the purposes of setting the budget for 2023/24 and medium-term financial planning, the Capital Programme has been updated to reflect existing projects and the latest capital investment plans for the period 2022/23 to 2026/27.

Capital Programme

7.4 The Capital Programme including both General Fund and HRA elements is subject to the scrutiny process and formally adopted by Full Council each year. The decision to accept individual projects onto the Programme is driven by the overriding requirement to support the priorities communicated in the East Suffolk Strategic Plan, providing they are affordable.

7.5 As well as adequately maintaining the asset base, a range of other important factors are considered when deciding upon the allocation of General Fund resources. Consideration is given to:

- Legislation – the need for capital investment due to changes in legislation, including those with health and safety implications.
- Resource Availability – the sustainability of the Capital Programme is a primary consideration and integral to the MTFS.

7.6 Where required, capital projects are supported by a detailed business case, which demonstrates a set of clear objectives and measurable benefits, as well as detailed financial implications. This includes the on-going revenue implications of a capital project, to ensure these are built into the MTFS revenue assumptions.

7.7 Major capital projects are delivered by dedicated project managers within the Council, with leadership and oversight provided by the Senior Management Team.

7.8 Due to the economic climate and significant changes to major schemes in the current Capital programme for 2022/23 to 2025/26, a mid-year revised General Fund Programme was presented to Cabinet and approved by Full Council in September 2022.

7.9 An updated Programme for the MTFS period will be presented to Cabinet on 3 January 2023, Scrutiny Committee on 19 January 2023, and then Cabinet and Full Council on 7 and 22 February 2023 respectively.

EAST SUFFOLK MEDIUM TERM FINANCIAL STRATEGY - KEY PRINCIPLES

1 PRIORITIES, AIMS AND OBJECTIVES

1.1 The **East Suffolk Strategic Plan** provides the overarching vision for East Suffolk. In fulfilment of the Plan, the Council makes use of significant resources to achieve its aims including money, people, property and technology. In order to allocate resources to competing demands, achieve effective and efficient use of its resources, best value and ultimately achieve its vision, the Council has several strategies and plans which give a clear sense of direction and underpin the deployment of those resources. The Long Term and **Medium Term Financial Strategies** sit under the **Strategic Plan,** and combined with other strategies and plans, they support and embrace the strategic direction of East Suffolk.

2 STRATEGY OBJECTIVES

2.1 The Council's MTFS aims to ensure the provision of the best quality services possible within the resources available. To do so it must maximise the use of its resources to ensure they are used efficiently and effectively to support the development of longer term sustainable objectives.

2.2 The specific objectives of the MTFS are to:

a) ensure that the Council sets a balanced, sustainable budget year by year, so that forecast spending does not exceed forecast resources available to it;

b) plan for a level of Council Tax that the Council, its residents and Government see as necessary, acceptable and affordable to ensure that it has the financial capacity to deliver the Council's policies and objectives;

c) redirect resources over time to adequately support and resource the priorities of the both the Council and the wider community; and

d) maintain sufficient reserves and balances to ensure that the Council's long-term financial health remains sound.

3 STRATEGY PRINCIPLES

3.1 The principles set out below provide a framework within which the Council will develop its detailed financial plan over the medium term.

General

There are a number of overarching principles that will apply across the Council's detailed financial accounting, planning and monitoring:

a) that the Council's budgets, financial records and accounts will be prepared and maintained in line with approved Accounting Standards, the CIPFA Code of Practice on Local Government Accounting, the CIPFA Prudential Code and the relevant sections of the Council's Constitution and Finance Procedure Rules;

b) prior to setting a budget, the Council will always analyse potential risks and ensure these are minimised in line with its Risk Management Strategy;

c) that the Council's Corporate Management Team will review the budget proposals for reasonableness and adherence to corporate policies and objectives prior to the budget being submitted to Cabinet;

d) the Council will monitor its revenue and capital budgets effectively. Monitoring will be undertaken quarterly by Heads of Service together with their portfolio holders, and integrated quarterly monitoring reports will be reported to Cabinet. In cases where significant financial and service performance deviates from that planned, action plans setting out corrective action will be drawn up by Heads of Service / Portfolio Holders and reported to Cabinet as appropriate;

e) that the Council's Corporate Management Team will take appropriate steps to continue to maintain and improve the accuracy and quality of data that it uses throughout the Council thereby ensuring that budget and other decisions are taken on a sound basis; and

f) the Council will seek to maximise external contributions towards revenue and capital spending for example through bidding for specific grants, attracting levered funding, participating in new funding streams and engaging in further strategic partnering opportunities where appropriate.

General Fund (Revenue)

3.2 In relation to its revenue budgets the Council will:

a) set a balanced budget each year that will be constructed to reflect its objectives, priorities and commitments. In particular, the budget will influence and be influenced by the Strategic Plan, the Organisational and Development Strategy, Capital and Asset Management Strategies, the Risk Management Strategy, its Comprehensive Equality Scheme and its Consultation and Engagement Strategies;

b) within the constraints of the resources available to it, set a sustainable budget each year that meets on-going commitments from on-going resources. The Council will continue to aim to maintain its level of general balances when it sets its revenue budget each year now that a prudent level of balances has been achieved;

c) seek to identify annual efficiency savings through business process improvement, shared service initiatives, service best value reviews and benchmarking and strategic partnering opportunities within and across county borders;

d) review the appropriateness of service delivery between the Council, parishes and other partners;

e) increase existing fees and charges on a market forces basis whilst having regard to the Council's policies and objectives. As a minimum fees and charges should be increased by price inflation. The Council will also review opportunities to introduce new fees as appropriate; and

f) within Government guidelines, set a level of Council Tax that the Council, its residents and Government see as necessary, acceptable and affordable to deliver the Council's policies and objectives.

Capital

3.3 When considering capital investment, the Council will:

a) maximise the generation of capital receipts and grants to support its planned investment programmes

b) enhance its capital investment by applying specific grants and contributions, capital receipts, earmarked reserves and revenue contributions, with any balance being met by external borrowing

c) not recognise capital receipts until there is certainty that the receipt will materialise, and these will not be earmarked against specific developments without express Cabinet approval

d) allocate its capital resources in line with its Capital Strategy and Asset Management Plan whilst recognising that other priorities may emerge that may require those plans to be amended and resources to be diverted

e) annually review and prioritise capital schemes in accordance with Council objectives having regard to:

   i) the business case for any given project; asset management planning

   ii) affordability in line with the application of the Prudential Code.

Balances and Reserves

3.4 In relation to its balances and earmarked reserves, the Council will:

- each year maintain the level of General Fund balances at around 3% - 5% of its budgeted gross expenditure. This would lead the Council to maintain a General Fund balance in a range of around £4m to £6m.

- have regard to the financial risks surrounding the budget planning process, including those associated with the structural deficit, inflationary pressures, interest rates, partnerships, the treatment of savings, new burdens and demand led expenditure.

- review its earmarked reserves, which have been established to meet known or predicted liabilities, to ensure that the level of those reserves are still appropriate; and

- return reserve balances no longer required to the General Fund as appropriate.

Treasury Management and Investment

3.5 The Council will:

a) having regard to risk, maximise investment income and minimise borrowing costs within the overall framework set out in the Council's annual Treasury Management and Investment Strategy; and

b) secure the stability of the Council's longer-term financial position rather than seeking to make short-term one-off gains which may lead to higher costs in the long term.

c) having regard to risk, seek to diversify its investment portfolio; maximise investment income; and deliver economic development objectives through the Asset Investment Strategy (in development).

4 OTHER CONSIDERATIONS

4.1 The Council's spending will have regard to:

a) the base budget position for the current financial year, adjusted for in year grant changes;

b) the Council's medium term priorities;

c) the refocusing of service expenditure through transactional, shared services and other efficiencies to support the achievement of its medium term priorities and satisfy Government funding changes;

d) demographic and welfare changes;

e) the impact of the current pandemic;

f) consultation outcomes;

g) fiscal matters including:

- price inflation.
- the effect on the level of General Fund balances and reserves.
- the impact of any changes to the capital programme on the potential costs of borrowing.
- triennial revaluation of the pension fund.
- ongoing commitments, arising in part, from initiatives that have previously been funded from specific grants.
- achieving budgeted savings from outsourcing, shared services and service reviews.
- the likely passporting of some Government departmental savings targets to councils.

RISKS	PROBABILITY HIGH (H) MEDIUM (M) LOW (L)	IMPACT HIGH (H) MEDIUM (M) LOW (L)	MITIGATING ACTIONS
Strategic Risks			
The absence of a robust Medium Term Financial Strategy could adversely affect the Council's budget and resource planning and projections.	**L**	**H**	Continually monitor and refine the strategy in line with changing influences. Update Corporate Management Team and Cabinet.
Failure to understand changing community needs and customer expectations can result in the Council providing levels of service which are not appropriately aligned to the needs of communities and customers.	**M**	**H**	Continuously engage with key stakeholders and take advantage of existing consultation methodologies. Continue to monitor and more closely align service levels to demand and need.
Local Government funding is under continuous pressure and review. Failure to respond to these funding pressures may adversely impact on the Council's ability to service delivery.	**H**	**H**	Take advantage of the Council's growth opportunities to reduce dependency on government funding. Align service delivery to funding levels, improve exist strategy to minimise risk.
Budget pressures arising from housing, economic, social and other demographic changes.	**H**	**H**	Take advantage of technological advancements to understand and reduce unit costs, monitor demand for services and proactively manage resourcing requirements, invest in schemes to promote skills and developments.
Financial			
Uncertain medium term sustainability of incentivised income areas subject to Government policy, economic factors, and revaluation e.g. Brexit, business rates and New Homes Bonus.	**H**	**H**	Constantly monitor information and update risk appraisals and financial projections. Provide timely briefings and updates to Members/ key stakeholders to facilitate decision making. Adopt prudent budgeting approach not placing undue reliance on uncertain funding sources.

RISKS	PROBABILITY HIGH (H) MEDIUM (M) LOW (L)	IMPACT HIGH (H) MEDIUM (M) LOW (L)	MITIGATING ACTIONS
Uncertainty surrounding the Government's change agenda including, business rates and welfare reform over the medium term.	**H**	**H**	Constantly monitor information from Government and update risk appraisals and financial projections. Provide timely briefings and updates to Members/ key stakeholders to facilitate decision making. Lobby through the LGA as appropriate.
Budget pressures from demand led services and income variances reflecting the wider economy.	**H**	**H**	Monitor pressures throughout the budget process and take timely actions.
Costs arising from the triennial review of the Local Government Pension Scheme.	**L**	**L**	Review and monitor information from Government and actuaries. Update forecasts as necessary.
Interest rate exposure on investments and borrowing.	**H**	**M**	Review cash flows, ensuring the Council has a flexible and forward looking Treasury management policy.
Information			
The Council itself has no influence over the outcome of some of the other bigger assumptions such as formula grant, national pay awards, interest rates, inflation and statutory fees and charges.	**H**	**H**	Key assumptions made are regularly reviewed from a variety of sources. Forecasts are updated as necessary.
Operational			
The Council has entered into strategic partnerships and contracts and is therefore susceptible to economic, social and demographic changes	**L**	**M**	Effective negotiation, sound governance arrangements and reviews of partnerships performance.
There is a potential risk to the Council if there is a financial failure of an external organisation, providing services to the public on behalf of the Council.	**L**	**M**	Ensure rigorous financial evaluations are carried out at tender stage. Consideration of processes to ensure annual review of the successful organisation and review any external auditor comments.

RISKS	PROBABILITY HIGH (H) MEDIUM (M) LOW (L)	IMPACT HIGH (H) MEDIUM (M) LOW (L)	MITIGATING ACTIONS
People			
Loss of key skills, resources and expertise.	**H**	**M**	Continue to invest in staff developments, service continuity measures. Monitor succession planning. Keep staff consulted and informed. Ensure employment terms and conditions are competitive and development needs identified through 'My Conversation' programme with staff are satisfied.
Regulatory			
Changes of responsibility from Government can adversely impact on service priorities and objectives.	**L**	**L**	Sound system of service and financial planning in place. Lobby as appropriate.
Reputation			
Loss of reputation if unforeseen resource constraints result in unplanned service reductions.	**L**	**H**	Identify and implement robust solutions in response to changes. Consult widely. Seek to achieve a prudent level of balances and reserves.

Band D Equivalent Taxbase by Parish

PARISH	2022/23	2023/24	Difference
Aldeburgh	1,880.77	1,899.17	18.40
Alderton	181.34	181.06	-0.28
Aldringham-Cum-Thorpe	595.58	606.00	10.42
All Saints & St. Nicholas, St. Michael and St. Peter S E	101.13	98.83	-2.30
Badingham	227.98	235.76	7.78
Barnby	217.87	214.86	-3.01
Barsham and Shipmeadow	134.17	134.31	0.14
Bawdsey	196.37	198.00	1.63
Beccles	3,241.87	3,346.33	104.46
Benacre	32.36	32.02	-0.34
Benhall & Sternfield	306.75	311.61	4.86
Blaxhall	110.29	112.93	2.64
Blundeston and Flixton	466.25	479.77	13.52
Blyford and Sotherton	71.37	71.90	0.53
Blythburgh	193.81	198.44	4.63
Boulge	14.14	14.48	0.34
Boyton	60.45	62.44	1.99
Bramfield & Thorington	192.76	197.96	5.20
Brampton with Stoven	150.65	157.53	6.88
Brandeston	142.24	146.98	4.74
Bredfield	147.53	151.22	3.69
Brightwell, Foxhall & Purdis Farm	998.25	998.79	0.54
Bromeswell	154.41	153.62	-0.79
Bruisyard	70.92	71.81	0.89
Bucklesham	203.25	205.35	2.10
Bungay	1,643.44	1,668.62	25.18
Burgh	78.81	78.95	0.14
Butley, Capel St Andrew & Wantisden	114.77	118.69	3.92
Campsea Ashe	156.10	155.80	-0.30
Carlton Colville	2,664.87	2,671.88	7.01
Charsfield	148.83	162.02	13.19
Chediston, Linstead Magna & Linstead Parva	156.02	157.72	1.70
Chillesford	70.86	75.96	5.10
Clopton	138.64	142.46	3.82
Cookley & Walpole	152.70	153.25	0.55
Corton	582.91	588.59	5.68
Covehithe	12.93	13.92	0.99
Cransford	67.01	67.77	0.76
Cratfield	149.71	152.30	2.59
Cretingham, Hoo & Monewden	209.59	208.88	-0.71

Band D Equivalent Taxbase by Parish

PARISH	2022/23	2023/24	Difference
Dallinghoo	82.79	82.88	0.09
Darsham	200.99	228.14	27.15
Debach	32.89	33.38	0.49
Dennington	235.11	239.53	4.42
Dunwich	86.56	85.66	-0.90
Earl Soham	202.53	202.51	-0.02
Easton	177.12	178.23	1.11
Eyke	152.94	151.75	-1.19
Felixstowe	8,645.91	8,771.40	125.49
Flixton, St. Cross S E & St. Margaret South Elmham	165.75	167.77	2.02
Framlingham	1,618.57	1,644.19	25.62
Friston	210.80	208.50	-2.30
Frostenden, Uggeshall and South Cove	170.56	172.91	2.35
Gisleham	248.63	248.94	0.31
Great Bealings	132.98	133.06	0.08
Great Glemham	100.06	102.19	2.13
Grundisburgh & Culpho	645.74	655.32	9.58
Hacheston	166.03	165.66	-0.37
Halesworth	1,752.20	1,808.83	56.63
Hasketon	183.82	186.36	2.54
Hemley	25.57	26.41	0.84
Henstead with Hulver Street	136.95	138.11	1.16
Heveningham	63.23	61.42	-1.81
Hollesley	494.63	507.88	13.25
Holton	310.84	311.80	0.96
Homersfield	58.64	59.58	0.94
Huntingfield	75.36	79.71	4.35
Iken	62.83	61.93	-0.90
Kelsale-cum-Carlton	404.66	413.65	8.99
Kesgrave	4,809.30	4,826.19	16.89
Kessingland	1,441.05	1,439.26	-1.79
Kettleburgh	106.24	108.33	2.09
Kirton & Falkenham	555.62	557.47	1.85
Knodishall	313.92	311.92	-2.00
Leiston	1,820.58	1,957.72	137.14
Letheringham	41.42	42.41	0.99
Levington & Stratton Hall	123.38	125.14	1.76
Little Bealings	213.78	216.46	2.68
Little Glemham	67.15	66.78	-0.37
Lound	116.56	127.74	11.18
Lowestoft	12,733.88	12,926.07	192.19
Marlesford	89.65	90.73	1.08
Martlesham	2,296.65	2,142.72	-153.93
Melton	1,905.05	1,945.62	40.57

Band D Equivalent Taxbase by Parish

PARISH	2022/23	2023/24	Difference
Mettingham	83.26	83.98	0.72
Middleton	206.24	209.69	3.45
Mutford	186.52	186.40	-0.12
Nacton	343.95	341.61	-2.34
Newbourne	110.64	112.65	2.01
North Cove	151.14	149.77	-1.37
Orford & Gedgrave	396.15	401.90	5.75
Otley	310.55	327.59	17.04
Oulton	1,549.90	1,654.14	104.24
Oulton Broad	3,270.87	3,307.43	36.56
Parham	120.59	131.13	10.54
Peasenhall	240.52	245.78	5.26
Pettistree	88.60	87.12	-1.48
Playford	111.33	110.97	-0.36
Ramsholt	12.22	12.22	0.00
Redisham	53.35	61.82	8.47
Rendham	127.96	127.13	-0.83
Rendlesham	931.19	941.76	10.57
Reydon	1,194.23	1,196.49	2.26
Ringsfield and Weston	220.36	221.74	1.38
Rumburgh	118.80	120.07	1.27
Rushmere	32.68	34.13	1.45
Rushmere St Andrew	2,579.54	2,607.03	27.49
Saxmundham	1,586.60	1,609.94	23.34
Saxtead	127.13	126.45	-0.68
Shadingfield, Sotterley, Willingham and Ellough	185.49	182.31	-3.18
Shottisham	84.00	83.44	-0.56
Sibton	97.02	96.50	-0.52
Snape	328.19	332.72	4.53
Somerleyton, Ashby & Herringfleet	166.95	163.68	-3.27
Southwold	1,082.31	1,100.22	17.91
Spexhall	86.15	85.54	-0.61
St. Andrew Ilketshall	114.71	116.03	1.32
St. James South Elmham	87.25	91.17	3.92
St. John Ilketshall	20.25	20.25	0.00
St. Lawrence Ilketshall	60.24	61.83	1.59
St. Margaret Ilketshall	71.55	70.34	-1.21
Stratford St Andrew and Farnham	139.87	140.49	0.62
Sudbourne	186.67	186.37	-0.30
Sutton	147.22	150.97	3.75
Sutton Heath	367.03	374.89	7.86
Sweffling	95.45	98.89	3.44
Swilland & Witnesham	421.28	427.46	6.18

Band D Equivalent Taxbase by Parish

PARISH	2022/23	2023/24	Difference
Theberton	150.49	150.78	0.29
Trimley St Martin	744.63	767.41	22.78
Trimley St Mary	1,272.73	1,268.02	-4.71
Tuddenham St Martin	162.29	159.80	-2.49
Tunstall	259.85	256.12	-3.73
Ubbeston	43.39	45.10	1.71
Ufford	403.37	406.54	3.17
Walberswick	372.62	375.63	3.01
Waldringfield	256.72	255.28	-1.44
Wangford with Henham	257.31	258.05	0.74
Wenhaston with Mells Hamlet	419.07	421.36	2.29
Westerfield	236.87	248.51	11.64
Westhall	131.28	136.42	5.14
Westleton	309.76	308.17	-1.59
Wickham Market	825.34	829.10	3.76
Wissett	124.25	127.62	3.37
Woodbridge	3,226.36	3,389.95	163.59
Worlingham	1,286.19	1,298.40	12.21
Wrentham	377.07	379.37	2.30
Yoxford	349.27	357.01	7.74
East Suffolk Council - Total	**89,023.43**	**90,340.92**	**1,317.49**

APPENDIX A3

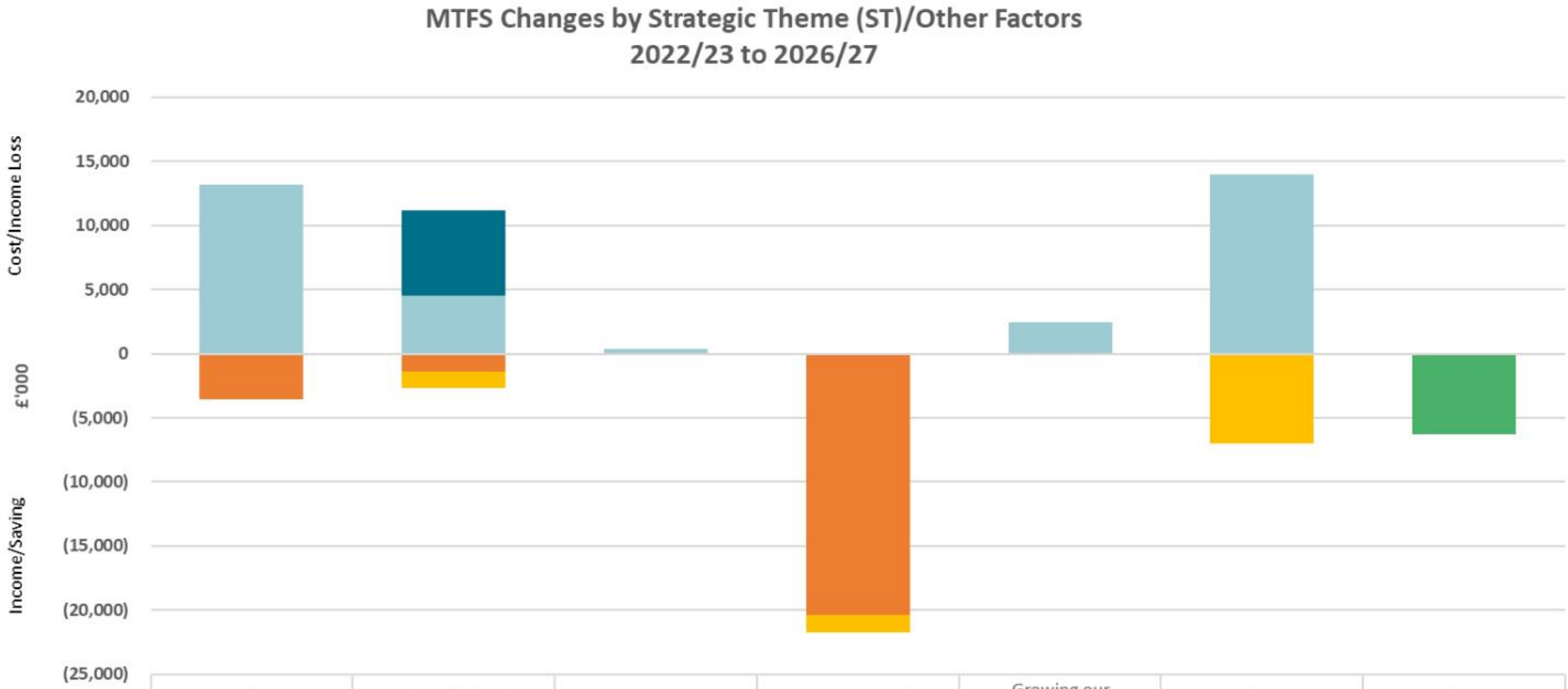
NHB RESERVE SUMMARY 2022/23 TO 2026/27

NHB Reserve	2022/23 Revised Budget £'000	2023/24 Revised Budget £'000	2024/25 Revised Budget £'000	2025/26 Revised Budget £'000	2026/27 Revised Budget £'000
NHB Reserve Balance Brought Forward	(5,580)	(4,728)	(3,734)	(2,375)	(1,135)
NHB In-Year Funding	(1,649)	(447)	0	0	0
Total NHB Funding in Reserve	**(7,229)**	**(5,175)**	**(3,734)**	**(2,375)**	**(1,135)**
Application of NHB					
Enabling Communities Budget					
55 Councillors * £7.5k	433	412	412	412	412
Ease the Squeeze	52	0	0	0	0
	485	**412**	**412**	**412**	**412**
Community Partnerships					
8 Partnership * £25k each	224	200	200	200	200
Resourcing & Engagement					
CP Manager	74	73	75	76	79
Communities Officer	0	21	21	21	21
Funding Officer	18	21	21	21	21
Venues for meetings	2	2	2	2	2
Contribution to Suffolk Association Local Councils	10	10	10	10	10
Contribution to Community Action Suffolk	10	10	10	10	10
	338	**337**	**339**	**340**	**343**
Strategic Community Partnerships	556	300	300	300	300
	556	**300**	**300**	**300**	**300**
WIFI Implementation on Market Towns	**180**	**0**	**0**	**0**	**0**
Economic Development Towns Fund	**22**	**0**	**0**	**0**	**0**
Lowestoft Full Fibre project	**576**	**0**	**0**	**0**	**0**
UCI World Masters Cycle Cross Championships	**9**	**0**	**0**	**0**	**0**
City of Culture	**25**	**73**	**0**	**0**	**0**
First Light Festival	**0**	**180**	**170**	**150**	**0**
Safeguarding Officer	**7**	**13**	**9**	**0**	**0**
Empty Homes Officer	**61**	**106**	**109**	**38**	**0**
Place Based initiatives					
Lowestoft Rising	**20**	**20**	**20**	**0**	**0**
Total NHB Earmarked for Community Initiatives	**2,279**	**1,441**	**1,359**	**1,240**	**1,055**
Set Aside to Support the Budget					
To Support Transition of NHB use to East Suffolk	**222**	**0**	**0**	**0**	**0**
Total NHB use for the Year	**2,501**	**1,441**	**1,359**	**1,240**	**1,055**
NHB Reserve Balance Carried Forward	**(4,728)**	**(3,734)**	**(2,375)**	**(1,135)**	**(80)**

KEY MTFS CHANGES BY STRATEGIC THEME/OTHER FACTORS

MTFS Update	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	Total over MTFS period £'000	Strategic Theme/Other Factors	Comments
Additional Cost								
National Employers pending pay award for 2022/23 - Council direct staffing	1,400	1,400	1,400	1,400	1,400	7,000	Resourcing Impact	Based on current offer by National Employers.
Future year pay award assumptions	0	590	920	940	1,560	4,010	Resourcing Impact	Assumptions for pay awards from 2023/24 increased from 2% to 4% in 2023/24 and to 3% in 2024/25.
Agency/contractor costs	635	100	100	100	100	1,035	Resourcing Impact	Cover for staffing vacancies, particularly in areas of specialism. Increase annual budget to prior years average.
Net establishment growth	(1,309)	833	818	825	811	1,978	Resourcing Impact	Establishment growth net of vacancy allowance.
External audit fees	0	95	95	95	95	380	Governance	Public bodies have been advised of a 150% increase on top of the 2022/23 fee.
Ringo costs	75	72	70	70	70	357	Financial Sustainability	To reflect increased usage of Ringo across Council car parks.
ARP partnership contribution	300	115	135	135	135	820	Economic Impact	Mainly driven by inflation pressures.
Port Health	240	275	125	115	100	855	Financial Sustainability	Review of recharges to Port Health, in particular the recharge for accommodate use.
Minimum Revenue Provision (Capital Programme)	(58)	0	300	820	1,350	2,412	Growing our Economy	Revised to reflect the updated capital programme.
Inflationary pressures - insurance premiums	75	140	150	150	155	670	Economic Impact	Estimate for the impact of inflation on insurance premiums.
Inflationary pressures - utilities	700	600	600	600	600	3,100	Economic Impact	Estimate for the impact of inflation on utility costs, particularly on Leisure Centres.
Planned preventative maintenance	0	265	202	225	225	917	Financial Sustainability	Asset Management schedule of programmed preventative maintenance.
Operation services	1,020	1,644	1,990	1,990	1,990	8,634	Economic Impact	Inflationary impacts - from fuel and pay pressures
Other	154	216	696	818	555	2,439	Financial Sustainability	
	3,232	**6,345**	**7,601**	**8,283**	**9,146**	**34,607**		
Additional Income								
Green waste subscription income	0	0	(50)	(50)	(50)	(150)	Financial Sustainability	Additional income due to subscription fee increase.
Business Rates Pooling Benefit	(174)	(2,000)	(2,000)	0	0	(4,174)	Government Policy	Current year increased based on in-year monitoring.
Business Rates income	0	(3,900)	(3,900)	(3,900)	(4,200)	(15,900)	Government Policy	Delays to funding reform to 2025/26 at the earliest.
Business Rates Collection Fund Deficit	0	(324)	0	0	0	(324)	Government Policy	Updated estimate of the year end deficit on the Collection Fund.
Council Tax income	0	(90)	(90)	(100)	(620)	(900)	Financial Sustainability	The growth in the tax base has been better than originally forecast.
Council Tax Collection Fund Surplus	0	(376)	0	0	0	(376)	Financial Sustainability	The growth in the tax base has been better than originally forecast.
Interest income	(779)	(906)	(630)	(635)	(635)	(3,585)	Economic Impact	Forecasting higher investment rates over the MTFS, and to peak in 2023/24.
	(953)	**(7,596)**	**(6,670)**	**(4,685)**	**(5,505)**	**(25,409)**		
Reduced Income								
Parking services	500	500	500	500	500	2,500	Financial Sustainability	Recognising a reduction in baseline income for parking services. Further analysis to be done.
Waste recycling credits	800	800	800	800	800	4,000	Financial Sustainability	Correction to baseline budget.
Core funding streams	0	12	24	30	24	90	Financial Sustainability	No cash increase for 2023/24 and 2024/25, and 1% thereafter.
	1,300	**1,312**	**1,324**	**1,330**	**1,324**	**6,590**		
Savings								
Health & Social Care Levy	(110)	(300)	(310)	(315)	(320)	(1,355)	Government Policy	Reversal of the Employer National Insurance increase (1.25%) introduced from 1 April 2022. The reversal is to take effect from 6 November 2022.
Employer superannuation rate	0	(1,690)	(1,740)	(1,780)	(1,810)	(7,020)	Resourcing Impact	Triennial review of the pension fund. The employer contribution rate for the next three years from 2023/24 is to reduce from 32% to 25%.
Leisure contracts	(190)	(250)	(250)	(250)	(290)	(1,230)	Financial Sustainability	Recognition of further efficiencies and income generation.
	(300)	**(2,240)**	**(2,300)**	**(2,345)**	**(2,420)**	**(9,605)**		
Use of Reserves								
Reserve balances no longer required	(1,845)	0	0	0	0	(1,845)	Use of Reserves	This followed a review of historic balances with no defined purpose or use in recent years.
Transfers to reserves	(649)	(100)	(100)	(100)	(100)	(1,049)	Use of Reserves	Transfers identified as no longer required.
Proposed use of reserves to balance the budget	(785)	(2,629)	0	0	0	(3,414)	Use of Reserves	Use of risk based reserves.
	(3,279)	**(2,729)**	**(100)**	**(100)**	**(100)**	**(6,308)**		
Net Total of MTFS Updates - December 2022	**0**	**(4,908)**	**(145)**	**2,483**	**2,445**	**(125)**		

KEY MTFS CHANGES BY STRATEGIC THEME/OTHER FACTORS



	Economic Impact	Financial (ST)	Governance	Government Policy	Growing our Economy (ST)	Resourcing Impact	Use of Reserves
Use of Reserves							-6308
Saving		-1230		-1355		-7020	
Reduced Income		6590					
Additional Income	-3585	-1426		-20398			
Additional Cost	13224	4568	380		2412	14023	

GENERAL FUND REVENUE BUDGET SUMMARY 2022/23 TO 2026/27

	Original Budget (Feb-22) 2022/23 £	Total of MTFS Updates (Dec-22) 2022/23 £	Revised Budget (Dec-22) 2022/23 £	Original MTFS (Feb-22) 2023/24 £	Total of MTFS Updates (Dec-22) 2023/24 £	Revised MTFS (Dec-22) 2023/24 £	Original MTFS (Feb-22) 2024/25 £	Total of MTFS Updates (Dec-22) 2024/25 £	Revised MTFS (Dec-22) 2024/25 £	Original MTFS (Feb-22) 2025/26 £	Total of MTFS Updates (Dec-22) 2025/26 £	Revised MTFS (Dec-22) 2025/26 £	Original MTFS (Feb-22) 2026/27 £	Total of MTFS Updates 2025/26 £	Revised MTFS (Dec-22) 2026/27 £
Service Area															
Senior and Corporate Management	2,582,800	75,060	2,657,860	2,629,000	149,656	2,778,656	2,668,300	199,500	2,867,800	2,710,400	204,800	2,915,200	2,710,400	180,000	2,890,400
Economic Development and Regeneration	2,860,700	1,081,600	3,942,300	1,716,200	15,100	1,731,300	1,450,400	(43,200)	1,407,200	1,453,200	(70,700)	1,382,500	1,453,200	(258,900)	1,194,300
Financial Services and Other Financial Transactions	718,300	215,600	933,900	752,600	(443,251)	309,349	790,200	(439,933)	350,267	816,000	(425,410)	390,590	816,000	(548,448)	267,552
Revenue and Benefits	2,372,000	499,800	2,871,800	2,545,600	307,900	2,853,500	2,703,200	382,900	3,086,100	2,781,100	424,400	3,205,500	2,781,100	659,800	3,440,900
Digital and Programme Management	2,977,100	315,100	3,292,200	2,994,900	458,279	3,453,179	3,036,300	463,344	3,499,644	3,076,000	487,826	3,563,826	3,076,000	568,310	3,644,310
Internal Audit Services	543,400	(42,700)	500,700	542,900	131,950	674,850	558,900	111,700	670,600	572,600	121,300	693,900	572,600	145,100	717,700
Human Resources	864,100	82,000	946,100	804,300	231,234	1,035,534	740,800	364,430	1,105,230	687,500	445,654	1,133,154	687,500	478,588	1,166,088
Legal and Democratic Services	2,312,000	179,200	2,491,200	2,709,300	213,700	2,923,000	2,397,700	213,600	2,611,300	2,441,600	212,400	2,654,000	2,441,600	248,700	2,690,300
Planning and Coastal Management	4,411,800	(29,600)	4,382,200	4,619,900	245,200	4,865,100	4,852,500	146,700	4,999,200	4,864,200	319,800	5,184,000	4,864,200	392,500	5,256,700
Customer Experience Strategic Management	2,361,900	65,300	2,427,200	2,435,100	84,722	2,519,822	2,510,300	160,433	2,670,733	2,584,100	159,859	2,743,959	2,584,100	235,447	2,819,547
Operations	11,131,300	3,992,000	15,123,300	9,947,800	4,461,475	14,409,275	9,786,300	4,212,711	13,999,011	9,884,000	4,043,723	13,927,723	9,884,000	3,996,163	13,880,163
Communities	2,630,700	593,600	3,224,300	1,076,400	1,192,800	2,269,200	1,083,700	1,019,100	2,102,800	1,080,100	918,200	1,998,300	1,080,100	931,700	2,011,800
Environmental Services and Port Health	1,499,300	313,000	1,812,300	(1,611,700)	586,500	(1,025,200)	(1,327,500)	437,200	(890,300)	(1,007,300)	441,900	(565,400)	(1,007,300)	498,100	(509,200)
Housing Services	2,255,200	800,300	3,055,500	1,619,400	670,100	2,289,500	1,649,700	266,900	1,916,600	1,668,700	251,300	1,920,000	1,668,700	257,600	1,926,300
Net Cost of Service	39,520,600	8,140,260	47,660,860	32,781,700	8,305,365	41,087,065	32,900,800	7,495,385	40,396,185	33,612,200	7,535,052	41,147,252	33,612,200	7,784,660	41,396,860
Non-Cost of Service Expenditure Adjustments															
Direct Revenue Financing (DRF)	3,020,000	0	3,020,000	1,375,000	0	1,375,000	675,000	0	675,000	805,000	0	805,000	805,000	0	805,000
Revenue provision for the repayment of debt (MRP)	1,265,000	(58,300)	1,206,700	1,735,000	7,500	1,742,500	2,455,000	299,900	2,754,900	2,575,000	822,700	3,397,700	2,575,000	1,347,700	3,922,700
Recharges to the Housing Revenue Account (HRA)	(1,424,300)	14,900	(1,409,400)	(1,462,000)	15,900	(1,446,100)	(1,491,900)	46,000	(1,445,900)	(1,506,800)	50,700	(1,456,100)	(1,506,800)	20,100	(1,486,700)
Bad Debt Provision	5,000	0	5,000	5,000	0	5,000	5,000	0	5,000	5,000	0	5,000	5,000	0	5,000
Other Accounting Adjustments	25,000	0	25,000	25,000	0	25,000	25,000	0	25,000	25,000	0	25,000	25,000	0	25,000
Other Operating Expenditure															
Town & Parish Precepts	6,748,500	0	6,748,500	6,748,500	0	6,748,500	6,748,500	0	6,748,500	6,748,500	0	6,748,500	6,748,500	0	6,748,500
Levies	247,900	0	247,900	250,500	0	250,500	250,500	0	250,500	250,500	0	250,500	250,500	0	250,500
Financing and Investment Income and Expenditure															
Interest Payable	320,000	0	320,000	236,000	0	236,000	152,000	0	152,000	152,000	0	152,000	152,000	0	152,000
Interest Receivable	(650,000)	(886,000)	(1,536,000)	(650,000)	(1,030,000)	(1,680,000)	(650,000)	(760,000)	(1,410,000)	(650,000)	(760,000)	(1,410,000)	(650,000)	(760,000)	(1,410,000)
HRA Share of Interest Payable & Receivable	12,700	107,200	119,900	(4,000)	124,000	120,000	30,400	129,800	160,200	75,900	124,500	200,400	75,900	124,500	200,400
Investment Property Income & Expenditure	(181,500)	0	(181,500)	(181,500)	0	(181,500)	(181,500)	0	(181,500)	(181,500)	0	(181,500)	(181,500)	0	(181,500)
Other Financing Charges	409,100	0	409,100	386,300	0	386,300	386,300	0	386,300	386,300	0	386,300	386,300	0	386,300
Non-Specific Grant Income															
New Homes Bonus	(1,648,700)	0	(1,648,700)	0	(447,000)	(447,000)	0	0	0	0	0	0	0	0	0
Other non-ringfenced grants	0	(61,300)	(61,300)	0	0	0	0	0	0		0	0	0	0	0
Capital Grants	(6,400)	0	(6,400)	0	0	0	0	0	0	0	0	0	0	0	0
Net Budget Expenditure before Reserve Movements	**47,662,900**	**7,256,760**	**54,919,660**	**41,245,500**	**6,975,765**	**48,221,265**	**41,305,100**	**7,211,085**	**48,516,185**	**42,297,100**	**7,772,952**	**50,070,052**	**42,297,100**	8,516,960	**50,814,060**
									0			0			0
Net Movements on Reserves									0			0			0
General Fund Balance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Revenue Earmarked Reserves									0			0			0
Use of Reserves for Services/Projects/Corporate	(4,434,700)	(4,331,600)	(8,766,300)	1,311,200	(2,266,600)	(955,400)	2,259,700	(1,387,600)	872,100	1,839,000	(1,322,400)	516,600	1,839,000	(1,126,000)	713,000
Use of Covid-19 Reserve	(6,629,000)	2,618,100	(4,010,900)	(788,200)	(311,800)	(1,100,000)	0	0	0	0	0	0	0	0	0
Reserve Balances Not Required	0	(1,844,000)	(1,844,000)	0	0	0	0	0	0	0	0	0	0	0	0
Use of Reserves to Balance the Budget	549,100	(785,260)	(236,160)	0	(2,628,565)	(2,628,565)	0	0	0	0	0	0	0	0	0
Capital Reserves	(1,617,000)	0	(1,617,000)	(328,000)	0	(328,000)	372,000	0	372,000	242,000	0	242,000	242,000	0	242,000
Net Budget Expenditure After Reserve Movements	**35,531,300**	**2,914,000**	**38,445,300**	**41,440,500**	**1,768,800**	**43,209,300**	**43,936,800**	**5,823,485**	**49,760,285**	**44,378,100**	**6,450,552**	**50,828,652**	**44,378,100**	**7,390,960**	**51,769,060**

GENERAL FUND REVENUE BUDGET SUMMARY 2022/23 TO 2026/27

	Original Budget (Feb-22) 2022/23 £	Total of MTFS Updates (Dec-22) 2022/23 £	Revised Budget (Dec-22) 2022/23 £	Original MTFS (Feb-22) 2023/24 £	Total of MTFS Updates (Dec-22) 2023/24 £	Revised MTFS (Dec-22) 2023/24 £	Original MTFS (Feb-22) 2024/25 £	Total of MTFS Updates (Dec-22) 2024/25 £	Revised MTFS (Dec-22) 2024/25 £	Original MTFS (Feb-22) 2025/26 £	Total of MTFS Updates (Dec-22) 2025/26 £	Revised MTFS (Dec-22) 2025/26 £	Original MTFS (Feb-22) 2026/27 £	Total of MTFS Updates (Dec-22) 2025/26 £	Revised MTFS (Dec-22) 2026/27 £
Financed By:															
Council Tax Income (District Council)	(15,688,000)	0	(15,688,000)	(16,277,000)	(90,000)	(16,367,000)	(16,789,000)	(93,000)	(16,882,000)	(17,302,000)	(98,000)	(17,400,000)	(17,302,000)	(620,000)	(17,922,000)
Council Tax Income (Town & Parish Precepts)	(6,748,500)	0	(6,748,500)	(6,748,500)	0	(6,748,500)	(6,748,500)	0	(6,748,500)	(6,748,500)	0	(6,748,500)	(6,748,500)	0	(6,748,500)
Council Tax Surplus/Deficit on Collection Fund	(223,000)	0	(223,000)	32,000	(375,000)	(343,000)	0	0	0	0	0	0	0	0	0
Business Rates Income (incl. Section 31 Grant)	(17,877,000)	(2,914,000)	(20,791,000)	(12,924,000)	(5,900,000)	(18,824,000)	(13,182,000)	(5,900,000)	(19,082,000)	(13,446,000)	(3,900,000)	(17,346,000)	(13,446,000)	(4,350,000)	(17,796,000)
Business Rates Surplus/Deficit on Collection Fund	6,393,000	0	6,393,000	785,000	(324,000)	461,000	0	0	0	0	0	0	0	0	0
Lower Tier Services Grant	(310,600)	0	(310,600)	(310,600)	0	(310,600)	(310,600)	0	(310,600)	(310,600)	0	(310,600)	(310,600)	0	(310,600)
Services Grant	(477,400)	0	(477,400)	(477,400)	0	(477,400)	(477,400)	0	(477,400)	(477,400)	0	(477,400)	(477,400)	0	(477,400)
Revenue Support Grant	(339,500)	0	(339,500)	(346,300)	6,800	(339,500)	(353,200)	13,700	(339,500)	(360,300)	17,400	(342,900)	(360,300)	14,000	(346,300)
Rural Services Delivery Grant	(260,300)	0	(260,300)	(265,500)	5,200	(260,300)	(270,800)	10,500	(260,300)	(276,200)	13,300	(262,900)	(276,200)	10,700	(265,500)
Total Financing	**(35,531,300)**	**(2,914,000)**	**(38,445,300)**	**(36,532,300)**	**(6,677,000)**	**(43,209,300)**	**(38,131,500)**	**(5,968,800)**	**(44,100,300)**	**(38,921,000)**	**(3,967,300)**	**(42,888,300)**	**(38,921,000)**	**(4,945,300)**	**(43,866,300)**
Budget Shortfall / (Surplus)	**0**	**0**	**0**	**4,908,200**	**(4,908,200)**	**0**	**5,805,300**	**(145,315)**	**5,659,985**	**5,457,100**	**2,483,252**	**7,940,352**	**5,457,100**	**2,445,660**	**7,902,760**

FINANCIAL PROVISION TO SUPPORT THE COUNCIL'S GREEN AGENDA – CARING FOR OUR ENVIRONMENT

General Fund Revenue Budgets

Budget Area	Budget 2022/23 £'000	Budget 2023/24 £'000	Budget 2024/25 £'000	Budget 2025/26 £'000	Budget 2026/27 £'000	Comments
Environmental challenge/sustainability/climate change resourcing	117	131	135	139	142	Resourcing to help coordinate and support the delivery of the Council's environmental and climate change commitment.
Fleet decarbonisation, move to Hydrotreated Vegetable Oil (HVO) fuel	307	395	395	395	395	Additional cost of migrating a significant element of the Council's diesel fleet from fossil-fuel derived diesel to HVO.
Green Print	3	3	3	3	3	Annual contribution to the Green Print Forum.
Green Print – Nature Small Grants Scheme	10	0	0	0	0	Funded from the Climate change Reserve.
Green Print – Sustainable Travel	40	0	0	0	0	Project related to quiet lanes funded from the Climate Change Reserve.
Green Print – Plastic Action	1	0	0	0	0	Funded from the Climate Change Reserve.
Local Air Quality Management (LAQM)	20	20	20	20	20	Budget for Air Quality Management works.
ESH Green Space Maintenance	10	10	10	10	10	Environmentally friendly planting for bees/wildlife corridors.
Lowestoft Kittiwake Partnership	17	0	0	0	0	Funding to support the partnership.
Design & Conservation Team Resourcing	133	138	144	147	150	Design and conservation Team –(one existing post and one new post) which look at the environmental impact of planning applications.
Total	**658**	**697**	**707**	**714**	**720**	

FINANCIAL PROVISION TO SUPPORT THE COUNCIL'S GREEN AGENDA – CARING FOR OUR ENVIRONMENT

Reserves

Reserve Name	Balance 31 March 2022 £'000	Balance 31 March 2023 £'000	Balance 31 March 2024 £'000	Balance 31 March 2025 £'000	Balance 31 March 2026 £'000	Balance 31 March 2026 £'000	Purpose of Reserve
Transformation Reserve – Environmental Theme	500	333	333	333	333	333	Funding set aside in the Transformation Reserve to support Initiatives under the 'Caring For Our Environment' Strategic theme.
Air Quality Reserve	48	48	48	48	48	48	Funds held for large scale projects that may require Air Quality works to be carried out.
Climate Change	63	23	23	23	23	23	climate change related projects.

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Department for Levelling Up, Housing & Communities

Policy paper

Local government finance policy statement 2023-24 to 2024-25

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Applies to England

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Today the government sets out its intentions for the local government finance settlement for the next 2 years. For 2023-24, the government recognises that providing councils with greater certainty on key aspects of their funding is incredibly important for their budget setting process and their ability to plan for the future. We will consult on the proposals within this document at the provisional local government finance settlement in the usual way, which will include allocations. This policy statement sets out the following intentions:

For the core settlement:

- The Autumn Statement announced the freezing of the Business Rates Multiplier for 2023-24 at 49.9p. We will compensate local authorities for the reduction in income as a consequence of this decision. From 2023-24 we will align this level of compensation, including the increase in baseline funding levels, with the default link, established by government policy in 2018-19, between the Business Rates Multiplier and the standard Consumer Price Index (CPI) measure rather than the Retail Price Index (RPI).
- We will increase Revenue Support Grant (RSG) in line with CPI.
- We will continue to eliminate so-called ‘negative Revenue Support Grant’.

For council tax, the government is giving local authorities in England additional flexibility in setting council tax by:

- Protecting local taxpayers from excessive increases in council tax, by setting the referendum threshold at 3% per year from April 2023 for shire counties, unitary authorities, London boroughs, and the Greater London Authority, without a local referendum. Councils can set higher increases if they wish, via consent of a local referendum.
- In addition, local authorities with social care responsibilities will be able to set an adult social care precept of up to 2% per year, without a referendum.
- A bespoke council tax referendum principle of up to 3% or £5, whichever is higher, for shire districts.

- A bespoke additional council tax flexibility of up to £20 on Band D bills for the Greater London Authority (GLA), as requested by the Mayor of London – while this request will not be opposed, the government is disappointed that London taxpayers are having to foot the bill for the GLA's poor governance and decision-making.
- Setting no council tax referendum principles for Mayoral Combined Authorities (MCAs).
- Setting no council tax referendum principles for town and parish councils.
- A £5 referendum principle on Band D bills for all fire and rescue authorities. A £15 referendum principle on Band D bills for police and crime commissioners.

It is for individual authorities to determine whether to use the flexibilities detailed above.

The Autumn Statement announced additional funding of up to £2.8 billion in 2023-2024 in England and £4.7 billion in 2024-2025 for social care and discharge. This includes £1 billion of new grant funding in 2023-24 and £1.7 billion in 2024-25, further flexibility for local authorities on council tax and delaying the rollout of adult social care charging reform from October 2023 to October 2025:

- Repurposed money from delaying charging reform:
  - £1.265 billion in 2023-24 and £1.877 billion in 2024-25 will be distributed to local authorities through the Social Care Grant for adult and children's social care. This is in addition to the existing Social Care Grant. We will continue to equalise against the adult social care precept.
- New grant funding:
  - £600 million will be distributed in 2023-24 and £1 billion in 2024-25 through the Better Care Fund to get people out of hospital on time into care settings, freeing up NHS beds for those who need them. The funding will be split 50:50 between the Department for Levelling Up Housing and Communities' Local Government DEL and the Department for Health and Social Care DEL, meaning Local Government DEL will allocate and distribute £300 million in 2023-24 and £500

million in 2024-25. This will be in addition to the existing improved Better Care Fund, for which the current distribution will remain.

- £400 million in 2023-24 and £683 million in 2024-25 will be distributed through a grant ringfenced for adult social care which will also help to support capacity and discharge. Alongside this, the funding package for adult social care retains £162 million per year of Fair Cost of Care funding and its distribution to reflect the progress councils and providers have made this year on fees and cost of care exercises.

The government expects this new grant funding to enable local authorities to make tangible improvements to adult social care in particular to address discharge delays, social care waiting times, low fee rates and workforce pressures in the adult social care sector. There will be reporting requirements placed on the new Adult Social Care Grant and the Better Care Fund regarding performance and use of funding to support improvement against these objectives. The government will provide further details on reporting in due course.

Remaining settlement grants:

- The Rural Services Delivery Grant will remain unchanged.
- The Services Grant will reduce in 2023-24. This is in part because there will no longer be an increase in National Insurance Contributions, therefore the government will not be compensating local government for these contributions from 2023-24. In addition, some funding will go to increase the funding for the Supporting Families programme. The same as last year, the remainder of the Services Grant will be distributed by the Settlement Funding Assessment.

In recognition of the inflationary pressures across the sector, we will repurpose the Lower Tier Services Grant and a proportion of the expired New Homes Bonus legacy payments to create a new one-off, funding guarantee. This will ensure that all authorities will see at least a 3% increase in their Core Spending Power before any decision they make about organisational efficiencies, use of reserves, and council tax levels.

There will be new rounds of New Homes Bonus (NHB) payments in 2023-24. Although, as with last year, these will not attract new legacy payments. NHB allocations for 2023-24 will continue to be paid for in the usual way. There will be no changes to the calculation process from 2022-23 except the expiration of legacy payments.

The government will be extending the Statutory Override for the Dedicated Schools Grant for the next 3 years from 2023-24 to 2025-26.

Other areas of the settlement

The government notes the significant increase in some local authority reserves over the 2 years of the pandemic. We encourage local authorities to consider how they can use their reserves to maintain services in the face of immediate inflationary pressures, taking account, of course, of the need to maintain appropriate levels of reserves to support councils' financial sustainability and future investment. In order to support council members and local electorates to understand the reserves that their authorities are holding and what they are used for, we will also explore releasing a user-friendly publication of the reserves data currently collected in the Local Authority Revenue Expenditure and Financing Outturn statistics. We will consult with trusted partners, including the Local Government Association, about doing this.

We will be consolidating 4 grants totalling £239 million into the local government finance settlement. All of the 4 grants will keep their existing distribution. These are the Independent Living Fund; Council Tax Discounts – Family Annexe; Local Council Tax Support Administration Subsidy; and Natasha's Law.

All current 100% business rates retention areas will continue for 2023-24. During this time the government will review the role of such arrangements as a source of income for areas and its impact on local economic growth, and as part of deeper devolution commitments as set out in the Levelling Up white paper.

Where requested, we will proceed with Business Rates Pooling for 2023-24.

Technical adjustment to the Business Rates Retention system

The government published a consultation in September that set out its proposed approach to a technical adjustment to the Business Rates Retention (BRR) system (https://www.gov.uk/government/consultations/technical-adjustment-to-the-business-rates-retention-system-consultation) in response to the 2023 revaluation and transfers of properties from local lists to the central list. This work delivers on the commitment made at the outset of the BRR system, that at revaluations the government would adjust local authorities' income to ensure that as far as practicable it is no more, or less, than it would have been had the revaluation not taken place.

We received 43 returns to this consultation, most of which were from local authorities and a government response will be published shortly. Feedback on the proposed methodology was positive, with a majority agreeing with the proposed change to the main revaluation adjustment; four-fifths of respondents agreeing we should not make a further adjustment for reliefs at this time, but keep this under review; and nearly two-thirds agreeing that the adjustment for the central list transfers would adequately safeguard the position of affected local authorities.

The government therefore intends to proceed with this modified revaluation adjustment for the implementation of the 2023 revaluation, with the methodology and adjustments to tariffs and top-ups published alongside the provisional local government finance settlement.

Adjustments will subsequently be made to account for compiled rating list data for the 2023 list as at 1 April 2023 and for Outturn Business Rates data for 2022-23 at the 2024-25 local government finance settlement, with the final adjustment at the 2025-26 settlement. The government will keep the revaluation adjustment under review.

The government is also providing clarity on areas of the 2024-25 local government finance settlement:

In the longer-term, our ambitions for Levelling Up the country require us to assess our commitments to update local government funding. The government had previously committed to carry out a Review of Relative Needs and Resources and a reset of accumulated business rates growth. Whilst we can confirm that these will not be implemented in this Spending Review period, the government remains committed to improving the local government finance landscape in the next Parliament.

For 2024-25, the core council tax referendum principles will continue the same as 2023-24. We can confirm that the referendum limit for increases to council tax will remain at 3% per year. In addition, local authorities with social care responsibilities will be able to increase the adult social care precept by up to 2% per year. Councils can set higher increases if they wish via the consent of a local referendum.

The core settlement will continue in a similar manner for 2024-25. The major grants will continue as set out for 2023-24: Revenue Support Grant will continue and be uplifted in line with Baseline Funding Levels; the Social Care Grant and other social care grants will increase as set out at the Autumn Statement. We will proceed with Business Rates Pooling in 2024-25.

2024-25 brings with it a significant new funding stream, subject to successful delivery of the Extended Producer Responsibility for packaging (pEPR) scheme as soon as is feasible within this financial year; local authorities can expect to receive additional income from the scheme whilst being asked to submit data relevant to their waste collection services. Alongside His Majesty's Treasury and the Department for Environment, Food and Rural Affairs, we will be assessing the impact of additional pEPR income on the relative needs and resources of individual local authorities in the coming year.

The government recognises that the position of the lower tier must be understood in the round, therefore we will review the 2024-25 position of funding for lower tier authorities particularly given the possible interactions with the pEPR scheme. We also recognise the need to help councils plan and we will therefore set out the future

position of New Homes Bonus ahead of the 2024-25 local government finance settlement.

The government will provide details on these proposals at the provisional local government finance settlement for 2023-24, including full local authority level allocations for 2023-24 and consultation documents later in December. The government will publish full details of the 2024-25 local government finance settlement in late 2023 at the provisional settlement, in line with the established process.

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EASTSUFFOLK COUNCIL

PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2023/24

1 OVERVIEW

1.1 The Government published the Provisional Local Government Finance Settlement for 2023-24 on 19 December 2022:

https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2023-to-2024

https://questions-statements.parliament.uk/written-statements/detail/2022-12-19/hcws469

1.2 On 12 December 2022, a Policy Statement announced the key principles that ministers intended to use in the provisional settlement, and these remain unchanged:

Local government finance policy statement 2023-24 to 2024-25 - GOV.UK (www.gov.uk)

1.3 The final 2023/24 settlement is expected to be laid before the House of Commons, for its approval, in late January or early February 2023.

1.4 Local government was a major beneficiary of the Autumn Statement 2022, with larger increases in funding than any other part of the public sector. Much of the increase was directed towards social care, but even authorities without social care responsibilities have done better than assumed at the time of the statement.

1.5 The settlement is the best in cash terms that local government has received for over a decade. However, against the current background of inflation, the settlement will still leave many local authorities with significant financial pressures in real terms, although authorities with higher levels of deprivation will receive larger increases in Core Spending Power.

1.6 The Policy Statement gave local authorities advanced notice of the principles that ministers would use in both the 2023-24 and 2024-25 local government finance settlements. There have been no changes in these principles in the provisional settlement, but there are now financial values to accompany the principles. These are referred to in subsequent sections of this Appendix, and a number of other points to note include the following:

- Council tax referendum principles (see below) have been confirmed for 2023/24 and 2024/25. In considering Core Spending Power, the settlement assumes that all authorities will make use of the maximum increases under these.

- The Government has confirmed that the Review of Relative Needs and Resources (also known as the Fair Funding Review) and the business rates reset will not be implemented in this Spending Review period.

- Although there are principles in place for 2024/25, this is not a fixed two-year settlement and there remain some uncertainties in respect of the position for that year.

2 COUNCIL TAX

2.1 The Government has confirmed the following referendum principles for 2023/24 and 2024/25:

- A core referendum principle of up to 3 per cent will apply to shire county councils, shire unitary authorities, metropolitan districts and London boroughs.
- Shire districts will have a referendum principle of up to 3 per cent or £5, whichever is higher.
- Social care authorities will be able to set a 2 per cent adult social care precept without a referendum (in addition to the existing basic referendum threshold referred to above).
- Fire and Rescue Authorities will have a principle of up to £5.
- £15 for police authorities and police and crime commissioners.
- £23 for the non-police element of the Greater London Authority (GLA).
- There will be no referendum principles for mayoral combined authorities (MCAs) except where the Mayor exercises police and crime commissioner functions.
- No referendum principles will be set for parish and town councils.

3 BUSINESS RATES RETENTION SCHEME (BRRS)

3.1 The decision to freeze the business rates multiplier will be fully funded, and, from 2023/24 onwards, compensation to authorities for under-indexation will be paid based on Consumer Price Index (CPI) rather than the Retail Price Index (RPI).

3.2 The business rates multiplier is “frozen” (remaining at 49.9p), but contains a reduction to reflect increases in rateable values in the 2023 Revaluation and an offsetting uplift for inflation. Compensation for this will be part-paid via an uplift to Baseline Funding Level (BFL), with the remainder paid via section 31 grant. The Baseline Funding Level (BFL) has been uplifted by the inflation within the multiplier (3.74%)

3.3 A 2023 Revaluation Technical Adjustment has been calculated to offset the impact of revaluation for each local authority. This adjustment is applied to the authority’s top-up or tariff, and ensures that authorities’ do not benefit solely from the effect of valuation changes.

3.4 Business Rates pooling and pilots will continue in 2023/24, and Suffolk Chief Finance officers have received a letter from DLUHC confirming that the Suffolk Business Rates Pool will operate in 2023/24.

3.5 Business rates and Section 31 Grant estimates for 2023/24 that are currently included in the General Fund Budget and MTFS will be revised following confirmation of relevant details in the Settlement, and will be based on the NNDR1 return to Government, which is due to be completed by 31 January 2023.

4 FUNDING

4.1 Revenue Support Grant (RSG)

Methodology for RSG has not changed, and for 2023/24 RSG will increase at 10.1%. There will continue to be no adjustment for “negative RSG”. Family Annex Council Tax Discount Grant and LCTS Administration Subsidy grant have been rolled into RSG in 2023/24.

4.2 New Homes Bonus (NHB)

New Homes Bonus (NHB) will continue for one (or perhaps two) more years, but there will be no more legacy payments. A decision on whether NHB will continue into 2024-25 will be made before next year's settlement.

4.3 **Funding Guarantee Allocation (FGA)**

The Government has announced that it will repurpose the 2022/23 Lower Tier Services Grant and a proportion of the expired New Homes Bonus legacy payments to ensure that all councils will see at least a 3 per cent increase in their Core Spending Power before any decisions about organisational efficiencies, use of reserves or council tax levels. For eligible authorities, the value of the guarantee will be based on the difference between a 3 per cent increase in their 2022/23 Core Spending Power adjusted for actual council tax requirement in 2022/23, compared to their increase in Core Spending Power (excluding rolled in grants) before any assumed increases to council tax Band D levels in 2023/24

4.4 **Services Grant**

The Services Grant has been reduced from its 2022/23 level due in part due to the fact that there will no longer be an increase in National Insurance Contributions. The Government has also held a small proportion of the Services Grant back as contingency to cover unexpected movements, and will review whether this contingency is necessary for the final local government finance settlement. Any contingency left unused at that point will go back into the Services Grant.

4.5 **Rural Services Funding**

The Government proposes to roll-forward the 2022/23 allocations of the £85 million Rural Service Delivery Grant for 2023/24.

4.6 **2024/25**

In addition to the points noted in respect of Policy Statement principles in 1.6 above, the core settlement will continue in a similar manner for 2024/25. The major grants will continue as set out in 2023/24. Revenue Support Grant will be uplifted in line with BFLs so that councils receive an increase equivalent to the September 2023 level of the Consumer Prices Index (CPI), and Business rate pooling will continue.

Local authorities can also expect to receive new income, subject to the Extended Producer Responsibility for Packaging (pEPR) coming into force during 2024/25. The Government will assess the impact of additional pEPR income on the relative needs and resources of councils, particularly shire district councils.

4.7 **Funding Summary**

A summary of the funding changes (excluding any Business Rate measures) arising from the settlement compared with the assumptions in the revised December 2022 MTFS is shown in the table below.

East Suffolk Council
Provisional Local Government Finance Settlement 2023/24 (One Year Settlement) – Funding Allocations

Funding Allocations	ESC December 2022 MTFS 2023/24 £	DLUHC Provisional Settlement 19-Dec-22 2023/24 £	Funding Change between December 2022 MTFS assumptions and the Provisional Settlement (Additional)/Less Grant Income 2023/24 £	Comments
Lower Tier Services Grant	(310,600)	0	**310,600**	This grant has been abolished from 2023/24 and repurposed towards the Funding Guarantee allocation.
Services Grant	(477,400)	(269,000)	**208,400**	This grant has been reduced in part due to the removal of funding for the National Insurance increase and to pay for other parts of the settlement such as Revenue Support Grant.
Revenue Support Grant	(339,500)	(702,800)	**(363,300)**	Provisional Settlement includes - 2022/23 Revenue Support Grant increased by 10.1%, plus other grants rolled into RSG. This includes the Family Annexe Council Tax Grant £61,300 and Local Council Tax Scheme Administration Grant £267,600.
Rural Services Delivery Grant	(260,300)	(260,300)	**0**	Roll forward of the 2022/23 grant with no increase.
Local Council Tax Scheme Admin Subsidy Grant	(271,600)	0	**271,600**	The provisional settlement proposes to roll this grant into the Revenue Support Grant above - £267,600 for 2023/24.
Funding Guarantee Allocation	0	(1,553,200)	**(1,553,200)**	This is new funding for 2023/24 to ensure that all councils will see at least a 3% increase in their core spending power before any decisions about organisational efficiencies, use of reserves or council tax levels.
New Homes Bonus	(447,000)	(447,100)	**(100)**	One year allocation with no legacy payments.
Total	**(2,106,400)**	**(3,232,400)**	**(1,126,000)**	

Source: https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2023-to-2024

Agenda Item 9

ES/1396

EASTSUFFOLK COUNCIL

CABINET

Tuesday, 03 January 2023

Subject	Housing Revenue Account (HRA) Budget Report 2023/24 to 2026/27
Report by	Maurice Cook, Cabinet Member with responsibility for Resources Richard Kerry, Cabinet Member with responsibility for Housing
Supporting Officer	Brian Mew Chief Finance Officer and Section 151 Officer Brian.mew@eastsuffolk.gov.uk Amber Welham Finance Business Partner – Housing Amber.welham@eastsuffolk.gov.uk

Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is **NOT** in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	All Wards

Purpose and high-level overview

Purpose of Report:

The report brings together the relevant information to enable Cabinet to review, consider, and comment upon the Council's proposed 2023/24 to 2026/27 Housing Revenue Account (HRA) budget, including the revised position for 2022/23, before making recommendations to Council on 22 February 2023. This report also forms the basis of Scrutiny Committee's review of the HRA Budget at its meeting on 19 January 2023 as required under the Budget and Policy Framework. The report details how rents and service charges are determined, and the proposed increases/decreases for 2023/24 are set out for approval.

The report also notes changes in welfare and benefits and the impact of the cost-of-living crisis, which have been considered when completing the budgets, and rents and service charges for 2023/24.

Options:

HRA Budget Setting

The Housing Revenue Account Budget forms part of the Council's Budget and Policy Framework. The Council is required to set an annual budget and therefore no other options have been considered for this.

Rent Setting

Under normal circumstances, following four years of compulsory rent reduction, setting rents from 2020/21 below the maximum permitted under the Rent Standard is not recommended for the following reasons:

1) Under self-financing, the debt settlement figure that the Council can afford is based on a valuation of the Council's housing stock. This valuation is based on assumptions about income and need to spend over 30 years and that the Council will follow the Government's social rent policy. Therefore, the main disadvantage of setting rents lower than that permitted by the Rent Standard is the loss of revenue over the 30 years of the HRA business plan, the ability to service the debt and the adverse impact this will have on investment in the Council's existing housing stock and the delivery of the housing development programme as currently planned. There is an expectation from Government for the social housing sector to make the best use of their resources to provide the homes needed.
2) The HRA has the option to borrow additional funds for future projects, as the borrowing cap has been removed, but the affordability of taking any additional borrowing would need to be assessed. At this time there is no requirement for additional borrowing, but this situation could change if rental income streams are not maintained to the level included in the budget, or there are additional costs relating to compliance, decarbonisation, or the housing development programme. In addition to this, the Council's cumulative outstanding amount of debt finance is measured by the Capital Financing Requirement (CFR). This increases with new debt-financed capital expenditure and reduces with Minimum Revenue Provision (MRP). The CFR is expected to increase by £77.48 million between 2022/23 and 2026/27 which is due to capital projects potentially being financed through borrowing. Statutory guidance is that debt should remain below the CFR. The Council expects to comply with this in the medium term, but the scale of the

capital programme as currently drafted is such that the Council would begin to approach its borrowing limits over the life of the proposed programme if other sources of finance were not available, although the programme as presented does not pre-empt the realisation of capital receipts.

However, due to the unexpected high levels of inflation during 2022/23, for rent setting of 2023/24 only, there is a small opportunity to increase rents slightly below the government guidance.

Recommendation/s:

Cabinet is recommended to approve the following for review and consideration by the Scrutiny Committee as part of the Budget process:

1. The draft HRA budget for 2023/24, and the indicative figures for 2024/25 to 2026/27;
2. Movements in HRA Reserves and Balances;
3. Proposed rent increase of up to 6%. 1% less than the Government 7% rent Cap for 2023/24 rent setting.
4. Service charges and associated fees for 2023/24;
5. Rent and Service Charges to be charged over a 50-week period unless being used for Temporary Accommodation when a 52-week period will be applied.

Cabinet is recommended to note the following:

6. Revised outturn position for 2022/23;
7. Changes affecting public and private sector housing and welfare to be noted;
8. Effects of the cost-of-living crisis to the HRA to be noted.

Corporate Impact Assessment

Governance:

As set out in the Council's Finance Procedure Rules, the Chief Finance Officer is responsible for preparing and submitting reports on revenue budget forecasts to Cabinet and Council. The 2023/24 budget will be considered at the following Council meetings:

- Cabinet 3 January 2023
- Scrutiny Committee 19 January 2023
- Cabinet 7 February 2023
- Full Council 22 February 2023

ESC policies and strategies that directly apply to the proposal:

The HRA budget directly supports the Council's aim of maintaining financial sustainability. With balanced budgets, and the ability to pay off its current debt, it demonstrates its ability to be financially self-sufficient.

The following policies and strategies apply to the proposals of this report.

- East Suffolk Strategic Plan
- East Suffolk Medium Term Financial Strategy

- East Suffolk HRA Business Plan 2018-2048
- East Suffolk Treasury Management Strategy and Treasury Management Policy
- Annual Governance Statement
- Financial Management Code

Environmental:

Consideration has been given in the budget to progressing the Council's wider ambition to become a carbon neutral organisation. Budgets are included within the HRA's capital programme for 2 pilot schemes for retrofitting existing housing stock during 2023/24 and 2024/25, with a further £2 million set aside from 2025/26 onwards for additional schemes in the future.

New intelligent Energy software has been implemented which will help develop improvement strategies and specific programmes for work, to reduce energy cost (SAP) or improve carbon reduction (CO2) to meet targets set by East Suffolk Council (ESC) and the Government.

The current average EPC rating for the housing stock is C. A stock condition survey will be carried out which will help with planned programmes of work to target energy efficiency within the stock.

In addition to this, a new build design guide is being worked on to ensure all new properties will meet a standard that helps address the climate emergency by providing more sustainable housing on a site-by-site basis.

Equalities and Diversity:

An Equality impact assessment has been completed for setting the HRA budgets and proposed rent setting for 2023/24, EQIA471131609.

There is potential for a negative impact on low-income households if rents are increased. However, every measure has been put in place to support these tenants if this should happen. Affordable rents are capped at the LHA rate which is the most a tenant can receive for the housing element of benefits. This should mean the rents are affordable to all.

Financial:

A summary analysis of the budget movement is shown in **Table A**. This table is supported by **Appendix A1**, that gives a full breakdown of all budget changes between 2022/23 and 2026/27, with a brief explanation to the changes.

Table A

HRA MTFS Updates	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
Additional Cost	1,210	1,412	1,571	1,473	2,453
Additional Income	-194	-243	-628	-787	-1,365
Reduced Income	1,256	559	553	545	525
Saving	-5,493	-495	-1,244	-1,584	-177
Use of Reserves	-256	-38	-40	-500	-500
Net Movement Each Year	**(3,477)**	**1,195**	**212**	**(853)**	**936**
Net Movement over the period 2022/23 to 2026/27					**(1,987)**

The full HRA budget and relevant information can be seen in **Appendix A2.**

Human Resources:

The budget has been increased to cover staffing requirements of the HRA, with 8.75 new permanent posts being added in 2023/24. These posts will help to meet the growing demands of all service areas, including housing compliance, estates, temporary accommodation, and choice based letting.

All new permanent posts were approved as part of the Housing Team Restructure report taken to Cabinet on 6 December 2022.

In addition to these posts, there are 2 fixed term posts added to the budget.

- A Post Graduate Project Officer within the digital and data transformation team for 1 year, which is corporately funded.
- A Financial Inclusion Officer on a 2-year fixed term contract to help support tenants through the cost-of-living crisis as well as the rent refund process, funded from the Hardship/DHP top up reserve.

The HRA also has 7 apprentice posts included in the 2023-24 budget contributing towards the East Suffolk Apprenticeship Strategy 2018-22.

Further changes to the staffing budgets are a result of the following:

- 2022-23 national pay award agreed.
- The announcement from the Chancellor that the temporary 1.25% increase on national insurance would be removed from November 2022.
- The reduction on employer's pension contribution from 32% to 25% for 3 years from 2023-24.

ICT:

No impacts directly arising from this report.

Legal:

No impact directly arising from this report.

The Housing Revenue Account (HRA) reflects the statutory requirement under Section 74 of the Local Government and Housing Act 1989 to account separately for local authority housing provision. It is a ring-fenced account, containing solely the costs arising from the provision and management of the Council's housing stock, offset by tenant rents, service charges and other income. The Council has a statutory responsibility to set a balanced HRA budget.

From 1 April 2020 the Government set out a new policy statement for rents on social housing (the Policy Statement). This was implemented through the Regulator for Social Housing rather than through legislation. The Government published a 'Direction to the Regulator' to set a Rent Standard, and the Regulator is required to have regard to this when setting its Rent Standard. For the first time, the Government has directed the Regulator to apply its Rent Standard to all registered providers, including local authorities.

Risk:

No impact directly arising from this report.

The HRA self-financing regime transferred the financial risk to the Council. The HRA manages this risk through prudent budgeting, careful financial management and adoption of a rolling 30-year financial business plan. The financial sustainability of the budget is managed by ensuring adequate funds are set aside to repay the debt and appropriate levels of working balances are available for any unforeseen costs. It also gives the HRA the opportunities to meet its business objectives whilst creating efficiencies and savings, giving added value for money.

The HRA budgets 2023/24 to 2026/27 (including the revised 2022/23 position) have been updated in the 30-year financial business plan, it shows the current requirements are financially sustainable if the proposed income levels are approved, and no further borrowing will be required at this point.

External Consultees:	Tenants will be informed in writing of any changes to their rent and service charges one month before they take effect as normal. Tenants will have the opportunity to speak to their rent officer or the HRA's financial inclusion officer if they have any concerns. The Government ran a consultation for the period 31 August 2022 to 12 October 2022 for all Social Housing providers (Housing Associations and stock holding Local Authorities) on the proposal of the rent cap for 2023/24 rent setting.

Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: *(Select only one primary and as many secondary as appropriate)*		**Primary priority**	**Secondary priorities**
T01	**Growing our Economy**		
P01	Build the right environment for East Suffolk	☐	☐
P02	Attract and stimulate inward investment	☐	☐
P03	Maximise and grow the unique selling points of East Suffolk	☐	☐
P04	Business partnerships	☐	☐
P05	Support and deliver infrastructure	☐	☐
T02	**Enabling our Communities**		
P06	Community Partnerships	☐	☐
P07	Taking positive action on what matters most	☐	☐
P08	Maximising health, well-being and safety in our District	☐	☐
P09	Community Pride	☐	☐
T03	**Maintaining Financial Sustainability**		
P10	Organisational design and streamlining services	☐	☐
P11	Making best use of and investing in our assets	☐	☒
P12	Being commercially astute	☐	☐
P13	Optimising our financial investments and grant opportunities	☐	☒
P14	Review service delivery with partners	☐	☐
T04	**Delivering Digital Transformation**		
P15	Digital by default	☐	☒
P16	Lean and efficient streamlined services	☐	☐
P17	Effective use of data	☐	☒
P18	Skills and training	☐	☐
P19	District-wide digital infrastructure	☐	☐
T05	**Caring for our Environment**		

P20	Lead by example	☐	☐
P21	Minimise waste, reuse materials, increase recycling	☐	☐
P22	Renewable energy	☐	☒
P23	Protection, education and influence	☐	☐
XXX	**Governance**		
XXX	How ESC governs itself as an authority	☒	☐

How does this proposal support the priorities selected?

Under the Self-Financing regime, the future resources and spend of the HRA are based on local decisions. The budget includes financing the capital programme and reserve balances as per the HRA financial business plan. Currently there is no requirement for any additional borrowing, demonstrating financial sustainability and supporting how ESC governs itself.

Background and Justification for Recommendation

1	Background facts
	Self-Financing Arrangement
1.1	The HRA self-financing regime was introduced in April 2012. The Council had to take on a significant amount of debt (£68 million) in exchange for not paying future housing subsidy. This change is beneficial to the HRA over the long-term.
1.2	A 30-year financial business model is used to support the delivery of the HRA under the self-financing regime. It makes assumptions regarding the level of income available and the key risks facing housing service delivery within this timeframe. It programmes in the years the Council expects to pay back the current borrowing, whilst delivering the required service.
1.3	The HRA funds the costs of borrowing for the initial debt settlement. The Council has chosen to incorporate this debt into the Council's overall borrowing portfolio, creating a single pool and charging interest to the HRA in proportion to the debt it holds.
1.4	Originally the HRA had a 'borrowing cap' of £87.26 million imposed on it by Central Government, however this was removed in 2018 when Central Government issued a determination revoking the limit of indebtedness on the HRA. However, the HRA's borrowing capacity is still restricted to the operational boundary for external debt for the whole Council. The boundary is set at £153 million, which includes both the General Fund (GF) and the HRA. Therefore, consideration must be given to the Council's total borrowing and the requirements for borrowing by the GF, before considering increasing the current borrowing of the HRA.
1.5	As of 1 April 2022, the total debt of the HRA was £60.4 million (£58 million from the self-financing settlement and £2.4 million pre-self-financing). In March 2022, £10.77 million was repaid. During the budget period 2023/24 to 2026/27 a further £960,000 is due to be repaid in 2024/25 and £10 million in 2026/27. Both amounts have already been set aside in the debt repayment reserve and the major repairs reserve. Interest on all current HRA borrowing is fixed therefore the HRA will see a reduction in interest payments in the subsequent years of repayment.

	The HRA spending plans, including its capital investment programme, are fully funded from existing resources. Therefore, there is currently no need to make use of any additional borrowing.
	Welfare Reform
1.6	**Universal Credit** (UC) was first introduced 10 years ago as part of 'The Welfare Reform Act 2012'. It is a single payment for working aged people who are looking for work or are on a low-income. It replaces housing benefit, working tax credit, child tax credit, income support, income-based jobseekers' allowance and income related employment and support allowance. It was rolled out in the district in 2015.
1.7	New claimants of UC have an initial wait time of five weeks before receiving their first payment, however if they are already receiving housing benefits, this will continue for the first two weeks of the claim process, reducing pressure on tenants.
1.8	The benefit cap has always been £20,000 per annum (outside of Greater London), since the introduction of the Welfare Reform Act 2012. However, Government have announced that the cap will be raised by 10.1% for the first time in its history. From April 2023 the new cap will be £22,020 per annum, giving claimants a much-needed boost during a cost-of-living crisis. If new claimants' previous income was higher than the benefit cap, they are given a 'grace period' of nine months, easing the transition for the claimant.
1.9	**Under-Occupation Charge** (also referred to as the 'Bedroom tax') is a fixed cut to housing benefit or the housing element of UC received based on the number of spare bedrooms in the property. The charge only applies to working aged tenants and is set by Central Government. The cut is 14% for one spare room, or 25% for two or more spare rooms.
1.10	To help alleviate the pressure of this penalty, the Council's HRA offers the incentive called 'Cash-for-Moving'. This is a widely used scheme across Councils to encourage tenants to downsize. Tenants can bid for a smaller property on Gateway to Home-Choice, and if successful the tenant could receive up to £2,000 depending on the number of bedrooms given up. The scheme was in place before welfare reform to encourage better use of the housing stock.
1.11	**The Right to Buy (RTB) Scheme** allows tenants to purchase their Council house at a discounted rate. The maximum discount available is 70% or £87,200 (outside of Greater London) whichever is lower. This value is set by Central Government and increases each year in line with inflation.
1.12	In 2012, the Council entered into an agreement with the Secretary of state to retain a share of its RTB receipts to reinvest in the provision of new affordable homes. As of April 2021, the conditions of this agreement were updated by Central Government. The receipts can now fund up to 40% of investment in new affordable housing (previously only 30%) and they can now contribute to the delivery of shared ownership properties, which they could not before.
1.13	On average the HRA loses approximately 30 properties a year through RTB, and this is the assumption used within the 30-year business plan. However, numbers reduced during the COVID-19 pandemic, but started to recover in 2021/22 with 27 sold during the year. For 2022/23, at the end of November 2022, 18 properties have been sold through RTB.

1.14	The implication of RTB sales is a reduction in dwelling rents received. The annual income lost through RTB is on average £140,000 per annum (year on year), adding to the importance of increasing the HRA housing stock. RTB sales are considered when setting the dwelling income budget.

2 Current position

Dwelling Rents and Service Charges

2.1 **The 2020 Rent Standard** is the policy statement for rents on social housing and has been in effect from 1 April 2020. It is the first-time Government have directed the Regulator of Social Housing to apply its Rent Standard to all social housing providers, including local authorities.

2.2 From 1 April 2020, all Registered Provider rents (including Local Authorities) must be charged in accordance with the Government Policy Statement on Rents for Social Housing. This document was initially issued in 2018 and has subsequently been updated. The latest version is the Ministry of Housing, Communities and Local Government (MHCLG), "Policy Statement on Rents for Social Housing", February 2019. The Rent Standard, published by the Regulator of Social Housing in 2020 requires Rents to be set in line with this policy statement for the setting of rent.

2.3 The new rent policy permits the Council to increase its rents for at least five years to 2024/25 by up to the Consumer Price Index (CPI) of the September of the previous year plus 1%. The Rent Standard also provides freedom to apply a lower increase or to freeze or reduce the rent if a registered housing provider chooses to do so.

2.4 Due to rising inflation, CPI hit 10.1% in September 2022, which would result in social housing landlords having the ability to increase rents by up to 11.1% (10.1% CPI + 1%). However, Government has announced this will be capped at 7% for 2023/24.

2.5 The new rent policy aims to strike a balance between the interests of existing social housing tenants who pay some or all their own rent, the need to build more homes, and the importance of ensuring that providers of social housing have sufficient income to manage and maintain their housing stock.

2.6 Following the four years of rent reduction, the new rent policy was welcomed. A five-year rent deal provides some stability to the Council in terms of its rental income stream, enabling the Council to plan for its housing development programme and decarbonisation of its housing stock.

2.7 **Rent Setting** is different dependent on the type of rent set. There are two types of rents used within the HRA. Social Rent and Affordable Rent.

2.8 **Social Rent** is described as all low-cost rental accommodation. Since 2001 social rents have been set based on a formula set by Government. This new policy follows a similar process with the formula and rent setting guidance, set out in the Policy Statement. Annual updates to the formula calculations are published in November of the previous year.

2.9 Under the Rent Policy the initial rent may be set at a level no higher than formula rent, subject to rent flexibility. The formula rent takes account of relative property values, relative local earnings, and a bedroom factor, i.e. smaller properties

	should have lower rents. The formula rent is also subject to a rent cap. The rent cap applies a maximum ceiling on the formula rent. Therefore, if the formula rent is higher than the rent cap for a particular property, the rent cap must be used instead. The rent caps will increase each year by CPI (September of the previous year) plus 1.5%.
2.10	The Government's Rent Policy recognises that registered housing providers should have some flexibility over the rent set for individual properties, to take account of local factors. As a result, the Policy Statement contains flexibility to set rents at up to 5% above the formula rent (10% for supported housing). However, it must be demonstrated that there is clear rationale for doing so, such as the demand for new housing developments, redevelopment, and decarbonisation of stock.
2.11	The Governments Rent Policy states any social rents that exceed the flexibility level must not be increased by more than CPI (rather than CPI plus 1%) each year, until the rent is brought within the rent flexibility level. Also, the property must be re-let at the formula rent value. If this arises when setting the HRA rents, the rent will be frozen or potentially reduced until it reaches the formula rent value. Such situations will be delt with on a case-by-case basis.
2.12	**Affordable Rent** values were introduced in 2011 and must not exceed 80% of gross market rent (inclusive of service charges), i.e. rent for which the accommodation might reasonably be expected to be let in the private rented sector. The size, location and service provision must be taken into consideration.
2.13	Affordable rent is exempt from the social rent requirements of the Policy Statement. The Government expects new build properties to be let at affordable rent values. Affordable rent allows the Council to set rents at a level that are typically higher than social rents. The intention behind this flexibility is to enable local authorities to generate additional capacity for investment in new affordable homes. The Council is applying affordable rents to new build or purchased properties and can do so as it has an agreement in place with the Secretary of State. The agreement allows the Council to retain RTB receipts for investment in new affordable rented homes.
2.14	The private rented market can fluctuate from month to month. Therefore, the Council charges the Local Housing Allowance (LHA) rate for all affordable rents (inclusive of service charges). The LHA rate is less than 80% of market rent, but more than social rents. The LHA rate is the most a tenant can receive in benefits towards their rent, therefore anything charged over this value would need to be financed by the tenant's own resources, which could cause financial hardship and potential arrears.
2.15	An additional benefit to this approach ensures a consistent and fair approach to all tenants.
2.16	Affordable rents must not increase by more than CPI (September of the previous year) plus 1%. As with social rent setting, this is a ceiling and a lower increase, or to freeze or reduce affordable rents is permitted.
2.17	**Full Market Rent** can be charged by a social landlord from April 2015, where a social tenant has an annual household income of at least £60,000. This change allowed landlords to make better use of their social housing for properties rented to households with relatively high incomes. However, the HRA does not currently charge any tenants full market rent as very few tenants are in this position, and the cost to identify these tenants outweighs the benefit of the additional income.

2.18	**Shared Ownership Rent** is calculated at 2.75% of the share still owned by ESC. This is a nationwide calculation for the initial rent charged. Future year increases will follow the 2020 Rent Standard of the previous year's September CPI + 1%.
2.19	**The Rent Period** the Council works on is a 50-week period. The 52-week rent value is converted to the slightly higher 50-week value, allowing tenants to have two 'rent free weeks' over the Christmas period. This helps tenants at an expensive time of year, and for those in arrears, can help them 'catch up'. A small number of HRA properties are used as temporary accommodation. These properties are charged at the 52-week value as they will not be in the property for more than a year, and therefore would not benefit from the rent-free weeks.
2.20	**Garage Rents** do not follow the same restrictions as dwelling rents. These are based on market research in the district and have been considered for approval by Cabinet as part of the 2023/24 Fees and Charges Report.
2.21	**Service Charges** are those charges payable by tenants to reflect additional services which may not be provided to every tenant, or which may be connected with communal facilities, e.g. Communal facilities in sheltered accommodation (Grouped Homes).
2.22	Councils can review their service charges annually. Service charges should be sufficient to cover the cost of providing the service and are not governed by the same factors as rents. Therefore, not all service charges will necessarily increase each year, they will replicate the cost of the service provided. As set out in the Policy Statement, increases for service charges should be managed, where possible, within the limit on rent changes of CPI plus 1%. Exceptions to this include new charges or where services have been extended.
	Arrears
2.23	2021/22 had a slight increase on arrears from 2020/21 of just £6,369.87. As at 31.03.22 arrears were 5.79% of total rents and charges raised. This was a 0.08% increase from the previous year and 0.93% (cumulative) from the year before, demonstrating arrear levels are stabilising for the first time since 2015/16 when UC was introduced.
2.24	In February 2021, the tenant's portal went live, allowing tenants to have 24-hour digital access to their rent account. Currently, approximately 15% of tenants are using this function. Further work is to be completed to enable the text messaging service, which is anticipated to go live early 2023, which will enable texting for automated balances or request contact from their Rent Officer. It will also offer paperless direct debits.
2.25	Predictive analytics software was implemented 2018/19 for current tenant arrears. This has been successful in reducing the number of cases rent officers look at each week, allowing them to get through their case load and contact the tenants whose accounts require action. Due to the success of the software, the former tenant model was introduced in 2019/20.
2.26	To reduce the risk of arrears, new tenants are asked to pay rent in advance. The amount they pay is linked to how regularly they pay their rent e.g. if a tenant pays weekly, they will be required to pay one week in advance. As of 27 November 2022, the HRA holds £709,967.33 in rent in advance.
2.27	The current arrears position as of the 27 November 2022 is higher than the 2021/22 position. November and December traditionally show the worst position due to the impending 2 'rent free' weeks at the end of December. Therefore, a

	more accurate and comparable position will be updated in the new year before the report is taken to Cabinet.
2.28	In addition to the rent-free weeks to be processed, a rents and service charge audit is being completed during 2022/23 which has highlighted errors to some tenants' rents and service charges. Corrections will be applied to tenant rent accounts which will have a positive impact on the current arrears position, as arrears will be required to be cleared before refunds can be processed.
	Repairs and Maintenance
2.29	The HRA repairs and maintenance (R & M) programme is split between capital and revenue. Revenue costs are to be funded from the revenue income derived from rents, whilst capital will be funded from the Major Repairs Reserve (MRR).
2.30	The HRA is currently undertaking a programme of essential safety inspections, primarily relating to fire safety and essential works identified during inspections. A report detailing the required works was approved at Cabinet on 4 October 2022 and increases of £2 million to the HRA capital programme budget have since been made in the 2022/23 budget to cover these works.
2.31	Material supplies have increased considerably, some timbers have seen an increase of 50%. Due to these high fluctuations in material prices, suppliers are now looking for more flexibility within their contracts.
	Capital programme
2.32	The HRA capital programme forms part of the Council's 'Capital Programme Report 2023/24 to 2026/27'. The HRA capital programme consists of capital budgets for housing repairs, project development such as decarbonisation and the housing development programme.
2.33	The HRA capital programme will be funded via the rental income it retains, the Major Repairs Reserve (MRR), Right-to-Buy (RTB) receipts, external funding and capital receipts held. Funding of the repairs and maintenance aspect of the capital programme is through the MRR. The 2023/24 HRA capital programme is partly funded by Direct Revenue Financing, which totals £3.520 million. This represents £365,000 towards housing projects and redevelopment and £3.155 million on the housing development programme. This is an increase on 2022/23 as it includes carry forwards from reprofiled developments.
2.34	On 31 March 2022, the Council's housing stock totalled 4,451 units. Between 31 March 2022 and 30 November 2022 there have been 18 RTB sales. There have also been 8 new properties added to the housing stock in Darsham, of which 4 are shared ownership and are all occupied. This gives a net decrease to the housing stock of 10 as of 30 November 2022. It is expected a further 5 recently purchased RTB buy-backs will be renovated and back in use by the end of this financial year, reducing the net movement to a decrease of 5.
2.35	In addition to delivering new homes, 2 retrofit projects for existing housing stock have been included in the HRA capital programme. 17 units to be delivered in 2023/24 and 19 units in 2024/25.
2.36	**Special Services** are made up of revenue costs for Sheltered Schemes, Warden Services, redevelopment/decarbonisation, and the new build programme. As the redevelopment and new build programmes pick up pace, the associated revenue costs also increase. These costs include architect fees, consultant's fees, and staffing.

3 How to address current situation

Rents and service charges

Rent Setting

3.1 In accordance with the Rent Standard for 2020, rent increases for 2023/24 would have been increased by the September 2022 CPI plus 1%. September CPI was 10.1%, which would have resulted in a rent increase of up to 11.1%.

3.2 However, as part of the autumn statement, Government have imposed a cap on social housing rent increases for 2023/24 of 7%. Government understands the need to protect our residents during a cost-of-living crisis but also the pressures social housing provides face with investing in their existing stock and providing much needed new affordable homes.

3.3 Although rents can be increased by up to 7%, social housing providers have the freedom to apply a lower increase or to freeze or reduce the rent if they choose to do so.

3.4 Official guidance has yet to be released by Government, but a consultation released by Government in September 2022 suggested that the rent cap is to protect existing tenants only. The formula rent (a nationwide calculation) will still increase by the September CPI plus 1%. The Council has no option on this, and it will affect new tenancies only.

3.5 ESC has a commitment to providing all tenants with a home at a decent home's standard, as well as investing in its existing housing stock to meet the Councils aim of becoming Carbon Neutral by 2030, while building much needed new homes for those waiting on the housing register.

3.6 The balance between service provision and protecting current tenants have been carefully considered, and as a result of that, a rent increase of up to 6% for 2023/24 Is proposed in this report.

3.7 Not all tenants will see a rent increase of the full 6% proposed due to social rents being capped at the formula rent value plus flexibility allowance and affordable rents being capped at the Local Housing Allowance (LHA) rate (inclusive of service charges). The Government has confirmed the LHA rate will be frozen for a third year. Therefore, tenants on an affordable rent already charged the LHA rate will see no increase in their rents. This has contributed to the average increase being less than 6%.

3.8 As part of a rents and service charge audit taking place at ESC during 2022/23, some tenants will see their rents decrease as corrections are processed on their rent accounts. A separate Report 'Housing Regulation' will be presented to Full Council in January 2023 with the background and full details of this audit. As part of this report, it is proposed that ESC will make use of the rent flexibility available to social housing landlords (see paragraph 2.9). No tenant will have to pay more than they currently pay with the introduction of using the rent flexibility and it will not impact on rent increases for 2023/24 being capped at 6% for ESC tenants.

3.9 Rent setting takes place during February each year to ensure the most up to date rents are used as a base and reduces the chance of manual updates relating to properties re-let between February and March (before the new rent values apply).

3.10 Applying a 6% rent increase in 2023/24, gives an average rent increase of £3.89 per week. In **Table B** below, the average rent value for 2022/23 takes into consideration anticipated corrections to rent accounts, and both take into consideration the utilisation of rent flexibility.

Table B

2022/23 Average Rent (52 Week Value)	£92.39
2023/24 Average Rent (52 Week Value)	£96.28
Average Weekly Rent increase (52 Week Value)	£3.89

3.11 The average rent for the East of England as provided by the HomeLet statistics for November 2022 is £1,108 per month. This is the equivalent to £255.69 per week. This equates to ESC 2022/23 average rent being just 36.18% of the average rents for the area. The proposed 2023/24 ESC average rent increases this to 37.65% of the average rent charged in the area.

3.12 The ESC average rent value will fluctuate slightly week-to-week, depending on the number of voids and re-lets during a month. However, the change will be pence, and it is compared each year during December, giving a consistent approach.

3.13 The maximum tenants who are charged an affordable rent can receive in housing allowance of UC or Housing Benefits is the LHA rate. Therefore, all HRA Affordable Rents are set no higher than this value and are therefore eligible for benefits. This means that tenants who are in receipt of limited incomes will not be disadvantaged by the proposed rent increase.

3.14 Not increasing rents by 6% or utilising rent flexibility where applicable would put a financial strain on the HRA. With increasing demands and costs across all service areas, and the requirement for significant investment in the decarbonisation of the current housing stock and new build programme, if rents are not utilised, the capital programme will be reduced.

3.15 Due to the agreement ESC holds with the Secretary of State to retain its RTB receipts, the Council must invest in the provision of new affordable homes. Therefore, if the HRA capital programme was to be reduced, retrofitting the existing stock would have to be put on hold or reduced significantly. This will have an impact on tenants as it is within their best interest that the Council continues to invest in this, as these improvements will improve the energy efficiency of their home and contribute to reducing their energy bills.

3.16 The HRA dwelling budgets for the period 2024/25 to 2026/27 are based on the Bank of England (BoE) CPI predictions plus 1% (Quarter 3 each year).

- 2024/25 (BoE) CPI 4.2% plus 1%
- 2025/26 (BoE) CPI 2.9% plus 1%
- 2026/27 (BoE) CPI 2.4% plus 1%

3.17 Although the same model has been used for 2025/26 and 2026/27 rent increases, the current arrangement finishes in 2024/25, and there is no indication at this time as to how rent increases will be determined. From 2027/28 onwards, a more prudent approach has been taken on the 30-year business plan, applying a 3% increase each year.

3.18 Other factors are also taken into consideration when calculating the dwelling rent budget for future years. Such as disposals through RTB's or asset management of underperforming stock, reconversions, new build developments and acquisitions.

Service Charges

3.19 The proposed service charges for 2023/24 are set out in **Appendix C** of this report. The costs of providing the services have been reviewed and set at a level to ensure that the costs are recovered. The HRA cannot make a profit on the service charges, these are purely to recover HRA costs.

3.20	Not all service charges, outlined in **Appendix C** will increase in 2023/24. This is due to contracts that run for more than one year for a fixed price. The heating charges are based on the previous full year's costs, hence no increases on charges have been applied to 2023/24. This will help tenants in sheltered schemes during the cost-of-living crisis. Any major increases relating to the current utility crisis will be reviewed in the 2024/25 service charges.
3.21	Grouped Home service charges relate to services provided to sheltered schemes and communal utility costs. The proposed general service charge for grouped homes for 2023/24 is set at an average weekly charge of £16.10 based on a 50-week collection year. This is an increase of £1.53 compared to 2022/23. However, all other grouped home service charges will remain the same, and communal water will reduce. Giving a net impact of an average increase of £0.24 per week (50-week bases).
3.22	The average communal heating charge for 2023/24 will remain the same. The 2023/24 average Grouped Homes heating charge will be £13.35 based on a 50-week collection year. This will give tenants stability during the cost-of-living crisis.
3.23	As part of the rents and service charge audit being undertaken during 2022/23 (see paragraph 3.8) it has been identified that a heating service, service charge has been incorrectly charged in previous years. This charge will be corrected on all tenants' accounts who are affected and will no longer be charged in the future. This has been taken into consideration when setting the HRA income budgets.
	Garage Rents
3.24	Garage rents are also set out in **Appendix C**. Garage rents are also collected on a 50-week collection period. For 2023/24 tenant's weekly garage rent is proposed to increase from £9.00 to £9.45, an increase of £0.45 on the 2022/23 charge. The proposed increased for non-tenant weekly garage rent is £13.23 from £12.60 (inclusive of VAT), an increase of £0.63 on the 2022/23 charge.
3.25	The Garage rents are based on local market research. Historically, ESC has charged particularly low garage rents, however they are now at a similar level as other local council providers. Garage rents form part of the Councils' annual fees and charges report considered by Cabinet on 3 January 2023.
	Repairs and Maintenance
3.26	The repairs and maintenance revenue budget for 2023/24 has been set at £6.815 million, compared to a revised forecast of £6.254 million in the 2022/23 budget. An analysis of the repairs and maintenance revenue budget is set out in **Appendix D**. The revised forecast for 2022/23 includes budget identified as being required as part of the compliance work approved at Cabinet 6 October 2022.
3.27	The amounts included in the repairs and maintenance revenue budget are deemed sufficient to allow the Council to carry out all necessary major works and to maintain the decent homes standard in all its properties. It should also be sufficient to cover significant levels of work on fire risk safety, compliance contract management and decarbonisation of the housing stock. Much of the cost relating to decarbonisation and retro fitting is within the HRA capital programme.
3.28	An additional £3.615 million has been identified as being required in 2023/24 as part of the compliance work currently undertaken, which will be recommended to Full Council as part of the Capital Programme Report 2022/23 to 2026/27. These

	costs reflect significant increases in already planned works, as well as some new projects.
3.29	Also, as part of the same compliance works, an additional £367,000 has been added to the 2022/23 revised budget to cover Fire Risk Assessments, Surveying, and fitting of Carbon Monoxide detectors to all HRA properties, which became a legal requirement during this financial year.
	Reserves and Balances
3.30	The HRA has five main Reserves as well as the HRA revenue working balance (see section 5.18 in **Appendix A2** for details on the revenue working balance), and the Major Repairs Reserve (MRR). **Appendix E** shows the movement and balances of these reserves for the budget period 2022/23 to 2026/27.
3.31	**HRA Debt Repayment Reserve** was set up in 2012/13. The viability of the self-financing regime depends ultimately on the Council acting prudently and in doing so, setting sufficient sums aside to meet its future liabilities. The transfer of funds to the Debt Repayment Reserve gives the Council flexibility around its future decisions for repaying the debt. The balance at 31 March 2027 is forecasted to be £2 million. This is after planned repayment of £960,000 in 2024/25 and a substantial borrowing instalment of £10 million in 2026/27. Payments into this reserve from 2027/28 will need to be substantial to meet the following instalment of £10 million due in 2031/32. Future debt repayment instalments will be funded by both the Debt Repayment Reserve and the MRR.
3.32	**HRA DHP Top-Up Reserve** was set up in 2012/13 with a fund of £500,000 taking the Welfare Reform Act 2012 into account. The reserve recognises the unexpected and exceptional difficulties tenants may face arising from these changes. Although the Act is now ten years old, the financial difficulties tenants face has not faded.
3.33	This reserve was set up to 'top up' the Discretionary Housing Payments (DHP) made by the Council by the value used by HRA tenants, only if the total payments made were to exceed the value of the DHP grant received by the Council. To date, this has not been required. With increased Department for Work and Pensions (DWP) grant in recent years, it is unlikely to be required in 2022/23.
3.34	Due to this, discussions have been held to repurpose this reserve to help tenants during the cost-of-living crisis. Initially, a financial inclusion officer on a 2-year fixed-term bases has been identified, to provide support to tenants struggling with managing their finances.
3.35	Further discussions are being held on how to make best use of the remaining £422,000 balance. An update will be provided on this in the new year.
3.36	**MMI Reserve** is the Municipal Mutual Insurance Reserve. This reserve covers any potential old insurance claims relating to when the Council was covered by this insurer, and the new insurance providers will not cover such claims.
3.37	**Impairment/Revaluation Reserve** covers any unforeseen costs relating to revaluations of assets as part of the annual asset valuation. A review of this reserve has identified that it has not been required in over 7 years, and therefore will be released into the HRA during 2023/24, making best use of the funds held.
3.38	**Acquisition and Development Reserve** is used to transfer potential underspends into during a given financial year, to later fund the new build and redevelopment capital programme. The reserve is planned to be utilised between 2022/23 and 2024/25.

3.39	**Major Repairs Reserve (MRR)** was set up following the introduction of the self-financing on 1st April 2012 and to meet changes in Accounts and Audit Regulations from 2012/13. Depreciation charged to the HRA is no longer in the movement on the HRA statement, instead, the depreciation charged to the HRA is credited to the MRR. The MRR can be used to repay the principal elements of the HRA debt, as well as to finance capital expenditure on our existing dwelling stock. There are plans to use the MRR to part fund the capital programme in each financial year. The balance as 31 March 2027 is projected to be a £1.747 million, after paying the first debt instalment of £10.766 million borrowing in 2021/22. The balance of this reserve is monitored through the 30-year financial business model to ensure it remains at a balance sufficient to fund capital programme repairs and contribute to debt repayment in future years.

4	Reason/s for recommendation
4.1	This report brings together all relevant information to enable Members to review, consider and comment upon the Council's Housing Revenue Account budgets, the proposed rental rent increase, service and other charges and movements in reserves and balances, before making final recommendations to Full Council on 22 February 2023. This report also forms the basis of Scrutiny Committee's review of the Budget at its meeting on 19 January 2023 as required under the Budget and Policy Framework.
4.2	To advise Members of the wider housing and welfare changes that will impact on future service delivery.

Appendices

Appendices:	
Appendix A1	Budget changes to the financial period 2022/23 to 2026/27
Appendix A2	HRA 2023/24 to 2026/27 Budget – inclusive of revised 2022/23 position
Appendix B	Summary of Headings on chart of account
Appendix C	HRA Service and other charges
Appendix D	HRA Repairs and Maintenance Revenue Budget
Appendix E	HRA Balances and Reserve Summary
Appendix F	HRA Budget Key Assumptions

Background reference papers:		
Date	**Type**	**Available From**
November 2022	Budget Working papers	Financial Services
November 2022	Bank of England Monetary Policy Report November 2022	Monetary Policy Report - November 2022 | Bank of England
November 2021	Limit on annual rent increases 2022-23	Limit on annual rent increases 2021-22 (publishing.service.gov.uk) (This does relate to 2022-23, please follow link)
November 2022	East of England average rent statistics – November 2022	Average Rents in The East of England | Average Rental Prices 2019 | HomeLet Rental Index
17/11/2022	Article – Chancellor Confirms 7% rent cap for social landlords – Inside Housing	Inside Housing - News - Chancellor confirms 7% rent cap for social landlords
February 2019	MHCLG Policy Statement on Rents	Policy statement on rents for social housing (publishing.service.gov.uk)
31/08/2022	Rent Cap Consultation (official guidance yet to be released)	Rent cap on social housing to protect millions of tenants from rising cost of living - GOV.UK (www.gov.uk)
Last updated 15/11/2021	Rent Standard 2020	Rent Standard and guidance - GOV.UK (www.gov.uk)

Appendix A1

Budget changes to the financial period 2022/23 to 2026/27.

Table C

HRA Budget update	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	Strategic Theme/Other Factors	
Additional Cost							
Repairs and Maintenance service cost increase	419	198	329	235	335	Growing our Economy/Caring for our Environment	Increase Material costs, increased cost of services and additional compliance works previously approved at cabinet.
Digital Transformation Programme	0	29	6	10	10	Digital by Default	Increase in investment in analytical software and digital transformation programme.
Norse Services	25	40	40	40	40	Economic Impact	Norse services increased charges. Future years still to be fully reviewed.
Consultancy costs	330	0	0	0	0	Growing our Economy	External consultancy costs relating to HRA compliance.
running of schemes (sheltered and non- sheltered)	47	51	49	48	48	Economic Impact	Increases in utilities bills for all schemes.
Housing Development Programme	29	221	90	91	91	Pandemic Impact	Revenue costs associated with Housing devleopment, Redevelopment and retrofit programme.
Housing staff payaward	185	290	290	290	290	Economic Impact	2023-24 payaward impact on HRA staffing.
New Compliance Team - Repairs	0	197	206	215	224	Government Policy	New team approved at Cabinet 06.12.22
New Post with in Choice Based Letting Team	10	79	87	91	105	Economic Impact	Additional posts approved at Cabinet 06.12.22
New Handyman & caretaker posts	0	86	90	94	99	Economic Impact	Additional posts approved at Cabinet 06.12.22
New Financial Inclusion Officer	0	38	40	0	0	Economic Impact	Additional 2 year fixed Term post to support tenants through the cost-of-living crisis and rent refund process.
Rents, rates and other charges	11	20	0	0	0	Enabling our Communities	Increase on council tax and rates, increase due to redvelopment and development programme.
Baseline budget increase	0	0	0	0	72	Economic Impact	2026/27 budget starts at 2025/26 budget value. Inflation added to running costs of the HRA.
Insurance Premiums	14	50	53	55	56	Economic Impact	External impact, insurance premiums have increased across the Council.
Depreciation charge	140	113	291	304	558	Government Policy	Depreciation is linked to the capital programme.
Direct Revenue Financing - source of finance for capital programme	0	0	0	0	525	Remaining Financially Sustainable	2026/27 base is 2025/26 budget. Increase as other funding such as Capital receipts are utilised.
	1,210	**1,412**	**1,571**	**1,473**	**2,453**		
Additional Income							
Dwelling Rent income	0	-31	-438	-642	-1,215	Government Policy	7% increase applied to 2023/24. 2026/27 base is 2025/26 budget. BOI predicted CPI + 1% for 2024/25 to 2026/27.
Non Dwelling Income (Garage Rents)	-2	-5	-5	-5	-10	Remaining Financially Sustainable	2026/27 base is 2025/26 budget. 5% increase applied to 2023/24 to increase rents inline with out local authority providers.
Non Dwelling Income (Leases and Wayleaves)	-15	-15	-15	-15	-15	Remaining Financially Sustainable	New lease in place for HRA property, and correction to baseline budget for Wayleaves.
Contribution towards expenditure	-36	0	0	0	0	Government Policy	One off payment of repaid RTB discount.
Contribution towards expenditure	-15	0	0	0	0	Remaining Financially Sustainable	Solar energy and renewable contributions increase in 2023/24.
Contribution towards expenditure	-19	-24	0	0	0	Remaining Financially Sustainable	Reserve contribution to specific development sites.
Grant funding for TA extended for 2 years	0	-44	-40	0	0	Remaining Financially Sustainable	Funding through Rough Sleeper Initiative to contribute to the use of HRA scheme as TA.
Interest on cash balances	-107	-124	-130	-125	-125	Economic Impact	Increase in average interest received.
	-194	**-243**	**-628**	**-787**	**-1,365**		
Reduced Income							
Dwelling Rent income	654	0	0	0	0	Government Policy	Conversion of affordable rents back to social formula rent + Flexability allowance.
Service charges and facilities income	392	349	340	330	310	Government Policy	Removal of incorrec heating service charge.
Reimbursment of costs	200	203	206	208	208	Remaining Financially Sustainable	Removal of private works income, focusing on HRA stock. Equivalent costs removed also.
Reimbursment of costs	10	7	7	7	7	Economic Impact	Correction to baseline - reduction of court costs recovered.
	1,256	**559**	**553**	**545**	**525**		

Savings							
Dwelling Rent Write-offs	-100	-100	0	0	0	Economic Impact	Unlikely Dwelling rent write-offs will be carried out in 2023/24 and 2024/25.
Housing Staff Vacancies across all teams	-646	0	0	0	0	Economic Impact	Unable to fill some vacant post, new posts not yet filled, and movement in staff.
Change in NI and Pension % applied	-14	-94	-94	-94	-94	Government Policy	Government reduced NI contribution from Nov 2022 and Employer Pension contribution reduced from 32% to 25% from 2023/24.
Digital Transformation Programme	-7	0	0	0	0	Digital by Default	Reprofiling of implimetation of some software.
Provision for Bad Debt	-31	-29	-27	-25	-25	Economic Impact	Increase on provision for bad debt not required while rent refunds being processed. Will reassess in 2023/24.
HRA Contribution to Corporate and Democratic Services	-3	-3	-3	-3	-3	Remaining Financially Sustainable	HRA share of corporate costs reduced slightly.
Rents, rates and other charges	0	0	-11	-11	-10	Remaining Financially Sustainable	Once redevelopment programme progressess, charges for associated properties/sites will be removed.
Support recharge from General Fund to HRA	-15	-41	-71	-76	-45	Remaining Financially Sustainable	Support recharges reviewed to reflect the services used by the HRA.
Direct Revenue Financing - source of finance for capital programme	-4,677	-228	-1,038	-1,375	0	Remaining Financially Sustainable	Delays in new build programme in 2022/23 and other sources of finance utilised in future years.
	-5,493	**-495**	**-1,244**	**-1,584**	**-177**		
Use of Reserves							
Debt repayment reserve	0	0	0	-500	-500	Use of Reserves	Remove transfer to Debt repayment reserve in 2025/26 and 2026/27, increase requirement in years thereafter.
Impairment/Revaluation Reserve	-256	0	0	0	0	Use of Reserves	Reserve unchanged for over 7 years. Release balance into the HRA.
Hardship/DHP Top up Reserve	0	-38	-40	0	0	Use of Reserves	Fund the financial inclusion officer 2 year fixed term post above.
	-256	**-38**	**-40**	**-500**	**-500**		
Net Total Movements	**-3,477**	**1,195**	**212**	**-853**	**936**		
Net Total Movements between 2022/23 and 2026/27					**-1,987**		

5.1 **Table C** details the changes across each financial year, with a brief description for the change. All changes have been put through the 30-year business plan to ensure the financial viability of the HRA. There is no adverse effect to the long-term financial position of the HRA by making these changes, and no requirement to take on additional borrowing at this stage. However, if the proposed dwelling rent increase of 6% is not adopted, reductions will be required in the Capital Programme. Careful budgeting and utilisation of all sources of finance, including capital receipts held has enabled the HRA to kick start its ambitious project to decarbonise its current housing stock, and future proof all new developments.

Appendix A2

HRA 2023/24 to 2026/27 Budget – inclusive of revised 2022/23 position

5.2 **Table D** summarises the 2023/24 budget through to 2026/27, with a revised position for 2022/23. A brief description for each heading can be found in **Appendix B**.

Table D

	2022/23 Original £'000	2022/23 Revised £'000	2022/23 Movement £'000	2023/24 Budget £'000	2024/25 Budget £'000	2025/26 Budget £'000	2026/27 Budget £'000
Income							
Dwelling Rent	(19,926)	(19,372)	554	(20,634)	(21,481)	(22,182)	(22,755)
Non-Dwelling Rent	(160)	(177)	(17)	(184)	(188)	(192)	(197)
Service & Other Charges	(1,098)	(707)	391	(732)	(740)	(748)	(768)
Leaseholders Charges for Services	(10)	(10)	-	(10)	(10)	(10)	(10)
Contribution towards Expenditure	(33)	(89)	(56)	(57)	(33)	(33)	(33)
Reimbursement of Costs	(276)	(66)	210	(68)	(69)	(69)	(68)
Interest Income	(169)	(276)	(107)	(276)	(276)	(276)	(276)
Total Income	**(21,672)**	**(20,697)**	**975**	**(21,961)**	**(22,797)**	**(23,510)**	**(24,107)**
10% of total income	**(2,167)**	**(2,070)**	**98**	**(2,196)**	**(2,280)**	**(2,351)**	**(2,411)**
Expenditure							
Repairs & Maintenance	6,141	6,254	113	6,815	6,926	6,949	7,060
Supervision & Management	3,683	3,503	(180)	3,724	3,749	3,808	3,892
Special Services	2,440	2,870	430	2,699	2,612	2,653	2,690
Rents, Rates and other Charges	146	156	10	143	112	113	113
Movement in Bad Debt Provision	31	-	(31)	-	-	-	-
Contribution to CDC	95	92	(3)	92	92	92	92
Capital Charges	3,650	3,792	142	4,202	4,709	4,993	5,247
Interest Charges	2,106	2,106	-	2,106	2,066	2,026	2,026
Revenue Contribution to Capital	5,863	1,186	(4,677)	3,520	2,137	1,800	3,700
Transfer to Earmaked Reserves	-	(256)	(256)	(38)	(40)	-	-
Total Expenditure	**24,155**	**19,703**	**(4,452)**	**23,263**	**22,363**	**22,434**	**24,820**
Movement in the HRA balance	**2,483**	**(994)**	**(3,477)**	**1,302**	**(434)**	**(1,076)**	**713**
HRA Balance carried forward	**(807)**	**(4,284)**	**(3,477)**	**(2,982)**	**(3,416)**	**(4,492)**	**(3,779)**

Highlights regarding 2022/23 revised position – Table D

Income

5.3 The decrease in dwelling rent is the result of estimated corrections to tenant rent accounts identified in the rents and service charge audit during 2022/23. Details and background information can be found in the Housing Regulation report going to Full council January 2023.

5.4 The increase on non-dwelling rents relates to a new lease in place for an HRA Property.

5.5 The decrease in service charges is the removal of an incorrect de-pooled service charge. This also forms part of the rent and service charge audit being carried out during 2022/23.

5.6 Increase in contribution to expenditure is a one-off income relating to a repayment of RTB discount. This is where an individual has sold their property which they purchased from the

Council through RTB less than five years ago, therefore, requiring them to repay part of the discount they originally received. Also, a contribution towards a specific development project.

5.7 Reimbursement of costs has reduced, due the maintenance team no longer carrying out disabled facility adaptions for the private sector housing team. The maintenance team will be focusing on HRA stock only. The equivalent expenditure has also been removed from the budget, giving a net nil impact.

5.8 The increase in interest income directly relates to the increases in interest received by the council on cash balances.

Expenditure

5.9 The increase in repairs and maintenance relate to fire risk assessments, surveys and CO2 detectors being fitted to all HRA owned stock. This was the result of the 'Smoke and Carbon Monoxide Alarm (Amendment) Regulation 2022'.

5.10 The saving on Supervision and Management is the result of in year staff vacancies, and savings relating to the reduction in National Insurance from November 2022.

5.11 The increase on special services relates to Consultancy costs for both the rents and service charge audit and repairs compliance work, as well as increased revenue costs associated with the development and redevelopment programme.

5.12 The increase on rents, rates and other charges are linked to properties and sites that will be developed or redeveloped for housing provision.

5.13 The decrease relating to Bad Debt Provision relates to corrections to be processed on tenants rent accounts that will likely reduce arrears levels. Bad Debt provision to revisited in 2023/24.

5.14 Contribution to CDC is calculated on the HRA budget as a % of the Councils overall budget, giving a slight saving.

5.15 The increase on Capital related charges is an increase in depreciation charge directly linked to the capital programme. This increase is transferred to the MRR and will help fund the repairs element of the capital programme and contribute to repayment of debt.

5.16 There is a significant decrease in the revenue contribution to capital. This is a combination of reprofiling the development programme, redevelopment programme and making use of other sources of capital financing in year.

5.17 The saving relating to Earmarked reserves is releasing the unused Reserve for impairments and revaluation of housing stock (See section 3.37).

2023/24 to 2026/27 Budgets

5.18 **Table D** demonstrates a healthy HRA working balance. The carry forward balance from 2022/23 takes into consideration the estimated provision required for potential rent and service charge refunds. This gives an opening balance of £3.29 million. Best practice is considered to have a minimum working balance that approximates to 10% of the total income received in one year. The balance is planned to be drawn down in financial years 2023/24 and 2026/27, to make best use of the funds, but always remaining above the required 10% minimum.

5.19 Key Assumptions used to assist in setting the HRA budgets can be seen in **Appendix F**.

APPENDIX B

SUMMARY OF HEADINGS ON CHART OF ACCOUNT

Income.

- **Dwelling Rent**; Rental income from tenants for housing (Including Housing Benefits).
- **Non-Dwelling Rent**; Rental income for garages, and any other assets rented out by the HRA.
- **Services and other Charges**; Service Charges and nonspecific income.
- **Leaseholder's charges for services**; Recharges to Leaseholders for works and services.
- **Contributions towards expenditure**; External contributions towards expenditure.
- **Reimbursement of costs**; Rechargeable works to a third party.
- **Interest Income**; Interest received on cash balances held by the HRA.

Expenditure.

- **Repairs and Maintenance;** General Repairs and Maintenance to all housing stock.
- **Supervision and Management;** Costs associated with running the HRA, e.g. tenant's services, office-based staff, IT etc.
- **Special Services;** Sheltered schemes, warden costs, property acquisitions, redevelopment/decarbonisation, and new development revenue costs.
- **Rents, Rates, and other Charges;** Council Tax charges for void properties and Business Rates.
- **Movement in Bad Debt Provision;** Bad debt provision is to hold funds to cover debt (arrears) that are unlikely to be recovered by the HRA. Current Bad Debt provision is at £872k.
- **Contribution to CDC;** CDC is Corporate & Democratic Core costs. This is the HRA's contribution towards these.
- **Capital Charges;** Depreciation charged to HRA assets. (This is transferred to the Major Repairs Reserve. This can fund capital work or contribute to paying down the debt).
- **Interest Charges;** The interest payments relating to HRA borrowing.
- **Revenue contribution to Capital;** Capital expenditure is large repairs work such as 'replacing a kitchen' or building new properties. These are funded from either the HRA 'Revenue Contribution', receipts held through the sale of assets (e.g. Right to Buy Properties), or other reserves and contributions.
- **Transfer to Earmark Reserves;** The HRA has several reserves, but the one used most frequently is the Debt Repayment Reserve. Money is transferred to this reserve each year to pay off the debt held by the HRA.

Appendix C

HRA SERVICE AND OTHER CHARGES

The following charges are based on a 50 week collection year. Under current policies, the following increases/(Decreases) in charges are proposed for 2023/24.

	Average Weekly Charge 2022/23 £	Average Proposed Weekly Charge 2023/24 £	Average Weekly Increase/ (Decrease) £	
Grouped Homes Service Charges (average):				
General Service Charge	14.57	16.10	1.53	
Heating Charge	13.35	13.35	0.00	
Communal Water Charge	2.51	1.22	-1.29	
Support Charge	3.33	3.33	0.00	
Laundry	3.90	3.90	0.00	

	Weekly Charge 2022/23 £	Proposed Weekly Charge 23/24 £	Weekly Increase/ (Decrease) £
Caretaker:			
St Peter's Court	6.80	7.15	0.35
Dukes Head Street	5.05	5.30	0.25
Chapel Court	3.65	3.75	0.10
Servicing:			
Septic Tank Emptying/Servicing	5.34	5.61	0.27
Flue Maintenance	2.36	2.53	0.17
Grounds Maintenance (average) *	1.37	1.39	0.02
* Cost vary depending on size of land to maintain.			
Other:			
Communal Area Cleaning Service (average) **	2.22	2.55	0.33
** Cost vary depending on number and size of communal areas.			

	Weekly Charge 2022/23 £	Proposed Weekly Charge 2023/24 £	Weekly Increase/ (Decrease) £	
Garage Rents:				
Tenants	9.00	9.45	0.45	
Non Tenants (net of VAT)	10.50	11.03	0.53	**(13.23 inclusive of VAT)**

Appendix D

HRA REPAIRS & MAINTENANCE REVENUE BUDGETS

	2022/23 Approved Budget	2022/23 Forecast Outturn	2023/24 Budget	2024/25 Budget	2025/26 Budget	2026/27 Budget
Responsive Maintenance	**£**	**£**	**£**	**£**	**£**	**£**
Supervision and Management (See note 1 below)	2,205,400	2,306,700	2,365,500	2,416,700	2,429,000	2,535,300
Compliance Contract Management (See note 2 below)	0	8,800	331,500	348,900	363,900	379,100
Jobbing Repairs	1,133,200	1,347,700	1,350,000	1,350,000	1,350,000	1,350,000
Loft and Cavity wall Insulation	10,000	50,000	50,000	50,000	50,000	50,000
Tenant Allowances	40,000	30,000	40,000	40,000	40,000	40,000
Relet Repairs (Voids)	922,000	876,000	925,000	922,000	922,000	922,000
Asbestos - Removal	80,000	30,000	80,000	80,000	80,000	80,000
Asbestos - Testing	95,000	30,000	95,000	95,000	95,000	95,000
Legionella	6,000	10,000	10,000	10,000	10,000	10,000
Communal Areas	30,000	40,000	60,000	60,000	60,000	60,000
Solid Fuel and Heating Repairs	10,000	23,000	33,000	33,000	33,000	33,000
Electrical Testing & Repairs (See Note 3 below)	200,000	200,000	200,000	200,000	200,000	200,000
Emergency Lighting	10,000	25,000	0	10,000	10,000	10,000
External Decoration	130,000	50,000	100,000	100,000	100,000	100,000
Roof and PVC Panelling Cleaning	25,000	0	25,000	25,000	25,000	25,000
Fire Fighting Equipment and Detection	5,000	17,000	17,000	17,000	17,000	17,000
Fire Risk Assessments (See note 3 below)	0	180,000	9,800	15,400	25,900	15,400
Installation of CO2 detectors (See note 3 below)	0	139,000	0	0	0	0
Lift servicing, maintenance and installation (See note 3 below)	8,000	62,000	55,000	55,000	55,000	55,000
Disabled Adaptations (See note 4 below)	230,300	30,000	30,000	30,000	30,000	30,000
Door Porter and Security Systems (See Note 5 below)	0	20,000	20,000	20,000	20,000	20,000
Environmental Works/Energy Efficiency	5,000	9,400	7,500	7,500	7,500	7,500
Drainage and Pumping Stations	9,900	11,500	9,500	9,500	9,500	9,500
Mutual Exchange	10,000	12,000	10,000	10,000	10,000	10,000
Rechargeable Works - Incl's Leaseholder Properties	40,000	40,000	40,000	40,000	40,000	40,000
Servicing Contracts & Repairs	486,000	476,000	486,000	516,000	516,000	516,000
Total Responsive Maintenance	**5,690,800**	**6,024,100**	**6,349,800**	**6,461,000**	**6,498,800**	**6,609,800**

Planned Maintenance	**£**	**£**	**£**	**£**	**£**	**£**
Chimneys	20,000	10,000	20,000	20,000	20,000	20,000
External Walls, Boundary and retaining walls (See Note 2 below)	60,000	15,000	60,000	60,000	60,000	60,000
Canopy's and Porches	0	5,000	15,000	15,000	0	0
Paths / Hardstanding	250,000	100,000	250,000	250,000	250,000	250,000
Outbuildings	40,000	20,000	40,000	40,000	40,000	40,000
Structural / Damp / Drainage / etc	80,000	80,000	80,000	80,000	80,000	80,000
Total Planned Maintenance	**450,000**	**230,000**	**465,000**	**465,000**	**450,000**	**450,000**

Total HRA Housing Repairs	**6,140,800**	**6,254,100**	**6,814,800**	**6,926,000**	**6,948,800**	**7,059,800**

Notes:

Note 1 - Supervision and Management of the Repairs and Maintenance Team, unrecoverable cost, stock and equipment.

Note 2 - New Contract Compliance Team to be recruited from 2023/24 approved at Cabinet 06 December 2022.

Note 3 - As part of the compliance work identified and undertaken, previously approved by Cabinet 04 October 2022.

Note 4 - The Housing team previously completes Disabled Adaption works for the Private Sector Housing team, however this has finished to concentrate on HRA stock.

Note 5 - Door Porter security system charges where previously charged directly under the schemes they relate to, however they have been combined to monitor more accurately.

Appendix E

HRA BALANCE AND RESERVE SUMMARY

HRA WORKING BALANCE

	Closing Balance 31/03/22	2022/23 Movements		Closing Balance 31/03/23	2023/24 Movements		Closing Balance 31/03/24	2024/25 Movements		Closing Balance 31/03/25	2025/26 Movements		Closing Balance 31/03/26	2026/27 Movements		Closing Balance 31/03/27
		Transfer In	*Transfer Out*		*Transfer In*	*Transfer Out*		*Transfer In*	*Transfer Out*		*Transfer In*	*Transfer Out*		*Transfer In*	*Transfer Out*	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
HRA Working Balance *	**-3,290**	-994	0	**-4,284**	0	1,302	**-2,982**	-434	0	**-3,416**	-1,076	0	**-4,492**	0	713	**-3,779**
10% Requirement	**-2,121**			**-2,167**			**-2,224**			**-2,278**			**-2,328**			**-2,328**

HRA EARMARKED RESERVES

	Closing Balance 31/03/22	2022/23 Movements		Closing Balance 31/03/23	2023/24 Movements		Closing Balance 31/03/24	2024/25 Movements		Closing Balance 31/03/25	2025/26 Movements		Closing Balance 31/03/26	2026/27 Movements		Closing Balance 31/03/27
		Transfer In	*Transfer Out*		*Transfer In*	*Transfer Out*		*Transfer In*	*Transfer Out*		*Transfer In*	*Transfer Out*		*Transfer In*	*Transfer Out*	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Debt Repayment Reserve	**-13,000**	0	0	**-13,000**	0	0	**-13,000**	0	960	**-12,040**	0	0	**-12,040**	0	10,000	**-2,040**
HRA DHP topup Reserve	**-500**	0	0	**-500**	0	38	**-462**	0	40	**-422**	0	0	**-422**	0	0	**-422**
MMI Reserve	**-60**	0	0	**-60**	0	0	**-60**	0	0	**-60**	0	0	**-60**	0	0	**-60**
Impairment/Revaluation Reserve	**-256**	0	256	**0**	0	0	**0**	0	0	**0**	0	0	**0**	0	0	**0**
Acquisition & Development Reserve	**-6,300**	0	234	**-6,066**	0	4374	**-1,692**	0	1692	**0**	0	0	**0**	0	0	**0**
Brampton Sinking Fund	**-1**	0	0	**-1**	0	0	**-1**	0	0	**-1**	0	0	**-1**	0	0	**-1**
Total HRA Earmarked Reserves	**-20,117**	0	490	**-19,627**	0	4,412	**-15,215**	0	2,692	**-12,523**	0	0	**-12,523**	0	10,000	**-2,523**

HRA CAPITAL RESERVE

	Closing Balance 31/03/22	2022/23 Movements		Closing Balance 31/03/23	2023/24 Movements		Closing Balance 31/03/24	2024/25 Movements		Closing Balance 31/03/25	2025/26 Movements		Closing Balance 31/03/26	2026/27 Movements		Closing Balance 31/03/27
		Transfer In	*Transfer Out*		*Transfer In*	*Transfer Out*		*Transfer In*	*Transfer Out*		*Transfer In*	*Transfer Out*		*Transfer In*	*Transfer Out*	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
HRA Major Repairs Reserve	**-13,754**	-3,764	4,369	**-13,149**	-4,175	14,051	**-3,273**	-4,681	6,430	**-1,524**	-4,965	4,980	**-1,509**	-5,218	4,980	**-1,747**

HRA BUDGET KEY ASSUMPTIONS

The following key assumptions have been made in the budgets.

Income	**2023/24**	**2024/25**	**2025/26**	**2026/27**
Dwelling rents annual increase (see paragraph 3.16)	6.0%	5.2%	3.9%	3.4%
Allowance for voids - % of total rent roll	1.3%	1.3%	1.3%	1.3%
Garage rents annual increase	5.0%	3.0%	3.0%	3.0%
Charges for services & facilities annual increase *	0.00%	3.00%	3.00%	3.00%
Write-off allowance **	£0	£0	£100,000	£100,000
Number of dwellings lost through Right To Buys (RTB's)	30	30	30	30
Number of new dwellings added to the stock	21	46	42	40
Average interest rate on HRA balances	2.32%	2.32%	2.32%	2.32%

Expenditure

Bad Debt Provision	No amendments to the bad debt provision until the rent and service charge audit is complete and potential credits applied to tenant rent

* The 2023/24 service charges have varying increases, see appendix C. 3% has been applied to future years inline with increased budget costs.

** No write-off allowance is included in 2023/24 and 2024/25 while the rent and service charge audit is being carried out and potential refunds are to be processed.

Agenda Item 10

ES/1391

CABINET

Tuesday, 03 January 2023

Subject	Capital Programme 2022/23 to 2026/27
Report by	Maurice Cook, Cabinet Member with responsibility for Resources
Supporting Officer	Brian Mew Chief Finance Officer and Section 151 Officer Brian.mew@eastsuffolk.gov.uk

Is the report Open or Exempt?	OPEN

Category of Exempt Information and reason why it is **NOT** in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	All Wards

Purpose and high-level overview

Purpose of Report:

As part of the budget setting process, the Council is required to agree a programme of capital expenditure for the coming four years. The capital programme plays an important part in the delivery of the Council's Medium-Term Financial Strategy (MTFS), which in turn supports wider service delivery. The report sets out the Council's Capital Programme including revisions to the current programme for the financial years 2022/23 to 2026/27. This report also forms the basis of Scrutiny Committee's review of the Budget at its meeting on 19 January 2023 as required under the Budget and Policy Framework

Options:

The Capital Programme forms part of the Council's Budget and Policy Framework. The Council is required to set an annual budget and therefore no other options have been considered.

Recommendation/s:

Cabinet is recommended to:

1. Approve the General Fund capital programme for 2022/23 to 2026/27 including revisions as shown in Appendix B for review and consideration by the Scrutiny Committee as part of the Budget process.
2. Approve the Housing Revenue Account capital programme for 2022/23 to 2026/27 including revisions as shown in Appendix G for review and consideration by the Scrutiny Committee as part of the Budget process.

Corporate Impact Assessment

Governance:

As set out in the Council's Financial Procedure Rules, the Chief Finance Officer is responsible for preparing and submitting capital budgets to Cabinet and Council

The 2023/24 budget will be considered at the following Council meetings:

- Cabinet 3 January 2023
- Scrutiny Committee 19 January 2023
- Cabinet 7 February 2023
- Full Council 22 February 2023

ESC policies and strategies that directly apply to the proposal:

- East Suffolk Council Strategic Plan
- East Suffolk Council Medium Term Financial Strategy
- East Suffolk Council Treasury Management Strategy and Treasury Management Policy
- East Suffolk Council Capital Strategy
- Annual Governance Statement
- Financial Procedure Rules

Environmental: All projects in the Programme are intended to contribute to the Strategic Plan Priority of Caring for our environment.
Equalities and Diversity: No direct impact from this report, where subsequent individual business cases are presented Equality Impact Assessments are prepared.
Financial: All capital expenditure must be financed, either from external sources (Government grants and other contributions), the Council's own resources (revenue, reserves, and capital receipts) or debt (borrowing and leasing). Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as "Minimum Revenue Provision" (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. The Council's cumulative outstanding amount of debt finance is measured by the Capital Financing Requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP. The CFR is expected to increase by £77.48 million between 2022/23 and 2026/27 which is due to capital projects being financed through borrowing. Statutory guidance is that debt should remain below the CFR. The Council expects to comply with this in the medium term, but the scale of the Capital Programme as currently drafted is such that the Council would begin to approach its borrowing limits over the life of the proposed programme if other sources of finance were not available. The programme as presented does not pre-empt the realisation of capital receipts and only those receipts already received will be used as financing. In addition, external funding is expected to be secured in respect of other major projects in the Programme, assisting the overall position and the ability of the Council to deliver on its Strategic Plan.
Human Resources: No impacts directly arising from this report.
ICT: No impacts directly arising from this report.
Legal: No impacts directly arising from this report.
Risk: No impact directly arising from this report.

External Consultees:	External consultation has been conducted on a range of individual projects and programmes within the overall Capital Programme, and a number of programmes such as the Lowestoft Flood Risk Management Project and the Lowestoft Town Investment Plan feature programme boards which include key external stakeholders as part of their governance arrangements. The Scrutiny Committee will also consider the Capital Programme as part of the Budget process at its meeting on 19 January 2023.

Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: *(Select only one primary and as many secondary as appropriate)*		Primary priority	Secondary priorities
T01	**Growing our Economy**		
P01	Build the right environment for East Suffolk	☐	☒
P02	Attract and stimulate inward investment	☐	☒
P03	Maximise and grow the unique selling points of East Suffolk	☐	☒
P04	Business partnerships	☐	☐
P05	Support and deliver infrastructure	☐	☒
T02	**Enabling our Communities**		
P06	Community Partnerships	☐	☐
P07	Taking positive action on what matters most	☐	☐
P08	Maximising health, well-being, and safety in our District	☐	☒
P09	Community Pride	☐	☐
T03	**Maintaining Financial Sustainability**		
P10	Organisational design and streamlining services	☐	☒
P11	Making best use of and investing in our assets	☐	☒
P12	Being commercially astute	☐	☒
P13	Optimising our financial investments and grant opportunities	☐	☒
P14	Review service delivery with partners	☐	☒
T04	**Delivering Digital Transformation**		
P15	Digital by default	☐	☒
P16	Lean and efficient streamlined services	☐	☒
P17	Effective use of data	☐	☐
P18	Skills and training	☐	☐
P19	District-wide digital infrastructure	☐	☒
T05	**Caring for our Environment**		
P20	Lead by example	☐	☒
P21	Minimise waste, reuse materials, increase recycling	☐	☒
P22	Renewable energy	☐	☒
P23	Protection, education, and influence	☐	☒
XXX	**Governance**		
XXX	How ESC governs itself as an authority	☒	☐

How does this proposal support the priorities selected?

The Capital Programme forms part of the Council's Budget and Policy Framework and outlines the Council's capital investment in the assets, services, and infrastructure of the district in accordance with the key priorities and objectives of the Strategic Plan.

Background and Justification for Recommendation

1	Background facts
1.1	The Capital Programme feeds directly into the Council's MTFS which in turn is the mechanism by which the key Strategic Plan objective of Financial Sustainability will be delivered over the medium term. The Capital Programme contributes directly to the Council's specific actions within the Strategic Plan and identifies the financing for these projects.

2	Current position
2.1	Capital expenditure within the Council is split into two main components, the General Fund Capital Programme, and the Housing Revenue Account (HRA) Capital Programme. The capital programme has been compiled taking account of the following main principles, to: • maintain an affordable four-year rolling capital programme. • ensure capital resources are aligned with the Council's Strategic Plan, • maximise available resources by actively seeking external funding and disposal of surplus assets; and • not to anticipate receipts from disposals until they are realised
2.2	General Fund Capital Programme Summary Capital expenditure relates to the acquisition of fixed assets or expenditure that adds to (and not merely maintains) the value of an existing fixed asset. Following the review and revisions to programme by project officers the revised capital programme has been reviewed by the Asset Management Group along with the Chief Finance Officer and is presented at: • Appendix A: - General Fund Capital Programme 2022/23 to 2026/27 Summary, shows a summary of the capital programme and planned financing. • Appendix B: - General Fund Capital Programme Revisions 2022/23 to 2026/27, shows budget revisions to previously approved projects • Appendix C: - General Fund Capital Programme 2022/23 to 2026/27 extract of budget increases greater than £1m and budget decreases greater than £0.10m. • Appendix D: - General Fund Capital Programme 2022/23 to 2026/27 new projects, shows the new projects being recommended for approval and inclusion within the existing programme as shown in Appendix B. • Appendix E: - General Fund Capital Programme 2022/23 to 2026/27 extract of externally funded projects, is an extract of the programme showing all projects which are subject to external grants/contributions.

	The General Fund capital programme for 2022/23 through to 2026/27 has a total financing requirement of £382.74 which will be financed through both internal and external resources. The programme from 2022/23 to 2026/27 benefits from £260.07m (68%) of external grants and contributions, the use of £14.66m (4%) of reserves, £4m of capital receipt (1%) and internal/external borrowing of £104m (27%). Where projects have identified external funding, if this is not secured then those projects will look to secure other funding or will not be pursued. Similarly, where projects require significant borrowing in excess of £3m, these will require robust business cases to underpin the investment. The project business case should be presented to Council for approval prior to the borrowing being secured.
2.3	Housing Revenue Account (HRA) Capital Programme Summary Capital expenditure relates to the acquisition of fixed assets or expenditure that adds to (and not merely maintains) the value of an existing fixed asset. • Appendix F: - HRA Capital Programme 2022/23 to 2026/27 Summary shows a summary of the capital programme and planned financing. • Appendix G: - HRA Capital Programme 2022/23 to 2026/27, shows an update to the HRA capital budgets. The HRA capital programme for 2022/23 through to 2026/27 has a total budget requirement £82.63m which will be financed through both internal and external resources. The programme from 2022/23 to 2026/27 relies upon £2.99m (4%) of external grants and contributions, the use of £40.78 (49%) of capital reserves, direct revenue financing of £12.34m (15%) and £26.52 (32%) of capital receipt.
2.4	Approval of the Capital Programme by Full Council is an authority for Council officers to incur expenditure up to the approved budget amounts and where applicable, securing external funding.

3	How to address current situation
3.1	The General Fund capital programme has previously been approved by Full Council on 28 September 2022 and has been updated to reflect the most current required budget and are fully detailed in the appendices to this report. New General Fund capital projects have been identified as part of the budget setting process and the required new capital budget request process review has been undertaken. These projects are shown in Appendix C.
3.2	The HRA capital programme has previously been approved by Full Council on 26 January 2022 and has been updated to reflect the most current required budget and are fully detailed in the appendices to this report.

4	Reason/s for recommendation
4.1	The Council's constitution requires the CFO to prepare and present to Cabinet and Full Council the Council's capital programme for approval.

Appendices

Appendices:	
Appendix A	General Fund Capital Programme 2022/23 to 2026/27 Summary
Appendix B	General Fund Capital Programme Revisions 2022/23 to 2026/27
Appendix C	General Fund Capital Programme 2022/23 to 2026/27 extract of budget increases greater than £1m and budget decreases greater than £0.10m.
Appendix D	General Fund Capital Programme 2022/23 to 2026/27 New Projects
Appendix E	General Fund Capital Programme 2022/23 to 2026/27 Extract of Externally Funded Projects
Appendix F	HRA Capital Programme 2022/23 to 2026/27 Summary
Appendix G	HRA Capital Programme 2022/23 to 2026/27

Background reference papers: None.

Appendix A

General Fund Capital Programme 2022/23 to 2026/27 Summary

SUMMARY - GENERAL FUND PROGRAMME	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	2026/27 £000 Original Budget	2022/23 to 2025/26 £000 Original Total	2022/23 to 2026/27 £000 Revised Total
Capital Expenditure											
Economic Development & Regeneration	5,586	1,725	15,320	14,363	10,377	8,782	9,842	22,849	100	41,125	47,819
Environmental Services & Port Health	406	647	50	484	50	0	50	0	0	556	1,131
Financial Services	400	400	0	0	0	0	0	0	0	400	400
ICT - Digital & Programme Management	927	927	550	550	250	250	250	250	250	1,977	2,227
Operations	13,901	13,455	32,205	37,805	30,505	34,463	22,305	22,755	1,255	98,916	109,733
Planning & Coastal Management	19,432	19,632	31,109	31,084	36,774	36,749	36,200	36,175	85,885	123,515	209,525
Housing Improvement	1,000	1,000	1,000	1,000	1,000	1,000	1,500	1,000	1,000	4,500	5,000
Long Term Debtors	1,500	1,900	0	5,000	0	0	0	0	0	1,500	6,900
Total Capital Expenditure	**43,152**	**39,686**	**80,234**	**90,286**	**78,956**	**81,244**	**70,147**	**83,029**	**88,490**	**272,489**	**382,735**
Financed By:-											
Borrowing	8,595	12,397	24,350	30,675	24,400	28,933	22,200	31,125	875	79,545	104,005
Capital Receipt	1,000	0	4,000	4,000	0	0	0	0	0	5,000	4,000
Contributions	0	0	0	0	0	0	0	0	0	0	0
Grants	25,534	21,569	48,439	50,482	53,951	50,106	47,342	51,099	86,810	175,266	260,066
Reserves	8,023	5,720	3,445	5,129	605	2,205	605	805	805	12,678	14,664
Total Financing	**43,152**	**39,686**	**80,234**	**90,286**	**78,956**	**81,244**	**70,147**	**83,029**	**88,490**	**272,489**	**382,735**

Appendix B

General Fund Capital Programme Revisions 2022/23 to 2026/27

Strategic Theme	ECONOMIC DEVELOPMENT & REGENERATION	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	2026/27 £000 Original Budget	Funding Type
Growing our Economy	Towns Fund - Cultural Quarter (Phase 1)	**600**	280	**6,000**	3,690	**8,640**	5,160	**9,110**	15,220	0	EG/IB
Growing our Economy	Towns Fund -Station Quarter (Former Post & Sorting Office)	**3,000**	35	**0**	2,300	**0**	1,000	**0**	0	0	EG/IB
Growing our Economy	Towns Fund -Station Quarter (Public Realm)	**0**	0	**830**	0	**0**	0	**0**	0	0	EG
Growing our Economy	Towns Fund - Historic Quarter	**1,000**	475	**2,210**	715	**0**	710	**0**	5,930	0	EG
Growing our Economy	Towns Fund - Port Gateway Improvement Project	**100**	35	**1,050**	2,470	**1,500**	145	**0**	0	0	EG
Growing our Economy	Towns Fund - Seafront Vision Delivery	**100**	81	**1,170**	719	**0**	470	**0**	0	0	EG
Growing our Economy	UKSPF	**0**	33	**60**	369	**237**	1,197	**732**	1,599	0	EG
Growing our Economy	Partnership Scheme in Conservation Areas (PSiCA).	**0**	0	**0**	100	**0**	100	**0**	100	100	EG
Growing our Economy	LUF - Seafront (Phase 3 BH)	**600**	600	**4,000**	4,000	**0**	0	**0**	0	0	ER/EG
Growing our Economy	Lowestoft Former Post & Sorting Office - Façade refurbishment	**186**	186	**0**	0	**0**	0	**0**	0	0	EG/ER
	Total Budgeted Expenditure	**5,586**	**1,725**	**15,320**	**14,363**	**10,377**	**8,782**	**9,842**	**22,849**	**100**	
	Financed By:-										
	Internal Funding:										
	Internal Borrowing	0	0	3,000	0	0	2,250	0	8,750	0	
	Capital Receipt	600	0	0	0	0	0	0	0	0	
	Reserve	0	600	0	0	0	0	0	0	0	
		600	**600**	**3,000**	**0**	**0**	**2,250**	**0**	**8,750**	**0**	
	External Funding:										
	Grants	4,986	1,125	12,320	14,363	10,377	6,532	9,842	14,099	100	
	Contributions	0	0	0	0	0	0	0	0	0	
	Borrowing	0	0	0	0	0	0	0	0	0	
		4,986	**1,125**	**12,320**	**14,363**	**10,377**	**6,532**	**9,842**	**14,099**	**100**	
	Total Budgeted Financing	**5,586**	**1,725**	**15,320**	**14,363**	**10,377**	**8,782**	**9,842**	**22,849**	**100**	

Project	Description
Towns Fund	Towns Fund Grant investment of £24.9m in projects to regenerate the town, driving economic growth and acting as a catalyst for future investment, rising to £35.9m with the addition of matched funding (subject to ESC business case)
UKSPF	UK Shared Prosperity and Rural England Prosperity Funds - grant funding will support communities and place, supporting local business and people and skills
Partnership Scheme in Conservation Areas (PSiCA).	Partnership Scheme in Conservation Areas - grant available for capital projects in conservation areas
LUF - Seafront (Phase 3 BH)	Government Levelling Up Fund to support the continued investment and regeneration of Lowestoft
Lowestoft Former Post & Sorting Office - Façade refurbishment	Restoration of the façade of Lowestoft's former Post Office on London Road North.

Funding Type Key:

CR	Capital Receipt	**EG**	External Grant
EB	External Borrowing	**ER**	Earmarked Reserve
EC	External Contribution	**IB**	Internal Borrowing

Strategic Theme	ENVIRONMENTAL SERVICES & PORT HEALTH	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	2026/27 £000 Original Budget	Funding Type
Delivering Digital Transformation	Port Health	406	647	50	484	50	0	50	0	0	ER
	Total Budgeted Expenditure	**406**	**647**	**50**	**484**	**50**	**0**	**50**	**0**	**0**	
	Financed By:-										
	Internal Funding:										
	Internal Borrowing	0	0	0	0	0	0	**0**	**0**	**0**	
	Capital Receipt	0	0	0	0	0	0	0	0	0	
	Reserve	406	647	50	484	50	0	50	0	0	
		406	**647**	**50**	**484**	**50**	**0**	**50**	**0**	**0**	
	External Funding:										
	Grants	0	0	0	0	0	0	0	0	0	
	Contributions	0	0	0	0	0	0	0	0	0	
	Borrowing	0	0	0	0	0	0	0	0	0	
		0	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	Total Budgeted Financing	**406**	**647**	**50**	**484**	**50**	**0**	**50**	**0**	**0**	

Project	Description
Port Health	Capital expenditure for the function of the Port Health Service

Strategic Theme	FINANCIAL SERVICES	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	2026/27 £000 Original Budget	Funding Type
Enabling our Communities	Romany Lane (previously STTS)	400	400	0	0	0	0	0	0	0	ER
	Total Budgeted Expenditure	**400**	**400**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	Financed By:-										
	Internal Funding:										
	Internal Borrowing	0	0	0	0	0	0	0	0	0	
	Capital Receipt	0	0	0	0	0	0	0	0	0	
	Reserve	400	400	0	0	0	0	0	0	0	
		400	**400**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	External Funding:										
	Grants	0	0	0	0	0	0	0	0	0	
	Contributions	0	0	0	0	0	0	0	0	0	
	Borrowing	0	0	0	0	0	0	0	0	0	
		0	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	Total Budgeted Financing	**400**	**400**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	

Project	Description
Romany Lane (previously STTS)	Remedial and improvement works to the Romany Lane site

Strategic Theme	ICT - Digital & Programme Management	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	2026/27 £000 Original Budget	Funding Type
Delivering Digital Transformation	Corporate IT Requirements	527	527	450	450	250	250	250	250	250	ER
Delivering Digital Transformation	ESSL ICT	400	400	100	100	0	0	0	0	0	ER
	Total Budgeted Expenditure	**927**	**927**	**550**	**550**	**250**	**250**	**250**	**250**	**250**	
	Financed By:-										
	Internal Funding:										
	Internal Borrowing	0	0	0	0	0	0	0	0	0	
	Capital Receipt	0	0	0	0	0	0	0	0	0	
	Reserve	927	927	550	550	250	250	250	250	250	
		927	927	550	550	250	250	250	250	250	
	External Funding:										
	Grants	0	0	0	0	0	0	0	0	0	
	Contributions	0	0	0	0	0	0	0	0	0	
	Borrowing	0	0	0	0	0	0	0	0	0	
		0	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	Total Budgeted Financing	**927**	**927**	**550**	**550**	**250**	**250**	**250**	**250**	**250**	

Project	Description
Corporate IT Requirements	Corporate refresh of hardware and updating of current systems
ESSL ICT	Purchase of hardware systems for the set up of ESSL

Strategic Theme	OPERATIONS	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	2026/27 £000 Original Budget	Funding Type
Maintaining Financial Sustainability	Bath Tap Chalets, Felixstowe	100	100	500	500	0	0	0	0	0	ER
Caring for our Environment	Bawdsey Quay	0	57	0	0	0	0	0	0	0	ER
Caring for our Environment	Brackenbury Beach Hut replacement Handrailing	88	0	0	0	0	0	0	0	0	ER
Caring for our Environment	Cemeteries	388	8	0	380	0	0	0	0	0	IB
Caring for our Environment	Cliff House Chalets Felixstowe	10	0	0	0	0	0	0	0	0	ER
Caring for our Environment	Cliff House, Felixstowe	250	100	750	900	0	0	0	0	0	IB
Maintaining Financial Sustainability	Clifflands car park, Felixstowe	100	100	0	0	0	0	0	0	0	IB
Enabling our Communities	East Point Pavilion	1,216	1,227	0	0	0	0	0	0	0	ER
Maintaining Financial Sustainability	Estates Management	500	720	500	500	500	500	500	500	500	IB
Maintaining Financial Sustainability	Felixstowe Beach Village	1,000	1,000	1,500	1,500	0	0	0	0	0	IB
Enabling our Communities	Felixstowe Garrison Lane Car Park	0	30	0	0	0	0	0	0	0	ER
Enabling our Communities	Felixstowe Ferry Car Park	100	0	0	150	0	0	0	0	0	ER
Caring for our Environment	Felixstowe Lighting	50	50	250	250	0	0	0	0	0	ER
Maintaining Financial Sustainability	Felixstowe North - Garden Neighbourhood Regeneration Project (Leisure Centre)	0	0	1,000	1,000	16,500	16,500	17,500	17,500	0	EB
Maintaining Financial Sustainability	Felixstowe North - Garden Neighbourhood Regeneration Project (Leisure Centre Land Purchase & Access Road)	1,000	1,000	5,000	5,000	3,000	3,000	0	0	0	EB
Maintaining Financial Sustainability	Felixstowe North - Garden Neighbourhood Regeneration Project (Infrastructure)	0	0	0	0	2,000	2,000	4,000	4,000	0	EB
Maintaining Financial Sustainability	Felixstowe Seafront Gardens Handrailing	0	15	0	0	0	0	0	0	0	ER
Growing our Economy	Felixstowe South - Public Realm and Martello Tower	0	0	2,000	2,000	2,000	2,000	0	0	0	IB
Enabling our Communities	Felixstowe Sports Hub	135	135	0	0	0	0	0	0	0	ER
Caring for our Environment	Fishing Hut Felixstowe	26	48	0	0	0	0	0	0	0	ER
Caring for our Environment	Footway Lighting Works - Northern (cyclical replacement)	30	30	30	30	30	30	30	30	30	ER
Maintaining Financial Sustainability	Former Deben High School Felixstowe	350	350	500	500	0	0	0	0	0	IB
Maintaining Financial Sustainability	Former Deben High School Felixstowe - BC	150	150	2,200	2,200	0	0	0	0	0	IB
Enabling our Communities	Leisure Centres (South)	87	87	0	500	0	0	0	0	0	IB
Enabling our Communities	Leisure Centre Lowestoft (Roof)	1,200	1,200	0	0	0	0	0	0	0	IB
Enabling our Communities	Leisure Centres - Pool Covers	0	120	0	0	0	0	0	0	0	ER
Growing our Economy	Lowestoft Beach Hut -replacement Beach Huts	0	400	0	0	0	0	0	0	0	IB
Growing our Economy	Lowestoft Beach Hut Block 2 to 5	500	500	100	100	0	0	0	0	0	IB
Growing our Economy	Lowestoft Victoria Terrace	0	0	0	150	0	0	0	0	0	IB
Enabling our Communities	Lowestoft Boardwalk	48	48	0	0	0	0	0	0	0	ER
Enabling our Communities	Lowestoft - car park enhacment (BCMC)	0	0	0	600	0	0	0	0	0	IB
Maintaining Financial Sustainability	Lowestoft Industrial Unit	0	750	0	0	0	0	0	0	0	IB
Maintaining Financial Sustainability	Newcombe Road Lowestoft	150	250	2,800	1,900	0	2,000	0	0	0	EB

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Caring for our Environment	Northern Car Park Works	**200**	200	**0**	600	**0**	0	**0**	0	**0**	IB
Maintaining Financial Sustainability	Orford Road Felixstowe Access Ramp	**95**	162	**0**	0	**0**	0	**0**	0	**0**	ER
Enabling our Communities	Play Areas (District wide)	**200**	100	**200**	300	**200**	200	**0**	200	**200**	IB
Caring for our Environment	Public Conveniences Programme	**322**	625	**0**	500	**0**	0	**0**	0	**0**	IB
Enabling our Communities	Railway Building - Lowestoft	**1,500**	32	**0**	1,700	**0**	308	**0**	0	**0**	EB
Caring for our Environment	Ravine (Jubilee) Bridge	**1,000**	600	**0**	400	**0**	0	**0**	0	**0**	IB
Maintaining Financial Sustainability	Rotterdam Road Roof	**0**	0	**0**	300	**0**	0	**0**	0	**0**	IB
Maintaining Financial Sustainability	Rushmere St Andrew Church Wall	**35**	0	**0**	0	**0**	0	**0**	0	**0**	ER
Maintaining Financial Sustainability	Seafront Gardens Beach Hut Sites & Relocations	**495**	495	**0**	0	**0**	0	**0**	0	**0**	IB
Maintaining Financial Sustainability	Southwold Caravan Site redevelopment	**40**	260	**1,600**	1,400	**0**	0	**0**	0	**0**	EB
Maintaining Financial Sustainability	Southwold Enterprise Hub	**600**	600	**0**	0	**0**	0	**0**	0	**0**	IB
Caring for our Environment	Southwold Harbour Improvements	**0**	20	**0**	320	**0**	0	**0**	0	**0**	IB
Caring for our Environment	Southwold Harbour - Pump out station	**80**	80	**0**	0	**0**	0	**0**	0	**0**	ER
Maintaining Financial Sustainability	Southwold Harbour - Visitor Moorings	**450**	50	**0**	100	**0**	900	**0**	0	**0**	ER
Caring for our Environment	Southwold Harbour South Pier	**200**	200	**6,000**	6,000	**6,000**	6,000	**0**	0	**0**	EG
Caring for our Environment	St Marys Church Woodbridge - Wall	**144**	144	**0**	0	**0**	0	**0**	0	**0**	ER
Governance	Operational Grounds Equipment	**100**	100	**25**	25	**25**	25	**25**	25	**25**	ER
Governance	Operational Vehicles/Equipment/Grounds Equipment/Assets	**815**	915	**4,250**	5,250	**250**	1,000	**250**	500	**500**	ER/CR
Maintaining Financial Sustainability	Barnards Way, Lowestoft	**0**	250	**3,000**	2,750	**0**	0	**0**	0	**0**	IB
Maintaining Financial Sustainability	Council Offices Leiston	**67**	67	**0**	0	**0**	0	**0**	0	**0**	ER
Enabling our Communities	Felixstowe Beach Shower	**10**	10	**0**	0	**0**	0	**0**	0	**0**	ER
Enabling our Communities	Memorial Wall Felixstowe	**45**	45	**0**	0	**0**	0	**0**	0	**0**	ER
Caring for our Environment	Woodbridge Model Boat Pond	**25**	25	**0**	0	**0**	0	**0**	0	**0**	ER
	Total Budgeted Expenditure	**13,901**	**13,455**	**32,205**	**37,805**	**30,505**	**34,463**	**22,305**	**22,755**	**1,255**	
	Financed By:-										
	Internal Funding:										
	Internal Borrowing	4,205	8,255	10,750	14,500	2,700	2,700	500	700	700	
	Capital Receipt	400	0	4,000	4,000	0	0	0	0	0	
	Reserve	5,190	2,231	1,055	2,305	305	1,955	305	555	555	
		9,795	10,486	15,805	20,805	3,005	4,655	805	1,255	1,255	
	External Funding:										
	Grants	1,416	1,427	6,000	6,000	6,000	6,000	0	0	0	
	Contributions	0	0	0	0	0	0	0	0	0	
	Borrowing	2,690	1,542	10,400	11,000	21,500	23,808	21,500	21,500	0	
		4,106	**2,969**	**16,400**	**17,000**	**27,500**	**29,808**	**21,500**	**21,500**	**0**	
	Total Budgeted Financing	**13,901**	**13,455**	**32,205**	**37,805**	**30,505**	**34,463**	**22,305**	**22,755**	**1,255**	

Project	Description
Bath Tap Chalets,	Structural works and refurbishment
Bawdsey Quay	Sewage system, clearance of car park and signage works
Brackenbury Beach Hut replacement Handrailing	Replacement safety railing along concrete terrace for beach huts.
Cemeteries	Provision for Cemetery improvements across the district
Cliff House Chalets	Upgrade of internal and external staircases
Cliff House, Felixstowe	Development of site
Clifflands car park,	Car Park surface replacement
East Point Pavilion	Redevelopment of the East Point Pavilion complex
Estates Management	A planned preventative maintenance list of works required on Council owned properties throughout the district
Felixstowe Beach Village	Construction and development of Felixstowe Beach Village

Felixstowe Ferry Car Park	Enhancement of site and sewage system
Felixstowe Garrison Lane Car Park	Enhancement of site
Felixstowe Lighting	Cyclical replacement of footway lighting
Felixstowe North - Garden Neighbourhood Regeneration Project (Leisure Centre)	Provision of new leisure centre site including purchase of site and access road
Felixstowe North - Garden Neighbourhood Regeneration Project (Infrastructure)	Infrastructure development to enable housing development
Felixstowe Seafront Gardens Handrailing	Installation of handrailing
Felixstowe South - Public Realm and Martello Tower	Development of South Seafront area and Martello Café Felixstowe
Felixstowe Sports Hub	ESC is working with key sports clubs in Felixstowe including, football, cricket, rugby and hockey in order to provide separate hubs in Felixstowe that each sport can develop and grow.
Fishing Hut Felixstowe	Rebuilding of fishing hut next to Felixstowe Pier that burnt down in 2019
Footway Lighting Works - Northern (cyclical	Cyclical replacement of footway lighting
Former Deben High School Felixstowe	Purchase and development of former school site
Leisure Centres South	Planned preventative maintenance works required to ensure the immediate running of the facility.
Leisure Centre Lowestoft (Roof)	Refurbishment of Leisure Centre roof to enhance the life of the asset and to protect against water ingress
Leisure Centre Pool Covers	Pool covers to increase energy efficiency and reduce loss of heat
Lowestoft Beach Hut - replacement Beach Huts	Installation of beach hut shelf and beach huts
Lowestoft Beach Hut Block 2 to 5	Replacement of beach hut wooden frontage
Lowestoft Beach Hut Block 2 to 5	Replacement of existing beach huts
Lowestoft Victoria Terrace	Works on Victoria Terrace Beach Huts structure
Lowestoft Boardwalk	Seafront boardwalk to enable pedestrian wheeled access to the beach
Lowestoft Car Park	Enhancement works to car park
Lowestoft Industrial Unit	Purchase of site for regeneration
Newcombe Road Lowestoft	Redevelopment of site to provide start up units
Northern Car Park Works	Planned preventative maintenance works
Orford Road Felixstowe Access Ramp	Replacement of disabled access ramp near new café site
Play Areas (District wide)	Upgrade and refurbishment of district wide play areas
Public Conveniences	Upgrade and refurbishment of district wide public conveniences
Railway Building - Lowestoft	Purchase and development of building contained within the Railway site
Ravine Bridge	Structural works and refurbishment works to part owned bridge
Rotterdam Road Roof	Replacement section of Rotterdam Road Depot Roof
Rushmere St Andrew Church	Refurbishment of closed church yard wall
Seafront Gardens Beach Hut Development	Development of Seafront Gardens site for new beach huts
Southwold Caravan Site redevelopment	Refurbishment of existing caravan site
Southwold Enterprise Hub	Capital investment
Southwold Harbour Improvements	Improvements to site
Southwold Harbour - Pump out station	Enhancement of pump out station
Southwold Harbour - Visitor Moorings	Visitor moorings enhancement

Southwold South Pier	Enhancement to the Pier Structure
St Marys Church Woodbridge - Wall	Refurbishment of closed church yard wall
Operational Grounds Equipment	Replacement lawn tractors/mowers
Operational	Purchase of Vehicles for operational use
Barnards Way, Lowestoft	8300m2 of undeveloped ESC land. Develop site for small industrial units including Service delivery of
Council Offices Leiston	Refurbishment to the fabric of the building to meet H&S requirement and to ensure asset remains
Felixstowe Beach Shower	Installation of outside beach shower
Memorial Wall Felixstowe	Development of new site for a memorial wall as an alternative option than benches. Plaques will be
Woodbridge Model Boat Pond	Refurbishment of model boat pond boundary posts and water treatment system
Wickham Market Churchyard Boundary Wall	Replacement of closed churchyard wall

Strategic Theme	PLANNING & COASTAL MANAGEMENT	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	2026/27 £000 Original Budget	Funding Type
Caring for our Environment	Coast Protection - Minor Capital Works	**200**	100	**200**	175	**200**	175	**200**	175	175	IB
Caring for our Environment	Corton & North Corton Hybrid Scheme	**200**	200	**7,000**	7,000	**7,000**	7,000	**0**	0	0	EG
Caring for our Environment	Lowestoft Flood Risk Management Project Phase 1 (Tidal Walls, Pluvial & Fluvial)	**6,000**	6,000	**4,000**	4,000	**0**	0	**0**	0	0	EG
Caring for our Environment	Lowestoft Flood Risk Management Project Phase 2 (Tidal Gate) *	**7,907**	7,907	**10,809**	10,809	**29,574**	29,574	**36,000**	36,000	85,710	EG
Caring for our Environment	Southwold Harbour Fender	**75**	75	**0**	0	**0**	0	**0**	0	0	IB/EG
Caring for our Environment	Southwold Harbour North Wall	**400**	815	**0**	0	**0**	0	**0**	0	0	ER/IB
Caring for our Environment	Thorpeness (Externally Funded)	**3,300**	3,300	**0**	0	**0**	0	**0**	0	0	EG
Caring for our Environment	Thorpeness Emergency Works	**115**	0	**0**	0	**0**	0	**0**	0	0	EC/EG
Caring for our Environment	Resilient Coasts Project	**0**	0	**7,310**	7,310	**0**	0	**0**	0	0	EG
Caring for our Environment	Pakefield Coastal Emergency works & Resilience project	**1,200**	1,200	**1,790**	1,790	**0**	0	**0**	0	0	ER/EG
	Total Budgeted Expenditure	**19,432**	**19,632**	**31,109**	**31,084**	**36,774**	**36,749**	**36,200**	**36,175**	**85,885**	
	Financed By:-										
	Internal Funding:										
	Internal Borrowing	200	700	200	175	200	175	200	175	175	
	Capital Receipt	0	0	0	0	0	0	0	0	0	
	Reserve	1,100	915	1,790	1,790	0	0	0	0	0	
		1,300	1,615	1,990	1,965	200	175	200	175	175	
	External Funding:										
	Grants	18,132	18,017	29,119	29,119	36,574	36,574	36,000	36,000	85,710	
	Contributions	0	0	0	0	0	0	0	0	0	
	Borrowing	0	0	0	0	0	0	0	0	0	
		18,132	**18,017**	**29,119**	**29,119**	**36,574**	**36,574**	**36,000**	**36,000**	**85,710**	
	Total Budgeted Financing	**19,432**	**19,632**	**31,109**	**31,084**	**36,774**	**36,749**	**36,200**	**36,175**	**85,885**	

*** Estimated budget includes inflationary and risk factors with external funding still to be secured**

Bawdsey East Lane SMP Review	Review of Coastal processes around East Lane and works required for retaining shingle around Holesley bay
Coast Protection - Minor Capital Works	The Coastal Management Team carries out a comprehensive programme of inspections which highlight when repair and maintenance works need to be carried out. This ensures that the defences are
Corton & North Corton Hybrid Scheme	This item is for ESC contribution to privately funded works to part remove and part rebuild in rock, defences to the north of Corton Village that were abandoned after failure in line with 2010 Shoreline
Lowestoft Flood Risk Management Project Phase 1 & 2	A major project to construct a permanent tidal wall which will be built around the harbour to protect Lowestoft from future tidal surges, with a tidal gate located near to the Bascule Bridge to prevent surge water entering Lake Lothing. Including the interim measure of temporary flood barriers
Slaughden Coast/Estuary SMP Policy review	Innovative scheme South of Aldeburgh likely to be delivered by a consortium of public and private partners to provide 20 years of resilience to the town and the Alde & Ore Estuary, offering scope for
Southwold Harbour Fender	Southwold Harbour fender remedial works following damage to the fender which was originally
Southwold Harbour North Wall Toe	Urgent works needed to the Southwold North seawall to ensure its stability and is not breached.

Thorpeness (Externally Funded)	Strengthen the soft bag defences installed here in 2010/12 that were damaged by unusually high erosion pressure in 2013.
Thorpeness Emergency Works	Installation of a 35-metre rock revetment to protect
Resillient Coast Projects	Flood and Coastal Resilience Innovation Programme funded by the Environment Agency
Pakefield Coastal Resilience project	New accelerated project due to rapid increase of coastal erosion.

Strategic Theme	GENERAL FUND - HOUSING IMPROVEMENT	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	2026/27 £000 Original Budget	Funding Type
Enabling our Communities	Disabled Facilities Grant	**1,000**	1,000	**1,000**	1,000	**1,000**	1,000	**1,500**	1,000	1,000	EG
	Total Budgeted Expenditure	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,500**	**1,000**	**1,000**	
	Financed By:-										
	Internal Funding:										
	Internal Borrowing	0	0	0	0	0	0	0	0	0	
	Capital Receipt	0	0	0	0	0	0	0	0	0	
	Reserve	0	0	0	0	0	0	0	0	0	
		0	0	0	0	0	0	0	0	0	
	External Funding:										
	Grants	1,000	1,000	1,000	1,000	1,000	1,000	1,500	1,000	1,000	
	Contributions	0	0	0	0	0	0	0	0	0	
	Borrowing	0	0	0	0	0	0	0	0	0	
		1,000	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,500**	**1,000**	**1,000**	
	Total Budgeted Financing	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,500**	**1,000**	**1,000**	

Project	Description
Disabled Facilities Grant	HIA Disabled Facilities Grant works

Strategic Theme	GENERAL FUND - LONG TERM DEBTORS	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	2026/27 £000 Original Budget	Funding Type
Maintaining Financial Sustainability	LATCO - Loan funding	**1,500**	1,900	**0**	5,000	**0**	0	**0**	0	0	IB
	Total Budgeted Expenditure	**1,500**	**1,900**	**0**	**5,000**	**0**	**0**	**0**	**0**	**0**	
	Financed By:-										
	Internal Funding:										
	Internal Borrowing	1,500	1,900	0	5,000	0	0	0	0	0	
	Capital Receipt	0	0	0	0	0	0	0	0	0	
	Reserve	0	0	0	0	0	0	0	0	0	
		1,500	**1,900**	**0**	**5,000**	**0**	**0**	**0**	**0**	**0**	
	External Funding:										
	Grants	0	0	0	0	0	0	0	0	0	
	Contributions	0	0	0	0	0	0	0	0	0	
	Borrowing	0	0	0	0	0	0	0	0	0	
		0	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	Total Budgeted Financing	**1,500**	**1,900**	**0**	**5,000**	**0**	**0**	**0**	**0**	**0**	

Project	Description
LATCO	Loan to the LATCO for investment purposes

	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	2026/27 £000 Original Budget	2022/23 to 2026/27 £000 Total Budget
Capital Programme total	**43,152**	**39,686**	**80,234**	**90,286**	**78,956**	**81,244**	**70,147**	**83,029**	**88,490**	**382,735**

Appendix C

2022/23 to 2026/27 - BUDGET INCREASES ABOVE £1M	Current Budget £000	Revised Budget £000	Variance £000	Funding Type
Towns Fund Historic Quarter	3,210	7,830	4,620	EG
UKSPF	1,029	3,198	2,169	EG
Port Health	556	2,063	1,507	ER
Newcombe Road	2,950	4,150	1,200	EB
LATCO	1,500	6,900	5,400	EB
Lowestoft Flood Risk Management Project Phase 2 (Tidal Gate)	84,290	170,000	85,710	EG
Totals	**93,535**	**194,141**	**100,606**	

Notes:

Towns Fund Historic Quarter increase in budget
UKSPF increase in budget reflect the amount of grant award
Port Health budget increase to cover PRS/Neoma projects
Newcombe Road Development increase in budget due to scope of work and maximising site
Additional treasury management loan for service requirements
Lowestoft Flood Risk Management Project Phase 2 (Tidal Gate) increase in budget due to tidal gate requirements with anticipated external funding to cover the increase

2022/23 to 2026/27 - BUDGET DECREASES ABOVE £100k	Current Budget £000	Revised Budget 2021-22 to 2025-26 £000	Variance £000	Funding Type
Coast Protection - Minor Capital Works budget reprofiled to Southold Toe Wall	800	625	-175	IB
Thorpness Emergency Works	115	0	-115	IB
Disabled Facilities Grant	4,500	4,000	-500	EG
Totals	**5,415**	**4,625**	**- 790**	

Appendix D

General Fund Capital Programme 2022/23 to 2026/27 New Projects

2022/23 to 2026/27 New Projects	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	2026/27 £000 Original Budget	Funding Type
Partnership Scheme in Conservation Areas (PSiCA).	**0**	0	**0**	100	**0**	100	**0**	100	100	EG
Leisure Centres - Pool Covers	**0**	120	**0**	0	**0**	0	**0**	0	0	ER
Lowestoft Victoria Terrace	**0**	0	**0**	150	**0**	0	**0**	0	0	IB
Lowestoft - car park enhacment (BCMC)	**0**	0	**0**	600	**0**	0	**0**	0	0	IB
Lowestoft Industrial Unit	**0**	750	**0**	0	**0**	0	**0**	0	0	IB
Rotterdam Road Roof	**0**	0	**0**	300	**0**	0	**0**	0	0	IB
Total Budgeted Expenditure	0	870	0	1,150	0	100	0	100	100	
Financed By:-										
Internal Funding:										
Internal Borrowing	0	750	0	1,050	0	0	0	0	0	
Capital Receipt	0	0	0	0	0	0	0	0	0	
Reserve	0	120	0	0	0	0	0	0	0	
	0	**870**	**0**	**1,050**	**0**	**0**	**0**	**0**	**0**	
External Funding:										
Grants	0	0	0	100	0	100	0	100	100	
Contributions	0	0	0	0	0	0	0	0	0	
Borrowing	0	0	0	0	0	0	0	0	0	
	0	**0**	**0**	**100**	**0**	**100**	**0**	**100**	**100**	
Total Budgeted Financing	**0**	**870**	**0**	**1,150**	**0**	**100**	**0**	**100**	**100**	

Appendix E

General Fund Capital Programme 2022/23 to 2026/27 Extract of Externally Funded Projects

2022/23 to 2026/27 EXTERNALLY FUNDED PROJECTS	Total Budget £000	External Funding £000	ESC Funding £000
Towns Fund - Cultural Quarter (Phase 1)	24,350	14,350	10,000
Towns Fund -Station Quarter (Former Post & Sorting Office)	3,335	2,335	1,000
Towns Fund - Historic Quarter	7,830	7,830	0
Towns Fund - Port Gateway Improvement Project	2,650	2,650	0
Towns Fund - Seafront Vision Delivery	1,270	1,270	0
UKSPF	3,198	3,198	0
Partnership Scheme in Conservation Areas (PSiCA).	400	400	0
LUF - Seafront (Phase 3 BH)	4,600	4,000	600
Former Post & Sorting Office - Façade refurbishment	186	186	0
Corton & North Corton Hybrid Scheme	14,200	14,200	0
Lowestoft Flood Risk Management Project Phase 1 (Tidal Walls, Pluvial & Fluvial)	10,000	10,000	0
Lowestoft Flood Risk Management Project Phase 2 (Tidal Gate)	170,000	170,000	0
Thorpeness Flood Defence	3,350	3,350	0
Resiliant Coast Project	7,310	7,310	0
Pakefield Coastal Resilience project	2,990	2,290	700
Disabled Facilities Grant	5,000	5,000	0
Totals	**260,669**	**248,369**	**12,300**

Appendix F

HRA Capital Programme 2022/23 to 2026/27 Summary

SUMMARY -HRA CAPITAL PROGRAMME	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Revised Budget	2024/25 £000 Revised Budget	2025/26 £000 Revised Budget	2026/27 £000 Revised Budget	Total
Capital Expenditure							
Housing Repairs	6,640	2,109	9,905	3,040	3,040	3,040	21,134
Housing Project Development	3,875	3,212	8,107	4,350	2,650	2,650	20,969
New Build Programme	14,128	1,318	15,929	9,282	7,000	7,000	40,529
Total Capital Expenditure	**24,643**	**6,639**	**33,941**	**16,672**	**12,690**	**12,690**	**82,632**
Financed By:-							
HRA DRF	5,863	1,186	3,521	2,137	1,800	3,700	12,344
Capital Receipt	0	0	10,552	5,863	2,910	7,190	26,515
Contributions	0	0	295	0	0	0	295
Grants	1,248	0	1,148	550	1,000	0	2,698
Reserves	17,532	5,453	18,425	8,122	6,980	1,800	40,780
Total Financing	**24,643**	**6,639**	**33,941**	**16,672**	**12,690**	**12,690**	**82,632**

Appendix G

HRA Capital Programme 2022/23 to 2026/27

HOUSING REPAIRS	2022/23 £000 Original	2022/23 £000 Revised	2023/24 £000 Revised	2024/25 £000 Revised	2025/26 £000 Revised	2026/27 £000 Revised
Bathrooms	100	200	200	200	200	200
Central Heating/Boilers	500	350	500	500	500	500
Demolition - Garages	0	160	100	50	50	50
Disabled Works	180	180	180	180	180	180
Door entry system & doors - Park Rd & The Hemplands	0	0	100	0	0	0
Energy Efficiencies Work	200	100	500	500	500	500
Environmental Works	10	1	10	10	10	10
External Doors	20	10	20	20	20	20
Heat Metering	100	0	0	0	0	0
Housing Repair Vans	550	0	500	210	210	210
Kitchens - Programmed & Responsive	650	410	650	650	650	650
Re-Roofing	450	250	450	450	450	450
Rewiring	250	300	250	250	250	250
St Peters Court - Replacement Doors	0	0	276	0	0	0
St Peters Court - Fire Risk Assessment	50	0	378	0	0	0
St Peters Court - Internal Dec's	200	0	52	0	0	0
St Peters Court - Lift	300	0	600	0	0	0
St Peters Court - Open Reach	60	0	0	0	0	0
St Peters Court - Remove Cladding & Change windows	3,000	140	4,846	0	0	0
St Peters Court - Shed area	0	0	50	0	0	0
St Peters Court - Sprinkler System	0	0	223	0	0	0
Windows	20	8	20	20	20	20
Total Budgeted Expenditure	**6,640**	**2,109**	**9,905**	**3,040**	**3,040**	**3,040**
Financed By :-						
Housing Capital Reciept	0	0	660	210	210	210
Housing Revenue Account	0	0	0	0	0	0
Housing Revenue Account Reserves	6,640	2,109	9,245	2,830	2,830	2,830
	6,640	**2,109**	**9,905**	**3,040**	**3,040**	**3,040**

Project	Description
Bathrooms	Replacement and improvements to bathrooms and layouts to the housing stock.
Central Heating/Boilers	A rolling programme has been established which provides replacement heating appliances, boilers
Demolition - Garage	Demolition of garages and construction of parking area
Disabled Works	These works provide disabled adaptations to the Council's housing stock to improve the living
Door Entry System - Park Road & The Hemplands	New door entry system
Energy Efficiency Works	Energy improvement works to properties, examples could be electrical improvements to blocks of
Environmental Works	Works controlled by tenants for environmental improvements, examples could be additional
External Doors	A rolling programme provides replacement doors to the housing stock.
Heat Metering	Works to be compliant with the Heat metering network regulations. Every communal system
Housing Repair Vans	Cyclical renewal of Housing vans
Kitchens - Programmed & Responsive	Replacement and improvements to kitchens and layouts to the housing stock.
Re-Roofing	A rolling programme provides replacement roofs to the housing stock.
Rewiring	Rewiring to the housing stock.
St Peters Court - Replacement Doors	Replacement door programme
St Peters Court - Fire Assessment	Fire Assessment of the St Peters Court tower block
St Peters Court - Internal Dec's	Repair and renew internal services including redocration
St Peters Court - Lift	Replacement of St Peters Court Lift
St Peters Court - Openreach	Removal of old telecommunications wiring (H&S)
St Peters Court - Remove Cladding & Change	Removal of cladding and replacement of windows
St Peters Court - Shed area	Enhancement of shed area
St Peters Court - Sprinkler System	Installation of sprinkler system
Windows	A rolling programme provides replacement windows to the housing stock.

HOUSING PROJECT DEVELOPMENT	2022/23 £000 Original	2022/23 £000 Revised	2023/24 £000 Revised	2024/25 £000 Revised	2025/26 £000 Revised	2026/27 £000 Revised
Projects						
New accommodation Project	0	0	2,500	0	0	0
Consultancy Compliance requirements	400	2,000	600	0	0	0
Avenue Mansions	0	0	0	1,000	0	0
Redevelopment Programme						
Reconversions	260	260	150	150	150	150
Retrofitting	1,800	0	2,400	2,700	1,000	1,000
Expenditure on Housing Acquisitions	500	750	100	500	500	500
Expenditure on Housing Redevelopment	915	202	3,357	0	1,000	1,000
Total Budgeted Expenditure	**3,875**	**3,212**	**9,107**	**4,350**	**2,650**	**2,650**
Financed By :-						
Housing Capital Reciept	0	417	1,936	450	200	200
Housing Revenue Account	1,049	535	1,365	300	300	300
Housing Revenue Account Reserves	2,766	2,260	5,806	3,600	2,150	2,150
External Funding	60	0	0	0	0	0
	3,875	**3,212**	**9,107**	**4,350**	**2,650**	**2,650**

Project	Description
New Office Accommodation	Provision for alternative depot office accommodation.
Consultancy Compliance requirements	Repairs & Maintenance Projects to be identified

NEW BUILD PROGRAMME	2022/23 £000 Original	2022/23 £000 Revised	2023/24 £000 Revised	2024/25 £000 Revised	2025/26 £000 Revised	2026/27 £000 Revised
New Builds	14,128	1,318	15,929	9,282	7,000	7,000
Total Budgeted Expenditure	**14,128**	**1,318**	**15,929**	**9,282**	**7,000**	**7,000**
Financed By :-						
Housing Capital Reciept	0	433	7,957	0	4,500	3,600
Housing External Grant	0	0	1,148	0	1,000	0
Housing Revenue Account	4,814	651	3,155	2,087	1,500	3,400
Housing Revenue Account Reserves	8,126	234	3,374	6,895	0	0
External Funding	1,188	0	295	300	0	0
	14,128	**1,318**	**15,929**	**9,282**	**7,000**	**7,000**

Project	Description
New Builds	Provision of new housing

Programme Total	**24,643**	**6,639**	**34,941**	**15,672**	**12,690**	**12,690**