



**MINUTES of
FINANCE AND CORPORATE SERVICES COMMITTEE
29 JANUARY 2019**

PRESENT

Vice-Chairman (in the chair)	Councillor I E Dobson
Councillors	Mrs B F Acevedo, A S Fluker, B E Harker, M S Heard and Rev. A E J Shrimpton
Ex-Officio Non- Voting Member	Councillor(s) B S Beale MBE and Mrs M E Thompson
Substitute Councillor(s)	Councillor R G Boyce MBE

781. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of notices published on the back of the agenda.

782. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

An apology for absence was received from Councillor D M Sismey. In accordance with notice duly given Councillor R G Boyce was attending as a substitute for Councillor Sismey.

783. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 27 November 2018 be approved and confirmed.

784. DISCLOSURE OF INTEREST

There were none.

785. PUBLIC PARTICIPATION

No requests had been received.

786. CORPORATE HEALTH AND SAFETY

The Committee received the report of the Director of Resources detailing Corporate Health and Safety activity for Quarter Three (1 October to 31 December 2018). A summary by Directorate and a description of the reported incidents and near misses were set out in the report.

Appendix 1 to the report provided details of progress with the Health and Safety Action Plan for 2018 / 19.

It was noted that there had been seven reported accidents, five incidents of unacceptable behaviour and follow up action was detailed in the report. The report detailed a number of roles with Health and Safety responsibilities where there were vacancies following staff leaving the organisation and Members were advised that nominated replacements for these roles would be sought and training provided as appropriate.

In response to a question, the Director of Resources agreed to check if there was an alarm bell or other form of alert used by the Council's Customer Service Advisors on the reception desk to attract colleague's attention, if required and ensure the system was tested.

RESOLVED

- (i) That the accident and incident statistics for the quarter be noted;
- (ii) That progress with the Health and Safety Action Plan be noted
- (iii) That that action required to replace staff with health and safety representatives as they the organisation be noted.

787. SUPPLEMENTARY ESTIMATES, VIREMENTS AND USE OF RESERVES: 31 OCTOBER - 31 DECEMBER 2018

The Committee considered the report of the Director of Resources reporting:

- virements and supplementary estimates agreed under delegated powers;
- procurement exemptions that had been granted in the period;
- on the use of the Repairs and Maintenance reserve during the year.

It was reported that there were no Virements or Supplementary Estimates to be reported for this period.

Members noted that there had been one procurement exemption granted to continue with the current banking arrangements and the report provided further detail in respect of this exemption.

A number of requests for funding from the Repairs and Renewals reserve had been approved and the details of these were set out in the report.

Councillor Mrs M E Thompson joined the meeting during this item of business.

In response to a question regarding the use of reserves being looked at collectively or as individual amounts, the Director of Resources reminded Members of the policy regarding supplementary estimates and explained that this did not apply to the use of reserves. It was noted that the Council had very clear procurement guidance which did not allow the segregation of things to bypass rules and regulations. In respect of the use of reserves and the five items reported these were separate incidents which required repairs, had happened at different points in the year and would not be combined together.

RESOLVED that the contents of the report be noted.

788. CAPITAL AND INVESTMENT STRATEGIES FOR 2019 / 20

The Committee considered the report of the Director of Resources seeking Members' approval of an annual Capital Strategy (attached as Appendix 1 to the report) and Investment Strategy (attached as Appendix 2 to the report) for 2019 / 20.

It was reported that the Capital Strategy had been prepared considering the future plans of the Council, ensuring that they were affordable and prudent. The Annual Investment Strategy had been updated in line with statutory requirements and good practice, having regard to the Council's financial position, links to wider strategies, plans and aims and the advice of the Council's external treasury advisor. There were no changes to the Council's treasury management practices or processes, as previously reported to the Committee.

In response to questions, the Director of Resources provided the following clarifications:

- Loan repayments referred to loans where the Council had borrowed monies;
- The Council had no housing stock, but as part of the transfer of housing stock there was a small amount of money the Council received from the Housing Association dealing with the property.

It was noted that in Appendix 1 under 'Investment for Services Purposes' there was a minor typographical error which would be corrected.

RECOMMENDED

- (i) that the Capital Strategy for 2019 / 20 attached as **APPENDIX 1** to these Minutes be approved;
- (ii) that the Investment Strategy for 2109 / 20 attached as **APPENDIX 2** to these Minutes be approved.

789. MEMBERS' ALLOWANCES - INDEPENDENT MEMBERS REMUNERATION PANEL UPDATE

The Committee considered the report of the Independent Members Remuneration Panel (IMRP) seeking Members' consideration of its recommendations following meetings held in November 2018.

It was reported that the IMRP had met three times in November 2018 to consider the introduction of a Members' Mileage and Expenses Policy along with the level of allowance currently paid as a Special Responsibility Allowance to Area Planning Committee Chairman. The recommendations of the IMRP to introduce a Members' Mileage and Expenses Policy and a reduction to the allowance current paid to Area Planning Committee Chairman were set out in Appendix A to the report and the Minutes of its first meeting at Appendix B.

Councillor A S Fluker declared in the interest of openness and transparency an interest in this item of business.

Councillor Fluker proposed that an additional recommendation be added to recommend that Members could not spend more than the allowance currently offered to Officers as a form of subsistence. This proposal was duly seconded.

In response to a number of questions the following information was provided by the Director of Resources:

- guidance was issued to all new Members of the Council and the rules in respect of mileage claiming were clearly set out on the mileage claim forms.
- Mileage was not allowed to be claimed for attendance at Party Conferences;
- Reference within Appendix A to a single Area Planning Committee was observations of the IMRP and not the Council. No amendment could therefore be made to this document, it was however noted that the Council had previously considered the introduction of a single Area Planning Committee and agreed not to revisit this matter for a number of years.
- Officers would look into alternative means of Members signing in and out when attending the Council Offices.
- A new app was currently being tested which sat on top of the Sage finance system and would allow a user to make mileage and expenses claims via a mobile phone, including attaching a photograph of a receipt.

Councillor Fluker clarified his earlier proposition that the new Members' Mileage and Expenses Policy should reflect the policy currently applicable to Officers. This was duly agreed.

RECOMMENDED

- (i) That a Members' Mileage and Expenses Policy be introduced reflecting the policy currently applicable to Officers;
- (ii) That the allowance currently paid to Area Planning Committee Chairmen be reduced to 50% of the existing rate.

790. 2018 / 19 - 2021 / 22 CAPITAL PROGRAMME

The Committee considered the report of the Director of Resources presenting year to date spend information on the 2018 / 19 Capital Programme (Appendix A to the report) and the proposed Capital Programme for 2019 / 20.

It was noted that two projects from 2018 / 19 were being carried forward into 2019 / 20 and the remainder of the 2018 / 19 Capital Programme was envisaged to be completed by 31 March 2019.

The Finance Manager reported that there had not been any change to the proposed 2019 / 20 Capital Projects considered by this Committee at its last meeting and approved by the Council on 20 December 2018 for taking forward in the budget process.

In response to questions the Director of Resources provided the following information:

- The purchase of bins related to bins for new housing development which were now built into Section 106 Agreements and recharged for all significant developments.
- Expenditure detailed related to the end of Quarter Three.
- Officers would confirm if there had been any further spend in respect of the Maldon Cemetery Chapel.
- Current Polling booths had been reviewed and where possible repaired. However some did require replacement.

Councillor B E Harker declared an interest in this item of business as he was the Chairman and Treasurer of the Friends of Heybridge Cemetery.

RESOLVED that the contents of the Quarter Three 2018 / 19 Capital Outturn Table be noted.

791. DISCRETIONARY FEES AND CHARGES 2019 / 20

The Committee considered the report of the Director of Resources, seeking Members' consideration of the proposed Fees and Charges for 2019 / 20 (set out in Appendix A to the report).

It was noted that the proposed fees and charges for 2019 / 20 had been based on the policy decisions recently updated and agreed by this Committee at its last meeting. The report detailed the budgets for income generated from fees and charges and highlighted two main changes:

- **Building Control fees** – These fees are the subject of a separate review which will be reported to the Committee once completed.
- **Clinical Waste** – As of 31 January 2019 the NHS was withdrawing its service for the collection of clinical waste. The free collection has been re-introduced into the budget but officers were carrying out further work in respect of other options available. It was noted that additional measures were being put in place to ensure use of the free service had been agreed with a GP.

In response to a question regarding animal licensing, the Director of Resources reported that new licensing legislation required the Council to licence all dog sitters and kennels. It was not known at this stage what the costs would be but indicative costs were being sought.

RECOMMENDED

- (i) That the detailed Fees and Charges for 2019 / 20 as set out in **APPENDIX 3** to these Minutes, be agreed;
- (ii) That the revision to the fees and charges policies shown in **APPENDIX 4** to these Minutes, be agreed.

792. REVISED 2018 / 19 ESTIMATES, ORIGINAL 2019 / 20 BUDGET ESTIMATES AND COUNCIL TAX 2019 / 20

The Committee considered the report of the Director of Resources presenting:

- for noting, the Provisional Local Government Finance Settlement announced by the Government on 13 December 2018;
- the revised 2018 / 19 and original 2019 / 20 General Fund Revenue Budget estimate;
- the proposed council tax increase for 2019 / 20
- the policy for the use of Reserves.

The report and associated appendices to the report outlined the following:

- the latest information on the provisional Local Government finance settlement 2019 / 20;
- revised General Fund revenue budget estimates 2018 / 19;
- General Fund revenue budget estimates 2019 / 20;
- budget growth, savings and income generation in 2019 / 20;
- Essex Region business rates pool to which no changes to the Pool membership had been notified;
- an update on interest on investments;
- the Council Tax requirement for 2019 / 20;
- General Fund balance and revenue reserves;
- risks to the Council's financial position.

Provisional Local Government Finance Settlement 2019 / 20

The Director of Resources reported that she had received written communication which confirmed that the Local Government Finance Settlement for 2019 / 20 had been finalised and settlement funding was £1.508.

It was noted that this was the last year of the current spending review settlement and therefore 2020 would see a new way of funding. There were currently consultations out regarding this and the Director of Resources would be arranging a Member briefing and workshop around this.

Council Tax

The Director of Resources highlighted the significant precept rises from Essex Police and Essex County Council. At the request of Members Officers had modelled the budget to try and stay within the line of the Consumer Price Index (CPI) which up to the end of December 2018 was 2.4%. The budget presented included a proposed Council Tax increase of 2.3%.

Councillor A S Fluker thanked the Section 151 Officer and her team for the enormous amount of work that had gone into the budget and engaging with him with regards to the Council Tax. He referred to the need to protect tax.

Councillor Fluker proposed that the recommendations as set out in the report, including an increase council tax by £4.43 (2.3%). This proposal was duly seconded. It was noted that recommendation (ii)d should read “to retain...”.

In response to a question regarding paying off the pension gap, the Director of Resources advised that this had to be paid every four years and monies were being put aside this year for this.

RESOLVED

- (i) That the main details of the Provisional Local Government Finance Settlement 2019 / 20 as set out below and in section 3.4 of the report:

	2015 / 16 Adjusted	2016 / 17	2017 / 18	2018 / 19	2019 / 20
	£m	£m	£m	£m	£m
Settlement Funding Assessment – Maldon	2.447	1.964	1.601	1.474	1.508
Annual % Change		-19.7%	-18.5%	-7.9%	-2.3%
Cumulative % Change		-19.79%	-34.6%	-39.8%	-38.4%

RECOMMENDED

- (ii) that the following be approved:
- (a) the Summary Revised 2018 / 19 and Original 2019 / 20 General Fund Revenue Budget Estimates (**APPENDICES 5, 6 and 7** to these Minutes)
 - (b) an average Band D council tax of £197.40 (excluding parish precepts) (2.3% increase) for 2019 / 20 (**APPENDIX 5** to these Minutes);
 - (c) policies on the designated use of financial reserves (**APPENDIX 8** to these Minutes);
 - (d) to retain the minimum general fund working balance at £2,600,000 for 2019 / 20.
- (iii) that the Council gives due regard to the Director of Resources statement on the robustness of budgets and adequacy of reserves in **APPENDIX 7**.

793. REGULATION OF INVESTIGATORY POWERS ACT (RIPA) POLICY AND GUIDANCE ON THE USE OF COVERT SURVEILLANCE

The Committee considered the report of the Director of Resources seeing Members' approval of a revised Regulation of Investigatory Powers Act (RIPA) Policy and Guidance on the use of covert surveillance (attached as Appendix 1 to the report).

The report set out the Council's requirement under RIPA and it was noted that the Council's current Code of Practice on Covert Surveillance had been updated to reflect the new corporate structure and requirements of the Regulation of Investigatory Powers Act 2000 as amended by the Protection of Freedoms Act 2012 and guidance.

Members noted that a change was required to the Appendix to amend reference to the Director of Planning and Regulatory Services to Director of Strategy, Performance and Governance. This would need further amendment when the area of Planning moved across to the Director of Service Delivery.

In response to a question, Members were informed that the Council had not undertaken surveillance to assist in the detection of crime and the prevention of fraud and all staff received regular training on RIPA.

RECOMMENDED that subject to amendment, the revised Code of Practice on Covert Surveillance, attached as **APPENDIX 9** to these Minutes be approved.

There being no further items of business the Chairman closed the meeting at 8.10 pm.

I E DOBSON
CHAIRMAN

Capital Strategy Report 2019 / 20

Introduction

This capital strategy is a new report for 2019 / 20, giving a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It has been written in an accessible style to enhance members' understanding of these sometimes technical areas.

Capital Expenditure and Financing

Capital expenditure is where the Council spends money on assets, such as property or vehicles, that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10,000 are not capitalised and are charged to revenue in year.

In 2019 / 20, the Council is planning capital expenditure of £618,000, with a potential additional £6.2m for commercial projects as summarised below:

Table 1: Prudential Indicator: Estimates of Capital Expenditure in £ 000s

	2017/18 actual £000	2018/19 forecast £000	2019 / 20 budget £000	2020/21 budget £000	2021/22 budget £000
General Fund services	1,021	1,771	618	487	477
Proposed Commercial Projects	-	-	6,283	-	-
TOTAL	1,021	1,789	6,901	487	477

The main General Fund capital projects include the replacement of equipment and vehicles in the Parks Team, which totals £118,200.

Governance: Service managers bid annually in September to include projects in the Council's capital programme. Bids are collated by the finance team who calculate the financing cost (which can be nil if the project is fully externally financed). The Corporate Leadership Team (CLT) and the relevant service committees appraise all bids based on a comparison of service priorities against financing costs and makes recommendations to Finance and Corporate Services. The final capital programme is then presented to Council in February each year.

- For full details of the Council's proposed capital programme for 2019 / 20, including the project appraisals undertaken, see the Finance and Corporate Services Minutes for 24 November 2018.

Projects that generate savings or income may be progressed in year subject to a valid Business Case and Committee Approval.

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, leasing and Private Finance Initiative). The planned financing of the above expenditure is as follows:

Table 2: Capital financing in £ 000's

	2017 / 18 actual £000s	2018 / 19 forecast £000s	2019 / 20 budget £000s	2020 / 21 budget £000s	2021 / 22 budget £000s
External sources	449	420	420	420	420
Own resources	572	1,369	198	67	57
Debt	-	-	6,283	-	-
TOTAL	1,021	1,789	6,901	487	477

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. Planned MRP and use of capital receipts are as follows:

Table 3: Replacement of debt finance in £ 000's

	2017 / 18 actual £000's	2018 / 19 forecast £000's	2019 / 20 budget £000's	2020 / 21 budget £000's	2021 / 22 budget £000's	2022 / 23 Budget £000's
Own resources	-	-	-	126	126	126

- The Council's full minimum revenue provision statement is available here in the reports for Finance and Corporate Service Committee in January 2019.
- The figures above will not be included into the Medium Term Financial Statement until the projects have been fully approved.

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 and capital receipts used to replace debt. The CFR is expected to increase by £6.3m during 2019 / 20. Based on the above figures for expenditure and financing, the Council's estimated CFR is as follows:

Table 4: Prudential Indicator: Estimates of Capital Financing Requirement in £000's

	31.3.2018 actual £000's	31.3.2019 forecast £000's	31.3.2020 budget £000's	31.3.2021 budget £000's	31.3.2022 budget £000's
General Fund services	1,109	850	6,874	6,489	6,104
TOTAL CFR	1,109	850	6,874	6,489	6,104

- The in year movement above does not total Table 2 less Table 3 due to MRP relating to embedded finance leases that are not true capital debt repayments.

Asset management: To ensure that capital assets continue to be of long-term use, the Council is developing the 2019 / 20 asset management strategy.

Asset disposals: When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. The Council is currently also permitted to spend capital receipts on service transformation projects until 2021 / 22. Repayments of capital grants, loans and investments also generate capital receipts. The Council could potentially receive £4m of capital receipts in the coming financial year as follows:

Table 5: Capital receipts in £ 000's

	2017 / 18 actual £000's	2018 / 19 forecast £000's	2019 / 20 budget £000's	2020 / 21 budget £000's	2021 / 22 budget £000's
Asset sales	-	-	-	4,000	-
Loans repaid	-	-	-	-	-
TOTAL	-	-	-	4,000	-

- The Assets sales relate to potential income from the sale of the Council offices if this project is taken forwards, however this is still at planning stage.
- The Council may also receive Capital receipts from Right to Buys of Council Houses, however it is not possible to estimate how much may be received in any one year.

Treasury Management

Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Council's spending needs, while managing the risks involved. Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. The Council is typically cash rich in the short-term as revenue income is received before it is spent, but cash poor in the long-term as capital expenditure is incurred before being financed. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing.

Due to decisions taken in the past, the Council currently has £0m borrowing and £22m treasury investments at an average rate of 1.6%.

Borrowing strategy: The Council is currently debt free, however as there is a future intention to borrow to fund projects, then the main objectives when borrowing will be to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives are often conflicting, and the Council therefore seeks to strike a balance between cheap short-term loans (currently available at around 0.75%) and long-term fixed rate loans where the future cost is known but higher (currently 2.0 to 3.0%).

Projected levels of the Council's total outstanding debt (which comprises borrowing, PFI liabilities and leases) are shown below, compared with the capital financing requirement (see above).

Table 6: Prudential Indicator: Gross Debt and the Capital Financing Requirement in £000's

	31.3.2018 actual £000's	31.3.2019 forecast £000's	31.3.2020 budget £000's	31.3.2021 budget £000's	31.3.2022 budget £000's
Debt	-	-	6,283	6,157	6,031
Capital Financing Requirement	1,109	850	6,874	6,489	6,104

Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 6, the Council expects to comply with this in the medium term.

Liability benchmark: To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes that cash and investment balances are kept to a minimum level of £10m at each year-end. This benchmark is currently -£2.8 and is forecast to rise to £8.6m over the next three years.

Table 7: Borrowing and the Liability Benchmark in £000's

	31.3.2018 actual £000's	31.3.2019 forecast £000's	31.3.2020 budget £000's	31.3.2021 budget £000's	31.3.2022 budget £000's
Outstanding borrowing	-	-	6,300	6,174	6,048
Liability benchmark	(2,800)	800	7,200	8,500	8,600

The table shows that the Council expects to remain borrowed below its liability benchmark.

Affordable borrowing limit: The Council is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year and to keep it under review. In line with statutory guidance, a lower "operational boundary" is also set as a warning level should debt approach the limit.

Table 7: Prudential Indicators: Authorised limit and operational boundary for external debt in £m

	2018 / 19 limit	2019 / 20 limit	2020 / 21 limit	2021 / 22 limit
Authorised limit - borrowing	10	16.5	16.5	16.5
Operational boundary - borrowing	7	7	7	7

- Further details on borrowing are on page 4 of the treasury management strategy

Investment strategy: Treasury investments arise from receiving cash before it is paid out again. Investments made for service reasons or for pure financial gain are not generally considered to be part of treasury management.

The Council's policy on treasury investments is to maximise investment return where satisfactory results of due diligence are found and risk mitigated, although security and liquidity are still considerations. Cash that is likely to be spent in the near term is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. Money that will be held for longer terms is invested more widely, including in bonds, shares

and property, to balance the risk of loss against the risk of receiving returns below inflation. Both near-term and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which particular investments to buy and the Council may request its money back at short notice.

Table 8: Treasury management investments in £000's

	31.3.2018 actual £000's	31.3.2019 forecast £000's	31.3.2020 budget £000's	31.3.2021 budget £000's	31.3.2022 budget £000's
Near-term investments	6,500	5,000	5,000	5,000	5,000
Longer-term investments	4,888	5,000	5,000	5,000	5,000
TOTAL	11,388	10,000	10,000	10,000	10,000

- Further details on treasury investments can be found on page 5 of the treasury management strategy

Governance: Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Director of Resources and staff, who must act in line with the treasury management strategy approved by Council. Half yearly reports on treasury management activity are presented to Overview & Scrutiny Committee. The audit committee is responsible for scrutinising treasury management decisions.

Investments for Service Purposes

The Council does not make investments to assist local public services.

Commercial Activities

The Council currently do not have any commercial activities, however with the continuing pressures on external funding, and the implementation of the future model, consideration is being given to potential projects, which, when evaluated, will follow the governance for approval outlined on page 1 of this strategy. The potential requirement for borrowing has been considered in the relevant indicators within this strategy, and the investment and treasury strategies.

Liabilities

The Council is committed to making future payments to cover its pension fund deficit (valued at £26.5 m). It has also set aside £0.75 m to cover risks of Business Rates and Planning appeals.

Governance: Decisions on incurring new discretionary liabilities are taken by managers in consultation with the Director of Resources. The risk of liabilities crystallising and requiring payment is monitored by departments in conjunction with the finance team and are reported to committee/management as appropriate.

Revenue Budget Implications

Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net

annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

Table 9: Prudential Indicator: Proportion of financing costs to net revenue stream

	2017 / 18 actual	2018 / 19 forecast	2019 / 20 budget	2020 / 21 budget	2021 / 22 budget
Financing costs (£m)	-	-	-	-	-
Proportion of net revenue stream	%	%	%	%	%

- The borrowing referred to in this strategy relates to proposals that are still in planning stages, therefore these haven't been included in the table above due to wider implications of potential new revenue streams that would impact on the revenue stream. This table will be updated once there is more detail on the proposed projects.

Sustainability: Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend for the duration of any borrowing arrangements. The Director of Resources is satisfied that the proposed capital programme is prudent, affordable and sustainable because for the main General Fund programme, there are existing reserves to fund the expenditure. For new Commercial projects, borrowing costs have been included within the financial models to then assess overall project viability. Projects will only be progressed where they prove to generate savings or an income stream to the Authority, and the Business Case will assess the risks and mitigations of the projects.

Knowledge and Skills

The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Director of Resources is a qualified accountant with over 10 years' experience. The Council pays for junior staff to study towards relevant professional qualifications including Association of Chartered Certified Accountants (ACCA).

Where Council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. The Council currently employs Arlingclose Limited as treasury management advisors and the Valuation Office as property advisors. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

- The Council's Treasury Management policy on the use of external advisers is available on request from the Council Offices.

Investment Strategy Report 2019 / 20

Introduction

The Council invests its money for two main reasons:-

- because it has surplus cash as a result of its day-to-day activities, for example when income is received in advance of expenditure (known as **treasury management investments**).
- to earn investment income (known as **commercial investments** where this is the main purpose).

This investment strategy is a new report for 2019 / 20, meeting the requirements of statutory guidance issued by the government in January 2018.

Treasury Management Investments

The Council typically receives its income in cash (e.g. from taxes and grants) before it pays for its expenditure in cash (e.g. through payroll and invoices). It also holds reserves for future expenditure and collects local taxes on behalf of other local authorities and central government. These activities, plus the timing of borrowing decisions, lead to a cash surplus which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy. The balance of treasury management investments is expected to fluctuate between £12m and £20m during the 2019 / 20 financial year.

Contribution: The contribution that these investments make to the objectives of the Council is to support effective treasury management activities.

Further details: Full details of the Council's policies and its plan for 2019 / 20 for treasury management investments are covered in a separate document, the treasury management strategy.

Capacity, Skills and Culture

Elected members and statutory officers: The team involved in investment decision making have a number of years experience in treasury management. They attend sessions run by our treasury management advisors in relation to investments and treatment. The Treasury Management advisors are consulted on potential changes to portfolio. Members are also provided with treasury management training, the frequency is dependent on requirements and changes.

Commercial deals: The Finance Manager and Section 151 officers are involved in projects with a financial impact and therefore communicate with those negotiating commercial deals the principles of the prudential framework and regulatory regime.

Corporate governance: The annual strategies are reviewed by the Overview and Scrutiny Committees before presented to the Finance and Corporate Services Committee and the Council for approval.

Investment Indicators

The Authority has set the following quantitative indicators to allow elected members and the public to assess the Authority's total risk exposure as a result of its investment decisions.

Total risk exposure: The first indicator shows the Authority's total exposure to potential investment losses. This includes amounts the Authority is contractually committed to lend but have yet to be drawn down and guarantees the Authority has issued over third party loans.

Table 5: Total investment exposure in £millions

Total investment exposure	31.03.2018 Actual	31.03.2019 Forecast	31.03.2020 Forecast
Treasury management investments	11,436	12,805	10,351
TOTAL INVESTMENTS	11,436	12,805	10,351
TOTAL EXPOSURE	11,436	12,805	10,351

How investments are funded: The Council's investments are funded by usable reserves and income received in advance of expenditure.

Rate of return received: This indicator shows the investment income received less the associated costs, including the cost of borrowing where appropriate, as a proportion of the sum initially invested. Note that due to the complex local government accounting framework, not all recorded gains and losses affect the revenue account in the year they are incurred.

Table 7: Investment rate of return (net of all costs)

Investments net rate of return	2017/18 Actual	2018/19 Forecast	2019 / 20 Forecast
Treasury management investments	1.4%	1.6%	1.6%
ALL INVESTMENTS	1.4%	1.6%	1.6%

There are not currently any other investment indicators, however as the Authority moves towards more commercial service provision, then suitable indicators will be adopted. The Capital Strategy details £6.28m of expenditure intended for Commercial projects in 2019 / 20.

APPENDIX 3

PLANNING AND ENVIRONMENTAL SERVICES	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
ENVIRONMENTAL HEALTH					
ENVIRONMENTAL PROTECTION					
Anti Social Behaviour Act 2003					
Fixed Penalty for Graffiti and Fly Posting S43	No	80.00	-	80.00	80.00
Clean Neighbourhoods and Environment Act 2005					
Fixed Penalty for failure to nominate key holder (within an alarm notification area) or failure to notify local authority in writing of nominated key holders details	No	80.00	-	80.00	80.00
Fixed Penalty for offences under dog control orders S59(2)	No	80.00	-	80.00	80.00
Environmental Protection Act 1990					
Copy of contaminated land register entry per A4 sheet	Yes	0.08	0.02	0.10	0.10
Copy of the contaminated land strategy: bound paper copy	No	43.00	-	43.00	43.00
emailed copy		Free			
Copy of radioactive substances notification per A4 sheet	Yes	0.08	0.02	0.10	0.10
Copy of radioactive substances register : bound paper copy	No	43.00	-	43.00	43.00
emailed copy		Free			
per A4 sheet	Yes	0.08	0.02	0.10	0.10
Copy of other EPA statutory register entries (per A4 sheet)	Yes	0.08	0.02	0.10	0.10
downloaded from website		Free			
Environmental searches / professional reports (per enquiry)	Yes	95.00	19.00	114.00	114.00
Charge for Housing Act Enforcement (per hour)	No	48.00	-	48.00	48.00
Licensing of houses in multiple occupation: standard fee for 5 room house	No	696.00	-	696.00	696.00
charge per each additional room	No	36.00	-	36.00	36.00
Request for housing inspection for immigration purposes	No	168.00	-	168.00	168.00
Fixed Penalty for Litter S88 (1)	No	82.00	-	82.00	82.00
Fixed Penalty for offences in relation to waste receptacles S47ZA(2)	No	62.00	-	62.00	62.00
Fixed Penalty for breach of street litter control notices and clearing notices S94A(2)	No	113.00	-	113.00	113.00
Fixed Penalty for unauthorised distribution of literature on designated land S3A para.7(2)	No	82.00	-	82.00	82.00
Noise Act 1996					
Fixed Penalty for noise from dwellings S8	No	103.00	-	103.00	103.00
FOOD SAFETY, & HYGIENE					
Export certificate: one off	No	47.00	-	47.00	47.00
Food Safety revisit	no	166.00	-	166.00	166.00
Replacement FHRS sticker	no	8.00	-	8.00	8.00
Sale of SFBB packs	no	22.00	-	22.00	22.00
Private Water Supplies					
Risk assessment (per hour of officer time maximum £500)	No	47.00	-	47.00	47.00
Private water supply sampling		Recovery of costs			
Skin Piercing Activities					
Ear piercing, electrolysis, tattooing, acupuncture: per practitioner	No	58.00	-	58.00	58.00
per premises	No	271.00	-	271.00	271.00
GAMBLING ACT 2005					
Annual Fee					
Adult Gaming Centre	No	867.00	-	867.00	867.00
Betting premises (other)	No	520.00	-	520.00	520.00
Betting Premises (track)	No	867.00	-	867.00	867.00
Bingo premises	No	867.00	-	867.00	867.00
Casino premises (converted)	No	2,600.00	-	2,600.00	2,600.00
Casino premises (large)	No	8,667.00	-	8,667.00	8,667.00
Casino premises (regional)	No	13,000.00	-	13,000.00	13,000.00
Casino premises (small)	No	4,333.00	-	4,333.00	4,333.00
Family entertainment centre	No	653.00	-	653.00	653.00
Application Fees for Premises and Application for Provisional Statements					
Adult gaming centre	No	1,733.00	-	1,733.00	1,733.00
Betting premises (other)	No	2,600.00	-	2,600.00	2,600.00
Betting premises (track)	No	2,167.00	-	2,167.00	2,167.00
Bingo premises	No	3,033.00	-	3,033.00	3,033.00
Casino premises (large)	No	8,667.00	-	8,667.00	8,667.00
Casino premises (regional)	No	13,000.00	-	13,000.00	13,000.00
Casino premises (small)	No	6,933.00	-	6,933.00	6,933.00
Family entertainment centre	No	1,733.00	-	1,733.00	1,733.00

APPENDIX 3

<u>PLANNING AND ENVIRONMENTAL SERVICES</u>	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Application Fee for Premises with Provisional Statement					
Adult gaming centre	No	1,040.00	-	1,040.00	1,040.00
Betting premises (other)	No	1,040.00	-	1,040.00	1,040.00
Betting premises (track)	No	827.00	-	827.00	827.00
Bingo premises	No	1,040.00	-	1,040.00	1,040.00
Casino premises (large)	No	4,333.00	-	4,333.00	4,333.00
Casino premises (regional)	No	6,933.00	-	6,933.00	6,933.00
Casino premises (small)	No	2,600.00	-	2,600.00	2,600.00
Family entertainment centre	No	827.00	-	827.00	827.00
Transfer / Reinstatement of Licence					
Adult gaming centre	No	1,040.00	-	1,040.00	1,040.00
Betting premises (other)	No	1,040.00	-	1,040.00	1,040.00
Betting premises (track)	No	827.00	-	827.00	827.00
Bingo premises	No	1,040.00	-	1,040.00	1,040.00
Casino premises (converted)	No	1,171.00	-	1,171.00	1,171.00
Casino premises (large)	No	1,867.00	-	1,867.00	1,867.00
Casino premises (regional)	No	5,633.00	-	5,633.00	5,633.00
Casino premises (small)	No	1,560.00	-	1,560.00	1,560.00
Family entertainment centre	No	827.00	-	827.00	827.00
Variation Fee					
Adult gaming centre	No	867.00	-	867.00	867.00
Betting premises (other)	No	1,300.00	-	1,300.00	1,300.00
Betting premises (track)	No	1,087.00	-	1,087.00	1,087.00
Bingo premises	No	1,517.00	-	1,517.00	1,517.00
Casino premises (converted)	No	1,733.00	-	1,733.00	1,733.00
Casino premises (large)	No	6,500.00	-	6,500.00	6,500.00
Casino premises (regional)	No	6,500.00	-	6,500.00	6,500.00
Casino premises (small)	No	3,467.00	-	3,467.00	3,467.00
Family entertainment centre	No	867.00	-	867.00	867.00
Other Gambling Act Licence Fees					
Change of circumstance	No	42.00	-	42.00	42.00
Copy of licence	No	21.00	-	21.00	21.00
LICENSING					
Animal Licensing					
Animal boarding establishments	No	271.00	-	271.00	271.00
Animal home boarding - new application	No	271.00	-	271.00	271.00
renewal	No	271.00	-	271.00	271.00
Dangerous wild animal	No	369.00	-	369.00	369.00
Dog breeding establishments	No	271.00	-	271.00	271.00
Pet shop	No	271.00	-	271.00	271.00
Riding establishments	No	369.00	-	369.00	369.00
Zoo licence (individually determined fees)	No	Recovery of costs			
Any costs incurred by the Council in licensing premises, e.g. Vet's fees, will be passed on to the licensee					

APPENDIX 3

PLANNING AND ENVIRONMENTAL SERVICES	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Hackney Carriage Licences					
Driver licence (Hackney or Dual) - 3 yrs duration	No	212.00	-	212.00	212.00
Vehicle licence (excludes vehicles test) - 1 yr duration	No	230.00	-	230.00	230.00
Licence fee reduced for wheelchair accessible vehicles 25%					
Town & Police Clauses Act 1847					
Street closures admin charge	Yes	59.17	11.83	71.00	71.00
+ Street closures press advert recovery of cost	Yes	Recovery of costs			
Local Government Miscellaneous Provisions Act 1982					
Sex establishment licence: application	No	2,565.00	-	2,565.00	2,565.00
renewal	No	513.00	-	513.00	513.00
variation	No	205.00	-	205.00	205.00
Private Hire Licences					
Driver licence (PH or Dual) - 3 yrs duration	No	212.00	-	212.00	212.00
Private hire operators licence (1 car) - 5yrs duration	No	213.00	-	213.00	213.00
Vehicle licence (excludes vehicles test) - 1 yr duration *	No	230.00	-	230.00	230.00
* Licence fee reduced for wheelchair accessible vehicles 25%					
MOBILE HOMES ACT 2013					
Application to transfer a site licence	No	315.00	-	315.00	315.00
Deposit of Site Rules	No	58.00	-	58.00	58.00
Annual Fee					
Band 1 (1-8 Pitches)	No	0.00	-	0.00	-
Band 2 (9-24 Pitches)	No	267.00	-	267.00	267.00
Band 3 (25-99 Pitches)	No	451.00	-	451.00	451.00
Band 4 (100-199 Pitches)	No	708.00	-	708.00	708.00
Band 5 (more than 200 Pitches)	No	911.00	-	911.00	911.00
New Site Licence Application and renewals					
Band 1 (1-8 Pitches)	No	596.00	-	596.00	596.00
Band 2 (9-24 Pitches)	No	683.00	-	683.00	683.00
Band 3 (25-99 Pitches)	No	946.00	-	946.00	946.00
Band 4 (100-199 Pitches)	No	1,140.00	-	1,140.00	1,140.00
Band 5 (more than 200 Pitches)	No	1,377.00	-	1,377.00	1,377.00
Application to amend a site Licence fee					
Band 1 (1-8 Pitches)	No	349.00	-	349.00	349.00
Band 2 (9-24 Pitches)	No	359.00	-	359.00	359.00
Band 3 (25-99 Pitches)	No	373.00	-	373.00	373.00
Band 4 (100-199 Pitches)	No	379.00	-	379.00	379.00
Band 5 (more than 200 Pitches)	No	402.00	-	402.00	402.00
SCRAP METAL DEALERS LICENCES					
Scrap metal dealers collectors licence (3yrs duration)	No	190.00	-	190.00	190.00
Scrap metal dealers collectors licence renewal (3yrs duration)	No	143.00	-	143.00	143.00
Scrap metal dealers site licence (3yrs duration)	No	315.00	-	315.00	315.00
Scrap metal dealers site licence renewal (3yrs duration)	No	258.00	-	258.00	258.00
Scrap metal dealers variation of a licence	No	52.00	-	52.00	52.00
Scrap metal dealers additional site	No	72.00	-	72.00	72.00
ENVIRONMENTAL WASTE					
DOMESTIC REFUSE					
Black sacks - per roll of 26	Yes	2.50	0.50	3.00	3.00
PEST CONTROL - COMMERCIAL					
Insects and rodents per hour (excluding materials)	Yes	100.83	20.17	121.00	121.00
Rodent contract work	By ne	By negotiation - minimum charge £100			
Treatment for squirrels	Yes	100.83	20.17	121.00	121.00
Treatment for moles	Yes	100.83	20.17	121.00	121.00

APPENDIX 3

PLANNING AND ENVIRONMENTAL SERVICES		VAT	Charge	VAT	2019/20	2018/19
			£	£	£	£
PEST CONTROL - DOMESTIC						
Call out charge	Yes		58.33	11.67	70.00	70.00
Ants (each property)	Yes		82.50	16.50	99.00	99.00
Bedbug infestation: 1-3 bed property	Yes		85.83	17.17	103.00	103.00
4-5 bed property	Yes		90.83	18.17	109.00	109.00
> 5 bed property			By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge						
Bees	Yes		58.33	11.67	70.00	70.00
Brown-tailed moth			Based on hourly rate			
Fleas infestation: 1-3 bed property	Yes		85.83	17.17	103.00	103.00
4-5 bed property	Yes		90.83	18.17	109.00	109.00
> 5 bed property			By negotiation			
Second call out within 6 weeks of initial treatment at 50% charge						
Lice and cockroaches	Yes		58.33	11.67	70.00	70.00
Mice	Yes		58.33	11.67	70.00	70.00
Rats	Yes		58.33	11.67	70.00	70.00
Wasps nests	Yes		58.33	11.67	70.00	70.00
additional nest (treated at same time as first)	Yes		27.50	5.50	33.00	33.00
RECYCLING						
Green bins: standard annual fee	No		46.00	-	46.00	43.00
direct debit payers and internet payers annual fee	No		41.00	-	41.00	38.00
(standard fee: monthly pro rata for new customers)						
Purchase of Green Bin including Delivery	no		23.00	-	23.00	20.00
Green waste sacks (per sack)	No			-	Deleted	1.00
delivery / postage charge per bag if required (2nd class)	Yes				Deleted	0.70
REFUSE COLLECTION						
Household Bulky Waste - 1 to 3 items	No		30.00	-	30.00	27.00
Household Bulky Waste - 4 to 6 items	No		60.00	-	60.00	54.00
Household Bulky Waste - 7 to 9 items	No		90.00	-	90.00	81.00
Household Bulky Waste - 10 to 12 items (maximum)	No		120.00	-	120.00	108.00
Residential Homes Roadside Collection						
1100ltr bin or equivalent - annual charge	No		1,100.00	-	1,100.00	1,070.00
NEW PROPERTIES (6 or more properties)						
Cost per refuse / recycling container to developers including delivery (<i>New Charge</i>)	Yes		50.00	10.00	60.00	54.00
STRAY DOGS						
Stray dog destruction fee			Recovery of costs			
With Tag or Chip						
Administration fee	No		30.00	-	30.00	30.00
Collection fee statutory	No		25.00	-	25.00	25.00
Vets fees			Recovery of costs			
Without Tag or Chip						
Administration fee	No		35.00	-	35.00	35.00
Collection fee statutory	No		25.00	-	25.00	25.00
Vets fees			Recovery of costs			
STREET CLEANSING						
Return of abandoned trolleys	No		50.00	-	50.00	50.00

APPENDIX 3

CUSTOMERS AND COMMUNITY SERVICES

	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
CEMETERIES					
Hire of bier	No	Deleted			22.00
Search in burial register	Yes	25.83	5.17	31.00	30.00
Use of chapel	No	133.00	-	133.00	128.00
Plot choosing: non-resident	no	106.00	-	106.00	103.00
resident	no	53.00	-	53.00	51.00
Collection of ashes	yes	35.00	7.00	42.00	41.00
Bronze Memorial Plaques					
Bench plaque: 8" x 2.5"	No	175.00	-	175.00	169.00
Plaque on plinth: 6" x 4"	Yes	338.33	67.67	406.00	393.00
6" x 4"	No	150.00	-	150.00	150.00
7" x 5"	No	168.00	-	168.00	163.00
Charges for Right to Place Monument					
Under 16 years	No	Free			-
Additional inscription	No	81.00	-	81.00	79.00
Full kerb set	No	218.00	-	218.00	211.00
Full kerb set & headstone up to 1m	No	320.00	-	320.00	309.00
Headstone up to 1m	No	139.00	-	139.00	135.00
Other memorials (<i>cremated remains memorials</i>)	No	108.00	-	108.00	104.00
Exclusive Right of Burial - Non Resident					
All ages: 5 years	No	240.00	-	240.00	232.00
10 years	No	424.00	-	424.00	410.00
15 years	No	595.00	-	595.00	576.00
30 years	No	1,078.00	-	1,078.00	1,042.00
Ashes: 30 years	No	355.00	-	355.00	344.00
99 years	No	548.00	-	548.00	530.00
Ashes - woodland glades: 30 years	No	391.00	-	391.00	378.00
99 years	No	650.00	-	650.00	628.00
Traditional: 99 years	No	1,658.00	-	1,658.00	1,603.00
Transfer of exclusive rights of burial	No	36.00	-	36.00	34.00
Woodland glades (<i>inc memorial tree</i>): 30 years	No	1,300.00	-	1,300.00	1,257.00
99 years	No	1,931.00	-	1,931.00	1,867.00
Exclusive Right of Burial - Resident					
All ages: 5 years	No	120.00	-	120.00	116.00
10 years	No	210.00	-	210.00	203.00
15 years	No	296.00	-	296.00	286.00
30 years	No	539.00	-	539.00	522.00
Ashes: 30 years	No	178.00	-	178.00	172.00
99 years	No	275.00	-	275.00	266.00
Ashes - woodland glades: 30 years	No	195.00	-	195.00	188.00
99 years	No	324.00	-	324.00	314.00
Traditional: 99 years	No	829.00	-	829.00	802.00
Transfer of exclusive rights of burial	No	36.00	-	36.00	34.00
Woodland glades (<i>inc memorial tree</i>): 30 years	No	649.00	-	649.00	627.00
99 years	No	1,585.00	-	1,585.00	1,533.00
Grave Digging					
Under 16 years	No	Free			-
16 years and over - single depth	No	478.00	-	478.00	462.00
16 years and over - single depth Saturday	No	542.00	-	542.00	524.00
16 years and over - double depth	No	509.00	-	509.00	492.00
16 years and over - double depth Saturday	No	573.00	-	573.00	554.00
Ashes - single depth	No	93.00	-	93.00	90.00
Ashes - single depth Saturday	No	99.00	-	99.00	95.00
Ashes - double depth	No	99.00	-	99.00	95.00
Ashes - double depth Saturday	No	104.00	-	104.00	101.00
					-

APPENDIX 3

CUSTOMERS AND COMMUNITY SERVICES

	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Interment - Non Resident					-
Under 16 years	No	Free			-
16 years and over	No	1,006.00	-	1,006.00	973.00
Ashes	No	308.00	-	308.00	298.00
Ashes - woodland glades	No	376.00	-	376.00	363.00
Burial plot adjacent to path or end of row	No	457.00	-	457.00	442.00
Scattering of ashes: under 16 years	No	Free			-
16 years and over	No	159.00	-	159.00	154.00
Saturday 10.00 - noon only	No	608.00	-	608.00	588.00
					-
Interment - Resident					-
Under 16 years	No	Free			-
16 years and over	No	504.00	-	504.00	487.00
Ashes	No	155.00	-	155.00	150.00
Ashes - woodland glades	No	189.00	-	189.00	183.00
Burial plot adjacent to path or end of row	No	228.00	-	228.00	221.00
Saturday 10.00 - noon only	No	304.00	-	304.00	294.00
Scattering of ashes: under 16 years	No	Free			-
16 years and over	No	81.00	-	81.00	79.00
					-
Memorialisation Scheme					-
Memorial climber / shrub	No	Deleted			150.00
Memorial garden seat: Traditional	No	1,200.00	-	1,200.00	1,100.00
Rustic	No	950.00	-	950.00	900.00
Memorial tree including planting	No	200.00	-	200.00	200.00
					-
Neat and Tidy Scheme					-
Ashes (bed): 1 year	Yes	155.83	31.17	187.00	181.00
5 years	Yes	743.33	148.67	892.00	862.00
10 years	Yes	1,406.67	281.33	1,688.00	1,633.00
Lawn (headstone bed): 1 year	Yes	180.83	36.17	217.00	209.00
5 years	Yes	850.83	170.17	1,021.00	988.00
10 years	Yes	1,613.33	322.67	1,936.00	1,872.00
Lawn (full burial): 1 year	Yes	204.17	40.83	245.00	237.00
5 years	Yes	966.67	193.33	1,160.00	1,122.00
10 years	Yes	1,832.50	366.50	2,199.00	2,127.00
					-
PARKS TEAM (New Charge)					-
Parks Ground Maintenance Contracts - Charges based on enquiry					-
					-
OFF STREET PARKING					-
Vehicles that display up to date disabled persons badge		Free			-
					-
OFF STREET PARKING					-
					-
Maldon District Council offices: Weekends					-
Pay & display: Saturday (8am to 5pm) up to 1 hour	Yes	0.83	0.17	1.00	1.00
Saturday (8am to 5pm) 1 to 2 hours	Yes	1.08	0.22	1.30	1.30
Saturday (8am to 5pm) 2 to 3 hours	Yes	1.50	0.30	1.80	1.80
Saturday (8am to 5pm) 3 to 4 hours	Yes	2.00	0.40	2.40	2.40
Saturday (8am to 5pm) over 4 hours	Yes	3.33	0.67	4.00	4.00
Saturday Evening 5pm to 10pm	Yes	0.83	0.17	1.00	1.00
Sunday All Day	Yes	0.83	0.17	1.00	1.00
					-
Butt Lane (Monday to Saturday - 8am to 5pm)					-
Pay & display: up to 1 hour	Yes	0.83	0.17	1.00	1.00
1 to 2 hours	Yes	1.08	0.22	1.30	1.30
2 to 3 hours	Yes	1.50	0.30	1.80	1.80
3 to 4 hours	Yes	2.00	0.40	2.40	2.40
over 4 hours	Yes	3.33	0.67	4.00	4.00
Weekday & Saturday Evening (5pm to 10pm)	Yes	0.83	0.17	1.00	1.00
Sunday All Day	Yes	0.83	0.17	1.00	1.00
					-
Season ticket: annual	Yes	483.33	96.67	580.00	580.00
6 months	Yes	241.67	48.33	290.00	290.00
monthly	Yes	43.33	8.67	52.00	52.00

APPENDIX 3

CUSTOMERS AND COMMUNITY SERVICES		VAT	Charge	VAT	2019/20	2018/19
			£	£	£	£
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%			-
minimum 15 tickets			Discount of 10%			-
minimum 20 tickets			Discount of 15%			-
						-
Friary Fields (Monday to Saturday - 8am to 5pm)						-
Pay & display:	up to 3 hours	Yes	1.50	0.30	1.80	1.80
	3 to 4 hours	Yes	2.00	0.40	2.40	2.40
	over 4 hours	Yes	3.33	0.67	4.00	4.00
Weekday & Saturday Evening (5pm to 10pm)		Yes	0.83	0.17	1.00	1.00
Sunday All Day		Yes	0.83	0.17	1.00	1.00
				-		-
Season ticket:	annual	Yes	483.33	96.67	580.00	580.00
	6 months	Yes	241.67	48.33	290.00	290.00
	monthly	Yes	43.33	8.67	52.00	52.00
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%			-
minimum 15 tickets			Discount of 10%			-
minimum 20 tickets			Discount of 15%			-
Public sector partners (Monday - Friday)			Discount of 50%			-
						-
High St. East (Monday to Saturday - 8am to 5pm)						-
Pay & display:	up to 1 hour	Yes	0.83	0.17	1.00	1.00
	1 to 2 hours	Yes	1.08	0.22	1.30	1.30
	2 to 3 hours	Yes	1.50	0.30	1.80	1.80
	3 to 4 hours	Yes	2.00	0.40	2.40	2.40
	over 4 hours	Yes	3.33	0.67	4.00	4.00
Weekday & Saturday Evening (5pm to 10pm)		Yes	0.83	0.17	1.00	1.00
Sunday All Day		Yes	0.83	0.17	1.00	1.00
						-
Season ticket:	annual	Yes	483.33	96.67	580.00	580.00
	6 months	Yes	241.67	48.33	290.00	290.00
	monthly	Yes	43.33	8.67	52.00	52.00
Bulk purchases (Monday - Saturday): minimum 10 tickets			Discount of 5%			-
minimum 15 tickets			Discount of 10%			-
minimum 20 tickets			Discount of 15%			-
Public sector partners (Monday - Friday)			Discount of 50%			-
						-
Hythe Quay						-
Season ticket:	annual	Yes	45.83	9.17	55.00	55.00
						-
Maldon Promenade (Monday to Sunday - 8am to 8pm)						-
Car:	up to 1 hour	Yes	0.92	0.18	1.10	1.10
	1 to 2 hours	Yes	1.83	0.37	2.20	2.20
	2 to 4 hours	Yes	4.58	0.92	5.50	5.50
	all day	Yes	5.83	1.17	7.00	7.00
Coach:	up to 2 hours	Yes	5.50	1.10	6.60	6.60
	over 2 hours	Yes	10.00	2.00	12.00	12.00
Coach park - coach / bus season tickets		Yes	166.67	33.33	200.00	200.00
Non residents season ticket		Yes	133.33	26.67	160.00	160.00
Residents season ticket		Yes	100.00	20.00	120.00	120.00
						-
Market Site						-
Season ticket:	annual	Yes	533.33	106.67	640.00	640.00
	6 months	Yes	266.67	53.33	320.00	320.00
	monthly	Yes	47.50	9.50	57.00	57.00
						-
Silver Street						-
Season ticket:	annual	Yes	483.33	96.67	580.00	580.00
	6 months	Yes	241.67	48.33	290.00	290.00
	monthly					-
Bulk purchases (Monday - Saturday): minimum 10 tickets			Pro rata charge			-
minimum 15 tickets			Discount of 5%			-
minimum 20 tickets			Discount of 10%			-
			Discount of 15%			-

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CUSTOMERS AND COMMUNITY SERVICES	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
White Horse Lane (Monday to Saturday - 8am to 5pm)					-
Pay & display: up to 1 hour	Yes	0.83	0.17	1.00	1.00
1 to 2 hours	Yes	1.08	0.22	1.30	1.30
2 to 3 hours	Yes	1.50	0.30	1.80	1.80
3 to 4 hours	Yes	2.83	0.57	3.40	3.40
over 4 hours	Yes	6.67	1.33	8.00	8.00
Weekday & Saturday Evening (5pm to 10pm)	Yes	0.83	0.17	1.00	1.00
					-
White Horse Lane	Yes				-
Maldon Schools permit	Yes	166.67	33.33	200.00	200.00
	Yes				-
Town Centre Car Parks					-
Residents season ticket (Monday 5pm-10pm All Day Sunday)	Yes	60.00	12.00	72.00	72.00
Events Car Parking - day ticket (New Charge)					
Charge to be set by MDC prior to event	Yes				
					-
EVENTS EQUIPMENT HIRE To Parish Councils and Voluntary Organisations					-
Delivery / Collection of Large Equipment					-
Inner Zone (Maldon & Heybridge)	Yes		Deleted		28.00
Outer Zone (All Other Areas)	Yes		Deleted		50.00
					-
Electricity Supply (Riverside & Promenade Park)					-
Charge per day	Yes	45.83	9.17	55.00	53.00
Deposit	No	48.00	-	48.00	46.00
					-
Equipment - For Hire (with a £6 deposit chargeable)					-
Microphone stand - per stand	Yes		Deleted		2.00
					-
Equipment - For Hire (with a £10 deposit chargeable)					-
Bunting lengths - per 100m	Yes		Deleted		6.00
Orange high visibility fencing lengths - per 50m length	Yes		Deleted		6.00
Orange rope lengths (25mm) - per 220m	Yes		Deleted		6.00
Road pins - per set of 10	Yes		Deleted		7.00
					-
Equipment - For Hire (with a £24 deposit chargeable)					-
Steward jacket - per 10 (minimum)	Yes		Deleted		7.00
					-
Equipment - For Hire (with a £50 deposit chargeable)					-
Collapsible plastic table	Yes		Deleted		7.00
Crowd control barrier - per panel	Yes		Deleted		3.00
Easy up*: 10' x 10' complete	Yes		Deleted		72.00
20' x 10' complete	Yes		Deleted		87.00
Heras fence panel - per panel	Yes		Deleted		3.00
Steel Framed folding chairs 25 chairs (minimum)	Yes		Deleted		37.00
50 chairs	Yes		Deleted		65.00
100 chairs	Yes		Deleted		116.00
125 chairs	Yes		Deleted		173.00
Crowd control and heras panels are available in limited quantities. Please contact us in advance of your event to discuss whether we can meet your requirements					-
					-
Equipment - For Hire (with a £150 deposit chargeable)					-
PA system (indoor use only) - per day	Yes		Deleted		44.00
Portable floodlighting / generator - per day	Yes		Deleted		72.00
Portable shower	Yes		Deleted		58.00
					-
Equipment - For Sale Only					-
Barrier tape - per 500m	Yes		Deleted		4.00
					-
Events Trailer	Yes		Deleted		102.00
					-
Water Supply (Riverside & Promenade Park)					-
Charge per day	Yes	25.00	5.00	30.00	29.00
Deposit	No	55.00	-	55.00	53.00
					-
Pop Up Marquee Hire					-
Peak Time (School Holidays/Bank Holidays/ Event Days)					-
Day Hire	Yes		Deleted		185.00
Week Hire	Yes		Deleted		923.00

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CUSTOMERS AND COMMUNITY SERVICES	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Off Peak					-
Day Hire	Yes		Deleted		123.00
Week Hire	Yes		Deleted		616.00
Community / Charity					-
Day Hire	Yes		Deleted		86.00
Week Hire	Yes		Deleted		431.00
For all Council equipment the hirer will be responsible for insuring the goods					-
Any damage caused will be the responsibility of the hirer, and the cost of repair will be recharged in full					-
					-
Beach Hut Hire - Promenade Park					-
Daily Charge					-
High Season (July, August & school holidays in April, May & September)			Deleted		41.00
Mid-Season (April, May, June, September & school holidays in October & December)			Deleted		30.00
Low-Season (January, February, March, October, November & December)			Deleted		21.00
High-Season (April - September) - NEW CHARGE		35.00	7.00	42.00	n/a
Low-Season (October - March) - NEW CHARGE		25.00	5.00	30.00	n/a
A minimum charge of £10 (Inc. VAT) will apply for part days and later bookings					-
					-
Beach Hut Packages					-
Gold Package - (Peak season beach hut hire, 2 all day splash park wristbands and all day car parking at Prom)		45.83	9.17	55.00	50.00
Silver Package - (Mid season beach hut hire, 2 all day splash park wristbands and all day car parking at Prom)			Deleted		40.00
					-
FUNFAIRS AND CIRCUSES - Minimum of:					-
Damage deposit	No	500.00	-	500.00	602.00
					-
Circus at Promenade Park					-
Daily ground rate (whilst circus is in operation)	No	150.00	-	150.00	144.00
Daily ground rate (whilst circus is not in operation)	No	75.00	-	75.00	72.00
					-
Circus at Riverside Park					-
Daily ground rate (whilst circus is in operation)	No	133.00	-	133.00	128.00
Daily ground rate (whilst circus is not in operation)	No	69.00	-	69.00	67.00
					-
Funfair at Riverside Park					-
Daily ground rate (whilst fair is in operation)	No	365.00	-	365.00	351.00
Daily ground rate (whilst fair is not in operation)	No	185.00	-	185.00	179.00
					-
Travelling Funfair at Promenade Park					-
Daily ground rate (whilst fair is in operation)	No	475.00	-	475.00	460.00
Daily ground rate (whilst fair is not in operation)	No	191.00	-	191.00	185.00
					-
PARKS AND OPEN SPACES					-
Memorial Benches					-
Rustic bench	No	1,200.00	-	1,200.00	627.00
Cast iron bench	No	1,220.00	-	1,220.00	1,180.00
Disabled access picnic table	No		Deleted		1,492.00
					-
Advertising and Sponsorship					-
Events Banners per week (main gate entrances on railings x2 + free electronic advert)	Yes	26.67	5.33	32.00	31.00
Events Banners per week (community / charity)	Yes	15.83	3.17	19.00	18.00
Electronic Advert (per day minimum 1 week)	Yes	0.83	0.17	1.00	1.00
Internal park adverts (per week)	Yes	15.83	3.17	19.00	18.00
Vehicle advertising (per day)	Yes	105.83	21.17	127.00	123.00
Sponsorship	Yes		By negotiation		-
					-
Prom Park hire for Concessions (New Charge)					-
Prices on enquiry					-
					-
Council owned Land Hire for Concessions					-
Peak Time (School Holidays/Bank Holidays/ Event Days)					-
Small (Single Operator)	No	53.00	-	53.00	51.00
Medium (Team of 2 - 5 Operators)	No	153.00	-	153.00	148.00
Large (Team of 5+ Operators)	No	229.00	-	229.00	222.00
Charitable Concession				Free	Free
Off Peak Time					-
Small (Single Operator)	No	36.00	-	36.00	35.00
Medium (Team of 2 - 5 Operators)	No	85.00	-	85.00	82.00
Large (Team of 5+ Operators)	No	153.00	-	153.00	148.00
Charitable Concession				Free	Free

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CUSTOMERS AND COMMUNITY SERVICES		VAT	Charge	VAT	2019/20	2018/19
			£	£	£	£
Pop Up Trading						-
Peak Time (<i>School Holidays/Bank Holidays/ Event Days</i>)						-
Market Stall (Frame with Canopy)	No		54.00	-	54.00	52.00
Wheelie Cart	No		48.00	-	48.00	46.00
Wheelie Cart including Fridge	No		53.00	-	53.00	51.00
Electricity	Yes		10.83	2.17	13.00	13.00
Off Peak Time						-
Market Stall (Frame with Canopy)	No		43.00	-	43.00	42.00
Wheelie Cart	No		38.00	-	38.00	37.00
Wheelie Cart including Fridge	No		43.00	-	43.00	42.00
Electricity	Yes		10.83	2.17	13.00	13.00
ROUNABOUT SPONSORSHIP (<i>New Charge</i>)						-
1 Year agreement - Maldon Town site	Yes		3,333.33	666.67	4,000.00	-
1 Year agreement - Other district site	Yes		2,916.67	583.33	3,500.00	-
3 Year agreement - Maldon Town site	Yes		8,333.33	1,666.67	10,000.00	-
3 Year agreement - Other district site	Yes		7,083.33	1,416.67	8,500.00	-
Landscaping scheme (minimum 5 years)	Yes		416.67	83.33	500.00	-
1 Year Boundary sign Agreement	Yes		2,083.33	416.67	2,500.00	-
PARKS AND SPORTS PITCHES						-
Cricket (per game)						-
Adult	Yes		69.17	13.83	83.00	81.00
Junior	Yes		40.83	8.17	49.00	47.00
Sports pitch use - parking season ticket (per club)	Yes		100.83	20.17	121.00	117.00
Football (per game)						-
Adult	Yes		43.33	8.67	52.00	50.00
Junior	Yes		32.50	6.50	39.00	38.00
Changing rooms (only)	Yes		11.67	2.33	14.00	14.00
Sports pitch use - parking season ticket (per team)	Yes		100.83	20.17	121.00	117.00
Sports club training / structured activities (<i>New Charge</i>)			8.33	1.67	10.00	10.00
Mini Soccer						-
Juniors	Yes		25.83	5.17	31.00	30.00
Netball (per court, per hour)						-
Adult	Yes		10.00	2.00	12.00	12.00
Junior	Yes		7.50	1.50	9.00	8.00
Tennis (per court, per hour)						-
Adult	Yes		7.50	1.50	9.00	8.00
Junior	Yes		5.00	1.00	6.00	6.00
Member of Maldon Tennis Club			Discount of 50%			-
Organised Bootcamps / Personal Training in Council-owned Parks						-
Hourly	Yes		8.33	1.67	10.00	10.00
Monthly Charge - 5 hours per week	Yes		166.67	33.33	200.00	193.00
Monthly Charge - 10 hours per week	Yes		310.00	62.00	372.00	359.00
Information Hut Hire per hour			Deleted			10.00
RIVERS						-
Moorings						-
Annual charge: up to 7.99 metres	Yes		116.67	23.33	140.00	140.00
8 to 9.99 metres	Yes		191.67	38.33	230.00	230.00
10 to 14.99 metres	Yes		266.67	53.33	320.00	320.00
15 metres and above	Yes		341.67	68.33	410.00	410.00
Mooring registration fee	Yes		104.17	20.83	125.00	125.00
Transfer of mooring			50% of annual mooring fee			-
Residential Mooring Charges						-
up to 9.99 metres (<i>per month</i>)			102.50	20.50	123.00	123.00
10 to 14.99 metres (<i>per month</i>)			154.17	30.83	185.00	185.00
15 metres and above (<i>per month</i>)			205.00	41.00	246.00	246.00
						-

APPENDIX 3

CUSTOMERS AND COMMUNITY SERVICES

	VAT	Charge	VAT	2019/20	2018/19
		£	£	£	£
Wharfage - Hythe Quay Maldon and Burnham Pontoon					-
Daily fees: vessels and multihulls	Yes	17.50	3.50	21.00	21.00
Quarterly fees: vessels of 8 metres and over or multihulls *	Yes	812.50	162.50	975.00	975.00
240/32 Amp Supply - Daily Charge (Maldon)	yes	3.33	0.67	4.00	4.00
Static Events on vessels using the Hythe Quay / Burnham (Daily charge)	Yes	100.00	20.00	120.00	120.00
Exclusive use of visitor pontoons Maldon / Burnham (Daily charge)	Yes	100.00	20.00	120.00	120.00
Visitor Pontoon - Weekly Winter charge Oct - April (Maldon)	yes	41.67	8.33	50.00	50.00
					-
Commercial team (New Charges)					
Box Office services - commission rate to be set at 10% unless agreed by MDC					
Commercial Services Marketing - Price on enquiry					
SPLASH PARK					-
Private bookings (per hour)	Yes	175.00	35.00	210.00	210.00
Private bookings (per half hour)	Yes	108.33	21.67	130.00	130.00
Single use ticket	Yes	2.08	0.42	2.50	2.50
Towels	Yes	4.17	0.83	5.00	5.00
T-Shirts	Yes	4.17	0.83	5.00	5.00
Swim Nappies	no	1.00	-	1.00	1.00
Bottled Water	yes	0.50	0.10	0.60	0.50
Gold Splash park all day wrist band ticket	Yes	10.42	2.08	12.50	12.00

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	Charge	VAT	2018/19	2019/20
	£	£	£	£
PLANNING SERVICES				
BUILDING CONTROL				
New dwellings	See attached - table A See attached - table B See attached - table C			
Work to a single dwelling				
All other non-domestic work				
DEVELOPMENT CONTROL				
Designs and Patents Act 1989				
Ordnance Survey Maps				
Other Development Control				
Street Naming and Numbering				
Adding / removing a name	0.00	-	0.00	0.00
Renaming / renumbering a property	40.00	-	40.00	40.00
Naming / numbering 1-5 properties (per property) inc flats*	40.00	-	40.00	40.00
Naming / numbering 6-25 properties (per property) inc flats*	30.00	-	30.00	30.00
Naming / numbering 26-75 properties (per property) inc flats*	25.00	-	25.00	25.00
Naming / numbering 76+ properties (per property) inc flats*	20.00	-	20.00	20.00
Naming a street (per street)**	100.00	-	100.00	100.00
Change to development after notification	50.00	-	50.00	50.00
Street renaming at residents request	150.00	-	150.00	150.00
Written confirmation of postal address details	0.00	-	0.00	0.00
* numbers include dwellings within developments with new streets				
** number of new street names only				
LAND CHARGES				
<i>Premises exempt as per legislation: church halls, village halls & non-commercial venues</i>				
<i>CON29 (part 1): standard fee</i>	120.83	24.17	145.00	145.00
<i>additional fee for non-residential searches</i>	21.67	4.33	26.00	26.00
<i>LLC1</i>	22.00	-	22.00	22.00
<i>additional fee for non-residential searches</i>	32.50	6.50	39.00	39.00
<i>CON29O (part 2) enquiry - per question: Q4-5 only (if purchased with full search)</i>	15.00	3.00	18.00	18.00
<i>Q6-21</i>	15.00	3.00	18.00	18.00
<i>Q22 only</i>	21.67	4.33	26.00	26.00
<i>Additional enquiry</i>	31.00	6.20	38.00	38.00
<i>Additional parcel of land LLC1</i>	5.00	-	5.00	5.00
<i>Additional parcel of land CON29</i>	15.00	3.00	18.00	18.00
<i>Copy of duplicate search</i>	10.00	2.00	12.00	12.00
<i>Search confirmation (up to 3mths old)</i>	10.00	2.00	12.00	12.00
Personal Searches				
<i>CON29R standard enquiry (when viewed in person)</i>	Free			Free
<i>Local land charges register (in person): print out</i>	Free			Free
<i>view</i>	Free			Free
<i>Local land charges LLC1 certificated</i>	22.00	-	22.00	22.00

APPENDIX 3

Planning Services Pre-Application Fees and Charges 2019/20

	Further Details	Cost (£)	VAT (£)	Total (£)
Householder development (Duty Planner)	Only available for non-Complex Householder advice. This would include extensions to single dwellings, porches, garages, outbuildings and walls and fences. (No written advice).	Free		Free
Householder development (Written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	87.50	17.50	105.00
Householder development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals to alter and extend individual houses and flats for residential purposes where the development relates to a building which is not listed as being of architectural or historic interest. In cases where the house or flat is listed then the charge will fall within Minor Development.	167.50	33.50	201.00
Smallscale commercial development (Written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	87.50	17.50	105.00
Smallscale commercial development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Change of use up to 200m2 Extensions to commercial properties under 50m2 1-3 Advertisements Amendments to Previously Approved Schemes	167.50	33.50	201.00
Minor development (Written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	221.67	44.33	266.00
Minor development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 1-4 residential units or gross external floorspace of up to 499m2 Change of use between 200 and 499m2 Extensions to commercial properties over 50m2 Over three advertisements Public Art Telecommunications Equipment Air Conditioning / Ventilation Equipment Amendments to Previously Approved Schemes	499.17	99.83	599.00
Medium development (Written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	332.50	66.50	399.00
Medium development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 5-9 residential units or gross external floorspace of 500-999m2	554.17	110.83	665.00
Major development (Written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	554.17 (Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)	110.83	665.00

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Major development (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: 10-20 residential units Non-residential development with a gross external floorspace over 1,000m2	1,109.17	221.83	1,331.00
(Plus additional £21 +VAT per dwelling to a maximum of 74 dwellings)				
Strategic Proposals (Planning Performance Agreements) (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Any application of 75 dwellings or more dwellings; or any outline residential development proposals whose site is 2 hectares or more. Any residential proposal promoted as an allocated site within the LDP. Any 100% Affordable Housing proposals of six dwellings or 0.3ha or more in outline form. Any non-residential development proposal, whose floor area is 1,500 square metres or more or whose site area is 2 hectares or more. Any non-residential proposals relating to development proposals allocated within the LDP. Any retail development 1,000 square meters or more or which of 250 square metres or more and is proposed to be beyond existing town centres as defined in the local plan or emerging LDP. Any mixed use development proposals whose site area is 2 hectares or more, or is of 75 dwellings or 1,000 square metres commercial floor area or more. Wind Turbines Any wind energy proposals whose output capacity is 1Mw or more or which proposes three or more turbines of 30m or more. Any Solar energy proposals whose output capacity is 1Mw or more or which proposes 4,000 or more solar panels. Energy from Waste Scheme which is 1KW capacity or more.	Individually determined at full cost recovery		
Minor Alterations to Listed Building (Written advice)	Only available for very minor and non-Complex advice. This would include replacement windows. This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	65.83	13.17	79.00
Alterations/Extension to Listed Building (Written advice)	Includes proposals for: Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	221.67	44.33	266.00
Alterations/Extension to Listed Building (Meeting* with Planning Officer of no more than one hour and written advice)	Includes proposals for: Alterations to a listed building Extensions and additions to a listed building Demolition of an unlisted building within a conservation area This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	540.83	108.17	649.00
Development in a Conservation Area (Written Advice)	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	167.50	33.50	201.00
Development in a Conservation Area (Meeting* with Planning Officer of no more than one hour and written advice)	This only relates to development that does not fall within any category above. In those instances where it does the higher fee will be required.	487.50	97.50	585.00
Minor Tree advice (Tree within a conservation area only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees	65.83	13.17	79.00

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Minor Tree advice (TPOs only) (Written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	87.50	17.50	105.00
Minor Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for: Works to 1-4 individually listed trees Replacement of 1-4 individually listed trees	221.67	44.33	266.00
Major Tree advice (TPOs only) (Meeting* with appropriate Officer of no more than one hour and written advice)	Includes proposals for: Works to 5 or more individually listed trees Replacement of 5 or more individually listed trees Works to trees within an area protected under a Tree Preservation Order Works to trees within a woodland protected under a Tree Preservation Order	444.17	88.83	533.00
Inspection of compliance with Enforcement Notice	Written confirmation that an enforcement notice has been complied with.	221.67	44.33	266.00
Compliance with Condition requests	Includes, but not exclusively: Written confirmation that a condition(s) has been complied with Written confirmation that a condition(s) has been discharged	167.50	33.50	201.00
Compliance with S.106 Agreement requests	Written confirmation that all/some S.106 obligations have been agreed per obligation	110.83	22.17	133.00
Planning History requests	Includes, but not exclusively: Written confirmation of any restrictions imposed on a site on a site. Confirmation of authorised use of a site Confirmation of an absence of an agricultural occupancy condition	167.50	33.50	201.00

*All pre-application and advice Meeting*s will be held at the Council Offices. However, if it is agreed necessary to convene a Meeting* on site, travel time to and from the site will be charged at the hourly Meeting rate. Officers are unable to hold a site Meeting* without the prior deposit of plans or written proposals.

TABLE A - NEW DWELLINGS

Dwelling-houses and Flats not exceeding 300m²

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)

Code	Bungalows or Houses less than 4 storeys		Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*
H01	1 Plot	Net	192.00	479.00	738.00	939.00
		VAT	38.40	95.80	147.60	-
		Total	230.40	574.80	885.60	939.00
H02	2 Plots	Net	287.00	766.00	1,159.00	1,475.00
		VAT	57.40	153.20	231.80	-
		Total	344.40	919.20	1,390.80	1,475.00
H03	3 Plots	Net	335.00	1,054.00	1,528.00	1,944.00
		VAT	67.00	210.80	305.60	-
		Total	402.00	1,264.80	1,833.60	1,944.00
H04	4 Plots	Net	383.00	1,341.00	1,896.00	2,414.00
		VAT	76.60	268.20	379.20	-
		Total	459.60	1,609.20	2,275.20	2,414.00
H05	5 Plots	Net	431.00	1,628.00	2,265.00	2,883.00
		VAT	86.20	325.60	453.00	-
		Total	517.20	1,953.60	2,718.00	2,883.00
	Flats					
F01	1	Net	192.00	479.00	738.00	939.00
		VAT	38.40	95.80	147.60	-
		Total	230.40	574.80	885.60	939.00
F02	2	Net	287.00	623.00	1,001.00	1,274.00
		VAT	57.40	124.60	200.20	-
		Total	344.40	747.60	1,201.20	1,274.00
F03	3	Net	335.00	766.00	1,212.00	1,542.00
		VAT	67.00	153.20	242.40	-
		Total	402.00	919.20	1,454.40	1,542.00
F04	4	Net	383.00	910.00	1,422.00	1,810.00
		VAT	76.60	182.00	284.40	-
		Total	459.60	1,092.00	1,706.40	1,810.00
F05	5	Net	431.00	1,054.00	1,633.00	2,078.00
		VAT	86.20	210.80	326.60	-
		Total	517.20	1,264.80	1,959.60	2,078.00
	Conversion to					
V01	Single Dwelling-House	Net	192.00	575.00	843.00	1,073.00
		VAT	38.40	115.00	168.60	-
		Total	230.40	690.00	1,011.60	1,073.00
V02	Single Flat	Net	192.00	479.00	738.00	939.00
		VAT	38.40	95.80	147.60	-
		Total	230.40	574.80	885.60	939.00
	Notifiable electrical work		(where applicable, in addition to the above, per dwelling)			
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.		201.00	255.00
		VAT			40.20	-
		Total			241.20	255.00

Where Standard Charges are not applicable please contact Building Control on 01621 876235

PLANNING SERVICES

TABLE B - WORK TO A SINGLE DWELLING
Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)

Code	Extension & New Build		Full Plans		Full Plans - Multiple work reductions only **		Building Notice Charge *	Multiple work reductions only Building Notice Charge * at 50% reduced rate **	Regularisation Charge *
			Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **			
D01a	Separate single storey extension with floor area not exceeding 10m²	Net	96.00	96.00	48.00	48.00	211.00	106.00	268.00
New charge		VAT	19.20	19.20	9.60	9.60	42.20	21.20	-
		Total	115.20	115.20	57.60	57.60	253.20	127.20	268.00
D01	Separate single storey extension with floor area exceeding 10m² but not exceeding 40m²	Net	192.00	383.00	96.00	192.00	632.00	316.00	805.00
		VAT	38.40	76.60	19.20	38.40	126.40	63.20	-
		Total	230.40	459.60	115.20	230.40	758.40	379.20	805.00
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Net	192.00	479.00	96.00	240.00	738.00	369.00	939.00
		VAT	38.40	95.80	19.20	48.00	147.60	73.80	-
		Total	230.40	574.80	115.20	288.00	885.60	442.80	939.00
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Net	192.00	431.00	96.00	216.00	685.00	343.00	872.00
		VAT	38.40	86.20	19.20	43.20	137.00	68.60	-
		Total	230.40	517.20	115.20	259.20	822.00	411.60	872.00
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m² but not ex 100m²	Net	192.00	575.00	96.00	288.00	843.00	422.00	1,073.00
		VAT	38.40	115.00	19.20	57.60	168.60	84.40	-
		Total	230.40	690.00	115.20	345.60	1,011.60	506.40	1,073.00
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Net	192.00	192.00	96.00	96.00	421.00	211.00	536.00
		VAT	38.40	38.40	19.20	19.20	84.20	42.20	-
		Total	230.40	230.40	115.20	115.20	505.20	253.20	536.00
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Net	192.00	287.00	96.00	144.00	527.00	264.00	670.00
		VAT	38.40	57.40	19.20	28.80	105.40	52.80	-
		Total	230.40	344.40	115.20	172.80	632.40	316.80	670.00
Conversions									
D07	First floor & second floor loft conversions	Net	192.00	383.00	96.00	192.00	632.00	316.00	805.00
		VAT	38.40	76.60	19.20	38.40	126.40	63.20	-
		Total	230.40	459.60	115.20	230.40	758.40	379.20	805.00
D08	Other work (e.g. garage conversions)	Net	192.00	192.00	96.00	96.00	421.00	211.00	536.00
		VAT	38.40	38.40	19.20	19.20	84.20	42.20	-
		Total	230.40	230.40	115.20	115.20	505.20	253.20	536.00
Alterations (including underpinning)									
D09	Renovation of a thermal element	Net	96.00	96.00	48.00	48.00	211.00	106.00	268.00
		VAT	19.20	19.20	9.60	9.60	42.20	21.20	-
		Total	115.20	115.20	57.60	57.60	253.20	127.20	268.00
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net	96.00	96.00	48.00	48.00	211.00	106.00	268.00
		VAT	19.20	19.20	9.60	9.60	42.20	21.20	-
		Total	115.20	115.20	57.60	57.60	253.20	127.20	268.00
D11x	Cost of work not exceeding £1,000	Net	72.00	120.00	36.00	60.00	211.00	106.00	268.00
		VAT	14.40	24.00	7.20	12.00	42.20	21.20	-
		Total	86.40	144.00	43.20	72.00	253.20	127.20	268.00
New charge									
D11a	Cost of work exceeding £1,001 but not exceeding £2,000 (Incl Renewable Energy systems)	Net	96.00	144.00	48.00	72.00	263.00	132.00	335.00
		VAT	19.20	28.80	9.60	14.40	52.60	26.40	-
		Total	115.20	172.80	57.60	86.40	315.60	158.40	335.00
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net	144.00	192.00	72.00	96.00	369.00	185.00	469.00
		VAT	28.80	38.40	14.40	19.20	73.80	37.00	-
		Total	172.80	230.40	86.40	115.20	442.80	222.00	469.00
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net	192.00	239.00	96.00	120.00	474.00	237.00	603.00
		VAT	38.40	47.80	19.20	24.00	94.80	47.40	-
		Total	230.40	286.80	115.20	144.00	568.80	284.40	603.00
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net	239.00	479.00	120.00	240.00	790.00	395.00	1,006.00
		VAT	47.80	95.80	24.00	48.00	158.00	79.00	-
		Total	286.80	574.80	144.00	288.00	948.00	474.00	1,006.00
Notifiable Electrical work (in addition to the above, where applicable)									
D14	(Where a satisfactory certificate will not be issued by a Part P registered electrician)	Net	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.				201.00	n/a	255.00
		VAT					40.20	n/a	-
		Total					241.20	n/a	255.00

****Multiple work reductions.** Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements with the exception of D14 electrical Works

Where Standard Charges are not applicable please contact Building Control on 01621 876235

PLANNING SERVICES

TABLE C - ALL OTHER NON-DOMESTIC WORK
Limited to work not more than 3 storeys above ground level

Code	Extensions and New Build		Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge
N01	Single storey with floor area not exceeding 40m2	Net	192.00	96.00	383.00	192.00	747.00
		VAT	38.40	19.20	76.60	38.40	-
		Total	230.40	115.20	459.60	230.40	747.00
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net	192.00	96.00	575.00	288.00	996.00
		VAT	38.40	19.20	115.00	57.60	-
		Total	230.40	115.20	690.00	345.60	996.00
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net	192.00	96.00	479.00	240.00	872.00
		VAT	38.40	19.20	95.80	48.00	-
		Total	230.40	115.20	574.80	288.00	872.00
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net	192.00	96.00	623.00	312.00	1,058.00
		VAT	38.40	19.20	124.60	62.40	-
		Total	230.40	115.20	747.60	374.40	1,058.00
Alterations							
N05	Cost of work not exceeding £5,000	Net	144.00	72.00	144.00	72.00	374.00
		VAT	28.80	14.40	28.80	14.40	-
		Total	172.80	86.40	172.80	86.40	374.00
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net	144.00	72.00	144.00	72.00	374.00
		VAT	28.80	14.40	28.80	14.40	-
		Total	172.80	86.40	172.80	86.40	374.00
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net	144.00	72.00	144.00	72.00	374.00
		VAT	28.80	14.40	28.80	14.40	-
		Total	172.80	86.40	172.80	86.40	374.00
	Installation of new shop front	Net	144.00	72.00	144.00	72.00	374.00
		VAT	28.80	14.40	28.80	14.40	-
		Total	172.80	86.40	172.80	86.40	374.00
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net	192.00	96.00	192.00	96.00	498.00
		VAT	38.40	19.20	38.40	19.20	-
		Total	230.40	115.20	230.40	115.20	498.00
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net	192.00	96.00	192.00	96.00	498.00
		VAT	38.40	19.20	38.40	19.20	-
		Total	230.40	115.20	230.40	115.20	498.00
	Renovation of thermal elements	Net	192.00	96.00	192.00	96.00	498.00
		VAT	38.40	19.20	38.40	19.20	-
		Total	230.40	115.20	230.40	115.20	498.00
	Installation of a Raised Storage Platform within an existing building	Net	192.00	96.00	192.00	96.00	498.00
		VAT	38.40	19.20	38.40	19.20	-
		Total	230.40	115.20	230.40	115.20	498.00
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net	287.00	144.00	335.00	168.00	809.00
		VAT	57.40	28.80	67.00	33.60	-
		Total	344.40	172.80	402.00	201.60	809.00
	Fit out of building up to 100m2	Net	287.00	144.00	383.00	192.00	872.00
		VAT	57.40	28.80	76.60	38.40	-
		Total	344.40	172.80	459.60	230.40	872.00

Multiple work reductions. Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements.

Where Standard Charges are not applicable please contact Building Control on 01621 876235

Committee	Directorate	Policy Area	Current Policy	Existing Concessions	Proposed Policy for 2019/20
Comm	Customers & Community	Chargeable Household Waste Collection	Charges made for residential homes, with limited collections from villages halls equivalent to domestic property. Charges based on cost recovery for additional collections	Free to Village Halls. Signpost Clinical Waste Collection	Retain existing policy. Concession change Free Clinical Waste Collection.

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REVENUE ESTIMATES SUMMARY 2018/19					
		Actual	Original	Revised	Original
		2017/18	2018/19	2018/19	2019/20
Directorates		£000	£000	£000	£000
	Chief Executive		1,045	2,706	533
	Resources		2,770	3,125	3,708
	Customer & Communities		3,525	3,963	2,098
	Planning & Licensing		2,175	2,241	322
	Service Delivery				3,000
	Strategy Performance and Governance				1,037
Net Cost of Services		0	9,514	12,035	10,699
	Interest on Investments		(228)	(270)	(224)
	Pension Interest Cost/Expected rtn on Assets(net)		836	842	842
Net Operating Expenditure		0	10,122	12,608	11,317
Appropriations & Adjustments					
	Statutory Adjustments		(2,171)	(3,192)	(3,433)
	Govt Direct Grants				
	- New Homes Bonus		(446)	(475)	(414)
	- Other Direct Grants		(9)	(30)	(31)
	Business Rates Renewable Energy		(704)	(432)	see below
	Levy Redistribution		see below		0
	To/(From) Earmarked Revenue Reserves		228	(1,509)	200
	To/(From) Balances		0	50	291
Expenditure to be Funded		0	7,020	7,020	7,930
		2018/2019		2019/2020	
	Property Tax Base (Band D equivalent)	24,193.2		24,536.1	
		2018/2019		2019/2020	
	Council Tax Charges	Charge @	Total	Charge @	Total
		Band D	Cost	Band D	Cost
		£ : p	£	£ : p	£
	Revenue Expenditure to be Funded	290.16	7,020,000	323.21	7,930,358
	Revenue Support Grant	0.00	0	0.00	0
	Business Rates Retention				
	- Renewable Energy			(27.29)	(669,513)
	- Base Line Funding	(60.93)	(1,474,135)	(61.46)	(1,507,917)
	- Business Growth Retention*	(41.29)	(998,970)	(37.67)	(924,295)
	- Levy on Business Rates Growth net to ECC Pool*	14.53	351,466	12.42	304,764
	- NDR Collection Fund Adjustment (Surplus)/Deficit	(2.93)	(70,844)	(5.79)	(142,000)
	Council Tax Collection Fund Adj (Surplus)/Deficit	(6.57)	(159,000)	(6.03)	(148,000)
	Maldon District Council Charge	192.97	4,668,517	197.40	4,843,397

* The NDR1 return is not yet available, therefore the figures are estimates for 2019/20 and will be updated when the return is available.

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ORIGINAL 18/19 (Top)
REVISED 18/19 budget

REVISED 18/19 budget		Direct Costs				Recharges			Income			
9	Description	Staffing	Transport	Goods and Services	Capital Charges	Offices and Depots	Support in	Support out	Fees and Charges	Other Income	Government Grant	Net Budget
		£	£	£	£	£	£	£	£	£	£	£
<u>Service Management &</u>												
101	Corporate Core	631,900	1,000	11,700						(21,800)		622,800
		631,200	800	12,000						0		644,000
102	Election Services	102,400	100	1,400								103,900
		94,800	0	2,800								97,600
103	Policy & Comms	228,100	300	16,200								244,600
		228,200	300	16,300								244,800
104	Training			75,100								75,100
				76,700						(400)		76,300
105	Human Resources	187,500	200	22,000								209,700
		268,000	800	40,600								309,400
106	Apprentices	22,700		18,000								40,700
		29,000		0								29,000
108	Committee Services	337,000	300	21,900						(10,000)		349,200
		419,700	800	28,300						(10,000)		438,800
109	General Office Support	46,400		700								47,100
		25,300		700								26,000
110	Customer Services	407,300	400	19,300						(32,300)		394,700
		428,400	1,000	18,800		0	0			(43,400)		404,800
111	Internal Audit & Perf. Review	0	0	70,400								70,400
		0	0	70,400								70,400
113	Finance	396,700	0	92,100						0		488,800
		349,300	0	91,600						0		440,900
114	Revenues & Benefits	1,035,000	500	111,000						(375,900)	0	770,600
		992,300	1,000	188,000		0				(328,600)	(47,300)	805,400
118	Leisure & Community	311,900	1,400	33,300	0					0		346,600
		280,800	600	31,500	0	0	0			(9,000)		303,900
119	IT Services	433,700	0	351,900	42,500					0		828,100
		487,600	0	361,500	59,000					0		908,100
121	Council Offices	200,700	0	247,300	8,000					(62,800)		393,200
		254,300	0	249,200	95,900					(54,400)		545,000
124	Princes Rd Depot			17,800	5,500							23,300
				400	3,300							3,700
129	Legal Services											0
				18,700								18,700
132	Environmental Health	512,000	8,300	11,600								531,900
		547,800	8,300	10,200								566,300
133	Environmental Waste	188,400	100	3,800								192,300
		208,900	200	4,000		0	0					213,100
134	Housing	627,900	2,200	14,500								644,600
		632,200	2,200	14,700								649,100
141	Parks Operational Services	631,200	52,800	124,600	22,100				(29,300)	(79,400)	0	722,000
		666,600	54,900	124,200	32,300	0	0	0	(29,300)	(88,500)	0	760,200
149	Nursery				0							0
					300							300
153	Parks Rangers	376,300	9,400	8,600	1,700					(67,000)		329,000
		399,600	10,400	8,500	1,700	0	0			(70,000)		350,200
155	Parks Trading Unit Depot			9,800	2,700					(2,000)		10,500
				10,700	3,700		0			(2,400)		12,000
163	Enforcement	229,800	600	6,500								236,900
		195,900	1,400	6,400								203,700
164	Economic Development	147,700	1,900	1,500								151,100
		157,500	1,700	1,300								160,500
165	Planning Policy Services	432,600	1,400	4,500								438,500
		387,700	1,400	7,800								396,900
166	Planning Admin Services	293,100	0	33,300	0							326,400
		287,600	0	28,000								315,600

ORIGINAL 18/19 (Top) REVISED 18/19 budget		APPENDIX 6										
		Direct Costs				Recharges			Income			
9	Description	Staffing	Transport	Goods and Services	Capital Charges	Offices and Depots	Support in	Support out	Fees and Charges	Other Income	Government Grant	Net Budget
		£	£	£	£	£	£	£	£	£	£	£
167	Development Control Services	651,900	4,100	14,800								670,800
		657,900	4,100	26,300								688,300
168	Building Control Services	225,200	5,500	5,300								236,000
		138,200	5,500	5,400								149,100
TOTAL Service Management & Support Services		8,657,400	90,500	1,348,900	82,500	0	0	0	(29,300)	(651,200)	0	9,498,800
		8,768,800	95,400	1,455,000	196,200	0	0	0	(29,300)	(606,700)	(47,300)	9,832,100
Central Services												
Corporate Core &												
256	Corporate Management			151,800					0			151,800
				406,700					0			406,700
260	Democratic Representation & Mgt	215,500	11,600	41,200	1,900							270,200
		221,100	13,800	43,700	1,900							280,500
270	Future Model - Transformation											0
		400,000		975,000								1,375,000
TOTAL Corporate & Democratic Core		215,500	11,600	193,000	1,900	0	0	0	0	0	0	422,000
		621,100	13,800	1,425,400	1,900	0	0	0	0	0	0	2,062,200
Central Services to the												
202	Business Rates Collection			4,300					(5,500)		(93,000)	(94,200)
				4,200					(5,100)		(93,000)	(93,900)
209	Council Tax Benefit Admin			3,700							(50,000)	(46,300)
				3,200							(55,900)	(52,700)
216	Council Tax Collection			36,300					(106,700)			(70,400)
				35,200			0		(106,200)			(71,000)
213	Electoral Registration			47,800					(1,200)	0		46,600
				47,300						0		47,300
253	Civil Emergencies			33,900								33,900
				33,900								33,900
254	Election Management			12,700						0		12,700
				12,700						0		12,700
255	Land Charges			15,200					(121,900)			(106,700)
				15,200					(121,900)			(106,700)
TOTAL Central Services		0	0	153,900	0	0	0	0	(235,300)	0	(143,000)	(224,400)
		0	0	151,700	0	0	0	0	(233,200)	0	(148,900)	(230,400)
Cultural, Environmental												
Cultural Services												
501, 502, 503, 509, 520,	Sport	0	0	173,900	12,300	0	0	0	0	(605,300)	0	(419,100)
		0	0	199,300	410,300	0	0	0	0	(628,500)	0	(18,900)
122, 506, 508	Community Centres	0	0	34,800	6,400	0	0	0	0	0	0	41,200
		0	0	38,900	6,200	0	0	0	0	0	0	45,100
505, 511, 514, 516, 518,	Parks & Open Spaces	30,000	0	274,500	215,900	0	0	0	(683,000)	(51,700)	0	(214,300)
		47,300	0	325,300	235,600	0	0	0	(733,000)	(58,200)	0	(183,000)
542, 546	Heritage	0	0	4,300	5,100	0	0	0	0	0	0	9,400
		0	0	4,300	3,600	0	0	0	0	0	0	7,900
309	Rivers		6,500	59,500	10,100				(167,400)	(6,700)		(98,000)
			4,900	69,000	5,400		0		(181,100)	(7,400)		(109,200)
320, 325, 330	Tourism	140,100	500	68,700	0	0	0	0	(15,300)	0	0	194,000
		181,600	300	65,600	0	0	0	0	(15,300)	0	0	232,200
TOTAL Cultural Services		170,100	7,000	615,700	249,800	0	0	0	(865,700)	(663,700)	0	(486,800)
		228,900	5,200	702,400	661,100	0	0	0	(929,400)	(694,100)	0	(25,900)
Environmental Services												
340	Public Entertainment Licences			27,900					(55,600)			(27,700)

ORIGINAL 18/19 (Top) REVISED 18/19 budget			APPENDIX 6									
			Direct Costs				Recharges		Income			
9	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £	Government Grant £	Net Budget £
				29,100					(55,600)			(26,500)
341	Hackney Carriage			16,000					(33,300)			(17,300)
				18,000					(33,600)			(15,600)
550	Public Conveniences			105,400	21,800							127,200
				101,400	20,100							121,500
555	Cemeteries			42,300	13,500				(126,400)			(70,600)
				52,900	19,100				(151,600)			(79,600)
562, 563	Community Safety	77,000	0	35,400	0	0	0	0	0	(14,300)	0	98,100
		83,100	500	44,000	0	0	0	0	0	(19,200)	0	108,400
576, 579, 581	Waste Management	0	2,900	3,294,300	317,800	0	0	0	(1,997,000)	(700)	0	1,617,300
		0	2,900	3,272,300	320,200	0	0	0	(1,949,000)	(3,400)	0	1,643,000
566, 567, 570, 571, 572,	Other Environmental Health	5,000	1,800	60,000	6,100	0	0	0	(55,900)	0	0	17,000
		4,600	2,300	103,900	6,100	0	0	0	(64,700)	0	0	52,200
TOTAL Environmental Services			82,000	4,700	3,581,300	359,200	0	0	(2,268,200)	(15,000)	0	1,744,000
			87,700	5,700	3,621,600	365,500	0	0	(2,254,500)	(22,600)	0	1,803,400
Planning & Development												
232	Discretionary Rate Relief											0
301	Planning Policy			26,500								26,500
				55,200					0		0	55,200
302	Development Control			124,000					(892,400)			(768,400)
				122,000					(884,300)			(762,300)
303	Building Regs - Fee Related			4,000					(135,300)			(131,300)
				4,000					(135,300)			(131,300)
313	Building Regs - Non Fee Related			0					0			0
				0					0			0
304	Building Conservation			1,800					0	0	0	1,800
				2,100					0	0	0	2,100
305	Economic Development			72,500						(60,000)	0	12,500
				76,400						0	0	76,400
307	Gypsy & Traveller	0		8,000								8,000
		0		8,000								8,000
565	Community Grants			81,300							(7,800)	73,500
				73,500								73,500
TOTALPlanning & Development Services			0	0	318,100	0	0	0	(1,027,700)	(60,000)	(7,800)	(777,400)
			0	0	341,200	0	0	0	(1,019,600)	0	0	(678,400)
Highways, Roads &												
311	Highways											0
												0
312	Street Naming			11,400								11,400
				11,400								11,400
534, 535	Off Street Parking	0	0	156,400	18,100	0	0	0	(736,700)	0	0	(562,200)
		0	0	164,700	17,700	0	0	0	(745,800)	0	0	(563,400)
TOTAL Highways, Roads & Transport Services			0	0	167,800	18,100	0	0	(736,700)	0	0	(550,800)
			0	0	176,100	17,700	0	0	(745,800)	0	0	(552,000)
Housing Services												
204	Rent Allowances			15,121,700						(388,200)	(14,516,700)	216,800
				14,575,400						(298,000)	(14,157,500)	119,900
203	Housing Benefits Admin			12,800					(3,000)		(137,000)	(127,200)
				12,100					(7,000)		(134,100)	(129,000)
591, 592, 593, 598	Other Housing Services			71,800					(43,500)	(4,000)	(83,800)	(59,500)
		0	0	92,500	0	0	0	0	(43,500)	(4,000)	(71,900)	(26,900)
TOTAL Housing Services			0	0	15,206,300	0	0	0	(46,500)	(392,200)	(14,737,500)	30,100
			0	0	14,680,000	0	0	0	(50,500)	(302,000)	(14,363,500)	(36,000)

ORIGINAL 18/19 (Top) REVISED 18/19 budget		Direct Costs Recharges Income										
9	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £	Government Grant £	Net Budget £
<u>Non Distributed Costs</u>												
257	Non Distributed Costs	0	0	0	0	0	0	0	0	0	0	0
TOTAL Non Distributed Costs		0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0
<u>Other Services</u>												
224	Misc Land & Property			5,200	0				(32,000)			(26,800)
				2,900	0				(33,300)			(30,400)
225	Industrial Sites			1,100					(114,900)			(113,800)
				7,100					(116,300)			(109,200)
TOTAL Other Services		0	0	6,300	0	0	0	0	(146,900)	0	0	(140,600)
		0	0	10,000	0	0	0	0	(149,600)	0	0	(139,600)
SUB TOTAL		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,356,300)	(1,782,100)	(14,888,300)	9,514,900
		9,706,500	120,100	22,563,400	1,242,400	0	0	0	(5,411,900)	(1,625,400)	(14,559,700)	12,035,400
Less Vacancy/Savings												0
TOTAL AGREED												
	ORIGINAL 18/19	9,125,000	113,800	21,591,300	711,500	0	0	0	(5,356,300)	(1,782,100)	(14,888,300)	9,514,900
	REVISED 18/19	9,706,500	120,100	22,563,400	1,242,400	0	0	0	(5,411,900)	(1,625,400)	(14,559,700)	12,035,400

ORIGINAL 18/19 Top ORIGINAL 19/20 Bottom		Original 2019-20										APPENDIX 7	
Cost Centre	Description	Direct Costs				Recharges			Income			Government Grant £	Net Budget £
		Staffing	Transport	Goods and Services	Capital Charges	Offices and Depots	Support in	Support out	Fees and Charges	Other Income			
		£	£	£	£	£	£	£	£	£			
<u>Service Management &</u>													
Green	Staffing												0
		1,044,096											1,044,096
Red	Staffing												0
		2,131,900											2,131,900
Blue	Staffing												0
		3,020,000											3,020,000
101	Corporate Core	631,900	1,000	11,700							-21800		622,800
		1,000	500	10,100							0		11,600
102	Election Services	102,400	100	1,400									103,900
		800	0	2,700									3,500
103	Policy & Comms	228,100	300	16,200									244,600
		1,200	300	16,100	0					0			17,600
104	Training			75,100									75,100
				61,100						0			61,100
105	Human Resources	187,500	200	22,000									209,700
		1,800	0	22,400	0					0			24,200
106	Apprentices	22,700		18,000									40,700
		18,000		0									18,000
108	Committee Services	337,000	300	21,900						(10,000)			349,200
		1,100	800	21,800						(10,000)			13,700
109	General Office Support	46,400		700									47,100
		0	0	700						0			700
110	Customer Services	407,300	400	19,300							(32,300)		394,700
		175,300	1,000	20,000	0					(30,400)			165,900
111	Internal Audit & Perf. Review			70,400									70,400
				70,400									70,400
113	Finance	396,700		92,100									488,800
		2,300	0	42,700	0					0			45,000
114	Revenues & Benefits	1,035,000	500	111,000							(375,900)	0	770,600
		481,300	1,000	108,900							(305,900)	0	285,300
118	Leisure & Community	311,900	1,400	33,300	0					0			346,600
		109,600	600	31,500	0					(9,000)			132,700
119	IT Services	433,700	0	351,900	42,500								828,100
		1,400		487,700	132,800								621,900
121	Council Offices	200,700		247,300	8,000						(62,800)		393,200
		400	0	265,700	95,900						(58,200)		303,800
124	Princes Rd Depot			17,800	5,500								23,300
				400	3,300								3,700
132	Environmental Health	512,000	8,300	11,600									531,900
		255,100	8,300	10,900									274,300
133	Environmental Waste	188,400	100	3,800									192,300
		32,200	100	3,500									35,800
134	Housing	627,900	2,200	14,500									644,600
		282,600	2,200	14,900									299,700
141	Parks & Countryside Services	631,200	52,800	124,600	22,100	0	0		(29,300)	(79,400)			722,000
		353,000	53,200	112,200	31,900	0	0		(29,300)	(52,300)			468,700
149	Nursery			0	0								0
				0	300								300
153	Parks Rangers	376,300	9,400	8,600	1,700	0	0			(67,000)			329,000
		207,100	9,900	8,300	3,700					(70,000)			159,000
155	Prom Depot			9,800	2,700					(2,000)			10,500
				10,400	3,700					(2,500)			11,600
163	Enforcement	229,800	600	6,500									236,900
		123,200	1,400	6,200							0		130,800
164	Economic Development	147,700	1,900	1,500									151,100
		33,900	1,900	1,200									37,000

ORIGINAL 18/19 Top ORIGINAL 19/20 Bottom		Direct Costs				Recharges			Income			Net Budget	
Cost Centre	Description	Staffing	Transport	Goods and Services	Capital Charges	Offices and Depots	Support in	Support out	Fees and Charges	Other Income	Government Grant	Net Budget	
		£	£	£	£	£	£	£	£	£	£	£	
165	Planning Policy Services	432,600	1,400	4,500								438,500	
		45,100	1,400	8,200								54,700	
166	Planning Admin Services	293,100		33,300								326,400	
		131,600		28,200								159,800	
167	Development Control Services	651,900	4,100	14,800								670,800	
		315,900	4,100	14,600								334,600	
168	Building Control Services	225,200	5,500	5,300								236,000	
		75,200	5,500	5,200								85,900	
TOTAL Service Management & Support Services		8,657,400	90,500	1,348,900	82,500	0	0	0	(39,300)	(641,200)	0	9,498,800	
		8,845,096	92,200	1,386,000	271,600	0	0	0	(39,300)	(528,300)	0	10,027,296	
Central Services Corporate Core &													
256	Corporate Management			151,800								151,800	
				248,400					0		0	248,400	
260	Democratic Representation & Mgt	215,500	11,600	41,200	1,900	0	0					270,200	
		223,600	14,000	37,200	1,900					0		276,700	
270	Future Model Transformation	0		0								0	
		260,000		344,000						(182,000)		422,000	
TOTAL Corporate & Democratic Core		215,500	11,600	193,000	1,900	0	0	0	0	0	0	422,000	
		483,600	14,000	629,600	1,900	0	0	0	0	(182,000)	0	947,100	
Central Services to the													
202	Business Rates Collection			4,300			0		(5,500)		(93,000)	(94,200)	
				4,300					(5,100)		(93,000)	(93,800)	
209	Council Tax Benefit Admin	0		3,700							(50,000)	(46,300)	
				3,300							(53,000)	(49,700)	
216	Council Tax Collection			36,300			0		(106,700)			(70,400)	
				35,800					(106,200)			(70,400)	
213	Electoral Registration			47,800		0			(1,200)			46,600	
		0		46,400		0			(1,200)			45,200	
253	Civil Emergencies			33,900								33,900	
				33,900								33,900	
254	Election Management			12,700								12,700	
				96,100						0		96,100	
255	Land Charges			15,200					(121,900)			(106,700)	
				15,700					(121,900)			(106,200)	
TOTAL Central Services		0	0	153,900	0	0	0	0	(235,300)	0	(143,000)	(224,400)	
		0	0	235,500	0	0	0	0	(234,400)	0	(146,000)	(144,900)	
Cultural, Environmental & Cultural Services													
501, 502, 503, 509, 520, 522	Sport	0	0	173,900	12,300	0	0	0	0	(605,300)	0	(419,100)	
		0	0	176,600	410,300	0	0	0	0	(624,100)	0	(37,200)	
122, 506, 508	Community Centres	0	0	34,800	6,400	0	0	0	0	0	0	41,200	
		0	0	26,200	9,600	0	0	0	0	0	0	35,800	
505, 511, 514, 516, 518, 519	Parks & Open Spaces	30,000	0	274,500	215,900	0	0	0	(666,100)	(68,600)	0	(214,300)	
		32,000	0	245,200	258,200	0	0	0	(739,700)	(41,000)	0	(245,300)	
542, 546	Heritage	0	0	4,300	5,100	0	0	0	0	0	0	9,400	
		0	0	4,300	3,600	0	0	0	0	0	0	7,900	
309	Rivers		6,500	59,500	10,100		0		(167,400)	(6,700)		(98,000)	
			6,500	40,600	5,400		0		(175,900)	(7,400)		(130,800)	
320, 325, 330	Tourism	140,100	500	68,700	0	0	0	0	(15,300)	0	0	194,000	
		85,600	500	62,800	0	0	0	0	(15,300)	0	0	133,600	
TOTAL Cultural Services		170,100	7,000	615,700	249,800	0	0	0	(848,800)	(680,600)	0	(486,800)	
		117,600	7,000	555,700	687,100	0	0	0	(930,900)	(672,500)	0	(236,000)	

ORIGINAL 18/19 Top
ORIGINAL 19/20 Bottom

		Direct Costs				Recharges			Income			
Cost Centre	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £	Government Grant £	Net Budget £
Environmental Services												
340	Public Entertainment Licences			27,900					(55,600)			(27,700)
				30,000					(55,600)			(25,600)
341	Hackney Carriage			16,000					(33,300)			(17,300)
				18,500					(33,600)			(15,100)
550	Public Conveniences			105,400	21,800							127,200
				97,500	20,100							117,600
555	Cemeteries			42,300	13,500		0		(126,400)			(70,600)
				47,500	17,000		0		(135,400)			(70,900)
562, 563	Community Safety	77,000	0	35,400	0	0	0	0	0	(14,300)	0	98,100
		42,200	0	35,400	0	0	0	0	0	(14,300)	0	63,300
576, 579, 581	Waste Management	0	2,900	3,294,300	317,800	0	0	0	(1,997,000)	(700)	0	1,617,300
		0	2,900	3,343,400	323,900	0	0	0	(1,970,600)	(700)	0	1,698,900
566, 567, 570, 571, 572, 573,	Other Environmental Health	5,000	1,800	60,000	6,100	0	0	0	(55,900)	0	0	17,000
		5,000	1,800	60,400	6,100	0	0	0	(60,000)	0	0	13,300
TOTAL Environmental Services		82,000	4,700	3,581,300	359,200	0	0	0	(2,268,200)	(15,000)	0	1,744,000
		47,200	4,700	3,632,700	367,100	0	0	0	(2,255,200)	(15,000)	0	1,781,500
Planning & Development												
232	Discretionary Rate Relief											0
301	Planning Policy			26,500								26,500
				26,500								26,500
302	Development Control			124,000					(892,400)			(768,400)
				119,000					(895,400)			(776,400)
303	Building Regs - Fee Related			4,000					(135,300)			(131,300)
				4,000					(140,700)			(136,700)
313	Building Regs - Non Fee Related						0					0
				0					0			0
304	Building Conservation			1,800								1,800
				1,800					0	0	0	1,800
305	Economic Development			72,500						(60,000)		12,500
				12,500						0	0	12,500
307	Gypsy & Traveller			8,000								8,000
				8,000	0	0	0					8,000
565	Community Grants			81,300	0	0	0				(7,800)	73,500
				76,000	0	0	0				0	76,000
TOTAL Planning & Development Services		0	0	318,100	0	0	0	0	(1,027,700)	(60,000)	(7,800)	(777,400)
		0	0	247,800	0	0	0	0	(1,036,100)	0	0	(788,300)
Highways, Roads & Transport Services												
311	Highways											0
												0
312	Street Naming			11,400								11,400
				8,900								8,900
534, 535	Off Street Parking	0	0	156,400	18,100	0	0	0	(736,700)	0	0	(562,200)
		0	0	136,800	28,600	0	0	0	(741,800)	0	0	(576,400)
TOTAL Highways, Roads & Transport Services		0	0	167,800	18,100	0	0	0	(736,700)	0	0	(550,800)
		0	0	145,700	28,600	0	0	0	(741,800)	0	0	(567,500)
Housing Services												
204	Rent Allowances			15,121,700						(388,200)	(14,516,700)	216,800
				14,575,400						(358,000)	(14,157,500)	59,900
203	Housing Benefits Admin			12,800			0		(3,000)		(137,000)	(127,200)

ORIGINAL 18/19 Top ORIGINAL 19/20 Bottom		Direct Costs										
		Recharges				Income						
Cost Centre	Description	Staffing £	Transport £	Goods and Services £	Capital Charges £	Offices and Depots £	Support in £	Support out £	Fees and Charges £	Other Income £	Government Grant £	Net Budget £
				12,400			0		(7,000)		(130,000)	(124,600)
591, 592, 593, 598	Other Housing Services			71,800					(43,500)	(4,000)	(83,800)	(59,500)
		0	0	24,600	0	0	0	0	(40,500)	(4,000)	(21,900)	(41,800)
TOTAL Housing Services		0	0	15,206,300	0	0	0	0	(46,500)	(392,200)	(14,737,500)	30,100
				14,612,400	0	0	0	0	(47,500)	(362,000)	(14,309,400)	(106,500)
Non Distributed Costs												
257	Non Distributed Costs	0	0	0	0	0	0	0	0	0	0	0
TOTAL Non Distributed Costs		0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0
Other Services												
224	Misc Land & Property			5,200					(32,000)			(26,800)
				4,400	0				(35,500)			(31,100)
225	Industrial Sites			1,100					(114,900)			(113,800)
				2,800	0				(114,900)			(112,100)
TOTAL Other Services		0	0	6,300	0	0	0	0	(146,900)	0	0	(140,600)
		0	0	7,200	0	0	0	0	(150,400)	0	0	(143,200)
SUB TOTAL		9,125,000	113,800	21,591,300	711,500	0	0	0	(5,349,400)	(1,789,000)	(14,888,300)	9,514,900
		9,493,496	117,900	21,452,600	1,356,300	0	0	0	(5,435,600)	(1,759,800)	(14,455,400)	10,769,496
Less Vacancy/Savings												0
		(70,000)										
TOTAL AGREED BUDGET												
	ORIGINAL 18/19	9,125,000	113,800	21,591,300	711,500	0	0	0	(5,349,400)	(1,789,000)	(14,888,300)	9,514,900
	ORIGINAL 19/20	9,423,496	117,900	21,452,600	1,356,300	0	0	0	(5,435,600)	(1,759,800)	(14,455,400)	10,699,496

Earmarked Revenue Reserve	Purpose	Review Mechanism	At 31/3/18	Estimated at 31/3/19	Estimated at 31/3/20	Estimated at 31/3/21	Estimated at 31/3/22
Repairs & Renewals Fund	To provide funds to support additional revenue / capital costs arising from the need to maintain the Council's Asset base	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	225,316	128,816	20,816	-	-
Insurance	The Council maintains external insurance policies to cover major risks. In many cases the policies have excess clauses that require the Council to meet the first part of each claim. The Council has established this reserve to cover its liabilities under policy excesses, finance any claims for small risks not insured externally and cover any future liability that may arise from winding up of Municipal Mutual Insurance.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	60,000	60,000	60,000	60,000	60,000
Revenue Commitments	This reserve exists to smooth out the timing differences between monies being earmarked to expenditure from the annual revenue budget and the expenditure actually occurring	Annually by the Finance and Corporate Services Committee at final accounts approval stage	134,136	-	-	-	-
Heritage Projects	The Council gives grants in support of environmental initiatives and historic buildings. The time limits on these grants exceed the financial year in which budget provision is made, necessitating a reserve to cover outstanding liabilities	Annually by the Finance and Corporate Services Committee at final accounts approval stage	8,617	8,617	-	-	-
Community Grants	The Council previously had schemes for awarding grants. The time limits on these grants exceed the financial year in which budget provision is made, necessitating a reserve to cover outstanding liabilities.	Annually by the Finance and Corporate Services Committee at final accounts approval stage	1,000	1,000	-	-	-
CIL and LDP review	Money has been put aside from unspent budgets to support the creation and adoption of the delayed LDP	Annually by the Finance and Corporate Services Committee at final accounts approval stage	235,000	206,300	-	-	-
Business Continuity	To provide funding for emergency requirements such as salt, sand bags or other business continuity requirements	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	10,000	10,000	10,000	10,000	10,000
Community Sport Network	The Council has schemes for awarding grants. The time limits on these grants exceed the financial year in which budget provision is made, necessitating a reserve to cover outstanding liabilities.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	8,020	20	-	-	-
Transformation (including IGNITE)	The Council is looking to change the way in which it works internally and also how it delivers its services to others. This reserve will enable up-front investment in these projects.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	1,712,361	239,980	-	-	-
Neighbourhood Plan Applications	To provide funding for preparation of Neighbourhood Plans	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	29,177	29,177	-	-	-
Waste Contract Implementation	Money set aside towards the procurement and mobilisation of the new Waste contract	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	24,913	15,413	-	-	-
Business Rates Equalisation	To provide funds to support fluctuations in Business Rates receivable into the General Fund.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	533,000	261,000	311,000	361,000	411,000
Pension	To provide funds to enable payment of the forward funding of the pension deficit.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	116,000	720,000	1,424,000	-	-
Other Reserves	Other reserves have been set up in relation to the continuation of projects for which external funds have been received but have not been fully utilised within that particular year.	Bi-annually by the Finance and Corporate Services Committee at budget setting and final accounts approval stages	393,185	246,226	-	-	-
TOTAL			3,490,725	1,926,549	1,825,816	431,000	481,000

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REGULATION OF INVESTIGATORY POWERS ACT 2000

CORPORATE POLICY AND PROCEDURE ON THE USE OF COVERT SURVEILLANCE

Title	Regulation of Investigatory Powers Act 2000
Owner	Director of Resources
Version	2
Issue date	
Approved by	Council
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1

INTRODUCTION

- 1.1 This document sets out the policy and procedures adopted by Maldon District Council (“the council”) in relation to Part II of the Regulation of Investigatory Powers Act 2000 (“RIPA”). The policy should be read in conjunction with the Home Office Codes of Practice on covert surveillance and covert human intelligence sources; acquisition and disclosure of communications data, and any guidance issued by the Investigatory Powers Commissioner’s Office (IPCO) (formerly the Office of Surveillance Commissioners – OSC)
- 1.2 For the purpose of this update, references to the Home Office Codes of Practice relate to the latest versions which were issued in August 2018 in relation to covert surveillance and covert human intelligence sources; and 2016 in relation to the acquisition and disclosure of communications data. References to the OSC Procedures and Guidance document relate to the latest version which was issued in July 2016.
- 1.3 The following terms are used throughout this Policy:

RIPA	Regulation of Investigatory Powers Act 2000
CHIS	Covert Human Intelligence Source
SPoC	Single Point of Contact

SRO	Senior Responsible Officer
IPCO	Investigatory Powers Commissioner's Office
NAFN	National Anti-Fraud Network
CSP	Communications Service Provider

- 1.4 It should be noted that any use of activities under RIPA will be as a last resort and council policy is not to undertake such activities unless necessary.
- 1.5 Further information on RIPA forms can be found on the intranet with search word "Ripa"

2 PURPOSE AND OBJECTIVES

- 2.1 Directed surveillance or acquisition of communications data by or on behalf of the council must be carried out in accordance with this policy. Any such activity must be authorised by one of the Authorising Officers identified in Appendix A. All authorisations must then be approved by a Magistrate before any covert activity takes place. Staff directly employed by the council and any external agencies working for the council are subject to RIPA whilst they are working in a relevant investigatory capacity.
- 2.2 The purpose of the policy is to ensure the council is acting lawfully while undertaking its various enforcement functions, ensuring directed surveillance, or acquisition of communication data is both necessary and proportionate, and takes into account the rights of individuals under Article 8 of the Human Rights Act.
- 2.3 Surveillance, for the purpose of the Act, includes monitoring, observing or listening to persons, their movements, conversations or other activities and communications. It may be conducted with or without the assistance of a surveillance device and includes the recording of any information obtained.

3 ROLES AND RESPONSIBILITIES

3.1 Senior Responsible Officer (SRO):

- 3.1.1 The role of SRO will be undertaken by the council's Director of Resources
- 3.1.2 In accordance with good practice the SRO will be responsible for:
- The integrity of the process in place within the council for the management of covert surveillance;
 - Ensuring that all authorising officers are of an appropriate standard;
 - Compliance with Part 2 of the Act and with the Home Office Codes of Practice;

- Oversight of the reporting of errors to the relevant Commissioner and the identification of both the cause(s) of errors and the implementation of processes to minimise repetition of errors;
- Engagement with the Investigatory Powers Commissioner's Office (IPCO) inspectors when they conduct their inspections, where applicable;
- Where necessary, oversight of the implementation of post-inspection action plans approved by the relevant oversight Commissioner.
- Have overall responsibility for the management and oversight of requests and authorizations under RIPA;
- Retain a copy of the application and authorization together with any supplementary documentation and notification of the approval given by the authorizing officer maintain a central RIPA records file;
- Review and monitor all forms and documents received to ensure compliance with the relevant law and guidance and this policy and procedures document and informing the Authorizing Officer of any concerns;
- Be responsible for organizing a corporate RIPA training programme and ensure corporate awareness of RIPA

3.2 **Authorizing Officers**

- 3.2.1 The officers named in Appendix A shall be the only officers within the council who can authorize applications under RIPA in accordance with the procedures set out in section 7 of this policy.
- 3.2.2 Each of the Authorizing Officers can authorize applications, for onward consideration by a Magistrate. Each Authorizing Officer may authorize renewals and cancellations, and undertake reviews, in relation to any investigation carried out, or proposed to be carried out, by officers. Authorizing Officers **may not sub-delegate** their powers in relation to RIPA to other officers.
- 3.2.3 The officer who authorizes a RIPA application should normally also carry out the review, renewal and cancellation. If the original Authorizing Officer is not available to undertake the review, renewal or cancellation, this can be undertaken by any other Authorizing Officer.

4 **LOCAL AUTHORITY USE OF RIPA**

- 4.1 RIPA sets out a regulatory framework for the use of covert investigatory techniques by public authorities. If such activities are conducted by council

officers, then RIPA regulates them in a manner that is compatible with the European Convention on Human Rights (ECHR), particularly Article 8, the right to respect for private and family life.

4.2 RIPA limits local authorities to using three covert techniques, as set out below:

- **Directed surveillance** is essentially covert surveillance in places other than residential premises or private vehicles
- A **Covert human intelligence source (CHIS)** includes undercover officers, public informants and people who make test purchases (for enforcement purposes)
- Acquisition of **Communications data** is the 'who', 'when' and 'where' of a communication, but not the 'what' (ie the content of what was said or written). RIPA groups communications data into three types:
 - 'traffic data' (which includes information about where the communications are made or received)
 - 'service use information' (such as the type of communication, time sent and its duration); and
 - 'subscriber information' (which includes billing information such as the name, address and bank details of the subscriber of telephone or internet services)

4.3 Under RIPA a local authority can only authorize the acquisition of the less intrusive types of communications data: service use and subscriber information. Under **no circumstances** can local authorities be authorized to obtain traffic data under RIPA.

4.4 Local authorities are **not** permitted to intercept the content of any person's communications and it is an offence to do so without lawful authority.

4.5 Directed surveillance may only be authorized under RIPA for the purpose of preventing or detecting criminal offences that are either punishable, whether on summary conviction or indictment, by a maximum term of at least 6 months' imprisonment **or** are related to the underage sale of alcohol and tobacco.

4.6 Local authorities cannot authorize directed surveillance for the purpose of preventing disorder unless this involves a criminal offence(s) punishable (whether on summary conviction or indictment) by a maximum term of at least 6 months' imprisonment. Requests for authorization must still demonstrate how the activity is both proportionate and necessary.

4.7 Examples of cases where the offence being investigated attracts a maximum custodial sentence of six months or more include more serious criminal damage and dangerous waste dumping

4.8 Directed surveillance will always be a last resort in an investigation, and use of a **CHIS by the council will not as a matter of policy be undertaken and**

therefore the council will not apply for such authorizations.

- 4.9 In cases of joint working with other agencies, for example the Department for Work and Pensions or the Police, only one authorization from one organisation is required. This should be made by the lead authority for the particular investigation. Council officers should satisfy themselves that authorization has been obtained and be clear exactly what activity has been authorized.
- 4.10 For access to communication data, a Single Point of Contact (SPoC) is required to undertake the practical facilitation with the communications service provider (CSP) in order to obtain the data requested. The SPoC must have received training specifically to facilitate lawful acquisition of communications data and effective co-operation between the local authority and CSP.
- 4.11 The National Anti-Fraud Network (NAFN) provides a SPoC service to local authorities. Local authorities using the NAFN SPoC service will still be responsible for submitting any applications to a Magistrate and an authorizing officer in the council is still required to scrutinise and approve any applications.
- 4.12 Compliance with the provisions of RIPA, the Home Office Codes of Practice and this policy and procedures should protect the council, its officers and agencies working on its behalf against legal challenge. Section 27 of RIPA states that “conduct...shall be lawful for all purposes if an authorisation...confers an entitlement to engage in that conduct on the person whose conduct it is and his conduct is in accordance with the authorisation”. If correct procedures are not followed, the council could be rendered liable to claims and the use of the information obtained may be disallowed in any subsequent legal proceedings.

5 THE SCOPE OF RIPA AND TYPES OF SURVEILLANCE

- 5.1 Officers should be aware of the scope and extent of activities covered by the provisions of RIPA. In many cases investigations carried out by council officers will not be subject to RIPA, as they involve overt rather than covert surveillance (see below). An explanation of terms used is set out below:
- 5.2 **'Surveillance'** includes
- monitoring, observing, listening to persons, watching or following their movements, listening to their conversations and other such activities or communications;
 - recording anything mentioned above in the course of authorised surveillance;
 - surveillance by, or with the assistance of, appropriate surveillance device(s).

Surveillance can be overt or covert.

- 5.3 Covert Surveillance

- Covert Surveillance is surveillance carried out in a manner calculated to ensure that the person subject to the surveillance is unaware that it is, or may be taking place.
- RIPA requires the authorisation of two types of covert surveillance (**directed surveillance** and **intrusive surveillance**) plus the use of covert human intelligence sources (CHIS) or acquisition of communications data.

5.4 Directed Surveillance

Directed Surveillance is surveillance which:-

- is covert; and
- is not intrusive surveillance (see definition below - **the council is prohibited by law from carrying out any intrusive surveillance**);
- is not carried out as an immediate response to events where it would not be practicable to obtain authorisation under the Act;
- is likely to result in the obtaining of private information about a person (whether or not one specifically identified for the purposes of the investigation or operation).

5.5 **Private information** in relation to a person includes any information relating to his private and family life, his home and his correspondence. The fact that covert surveillance occurs in a public place or on business premises does not mean that it cannot result in the obtaining of private information about a person. The way a person runs their business may also reveal information about his private life and the private lives of others. Prolonged surveillance targeted on a single person will undoubtedly result in the obtaining of private information about him/her and others that s/he comes into contact or associates with.

5.6 Private life considerations are particularly likely to arise if several records are to be analyzed together in order to establish, for example, a pattern of behavior, or if one or more pieces of information (whether or not available in the public domain) are covertly (or in some cases overtly) obtained for the purpose of making a permanent record about a person or for subsequent data processing to generate further information. In such circumstances, the totality of information gathered may constitute private information even if individual records do not. Where such conduct includes covert surveillance, a directed surveillance authorization may be considered appropriate

5.7 Private information may include personal data, such as names, telephone numbers and address details. Where such information is acquired by means of covert surveillance of a person having a reasonable expectation of privacy, a direct surveillance authorization is appropriate.

5.8 Overt Surveillance

- 5.8.1 Overt Surveillance will include most of the surveillance carried out by the council - there will be nothing secretive, clandestine or hidden about it. For example, signposted CCTV cameras normally amount to overt surveillance. In many cases, officers will be going about council business openly (e.g. a parking attendant patrolling a council car park).
- 5.8.2 However, care must be taken to ensure that officers are not intentionally acting as members of the public in order to disguise their true intent as this may then be considered as covert and require RIPA authorisation.
- 5.8.3 Similarly, surveillance will be overt if the subject has been told it will happen. This will be the case where a noisemaker is warned that recordings will be made if the noise continues; or where an entertainment licence is issued subject to conditions, and the licensee is told that officers may visit without notice or without identifying themselves to the owner/proprietor to check that the conditions are being met. Such warnings should be given to the person concerned in writing.
- 5.8.4 Overt surveillance does not require any authorisation under RIPA. Neither does **low-level surveillance** consisting of general observations in the course of law enforcement (for example, an officer visiting a site to check whether a criminal offence had been committed). Repeated visits may amount to systematic surveillance however, and require authorisation: if in doubt, advice should be sought from the Monitoring Officer or the SRO
- 5.8.5 Home Office guidance also suggests that the use of equipment such as binoculars or cameras, to reinforce normal sensory perception by enforcement officers as part of *general* observation does not need to be regulated by RIPA, as long as the *systematic* surveillance of an individual is not involved. However, if binoculars or cameras are used in relation to anything taking place on any residential premises or in any private vehicle the surveillance can be intrusive even if the use is only fleeting. Any such surveillance will be intrusive “if it consistently provides information of the same quality as might be expected to be obtained from a device actually present on the premises or in the vehicle”. The quality of the image obtained rather than the duration of the observation is what is determinative. **It should be remembered that the council is not permitted to undertake intrusive surveillance.**
- 5.8.6 Similarly, although signposted CCTV cameras do not normally require authorisation, this will be required if the camera(s) are to be directed for a specific purpose which involves prolonged surveillance on a particular person. (See Section 12 for guidance on the authorisation of directed surveillance undertaken by means of the council’s CCTV cameras.)
- 5.8.7 Use of body worn cameras should be overt. Badges should be worn by officers stating body cameras are in use and it should be announced that recording is taking place. In addition, cameras should only be switched on when recording is necessary – for example, when issuing parking tickets.
- 5.8.8 Surveillance that is unforeseen and undertaken as **an immediate response** to

events or circumstances such that it is not reasonably practicable to seek authorisation normally falls outside the definition of directed surveillance and therefore authorisation is not required. However, if a **specific investigation or operation is subsequently to follow**, authorisation must be obtained in the usual way before it can commence. In no circumstances will any covert surveillance operation be given backdated authorisation after it has commenced.

5.9 Social Networking Sites (SNS)

5.9.1 The Home Office Revised Code of Practice on Covert Surveillance and Property Interference, published in August 2018, provides the following guidance in relation to online covert activity:

'The growth of the internet, and the extent of the information that is now available online, presents new opportunities for public authorities to view or gather information which may assist them in preventing or detecting crime or carrying out other statutory functions, as well as in understanding and engaging with the public they serve. It is important that public authorities are able to make full and lawful use of this information for their statutory purposes. Much of it can be accessed without the need for RIPA authorisation; use of the internet prior to an investigation should not normally engage privacy considerations. But if the study of an individual's online presence becomes persistent, or where material obtained from any check is to be extracted and recorded and may engage privacy considerations, RIPA authorisations may need to be considered. The following guidance is intended to assist public authorities in identifying when such authorisations may be appropriate.

The internet may be used for intelligence gathering and/or as a surveillance tool. Where online monitoring or investigation is conducted covertly for the purpose of a specific investigation or operation and is likely to result in the obtaining of private information about a person or group, an authorisation for directed surveillance should be considered, as set out elsewhere in this code. Where a person acting on behalf of a public authority is intending to engage with others online without disclosing his or her identity, a CHIS authorisation may be needed (The Covert Human Intelligence Sources code of practice provide detail on where a CHIS authorisation may be available for online activity).

In deciding whether online surveillance should be regarded as covert, consideration should be given to the likelihood of the subject(s) knowing that the surveillance is or may be taking place. Use of the internet itself may be considered as adopting a surveillance technique calculated to ensure that the subject is unaware of it, even if no further steps are taken to conceal the activity. Conversely, where a public authority has taken reasonable steps to inform the public or particular individuals that the surveillance is or may be taking place, the activity may be regarded as overt and a directed surveillance authorisation will not normally be available.

As set out below, depending on the nature of the online platform, there may be a reduced expectation of privacy where information relating to a person or group of people is made openly available within the public domain, however in some circumstances privacy implications still apply. This is because the intention when making such information available was not for it to be used for a covert purpose such as investigative activity. This is regardless of whether a user of a website or social media platform has sought to protect such information by restricting its access by activating privacy settings.

Where information about an individual is placed on a publicly accessible database, for example the telephone directory or Companies House, which is commonly used and known to be accessible to all, they are unlikely to have any reasonable expectation of privacy over the monitoring by public authorities of that information. Individuals who post information on social media networks and other websites whose purpose is to communicate messages to a wide audience are also less likely to hold a reasonable expectation of privacy in relation to that information.

Whether a public authority interferes with a person's private life includes a consideration of the nature of the public authority's activity in relation to that information. Simple reconnaissance of such sites (i.e. preliminary examination with a view to establishing whether the site or its contents are of interest) is unlikely to interfere with a person's reasonably held expectation of privacy and therefore is not likely to require a directed surveillance authorisation. But where a public authority is systematically collecting and recording information about a particular person or group, a directed surveillance authorisation should be considered. These considerations apply regardless of when the information was shared online.'

5.10 Intrusive Surveillance

5.10.1 Intrusive Surveillance occurs when surveillance:

- is covert;
- relates to residential premises and/or private vehicles; and
- involves the presence of a person in the premises or in the vehicle or is carried out by a surveillance device in the premises/vehicle. Surveillance equipment mounted outside the premises will not be intrusive, unless the device consistently provides information of the same quality and detail as might be expected if they were in the premises/vehicle.

5.10.2 Intrusive surveillance cannot be carried out or approved by the council.

Only the police or other law enforcement agencies are permitted to use such powers. Likewise, the council has no statutory powers to interfere with private property.

6 COVERT HUMAN INTELLIGENCE SOURCE

6.1 The use of a covert human intelligence source (CHIS), and his or her conduct, also requires authorisation under RIPA. It is considered unlikely that there will be any circumstances which would require the council to either use a CHIS or operate under cover and so the **Council will not seek authorisations under RIPA for CHIS**. It is however important that employees read this part of the policy so that they do not by accident carry out surveillance that requires authorization.

6.2 A CHIS is defined as someone who establishes or maintains a personal or other relationship for the purpose of

- covertly using the relationship to obtain information or provide access to any

- information to another person;
- covertly disclosing information obtained by means of that relationship where the relationship is conducted in a manner that is calculated to ensure that one of the parties to the relationship is unaware of its purpose.

These provisions would cover the use of professional witnesses to obtain evidence or information, or officers operating “undercover”. Great caution should be exercised in these circumstances.

- 6.3 The provisions of RIPA relating to CHIS do not apply where a situation would not normally require a relationship to be established for the covert purpose of obtaining information. For example:
- where members of the public volunteer information to the council as part of their normal civic duties;
 - where the public contact telephone numbers set up by the council to receive information;
 - where members of the public are asked to keep diaries of incidents in relation to, for example, planning enforcement, anti-social behaviour or noise nuisance. However, in certain circumstances, RIPA authorisation may be required if the criteria in section 26(2) of the Act are met.

7 AUTHORISATION PROCEDURES

- 7.1 **Any directed surveillance undertaken by or on behalf of the council must be carried out in accordance with RIPA (see section 14 about non ripa) and must not commence until authorisation has been granted and has been approved by a relevant judicial authority.** If such activities are undertaken without authorisation the SRO must be advised immediately. Only those officers employed in the designated “Authorising Officer Posts” set out in Appendix A can authorise an application under RIPA. Once authorised, the application must be presented to a Magistrate for final approval.
- 7.2 The acquisition of communications data can only be undertaken by a SPoC, although the same authorisation procedures will apply.
- 7.3 Officers must discuss the need to undertake directed surveillance with their line manager before seeking an authorisation. **All other reasonable and less intrusive options to gain the required information must be considered before an authorisation is applied for and the RIPA application must detail why these options have failed or have been considered not appropriate in the circumstances of the individual investigation.**
- 7.4 All applications for authorisation must be made on the appropriate form and can be found on the council’s intranet by using “Ripa” in the search engine. In the event of any query, officers making or authorising applications should consult the Monitoring Officer or the SRO. Authorisations will not take effect until the relevant judicial authority has made an order approving the grant of the authorisation. The relevant judicial authority in England and Wales is a

Magistrate. **It is vital that any surveillance for which authorisation has been sought does not start until such time as it has been approved by a Magistrate**

- 7.5 It is necessary for the council to obtain judicial approval for all initial RIPA authorisations/applications and renewals. **There is no requirement for the Magistrate to consider either cancellations or internal reviews.**
- 7.6 In any case where it is likely that **confidential information** may be acquired by directed surveillance or by the use or conduct of a source, **the Authorised Officer who may grant authorisation is the SRO (Director of Resources) or, in her absence the Monitoring Officer.**
- 7.7 **Confidential information** consists of communications subject to *legal privilege*, communications between a Member of Parliament and another person on constituency matters, confidential personal information, or confidential journalistic material. So, for example, extra care should be taken where, through the use of surveillance, it is likely that knowledge will be acquired of communications between a minister of religion and an individual relating to the latter's spiritual welfare, or between a Member of Parliament and a constituent relating to constituency matters, or wherever matters of medical or journalistic confidentiality may be involved
- 7.8 Covert surveillance of all legal consultations should be considered to be intrusive.
- 7.9 When considering an application, Authorising Officers must:
- (a) have regard to the contents of this document, the training provided and any other guidance or advice given by the SRO;
 - (b) satisfy his/herself that the RIPA authorisation will be:
 - (i) **in accordance with the law;**
 - (ii) **necessary** in the circumstances of the particular case; and
 - (iii) **proportionate** to what it seeks to achieve.
 - (c) assess whether or not the proposed surveillance is proportionate, considering the following elements:
 - The custodial sentence applicable to the offence being investigated;
 - Balancing the size and scope of the proposed activity against the gravity and extent of the perceived crime or offence;
 - Explaining how and why the methods to be adopted will cause the least possible intrusion on the subject and others;
 - Whether the activity is an appropriate use of the legislation and a reasonable way, having considered all practical alternatives, of obtaining the necessary result;
 - Evidencing, as far as reasonably practicable, what other methods had been considered and why they were not implemented.
 - (d) take into account the risk of intrusion into the privacy of persons other than

the specified subject of the surveillance (called 'collateral intrusion'), and consider whether any measures should be taken to avoid or minimise collateral intrusion as far as possible (the degree of likely collateral intrusion will also be relevant to assessing whether the proposed surveillance is proportionate);

- (e) consider any issues which may arise in relation to the health and safety of council employees and agents, and ensure that a risk assessment has been undertaken if appropriate.

- 8 If an application is granted, the Authorising Officer must set a date for its review, and ensure that it is reviewed on that date (see below). Records must be kept in relation to all RIPA applications and authorisations by the Authorising Officer and by sending a copy to the SRO for retention.

9 URGENT AUTHORISATIONS

- 9.1 It is no longer possible for urgent authorisations to be given orally. However, a Magistrate may consider an authorisation out of hours in **exceptional** circumstances.

10 DURATION OF AUTHORISATIONS

- 10.1 Authorisations will have effect until the date for expiry specified on the relevant form. They must be granted for the designated period of three months for directed surveillance and one month for the acquisition of communications data. **No further operations should be carried out after the expiry of the relevant authorisation unless it has been renewed.** It will be the responsibility of the officer in charge of an investigation to ensure that any directed surveillance is only undertaken under an appropriate and valid authorisation, and therefore, he/she should be mindful of the date when authorisations and renewals will cease to have effect.
- 10.2 Authorisations should be reviewed at appropriate intervals in order to update the Authorising Officer on progress on the investigation and whether the authorisation is no longer required. Review periods should be set by the Authorising Officer, but should normally take place on a monthly basis unless the Authorising Officer considers that they should take place more or less frequently (if so, the reasons should be recorded). If the surveillance provides access to confidential information or involves collateral intrusion, there will be a particular need to review the authorisation frequently. The results of reviews should be recorded.
- 10.3 Authorisations must be cancelled as soon as they are no longer necessary. Even if an authorisation has reached its time limit and has ceased to have effect, it does not lapse and must still be formally cancelled. The responsibility for ensuring that authorisations are cancelled rests primarily with the officer in charge of the investigation, who should submit a request for cancellation on the appropriate form. However, if the Authorising Officer who authorised any directed surveillance (or any Authorising Officer who has taken over their duties) is satisfied that it no longer meets the criteria upon which it was authorised, s/he

must cancel it and record that fact in writing even in the absence of any request for cancellation.

10.4 If it is required, a renewal must be authorised prior to the expiry of the original authorisation. Applications for renewal should be made on the appropriate form shortly before the original authorisation period is due to expire. Officers must take account of factors which may delay the renewal process (eg intervening weekends or the availability of the relevant authorising officer and a Magistrate to consider the application). The Authorising Officer must consider the matter afresh, including taking into account the benefits of the surveillance to date and any collateral intrusion that has occurred. Renewals of an authorisation may be granted more than once, provided the criteria for granting that authorisation are still met. However, if the reason for requiring the authorisation has changed from the purpose for which it was originally granted, then it should be cancelled and new authorisation sought. The renewal will begin on the day when the original authorisation would otherwise have expired.

11 MATERIAL OBTAINED DURING INVESTIGATIONS

- 11.1 Generally, all material (in whatever media) obtained or produced during the course of investigations subject to RIPA authorisations should be processed, stored and destroyed in accordance with the requirements of the Data Protection Act 2018 and any other legal requirements, including those of confidentiality, and the council's policies and procedures currently in force relating to document retention. The following paragraphs give guidance on some specific situations, but advice should be sought from the SRO where appropriate.
- 11.2 Where material is obtained during the course of an investigation which might be relevant to that investigation, or another investigation, or to pending or future civil or criminal proceedings, then it should **not** be destroyed, but retained in accordance with legal disclosure requirements.
- 11.3 Where material is obtained, which is not related to a criminal or other investigation or to any person who is the subject of the investigation, and there is no reason to suspect that it will be relevant to any future civil or criminal proceedings, it should be destroyed immediately.
- 11.4 Material obtained in the course of an investigation may be used in connection with investigations other than the one that the relevant authorisation was issued for. However, the use or disclosure of such material outside the council, unless directed by any court order, should only be considered in exceptional circumstances, and in accordance with advice from the SRO.
- 11.5 Where material obtained is of a confidential nature then the following additional precautions should be taken:
 - Confidential material should not be retained or copied unless it is necessary for a specified purpose;
 - Confidential material should only be disseminated in accordance with legal advice that it is necessary to do so for a specific purpose;

- Confidential material which is retained should be marked with a warning of its confidential nature. Safeguards should be put in place to ensure that such material does not come into the possession of any person where to do so might prejudice the outcome of any civil or criminal proceedings;
- Confidential material should be destroyed as soon possible after its use for the specified purpose.

If there is any doubt as to whether material is of a confidential nature, advice should be sought from the SRO.

ASSESSMENT AND REVIEW

- 11.6 Following completion of any investigation/operation involving the use of RIPA, an assessment should be undertaken. This should detail the information obtained and how it was used to take the case forward.
- 11.7 The SRO will undertake periodic reviews of the assessment forms and may provide these records as part of any inspection by the Office of Surveillance Commissioners.

12 CCTV AND DIRECTED SURVEILLANCE

- 12.1 The use of CCTV must be accompanied by clear signage in order for any monitoring to be overt. If it is intended to use CCTV for covert monitoring, for example by using either hidden cameras or without any signs warning that CCTV is in operation, then RIPA authorisation is likely to be required.

12.2 Note 272 of the OSC's 2016 Procedures & Guidance document:

272. It is recommended that a law enforcement agency should obtain a written protocol with a local authority if the latter's CCTV system is to be used for directed surveillance. Any such protocol should be drawn up centrally in order to ensure a unified approach. The protocol should include a requirement that the local authority should see the authorisation (redacted if necessary to prevent the disclosure of sensitive information) and only allow its equipment to be used in accordance with it.

13 RECORDS MANAGEMENT

- 13.1 Records shall be maintained for a period of at least **three years** from the cancellation of the authorisation. Following which they shall be securely destroyed in accordance with the council's Retention and Disposal Policy.
- 13.2 A copy of all completed RIPA forms, including applications (whether granted or refused), authorisations, reviews, renewals and cancellations, must be forwarded by the Authorising Officer to the SRO within **five working days** of the date of the relevant decision. All documents should be sent in sealed envelopes marked "For Your Eyes Only".

13.3 Applicants and Authorising Officers may keep copies of completed RIPA forms, but care must be taken to ensure any copies are stored securely and disposed of in accordance with the council's retention and disposal policy. It is good practice for officers who will be carrying out surveillance to retain a copy of the authorisation as a reminder of exactly

what has been authorised. Under the Criminal Procedure and Investigations Act, case files are required to hold original documents for court action.

- 13.4 A 'Surveillance Log Book' should be completed by the investigating officer(s) to record all operational details of authorised covert surveillance. Each service will also maintain a record of the issue and movement of all Surveillance Log Books.
- 13.5 All RIPA records, whether in original form or copies shall be kept in secure locked storage when not in use.

14 NON-RIPA

- 14.1 It is important to understand that s 80 RIPA has the effect that if covert surveillance takes place without an authorization then it is not necessarily rendered unlawful. The effect of not having an authorization means that the Council cannot claim the protection of s27 which makes any such surveillance expressly lawful.
- 14.2 There may be circumstances when the crime threshold is not satisfied to apply for authorization under the legislation. However there may be a need to carry out covert surveillance eg employee surveillance. In such a case the forms for directed surveillance should be completed seeking authority from an Authorised Officer so that the Council is obliged to consider the seriousness of its proposed action and the need for rigour in authorizing a non ripa approved surveillance.

15 TRAINING

- 15.1 Appropriate corporate training will be arranged by the SRO for all officers likely to make applications or authorise them.
- 15.2 Such Officers must receive training on a bi- annual basis. This may be by way of a briefing or an e-learning module.
- 15.3 No officer will be permitted to undertake the role of Applicant or Authorising Officer unless she/he has undergone suitable training approved by the SRO

APPENDIX – ROLES AND RESPONSIBILITIES

AUTHORISING OFFICERS

1. Director of Resources

2. Strategic Services
Manager

3. Monitoring
Officer

SENIOR RESPONSIBLE OFFICER

Director of Resources

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