



THE RUGBY BOROUGH COUNCIL

You are hereby summoned to attend an ORDINARY MEETING of the Rugby Borough Council which will be held at the TOWN HALL, RUGBY on Tuesday 26 February 2019 at 7.00 p.m.

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Apologies for absence.
2. Minutes
To approve the minutes of the Special Meeting of Council held on 5 February 2019.
3. Declaration of Interests
To receive declarations of -
 - (a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;
 - (b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and
 - (c) notice under Section 106 Local Government Finance Act 1992 - non-payment of Community Charge or Council Tax.
4. To receive the Mayor's Announcements.
5. Questions pursuant to Standing Order 10.

6. To receive the reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Cabinet – 7 January 2019

(1) Council Tax Reduction Scheme 2019/20 – Corporate Resources Portfolio Holder.

(2) Private Sector Housing Charter – Environment and Public Realm Portfolio Holder.

(b) Cabinet – 4 February 2019

(1) Finance and Performance Monitoring 2018/19 – Quarter 3 – Corporate Resources Portfolio Holder.

(2) Capital Strategy 2019/20 incorporating Investment and Treasury Management Strategy – Corporate Resources Portfolio Holder.

(3) Review of Civic Funerals – Corporate Resources Portfolio Holder.

7. To receive and consider the Reports of Officers

(a) Council Tax Determination 2019/20 - to receive the report of the Chief Financial Officer.

8. Notice of Motion pursuant to Standing Order 11.

To consider the following Motion of which notice has been duly given under Standing Order 11.

“Rugby Borough Council notes that as of summer 2017, only 4% of councils in England and Wales have parental leave policies, according to research by the Fawcett Society.

The role of a councillor should be open to all, regardless of their background, and that introducing a parental leave policy is a step towards encouraging a wider range of people to become councillors, and is also a step to encourage existing councillors who may want to start a family to remain as councillors; That parental leave must apply to parents regardless of their gender, and that it should also cover adoption leave to support those parents who choose to adopt.

We therefore resolve:

- (i) To adopt a parental leave policy to give all councillors an entitlement to parental leave after giving birth or adopting;*
- (ii) To ensure that councillors with children and other caring commitments are supported as appropriate;*

(iii) *To agree a policy to be applicable for the 2019-20 municipal year onwards.*

Proposer: Councillor Ms Edwards
Seconder: Councillor Mrs O'Rourke

9. Correspondence.
10. Common Seal.

To order the affixing of the Common Seal to the various orders, deeds and documents to be made or entered into for carrying into effect the several decisions, matters and things approved by the Council and more particularly set out in the Committees' Reports adopted at this meeting.

11. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider passing the following resolution:

"under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of information defined in paragraphs 1 and 3 of Schedule 12A of the Act."

PART 2 – EXEMPT INFORMATION

1. To receive the private reports of Cabinet which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Private Report of Cabinet – 7 January 2019

(1) Election of Mayor and Appointment of Deputy Mayor 2019/20 – Corporate Resources Portfolio Holder.

(2) Garage Site – Update – Corporate Resources Portfolio Holder.

(3) Woodside Park Options – Communities and Homes Portfolio Holder.

(b) Private Report of Cabinet – 4 February 2019

(1) Nomination for Civic Honour – Report of the Civic Honours Working Party – Corporate Resources Portfolio Holder.

DATED THIS 15th day of February 2019

Executive Director

To: The Mayor and Members of Rugby Borough Council

QUESTIONS AT COUNCIL

A Councillor may ask a Question at the meeting by giving notice in writing of the Question to the Chief Executive no later than midday on Wednesday 20 February 2019. The rules relating to Questions are set out in Standing Order 10 of Part 3a of the Constitution.

REPORT OF CABINET

7 January 2019

PRESENT:

Councillors Stokes (Chairman), Mrs Crane and Mrs Parker.

Councillors Douglas, Ms Edwards, Mrs New, Mrs O'Rourke, Roodhouse and Sandison were also in attendance.

Note: An electronic version of the Cabinet reports referred to below can be found [here](#).

1. COUNCIL TAX REDUCTION SCHEME 2019/20

Cabinet considered a report concerning the Council Tax reduction scheme for 2019/20. The report was circulated as part of the Cabinet agenda and all Members are requested to bring their copies to the meeting.

Recommendation of Cabinet

Cabinet decided to recommend to Council that the Council Tax Reduction Scheme for 2018/19 be adopted as the Council's Local Reduction Scheme for 2019/20.

Recommended that – the recommendation of Cabinet be approved.

2. PRIVATE SECTOR HOUSING CHARTER

Cabinet considered a report concerning a Private Sector Housing Charter. The report was circulated as part of the Cabinet agenda and all Members are requested to bring their copies to the meeting.

Recommendation of Cabinet

Cabinet decided to recommend to Council that the draft Private Housing Sector Charter be adopted.

Recommended that – the recommendation of Cabinet be approved.

**COUNCILLOR M STOKES
CHAIRMAN**

REPORT OF CABINET

4 February 2019

PRESENT:

Councillors Stokes (Chairman), Mrs Crane, Lowe, Mrs Parker and Ms Robbins.

Councillors Ms Edwards, Mistry, Mrs O'Rourke, Roodhouse and Sandison were also in attendance.

Note: An electronic version of the Cabinet reports referred to below can be found [here](#).

1. FINANCE AND PERFORMANCE MONITORING 2018/19 – QUARTER 3

Cabinet considered a report concerning the Council's anticipated financial and performance position. The report was circulated as part of the Cabinet agenda and all Members are requested to bring their copies to the meeting.

Recommendation of Cabinet

Cabinet decided to recommend to Council that -

(1) a GF budget virement of £54,000 be approved for 2018/19 only from Regulatory Services towards the Corporate Savings Target. This is in relation to salary underspends within the service; and

(2) performance summary and performance data included in Appendix 4 be considered and noted.

Recommended that – the recommendation of Cabinet be approved.

2. CAPITAL STRATEGY 2019/20 INCORPORATING INVESTMENT AND TREASURY MANAGEMENT STRATEGY

Cabinet considered a report concerning the Council's Capital Strategy incorporating the Investment and Treasury Management Strategy. The report was circulated as part of the Cabinet agenda and all Members are requested to bring their copies to the meeting.

Recommendation of Cabinet

Cabinet decided to recommend to Council that -

- (1) the Capital Strategy for 2019/20 as an overarching strategy for the Council be approved;
- (2) the Treasury Management Strategy including associated limits and specific indicators (section 4 and Appendix B) for 2019/20 – 2021/22 be approved;
- (3) the Investment Strategy for 2019/20 including associated limits and specific indicators (section 5 and Appendix C) be approved; and
- (4) the Minimum Revenue Provision (MRP) policy be approved.

Recommended that – the recommendation of Cabinet be approved.

3. REVIEW OF CIVIC FUNERALS

Cabinet considered a report concerning a review of civic funerals. The report was circulated as part of the Cabinet agenda and all Members are requested to bring their copies to the meeting.

Recommendation of Cabinet

Cabinet decided to recommend to Council that -

- (1) the Council no longer makes arrangements for civic funerals; and
- (2) the protocol relating to the death of a civic figure, as at Appendix 2 to the report, be approved.

Recommended that – the recommendation of Cabinet be approved.

**COUNCILLOR M STOKES
CHAIRMAN**

COUNCIL - 26th FEBRUARY 2019
REPORT OF THE CHIEF FINANCIAL OFFICER
COUNCIL TAX DETERMINATION 2019/20

This report includes appendices as follows;

- **Appendix 1** Council Tax Resolution template.
- **Appendix 2** is a summary position for 2019/20 detailing the various changes made to the 2018/19 original budget.
- **Appendix 3** identifies by service the proposed growth items for 2019/20. This appendix also shows whether corresponding savings (Appendices 4 or 5) have been identified to offset the growth.
- **Appendix 4** identifies by service the proposed income increases (-) or shortfalls (+) for 2019/20.
- **Appendix 5** identifies by service proposed savings items for 2019/20. The appendix also shows where savings have been used to offset proposed growth (Appendix 3) and details are provided.
- **Appendix 6** identifies the draft capital programme for 2019/20 onwards based on scheme proposals from budget officers, along with proposed funding splits, revenue implications, and a projection for capital receipts usage.
- **Appendix 7** provides the general fund Capital Programme Tables.
- **Appendix 8** shows the initial Medium Term Financial Plan 2019-23.
- **Appendix 9** Section 25 Report.
- **Appendix 10** EqIA Council Tax.
- **Appendix 11 and 11a** Waste and Recycling Options with EqIA

1. INTRODUCTION

In order to determine overall Council Tax levels for 2019/20, a number of items need to be brought together.

A booklet “Draft General Fund Capital and Revenue Budgets and Council Tax for 2019/20” giving comprehensive details of the procedures and decisions required for setting Council Tax levels is attached with this agenda.

Also included are Appendices 2 to 8 updated extracts from the “Draft General Fund Capital and Revenue Budget 2019/20” report which was presented to Cabinet on 4th February 2019. Appendix 2 can be cross referenced to page 1 of the “Draft General Fund Capital and Revenue Budgets and Council Tax for 2019/20” booklet.

Details of the proposed Capital Programme are presented in the Draft General Fund Capital and Revenue Budgets and Council Tax for 2019/20 booklet.

2. BUDGET POSITION

The Final Local Government Finance Settlement was announced on the 29th January 2019. There were no changes in the final settlement for Rugby Borough Council and therefore the budgets remain based on the figures contained in the provisional settlement, as reported to Cabinet previously.

Draft budgets have been presented to Cabinet meetings from October through to February, with the latest drafts presenting a balanced position. The draft budget continues to be presented based on an assumed 2.99% increase in Council Tax, which is the maximum permitted without the need to hold a local referendum. Should members approve a different increase in council tax then the draft budget will need to be adjusted accordingly.

Furthermore, budget gaps still exist across the medium term as shown in the Medium Term Financial Plan included at Appendix 8. Budget saving and income generation proposals will be developed further and presented to members for their consideration in due course, allowing sufficient time for any strategic service or policy changes to be implemented in a managed fashion.

In terms of the capital programme, compared to the budget report presented to Cabinet on the 4th February, there have been no further amendments. Details of the proposed capital programme are presented at Appendices 6 and 7.

3. EQUALITY

Under the terms of the Equality Act 2010 the Council must assess the impact of its financial decisions on the “protected groups” listed in the Act. There is a duty to consider the impact of its decisions with regard to race, gender, disability, sexual orientation, religion, belief, pregnancy and maternity.

For this budget there is no anticipated impact on any of the above mentioned groups resulting from any specific budget adjustments. An overall Equality

Impact Assessment (EqIA) has been carried out however and is included at Appendix 10.

In addition, the EqIA at Appendix 11a and has been carried out in respect of the key decision to implement the Waste proposals;

The Waste and Transport Manager has recently completed an analysis of the current Waste operations and identified two proposals for efficiencies and savings. There is a separate service report at Appendix 11 which provides details and any risks associated with the delivery and time taken to fully implement changes. Whilst the overall full year impact of this saving is currently estimated at £150,000 this may not be fully implemented until June 2019 and therefore has been adjusted to reprofile this across 2019/20 £125,000 and £25,000 in 2020/21.

This transitional amount of £25,000 has been transferred from the budget stability reserve for 2019/20 only.

Proposal 1 - By ceasing doorstep collections within rural areas (affecting approximately 1000 properties) and instead asking the householder to present their bins at the edge of the roadside for collection, it is estimated that this would result in an operational full year saving of approximately £75,000.

Proposal 2 - Using the same approach as with the rural areas, the Council proposes to collect from the kerbside only within all urban areas. This would mean no longer collecting from rear alleyways of approximately 2000 properties in the Borough. Instead bins would need to be presented at the kerbside for collection. This would result in an operational full year saving of approximately £75,000.

4. AVERAGE COUNCIL TAX LEVELS

The Borough Council element of the Council Tax calculation for an average Band D property is determined from the total combined spending of the Borough Council and all Parish Councils, less the total of government grant income and retained business rates, and this net total divided by the approved Council Tax Base.

The 2019/20 Council Tax Base was presented to Cabinet on 7th January 2019. The Tax Base for the whole area of **37,479.74** is the figure notified to Warwickshire County Council and the Police and Crime Commissioner and included in the resolution at Appendix 1.

The actual Council Tax levels (the 'doorstep' levels) within the Borough will depend upon individual property bands, the County and Police precepts and any parish precepts in parished areas. The actual annual percentage increase will depend on the Council's special expenses scheme and whether the taxpayer lives in the town area or a parished area.

At this stage, for budget setting purposes it has been assumed there will be a 2.99% increase in the relevant Band D Council Tax for 2019/20.

This is the maximum increase in Council Tax for 2019/20 that the Secretary of State has permitted for district councils before being required to seek the approval of their local electorate in a referendum.

5. STATEMENT OF THE CHIEF FINANCIAL OFFICER

Section 25 of the Local Government Act 2003 requires that when a local authority is agreeing its annual budget and council tax precept, the Chief Finance Officer must report on the adequacy of available Council reserves and balances and also the robustness of the proposed budget. This detailed report is presented at Appendix 9.

In addition, a template resolution is shown at Appendix 1. This will include the actual budget figures being proposed by the ruling group when it is presented to full Council on 26th February 2019. The final figures in the resolution will be those approved by Council at the meeting.

6. CONCLUSION

The Council must decide on an affordable level of spending for the coming year, including which of the proposed items as shown in Appendices 2, 3, 4, 5 & 11 respectively, Key Decisions as detailed in the following table and proposed capital schemes it is able to support within Appendices 6 and 7

Key decisions for consideration 2019/20	£'000
Community Safety - Remove vacant post for Crime and Disorder Manager	45
Large open spaces – creation of biodiversity areas through reduced frequency of grass	20
Waste and recycling collections urban and rural – Review of non-kerbside collections*	125
Pre-Planning application charging for Major Developments	20
Total key decisions for consideration	210

**Appendix 11 provides full details of the waste proposal*

7. RECOMMENDATION

- (1) The Council passes a resolution in the form set out in Appendix 1 with the inclusion of the appropriate figures and key decisions as approved at the meeting;
- (2) the Key Decisions be approved to provide a balanced budget for 2019/20; and
- (3) the Chief Financial Officer be given delegated authority to reallocate the budget proposal of £100,000 for the introduction of a new pay spine from April 2019. The amount set aside for this assimilation is held corporately and will be distributed to services ahead of the new financial year.

COUNCIL MEETING - 26th FEBRUARY 2019

COUNCIL TAX DETERMINATION 2019/20

RECOMMENDED THAT:-

(1) the Council's General Fund Capital budget for 2019/20 be as shown within item 2.1 in the booklet "Draft General Fund Capital and Revenue Budgets and Council Tax for 2019/20". With the following variations:

	£
(a)	0

(2) the Council's General Fund Revenue budget for 2019/20 be as shown within items 1.1 to 1.2 in the booklet "Draft General Fund Capital and Revenue Budgets and Council Tax for 2019/20". With the following variations:

	£
(a)	0
(b)	0
(c)	0
(d)	0
	0
	0

(3) the Council Tax requirement for the Council's own purposes for 2019/20 (excluding Parish precepts) be calculated as £xxxxxxx, equating to a xx increase for a Band D property;

(4) the Council note that in the professional opinion of the Chief Financial Officer the level of reserves and balances as detailed in Section 1.10 of the "Draft General Fund Capital and Revenue Budgets and Council Tax for 2019/20" booklet are adequate to support the level of spending in the proposed capital and revenue budgets for 2019/20 and onwards;

(5) it be noted that at its meeting on 7th January 2019 Cabinet confirmed the following amounts for the year 2019/20 calculated in accordance with regulations under section 33(5) of the Local Government Finance Act 1992:-

(a) **37,479.74** being the amount calculated by the Council in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 as its Council Tax base for the year.

(b) Part of the Council's area

Parish of	
Ansty	127.55
Binley Woods	980.03
Birdingbury	156.24
Bourton & Draycote	135.05
Brandon & Bretford	285.19
Brinklow	447.06
Burton Hastings	94.35
Cawston	1,814.34
Church Lawford	156.33
Churchover	633.74
Clifton-upon-Dunsmore	785.42
Combe Fields	65.37
Copston Magna	20.54
Cosford	7.90
Dunchurch	1,588.98
Easehall	101.15
Frankton	163.14
Grandborough	211.48
Harborough Magna	175.21
Kings Newnham	28.98
Leamington Hastings	227.10
Long Lawford	1,377.19
Marton	217.38
Monks Kirby	213.80
Newton & Biggin	398.78
Pailton	223.81
Princethorpe	171.14
Ryton-on-Dunsmore	673.53
Shilton & Barnacle	338.88
Stretton Baskerville	9.48
Stretton-on-Dunsmore	512.85
Stretton-under-Fosse	98.70
Thurlaston	198.19
Wibtoft	25.81
Willey	37.77
Willoughby	188.83
Withybrook	118.67
Wolfhampcote	149.23
Wolston	980.28
Wolvey	507.02
Rugby Town Area	22,702.25
MOD Properties	131.00

being the amounts calculated by the Council in accordance with regulation 6 of the Regulations as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate;

(6) consequent upon the above revised tax base for Rugby Special Expenses Area the following amounts be now calculated by the Council for the year 2019/20 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992, as amended:-

- | | | |
|-----|--------------|---|
| (a) | £
xxxxxxx | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act (<i>gross expenditure including parish precepts</i>); |
| (b) | xxxxxxx | being the aggregate of the amounts which the Council estimates for the items set out in Section 31(A)(3) of the Act (<i>gross income</i>); |

- (c) **xxxxxxx** being the amount by which the aggregate at 6(a) above exceeds the aggregate at 6(b) above, calculated by the Council in accordance with Section 31(A)(4) of the Act as its Council Tax requirement for the year;
- (d) **xxxxxxx** being the amount at 6(c) above divided by the amount at 5(a) above, calculated by the Council in accordance with Section 31(B) of the Act, as the basic amount of its Council Tax for the year *(including parish precepts)* ;
- (e) **xxxxxxx** being the aggregate amount of all special items referred to in Section 34(1) of the Act *(parish precepts and town area special expenses)* ;
- (f) **xxxxxxx** being the amount at 6(d) above less the result given by dividing the amount at 6(e) above by the amount at 5(a) above, calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates *(Rugby Borough Council Tax excluding parish precepts and town area special expenses)* ;

(g) Part of the Council's area

Parish of	£
Ansty	xxxx
Binley Woods	xxxx
Birdingbury	xxxx
Bourton & Draycote	xxxx
Brandon & Bretford	xxxx
Brinklow	xxxx
Burton Hastings	xxxx
Cawston	xxxx
Church Lawford	xxxx
Churchover	xxxx
Clifton-upon-Dunsmore	xxxx
Combe Fields	xxxx
Copston Magna	xxxx
Cosford	xxxx
Dunchurch	xxxx
Easehall	xxxx
Frankton	xxxx
Grandborough	xxxx
Harborough Magna	xxxx
Kings Newnham	xxxx
Leamington Hastings	xxxx
Long Lawford	xxxx
Marion	xxxx
Monks Kirby	xxxx
Newton & Biggin	xxxx
Pailton	xxxx
Princethorpe	xxxx
Ryton-on-Dunsmore	xxxx
Shilton & Barnacle	xxxx
Stretton Baskerville	xxxx
Stretton-on-Dunsmore	xxxx
Stretton-under-Fosse	xxxx
Thurlaston	xxxx
Wibtoft	xxxx
Willey	xxxx
Willoughby	xxxx
Withybrook	xxxx
Wolfhampcote	xxxx

Wolston	XXXX
Wolvey	XXXX
Rugby Town Area	XXXX

being the amounts given by adding to the amount at 6(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 5(b) above, calculated by the Council in accordance with Section 34(3) of the Act as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate (*Rugby Borough Council plus parish/town area Council Tax for each parish/town area at Band D*);

(h) the amounts set out in Annex 1, being the amounts given by multiplying the amounts at 6(f) and 6(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands (*Rugby Borough Council plus parish/town area Council Tax for each parish/town area for each Band*);

(7) it be noted that for the year 2019/20 Warwickshire County Council and Warwickshire Police & Crime Commissioner have stated the following amounts in precepts issued to the District Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Valuation Bands £	Warks. County Council £	Police & Crime Commr. £
A	954.54	151.99
B	1,113.63	177.32
C	1,272.72	202.65
D	1,431.81	227.98
E	1,749.99	278.64
F	2,068.17	329.30
G	2,386.35	379.97
H	2,863.62	455.96

and

(8) having calculated the aggregate in each case of the amounts at 6(h) and 7 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts set out at Annex 2, as the amounts of Council Tax for the year 2019/20 for each of the categories of dwellings shown;

(9) the Council has determined that its relevant basic amount of Council Tax for 2019/20 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2019/20 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.

General Fund Revenue Summary 2019/20	2018/19 Original Budget £	In Year Adjustments £	2018/19 Revised Budget £	Corporate Adjustments £	Total Inflation £	Salary Adjustments £	Proposed Growth Items (Appendix 3) £	Proposed Income Adjustments (Appendix 4) £	Savings (Appendix 5) *Note 1 £	2019/20 Final Draft Budget £
EXPENDITURE:										
Growth & Investment	2,820,140	313,840	3,133,980	-291,170	5,210	47,330	24,740	144,000	-67,120	2,996,970
Corporate Resources	1,007,550	29,250	1,036,800	-359,860	7,190	275,220	36,910	-8,460	-30,740	957,060
Environment & Public Realm	7,070,150	-81,650	6,988,500	-79,730	24,710	129,060	320,250	-286,340	-303,240	6,793,210
Communities & Homes	1,991,550	-19,290	1,972,260	-84,840	18,720	137,710	409,210	-43,450	-186,050	2,223,560
Executive Director's Office	1,938,510	22,290	1,960,800	28,230	0	-2,890	0	-25,010	0	1,961,130
Key Decisions			0	0	0	0	0	0		0
Corporate Items	-160,000	41,290	-118,710	75,300	0	0	100,000	0		56,590
PORTFOLIO EXPENDITURE	14,667,900	305,730	14,973,630	-712,070	55,830	586,430	891,110	-219,260	-587,150	14,988,520
Less Capital Charge Adjustment	-2,590,610	0	-2,590,610	-102,100	0	0	0	0	0	-2,692,710
Less Corporate Savings Target (including salary voids)	-200,000	0	-200,000	0	0	0	0	0	-100,000	-300,000
Less Pension Adjustment	-317,190	0	-317,190	-10,520	0	0	0	0	0	-327,710
NET PORTFOLIO EXPENDITURE	11,560,100	305,730	11,865,830	-824,690	55,830	586,430	891,110	-219,260	-687,150	11,668,100
Net Cost of Borrowing	465,390	0	465,390	-168,480	0	0	0	0	0	296,910
Minimum Revenue Provision (MRP) *Note 1	1,929,060	0	1,929,060	-377,070	0	0	0	0	0	1,551,990
Revenue Contribution to Capital Outlay	87,500	0	87,500	111,500	0	0	0	0	0	199,000
Negative Revenue Support Grant / BR Tariff Adjustment	0	0	0	0	0	0	0	0	0	0
Contribution to Business Rate Equalisation Reserve	552,620	0	552,620	1,411,520	0	0	0	0	0	1,964,140
Contribution to Reserves & Balances			0	256,080	0	0	0	0	0	256,080
TOTAL EXPENDITURE (before Parish Precepts)	14,594,670	305,730	14,900,400	408,860	55,830	586,430	891,110	-219,260	-687,150	15,936,220
Parish Council Precepts and Council Tax Support	760,630	0	760,630	42,800	0	0	0	0	0	803,430
TOTAL EXPENDITURE	15,355,300	305,730	15,661,030	451,660	55,830	586,430	891,110	-219,260	-687,150	16,739,650
INCOME:										
Revenue Support Grant	-152,680	0	-152,680	152,680	0	0	0	0	0	0
Retained Business Rates (Net of Tariff)	-4,907,000	0	-4,907,000	566,000	0	0	0	0	0	-4,341,000
Retained Business Rates Additional Growth	-552,620	0	-552,620	-1,375,520	0	0	0	0	0	-1,928,140
New Homes Bonus Funding	-2,105,750	0	-2,105,750	-35,060	0	0	0	0	0	-2,140,810
Government Grants	-297,000	0	-297,000	-24,000	0	0	0	0	0	-321,000
Council Tax	-7,438,430	0	-7,438,430	-475,580	0	0	0	0	0	-7,914,010
Council Tax - Empty Property	0	0	0	0	0	0	0	0	-66,000	-66,000
Collection Fund Surplus(-)/Deficit	111,600	0	111,600	-14,360	0	0	0	0	0	97,240
Contribution from Reserves & Balances	-13,420	0	-13,420	-112,510	0	0	0	0	0	-125,930
TOTAL INCOME	-15,355,300	0	-15,355,300	-1,318,350	0	0	0	0	-66,000	-16,739,650
VARIANCE ON BUDGET	0	305,730	305,730	-866,691	55,830	586,430	891,110	-219,260	-753,150	0

*Note 1 - The costs have been reduced to account for the savings generated from the Key Decisions to be approved by Full Council as detailed in Section 6 of the report and Appendix 11.

Proposed Growth Items 2019/20

Portfolio/Service	Amount (£)	Justification:	Corresponding savings? Y / N / Partial (Y = Total growth offset)
Growth & Investment (G&I)			
Planning Services			
Salaries	20,740	Increase in hours to full time of the Principal Planning Officer following the retirement of the Development and Enforcement Lead Officer.	N
Enforcement Budget	1,000	A new budget to cover direct planning enforcement as it occurs to provide a more streamlined service.	N
Benn Hall			
Publicity & Marketing	3,000	The service has seen a rise in the overall financial performance of the Benn Hall, this has meant that the Marketing budget is now not sufficient to attract the calibre of acts to the Benn Hall. It is anticipated that increasing this budget will have an overall impact to future income generation.	N
Sub Total (G&I)	24,740		

Corporate Resources (CR)			
Corporate Property Administration			
Electricity	22,340	Increase required due to the increased charges across the Corporate Property Assets.	N
Water	1,210	Budget realignment to reflect the actual expenditure on water across the Corporate Property Assets.	N
Corporate Property Management			
Asset Management expenses	4,860	Properties now need to be valued every four years instead of the current valuation of every five years in accordance with external audit guidance. The increased cost represents the additional valuation costs that will be incurred for each financial year.	N
Human Resources			
Consultancy Costs	7,000	One-Off request for 7 days of Consultancy Costs for the development of I-Trent (HR and Payroll) system for work in regard to the expenses and time management modules. It is expected that this investment will deliver digitalisation and other efficiency savings.	N
Other Minor Growth Items	1,500	Minor pressures requested below £1,000	
Sub Total (CR)	36,910		

Proposed Growth Items 2019/20

Portfolio/Service	Amount (£)	Justification:	Corresponding savings? Y / N / Partial (Y = Total growth offset)
Environment & Public Realm (E&PR)			
Miscellaneous Highways Services			
Salaries	15,040	Service redesign to increase staff resources to provide more resilience and productivity within the service.	N
Training	4,390	The budget for training has been reviewed for current and prospective staff and increased in-line with requirements.	N
Hackney Carriages and Private Hire Vehicles			
Other Agencies	1,730	Budget required for Disclosure and Barring Service (DBS) checks with the DVLA for hackney carriage licensing.	N
Licensing			
External contractor	1,400	Following new legislation introduced in October 2018, it is anticipated that there will be an increase in vet costs.	Y
Safety and Resilience			
Maintenance of Equipment	1,600	A budget is required for annual calibration of health and safety equipment such as the drugs and alcohol meter, HAV meter and sound meter.	N
Waste Collection and Recycling			
Recycling Gate Fee	240,000	The recycling gate fee can be volatile and varies monthly. It is anticipated that there will be an increase in costs based on the decline of the market	Y
Salaries	21,490	It is proposed to replace two part-time Refuse Driver posts with full-time posts when the post holders retire; this will reduce agency spend.	Y
Postage and Distribution	4,600	Increase in postage budget for garden waste following a review of expenditure	Y
Works Services Unit and Depot			
Gas	1,000	Increased budget to accommodate rising gas prices and following a review of spend-to-date	Y
Trade Waste			
Fuel	18,500	Budget for fuel increased following review of spend since taking on new customers and additional round	N
Materials	10,000	Budget for bins realigned with anticipated increase in customer demand (see appendix 3)	Y
Other Minor Growth Items	500	Minor pressures requested below £1,000	
Sub Total (E&PR)	320,250		

Proposed Growth Items 2019/20

Portfolio/Service	Amount (£)	Justification:	Corresponding savings? Y / N / Partial (Y = Total growth offset)
Communities & Homes (C&H)			
Customer and Information Services			
Photocopying	14,260	Increased cost of new printing contract.	N
Software Maintenance	1,500	Building growth into the budget for next year based on costs on contracts confirmed by ICT	N
Hardware Maintenance	3,000	Building growth into the budget for next year based on costs on contracts confirmed by ICT	N
Software/Equipment Licences	42,500	The estimated growth required for IT contracts resulting from the Microsoft Licence Renewal for 3 years from January 2019	Partial
Software Maintenance	43,480	The estimated growth required for IT contracts following the implementation of the Corporate Asset Management System and new Planning system.	Partial
Community Advice and Support Team			
Provision of temporary accommodation for homelessness	295,260	As reported to Cabinet in October, the outlying pressure to the Council for both 2018/19 and 2019/20 is due to increased demand for temporary accommodation arising from homelessness. This now includes the Housing Acquisition key decision to reduce costs by £218,000 as reported to Cabinet in December 2018.	N
Public Transport and Car Parking	1,000	Increased to reflect current and estimated expenditure	N
External Legal Costs	4,400	Increase in the budget to reflect the increase in legal challenges relating to the provision of temporary accommodation.	N
Woodside Park			
Electricity	1,800	Reflects the current usage within the service	N
Non SLA charges	1,120	A direct charge is made to this service for the estimated number of hours of chargeable time from the HRA. The increase represents a recalculation of officer time chargeable based upon estimated time and salaries	N
Other Minor Growth Items			
	890	Minor pressures requested below £1,000	
Sub Total (C&H)	409,210		
Corporate Items			
Changes to Salary Scales	100,000	Estimated increase required for the NJC Pay Review	N
Sub Total (Corporate Items)	100,000		
OVERALL TOTALS	891,110		

Proposed Income Adjustments 2019/20

Portfolio/Service	Amount (£) + = Reduction - = Increase	Justification:
Growth & Investment (G&I)		
Planning Services		
Fees & Charges	-13,800	Creation of an increased budget for Con29 Local Authority Searches for property acquisitions, following income received in previous years.
Planning Fees	-3,300	Increase following the introduction of a 20% increase in January the budget for Decision Notices and Discharge of Conditions.
Benn Hall		
Bar Sales	-10,000	The service has seen an increased amount of events which produce a high bar take, these events are likely to continue and as a result the income expectation has been increased to reflect this, the expenditure budget has also been increased with the net position £10,000.
Event Tickets	-3,000	The Benn Hall's business plan was revised in 2018 with an increased focus on targeting specific audience groups. Subsequently the service has seen an increase in income from the of events organised and run by the Council. It is proposed that this additional income of approximately £3,000 is invested in additional marketing activities to promote further income growth in the future.
Hall of Fame		
Net Income	186,000	It is proposed that the attraction's anticipated income be amended to align with the income achieved in previous years.
Sport & Recreation		
On Track Income	-3,520	Increased income following revised charges to account for employee expenses and a CPI rate applied.
Play Ringers Income	-8,380	Increased income following revised charges to account for employee expenses and a CPI rate applied.
Sub Total (G&I)	144,000	
Corporate Resources (CR)		
Corporate Property Administration		
Reimbursements	-5,460	Increased to reflect the estimated recharges due from Warwickshire County Council for their use of the Art Gallery and Museum building.
Reimbursements	-3,000	New income for receivable feed in tariffs for electricity generated from solar panels.
Sub Total (CR)	-8,460	
Environment & Public Realm (E&PR)		
Car Parks and Parking		
Reimbursements-Outside Scope	-20,000	Following new ownership of Clock Towers Car Park, a budget of £20,000 has been included to reflect actual income received in recent years.
Car Park Season Tickets	-16,500	Increased level of demand for Season Tickets seen in 2018/19.
Cemeteries		
Plaques/Donations	-500	Increase based on analysis of historic trend.
Interments	-19,330	Increased based on analysis of historic trend.
Memorial License Fee	-1,180	Memorial license fee realigned based on analysis of historic trend.
Exclusive right of burial	-5,710	Income budget for exclusive right of burial realigned based on analysis of historic trend
Purchases for Resale	1,000	Purchases for resale budget realigned based on review of historic spend; this is recovered via resale income.
Crematorium		
Net surplus	-34,540	Anticipated increase in Rugby Borough Council's share of the operational surplus for the crematorium. The detailed budget will be approved by the Rugby and Daventry
Hackney Carriages and Private Hire Vehicles		
Reimbursements- court costs awarded	-1,000	Budget included for legal costs income;
Regulatory Services		
Fees and Charges (Standard)	-17,000	Anticipated income for investigate Fly Tipping works done by Rugby Borough Council for Harborough District Council.
Fees and Charges (Standard)	-20,000	Anticipated income for Investigate Fly Tipping works done by Rugby Borough Council for Warwick District Council.
Street Cleansing		
Fees and Charges (standard)	-3,000	Increase in income from private works based on volume of 2017/18 customers
Waste Collection and Recycling		
Fees and Charges (Garden Waste income)	-37,000	Increased budget for Garden Waste income based on 18/19 performance.
Recycling Credits	-69,400	Increased budget for recycling credits income claimed from Warwickshire County Council based on prior year analysis.
Fees and Charges (Bulky Waste)	-16,300	Increase in Bulky Waste income anticipated following analysis of 17/18 performance and price increase following CPI increase.
Fees and Charges (Refuse and G/W)	35,500	Following analysis of 17/18, reduction in budget for haulage income claimed from Warwickshire CC as actual costs have been less than budget.
Trade Waste		
Fees and Charges	-61,380	Income from Trade Waste customers increased based on review of increased numbers.
Sub Total (E&PR)	-286,340	

Proposed Income Adjustments 2019/20

Portfolio/Service	Amount (£) + = Reduction - = Increase	Justification:
Communities & Homes (C&H)		
Housing Welfare Services		
Fees & Charges	-40,000	Following increased marketing around the Lifeline service it is estimated that the service will be able to generate £40,000 extra income.
Woodside Park		
Rental Income	-3,450	Pitch fees increased by an estimate for inflation of 3%
Woodside Park		
Sub Total (C&H)	-43,450	
Executive Director's Office (EDO)		
Communications		
Income from other Local Authorities	-20,000	Income following officer time charged for service provided to another local authority.
Legal Services		
Reimbursements - Outside Scope	-5,010	Increased due to higher than anticipated income in last three years for Legal services.
Sub Total (EDO)	-25,010	
OVERALL TOTALS	-219,260	

Proposed Savings 2019/20

Portfolio/Service	Amount (£)	How can these be achieved?	Adverse impact on service delivery? Y/N
Growth & Investment (G&I)			
Hall of Fame			
Repairs & Maintenance	-25,000	The removal of the repairs and maintenance budget following historic spend and anticipated future spend.	N
Sub Total (G&I)	-25,000		
Corporate Resources (CR)			
Public Offices			
Building cleaning	-2,690	Budget realigned to match expenditure in previous years.	N
Public Conveniences			
Rates	-3,690	Following the Budget announcement in October 2018, the government will introduce 100% business rate relief on public lavatories to help keep them open.	N
Other Minor Savings			
	-690	The aggregate of various minor savings, which are individually below £1,000	N
Sub Total (CR)	-7,070		
Environment & Public Realm (E&PR)			
Head of Environment and PR			
Training Fees	-9,280	Training budget not required centrally as services to have individual budgets where training is required.	N
Miscellaneous Highways Services			
Vehicle Repair and Maintenance	-2,290	Budget realigned to match expenditure in previous years.	N
Fuel	-1,300	Budget realigned to match expenditure in previous years.	N
Contract Hire	-3,000	Budget realigned to match expenditure in previous years.	N
Materials	-5,000	Budget realigned to match expenditure in previous years.	N
Hackney Carriages and Private Hire Vehicles			
External Legal Costs	-1,300	Budget realigned to match expenditure in previous years.	N
Land Drainage			
External Contractor	-10,000	Budget realigned to match expenditure in previous years. This is a reactive service.	N
Parks, Recreation Grounds & Open Spaces			
Salaries	-5,520	Net savings from a vacant part-time gardener post being replaced by a full-time seasonal post.	N
Service redesign	-20,880	This is the net saving following the decision taken to outsource the Council's Emergency Planning and Business Continuity work to CSW, instead of recruiting to a vacant post.	N
Civil Contingencies	-3,540	Budget has been reduced based on previous spend, however, a small budget will still remain to provide	N
Vehicle Repair and Maintenance	-3,000	Budget realigned to match expenditure in previous years.	
Vehicle Fuel Costs	-3,000	Budget realigned to match expenditure in previous years.	
Works Services Unit and Depot			
Electricity	-12,000	Budget realigned to match expenditure in previous years.	N
Water Services	-1,000	Budget realigned to match expenditure in previous years.	N
Other Minor Savings			
	-440	The aggregate of various minor savings, which are individually below £1,000	N
Sub Total (E&PR)	-81,550		

Proposed Savings 2019/20

Portfolio/Service	Amount (£)	How can these be achieved?	Adverse impact on service delivery? Y/N
Communities & Homes (C&H)			
Community Grants			
Community Grants	-1,500	Reduction in grant allocation following the removal of a service level agreement.	N
Community Advice and Support Team			
Postage	-3,000	Estimated saving based upon the increased usage of electronic communication.	N
Housing Benefit Payments			
Housing Benefit Overpayments	-166,230	Based on data gathered as part of the formal 2018/19 mid-year subsidy submission to government at the end of August, there has been a reduction in the overall level of debt associated with Housing Benefit payment, primarily due to the transition to Universal Credit. Consequently, the bad provision relating to the collection of Housing Benefit overpayments is forecast to be reduced by £166,000 compared to budgeted estimates.	N
Other Minor Savings			
	-670	The aggregate of various minor savings, which are individually below £1,000	N
Sub Total (C&H)	-171,400		
Corporate Items			
Disestablishment of posts	-45,810	Following service reviews salary savings of £45,810 from disestablished posts have been found.	N
Voluntary Redundancies	-65,020	Voluntary Redundancies proposed to be approved at special Council on 5th February.	N
Corporate Savings Target	-100,000	Following the review of in year savings the annual Corporate saving target has been increased to a total of £300,000.	N
Sub Total (Corporate Items)	-210,830		
OVERALL TOTALS	-495,850		

Portfolio / Scheme Name	Capital						Revenue Implications					
	Gross Expenditure			External Contributions / Earmarked Reserves		Internal Resources		Running Costs		Estimated Interest costs		Minimum Revenue Provision
	2019/20	2020/21	2021/22	2019/20	Future Years	2019/20	Future Years	2019/20*	Full Year	2019/20*	Full Year	2020/21
	1	2	3	4	5	6	7	8	9	10	11	12
£	£	£	£	£	£	£	£	£	£	£	£	£
Growth & Investment												
	0	0	0	0	0	0	0	0	0	0	0	0
Communities & Homes												
ICT Refresh Programme - Desktop	72,100	72,100	80,500	72,100	152,600	0	0	0	0	0	0	0
ICT Refresh Programme - Infrastructure	115,000	130,000	95,000	22,500	142,070	92,500	82,930	0	0	1,160	2,310	17,630
ICT Refresh Programme - AV Equipment	22,500	7,500	7,500	22,500	15,000	0	0	0	0	0	0	0
Disabled Facilities Grants	615,800	615,800	615,800	585,800	1,171,600	30,000	60,000	0	0	380	750	1,200
	825,400	825,400	798,800	702,900	1,481,270	122,500	142,930	0	0	1,540	3,060	18,830
Environment & Public Realm												
Vehicle Replacement ¹	400,000	400,000	400,000	0	0	400,000	800,000	0	0	5,000	10,000	53,500
Open Spaces Refurbishments - Whinfield Play Area	161,520	161,520	161,520	50,000	100,000	111,520	223,040	0	0	1,390	2,790	6,360
Open Spaces Refurbishments - Safety Improvements	50,000	50,000	50,000	0	0	50,000	100,000	0	0	630	1,250	2,850
Open Spaces Refurbishments - Street Furniture	40,000	40,000	40,000	0	0	40,000	80,000	0	0	500	1,000	2,280
Memorial Safety	30,000	30,000	30,000	0	0	30,000	60,000	0	0	380	750	1,210
Crematorium Car Park Extension ³	80,000	0	0	40,000	0	40,000	0	0	0	500	1,000	1,620
Great Central Way Bridge Repairs	0	165,000	165,000	0	0	0	330,000	0	0	0	0	0
Purchase of Waste Bins ²	87,500	87,500	87,500	87,500	175,000	0	0	0	0	0	0	0
	849,020	934,020	934,020	177,500	275,000	671,520	1,593,040	0	0	8,400	16,790	67,820
Corporate Resources												
Housing Acquisitions Fund ⁴	12,900,000	0	0	3,870,000	0	9,030,000	0	0	0	112,875	361,200	33,200
Corporate Property Enhancement	435,000	361,000	340,000	0	0	435,000	701,000	0	0	5,440	10,880	17,570
Woodside Park LPG	25,000	0	0	0	0	25,000	0	0	0	310	630	2,260
	13,360,000	361,000	340,000	3,870,000	0	9,490,000	701,000	0	0	118,625	372,710	50,770
Total Draft GF Capital Programme	15,034,420	2,120,420	2,072,820	4,750,400	1,756,270	10,284,020	2,436,970	0	0	128,565	392,560	137,420

¹ Vehicle replacement programme under review

² To be financed via S106 developer contributions / direct revenue contributions.

³ Subject to initial approval by the Rainsbrook Crematorium Joint Committee

⁴ Approved at Full Council on 13 December 2018

Half year is included

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Communities & Homes
Capital Scheme	ICT Refresh Programme - Desktop
Gross Budget Requirement 2019/20-2021/22	£224,700
External Funding	£0
RBC Funding 2019/20-21/22	£224,700
Budget Officer	Raj Chand
Strategic Case: Outline relevant national and local policies and strategies	<p>The Desktop provision is made up of:</p> <ul style="list-style-type: none"> * Client devices, such as Laptops, PCs and Terminals; * Server services that directly relate to desktop provisioning. <p>The Council has adopted a rolling refresh programme that spreads the cost and effort of updating the desktop across all financial years.</p> <p>Drivers for updating the desktop provision are:</p> <ul style="list-style-type: none"> * To ensure that the authority is running on fit for purpose equipment; * to replace aging equipment before it fails and impacts service delivery; * and, in line with PSN requirements and security best-practice, devices must be under manufacturer support and they must be patched and/or upgraded to the latest software version. <p>If the authority is to retain PSN Code of Connection IT equipment must be fully supported and updated. Failing to comply would leave us open to security breaches and the associated fines that they would incur.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. Suppliers are sourced using Crown Commercial Services Digital Marketplace and associated framework RM3733.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	ICT equipment has an estimated asset life of five years. As a short-life asset financing will be sourced from revenue contributions to capital outlay (RCCO) as noted in Section 3.3 of the budget report.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	The IT service employ an industry standard programme management technique for desktop replacement.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Communities & Homes
Capital Scheme	ICT Refresh Programme - Infrastructure
Gross Budget Requirement 2019/20-2021/22	£340,000
External Funding	£0
RBC Funding 2019/20-21/22	£340,000
Budget Officer	Raj Chand
Strategic Case: Outline relevant national and local policies and strategies	<p>The IT infrastructure provision is made up of:</p> <ul style="list-style-type: none"> * Physical and Virtual Servers; * Storage Area Networks; * Network Switches, Routers & WIFI; * Firewalls and Backup and Business Continuity solutions. <p>The Council has adopted a rolling refresh programme that spreads the cost and effort of updating the infrastructure across all financial years.</p> <p>Drivers for updating the infrastructure are:</p> <ul style="list-style-type: none"> * To ensure that the authority is running on fit for purpose equipment; * To replace aging equipment before it fails and impacts service delivery; * and in line with PSN Requirements and security best-practice, devices must be under manufacturer support and they must be patched and/or upgraded to the latest software version. <p>If the authority is to retain PSN Code of Connection compliance there are no direct alternatives that are financially viable.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. Suppliers are sourced using Crown Commercial Services Digital Marketplace and associated framework RM3733.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	With each successive generation of hardware they become more energy efficient with reduced heat output. Such reductions will directly reduce running costs and support a future refresh of the Town Hall cooling systems to smaller more efficient units. ICT hardware has an estimated asset life of five years and therefore minimum revenue provision (annuity method) for the 2019/20 scheme will be £17,600.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	The IT service employ an industry standard programme management technique for the infrastructure replacement.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Communities & Homes
Capital Scheme	ICT Refresh Programme - AV Equipment
Gross Budget Requirement 2019/20-2021/22	£37,500
External Funding	£0
RBC Funding 2019/20-21/22	£37,500
Budget Officer	Raj Chand
Strategic Case: Outline relevant national and local policies and strategies	<p>Much of the audio/visual equipment will become redundant in the next 2 years due to its age plus additional equipment will be required to support digitalisation.</p> <p>The programme will consist of: replacement of the ctouch devices in CR1, CR2 and the Benn hall; and introduction of display equipment into CR3 and room 104 and the Board room.</p> <p>The life expectancy of IT equipment is 5 years, which is based on both physical component life expectancy and the equipment's ability to be upgraded for security purposes and to support appropriate operating systems & software. The combined desktop & infrastructure refresh programmes have been re-designed to accommodate changes to working practices brought about by digitalisation, but without any particular increase to previous year's total budgets, however it has never incorporated audio/visual equipment as these used to sit in Business Support.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. Suppliers are sourced using Crown Commercial Services Digital Marketplace and associated framework RM3733.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	ICT equipment has an estimated asset life of five years. As a short-life asset, financing will be sourced from revenue contributions to capital outlay (RCCO) as noted in Section 3.3 of the budget report.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	The IT service employ an industry standard programme management technique for the infrastructure replacement.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Communities & Homes
Capital Scheme	Disabled Facilities Grants
Gross Budget Requirement 2019/20-2021/22	£1,847,400
External Funding	£1,757,400
RBC Funding 2019/20-21/22	£90,000
Budget Officer	Raj Chand
Strategic Case: Outline relevant national and local policies and strategies	The provision of grants to provide adaptations to the homes of disabled people in the borough. This is a mandatory requirement made by the Amendment by the Regulatory Reform Orders 2002 and 2008 and the Housing Grants and Construction and Regeneration Act 1996. Recommendations for adaptations are made following a home visit by the Occupational Health Therapists with the scheme administered in the borough by HEART service from October 2016
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Vehicle Replacements
Gross Budget Requirement 2019/20-2021/22	£1,200,000
External Funding	£0
RBC Funding 2019/20-21/22	£1,200,000
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	The Vehicle Replacement scheme covers the provision of front line delivery services in procuring new vehicles for the Council's Works Service Unit (WSU) as existing fleet reaches the end of useful economic life. The programme is currently under review and budgets have been estimated based on prior year expenditure. A revised value reflecting actual vehicle requirements will be included in future iterations of the programme.
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement is undertaken in compliance with contract standing orders, utilising established framework agreements where applicable.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	A funding appraisal is undertaken in conjunction with the Council's treasury and leasing advisors to ascertain the optimal source of financing in advance of vehicle acquisition. The appraisal measures the benefits of outright purchase cost, anticipated maintenance costs, residual value, and leasing contracts. Vehicles have an estimated asset life of seven years and therefore minimum revenue provision (annuity method) for the 2019/20 scheme will be £53,500.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	The existing fleet is monitored to gauge useful economic lives, potential increased maintenance costs and market indications of pricing for replacement vehicles over a medium-term horizon.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Open Spaces Refurbishment - Whinfield Play Area (2019/20)
Gross Budget Requirement 2019/20-2021/22	£484,560
External Funding	£150,000
RBC Funding 2019/20-21/22	£334,560
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	<p>Every site refurbishment is undertaken in partnership with the local community. This includes community associations, external funding partners, voluntary agencies and other statutory bodies. The sites have been identified within the Play Strategy and Open Space Strategy which the Council has adopted, along with information on the general condition survey of play equipment. The next play area highlighted by recent health & safety inspection is Whinfield play area.</p> <p>The Council has a duty to provide facilities which are safe to use and which comply with the laws governing access to disabled people. Failure to discharge this responsibility will leave the Council liable.</p> <p>There is significant evidence to suggest that investment in parks brings about wider social benefits. Research from the Edinburgh Council in Scotland found that for every £1 invested in parks, £12 was given back in social, economic & environmental benefits. Whilst Exeter University suggests people will exercise more if they have quality parks to do this in. The Local Government Association has also recently published the report "the role of the local government in mental health and wellbeing" which also highlights the significant role that parks and green spaces play in helping to reduce the nation's healthcare costs.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	All procurement is undertaken in line with our own procurement rules and processes to ensure value for money.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	The refurbishment offers good value for money and the Council will be seeking some external funding from the landfill tax. The alternative is to close and remove the play area, restoring the land back to grass, which would cost about £50k with no community gain. The scheme has an anticipated asset life of fifteen years and therefore minimum revenue provision (annuity method) will be £6,400.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	Each open space that is highlighted for improvement undergoes a phased approach which includes consultation in partnership with the local community, design and implementation. Whinfield play area has not been refurbished for nearly 20 years and is now at the end of its useful life and without investment would need to be closed and removed.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Open Spaces Refurbishment - Safety Improvements
Gross Budget Requirement 2019/20-2021/22	£150,000
External Funding	£0
RBC Funding 2019/20-21/22	£150,000
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	The Council is responsible for 41 play areas and 17 youth facilities along with nearly 300 hectares of green spaces. The most serious health and safety issues have been dealt with through a programme of capital refurbishments in the last few years, but in the current financial climate the council needs to focus on the essential health and safety works. This capital scheme will address sites with the most pressing health and safety issues, and where minimal investment will not extend the life of the capital asset, fully refurbish the play area. The Council has a duty to provide facilities which are safe to use and which comply with the laws governing access to disabled people. Failure to discharge this responsibility will leave the Council liable. The sites have been identified within the Play Strategy and Open Space Strategy which the Council has adopted, along with information on the general condition survey of play equipment. There is significant evidence to suggest that investment in parks brings about wider social benefits. Research from the Edinburgh Council in Scotland found that for every £1 invested in parks, £12 was given back in social, economic & environmental benefits. Whilst Exeter University suggests people will exercise more if they have quality parks to do this in. The Local Government Association has also recently published the report ""the role of the local government in mental health and wellbeing"" which also highlights the significant role that parks and green spaces play in helping to reduce the nation's healthcare costs.
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	All procurement is undertaken in line with our own procurement rules and processes to ensure value for money.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	The investment of £50k to address essential health & safety issues offers good value for money as this could be the cost of just one successful insurance claim against the Council. Schemes have an anticipated asset life of fifteen years and therefore minimum revenue provision for the 2019/20 programme will be £2,800.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	Each open space that is highlighted for improvement undergoes a phased approach which includes consultation in partnership with the local community, design and implementation. Failure to deal with urgent health & safety issues could lead to insurance claims and prosecutions against the Council.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Open Spaces Refurbishment - Street Furniture
Gross Budget Requirement 2019/20-2021/22	£120,000
External Funding	£0
RBC Funding 2019/20-21/22	£120,000
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	<p>This scheme provides for the long term permanent street furniture installations throughout Rugby and the surrounding areas. New benches are compliant with Disability Discrimination guidelines (seating height, arm rests etc.).</p> <p>New litter bins have a colour contrast to aid the visually impaired. Replacement street furniture, litter bins, and bus shelters are only considered where refurbishment will not prove economically viable.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	Street Furniture works have an anticipated asset life of ten years and therefore the minimum revenue provision for these works will be £2,300.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	Each item of street furniture that is highlighted for refurbishment/replacement undergoes a phased approach which includes consultation in partnership with the local community, design and implementation. Failure to deal with urgent health & safety issues could lead to insurance claims and prosecutions against the Council.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Memorial Safety
Gross Budget Requirement 2019/20-2021/22	£90,000
External Funding	£0
RBC Funding 2019/20-21/22	£34,260
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	<p>To undertake essential infrastructure replacement including memorial safety in the Borough Council's cemeteries.</p> <p>The Council has a duty of care to all cemetery users in relation to the general condition of footpaths and other infrastructure.</p> <p>The Ministry of Justice has also issued guidance to Local Authorities on how to deal with the issue of memorial safety and the Council is currently producing its own policy statement.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	Cemetery infrastructure works have an anticipated asset life of twenty years and therefore the minimum revenue provision (annuity method) for these works will be £650.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Purchase of Waste Bins
Gross Budget Requirement 2019/20-2021/22	£262,500
External Funding	£262,500
RBC Funding 2019/20-21/22	£0
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	The Council has a statutory responsibility for the provision of domestic waste collection within the Borough. The scheme provides for the acquisition of bins for new housing developments funded via S106 agreements or developer contributions.
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	Purchase of waste bins for new housing developments will be funded via S106 agreements / developer contributions.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Great Central Walk Bridges
Gross Budget Requirement 2019/20-2021/22	£330,000
External Funding	£0
RBC Funding 2019/20-21/22	£330,000
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	The Council has a statutory requirement to undertake structural inspections every six years and general inspections every two years of its Great Central Way Bridge assets. Work has been ongoing since 2008, and prior detailed inspections are showing major structural problems with several bridges on the route that need immediate / mid-term / long term repairs. The Council has a long-term commitment for the upkeep of these bridges. As some of these bridges carry main highways into Rugby, the Council cannot risk the possibility of closing bridges due to poor maintenance. The Great Central Way Bridges were re-valued as at 31st March 2016 at £15.9m on the basis of re-instatement costs for insurance purposes.
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	The Council will tender for structural works based on the independent reports prepared by invasive engineering surveys carried out in May 2018. Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. We are also looking to work collaboratively with WCC and their framework of bridge contractors.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	In advance of the 2018 survey results being evaluated an estimated construction budget of £165,000 per annum has been requested for works based on historic data for 2020/21 and 2021/22. The unspent existing budget for 2018/19 is to be carried forward for initial refurbishment works in 2019/20. Budget requirements will be revised in light of survey results and programme scheduling. Once structural works have been undertaken bridge lifespans are estimated at fifty years and therefore minimum revenue provision (annuity method) of £1,860 per annum.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	The Council works in partnership with Warwickshire County Council as the highways authority to provide and maintain some of the bridges and will seek to work collaboratively to minimise public inconvenience and optimise value for money.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Corporate Resources
Capital Scheme	Corporate Property Enhancements
Gross Budget Requirement 2019/20-2021/22	£1,136,000
External Funding	£0
RBC Funding 2019/20-21/22	£1,136,000
Budget Officer	Mannie Ketley
Strategic Case: Outline relevant national and local policies and strategies	<p>Corporate Property Enhancements include works undertaken on the Council's non-housing assets consequent to legislative requirements (Fire Safety, Disability Discrimination Act, etc.) and to mitigate current and/or future maintenance requirements and asset devaluation. A refresh of the Council's Asset Management Strategy 2018-23 was approved in April 2018 and informs the options concerning non-housing asset future maintenance beyond 2018/19. Programmed works for 2019/20 include:</p> <ul style="list-style-type: none"> • Fire Doors/Pumps & Plant Upgrade/Roofing/Toilets - Town Hall - £195,000 • Lawn/Retreat - External Works/Boundary Wall - £125,000
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	Corporate Property Enhancement works have an anticipated asset life of twenty years and therefore the minimum revenue provision (annuity method) for the 2019/20 works will be £17,600.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Corporate Resources
Capital Scheme	Woodside Park LPG
Gross Budget Requirement 2019/20-2021/22	£25,000
External Funding	£0
RBC Funding 2019/20-21/22	£25,000
Budget Officer	Mannie Ketley
Strategic Case: Outline relevant national and local policies and strategies	Currently servicing is an issue as there is no bottled gas available and a two-man policy is in operation by many contractors. The intention is to install 150 litre direct, unvented hot water cylinders capable of running showers and delivering mains pressure hot water. Response to consultations have been favourable of this installation.
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	Saving of approximately £2,700 per year by having no gas obligation.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	

MTFP 2019/20 - 2022/23	2019/20 £ 000's	Partial Reset - 25% growth retained			Full Reset		
		2020/21 £ 000's	2021/22 £ 000's	2022/23 £ 000's	2020/21 £ 000's	2021/22 £ 000's	2022/23 £ 000's
BASE EXPENDITURE BUDGET bf	15,663	16,740	15,100	16,010	16,740	15,100	15,685
Corporate Adjustments	-825	-40	0	0	-40	0	0
BASE BUDGET	14,838	16,700	15,100	16,010	16,700	15,100	15,685
Growth Items							
Salary Adjustments	586	530	540	549	530	540	549
Inflation	56	10	10	10	10	10	10
Other Service Pressures	891	0	0	0	0	0	0
Total Growth	1,533	540	550	559	540	550	559
Savings							
Efficiency, Transformation & Service Redesign	-687	-415	-265	108	-415	-265	108
Income Generation	-219	-40	-80	0	-40	-80	0
Budget Variance (-) Deficit	0	-165	-320	-188	-165	-639	-188
Total Savings	-906	-620	-665	-80	-620	-984	-80
Corporate Items							
Changes to Net Cost of Borrowing	-169	-15	41	-77	-15	41	-77
Changes to MRP	-377	217	-308	3	217	-308	3
Contribution to/from Reserves BRR	1,411	-1,777	435	79	-1,777	429	72
Contribution to/from Reserves	256	-250	0	0	-250	0	0
RCCO	112	285	838	1,023	285	837	1,023
Change in Parish Precept	43	20	20	20	20	20	20
Total Changes in Corporate items	1,276	-1,520	1,025	1,048	-1,520	1,019	1,041
Total Net Expenditure	16,740	15,100	16,010	17,538	15,100	15,685	17,206
Financed By							
BASE INCOME BUDGET							
Grants							
Other Government Grants	-321	-257	-231	-208	-257	-231	-208
New Homes Bonus	-2,141	-2,426	-3,264	-4,287	-2,426	-3,264	-4,287
Business Rates							
Settlement Funding Assessment (SFA)	-2,376	-2,278	-2,320	-2,364	-2,278	-2,320	-2,364
Growth included in Base Budget	-1,765	-959	-917	-873	-640	-598	-554
Damping	0	-750	0	0	-1,069	0	0
Pooling Dividend	-200	0	0	0	0	0	0
Retained Growth to BRR Equalisation Reserve	-1,929	0	-435	-515	0	-429	-502
Collection Fund Surplus(-)/Deficit	126	0	0	0	0	0	0
Contribution from BRR Equalisation Reserve	-126	0	0	0	0	0	0
Council Tax							
Tax Base & 2% price increase	-7,846	-8,219	-8,550	-8,907	-8,219	-8,550	-8,907
£5 increase in the Band D each year	-49	-99	-147	-194	-99	-147	-194
2.99% increase compared to a £5 increase in a Band D	-19	-46	-81	-124	-46	-81	-124
Key Decision - Empty Homes	-66	-66	-66	-66	-66	-66	-66
Collection Fund Surplus (-)/Deficit	-29	0	0	0	0	0	0
TOTAL	-16,740	-15,100	-16,010	-17,538	-15,100	-15,685	-17,206

Section 25 Report

That the following statement from the Chief Finance Officer be noted.

“The 2003 Local Government Act places specific responsibilities on me, as “Chief Financial Officer”, to report on the robustness of the budget and the adequacy of proposed financial reserves when the authority is considering its budget requirement. The Council is required to consider this report when it sets the budget.

There are a range of other safeguards that I must also consider to prevent the Local Authority from over committing itself financially, including:

- the balanced budget requirement (England, Scotland and Wales) (sections 32, 43 and 93 of the Local Government Finance Act 1992);*
- the legislative requirement for each local authority to make arrangements for the proper administration of their financial affairs (section 151 of the Local Government Act 1972).*

Given the uncertainties of the economic environment and the scale of the expenditure reductions required, there are risks facing the Authority in delivering a balanced budget. In fulfilling the various responsibilities placed on me as Chief Financial Officer, I have set out below, what I see as the key risks associated with the proposed budget and how they can be managed, so that Members are clear on the risks associated with these budget proposals when making their budget decision. Section 25 of the Local Government Act 2003 places a duty on the Chief Finance Officer (the Head of Corporate Resources) to inform the council on the robustness of the estimates and the adequacy of the reserves alongside fulfilling the requirement to provide councillors with assurance that the budgets have been compiled appropriately and that the level of reserves is adequate. It is a statutory requirement that councillors must consider this when considering and approving a budget.

1.) Introduction

The 2003 Local Government Act places specific responsibilities on the Section 151 Officer to report on the robustness of the budget and the adequacy of proposed financial reserves when the authority is setting its budget for the forthcoming year. These principles are embedded throughout the Council’s budget setting and medium term financial planning processes.

2.) Robustness of Estimates

The budget estimates include assumptions on spend pressures, inflationary pressures, interest rate forecasts, and current trends on demand for services.

The key outlying risks and service pressures to the Council results from;

- the increased demand for temporary accommodation arising from homelessness. The 2019/20 budget has included additional budget of £513,000 which has been offset by the savings expected from the Housing Acquisition Fund to give a net increase in expenditure of £295,000.
- the uncertainty in the cost of recycling due to external market factors. At the time of preparing this budget a procurement exercise is in progress, therefore it needs to be noted that the budget for 2019/20 only estimates a further anticipated cost pressure of £240,000.

The budget for 2019/20 includes savings and income generating proposals totalling £715,000 as detailed within Appendices 4 and 5 within budget papers.

Savings – a total of £496,000 savings have been assumed in the 2019/20 which mainly comprise of the continued review of resources alongside the implementation of the digitalisation programme across the Council. These have largely been delivered and do not present a significant risk.

Income – a total of £219,000 represents the review of fees and charges from a volume and price perspective. These have been evaluated based on performance and anticipated levels of income for 2019/20.

The Key Decisions to be approved totalling £210,000 have been factored into the service budgets.

In addition, the estimates also reflect the Local Government Finance Settlement 2019/20 as well as the most up to date forecast of business rates income.

Risk 1 – Local Government Funding and Fair Funding Review

Whilst, the Council has delivered a balanced budget for 2019-20, the impact of expected changes to the funding of Local Authorities presents a significant risk over the medium term. The Draft Budget presents a medium term financial plan with the following assumptions;

- There will be some transitional funding from government to ensure that the Council does not experience a reduction in income of more than 10% in 2020/21.
- The New Homes Bonus grant will continue to be distributed to Councils using existing methodology.
- The impact of the fair funding consultation will result in the Council receiving a similar level of baseline funding.

There is a consultation currently taking underway, at the time of writing this report, on the future of local government funding. There is a risk that the Council may see a reduction in its funding levels over and above that which is currently assumed. However, it is not anticipated that this will be known until much later into 2019.

Risk 2 – Business Rates Retention Scheme

This does not present a risk to funding for 2019/20 as the Council has financially benefitted from increased local economic growth. However, there is a significant risk which needs to be noted due to impact of fair funding changes and the business rates reset in 2020/21 which is still unknown.

I am reassured that the Council has already begun to prepare for this through the policy decision to reduce the reliance on funding from on business rates growth with a total of £1.9m budgeted to transfer to the Business rates equalisation reserve by the end of 2019/20.

However, it should be noted that beyond 2020/21 when it is anticipated that any transitional funding will be removed, it is envisaged that balances within the business rates reserves will be utilised to help manage funding shortfalls in the short term. New proposals to manage potential shortfalls will continue to be explored and implemented.

Risk 3 - Treasury Management

The level of interest receipts and return on Treasury Management activities and borrowing costs are subject to market rates. Members are advised of this risk each year and this is mitigated by application of the Council's annual Treasury Management Strategy. However, actual interest returns/costs are determined by a variety of factors largely outside the Council's control.

A reduced Minimum Revenue Provision (MRP) requirement through a change in approach has provided an immediate benefit of £0.2m in 2019/20. The objective of the review was to profile MRP for the repayment of its underlying debt liability, in line with the life of the assets associated with that debt in order to achieve a real benefit to the General Fund and assist with easing current budget pressures, whilst ensuring that the provision remains prudent and compliant with statutory guidance for MRP for repayment of its debt liability.

3.) Adequacy of Reserves

General Fund and Earmarked Reserves

I have also undertaken a risk analysis of the adequacy of financial reserves, taking account of the financial risks above. I can confirm that there is a need to retain the general reserve at a minimum of £3m alongside the business rates reserve in 2019/20. This resolution makes provision for this level of reserves. I am therefore of the view that this budget does provide for an adequate level of reserves.”

HRA Reserves

The HRA estimated revenue reserves are £4.9m at 31st March 2019. These are inclusive of the minimum working balance of £1.4m. A risk-based review of HRA reserves has been completed as part of the budget setting process. The required level of reserves to cover risk has been set at £3.5m and this is in addition to the minimum working balance of £1.4m. These levels of reserves are regarded as adequate. HRA reserves do fluctuate during the life of the Business Plan, reducing to £1.4m at their lowest point in 2022/23.

The HRA also holds specific earmarked reserves for capital and revenue purposes. It is estimated that the HRA will have earmarked reserves of £10.8m as at 31st March 2019, reducing to £5.9m as at 31st March 2020.

4.) Section 151 Officer’s Statement


Taking into account the above, together with all the proposals within the budget report, it is the Chief Finance Officer’s view that the estimates for 2019/20 are robust and the proposed level of reserves is adequate. A risk assessment of the assumptions within the General Fund budget is set out within this report and the proposals for balancing the budget are accepted as being achievable.

EQUALITY IMPACT ASSESSMENT (EqIA) Appendix 10

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment – Council Tax Determination

Service Area	Resources
Policy/Service being assessed	Council Tax Determination 2019/20
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	Existing February 2018
EqIA Review team – List of members	Mannie Ketley
Date of this assessment	4th February 2019
Signature of responsible officer (to be signed after the EqIA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	To determine the amount of Council Tax for the 2019/20 financial year
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	It is a statutory requirement to set the Council Tax annually for the following financial year. The Council Tax is the most significant individual source of overall funding for the Council.
(3) What are the expected outcomes you are hoping to achieve?	To set an appropriate level of Council Tax for 2019/20 to enable a balanced budget to be achieved for the year.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	All residents of the borough will be affected.
<u>Stage 2 - Information Gathering</u>	
As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).	
(1) What does the information tell you about those groups identified?	N/A

<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>There has been no formal consultation. However, there have been prior budget setting reports to Cabinet as part of the 2019/20 budget setting cycle. A total of four papers went to Cabinet in October, December January and February. In addition the announcement of the Local Government Finance Settlement 2019/20 will have informed the government financing for future years.</p>
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<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>N/A</p>
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Stage 3 – Analysis of impact

<p><u>(1)Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.</p>	RACE	DISABILITY	GENDER
	MARRIAGE/CIVIL PARTNERSHIP	AGE	GENDER REASSIGNMENT
	RELIGION/BELIEF	PREGNANCY MATERNITY	SEXUAL ORIENTATION



<p><u>(2) Cross cutting themes</u></p> <p>(a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>No</p> <p>No</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>N/A</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>N/A</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>All residents are affected by the Council Tax determination. Individual bills will be determined by the personal circumstances of each resident as well as where they live within the borough (e.g. single person discount, living in the town area or a parish etc.).</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>N/A</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>N/A</p>

Stage 4 – Action Planning, Review & Monitoring

If No Further Action is required then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqlA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments

(2) Review and Monitoring
State how and when you will monitor policy and Action Plan

Carry out a EqlA in February 2020 for 2020/21 Council Tax determination.

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’

Waste and Recycling Options

Following an analysis of the current Waste and Recycling operations, two proposals for efficiencies and savings have been identified. A summary of each proposal, together with financial and risk implications is given below.

1. Kerbside Collections Rural Area

Summary of Proposal

This proposal is to cease doorstep collections within Rural areas (affecting approximately 1,000 properties), but instead asking the householder to present their bins where the property meets the roadside, for collection.

Such arrangements are common practice in other local authority areas and are known as edge of curtilage collections.

Edge of curtilage collections require residents to present refuse and recycling bins by the edge of their property which is nearest to the adopted highway. Exact definitions for the tolerated distance from the highway range from 25m to 'an arms-length'.

Financial Implications

It is estimated that this would result in an operational saving of up to £75,000 per year. This is the equivalent to 50% of one vehicle and its associated crew.

The level of saving achieved will be influenced by the number of properties that require special arrangements, such as assisted pull outs.

The savings figure assumes 12 months operation of the new arrangements. Should the new arrangements not be in place for the start of the financial year, the level of savings delivered in 2019/20 will reduce accordingly.

Risks

The risks associated with the cessation of doorstep collections within the Rural Area are:

- a. Not all household may be able to present bins at the kerbside due to disability.
- b. Public dissatisfaction
- c. An increased number of sign ups to the "pull out" service reduce the financial benefits of the new arrangements.

Risk Mitigation

- a. A "pull out" bin collection service is available for residents who are unable to present their bins at the kerbside due to a disability. In such cases (and where the necessary criteria are met), we will collect the wheeled bin from the property and return once emptied.
- b. Each affected household will be written to, with the rationale for the decision summarised together with revised collection arrangements.
- c. Review of criteria for "pull out" bin collection service.

Equality and Diversity Impact Assessment

An Equality Impact Assessment would be required, and a draft assessment is attached.

Consultation

It is recommended that this proposal would benefit from consultation with each household directly affected by the proposal.

Next Steps

Should Members approve the proposal, officers will design and deliver a consultation exercise.

A formal policy defining edge of curtilage collections, including acceptable distances from the highway, will be developed.

Following the consultation, further modelling will take place to understand any special arrangements (including assisted pull outs) with the overall achievable savings being subject to the outcome of this work.

2. Kerbside Collections Urban Area

Summary of Proposal

This proposal is to cease doorstep collections within Urban areas of Rugby (affecting approximately 2,000 properties), but instead ask householders to present their bins at the edge of the roadside for collection.

It is anticipated that the implementation of this proposal would have the additional benefit of reducing contamination rates in recycling bins which are currently collected from rear alleyways.

Such arrangements are common practice in other local authority areas and are known as edge of curtilage collections.

Edge of curtilage collections require residents to present refuse and recycling bins by the edge of their property which is nearest to the adopted highway. Exact definitions for the tolerated distance from the highway range from 25m to 'an arms-length'.

Financial Implications

It is estimated that this would result in an operational saving of up to £75,000 per year. This is the equivalent to 50% of one vehicle and its associated crew.

The level of saving achieved will be influenced by the number of properties that require special arrangements, such as assisted pull outs.

The savings figure assumes 12 months operation of the new arrangements. Should the new arrangements not be in place for the start of the financial year, the level of savings delivered in 2019/20 will reduce accordingly.

Risks

The risks associated with the cessation of doorstep collections within the Urban Area are:

- a. Not all household may be able to present bins at the kerbside due to disability
- b. Public dissatisfaction
- c. Lack of clarity over where bins should be presented
- d. An increased number of sign ups to the “pull out” service reduces the financial benefits of the new arrangements.

Risk Mitigation

- a. A “pull out” bin collection service is available for residents who are unable to present their bins at the kerbside due to a disability. In such cases (and where the necessary criteria are met), we will collect the wheeled bin from the property and return once emptied.
- b. Each affected household will be written to, with the rationale for the decision summarised
- c. Those households where an edge of curtilage collection is not possible, will be written to with alternative arrangements clarified.
- d. Review of criteria for “pull out” bin collection service.

Equality and Diversity Impact Assessment

An Equality Impact Assessment would be required, and a draft assessment is attached.

Consultation

It is recommended that this proposal would benefit from consultation with each household affected by the proposal.

Next Steps

Should Members approve the proposal, officers will design and deliver a consultation exercise in early 2019.

A formal policy defining edge of curtilage collections, including acceptable distances from the highway, will be developed.

Following the consultation, further modelling will take place to understand any special arrangements (including assisted pull outs) which may be required and the impact this will have on achievable savings during 2019/20

EQUALITY IMPACT ASSESSMENT (EqIA) Appendix 11

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

Service Area	Waste and Recycling
Policy/Service being assessed	Kerbside (only) Collections
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	Existing service with revised arrangements
EqlA Review team – List of members	Dan Green, Shaun Barnes, Minakshee Patel
Date of this assessment	December 2018
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The council is considering implementing a ‘kerbside only’ collection policy for waste and recycling. This would mean that residents whose properties have long drives or rear alleyways would need to present their bins at the kerbside to enable collection by RBC Waste and Recycling Crews
(2) How does it fit with Rugby Borough Council’s Corporate priorities and your service area priorities?	The proposal fits with the proposed corporate priority 2017-2020, “achieve financial self sufficiency by 2020 and the portfolio priority “continue to improve the efficiency of our waste and recycling services”
(3) What are the expected outcomes you are hoping to achieve?	A reduction in the costs of delivering our waste and recycling services
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	Customers
<u>Stage 2 - Information Gathering</u>	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
(1) What does the information tell you about those groups identified?	Officers have details of the number and location of properties affected by the proposal. This will enable targeted communications to each affected household.

<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>No</p>		
<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>Should the proposals be approved for progression, the intention is to consult with individual households affected by the changes. It is anticipated that this would happen in early 2019. Beyond the consultation exercise, residents will be informed of additional support which is available for any households where disability or pregnancy affects residents' abilities to present their bins at the kerbside.</p>		
<p><u>Stage 3 – Analysis of impact</u></p>			
<p><u>(1)Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.</p>	<p>RACE N/a</p>	<p>DISABILITY Households where disability prevents residents from transporting bins to the kerbside could suffer adverse impact</p>	<p>GENDER N/a</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP N/a</p>	<p>AGE N/a</p>	<p>GENDER REASSIGNMENT N/a</p>
	<p>RELIGION/BELIEF N/a</p>	<p>PREGNANCY MATERNITY Households where pregnancy prevents residents from transporting bins to the kerbside could suffer adverse impact</p>	<p>SEXUAL ORIENTATION N/a</p>

<p><u>(2) Cross cutting themes</u></p> <p>(a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>(a) There is no likely impact on social inequality</p> <p>(b) Carers who look after older people or people with disabilities may have difficulties in arranging for bins to be transported to the kerbside. In such instances, the assisted pull out scheme would enable support to such individuals.</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>Potential adverse affects will be mitigated by signposted those affected to the assisted pull out scheme.</p>
<p>(4)What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>Residents with a disability will be supported through the assisted pull out scheme. https://www.rugby.gov.uk/forms/form/195/request_a_bin_pull-out_service</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>Residents have access to the same service irrespective of disability or pregnancy.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>n/a</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>n/a (previously addressed)</p>

Stage 4 – Action Planning, Review & Monitoring

If No Further Action is required then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqlA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments
Write to residents affected	Shaun Barnes	TBC	TBC	
Additional promotion of pull out scheme	Shaun Barnes	TBC	TBC	

(2) Review and Monitoring
State how and when you will monitor policy and Action Plan

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’