

Shropshire Council
 Legal and Democratic Services
 Shirehall
 Abbey Foregate
 Shrewsbury
 SY2 6ND
 Date: Wednesday, 16 February 2022

Committee: Council

Date: Thursday, 24 February 2022

Time: 10.00 am

Venue: Clayton Hall - Shrewsbury College, London Road, Shrewsbury. SY2 6PR

You are requested to attend the above meeting.
 The Agenda is attached

Members of the Council – a briefing note will be circulated by e-mail prior to the meeting with important housekeeping details and arrangements for the meeting.

Members of the Public – there will be some access in the Hall for the public to attend the meeting. If you wish to attend the meeting please e-mail democracy@shropshire.gov.uk to check whether a seat will be available for you.

Members of the public will be able to access the live stream of the meeting by clicking on this link

<https://www.shropshire.gov.uk/Council24Feb2022>

Tim Collard
 Interim Assistant Director – Legal and Democratic Services

Vince Hunt (Chairman)	Gerald Dakin	Mike Isherwood
Brian Williams (Vice Chairman)	Rosemary Dartnall	Mark Jones
Lezley Picton (Leader)	Steve Davenport	Simon Jones
Ed Potter (Deputy Leader)	Mary Davies	Duncan Kerr
Roy Aldcroft	Julian Dean	Heather Kidd
Jeff Anderson	Geoff Elner	Christian Lea
Caroline Bagnall	David Evans	Hilary Luff
Nicholas Bardsley	Julia Evans	Nigel Lumby
Joyce Barrow	Roger Evans	Elliott Lynch
Bernie Bentick	Paul Gill	Robert Macey
Thomas Biggins	Rob Gittins	Richard Marshall
Ed Bird	Nat Green	David Minnery
Andy Boddington	Kate Halliday	Dan Morris
Peter Broomhall	Simon Harris	Pamela Moseley
Julia Buckley	Nigel Hartin	Alan Mosley
Garry Burchett	Nick Hignett	Cecilia Motley
Gwilym Butler	Ruth Houghton	Peggy Mullock
Dean Carroll	Richard Huffer	Ian Nellins
Steve Charmley	Tracey Huffer	Kevin Pardy
Ted Clarke	Kirstie Hurst-Knight	Vivienne Parry

Tony Parsons
John Price
Chris Schofield
Dan Thomas
Robert Tindall

Edward Towers
Dave Tremellen
Kevin Turley
David Vasmer
Alex Wagner

Claire Wild
Rob Wilson
Leslie Winwood
Paul Wynn

Your Committee Officer is:

Tim Ward Committee Officer

Tel: 01743 257713

Email: tim.ward@shropshire.gov.uk

AGENDA

1 Apologies for Absence

2 Disclosable Pecuniary Interests

Members are reminded that they must declare their disclosable pecuniary interests and other registrable or non-registrable interests in any matter being considered at the meeting as set out in Appendix B of the Members' Code of Conduct and consider if they should leave the room prior to the item being considered. Further advice can be sought from the Monitoring Officer in advance of the meeting.

3 Minutes (Pages 1 - 14)

To approve as a correct record the minutes of the previous meeting held on 13 January 2022

4 Announcements

To receive such communications as the Chairman, Leader and Head of Paid Service may desire to lay before the Council.

5 Public Questions

To receive any questions from the public, notice of which has been given in accordance with Procedure Rule 14. Deadline for notification is 10am on Tuesday 22 February 2022

A petition, bearing over 1000 signatures has been received from Darren Childs, requesting a debate under the Council's Petition Scheme. The petition requests that the Council:

support our campaign in returning an ambulance hub back in Ludlow, South Shropshire or the return of local rapid response vehicles who can be on call or based at local areas like Ludlow hospital, GP surgery, fire station, to attend until an ambulance arrives

The petitioner will be allowed 5 minutes to outline their case, after which there may a debate of up to a maximum of 15 minutes

6 Capital & Financial Strategy 2022/23 - 2026/27

Report of the Executive Director, Resources is **TO FOLLOW**

Contact: James Walton. Tel. 01743 258915

6 (a) Consideration of Opposition Proposals

7 Fees and Charges 2022/23 (Pages 15 - 74)

Report of the Executive Director, Resources is attached

Contact: James Walton. Tel. 01743 258915

8 Treasury Strategy 2022/23 (Pages 75 - 136)

Report of the Executive Director, Resources is attached

Contact: James Walton. Tel. 01743 258915

9 Shrewsbury Town Centre Redevelopment Phase 1

Report of the Executive Director of Place is **TO FOLLOW**

Contact Mark Barrow Tel: 01743258919

10 Shropshire Council Sustainable Warmth Programme

Report of the Executive Director of People **TO FOLLOW**

Contact Tanya Miles Tel: 01743 255811

11 Care Leavers Covenant

Report of the Executive Director of People **TO FOLLOW**

Contact Tanya Miles Tel: 01743 255811

12 Paper v digital agendas (Pages 137 - 156)

Report of the Interim Assistant Director – Legal and Democratic Services is attached

Contact Tim Collard. Tel. 01743 252756

13 Member and Public Questions Procedure (Pages 157 - 162)

Report of the Interim Assistant Director – Legal and Democratic Services is attached

Contact Tim Collard. Tel. 01743 252756

14 Members Allowances and Parental Leave for Councillors (Pages 163 - 180)

Report of the Interim Assistant Director – Legal and Democratic Services is attached

Contact Tim Collard. Tel. 01743 252756

15 Allocation of Committee Seats and Appointments (Pages 181 - 184)

Report of the Interim Assistant Director – Legal and Democratic Services is attached

Contact Tim Collard. Tel. 01743 252756

16 Motions

The following motions have been received in accordance with Procedure Rule 16:

1. The following motion has been received from Councillor Joyce Barrow and is supported by Councillors Steve Davenport, David Evans, Robert Macey, Chris Schofield and Lezley Picton

Whilst consort to the mayor of Oswestry, I came into contact with the Stoma Group, known as “bums on tums” which is a totally voluntary run group, headed by Irene Constable. She told me how simple things, recommended by colostomy UK, could make a huge difference to their members, and are inexpensive changes to toilets.

In terms of the classic 'stand-alone building' type of public toilets, these are all now mostly owned and run by Town & Parish Council's. It's estimated to be in the region of 35 or more of these type of public toilets.

As regards Shropshire Council owned and run buildings or sites which are available to be used by members of the public (such as libraries, museums, leisure etc.), It is estimated to be in the region of 42 with toilet facilities.

I would like Shropshire council to implement the following where possible.

1. A shelf on which to lay out the items needed when changing their appliance. This doesn't need to be huge, if there is already a surface that is within reach, such as a baby changing mat or the like, that would be sufficient.
2. Two Cloths hooks
3. A sanitary bin within the cubicle.
4. Write to all town and parish councils in our area, to ask them to consider doing the same.

None of these are costly but would make the world of distance to an Ostomate who urgently needs to change their appliance.

2. The following motion has been received from Councillor Simon Harris and is supported by Councillors Tom Biggins, Richard Marshall, Ian Nellins and Chris Schofield

Ban Both Sky Lantern and Balloon Releases from Council Property

For many years the Marine Conservation Society has run a campaign to make sky lantern and balloon releases illegal by classifying this activity as 'littering'. The Society has not been successful.

The Society has also encouraged Local Authorities to ban these activities from property that the Authorities own – this approach, while not dealing with the problem per se, has had some success. Shropshire's neighbouring Council of Worcestershire has banned both sky lantern and balloon releases, while Hereford has banned sky lantern releases. I understand that Shropshire Council banned sky lantern releases several years ago; although this ban is not reflected on the Society's website.

Both these releases need to be banned for the following reasons:

- Over the past 5 years, on average 3 balloons per 100m have been found during

the Great British Beach Clean.

- Balloons marketed as 'biodegradable' can last up to four years ie as litter
- Animals, including livestock, can be injured through ingestion, entanglement and entrapment.
- Marine turtles are particularly vulnerable. The digestive tract of a juvenile green turtle, washed up dead near Blackpool in 2001, was completely blocked by marine litter including a large fragment of blue latex balloon
- Animals get tangled up in balloon ribbons and string, restricting their movement and the ability to eat
- Sky lanterns also pose a fire hazard to crops and to thatched roof properties

I move the following motion:

1. All Sky Lantern and Balloon releases are to be banned from all Shropshire Council property.
2. Shropshire Council will request the Government to classify all such releases as littering, and thus they should be made illegal.
3. Shropshire Council will run a media campaign to discourage all such releases within the County.

3. The following motion has been received from Councillor Tom Biggins and is supported by Councillors Geoff Elner, Ian Nellins, Chris Schofield,

Shropshire Council notes with the utmost concern the DVSA's decision to close the Whitchurch Driving Test centre on 10th April 2022, because the lease is due to end soon, without having undertaken any consultation with those directly affected or the local community.

The loss of the centre removes a vital service from a large part of the Shropshire Council area, including Whitchurch, Market Drayton, Wem, Ellesmere, Hodnet, Prees and all the countryside in between.

In addition pupils come over the border from Bronington, Penley and Hanmer in Wales and from Malpas, Marbury, Wrenbury and Audlem and all the surrounding countryside in South Cheshire.

The nearest test centres will be at Crewe, Wrexham or Shrewsbury.

Pupils will need to travel to a new driving test town to have familiarisation lessons with the road layout before taking a test. This will have the discriminatory effect of increasing the cost for a pupil, due to the extra travel time of going to and returning from a new venue with a driving instructor before the lesson/test can take place.

For example a car journey to Crewe can take $\frac{3}{4}$ hour/ 1 hour each way, dependent on traffic.

This closure will not only cause a massive inconvenience and extra travelling cost for all individual learner drivers and driving instructors in the future, but it will also remove a local service that provides economic benefit to our area.

This decision is arbitrary, unfounded on economic grounds, and we believe this closure goes against the Government's policy of levelling up.

The detrimental effect to the local area of closing the Whitchurch Driving Test Centre is disproportionately severe and will not provide a "customer-centred service" for our area.

Shropshire Council calls on the Secretary of State at the Department for Transport:

- 1) to reverse the decision by the Driving Standards Agency to close the Driving Test Centre in Whitchurch on 10th April 2022 and
- 2) to instruct the Driving Standards Agency to maintain a driving test centre in Whitchurch to ensure parity of opportunity for residents across the north of Shropshire and adjoining areas.

4. The following motion has been received from Councillor Heather Kidd and is supported by the Liberal Democrat Group

The role of Scrutiny committees is an integral and important part of the constitution of this Council and vital to the decision making process of a Council . The Council spends time, effort and resources running our Scrutiny Committees. Measuring their value to this Council through constructive challenge and improved policy and decision making is vital to those taking part and also to the people of Shropshire. Good scrutiny should provide measurable outcomes.

This Council therefore resolves to explicitly include the positive changes and improvements that each Scrutiny Committee has achieved throughout the year in the annual report they present to Council. This should include:

- Reporting the impact of Task & Finish Groups – where policy has changed or decisions improved
- The number of recommendations to Cabinet and whether they were adopted or rejected and why.
- Reviews of previous years implementation by Cabinet and any service outcomes at 6 or 12 months.
- A report on any pre-scrutiny work and its impact.

Notes:

From p22/23 of the LGA's Councillors Workbook on Scrutiny – this is used in Councils to measure effectiveness in LGA Peer Reviews and for Councillor training.

Making a Scrutiny recommendation

Recommendations are the way that scrutiny can have an impact. Making good recommendations, and monitoring them, makes it more likely that scrutiny's work will add value. A good recommendation is:

- specific about the change recommended
- evidence-based and realistic
- focused on measurable outcomes
- addressed to a specific person or group
- realistic about financing requirements
- developed in partnership with the executive, council officers and council partners.

There is a legal requirement for the executive (Cabinet) to respond to recommendations within two months of them being made.

The response to a recommendation from a decision-maker should consist of:

- a clear commitment to delivering the measure within the timescale set out
- a commitment to be held to account on that delivery in six months' or a year's time
- where it is not proposed that a recommendation be accepted, the provision of detailed, substantive reasons why not.

Scrutiny can help decision-makers to view recommendations in a positive light, and submit acceptable responses, by agreeing beforehand when and how

recommendations will be made, and what an acceptable response will look like

Monitoring recommendations It is scrutiny's responsibility to monitor and evaluate recommendations once they are implemented, even though it is not their responsibility to deliver the changes. Tracking the progress of recommendations does not require full scrutiny reviews, but a simple check that after six or twelve months they are being implemented and the outcomes detailed in the decision-maker's response are being fulfilled. Action can be taken if required; if everything is on track, scrutiny can trust the implementations are being made satisfactorily and move on.

https://www.local.gov.uk/sites/default/files/documents/11%2064_Scrutiny%20for%20councillors_03_1.pdf

5. The following motion has been received from Councillor Lezley Picton and is supported by Councillors Gwilym Butler, Dean Carroll, Rob Gittins, Kirstie Hurst-Knight, Simon Jones, Cecilia Motley, Ian Nellins and Ed Potter

This Administration was very disappointed by the latest Government announcements regarding Shropshire Council's Levelling Up and County Deal bids. This Council put forward first class Levelling Up bids which, if successful, would have made a huge positive difference to communities across Shropshire. Our bid for a county deal, which included asking government to devolve more powers to a local level, was seen as vital at a time when our communities and indeed our whole county is recovering from the pandemic.

As part of the announcement surrounding County Deals, Government insisted that this process was not about, nor would it involve, Local Government reorganisation.

It has now been stated that the success of future bids may require the creation of a 'combined authority' for the area that could, potentially, be made up of both Shropshire Council and Telford & Wrekin Council, or even by joining with other adjacent authorities.

The communities represented by Shropshire Council and Telford & Wrekin Borough Council are very different, with different priorities and different challenges in delivering services. Active cooperation already exists between both Councils and indeed Herefordshire Council in areas of converging interests and priorities and there is no reason why this will not continue and expand.

MOTION

This Council opposes the suggestion of the creation of a single unitary authority covering the whole historic county of Shropshire. Further, that a Mayor or Governor, or any other additional layer of bureaucracy is not required.

That Shropshire Council will continue to work with neighbouring authorities, where appropriate, and without the need for amalgamation, and

That the Council Leader and Chief Executive Officer will continue to impress upon the Department for Levelling Up, Housing and Communities that Shropshire Council is best placed to deliver the needs of its residents and that Council will continue to pursue Levelling Up Bids, County Deals and fairer funding for Shropshire in its own right.

6. The following motion has been received from Councillor Nigel Hartin and is supported by Councillors Heather Kidd, David Vasmer and Rob Wilson

This Council resolves to help as many residents as possible to organise street parties to celebrate HM The Queen's Platinum Jubilee, including advertising how to organise one, waiving all fees and covering public liability insurance.

17 Questions from Members (Pages 185 - 188)

To receive any questions from Members, notice of which has been given in accordance with Procedure Rule 15.2.

18 Exclusion of Press and Public

To resolve that, in accordance with the provisions of Schedule 12A of the Local Government Act 1972 and Paragraph 10.4 [3] of the Council's Access to Information Rules, the public and press be excluded from the meeting during consideration of the following items.

19 Exempt Minutes (Pages 189 - 192)

To approve as a correct record the exempt minutes of the previous meeting held on 13 January 2022

20 Alveley Industrial Estate (Pages 193 - 200)

Exempt report of the Executive Director of Place is attached

Contact Mark Barrow Tel: 01743258919

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Committee and Date

Council

24 February 2022

COUNCIL

Minutes of the meeting held on 13 January 2022

**In the The Auditorium - Theatre Severn, Frankwell Quay, Frankwell, Shrewsbury.
SY3 8FT**

10.00 am - 2.40 pm

Responsible Officer: Tim Ward

Email: tim.ward@shropshire.gov.uk Tel: 01743 257713

Present

Councillors Vince Hunt (Chairman), Lezley Picton (Leader), Brian Williams (Vice Chairman), Ed Potter (Deputy Leader), Roy Aldcroft, Jeff Anderson, Caroline Bagnall, Nicholas Bardsley, Joyce Barrow, Bernie Bentick, Thomas Biggins, Ed Bird, Peter Broomhall, Julia Buckley, Garry Burchett, Gwilym Butler, Dean Carroll, Steve Charmley, Ted Clarke, Rosemary Dartnall, Steve Davenport, Mary Davies, Julian Dean, Geoff Elner, David Evans, Julia Evans, Roger Evans, Rob Gittins, Nat Green, Kate Halliday, Simon Harris, Nigel Hartin, Nick Hignett, Ruth Houghton, Kirstie Hurst-Knight, Mike Isherwood, Mark Jones, Simon Jones, Duncan Kerr, Heather Kidd, Christian Lea, Hilary Luff, Nigel Lumby, Robert Macey, Richard Marshall, David Minnery, Dan Morris, Pamela Moseley, Alan Mosley, Cecilia Motley, Peggy Mullock, Ian Nellins, Kevin Pardy, Vivienne Parry, Tony Parsons, Chris Schofield, Dan Thomas, Edward Towers, Dave Tremellen, Kevin Turley, David Vasmer, Alex Wagner, Claire Wild, Rob Wilson, Leslie Winwood and Paul Wynn

At the start of the meeting the Chairman made a presentation to Tracie Watson, Head of the Leaving Care Team to mark the Leaving Care Team winning the National Personal Advisers Team of the Year at the annual Care Leavers Awards.

54 Apologies for Absence

Apologies for absence were received from Councillors Andy Boddington, Gerald Dakin, Richard Huffer, Tracey Huffer, Richard Huffer, John Price and Robert Tindall.

55 Disclosable Pecuniary Interests

Members were reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

There were no declarations made.

56 Minutes

RESOLVED:

That the Minutes of the meeting held on 23 September 2021 as circulated with the agenda papers, be approved and signed for correct record.

57 Announcements

Chairman's Engagements

The Chairman referred Members to the list of official engagements carried out by himself and the Vice Chairman since the last meeting of the Council on 23 September 2021, which had been circulated by email.

The 2022 New Year Honours recipients list had been circulated and the Chairman confirmed that he had written, on behalf of the Council, to all recipients to congratulate them and acknowledge their achievements.

58 Public Questions

The Chairman advised that public questions had been received from Ed Shirley, Stephen Mulloy, Paul Wiseman, Beverley Jones and Alan Jolley. A copy of the questions and the responses provided are attached to the signed minutes and available from the web page for the meeting.

[Agenda for Council on Thursday, 13th January, 2022, 10.00 am — Shropshire Council](#)

59 Setting the Council Tax Taxbase for 2022/23

It was proposed by the Portfolio Holder for Resources, Councillor Gwilym Butler, and seconded by Councillor Jeff Anderson that the report of the Executive Director of Resources, a copy of which is attached to the signed minutes and the recommendations contained therein, be received and agreed

By way of amendment Councillor Nigel Hartin proposed that an additional recommendation be added that "Council request Government to allow Local Authorities in England discretion to vary council tax premium" The amendment was seconded by Councillor David Vasmer.

On being put to a vote the amendment was defeated

On being put to a recorded vote, with 55 Members voting in favour, 11 against and no abstentions as follows:

FOR:

Councillors Aldcroft, Anderson, Bagnall, Bardsley, Barrow, Biggins, Bird, Broomhall, Buckley, Burchett, Butler, Carroll, Charmley, Clarke, Dartnall, Davenport, Dean, Elnor, D Evans, J Evans, Gittins, Halliday, Harris, Hignett, Hunt, Hurst-Knight, Isherwood, M Jones, S Jones, Kerr, Lea, Luff, Lumby, Macey, Marshall, Minnery, Morris, Moseley, Mosley, Motley, Mullock, Nellins, Pardy, Parsons, Picton, Potter, Schofield, Thomas, Towers, Tremellen, Turley, Wild, Williams, Winwood and Wynn

AGAINST:

Councillors Bentick, Davies, R Evans, Green, Hartin, Houghton, Kidd, Parry, Vasmer, Wagner and Wilson

It was **RESOLVED**:

- i. To approve, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by Shropshire Council as its Council Tax taxbase for the year 2022/23, as detailed in Appendix A, totalling 115,485.33 Band D equivalents.
- ii. To note the changes to the Council's localised Council Tax Support (CTS) scheme in 2022/23. The scheme is attached at Appendix B.
- iii. To note the Council Tax Support Scheme amendments detailed in Appendix B have no impact on the taxbase determination.
- iv. To note the exclusion of 8,780.28 Band D equivalents from the taxbase as a result of localised Council Tax Support.
- v. To note continuation of the discretionary Council Tax discount policy of 0% in respect of second homes (other than those that retain a 50% discount through regulation as a result of job related protection) and note the inclusion of 705.17 Band D equivalents in the Council Tax taxbase as a result of this discount policy.
- vi. To note continuation of the discretionary Council Tax discount policy to not award a discount in respect of vacant dwellings undergoing major repair, i.e. former Class A exempt properties.
- vii. To note continuation of the discretionary Council Tax discount policy in respect of vacant dwellings, i.e. former Class C exempt properties, of 100% for one month i.e. effectively reinstating the exemption and the resulting exclusion of 160.66 band D equivalents from the taxbase.
- viii. To note continuation of the "six week rule" in respect of vacant dwellings, i.e. former Class C exempt properties.
- ix. To note continuation of the discretionary Council Tax discount policy to levy a Council Tax premium of 100% in relation to dwellings which have been unoccupied and substantially unfurnished for more than two years (but less than five years) and the resulting inclusion of an additional 328.10 Band D equivalents in the taxbase.
- x. To note continuation of the discretionary Council Tax discount policy to levy a Council Tax premium of 200% in relation to dwellings which have been unoccupied and substantially unfurnished for more than five years (but less than ten years) and the resulting inclusion of an additional 175.56 Band D equivalents in the taxbase.

- xi. To note continuation of the discretionary Council Tax discount policy to levy a Council Tax premium of 300% in relation to dwellings which have been unoccupied and substantially unfurnished for more than ten years and the resulting inclusion of an additional 224.67 Band D equivalents in the taxbase.
- xii. To approve a collection rate for the year 2022/23 of 97.9%.

60 Treasury Strategy 2021/22 – Mid Year Review

It was proposed by the Portfolio Holder for Resources, Councillor Gwilym Butler, and seconded by Councillor Jeff Anderson that the report of the Executive Director of Resources, a copy of which is attached to the signed minutes and the recommendations contained therein, be received and agreed

RESOLVED:

That Members accept the position as laid out in the report

61 Report of the Portfolio Holder Finance and Corporate Support

It was proposed by Councillor Gwilym Butler, the Portfolio Holder for Resources, that his report be received and agreed. Councillor Butler presented and amplified his report and responded to questions

62 Provision of Wheeled Bins for Kerbside Recycling of Plastic, Metal and Glass Recycling

It was proposed by the Portfolio Holder for Climate Change, Natural Assets and Green Economy, Councillor Ian Nellins, and seconded by Councillor Steve Charmley that the report of the Head of Transport and Environment, a copy of which is attached to the signed minutes and the recommendations contained therein, be received and agreed.

RESOLVED:

1. That Council approve the rollout of bins for recycling described in this report.
2. That Council approve the capital investment estimated to be £2.932 million required to deliver this scheme, as an addition to the current Capital programme.

63 Carbon Reporting

It was proposed by the Portfolio Holder for Climate Change, Natural Assets And Green Economy, Councillor Ian Nellins, and seconded by Councillor Richard Marshall that the report of the Executive Director of Place, a copy of which is

attached to the signed minutes and the recommendations contained therein, be received and agreed.

RESOLVED:

That Council approves the Corporate Carbon Performance Monitoring report 2021 as set out at Appendix 1 for publication

64 Proposed Public Path Extinguishment Order to delete Footpath 19 (PART) in the Parish of St Martins - Delegation to Wrexham County Borough Council to make the Order on our behalf

It was proposed by the Portfolio Holder for Portfolio Holder For Communities, Culture, Leisure And Tourism And Transport, Councillor Cecilia Motley, and seconded by Councillor Steve Davenport that the report of the Executive Director of Place, a copy of which is attached to the signed minutes and the recommendations contained therein, be received and agreed

RESOLVED:

That Shropshire Council delegates the authority to Wrexham Borough County Council to publish the legal order extinguishing St Martin's Footpath 19 (part) at the same time as Chirk Footpath 35 in Wrexham.

65 Youth Justice Plan

It was proposed by the Portfolio Holder for Children and Education, Councillor Kirstie Hurst-Knight, and seconded by Councillor Peggy Mullock that the report of the Executive Director of People, a copy of which is attached to the signed minutes and the recommendations contained therein, be received and agreed.

RESOLVED:

That the Youth Justice Plan as attached at Appendix A be approved

66 Programme Approach to the purchase of Temporary Accommodation

It was proposed by the Portfolio Holder for Physical Infrastructure, Councillor Dean Carroll, and seconded by the Portfolio Holder for Adult Social Care and Public Health, Councillor Simon Jones that the report of the Executive Director of Place, a copy of which is attached to the signed minutes and the recommendations contained therein, be received and agreed.

RESOLVED:

That Council

1. Approve the proposed programme of delivery of temporary housing solutions outlined in this report, which seeks to utilise the commuted Section 106 sums of up to £1.500m.
2. Agree to widen the terms of the report of 16th July 2020 to include expenditure of works to existing assets owned by Shropshire Council.
3. Approve that capital investment of £1.500m of S106 contributions and prudential borrowing of £3.500m in the Housing Revenue Account is used to fund the Housing Revenue Account to deliver up to 60 units of temporary accommodation.
4. Delegate authority to the Executive Director of Resources, the Assistant Director of Homes and Communities, and Head of Property and Development to approve a final business case and financial appraisals setting out the financial arrangements to support the acquisitions of appropriate properties to the Housing Revenue Account, utilising sums from the approved £1.500m of Section 106 funds.
5. Delegate to the Head of Property and Development, in consultation with the Portfolio Holder for Physical Infrastructure, the authority to agree and complete appropriate freehold acquisitions.
6. Delegate to the Head of Property and Development, in consultation with the Portfolio Holder for Physical Infrastructure, the authority to enter into leases / contracts with partners / providers to manage facilities on the Council's behalf, where applicable, if deemed relevant and necessary.

67 Appointments to Committees

It was proposed by the Chairman, Councillor V Hunt, and seconded by the Vice Chairman, Councillor B Williams, that the changes to committee memberships be considered and agreed.

RESOLVED:

That the following changes in committee memberships be agreed

People Overview Committee

Councillor Roy Aldcroft to replace Councillor Ed Bird as a member of the People Overview Committee.

Place Overview Committee

Councillor Claire Wild to be appointed as a substitute member of the Place Overview Committee

Councillor Nick Bardsley to be appointed as a substitute member of the Place Overview Committee

Councillor Roger Evans to replace Councillor Nat Green as a substitute member of the Place Overview Committee

Health Overview & Scrutiny Committee

Councillor Steve Charmley to replace Councillor Simon Jones as a member of the Health Overview & Scrutiny Committee

Councillor Nick Bardsley to replace Councillor Roy Aldcroft as a member of the Health Overview & Scrutiny Committee

Strategic Licensing Committee

Councillor Robert Macey to replace Councillor Simon Jones as a member of the Strategic Licensing Committee

Councillor David Evans to replace Councillor Robert Tindall as a member of the Strategic Licensing Committee

Councillor Mary Davies to replace Councillor Alex Wagner as a member of the Strategic Licensing Committee

Health & Wellbeing Board

Councillor Simon Jones to replace Councillor Dean Carroll as a member of the Health and Wellbeing Board

Southern Planning Committee

Councillor Geoff Elner to be appointed as a substitute member of the Southern Planning Committee

68 **Motions**

The following motions had been received in accordance with Procedure Rule 16

1. From Councillor Kate Halliday and supported by the Labour Group:

Clean, healthy rivers are essential to Shropshire's prosperity and wellbeing. In recent years the water quality has deteriorated for a variety of reasons but the chief contributor is the frequent and intermittent discharges of sewage when it rains. These combined sewage outfalls (CSOs) have contributed to the deterioration of water quality and biodiversity. Fish stocks have reduced by 60% in the last 10 years. Water firms discharged raw sewage into English waters 400,000 times last year, an increase of 27% on the previous year.

The Environment Bill requires sewerage undertakers to ensure progressive reduction of the adverse impact of discharges and introduces additional monitoring and reporting obligations. However, it does not give water companies a timetable to invest and update the sewage system, and there remains no legal duty on water companies not to release sewage into our waterways. It is therefore important that Shropshire Council plays an active role in holding key partners to account.

Motion: This council will:

1. Call on Place Scrutiny and Overview Committee to set up a Task and Finish Group to look into the issue and meet the Environment Agency and Severn Trent Water. Their report should seek to better understand the reporting and reasons for both sewage discharges and farm-related discharges and their impact on the bio-diversity of rivers and the health of those who swim in the river.
2. Urge Severn Trent to increase funding and provide timescales for mitigating the effects of sewerage and other pollutants being discharged into our rivers
3. Investigate how the main rivers in Shropshire may achieve and maintain Blue Flag status
4. Map and analyse the additional impact on sewerage into the rivers from the proposed additional house building in the draft Shropshire Plan to 2038, and consider investing CIL monies into schemes to end the discharge of sewerage and other pollutants into our rivers.

Councillor Julia Evans seconded the motion

By way of amendment The Portfolio Holder for Physical infrastructure Councillor Dean Carroll proposed that recommendation 4 be amended to read: -

Through the planning process, hold the water companies to account to provide adequate sewerage provision for the expanse of housing proposed in the draft Shropshire Plan

Councillor Halliday agreed that the amendment be accepted and asked that Welsh Water be added to the motion as they supplied water to a small part of the county.

On being put to a vote it was **resolved**

This council will:

1. Call on Place Scrutiny and Overview Committee to set up a Task and Finish Group to look into the issue and meet the Environment Agency, Welsh Water and Severn Trent Water. Their report should seek to better understand the reporting and reasons for both sewage discharges and farm-related discharges and their impact on the bio-diversity of rivers and the health of those who swim in the river.
2. Urge Severn Trent and Welsh Water to increase funding and provide timescales for mitigating the effects of sewerage and other pollutants being discharged into our rivers

3. Investigate how the main rivers in Shropshire may achieve and maintain Blue Flag status
4. Through the planning process, hold the water companies to account to provide adequate sewerage provision for the expanse of housing proposed in the draft Shropshire Plan

2. From Councillor Nat Green and supported by the Liberal Democrat Group:

It is well known that excessive noise is damaging to both physical and mental health. It also is degrading to the environment and general amenity of an area. In recent years there have been successful trials of acoustic cameras to catch motorists and motorcycle riders with vehicles that emit excessive noise. The threshold set in the trials in London was 80db. Emergency vehicles and otherwise law-abiding HGVs would not suffer fines.

This motion calls on the administration to consider a pilot scheme that, if successful, could be rolled out across towns in Shropshire.

Councillor Viv Parry seconded the motion

By way of amendment The Portfolio Holder for Physical infrastructure Councillor Dean Carroll proposed that the motion be amended to read:

This motion calls on the council to seek funding for a pilot scheme that, if successful, could be rolled out across towns and parishes in Shropshire.

Councillor Green accepted the amendment and on taking a vote it was **resolved**:

That the council seek funding for a pilot scheme that, if successful, could be rolled out across towns and parishes in Shropshire.

3. From Councillor Heather Kidd, supported by the Liberal Democrat Group:

This Council Notes

1. The worsening of ambulance services in Shropshire over recent years despite the best efforts and dedication of ambulance staff.
2. That patients are dying waiting for an ambulance in Shropshire
3. Queues of ambulances at both the Royal Shrewsbury Hospital and the Princess Royal Hospital because there are no beds available for patients.
4. The Government's failure to release funds to bring the improvements in hospital services that Future Fit promised
5. The poor location of the current Shropshire ambulance hub in Meole near two secondary schools.
6. That the Shrewsbury & Telford Hospital NHS Trust (SaTH) has not attended meetings called to discuss ambulances queuing outside hospitals

This Council Resolves to:

1. Demand that all parties be required to attend regular meetings between the West Midlands Ambulance Service and the Shrewsbury and Telford NHS Trust hosted by Shropshire Council. The aim would be to draw up an action plan with completion dates so that the number of ambulances queuing outside hospitals is reduced.
2. Work with the West Midlands Ambulance Service Trust to find an alternative site for a hub that gives quicker access to major roads without passing through residential areas.
3. Organise a lobbying campaign of Government with the support of both the ambulance and hospital trusts working in Shropshire with two demands:

a. Funds be released to fund Future Fit

b. Increase the number of ambulances working in Shropshire from the current 12 to a maximum capacity of 16.

Councillor Bernie Bentick seconded the motion

By way of amendment Councillor Dean Carrol proposed the following

This Council Notes

1. The worsening of ambulance services in Shropshire over recent years despite the best efforts and dedication of ambulance staff.
2. That patients are dying waiting for an ambulance in Shropshire
3. Queues of ambulances at both the Royal Shrewsbury Hospital and the Princess Royal Hospital because there are no beds available for patients.

This Council Resolves to lobby the Government to create an independent Ambulance Service for Shropshire that will prioritise the needs of a large rural community.

Councillor Kidd accepted the amendment subject to the addition of the following:

This Council supports the HWBB to facilitate improvement dialogue between WMAS & SaTH with the objective of drawing up an action plan with completion dates so that the number of ambulances queuing outside hospitals is reduced

On taking a vote it was resolved:

This Council Notes

1. The worsening of ambulance services in Shropshire over recent years despite the best efforts and dedication of ambulance staff.
2. That patients are dying waiting for an ambulance in Shropshire
3. Queues of ambulances at both the Royal Shrewsbury Hospital and the Princess Royal Hospital because there are no beds available for patients.

This Council Resolves to lobby the Government to create an independent Ambulance Service for Shropshire that will prioritise the needs of a large rural community

This Council supports the HWBB to facilitate improvement dialogue between WMAS & SaTH with the objective of drawing up an action plan with completion dates so that the number of ambulances queueing outside hospitals is reduced

4. From Councillor Julian Dean, supported by the Green Group:

Council notes that since the last Shropshire Economic Strategy was published the UK has left the EU, the world has struggled with the Coronavirus pandemic, the UK government has made a legally binding commitment to achieve net zero carbon by 2050 and Shropshire Council has declared a climate emergency with a commitment to achieve net zero by 2030.

We further note that the Corporate Plan 2019-20 to 2021-22 makes no mention of working towards 'net zero', nor of the opportunities for work, healthier living and economic well being involved in a just transition to a fossil fuel free economy. In particular we note that the performance management dashboard related to the Corporate Plan contains only 3 targets, two related to care and one related to recycling rates. Examples of possible areas for performance measures that are missing include levels of local renewable energy generation; proportion of homes built to zero carbon standards; proportion of homes undergoing retrofit; proportion of journeys shifted to sustainable transport modes; proportion of council procurement and contracting going to sustainable and local enterprises; availability of EV charging.

Council believes that Shropshire deserves a robust Corporate Plan and associated Economic and Wellbeing Strategy that puts a just transition to a zero-carbon local economy at its heart, drawing on best practice in community wealth building.

We note that the Place Overview Committee recommended extended member workshops on 'building back better, including input from experts beyond the council' to support the development of the economic strategy.

We call on the cabinet to create meaningful opportunities for engagement involving members, communities, local organisations and businesses to help shape these strategies.

Councillor Mike Isherwood seconded the motion

On taking a vote the motion was defeated

69 Questions from Members

The Chairman advised that the following questions had been received in accordance with Procedure Rule 15. A copy of the report containing the detailed questions and their formal response is attached to the signed minutes.

Received from Councillor Chris Schofield and answered by Councillor Dean Carroll, Portfolio Holder for Physical Infrastructure in relation to how Cornovii developments were limiting the carbon footprint of their developments. By way of supplementary question Councillor Schofield asked when the first of the houses developed by Cornovii would be handed over. The Portfolio Holder informed him that this would happen next week.

Received from Councillor Rosemary Dartnall and answered by Councillor Ian Nellins, Portfolio Holder for Climate Change, Natural Assets and Green Economy in relation to plans to use the electricity produced at the Battlefield Energy Recovery Facility to produce green hydrogen for a new vehicle fuelling centre. By way of supplementary question Councillor Dartnall expressed concern that the amount of residual waste may be increased to suit power production requirements when we should be reducing the residual waste. The Portfolio Holder informed her that the Council was considering all forms of renewable power sources not just hydrogen or solar.

70 Report of the Shropshire and Wrekin Fire and Rescue Authority

It was proposed by Mr David Minnery and seconded by Mr Paul Wynn that the report of the Shropshire and Wrekin Fire and Rescue Authority, a copy of which is attached to the signed minutes, be received, and noted.

RESOLVED:

That the report of the Shropshire and Wrekin Fire and Rescue Authority be noted.

71 Exclusion of Press and Public

RESOLVED:

That, in accordance with the provisions of Schedule 12A of the Local Government Act 1972 and Paragraph 10.4 [3] of the Council's Access to Information Rules, the public and press be excluded from the meeting during consideration of the following items.

72 Exempt Minutes

RESOLVED:

That the Exempt Minutes of the meeting held on 23 September 2021 as circulated with the agenda papers, be approved and signed as a correct record.

73 Options for delivery of Oswestry Innovation Park and associated infrastructure

It was proposed by the Portfolio Holder for Deputy Leader and Portfolio Holder for Economic Growth, Regeneration and Planning, Councillor Ed Potter, and seconded by Councillor Joyce Barrow that the exempt report of the Executive Director of

Resources, a copy of which is attached to the signed minutes and the recommendations contained therein, be received and agreed.

RESOLVED:

That the recommendations contained in the exempt report be approved

74 Alveley Industrial Estate

Members were advised that this item had been withdrawn and would be brought to the next meeting of Council

75 Maesbury Road Oswestry - Solar Power Generation Revised Scheme

It was proposed by the Portfolio Holder for Climate Change, Natural Assets and Green Economy, Councillor Ian Nellins, and seconded by Councillor Steve Charmley that the exempt report of the Executive Director of Resources, a copy of which is attached to the signed minutes and the recommendations contained therein, be received and agreed

RESOLVED:

That the recommendations contained in the exempt report be agreed

Signed (Chairman)

Date:

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Committee and Date

Cabinet 16th February 2022
Council 24th February 2022

Item

Public

Fees and Charges 2022/23

**Responsible
Officer**

James Walton

e-mail: james.walton@shropshire.gov.uk Tel: 01743 258915

1. Synopsis

This report presents the budgeted income to be received in 2022/23 and proposes the level of fees and charges to be applied by Shropshire Council in 2022/23.

2. Executive Summary

- 2.1. The need to generate funds locally, at the point of service delivery rather than from local or national taxation, has been a trend encouraged by Central Government for several years.
- 2.2. The Council can raise income from a number of sources and this report identifies the areas for charging and includes details of the individual fees and charges proposed.
- 2.3. It is important to note that the council does not have full discretion, in many cases, over what it is able to charge. Some fees are set nationally, whilst others are governed by certain restrictions e.g. linking increases to changes in inflation.
- 2.4. This report recommends the level of fees and charges to be applied in 2022/23 and a full schedule of 2022/23 charges is contained in Appendix 3.
- 2.5. This report also recommends the approach to be followed to calculate rent levels and service charges for the Council's retained housing stock and shared ownership homes for the 2022/23 financial year. The recommendations are made in compliance with the rent standard for social housing providers that will apply to local authorities from April 2022.

3. Recommendations

It is recommended that Members:

- 3.1. Note the breakdown of the total income for 2021/22 and 2022/23 and in particular that the proposed 2022/23 charges for discretionary services represent only £41.768m of the £82.293m of income derived from Fees and Charges.
- 3.2. Approve the charges for 2022/23 as detailed in Appendix 3 to be implemented 1 April 2022.
- 3.3. Note that as previously agreed, any changes to fees and charges proposed by Shropshire Community Leisure Trust Ltd. in relation to the outsourced leisure facilities will only be referred to cabinet and council for approval if the proposed increases exceed Consumer Price Index (CPI) for the preceding November.
- 3.4. Subject to restrictions or exemptions identified in the Welfare Reform and Work Bill it is recommended to Council that:
 - I. Social Housing rents for 2022/23 are increased by 4.1% from 4th April 2022.
 - II. Affordable rents for 2022/23 are increased by 4.1% from 4th April 2022.
 - III. Shared Ownership rents continue to be set at 2.75% of the outstanding capital value of the home at the time of sale and thereafter increased each April in accordance with the terms specified in the lease agreements.
 - IV. Service charges continue to be set based on actual cost.

REPORT

4. Risk Assessment and Opportunities Appraisal

- 4.1. Income is a key part of the Council's financial strategy. The identification of additional income across the Council provides opportunities to remove the Council's reliance on other forms of funding, some of which we are unable to control.
- 4.2. The key risks associated with income generation relate to the potential for under-recovery through several factors such as elasticity of demand, changing economic circumstances and emergence of competition. Growth in the reliance of income from fees and charges heightens this risk. The Covid-19 pandemic has impacted on the ability to generate income from fees and charges and the impact of this will continue to be assessed.

- 4.3. Consideration of new charges will consider the requirements of the Human Rights Act, any necessary environmental appraisals, the need for Equalities Impact Needs Assessments and in some cases any necessary service user feedback.

5. Financial Implications

- 5.1. As the government continues to reduce central funding so the reliance on local resources increases. The Council provides a diverse range of services, and it is important to understand the funding of services that it provides. This will allow it to not only set fair charges for users when it is appropriate to do so but also to make a clear case for additional funding where the cost of key statutory services cannot be met by locally raised taxes. For non-priority services, there will be a need to cover the full cost of the service by charges if the service is to continue in the longer term. This in turn will allow the Council to allocate a reducing net budget to priority services which the Council has a duty to provide.
- 5.2. The Council's proposed 2022/23 gross revenue budget includes £372.943m of income. Much of this income is specific grants and the amount to be received in the year is generally known and fixed. The balance, which for the Council is £122.183m, can vary significantly and requires careful management and monitoring throughout the year. Variations in income can significantly affect the Council's financial position. By detailed consideration of income streams and factors which affect the levels of income the Council receives, the risk of significant budget variations caused by a shortfall in income levels will be reduced.

6. Climate Change Appraisal

- 6.1. There is a potential to nudge public behaviour through the setting of fees and charges at appropriate rates. This approach can be an influential factor in making meaningful changes towards the impact of climate change. This report cannot consider these implications given the sheer volume and scope of fees and charges contained in the appendices. Nevertheless, strategic alignment around the Corporate Climate Strategy and the creation of effective strategies towards this is an area for development across the Council. Service areas currently consider the impact on Climate Change when Fees and Charges are reviewed, and new charges set.

7. Background

- 7.1. The financial landscape for local authorities continues to be very challenging as we look towards 2022/23. To meet the challenges of reduced government funding and additional service pressures the Council needs to continue to explore all options to reduce net expenditure, by both reducing gross expenditure and/or increasing

income. Increases in charges may deliver savings or may only be an approach to offset existing service pressures.

- 7.2. As at Quarter 2 the Council is forecasting a £4.285m loss of income in 2021/22 due to the impact of Covid-19. The Council has received funding from Central Government to cover the loss of income. The impact of Covid-19 on the income the Council will generate in 2022/23 is difficult to forecast and may also impact on the level of individual charges.
- 7.3. The Council has the power to charge for some services under various legislation dating back many years e.g. 1949 Prevention of Damage by Pests Act. The Local Government Act 2003 provides clarity over charging powers and is clear that a local authority can charge for discretionary services on the basis of recovering the full costs of providing the service but that it should not make a profit year on year. The same Act also covers local authority's power to trade whereby a profit/surplus can be made as long as trading is carried out through a company. This report concentrates on charging for discretionary services. A key point is that charges should be set at the right level to balance the subsidy between service user and taxpayer.

8. Additional Information

8.1. The Council's proposed gross revenue budget for 2022/23 is £597.560m. This budget is part funded by government grants and other income such as fees and charges to give the Council's net budget of £224.616m which is funded by revenue support grant, non domestic rates and council tax. A large proportion of funding of the Council's gross budget comes from national government in the form of specific and/or ringfenced grants. This report looks at the remaining income figures with a view to understanding how this figure is made up and how much control the Council has over this figure in terms of seeking to increase it.

8.2. The total gross income for the Council is shown in Table 1 below.

	2021/22 Revised Budget	2022/23 Proposed Budget
	£m	£m
RSG (including returned amounts)	6.253	6.450
Top up Grant	10.031	10.031
Business Rates	43.073	36.844
Council Tax and Collection Funds	149.290	171.291
Net Budget Requirement	208.647	224.616
Specific Grants (incl. DSG)	229.449	250.761
Other Grants and Contributions	28.490	30.785
Fees & Charges	78.060	82.293
Internal Recharges	9.183	9.105
Total Gross Income	553.829	597.560

- 8.3. The income figure shown above for fees and charges can be further categorised into income arising from fees and charges for the provision of services which can be set at the discretion of the Council (discretionary) and income where the levels are set by statute or restricted by regulations or guidance. The latter includes planning fees, which are set at a statutory level and other fees, the level of which must follow statutory guidance (for example charges for residential accommodation which are governed by CRAG (Charges for Residential Accommodation Guide)).
- 8.4. The report, although detailing all fees and charges in Appendix 3, concentrates on discretionary income where there is a decision to be made by the Council on the level of charge.

2022/23 Fees and Charges Analysis

- 8.5. The latest budget for fees and charges income for 2021/22 is £78.060m and the proposed budget for 2022/23 is £82.293m. Table 2 below provides details of this income by Directorate and also details the breakdown of the proposed 2022/23 income figure as discretionary and non-discretionary income.

Table 2: Analysis of 2020/21 and 2021/22 proposed Income by Service Area

Service Area	2021/22 Revised Budget			2022/23 Proposed Budget		
	Total Income £m	Discretionary Income £m	Non-Discretionary Income £m	Total Income £m	Discretionary Income £m	Non-Discretionary Income £m
Corporate	1.306	0.005	1.301	1.301	0.000	1.301
Health and Wellbeing	0.271	0.177	0.094	0.271	0.177	0.094
People	24.803	4.202	20.601	29.113	5.522	23.591
Place	46.188	33.493	12.694	46.003	33.062	12.941
Resources	5.493	2.893	2.600	5.606	3.006	2.600
Strategic Management Board	0.000	0.000	0.000	0.000	0.000	0.000
Total Fees and Charges	78.060	40.771	37.290	82.293	41.768	40.525

- 8.6. Further detail on individual services provided under the heading discretionary income, totalling £41.768m, is provided in Appendix 1.
- 8.7. The Council does not have discretion to set fees for all the income it receives. Further details of the non-discretionary income figure is provided in Appendix 2.
- 8.8. Appendix 3 provides details of the recommended charges for 2022/23.

Housing Revenue Account Rent Levels

- 8.9. The Housing Revenue Account (HRA) is a ring fenced account separate from the General Fund that records the financial transactions relating to the management and maintenance of the Council's retained housing stock, and the primary source of income (approximately 98%) comes from tenants' housing rent.
- 8.10. Over recent years the Government's policy regarding the level of rent for social housing has been subject to significant changes, the most recent being those introduced by the Welfare Reform and Work Act 2016 and the Government announcement in October 2017 that from April 2020 local authority rent would be subject to the rent standard for social housing providers. More detail on this is provided in Appendix 4 with recommendations at section 3.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Cabinet Member (Portfolio Holder)

Gwilym Butler

Local Member

Appendices

Appendix 1 Discretionary Income - Service Specific Detail

Appendix 2 Non-discretionary Income

Appendix 3 2022/23 Fees and Charges

Appendix 4 Housing Revenue Rent Level 2022/23

APPENDIX 1**DISCRETIONARY INCOME – SERVICE SPECIFIC DETAIL**

1.1 The table below provides a summary of the Fees and Charges income for the Council by Directorate. More detail per directorate is provided in the relevant sections below, concentrating on discretionary income (£41.768m).

Service Area	2022/23 Budget £m	Discretionary Income £m	Non- Discretionary Income £m
Corporate	1.301	0.000	1.301
Health & Wellbeing	0.271	0.177	0.094
People	29.113	5.522	23.591
Place	46.003	33.062	12.941
Resources	5.606	3.006	2.600
Strategic Management Board	0.000	0.000	0.000
Total Fees and Charges	82.293	41.768	40.525

Corporate

1.2 The total Fees and Charges proposed for 2022/23 in the Corporate service area are £1.301m which is all non-discretionary.

Health and Wellbeing

1.3 The total Fees and Charges for Health & Wellbeing proposed for 2022/23 are £0.271m of which £0.177m is discretionary.

1.3.1 The discretionary income within Health & Wellbeing is mainly generated from Regulatory Services (£0.172m) including Environmental Health and Pest Control. Details of these fees are provided in Appendix 3.

People

1.4 The total Fees and Charges for the People Directorate proposed for 2022/23 are £29.113m of which £5.522m is discretionary.

1.4.1 Discretionary income is primarily made up of charges for Day Care (£0.110m), Choice Based Letting Advertising (£0.125m), Work Placement Income (£3.501m), Handy Person services (£0.076m), Joint Training to Care Providers (£0.114m), Shropshire Music Service (£0.659m) and Education Support Services (£0.506m).

1.4.2 Work Placement income has increased by £1.415m (67.9%) as a result of new contracts in this area.

1.4.3 Shropshire Music Service income has marginally decreased by £0.042m in 2022/23. The service has discretion to determine the fees and charges schedule for services provided and sets these fees in relation to music tuition and instrument hire charges in order to recover the costs of the service. Fees and charges are set on an academic year basis.

1.4.4 Education support service income streams includes Education Access and School Library Service. These are services which are traded with academy schools and are subject to annual service level agreements (SLAs).

Place

1.5 The total Fees and Charges for Place proposed for 2022/23 are £46.003m of which £33.062m is discretionary.

1.5.1 The majority of the Council's total discretionary income received is by services within the Place directorate, which also includes Shire Services. In summary, the main areas of discretionary income are Shire Services (£6.718m), Car Parking (£5.323m), Theatre Services (£5.393m), Leisure Services (£0.888m), Commercial Services (£5.968m), Streetworks (£1.884m) and Economy & Place (£3.623m).

1.5.2 Total discretionary income has decreased by £0.431m from 2021/22 (1.29%).

1.5.3 There are various levels of increases and decreases over all of the services within Place and some of the main changes are;

- There is a decrease in projected income from car parking of £0.574m. Budgeted income for 2022/23 has decreased due to the closure of a car park and a review of income targets to reflect the post pandemic behaviour regarding town centre parking.
- Projected commercial income has decreased by £0.308m due to disposals of properties and the client buy out of a lease.

- The income budget for Theatre Services has increased by £0.234m (4.5%). This is due to the increase in fees as set out in schedule in Appendix 3.
- Projected income within Economy and Place has increased due to an increase in fees charged to external clients.

1.5.4 The Shires Services discretionary income of £6.718m is for fees charged to Schools, Colleges and Academies outside of Shropshire Council's control. The fees shown for Shire Services are 2021/22 latest estimates. As in previous years, the level of charges for Shires Services will be set to ensure a break-even position for 2022/23.

1.5.5 Licence fees relating to Taxi and Private Hire are under consultation until 9 February 2022. The proposed fees, as set out in Appendix 3, will take effect on 10 February 2022 unless objection is made and not withdrawn. Where any objections are made and not withdrawn these will be considered by the Strategic Licensing Committee on the 16 March 2022 and the subsequently agreed fees will take effect from 1 April 2022.

Resources

1.6 The total Fees and Charges for Resources proposed for 2022/23 are £5.606m of which £3.006m is discretionary.

1.6.1 Total discretionary income has increased by £0.113m from 2021/22 (3.90%).

1.6.2 The discretionary income for Finance, Governance and Assurance proposed for 2022/23 totals £0.866m. This includes income from external organisations for services such as audit and the provision of finance services which are covered by annual contracts, the recovery of costs within the Revenues Team and a projected increase in income from the sale of advertising space on Council Tax bills.

1.6.3 The total discretionary income for Legal and Democratic Services proposed for 2022/22 is £0.154m. Details of fees charged by Legal Services are provided in Appendix 3.

1.6.4 The discretionary income for Human Resources & Development proposed for 2022/23 totals £0.543m. The discretionary income includes income from Town Councils, charities, academies and other external organisations for services such as payroll provision and human resources services which are covered by annual contracts and charges for First Aid and Occupational Health Services.

1.6.5 The total discretionary income for Technology Services proposed for 2022/23 is £1.387m. The discretionary income includes income from Town Councils, charities, academies and other external organisations for services which are covered by annual contracts.

APPENDIX 2**NON-DISCRETIONARY INCOME**

2.1 The table below provides a summary of the non-discretionary Fees and Charges income for the Council by Directorate

Service Area	2022/23 Budget £m	Non- Discretionary Income - Statutory £m	Non- Discretionary Income - Other £m
Corporate	1.301	0.000	1.301
Health & Wellbeing	0.094	0.094	0.000
People	23.591	22.823	0.767
Place	12.941	11.223	1.717
Resources	2.600	0.000	2.600
Strategic Management Board	0.000	0.000	0.000
Total	40.525	34.140	6.385

2.2 The non-discretionary statutory income figure in People mainly relates to charges to service users that are set by individual assessments and are governed by Department of Health and Social Care guidelines. The Council's policy for charging, the Adult Social Care Charging And Financial Assessment Policy, is updated annually and is contingent upon information from the Department of Health and Social Care, which has not yet been circulated. The policy includes the Council's Minimum Income Guarantee, which is the amount that a recipient of Adult Social Care must be left with to pay for everyday living costs when a financial assessment for non-residential services is made. From April 2015 the minimum level of Minimum Income Guarantee has been determined by Government statute. The statutorily required Minimum Income Guarantee for 2022/23 is yet to be announced by the Department of Health and Social Care, but, historically it is usually published in late February or early March. The DHSC circular also determines the Personal Expenses Allowance for service users in a residential care setting, and the capital threshold that determines whether the Council is required to assist in funding a service user's care and support. Following its publication, the Council will be in a position to determine

its Minimum Income Guarantee for 2022/23, and the Adult Social Care Charging And Financial Assessment Policy will be updated accordingly.

- 2.3 The majority of the remaining non-discretionary statutory income is in Place. This relates to income in Development Management (planning and land charges search fees), Highways & Transport (highways development control and New Road & Street Works Act), trading standards and licensing.
- 2.4 The non-discretionary other income for Corporate relates to interest arising from financing arrangements including interest earned on the Council's investments which is dictated by the financial markets. Within Resources non-discretionary Other Income relates to recovery of Housing Benefit overpayments.

HEALTH & WELLBEING

FEES & CHARGES

APPENDIX 3

REGULATORY SERVICES	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes	
POLLUTION PREVENTION AND CONTROL ACT**						
Local Authority Integrated Pollution Prevention and Control Charges						
Application Fee						
Standard process (includes solvent emission activities)	Statutory Fee	1,650.00	1,650.00	0.0%	Statutory fees - awaiting confirmation of 2022/23 fees	
Additional fee for operating without a permit	Statutory Fee	1,188.00	1,188.00	0.0%		
PVRI, SWOBs and Dry Cleaners	Statutory Fee	155.00	155.00	0.0%		
PVR I & II combined	Statutory Fee	257.00	257.00	0.0%		
VRs and other Reduced Fee Activities	Statutory Fee	362.00	362.00	0.0%		
Reduced fee activities: Additional fee for operating without a permit	Statutory Fee	71.00	71.00	0.0%		
Mobile plant**	Statutory Fee	1,650.00	1,650.00	0.0%		
for the third to seventh applications	Statutory Fee	985.00	985.00	0.0%		
for the eighth and subsequent applications	Statutory Fee	498.00	498.00	0.0%		
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts						
Annual Subsistence Charge						
Standard process Low *	Statutory Fee	772(104)	772(104)	0.0%		
Standard process Medium *	Statutory Fee	1161(156)	1161(156)	0.0%		
Standard process High *	Statutory Fee	1747(207)	1747(207)	0.0%		
PVRI, SWOBs and Dry Cleaners L/M/H	Statutory Fee	79/158/237	79/158/237	0.0%		
PVR I & II combined L/M/H	Statutory Fee	113/226/341	113/226/341	0.0%		
VRs and other Reduced Fees L/M/H	Statutory Fee	228/365/548	228/365/548	0.0%		
Mobile plant, for first and second permits L/M/H	Statutory Fee	626/1034/1551	626/1034/1551	0.0%		
for the third to seventh permits L/M/H	Statutory Fee	385/617/924	385/617/924	0.0%		
eighth and subsequent permits L/M/H	Statutory Fee	198/314/473	198/314/473	0.0%		
Late payment Fee	Statutory Fee	52.00	52.00	0.0%		
* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation						
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts						
Transfer and Surrender						
Standard process transfer	Statutory Fee	169.00	169.00	0.0%		
Standard process partial transfer	Statutory Fee	497.00	497.00	0.0%		
Surrender: all Part B activities	Statutory Fee	0.00	0.00	0.0%		
Reduced fee activities: transfer	Statutory Fee	0.00	0.00	0.0%		
Reduced fee activities: partial transfer	Statutory Fee	47.00	47.00	0.0%		
Temporary transfer for Mobiles						
First transfer	Statutory Fee	53.00	53.00	0.0%		
Repeat following enforcement or warning	Statutory Fee	53.00	53.00	0.0%		
Substantial Change						
Standard process	Statutory Fee	1,050.00	1,050.00	0.0%		
Standard process where the substantial change results in a new PPC activity	Statutory Fee	1,650.00	1,650.00	0.0%		
Reduced fee activities	Statutory Fee	102.00	102.00	0.0%		
LA-IPPC charges						
Application	Statutory Fee	3,363.00	3,363.00	0.0%	NB – every subsistence charge includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation	
Additional fee for operating without a permit	Statutory Fee	1,188.00	1,188.00	0.0%		
Annual Subsistence LOW	Statutory Fee	1,343.00	1,343.00	0.0%		
Annual Subsistence MEDIUM	Statutory Fee	1,507.00	1,507.00	0.0%		
Annual Subsistence HIGH	Statutory Fee	2,230.00	2,230.00	0.0%		
Late Payment Fee	Statutory Fee	52.00	52.00	0.0%		
Substantial Variation	Statutory Fee	3,363.00	3,363.00	0.0%		
Transfer	Statutory Fee	235.00	235.00	0.0%		
Partial transfer	Statutory Fee	698.00	698.00	0.0%		
Surrender	Statutory Fee	698.00	698.00	0.0%		
Key						
Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36. Reduced fee activities are listed in the Schedule to the Part B scheme						
Newspaper advertisements						
Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.						

FEES & CHARGES

APPENDIX 3

REGULATORY SERVICES	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
GENERAL SERVICES COSTS					
Professional PPO hourly rate	Discretionary	POA cost recovery Standard charge £70	POA cost recovery Standard charge £70	0.0%	
Support PPO Hourly Rate	Discretionary	POA cost recovery standard charge £55	POA cost recovery standard charge £55	0.0%	
ENVIRONMENTAL HEALTH					
PRIVATE WATER SUPPLIES					
Risk Assessment:					
Risk Assessment(each assessment)	Discretionary	350.00	350.00	0.0%	
Risk Assessment(each assessment)additional hours	Discretionary	70.00	70.00	0.0%	
Auditing risk assessments carried out by others	Discretionary	125.00	125.00	0.0%	
Auditing risk assessments carried out by others additional hours	Discretionary	70.00	70.00	0.0%	
Sampling fee per visit	Discretionary	110.00	110.00	0.0%	
Investigation (each investigation)	Discretionary	110.00	110.00	0.0%	
Analysis for check and audit sampling of supplies	Discretionary	Actual cost up to maximum £25	Actual cost up to maximum £25	0.0%	
Analysis of samples taken during check monitoring	Discretionary	Actual cost up to maximum £100	Actual cost up to maximum £100	0.0%	
Analysis for samples taken during auditing monitoring	Discretionary	Actual cost up to maximum £500	Actual cost up to maximum £500	0.0%	
Swimming pool sampling - (plus analysis costs at direct cost)	Discretionary	100.00	100.00	0.0%	
PRIVATE SECTOR HOUSING					
Mandatory HMO Licence (Homes in Multiple Occupancy)	Discretionary	£1,000 (for up to 5 units) then £95 per additional unit	£1,000 (for up to 5 units) then £95 per additional unit	0.0%	
Inspection of dwellings for immigration	Discretionary	130 + vat	130 + vat	0.0%	+ VAT
STUDENT ACCOMODATION ACCREDITATION SCHEME					
Inspection of property	Discretionary	226.00	226.00	0.0%	Fee payable every 3 years
Half day briefing for Landlords	Discretionary	40.00	40.00	0.0%	Fee payable every 3 years
ENVIRONMENTAL & OTHER INFORMATION					
Pollution Prevention & Control Act/Environmental Protection Act					
- Register Copy - per entry	Discretionary	12.00	12.00	0.0%	
- Copy - documents relating to authorisation (per hour, plus the cost of any materials)	Discretionary	70 per hour or part thereafter	70 per hour or part thereafter		
- Environmental Information Regulations (pollution information)					
- Information request (minimum charge for up to 1 hour)	Discretionary	70.00	70.00	0.0%	
- Additional charge per hour for more than 1 hours work	Discretionary	70.00	70.00	0.0%	
- Factual Statements					
- Civil Proceedings - re accidents in Retail Premises (plus the cost of any materials)	Discretionary	£210 (includes up to 3 hours work)	£210 (includes up to 3 hours work)		
- Food Safety Act 1990 (register copies)					
- Copy of total register (based on hourly rate) - per hour	Discretionary	70.00	70.00	0.0%	
- Copy of individual entry	Discretionary	15.00	15.00	0.0%	
HEALTH CERTIFICATES					
Export Health Certificate	Discretionary	70.00	70.00	0.0%	
VOLUNTARY SURRENDER					
Voluntary Surrender Certificate (does not include other charges such as disposal)	Discretionary	70.00	70.00	0.0%	
PRIMARY AUTHORITY					
	Discretionary	Bespoke based on cost recovery	Bespoke based on cost recovery	0.0%	
SAFETY AT SPORTS GROUNDS					
	Discretionary	Cost recovery	Cost recovery	0.0%	
ENVIRONMENTAL HEALTH TRAINING COURSES					
Level 2 food hygiene course costs					
- officer time	Discretionary	POA Standard Charge £70 per hour	POA Standard Charge £70 per hour	0.0%	
- plus expenses (room hire / refreshments)	Discretionary	at cost	at cost	0.0%	
- course booklets and exam papers	Discretionary	at cost	at cost	0.0%	
Refresher food hygiene course per person					
- officer time	Discretionary	POA Standard Charge £70 per hour	POA Standard Charge £70 per hour	0.0%	
- plus expenses (room hire / refreshments)		at cost	at cost	0.0%	
- course booklets and exam papers		at cost	at cost	0.0%	
Bespoke courses charged at:					
- officer hourly rate	Discretionary				
- expenses (at cost)	Discretionary	POA Standard Charge £70 per hour	POA Standard Charge £70 per hour	0.0%	
- course booklets and papers (at cost)	Discretionary				
NFHS Re-rating Inspection	Discretionary	250.00	250.00	0.0%	

FEES & CHARGES

APPENDIX 3

REGULATORY SERVICES	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
PEST CONTROL					
Domestic Premises					
Within Normal Working Hours					
Wasps (up to 2 nests)	Discretionary	50.00	50.00	0.0%	Fully Traded (including VAT)
- additional nest	Discretionary	15.00	15.00	0.0%	Including VAT
Fleas (two or less bedrooms) up to 2 treatments in a 14 day period	Discretionary	160.00	160.00	0.0%	Including VAT
- 3 bedroom house	Discretionary	200.00	200.00	0.0%	Including VAT
- 4 bedroom house	Discretionary	240.00	240.00	0.0%	Including VAT
- 5 bedroom house	Discretionary	320.00	320.00	0.0%	Including VAT
Rats (up to four treatment visits at the discretion of the service)	Discretionary	125.00	125.00	0.0%	Including VAT
Mice (up to four treatment visits at the discretion of the service)	Discretionary	125.00	125.00	0.0%	Including VAT
Bedbugs (up to 2 bedrooms and one revisit) up to 2 treatments in a 14 day period	Discretionary	220.00	220.00	0.0%	Including VAT
- 3 bedroom house	Discretionary	260.00	260.00	0.0%	Including VAT
- 4 bedroom house	Discretionary	320.00	320.00	0.0%	Including VAT
- 5 bedroom house	Discretionary	380.00	380.00	0.0%	Including VAT
Moles , rabbits & squirrels - POA based on hourly rate plus cost of materials	Discretionary	POA	POA	0.0%	+ VAT
Cockroaches - POA based on hourly rate plus cost of materials	Discretionary	POA	POA	0.0%	+ VAT
Other crawling insects - POA based on hourly rate plus cost of materials	Discretionary	POA	POA	0.0%	+ VAT
Flies and flying insects - POA based on hourly rate plus cost of materials	Discretionary	POA	POA	0.0%	+ VAT
Minimum charge for any call out even if no treatment is necessary or possible	Discretionary	30.00	30.00	0.0%	includes VAT
Non Domestic Premises					
Contract Work (POA based on hourly rate and the cost of materials)	Discretionary	POA	POA	0.0%	+ VAT
Non-Contract Work (per hour, plus the cost of any materials)	Discretionary	POA	POA	0.0%	+ VAT
Minimum charge for any call out even if no treatment is necessary or possible or no access	Discretionary	30.00	30.00	0.0%	includes VAT

PEOPLE

FEES & CHARGES

APPENDIX 3

CHILDREN'S SERVICES	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes	
MUSIC SERVICE (Charges Based on Academic Year) *						
Bought In						
Billed Lessons	Discretionary	48.00	48.00	0.0%	* Fees are subject to change subject to grant confirmation	
Whole Class Tuition (KS2) (per hour)	Discretionary	43.00	43.00	0.0%		
Whole Class Tuition (per hour)	Discretionary	43.00	43.00	0.0%		
Curriculum Support (per hour)	Discretionary	52.00	52.00	0.0%		
School Ensembles	Discretionary	52.00	52.00	0.0%		
Remissions						
Income Support (Free School Meals) (Refund per term)	Discretionary	45.00 + Free	45.00 + Free	0.0%		
Child Tax Credit & Working Tax Credit (contact Service for criteria) (Refund per term)	Discretionary	22.50 + 25% off Instrument Hire	22.50 + 25% off Instrument Hire	0.0%		
School of Music						
School of Music - Orchestra/Ensembles/Choirs	Discretionary	45.00	45.00	0.0%		
Special Double Bass Lessons						
Term 1 (per hour)	Discretionary	Free + Free Instrument	Free + Free Instrument			
Term 2 & 3 (per hour)	Discretionary	24.00 + Free	24.00 + Free	0.0%		
Continuation from Whole Class (Groups of 6 of more in half an hour)						
Year 1 (per hour)	Discretionary	24.00 + Free Instrument	24.00 + Free Instrument	0.0%		
Festivals and Workshops - Charges to Schools						
Area Festivals (per pupil) - minimum £95 and maximum £265	Discretionary	2.00	2.00	0.0%		
Instrument Hire						
Instrument Hire (Violin/Ukulele/Guitar) (per term)	Discretionary	8.50	8.50	0.0%		
Instrument Hire (Popular) (per term)	Discretionary	20.00	20.00	0.0%		
Instrument Hire (Other) (per term)	Discretionary	15.00	15.00	0.0%		
Popular - bassoon, double bass, euphonium, french horn, tuba, Other - cello, clarinet, comet, flute, trombone, trumpet, snare drum, saxophone, harp						
SPECIAL EDUCATION						
EWO Penalty Charges						
- Per pupil (if paid within 21 days)	Statutory	60.00	The Statutory Instrument prescribing these charges has not been updated for a number of years so charges will remain at current levels until informed otherwise	0.0%		
- Per pupil (if paid within 22 - 28 days)	Statutory	120.00		0.0%		

Home to School / College Transport Charges (Charges Based on Academic Year)					
Post 16 (Mainstream & SEND)					
Autumn	Discretionary	295.00	295.00	0.0%	
Spring	Discretionary	295.00	295.00	0.0%	
Summer	Discretionary	285.00	285.00	0.0%	
Annual	Discretionary	875.00	875.00	0.0%	
Benefits (Admin Fee)	Discretionary	280.00	280.00	0.0%	
In Catchment Pupils (Full Term)					
Post 16	Discretionary	295.00	295.00	0.0%	
Primary & Secondary	Discretionary	180.00	180.00	0.0%	
2nd Child	Discretionary	156.00	156.00	0.0%	
Half Term / AM or PM	Discretionary	121.00	121.00	0.0%	
2nd Child	Discretionary	109.00	109.00	0.0%	
Free School Meals	Discretionary	10.00	10.00	0.0%	
Out of Catchment Pupils (Full Term)					
Post 16	Discretionary	295.00	295.00	0.0%	
Primary / Secondary	Discretionary	250.00	250.00	0.0%	
Free School Meals	Discretionary	10.00	10.00	0.0%	

FEES & CHARGES

APPENDIX 3

ADULT SERVICES	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
Day Care Related Charges:					
Transport Daily Charges					
5 mile radius (up to 10 miles per day)	Discretionary	4.90	5.05	3.0%	
10 mile radius (up to 20 miles per day)	Discretionary	7.34	7.55	2.9%	
Over 10 miles radius (over 20 miles per day)	Discretionary	9.78	10.05	2.8%	
Day Centre Attendance Charge per day (includes refreshments and some activities)					
<u>Older People</u>					
Helena Lane per day	Discretionary	55.93	57.60	3.0%	
1/2 day		N/A	28.80	N/A	New charge
Sessional rate (2 hours)		N/A	15.55	N/A	New charge
<u>Learning Disabilities</u>					
Abbotswood per day	Discretionary	53.64	55.25	3.0%	
1/2 day		N/A	27.65	N/A	New charge
Sessional rate (2 hours)		N/A	14.95	N/A	New charge
Aquamira per day	Discretionary	108.35	111.60	3.0%	
1/2 day		N/A	55.80	N/A	New charge
Sessional rate (2 hours)		N/A	30.15	N/A	New charge
Greenacres per day	Discretionary	40.24	41.50	3.1%	
1/2 day		N/A	20.75	N/A	New charge
Sessional rate (2 hours)		N/A	11.20	N/A	New charge
Albert Road per day	Discretionary	48.06	49.50	3.0%	
1/2 day		N/A	24.75	N/A	New charge
Sessional rate (2 hours)		N/A	13.40	N/A	New charge
Helena Lane per day	Discretionary	61.46	63.30	3.0%	
1/2 day		N/A	31.65	N/A	New charge
Sessional rate (2 hours)		N/A	17.10	N/A	New charge
Wayfarers per day	Discretionary	45.78	47.20	3.1%	
1/2 day		N/A	23.60	N/A	New charge
Sessional rate (2 hours)		N/A	12.75	N/A	New charge
Avalon per day	Discretionary	66.99	69.00	3.0%	
1/2 day		N/A	34.50	N/A	New charge
Sessional rate (2 hours)		N/A	18.65	N/A	New charge
Maesbury Metals per day	Discretionary	N/A	61.00	N/A	New charge
1/2 day		N/A	30.50	N/A	New charge
Sessional rate (2 hours)		N/A	16.50	N/A	New charge
Hydrotherapy charges					
30 minute Hydro session using Hirer's staff	Discretionary	16.30	16.80	3.1%	
30 minute Hydro session weekday (using Aquamira supervision)	Discretionary	N/A	25.50	N/A	New charge
30 minute Hydro session evening (using Aquamira supervision)	Discretionary	N/A	27.68	N/A	New charge
30 minute Hydro session weekend (using Aquamira supervision)	Discretionary	N/A	29.85	N/A	New charge
1 hour pool hire	Discretionary	32.63	33.60	3.0%	
1 hour Hydro session weekday (using Aquamira supervision)	Discretionary	N/A	48.85	N/A	New charge
1 hour Hydro session evening (using Aquamira supervision)	Discretionary	N/A	52.65	N/A	New charge
1 hour Hydro session weekend (using Aquamira supervision)	Discretionary	N/A	56.45	N/A	New charge
Multi-sensory room with new equipment and staff induction					
Multi-sensory room Aquamira (for a half hour session)	Discretionary	N/A	14.30	N/A	New charge
Multi-sensory room Aquamira (for a half hour session) EVENING	Discretionary	N/A	16.50	N/A	New charge
Multi-sensory room Aquamira (for a half hour session) WEEKEND	Discretionary	N/A	18.65	N/A	New charge
Multi-sensory room Aquamira (for one hour session)	Discretionary	N/A	26.45	N/A	New charge
Multi-sensory room Aquamira (for one hour session) EVENING	Discretionary	N/A	30.25	N/A	New charge
Multi-sensory room Aquamira (for one hour session) WEEKEND	Discretionary	N/A	34.05	N/A	New charge
Residential Nursing Related Charges:					
<u>Older People</u>					
Four Rivers existing residents (excluding FNC)	Discretionary			3.8%	The % increase to be charged will be confirmed once agreed
Four Rivers new residents (excluding FNC)	Discretionary	It is recommended that fees for clients will remain the same with no increase from 1st April 2021	It is recommended that fees for clients be increased by 3.8% inflation from 1st April 2022		
COURT OF PROTECTION CLIENT PROPERTY CHARGES					
Work up to court decision appointing a deputy	Statutory Fee	745.00	745.00	0.0%	
Annual management fee -first year	Statutory Fee	775.00	775.00	0.0%	
Annual management fee -after 1st year	Statutory Fee	650.00	650.00	0.0%	
Annual property management fee	Statutory Fee	300.00	300.00	0.0%	
Completing Annual Report	Statutory Fee	216.00	216.00	0.0%	
Completion of Tax Return	Statutory Fee	70.00	70.00	0.0%	
Completion of Tax Return - Complex	Statutory Fee	140.00	140.00	0.0%	
Finalising of Accounts for Deceased Clients (Appointeeship and We also charge 3.5% of P's Assets below £16K, as instructed by the COP - Practice Direction B - Fixed Costs	Statutory Fee	325.00	325.00	0.0%	
Fixed travel costs of £40 per hour	Statutory Fee	40.00	40.00	0.0%	

FEES & CHARGES

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ADULT SERVICES	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
COMMUNITY SERVICES JOINT TRAINING COURSES					
Full breakdown of individual course fees can be found in the current Joint Training booklet . Revised fees will be published in the next Joint Training Booklet and customers will be advised via E-gov newsletter in advance of increase.					
Face to face delivery - Band 1 Half Day - Shropshire independent Adult Social Care & Health providers - combines old Bands A & B (Shropshire)	Discretionary	£18.00 - £40.00	£19.50 - £40.00	3.0%	
Face to face delivery- Band 1 Full Day - Shropshire independent Adult Social Care & Health providers - combines old Bands A & B (Other organisations)	Discretionary	£49.00 - £150.00	£50.00 - £63.00	3.0%	
Face to face delivery - Band 2 Half Day - Other	Discretionary	£31.00 - £55.00	£43.00	Various	
Face to face delivery - Band 2 Full Day - Other	Discretionary	£79.00 - £175.00	£81.00 - £93.50		
Webinar delivery: Band 1 various lengths - Shropshire independent Adult Social Care & Health providers	Discretionary	£7.50 - £55	£15.50 - £150	3.0%	Pricing varies according to length of course.
Webinar delivery: Band 2 various lengths - Other	Discretionary	£10.00 - £79.00	£23 - £243	3.0%	
Face to face delivery - In House Training Half Day (Shropshire Adult Independent Provider Services, Shropshire Council non-Adult Social Care teams)	Discretionary	250.00	260.00	4.0%	
Face to face delivery - In House Training Full Day (Shropshire Adult Independent Provider Services, Shropshire Council non-Adult Social Care teams)	Discretionary	430.00	445.00	3.5%	
Face to face delivery - In House Training Half Day (Other organisations)	Discretionary	310.00	320.00	3.2%	
Face to face delivery - In House Training Full Day (Other organisations)	Discretionary	520.00	535.00	2.9%	
Webinar delivery: In House Training up to a Half Day (Shropshire Adult Independent Provider Services, Shropshire Council non-Adult Social Care teams)	Discretionary	£75 - £220	£155 - £260	3.0%	Pricing varies according to length of course.
Webinar delivery: In House Training Full Day (Shropshire Adult Independent Provider Services, Shropshire Council non-Adult Social Care teams)	Discretionary	430.00	445.00	3.5%	
Webinar delivery: In House Training Half Day (Other organisations)	Discretionary	£136 - £273	£188 - £320	3.0%	
Webinar delivery: In House Training Full Day (Other organisations)	Discretionary	520.00	535.00	2.9%	

FEES & CHARGES

APPENDIX 3

HOUSING HEALTH	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
Home Point					
Advertising charges to Housing Associations for vacant properties on the Homepoint website	Discretionary	£70.00	£73.50	5.0%	Subject to negotiation with Landlords
Handyperson fee					
Hourly rate	Discretionary	£20.00	£21.00	5.0%	
DFG fee - total work costs up to, and including £20,000 (pre VAT)	Discretionary	14% of works	14% of works	0.0%	
DFG fee - total work costs above £20,000 (pre VAT), for those without Planning requirements	Discretionary	9% of works	9% of works	0.0%	
DFG fee - total work costs above £20,000 (pre VAT), for those with Planning requirements	Discretionary	11% of works	11% of works	0.0%	
Housing Options					
Temporary Accommodation (52 week basis)					
Shared accommodation or most single aged under 35	Statutory	£87.00	£90.50	4.0%	
1 bedroom	Statutory	£92.50	£96.20	4.0%	
2 bedrooms	Statutory	£114.50	£119.10	4.0%	
3 bedrooms	Statutory	£136.50	£142.00	4.0%	
4 bedrooms	Statutory	£178.00	£185.10	4.0%	
Bed & Breakfast	Statutory	Reimbursement of cost to us minus £21.53 which we are unable to recover from Rev & Bens Housing Benefits	Reimbursement of cost to us minus £21.53 which we are unable to recover from Rev & Bens Housing Benefits	0.0%	

PLACE**FEES & CHARGES****APPENDIX 3**

LIBRARIES	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	NOTES
LIBRARY CHARGES					
DVD - Standard titles	Discretionary	2.00	2.20	10.0%	An element of flexibility will still be required throughout the year to respond to and mitigate the effects of Covid-19 and to enable the service to respond quickly to any additional restrictions or easing.
DVD - Premium titles	Discretionary	2.00	2.20	10.0%	
Talking Books & Language courses					
Up to 2 tapes	Discretionary	1.00	1.20	20.0%	
CD & larger tape packs	Discretionary	2.50	2.70	8.0%	
The above for the Visually Impaired	Discretionary	Free	Free	0.0%	
Computer Use					
	Discretionary	£1.20 for guests, free for library members	£1.30 for guests, free for library members	8.3%	
Printing/Photocopying					
Printing & Photocopying - A4 sheet	Discretionary	0.18	0.20	11.1%	
Printing & Photocopying - A4 sheet colour	Discretionary	0.40	0.50	25.0%	
Laminating copies - A4 sheet	Discretionary	1.50	1.60	6.7%	
Laminating copies - A3 sheet	Discretionary	2.50	2.60	4.0%	
Fax Services					
Message sent UK - per sheet	Discretionary	1.50	1.60	6.7%	
Message sent Overseas - per sheet	Discretionary	2.50	2.50	0.0%	
Message received (per 10 sheets)	Discretionary	1.50	1.60	6.7%	
Fines					
Adult items per item per day	Discretionary	0.25	0.25	0.0%	
Children's items per item per day	Discretionary	No Charge	No Charge	0.0%	
Music/drama sets returned late or incomplete	Discretionary	22.00	22.00	0.0%	
Final reminder letters	Discretionary	No Charge	No Charge	0.0%	
Library Cards					
New library membership card	Discretionary	Free	Free	0.0%	
Replacement library membership card	Discretionary	1.40	1.50	7.1%	
Requests					
per item	Discretionary	0.75	1.00	33.3%	
per item through inter-lending scheme	Discretionary	6.00	20.00	233.3%	
Sets of vocal scores through inter-lending scheme - per copy	Discretionary	1.00	1.10	10.0%	
Orchestral sets through inter-lending scheme	Discretionary	21.00	24.00	14.3%	
Drama sets through inter-lending scheme - per copy	Discretionary	1.00	1.10	10.0%	

FEES & CHARGES

APPENDIX 3

LIBRARIES	Statutory or Discretionary	Fee for 2021/22	Fee for 2022/23	% Increase	NOTES	
		£	£			
Room Hire					An element of flexibility will be required throughout the year to mitigate the effects of Covid-19 and to enable the service to respond quickly to any easing of restrictions and additional lockdowns	
Shrewsbury Library room hire per session (Morning or Afternoon)						
Personal/Voluntary group/ Charity Group	Discretionary	34.00	36.00	5.9%		
Business Use	Discretionary	68.00	72.00	5.9%		
Oswestry Library Room Hire per session (Morning or Afternoon) - without projector						
Personal/Voluntary group/ Charity Group	Discretionary	28.00	33.00	17.9%		
Business Use	Discretionary	56.00	61.00	8.9%		
Room Hire - Bridgnorth Library per session (Morning or Afternoon)						
Personal/Voluntary group/ Charity Group	Discretionary	30.00	34.00	13.3%		
Business Use	Discretionary	60.00	64.00	6.7%		
Interview Room Hire - Bridgnorth Library per Hour						
Personal/Voluntary group/ Charity Group	Discretionary	7.00	8.00	14.3%		
Business Use	Discretionary	14.00	15.00	7.1%		
Room Hire - Church Stretton Library per session (Morning or Afternoon)						
Personal/Voluntary group/ Charity Group	Discretionary	20.00	21.00	5.0%		
Business Use	Discretionary	40.00	42.00	5.0%		
Room Hire - Gobowen Library per session (Morning or Afternoon)						
Personal/Voluntary group/ Charity Group	Discretionary	N/A	12.00	N/A		New Charge
Business Use	Discretionary	N/A	14.00	N/A		New Charge
Room Hire - Wem Library per session (Morning or Afternoon)						
Personal/Voluntary group/ Charity Group	Discretionary	13.00	15.00	15.4%		
Business Use	Discretionary	26.00	28.00	7.7%		
Room Hire - Ludlow Education Room per session (Morning or Afternoon)						
Personal/Voluntary group/ Charity Group	Discretionary	33.00	35.00	6.1%		
Business Use	Discretionary	66.00	70.00	6.1%		
Room Hire - Ludlow Library gallery space per session (Morning or Afternoon)						
Discretionary	Discretionary	25.00	27.00	8.0%		
Hire of gallery hanging space at Oswestry Library per month						
Personal/Voluntary group/ Charity Group	Discretionary	25.00	26.00	4.0%		
Business Use	Discretionary	50.00	52.00	4.0%		
Hire of gallery hanging space at Market Drayton Library per month						
Personal/Voluntary group/ Charity Group	Discretionary	25.00	26.00	4.0%		
Business Use	Discretionary	50.00	52.00	4.0%		
Hire of window display space at Bridgnorth Library per month						
Personal/Voluntary group/ Charity Group	Discretionary	25.00	26.00	4.0%		
Business Use	Discretionary	50.00	52.00	4.0%		
Reading Group admin fee:	Discretionary	£45.00 (£37.50 + £7.50 VAT)	£50 (£41.33 + £8.67 VAT)	11.1%		
Fab Reads: Box of 15 hand selected books (to borrow)	Discretionary	35.00	37.00	5.7%		
Fab Reads: Introductory librarian visit:	Discretionary	15.00	17.00	13.3%	Per hour	
Fab Reads: Six themed resource packs:	Discretionary	30.00	32.00	6.7%		
Fab Reads: Round up/discussion librarian visit:	Discretionary	15.00	17.00	13.3%	Per hour	
Ludlow Library and Museum Resource Centre Gallery Commission	Discretionary	20%	25%	25.0%		

FEES & CHARGES

APPENDIX 3

LIBRARIES	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	NOTES
Book Sales					
At local discretion	Discretionary	Variable	Variable	0.0%	Dependent on condition of book
Filming					
Flat rate filming fee per day	Discretionary	300.00	360.00	20.0%	
Provision of staff member per hour	Discretionary	Dependent on member of staff	Dependent on member of staff		
Library Events	Discretionary	Variable	Variable	0.0%	Dependent on costs of event, audience, venue, partner arrangements etc.
Hot Drinks					
Oswestry & Bridgnorth	Discretionary	0.70	N/A	N/A	No drinks machine in use
Deliveries via library vans					
per box	Discretionary	1.00	1.20	20.0%	
per small package	Discretionary	0.50	0.60	20.0%	

FEES & CHARGES

APPENDIX 3

WASTE SERVICES	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
WASTE					
Bulky waste charges					
Up to 3 items of bulky household waste	Discretionary	36.00	38.00	5.56%	
4-6 items of bulky household waste	Discretionary	53.00	56.00	5.66%	
7-9 items of bulky household waste	Discretionary	70.00	74.00	5.71%	
10-12 items of bulky household waste	Discretionary	87.00	91.00	4.60%	
13-15 items of bulky household waste	Discretionary	105.00	110.00	4.76%	
up to 10 sacks of residual waste	Discretionary	55.00	58.00	5.45%	
Other Charges					
Excess Black Bags (max 10)	Discretionary	55.00	58.00	5.45%	
Second Garden Bin	Discretionary	66.00	69.00	4.55%	
Schedule 2 contract rates per fortnightly collection (based on waste type and container size)					
Admin Fee	Discretionary	44.00	46.00	4.55%	
No Disposal					
<i>Residual Sack (cost per sack)</i>	Discretionary	41.00	43.00	4.88%	excludes above admin fee
Residual 240	Discretionary	94.00	99.00	5.32%	excludes above admin fee
Residual 360	Discretionary	130.00	137.00	5.38%	excludes above admin fee
Residual 660	Discretionary	223.00	234.00	4.93%	excludes above admin fee
Residual 750	Discretionary	235.00	247.00	5.11%	excludes above admin fee
Residual 1100	Discretionary	322.00	338.00	4.97%	excludes above admin fee
With Disposal					
<i>Residual Sack (cost per sack)</i>	Discretionary	55.00	58.00	5.45%	excludes above admin fee
Residual 240	Discretionary	156.00	164.00	5.13%	excludes above admin fee
Residual 360	Discretionary	220.00	231.00	5.00%	excludes above admin fee
Residual 660	Discretionary	388.00	407.00	4.90%	excludes above admin fee
Residual 750	Discretionary	428.00	449.00	4.91%	excludes above admin fee
Residual 1100	Discretionary	597.00	627.00	5.03%	excludes above admin fee
With or without Disposal					
Recycling 240	Discretionary	71.00	75.00	5.63%	excludes above admin fee
Recycling 360	Discretionary	99.00	104.00	5.05%	excludes above admin fee
Recycling 660	Discretionary	165.00	173.00	4.85%	excludes above admin fee
Recycling 750	Discretionary	176.00	185.00	5.11%	excludes above admin fee
Recycling 1100	Discretionary	223.00	234.00	4.93%	excludes above admin fee
Annual Schedule 4 collection contract rates (based on waste type and container size)					
With Disposal					
<i>Residual Sack (cost per sack)</i>	Discretionary	124.00	130.00	4.84%	excludes above admin fee
Residual 240	Discretionary	373.00	392.00	5.09%	excludes above admin fee
Residual 360	Discretionary	414.00	435.00	5.07%	excludes above admin fee
Residual 660	Discretionary	572.00	601.00	5.07%	excludes above admin fee
Residual 1100	Discretionary	765.00	803.00	4.97%	excludes above admin fee

FEES & CHARGES**APPENDIX 3**

LEISURE	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
Membership Fee - SpArC, Church Stretton & Much Wenlock					
Individual Monthly DD	Discretionary	N/A	35.00	N/A	New product
Annual Individual Fee	Discretionary	N/A	350.00	N/A	New product
An element of flexibility will be required throughout the year to mitigate the effects of recovery during the pandemic.					
There will be various promotions held throughout the year at various sites. Details can be found at individual facilities or via the council's website when promoted:					
https://shropshire.gov.uk/leisure-services/find-a-leisure-centre/					

FEES & CHARGES**APPENDIX 3**

LEISURE	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
Meole Brace Golf Course					
Adult Members	Discretionary	500.00	525.00	5.00%	
Green Fees 18 Holes					
Adult	Discretionary	12.00	N/A	N/A	No longer offered
Adult Concessionary Rates	Discretionary	9.00	N/A	N/A	
Junior	Discretionary	6.00	N/A	N/A	
Green Fees 12 Holes					
Adult - up to midday	Discretionary	9.00	9.50	5.60%	
Adult - 12 noon - 4pm	Discretionary	8.00	8.50	6.25%	
Adult - 4pm to close	Discretionary	7.00	7.50	7.14%	
Junior	Discretionary	6.00	6.50	8.33%	
Concessionary Rate	Discretionary	6.00	6.50	8.33%	
Temporary Green Fees 18 Holes					
Adult	Discretionary	6.00	0.00	N/A	No longer offered
Junior	Discretionary	6.00	0.00	N/A	
Temporary Green Fees 12 Holes					
Adult	Discretionary	6.00	6.50	8.33%	
Junior	Discretionary	6.00	6.50	8.33%	
Afternoon Special rates	Discretionary	See note	See note		As and when required

FEES & CHARGES**APPENDIX 3**

LEISURE	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
Roman Road Sports Centre					
Peak Period					
Whole Hall (Hockey/Basketball/Volleyball)	Discretionary	32.80	34.40	4.9%	
Badminton Court	Discretionary	10.50	11.00	4.8%	
Table Tennis Table (max. 3 tables per court)	Discretionary	10.40	10.90	4.8%	
Sports Hall - Party Bookings					
Whole Hall	Discretionary	117.80	123.70	5.0%	
Half Hall	Discretionary	59.70	N/A	N/A	No longer offered
Miscellaneous Charges					
Changing Rooms Only (Sports Hall)	Discretionary	14.60	15.30	4.8%	
Spectators - Adult	Discretionary	1.40	N/A	N/A	
Spectators - Child	Discretionary	0.70	N/A	N/A	
Shower Only - Adult	Discretionary	1.70	N/A	N/A	No longer offered
Shower Only - Adult Concessionary Rate	Discretionary	0.70	N/A	N/A	
Shower Only - Adult 60+	Discretionary	1.20	N/A	N/A	
Shower Only - Junior	Discretionary	0.70	N/A	N/A	
Synthetic Pitch AREA					
Whole Pitch 55 mins	Discretionary	61.50	64.60	5.0%	
Half Pitch 55 mins	Discretionary	39.70	41.70	5.0%	
Quarter Pitch 55 mins	Discretionary	26.40	27.70	4.9%	
Whole Pitch 1hr 25 mins	Discretionary	90.00	94.50	5.0%	
Half Pitch 1hr 25 mins	Discretionary	57.30	60.20	5.1%	
Quarter Pitch 1hr 25 mins	Discretionary	36.70	38.50	4.9%	
Whole Pitch 1hr 55 mins	Discretionary	121.10	127.20	5.0%	
Half Pitch 1hr 55 mins	Discretionary	74.50	78.20	5.0%	
Quarter Pitch 1hr 55 mins	Discretionary	50.10	52.60	5.0%	

FEES & CHARGES**APPENDIX 3**

LEISURE	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
Roman Road Sports Centre					
Off Peak Period					
Whole hall	Discretionary	24.60	25.80	4.9%	
Half Hall	Discretionary	12.20	N/A	N/A	
Badminton court	Discretionary	8.10	8.50	4.9%	
Table Tennis Table (max. 3 tables per court)	Discretionary	8.40	8.80	4.8%	
Sports Hall - Party Bookings					
Whole Hall	Discretionary	85.40	89.70	5.0%	
Half Hall	Discretionary	44.60	N/A	N/A	
OUTDOOR SPORTS					
Synthetic Pitch Area					
Whole Pitch 55 mins	Discretionary	46.20	48.50	5.0%	
Half Pitch 55 mins	Discretionary	29.40	30.90	5.1%	
Quarter Pitch 55 mins	Discretionary	20.00	21.00	5.0%	
Whole Pitch 1hr 25 mins	Discretionary	67.80	71.20	5.0%	
Half Pitch 1hr 25 mins	Discretionary	42.90	45.10	5.1%	
Quarter Pitch 1hr 25 mins	Discretionary	27.60	29.00	5.1%	
Whole Pitch 1hr 55 mins	Discretionary	91.00	95.60	5.1%	
Half Pitch 1hr 55 mins	Discretionary	56.00	58.80	5.0%	
Quarter Pitch 1hr 55 mins	Discretionary	37.70	39.60	5.0%	
Junior Play & Pay					
	Discretionary	1.00	1.00	0.0%	

FEES & CHARGES

APPENDIX 3

LEISURE	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
Much Wenlock Leisure Centre					
Outdoor Facilities					
Artificial Turf Pitch (not floodlit)					
Whole pitch adult - peak	Discretionary	72.05	75.70	5.1%	
Whole pitch adult - off-peak	Discretionary	59.40	62.40	5.1%	
Half pitch adult - peak	Discretionary	36.10	37.90	5.0%	
Half pitch adult - off-peak	Discretionary	29.75	31.20	4.9%	
1/3 pitch adult - peak	Discretionary	28.05	29.50	5.2%	
1/3 pitch adult - off-peak	Discretionary	23.05	24.20	5.0%	
Sports Hall & Gymnasium					
Whole Main Sports Centre	Discretionary	45.80	48.10	5.0%	
Half Main Sports Hall	Discretionary	23.10	24.30	5.2%	
Badminton Court	Discretionary	11.10	11.70	5.4%	
Gymnasium room hire	Discretionary	23.00	24.20	5.2%	
Equipment Hire					
Hire Badminton/Tennis Racket	Discretionary	2.60	N/A	N/A	
Buy Shuttlecock	Discretionary	1.40	N/A	N/A	
Hire Football/Basketball/Netball	Discretionary	1.60	N/A	N/A	
Fitness Suite					
Room Hire	Discretionary	35.70	N/A	N/A	
Adult Induction	Discretionary	11.80	12.40	5.1%	
Youth Induction (16 yrs - 18 yrs)	Discretionary	5.80	6.10	5.2%	
Adult Induction	Discretionary	5.10	5.40	5.9%	
Adult Session - Concessionary	Discretionary	2.60	2.70	3.8%	
Youth Session (16yrs - 18 yrs)	Discretionary	2.60	2.70	3.8%	
Youth Session (16 yrs - 18 yrs) - Concessionary	Discretionary	1.30	1.40	7.7%	
60+ Session	Discretionary	3.40	3.60	5.9%	
Changing Rooms					
Adult Group	Discretionary	23.80	N/A	N/A	
Junior Group	Discretionary	11.90	N/A	N/A	
Pool Facilities					
Public Swimming					
Adult Swim	Discretionary	4.80	5.00	4.2%	
Adult Swim - Concessionary	Discretionary	2.40	2.50	4.2%	
Junior Swim	Discretionary	2.40	2.50	4.2%	
60+ Casual Session	Discretionary	3.70	3.90	5.4%	
Inflataplay Adult	Discretionary	5.40	6.00	11.1%	
Inflataplay Junior	Discretionary	3.30	4.00	21.2%	
60+ Inflataplay	Discretionary	4.80	5.00	4.2%	
Learn to Swim Programme					
Junior Lessons	Discretionary	N/A	6.00	N/A	New charge
Junior Lessons - Concessionary	Discretionary	N/A	3.00	N/A	New charge
Parents & Toddlers	Discretionary	48.30	N/A	N/A	
Parents & Toddlers - Concessionary	Discretionary	24.20	N/A	N/A	
Parents & Toddlers - Pay as you go	Discretionary	5.50	N/A	N/A	
Pre-School (3yrs to 5yrs)	Discretionary	54.80	N/A	N/A	
Pre-School (3yrs to 5yrs) - Concessionary	Discretionary	27.40	N/A	N/A	
Junior Lessons	Discretionary	54.80	N/A	N/A	
Junior Lessons - Concessionary	Discretionary	27.40	N/A	N/A	
Adult Lessons	Discretionary	7.30	N/A	N/A	
Adult Lessons - Concessionary	Discretionary	36.80	N/A	N/A	
60+	Discretionary	54.80	57.50	4.9%	
Private Lessons - 1 to 1	Discretionary	14.50	15.20	4.8%	
Private Lessons - 1 to 2	Discretionary	21.60	22.70	5.1%	
Private Lessons - 1 to 1 - Concessionary	Discretionary	7.40	7.80	5.4%	
Private Lessons - 1 to 2 - Concessionary	Discretionary	11.00	11.60	5.5%	
Lessons - Direct Debit (per month)	Discretionary	20.80	21.80	4.8%	
Lessons - Direct Debit (per month) - Concessionary	Discretionary	13.30	14.00	5.3%	
Individual Support Classes	Discretionary	109.60	N/A	N/A	
Individual Support Classes - Concessionary	Discretionary	54.80	N/A	N/A	
Family Bubble Swim	Discretionary	20.00	N/A	N/A	
Swimming - Activity Classes					
Adult Aqua Aerobics	Discretionary	4.50	N/A	N/A	
Adult Aqua Aerobics - concessionary	Discretionary	2.30	N/A	N/A	
Junior Aerobics / Fit Swim (16yrs - 18 yrs)	Discretionary	2.30	N/A	N/A	
60+ Aerobics / Fit Swim	Discretionary	3.40	N/A	N/A	
60+ Aerobics / Fit Swim - Concessionary	Discretionary	2.30	N/A	N/A	
Children's Parties					
Sports Hall Party (55 mins)	Discretionary	74.50	N/A	N/A	
Sports Hall Party (90 mins)	Discretionary	111.60	N/A	N/A	
Pool Party with Inflatable (55 mins)	Discretionary	112.20	N/A	N/A	
Pool Party with Inflatable (90 mins)	Discretionary	125.80	N/A	N/A	
Pool Party Pool Only (55 mins)	Discretionary	93.20	N/A	N/A	
Pool Party Pool Only (90 mins)	Discretionary	116.30	N/A	N/A	
Pool Party - 1 hour Atlantis run only	Discretionary	N/A	100.00	N/A	New party package
Pool Party 1 hour Atlantis obstacle course	Discretionary	N/A	200.00	N/A	New party package
Room Hire after pool party - 1 hour	Discretionary	N/A	50.00	N/A	New party package
Swimming Pool Hire					
Pool only Adult	Discretionary	100.10	105.10	5.0%	
Lane Hire	Discretionary	19.00	20.00	5.3%	
Membership Fees					
Individual Monthly D/D	Discretionary	28.95	28.95	0.0%	
Individual Monthly D/D - swimming OR f/suite	Discretionary	20.00	20.00	0.0%	
Joint Monthly D/D	Discretionary	52.95	52.95	0.0%	
Annual Individual Fee - swimming & f/suite	Discretionary	274.60	274.60	0.0%	
Student Monthly Card	Discretionary	21.65	21.65	0.0%	
Monthly Card - swimming & fitness suite	Discretionary	43.25	N/A	N/A	

FEES & CHARGES**APPENDIX 3**

LEISURE	Statutory or Discretionary	Fee for 2021/22	Fee for 2022/23	% Increase	Notes
		£	£		
SpArC Bishops Castle					
Outdoor Facilities					
Artificial Turf Pitch					
Whole Pitch Adult	Discretionary	35.90	37.70	5.0%	
Indoor Facilities					
Sports Hall					
Whole Hall	Discretionary	31.80	35.10	10.4%	
2/3 Sports Hall	Discretionary	20.90	23.40	12.0%	
1/3 Sports Hall		N/A	14.00	N/A	New charge
Badminton/Pickleball Court (1 court)	Discretionary	11.40	12.00	5.3%	
Table Tennis - per table		N/A	9.00	N/A	New charge
Theatre					
Theatre	Discretionary	15.50	20.00	29.0%	
Green Room	Discretionary	7.20	10.00	38.9%	
Theatre Package	Discretionary	26.00	26.00	0.0%	
Club storage - per month	Discretionary	N/A	5.00	N/A	New charge
Fitness Suite					
Adult Session	Discretionary	4.80	5.00	4.2%	
Junior Session	Discretionary	N/A	2.50	N/A	New charge
GP Consultation	Discretionary	22.60	25.00	10.6%	
GP Session	Discretionary	4.20	4.50	7.1%	
GP Pass x 12 sessions	Discretionary	42.00	45.00	7.1%	
GP Package (consultation + 3 months membership)	Discretionary	N/A	75.00	N/A	New charge
Personal Training					
8 x sessions	Discretionary	174.30	183.00	5.0%	
Single session	Discretionary	30.80	32.30	4.9%	
Induction	Discretionary	15.40	16.20	5.2%	
Exercise Class	Discretionary	5.40	6.00	11.1%	
Squash Courts					
Adult Court	Discretionary	6.30	6.60	4.8%	
Junior Court	Discretionary	4.90	5.20	6.1%	
Court x 12 sessions	Discretionary	63.60	72.60	14.2%	
Pool Facilities					
Public Swimming					
Adult	Discretionary	4.10	4.50	9.8%	
Junior Swim (U16)	Discretionary	2.80	3.00	7.1%	
60+ (concessionary)	Discretionary	3.30	3.50	6.1%	
Student	Discretionary	3.30	3.50	6.1%	
U3's	Discretionary	FREE	FREE	0.0%	
Junior Fun Splash	Discretionary	3.10	3.50	12.9%	
Adult - 12 x sessions	Discretionary	41.00	46.20	12.7%	
Junior - 12 x sessions	Discretionary	27.70	31.90	15.2%	
60+ - 12 x sessions	Discretionary	32.80	37.40	14.0%	
Swim Badges	Discretionary	2.60	3.50	34.6%	
Pool Hire	Discretionary	55.40	58.20	5.1%	
Family Bubble	Discretionary	20.00	N/A	N/A	
Learn to Swim Programme					
Junior Lessons - (30 mins)	Discretionary	N/A	5.50	N/A	New charge
Junior Lessons - (45 mins)	Discretionary	N/A	6.50	N/A	New charge
Junior Lessons - (1hr)	Discretionary	N/A	8.00	N/A	New charge
Adult Lessons	Discretionary	N/A	5.10	N/A	New charge
Private Lessons - 1 to 1 - 30 mins	Discretionary	17.90	18.80	5.0%	
Sauna (20 mins)	Discretionary	3.10	3.30	6.5%	
Membership Fees					
Individual Monthly DD	Discretionary	28.50	30.00	5.3%	
Annual Individual Fee	Discretionary	285.00	315.00	10.5%	
Joint Monthly D/D	Discretionary	53.50	55.00	2.8%	
Annual Joint Fee	Discretionary	535.00	575.00	7.5%	
Concession Monthly D/D	Discretionary	25.00	27.50	10.0%	
Annual Concession Fee	Discretionary	250.00	292.00	16.8%	
Joint Concession Monthly D/D	Discretionary	50.00	55.00	10.0%	
Annual Joint Concession Fee	Discretionary	500.00	575.00	15.0%	
Swim only annual	Discretionary	185.00	200.00	8.1%	
Squash only annual	Discretionary	N/A	120.00	N/A	New charge
Junior Gym & Swim monthly (13-17 years)	Discretionary	12.50	13.50	8.0%	
Junior Play & Pay	Discretionary	1.00	1.00	0.0%	

FEES & CHARGES**APPENDIX 3**

LEISURE	Statutory or Discretionary	Fee for 2021/22	Fee for 2022/23	% Increase	Notes
		£	£		
Church Stretton					
Outdoor Facilities					
Tennis Courts	Discretionary	4.10	4.30	4.9%	
Indoor Facilities					
Main Sports Hall					
Whole Main Sports Hall	Discretionary	36.40	46.80	28.6%	
Half Main Sports Hall	Discretionary	20.70	23.40	13.0%	
Badminton Court	Discretionary	11.40	12.00	5.3%	
Fitness Suite					
Adult Session	Discretionary	4.80	5.00	4.2%	
Junior Session	Discretionary	N/A	2.50	N/A	New charge
GP Consultation	Discretionary	22.60	25.00	10.6%	
GP Session	Discretionary	4.20	4.50	7.1%	
GP Pass x 12 sessions	Discretionary	42.00	45.00	7.1%	
GP Package (consultation + 3 months membership)	Discretionary	N/A	75.00	N/A	New charge
Personal Training					
8 x sessions	Discretionary	174.30	183.00	5.0%	
Single session	Discretionary	30.80	32.30	4.9%	
Induction	Discretionary	15.40	16.20	5.2%	
Exercise Class	Discretionary	5.50	6.00	9.1%	
Pool Facilities					
Public Swimming					
Adult	Discretionary	4.10	4.50	9.8%	
Junior Swim (U16)	Discretionary	2.80	3.00	7.1%	
60+ Concessionary	Discretionary	3.30	3.50	6.1%	
Student	Discretionary	3.30	3.50	6.1%	
U3's	Discretionary	FREE	FREE	0.0%	
Junior Fun Splash	Discretionary	3.10	3.50	12.9%	
Adult - 12 x sessions	Discretionary	41.00	46.20	12.7%	
Junior - 12 x sessions	Discretionary	27.70	31.90	15.2%	
60+ Concessionary - 12 x sessions	Discretionary	32.80	37.40	14.0%	
Swim Badges	Discretionary	2.60	3.50	34.6%	
Pool Hire	Discretionary	55.40	58.20	5.1%	
Family Bubble Swim	Discretionary	20.00	N/A	N/A	
Learn to Swim Programme	Discretionary				
Junior Lessons - (30 mins)	Discretionary	N/A	5.50	N/A	New charge
Junior Lessons - (45 mins)	Discretionary	N/A	6.50	N/A	New charge
Junior Lessons - (1hr)	Discretionary	N/A	8.00	N/A	New charge
Adult Lessons	Discretionary	N/A	5.10	N/A	New charge
Private Lessons - 1 to 1 - 30 mins	Discretionary	17.90	18.80	5.0%	
Membership Fees					
Individual Monthly DD	Discretionary	28.50	30.00	5.3%	
Annual Individual Fee	Discretionary	285.00	315.00	10.5%	
Joint Monthly D/D	Discretionary	53.50	56.20	5.0%	
Annual Joint Fee	Discretionary	535.00	575.00	7.5%	
Concession Monthly D/D	Discretionary	25.00	27.50	10.0%	
Annual Concession Fee	Discretionary	250.00	292.00	16.8%	
Joint Concession Monthly D/D	Discretionary	50.00	55.00	10.0%	
Annual Joint Concession Fee	Discretionary	500.00	575.00	15.0%	
Swim annual	Discretionary	185.00	200.00	8.1%	
Junior Gym & Swim monthly (13-17 years)	Discretionary	12.20	13.50	10.7%	
Junior Play & Pay	Discretionary	1.00	1.00	0.0%	

FEES & CHARGES

APPENDIX 3

DEVELOPMENT MANAGEMENT	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
PLANNING APPLICATIONS - Fees for Processing Planning Applications	Statutory	Please see website for current charges	Please see website for current charges		https://www.shropshire.gov.uk/planning/applications/submit-an-application/
BUILDING CONTROL	Fees are set in accordance with CIPFA accounting guidelines	Please See Building Control section of the Council's Website for detailed table of charges	Please See Building Control section of the Council's Website for detailed table of charges		https://www.shropshire.gov.uk/building-control/applications/
Dangerous Buildings and Structures hourly rates (Office Hours 08:00 to 17:00):-					
Business support (administration)		74.36	81.80	10.01%	
Business support (specialist)		92.95	102.20	9.95%	
Building Control Surveyor		92.95	102.20	9.95%	
Building Control Manager		132.88	N/A	N/A	
Dangerous Buildings and Structures hourly rates (Out of Office Hours):-					
Building Control Surveyor		185.90	204.50	10.01%	
Building Control Manager		265.76	N/A		
Completion Inspection (projects completed and occupied over 3 years). Inspection of outstanding items and issuing of completion certificate.		220.00	242.00	10.00%	
Completion Inspection (projects completed and occupied over 3 years, incomplete inspections records or application exceeds 10 years old).		440.00	484.00	10.00%	
Certificate of Lawfulness (enquiries which request advice confirming if works are exempt).		88.00	96.80	10.00%	
Search and copy fee.					
Copying		26.40	29.00	9.85%	
Certificates (per copy)		22.70	25.00	10.13%	
Certificate of exemption.		45.40	49.90	9.91%	
Demolition Notice (issue section 81 Notice, neighbour letters and site inspection)		Please see note	Please see note		
- minimum fee		180.00	200.00	11.11%	The minimum fee is £200 to cover admin, issue of Section 81 Notice and inspection. This may be increased depending on the size and scale of the project to allow full recovery of all reasonable costs incurred by the authority.
LAND CHARGES - Search Fees	Fees are set in accordance with Govt guidelines	Please see website for current charges	Please see website for current charges		https://www.shropshire.gov.uk/land-charges/land-charges-fees/
STREET NAMING AND NUMBERING -					
Fees for Processing Applications for the creation and amendment of addresses					
Creation of a new individual address	Discretionary	40.00	42.00	5.00%	
Creation of new addresses on developments up to 25 plots (per plot)	Discretionary	40.00	42.00	5.00%	
Creation of new addresses on developments up to 50 plots (per plot), plots 26 to 50	Discretionary	33.00	36.30	10.00%	
Creation of new addresses on developments over 50 plots (per plot), plots 51 and above	Discretionary	23.00	25.30	10.00%	
Individual property renaming or renumbering	Discretionary	40.00	42.00	5.00%	
Addition of a name to a numbered property	Discretionary	40.00	42.00	5.00%	
Alterations to development after initial notification - per affected address	Discretionary	33.00	36.30	10.00%	
Confirmation of postal addresses for solicitors or conveyancers and all consultees	Discretionary	30.00	33.00	10.00%	

FEES & CHARGES

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DEVELOPMENT MANAGEMENT	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
PLANNING - OTHER					
Pre planning application advice					
- Category A (Largescale Major)	Discretionary	2,000.00	2,200.00	10.00%	
- Category B (Smallscale Major)	Discretionary	1,200.00	1,320.00	10.00%	
- Category C (Minor)	Discretionary	600.00	660.00	10.00%	
- Category D (Other proposals)	Discretionary	100.00	110.00	10.00%	
- Minerals proposals - EIA Proposals	Discretionary	2,500.00	2,750.00	10.00%	
- Minerals proposals - Major Non EIA Proposals exceeding 1ha	Discretionary	1,500.00	1,650.00	10.00%	
- Minerals proposals - All other proposals	Discretionary	350.00	390.00	11.43%	
- Change of use / Single dwelling	Discretionary	250.00	280.00	12.00%	
Bespoke Service (on agreement) - relevant flat rate fee plus a unit cost of:-	Discretionary	70.00	77.00	10.00%	Charge per hour for additional advice beyond that which can be delivered for the flat rate fee
Informal enquiry	Discretionary	N/A	50.00	N/A	New Charge for 2022/23
Administrative fee for invalid applications that are returned	Discretionary	N/A	30.00	N/A	New Charge for 2022/23
Compliance Checking Service	Discretionary	60.00	66.00	10.00%	
Minerals and Waste Landfilling site monitoring	Discretionary	Please see website for current charges	Please see website for current charges		https://www.shropshire.gov.uk/planning/applications/submit-an-application/
Tree Preservation Orders - Copy of TPO (electronic)	Discretionary	16.50	18.20	10.30%	
- Copy of TPO (paper)	Discretionary	22.00	N/A	N/A	No longer offered
Tree and hedgerow decision notices - Copy of tree and hedgerow decision notices:	Discretionary	16.50	18.20	10.30%	
High Hedge Complaints	Discretionary	605.00	665.50	10.00%	
Photocopying Planning Permissions (and other documents requiring research and/or extraction of info)					
- Copies of documents per hour (plus cost of copying)	Discretionary	60.50	63.50	4.96%	
- Hourly rate for requests for information	Discretionary	94.60	99.30	4.97%	
HISTORIC ENVIRONMENT					
Officer time for Historic Environment Record (HER) single site searches (commercial clients)	Discretionary	50.00	50.00	0.00%	
Officer time for Historic Environment Record (HER) searches (commercial clients)	Discretionary	100.00	100.00	0.00%	Per hour
Officer time for Historic Environment Record (HER) priority searches (commercial clients)	Discretionary	200.00	200.00	0.00%	Per hour
Provision of Countryside Stewardship consultation advice - middle tier responses					
- Band 1 Application area 0 - 30 ha	Discretionary	35.00	35.00	0.00%	
- Band 2 Application area 31 - 75 ha	Discretionary	70.00	70.00	0.00%	
- Band 3 Application area 76 - 150 ha	Discretionary	140.00	140.00	0.00%	
- Band 4 Application area 150 ha upwards	Discretionary	280.00	280.00	0.00%	Rates are agreed as part of a national Service Standard agreed by Natural England, Historic England and ALGAO
Provision of Countryside Stewardship consultation advice - higher tier responses					
- Band 1 Application area 0 - 30 ha	Discretionary	52.00	52.00	0.00%	
- Band 2 Application area 31 - 75 ha	Discretionary	105.00	105.00	0.00%	
- Band 3 Application area 76 - 150 ha	Discretionary	210.00	210.00	0.00%	
- Band 4 Application area 150 ha upwards	Discretionary	420.00	420.00	0.00%	Rates are agreed as part of a national Service Standard agreed by Natural England, Historic England and ALGAO
Provision of commercial Conservation Building Surveyor Advice (hourly rates)					
- Conservation Building Surveyor - office hours (08:00 - 17:00)	Discretionary	N/A	85.00	N/A	Per hour (New charge for 2022/23)
- Conservation Building Surveyor - Out of Hours	Discretionary	N/A	170.00	N/A	Per hour (New charge for 2022/23)
Provision of Pre-Purchase advice on Listed Buildings					
- Copy of LBC Decision Notices or associated documents (electronic)	Discretionary	15.00	20.00	33.33%	
- Copy of LBC Decision Notices or associated documents (paper)	Discretionary	20.00	N/A	N/A	No longer offered
- Officer time for provision of pre-purchase advice	Discretionary	100.00	105.00	5.00%	
- Officer time and expenses for pre-purchase site visit	Discretionary	200.00	210.00	5.00%	

FEES & CHARGES

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DEVELOPMENT MANAGEMENT	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
POLICY					
Shropshire CIL - Levy Rates per Square Metre:-					
Shrewsbury, the market towns and other key Centres					
Residential Developments (use class C3) excluding affordable housing	Statutory	59.46	59.29	-0.29%	Charge applicable to calendar year (index linked)
Rural - Rest of Shropshire					
Residential Developments (use class C3) excluding affordable housing	Statutory	119.93	118.57	-1.13%	Charge applicable to calendar year (index linked)
Self-build and Custom House building Register					
Initial annual fee (to be included in the register)	Discretionary	30.00	32.00	6.67%	
Renewal fee	Discretionary	15.00	16.00	6.67%	
Workshop (to include self build guidance, support and signposting) per delegate	Discretionary	120.00	126.00	5.00%	
LOCAL PLAN RELATED					
Core Strategy	Discretionary	41.00	43.00	4.88%	
Site Allocations and Management of Development (SAMDev Plan)	Discretionary	150.00	158.00	5.33%	
Annual Monitoring report	Discretionary	30.00	32.00	6.67%	
Objectively Assessed Need for Housing	Discretionary	95.00	100.00	5.26%	
Supplementary Planning Documents	Discretionary	20.00	21.00	5.00%	
Statement of Community Involvement	Discretionary	10.00	11.00	10.00%	
Printed copies of any other planning policy or evidence base documents (per page)	Discretionary	0.10	N/A	N/A	No longer offered

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APPENDIX 3

HIGHWAYS & TRANSPORT	Discretionary or Statutory	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
Traffic Data					
Traffic data - historic data on record	Discretionary	161.50	170.00	5.3%	
Automatic traffic count data	Discretionary	684.00	718.00	5.0%	
Highway accident data	Discretionary	161.00	169.00	5.0%	
Licences (per application)					
Charge for road closure:-					
- Road Closure by Temporary Notice	Discretionary	1,178.00	1,180.00	0.2%	
- Extension to Temporary Notice Road Closure	Discretionary	768.00	770.00	0.3%	
- Road Closure by Temporary Order	Discretionary	1,635.00	1,650.00	0.9%	
- Extension to Temporary Order Road Closure	Discretionary	765.00	770.00	0.7%	
New apparatus	Discretionary	440.00	450.00	2.3%	
Existing apparatus	Discretionary	440.00	450.00	2.3%	
Skip permit	Discretionary	128.00	130.00	1.6%	
Extension to skip permit	Discretionary	112.00	120.00	7.1%	
Illegal Skip permit	Discretionary	275.00	280.00	1.8%	
Scaffold permit	Discretionary	152.00	155.00	2.0%	
Extension to scaffold permit	Discretionary	112.00	120.00	7.1%	
Illegal Scaffold Permit	Discretionary	305.00	310.00	1.6%	
Temporary excavations	Discretionary	440.00	450.00	2.3%	
Building materials	Discretionary	128.00	130.00	1.6%	
Skip bags	Discretionary	128.00	130.00	1.6%	
Temporary signage	Discretionary	102.00	225.00	120.6%	
Temporary signage extension	Discretionary	97.00	100.00	3.1%	
S184 - Vehicular Access					
Conveyancing queries / Notice of conformity	Discretionary	112.00	120.00	7.1%	
Single Residential Access	Discretionary	173.00	180.00	4.0%	
Commercial or Agricultural Access	Discretionary	460.00	470.00	2.2%	
Commercial bell-mouth access (U or C Road)	Discretionary	1,225.00	1,230.00	0.4%	
Commercial bell-mouth access (A or B Road or Traffic Sensitive)	Discretionary	1,635.00	1,650.00	0.9%	
Residential dropped kerb access up to 3 properties (or equivalent traffic use)	Discretionary	765.00	780.00	2.0%	
Residential dropped kerb access 4-10 properties (or equivalent traffic use)	Discretionary	1,020.00	1,050.00	2.9%	
Residential bell-mouth access up to 3 properties (or equivalent traffic use)	Discretionary	1,225.00	1,250.00	2.0%	
Residential bell-mouth access 4-10 properties (or equivalent traffic use)	Discretionary	1,430.00	1,450.00	1.4%	
Residential bell-mouth access >10 properties (or equivalent traffic use)	Discretionary	1,635.00	1,650.00	0.9%	
Housing development (>10 properties U or C Road)	Discretionary	1,685.00	1,700.00	0.9%	
Commercial bell-mouth access (in lieu of S278)	Discretionary	1,940.00	2,000.00	3.1%	
Housing development (>10 properties A or B Road)	Discretionary	2,040.00	2,100.00	2.9%	
Construction Access to facilitate the start of development sites with a S278 or S38 agreed in principle	Discretionary	2,145.00	2,200.00	2.6%	
The S184 application fees are set to reflect the location, size, layout and vehicular use of the access, taking into account the assessment and supervision required by the Highway Authority. The Authority reserves the right to assess "special situations", i.e. where the level of resource required from the Highway Authority differs greatly from the norm. In these instances applications will be assessed on an individual basis, and the fee will be adjusted accordingly. Any illegal VA's may incur a fine of £500, plus have to undertake a retrospective application and appropriate payment as above.					
NRSWA sample inspections	Statutory	50.00	50.00	0.0%	
Sample inspection defects	Statutory	47.50	47.50	0.0%	
Third party defect notifications	Statutory	68.00	68.00	0.0%	
Standard core charge	Discretionary	295.00	295.00	0.0%	
Core charge with air void test	Discretionary	418.00	420.00	0.5%	
Core charge with TM	Discretionary	700.00	700.00	0.0%	
Core charge with TM and air void test	Discretionary	825.00	825.00	0.0%	
Section 74 contractor overrun charges	Statutory	As per Statutory Guidance	As per Statutory Guidance		
PUBLIC TRANSPORT					
Operator fee per departure from Bus Station					
-Shrewsbury	Discretionary	0.56	0.56	0.0%	
-Oswestry	Discretionary	0.56	0.56	0.0%	
-Market Drayton	Discretionary	0.39	0.39	0.0%	
Sale of railcards (each)	Discretionary	10.50	10.50	0.0%	
DEVELOPING HIGHWAYS					
Extent of Highway search	Discretionary	57.50	65.00	13.0%	
Section 38 Checking and Inspection fees	Discretionary	10% of bond value	10% of bond value	0.0%	
Section 278 Checking and Inspection fees	Discretionary	10% of bond value	10% of bond value	0.0%	

FEES & CHARGES

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HIGHWAYS & TRANSPORT	Discretionary or Statutory	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
Car Parking Charges (On and Off Street)					
- Charge per hour- (Please see notes below)					https://www.shropshire.gov.uk/parking/
Band 1 Parking	Discretionary	2.40	2.80	16.7%	
Band 2 Parking	Discretionary	1.80	2.00	11.1%	
Band 3 Parking	Discretionary	1.00	1.20	20.0%	
Band 4 Parking	Discretionary	0.70	0.80	14.3%	
Band 5 Parking	Discretionary	0.50	0.60	20.0%	
Band 6 Parking	Discretionary	0.30	0.40	33.3%	
Band 7 Parking	Discretionary	Free	Free	0.0%	
Band 1					
Shrewsbury On Street					
Band 2					
Quarry Swimming & Fitness Centre - Shrewsbury					
Ludlow On-Street (Red Zone) -					
Bridge Street - Shrewsbury					
St Austin's - Shrewsbury					
Raven Meadows MSCP - Shrewsbury					
Sunday and Bank/Public holidays (excluding Raven Meadows MSCP)	Discretionary	0.90	1.00	11.1%	Per hour
Sunday and Bank/Public holidays (Raven Meadows MSCP) a flat rate (up to 10 hours)	Discretionary	1.50	2.00	33.3%	
A cap is applied to the tariff rates after 8 hours at Raven Meadows MSCP.					
A 3-hour cap on the linear tariff of 3 hours for parking periods between the hours of 8.00pm and 8.00am at Raven Meadows excluding Sunday and Bank Holidays					
Band 3					
St Julian's Friars - Shrewsbury					
Castle Street - Ludlow					
Listley Street North & South - Bridgnorth					
Sainsbury's - Bridgnorth					
Festival Square - Oswestry					
Mersey On-Street - Ellesmere					
Sunday and Bank/Public holidays	Discretionary	0.50	0.60	20.0%	Per hour
Off Street Resident Permit - 12 months - St Julian's Friars only	Discretionary	448.00	512.00	14.3%	
Band 4					
Riverside - Bridgnorth					
Beatrice Street - Oswestry					
Frankwell Main, Riverside & Quay - Shrewsbury					
Smithfield - Bridgnorth					
Ludlow On Street (Blue Zone) - Ludlow					
Back Lane - Much Wenlock					
Sundays and Bank/Public holidays free					
Off Street Weekly Ticket - 7 days	Discretionary	24.00	27.00	12.5%	For full details refer to the website
Off Street Season Ticket - 1 month	Discretionary	82.00	94.00	14.6%	For full details refer to the website
Off Street Season Ticket - 3 months	Discretionary	210.00	240.00	14.3%	For full details refer to the website
Off Street Season Ticket - 6 months	Discretionary	350.00	400.00	14.3%	For full details refer to the website
Off Street Season Ticket - 12 months	Discretionary	560.00	640.00	14.3%	For full details refer to the website
Off Street Resident Permit - 12 months	Discretionary	448.00	512.00	14.3%	For full details refer to the website
Band 5					
Galdeford Zone A - Ludlow					
Frogmore Road - Market Drayton					
Easthope Road - Church Stretton					
Queen Street - Market Drayton					
Abbey Foregate - Shrewsbury					
St Mary's Lane - Much Wenlock					
Falcons Court - Much Wenlock					
Pepper Street - Whitchurch					
Castle Hill - Whitchurch					
Sundays and Bank/Public holidays free					
Off Street Weekly Ticket - 7 days	Discretionary	17.00	20.00	17.6%	For full details refer to the website
Off Street Season Ticket - 1 month	Discretionary	58.00	70.00	20.7%	For full details refer to the website
Off Street Season Ticket - 3 months	Discretionary	150.00	180.00	20.0%	For full details refer to the website
Off Street Season Ticket - 6 months	Discretionary	250.00	300.00	20.0%	For full details refer to the website
Off Street Season Ticket - 12 months	Discretionary	400.00	480.00	20.0%	For full details refer to the website
Off Street Resident Permit - 12 months	Discretionary	320.00	384.00	20.0%	For full details refer to the website
Band 6					
Innage Lane - Bridgnorth					
Severn Street - Bridgnorth					
Galdeford Zone B - Ludlow					
Oswald Road - Oswestry					
Towers Lawn 1 & 2 - Market Drayton					
Smithfield - Ludlow					
Oak Street - Oswestry					
Newtown - Whitchurch					
St John's Street - Whitchurch					
Brownlow Street - Whitchurch					
New Road - Much Wenlock					
Talbot, Cross, Spar bridge - Ellesmere					
High Street - Wem					
Leek Street - Wem					
Mill Street - Wem					
Prees Heath HGV/Coach/Cars - Prees Heath					
Crossways - Church Stretton					
Sundays and Bank/Public holidays free					
Off Street Weekly Ticket - 7 days	Discretionary	10.00	13.00	30.0%	For full details refer to the website
Off Street Season Ticket - 1 month	Discretionary	35.00	47.00	34.3%	For full details refer to the website
Off Street Season Ticket - 3 months	Discretionary	90.00	120.00	33.3%	For full details refer to the website
Off Street Season Ticket - 6 months	Discretionary	150.00	200.00	33.3%	For full details refer to the website
Off Street Season Ticket - 12 months	Discretionary	240.00	320.00	33.3%	For full details refer to the website
Off Street Resident Permit - 12 months	Discretionary	192.00	256.00	33.3%	For full details refer to the website

FEES & CHARGES

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HIGHWAYS & TRANSPORT	Discretionary or Statutory	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
Band 7 Newport Road - Market Drayton Gobowen Station - Gobowen Crown Hotel, High Street - Albrighton Church Street - Bishops Castle Harley Jenkins - Bishops Castle Dark Lane - Broseley Clun - Clun Lloyd Street - Oswestry High Street - Highley Auction Yard - Bishops Castle Bridgnorth Road - Broseley Childe Road East & West - Cleobury Mortimer Conedale Road - Craven Arms Newington Way - Craven Arms Gatacre - Oswestry Sherrymill Hill - Whitchurch Church Street - Prees					
A trade's person waiver is available at £20 per waiver.	Discretionary	20.00	20.00	0%	
Weekly off street parking tickets are available (some restrictions)	Discretionary				For full details refer to the website
Off-street resident's car park permits are available (some restrictions)	Discretionary				For full details refer to the website
Off Street Season tickets are available (some restrictions)	Discretionary				For full details refer to the website
On Street Resident Parking - Restrictions apply - Ludlow	Discretionary	100.00	100.00	0.0%	
On Street Resident Parking - Restrictions apply - Bridgnorth	Discretionary	50.00	50.00	0.0%	
On Street Resident Parking - Restrictions apply - Oswestry	Discretionary	0.00	0.00	0.0%	
Carpark 'Lock in Fees' - Raven Meadows Multi Storey Car Park - Meole Brace Park and Ride - Oxon Park and Ride	Discretionary Discretionary Discretionary	50.00 50.00 50.00	50.00 50.00 50.00	0.0% 0.0% 0.0%	

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HIGHWAYS & TRANSPORT	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
Alterations to the Highway					
Advisory disabled bay	Discretionary	Charges on request	Charges on request		
H bar markings	Discretionary	Charges on request	Charges on request		
Double H bar markings	Discretionary	Charges on request	Charges on request		
Mirrors	Discretionary	Charges on request	Charges on request		
Brown tourism signs	Discretionary	Charges on request	Charges on request		
Other Charges					
Advertising Banners (Shrewsbury approaches)	Discretionary	POA	POA		
Dog Control					
Release Fee	Discretionary	46.00	46.00	0.0%	
Re-Offending Penalty Charge					
- Incident No. 2	Discretionary	18.00	18.00	0.0%	
- Incident No. 3	Discretionary	32.00	32.00	0.0%	
- Incident No. 4	Discretionary	47.00	47.00	0.0%	
ABANDONED VEHICLES					
On road, upright, not damaged					
- Removal of Vehicle-On road (less than 3.5 tonnes)	Statutory	150.00	150.00	0.0%	Set by DIT (Current Fee)
- Removal of Vehicle-On road (3.5 to 7.5 tonnes)	Statutory	200.00	200.00	0.0%	Set by DIT (Current Fee)
- Removal of Vehicle-On road (7.5 to 18 tonnes)	Statutory	350.00	350.00	0.0%	Set by DIT (Current Fee)
- Removal of Vehicle-On road (more than 18 tonnes)	Statutory	350.00	350.00	0.0%	Set by DIT (Current Fee)
On road, damaged or not upright					
- Removal of Vehicle-On road, damaged (less than 3.5 tonnes)	Statutory	250.00	250.00	0.0%	Set by DIT (Current Fee)
- Removal of Vehicle-On road, damaged (3.5 to 7.5 tonnes)	Statutory	650.00	650.00	0.0%	Set by DIT (Current Fee)
- Removal of Vehicle-On road, damaged (7.5 to 18 tonnes)	Statutory	Unladen £2000, Laden £3000	Unladen £2000 Laden £3000	0.0%	Set by DIT (Current Fee)
- Removal of Vehicle-On road, damaged (more than 18 tonnes)	Statutory	Unladen £3000, Laden £4500	Unladen £3000 Laden £4500	0.0%	Set by DIT (Current Fee)
Off road, upright not damaged					
- Removal of Vehicle-off road (less than 3.5 tonnes)	Statutory	200.00	200.00	0.0%	Set by DIT (Current Fee)
- Removal of Vehicle-off road (3.5 to 7.5 tonnes)	Statutory	400.00	400.00	0.0%	Set by DIT (Current Fee)
- Removal of Vehicle-off road (7.5 to 18 tonnes)	Statutory	Unladen £1000, Laden £1500	Unladen £1000 Laden £1500	0.0%	Set by DIT (Current Fee)
- Removal of Vehicle-off road (more than 18 tonnes)	Statutory	Unladen £1500, Laden £2000	Unladen £1500, Laden £2000	0.0%	Set by DIT (Current Fee)
Off road, damaged or not upright					
- Removal of Vehicle-off road, damaged (less than 3.5 tonnes)	Statutory	300.00	300.00	0.0%	Set by DIT (Current Fee)
- Removal of Vehicle-off road, damaged (3.5 to 7.5 tonnes)	Statutory	850.00	850.00	0.0%	Set by DIT (Current Fee)
- Removal of Vehicle-off road, damaged (7.5 to 18 tonnes)	Statutory	Unladen £3000, Laden £4500	Unladen £3000, Laden £4500	0.0%	Set by DIT (Current Fee)
- Removal of Vehicle-off road, damaged (more than 18 tonnes)	Statutory	Unladen £4500, Laden £6000	Unladen £4500, Laden £6000	0.0%	Set by DIT (Current Fee)
Storage of Vehicle (per day) two wheeled	Statutory	10.00	10.00	0.0%	Set by DIT (Current Fee)
Storage of Vehicle (per day) less than 3.5 tonnes	Statutory	20.00	20.00	0.0%	Set by DIT (Current Fee)
Storage of Vehicle (per day) 3.5 to 7.5 tonnes	Statutory	25.00	25.00	0.0%	Set by DIT (Current Fee)
Storage of Vehicle (per day) 7.5 to 18 tonnes	Statutory	30.00	30.00	0.0%	Set by DIT (Current Fee)
Storage of Vehicle (per day) more than 18 tonnes	Statutory	35.00	35.00	0.0%	Set by DIT (Current Fee)
Disposal of Vehicle - two wheeled	Statutory	50.00	50.00	0.0%	Set by DIT (Current Fee)
Disposal of Vehicle - less than 3.5 tonnes	Statutory	75.00	75.00	0.0%	Set by DIT (Current Fee)
Disposal of Vehicle - 3.5 to 7.5 tonnes	Statutory	100.00	100.00	0.0%	Set by DIT (Current Fee)
Disposal of Vehicle - 7.5 to 18 tonnes	Statutory	125.00	125.00	0.0%	Set by DIT (Current Fee)
Disposal of Vehicle - more than 18 tonnes	Statutory	150.00	150.00	0.0%	Set by DIT (Current Fee)

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OUTDOOR RECREATION	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes	
COUNTRYSIDE ACCESS						
Guided walk adult	Discretionary	4.00	4.30	7.5%	An element of flexibility will still be required throughout the year to respond to and mitigate the effects of Covid-19 and to enable the service to respond quickly to any additional restrictions or easing.	
Guided walk Child (under 16's)	Discretionary	2.50	2.50	0.0%		
Children's school holiday events	Discretionary	3.00	3.50	16.7%		
Car parking charges countryside sites (2 hours, SVCP)	Discretionary	1.20	1.50	25.0%		
Car parking charges countryside sites (all day)	Discretionary	2.30	2.50	8.7%		
School Visits 1 activity	Discretionary	4.00	4.00	0.0%		
School Visits 2 activities	Discretionary	7.00	7.00	0.0%		
Wild Toddlers	Discretionary	5.00	5.00	0.0%		
Individual Canoe Membership at The Mere per year	Discretionary	20.90	21.95	5.0%		
Group Canoe charges per boat per day	Discretionary	5.30	5.55	4.7%		
Community room hire at Mere Wardens Bungalow (per hour)	Discretionary	14.20	14.90	4.9%		
Community room hire at Mere Wardens Bungalow (per day)	Discretionary	70.90	74.45	5.0%		
Memorial bench softwood SVCP	Discretionary	475.00	500.00	5.3%		
Memorial bench softwood (North)	Discretionary	253.30	266.00	5.0%		
Adopt a bench	Discretionary	62.60	62.60	0.0%		
Use of Countryside Sites for commercial filming (1 day)	Discretionary	260.80	273.85	5.0%		
Use of Countryside Sites for commercial filming (per hour)	Discretionary	73.00	76.65	5.0%		
Sponsor a fruit tree	Discretionary	70.00	75.00	7.1%		
Bags of firewood at SVCP	Discretionary	3.60	3.60	0.0%		
Hire of Countryside Sites for commercial events per day (not incl facilities)	Discretionary	260.80	273.85	5.0%		
Hire of Countryside Sites for community events per day (not incl facilities)	Discretionary	73.00	76.65	5.0%		
Shropshire's Great Outdoors Membership Scheme	Discretionary	37.60	37.60	0.0%		
Shropshire's Great Outdoors Membership Scheme (Monthly Direct Debit)	Discretionary	3.10	3.10	0.0%		
Shropshire's Great Outdoors Membership Scheme (Joint membership)	Discretionary	46.60	46.60	0.0%		
Shropshire's Great Outdoors Membership Scheme (Family membership)	Discretionary	50.70	50.70	0.0%		
Public Path Order - Standard Charge						
Pre-publication						
Initial investigative work	Discretionary	171.15	179.70	5.0%		Varies depending on staff time required (see below contracting labour rates)
Site visit	Discretionary	228.10	239.50	5.0%		
Formal consultation letter	Discretionary	262.40	275.50	5.0%		
Officer time	Discretionary	403.20	423.35	5.0%		
Assessment of legal implications	Discretionary	85.50	89.75	5.0%		
Research into history and status of right of way	Discretionary	79.80	83.80	5.0%		
Preparation of committee reports / delegated powers report	Discretionary	285.10	299.35	5.0%		
Publication						
Drawing up map / legal notice	Discretionary	211.00	221.55	5.0%		
Letters to consultees	Discretionary	245.15	257.40	5.0%		
Consideration and response to statutory consultation	Discretionary	285.10	299.35	5.0%		
Drawing up statement of reasons for order	Discretionary	85.50	89.75	5.0%		
Site visit	Discretionary	171.15	179.70	5.0%		
Admin cost for advert	Discretionary	45.60	47.90	5.0%		
Confirmation of Order						
Negotiations of objections	Discretionary	176.80	185.64	5.0%		
Forward order to DEFRA	Discretionary	142.50	149.62	5.0%		
Final site visit	Discretionary	171.15	179.70	5.0%		
Confirmation of order	Discretionary	245.15	257.40	5.0%		
Admin costs for advertisement	Discretionary	45.60	47.90	5.0%		
Site visit	Discretionary	171.15	179.70	5.0%		
Additional Charges						
Officer time including extra time at site visits (per hour)	Discretionary	Variable	Variable			
Additional Letters not covered by above (per letter)	Discretionary	79.80	83.80	5.0%		
Additional Visits for first hour.	Discretionary	171.15	179.70	5.0%		
Motor Rallies	Discretionary	174.80	183.55	5.0%		
Landowner Statements (Including Village Green) notices required	Discretionary	390.70	410.25	5.0%		
Landowner Statements (only) - no notices required	Discretionary	272.50	286.10	5.0%		
Landowner Statements - additional notices/site visits (per additional location)	Discretionary	171.70	180.30	5.0%		
ROW Search	Discretionary	63.70	66.90	5.0%		
Copies of legal orders	Discretionary	7.00	7.35	5.0%		
Temporary & Permanent Closures	Discretionary	1,141.50	1,198.55	5.0%		
Extension to Temporary Closure	Discretionary	572.50	601.10	5.0%		
Mapping Services						
A4 Map	Discretionary	10.00	10.50	5.0%	Per copy	
A3 Map	Discretionary	11.00	11.55	5.0%	Per copy	
A1 Plotter	Discretionary	60.00	63.00	5.0%	Per copy	
A0 Plotter	Discretionary	80.00	84.00	5.0%	Per copy	
Copies of ROW documents requiring research/extraction	Discretionary	40.00	42.00	5.0%	Per copy	
Contracting labour rates (per hour)						
Countryside Maintenance Manager	Discretionary	56.27	59.10	5.0%	Excludes advertising	
Contract & Depot Manager	Discretionary	45.17	47.45	5.0%		
Contracts Development Officer	Discretionary	41.83	43.90	4.9%		
Area Officer	Discretionary	39.41	41.40	5.0%		
Countryside Maintenance Officer	Discretionary	28.68	30.10	5.0%		

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THEATRE SERVICES	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes	
THEATRE SEVERN						
Not for Profit Organisations						
- Auditorium (All charges subject to a 7% commission on Box Office income or minimum £1 per ticket venue levy)						
- Hire Per Day (Mon to Thur)						
- 1 Performance Daily rate	Discretionary	1,480.00	1,554.00	5.0%	An element of flexibility will still be required throughout the year to respond to and mitigate the effects of Covid-19 and to enable the service to respond quickly to any additional restrictions or easing.	
- 2 Performances (same day)	Discretionary	1,873.00	1,967.00	5.0%		
- Hire Per Day (Fri to Sun)						
- 1 Performance	Discretionary	1,728.00	2,027.00	17.3%		
- 2 Performances	Discretionary	2,102.50	2,672.00	27.1%		
- Setting Up/Rehearsal Charges						
- 4 hours	Discretionary	415.50	436.30	5.0%		
- 8 hours	Discretionary	831.00	872.50	5.0%		
Per hour after midnight	Discretionary	122.00	128.25	5.1%		
- Studio Theatre (All charges subject to a 7% commission on Box Office income or minimum £1 per ticket venue levy)						
- Hire Per Day (Mon to Thur)						
- 1 Performance	Discretionary	640.00	780.00	21.9%		
- 2 Performances (same day)	Discretionary	911.00	1,111.50	22.0%		
- Flat Floor						
- Daily rate :Mon - Thurs	Discretionary	1,026.00	1,251.75	22.0%		
- Daily rate : Fri-Sun	Discretionary	1,083.50	1,322.00	22.0%		
- Hire Per Day (Fri to Sun)						
- 1 Performance	Discretionary	831.00	1,013.80	22.0%		
- 2 Performances	Discretionary	1,095.00	1,336.00	22.0%		
- Flat Floor	Discretionary	1,083.50	1,322.00	22.0%		
- Setting Up/Rehearsal Charges						
- 4 hours	Discretionary	208.50	219.00	5.0%		
- 8 hours	Discretionary	417.00	437.85	5.0%		
Per hour after midnight	Discretionary	70.00	73.50	5.0%		
- Dance Studio, Term Time Only						
- Hire Per Hour (with minimum hire being 2 hours)	Discretionary	31.50	33.00	4.8%		
- Hire Per Hour for 10-17 hours per week (with minimum hire being 2 hours)	Discretionary	29.00	30.50	5.2%		
18 or more hours per week	Discretionary	24.50	25.75	5.1%		
- Haydn Smith Room						
- Per day (8 hours)	Discretionary	230.50	242.00	5.0%		
- Per Hour (Minimum 2 hours)	Discretionary	35.50	37.30	5.1%		
Additional Charges						
Payment Processing Commission	Discretionary	3.50%	3.50%	0.0%		
Merchandise Commission	Discretionary	15%	15%	0.0%		
Programme Commission	Discretionary	10%	10%	0.0%		
Merchandise / Programme Commission using Theatre Staff	Discretionary	20%	25%	25.0%		
Performing Rights Society Charges	Discretionary	POA	POA			
Staffing (per Hour):-						
- Extra Staff before midnight	Discretionary	20.50	21.50	4.9%		
- Extra Staff after midnight	Discretionary	29.50	31.00	5.1%		
- Extra Staff bank holidays	Discretionary	39.00	43.00	10.3%		
Security Staff (at discretion of Theatre Management when security staff required)	Discretionary	POA	POA			
Marketing Services	Discretionary	POA	POA			
Commercial Organisations						
- Auditorium (All charges subject to 10% Box Office Commission)						
- Hire Per Day (Mon to Thur)						
- 1 Performance	Discretionary	2,472.00	3,000.00	21.4%		
- 2 Performances (same day)	Discretionary	2,955.50	4,000.00	35.3%		
- Hire Per Day (Fri to Sun)						
- 1 Performance	Discretionary	2,848.50	3,500.00	22.9%		
- 2 Performances	Discretionary	3,332.00	4,500.00	35.1%		
- Setting Up/Rehearsal Charges						
- 4 hours	Discretionary	645.00	677.25	5.0%		
- 8 hours	Discretionary	1,290.00	1,354.50	5.0%		
Per hour after midnight	Discretionary	183.50	192.75	5.0%		
- Studio Theatre (All charges subject to 10% Box Office Commission)						
- Hire Per Day (Mon to Thur)						
- 1 Performance	Discretionary	1,182.50	1,500.00	26.8%		
- 2 Performances (same day)	Discretionary	1,612.50	2,000.00	24.0%		
- Flat Floor	Discretionary	1,612.50	2,000.00	24.0%		
- Hire Per Day (Fri to Sun)						
- 1 Performance	Discretionary	1,398.00	1,750.00	25.2%		
- 2 Performances	Discretionary	1,827.00	2,500.00	36.8%		
- Flat Floor	Discretionary	1,827.00	2,500.00	36.8%		
- Setting Up/Rehearsal Charges						
- 4 hours	Discretionary	323.00	339.15	5.0%		
- 8 hours	Discretionary	646.00	678.30	5.0%		
Per hour after midnight	Discretionary	101.00	106.00	5.0%		
- Dance Studio, Term Time Only (Commercial Organisations)						
- Hire Per Hour (with minimum hire being 2 hours)	Discretionary	35.50	37.00	4.2%		
- Hire Per Hour for 10 -17 hours per week (with minimum hire being 2 hours)	Discretionary	32.00	33.50	4.7%		
18 hours or more per week	Discretionary	27.60	29.00	5.1%		
Haydn Smith Room						
- Per day (8 hours)	Discretionary	387.00	406.50	5.0%		
- Per Hour (Minimum 2 hours)	Discretionary	55.50	58.30	5.0%		

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THEATRE SERVICES	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
Additional Charges					
Payment Processing Commission	Discretionary	3.5%	3.5%	0.0%	
Merchandise Commission	Discretionary	15%	15%	0.0%	
Programme Commission	Discretionary	10%	10%	0.0%	
Merchandise / Programme Commission using Theatre Staff	Discretionary	20%	25%	25.0%	
Performing Rights Society Charges	Discretionary	POA	POA		
Staffing (per Hour):-					
Extra Staff before midnight	Discretionary	28.00	29.40	5.0%	
Extra Staff after midnight	Discretionary	37.00	38.85	5.0%	
Extra staff bank holidays	Discretionary	47.00	56.00	19.1%	
Security Staff (at discretion of Theatre Management when security staff required)	Discretionary	POA	POA		
Marketing Services	Discretionary	POA	POA		
Hire of the whole building, longer lets and / or special events - charges by negotiation					
OLD MARKET HALL					
Film Ticket Admission Fees	Discretionary	The OMH has the discretion to vary admission charges	The OMH has the discretion to vary admission charges		

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APPENDIX 3

Museums & Archives	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes	
MUSEUMS & ARCHIVES						
ACTON SCOTT						
Admissions						
Adult 18+	Discretionary	9.00	9.00	0.0%	No changes to fee levels proposed pending outcome of the review of Acton Scott Farm Museum	
Senior Citizens	Discretionary	8.00	8.00	0.0%		
Children						
- Children (3-17)	Discretionary	5.00	5.00	0.0%		
- Children (0-2)	Discretionary	Free of Charge	Free of Charge			
Family Tickets (2 Adults & up to 3 Children)	Discretionary	25.00	25.00	0.0%		
Season Tickets						
Adult 18+	Discretionary	20.00	20.00	0.0%		
Senior Citizens	Discretionary	17.00	17.00	0.0%		
Children						
- Children (3-17)	Discretionary	12.00	12.00	0.0%		
- Children (0-2)	Discretionary	Free of Charge	Free of Charge			
Family	Discretionary	50.00	50.00	0.0%		
Essential Companion to a disabled person	Discretionary	Free of Charge	Free of Charge			
Groups - Adults	Discretionary	7.25	7.25	0.0%		
Groups - Seniors	Discretionary	7.25	7.25	0.0%		
Groups - Children	Discretionary	5.00	5.00	0.0%		
Coach Tour Admissions						
Coach tour passengers	Discretionary	7.25	7.25	0.0%		
Tours & Talks						
Guided (up to 25 people)	Discretionary	37.00	37.00	0.0%		
Introductory (up to 55 people)	Discretionary	50.00	50.00	0.0%		
Education Visitors						
Pre-school, Playgroup & Nursery Education Admissions						
Child	Discretionary	3.25	3.25	0.0%		
Adult	Discretionary	3.25	3.25	0.0%		
Pre-school, Playgroup & Nursery Education Sessions						
Various	Discretionary	55.00	55.00	0.0%		
Primary Education Admissions						
Child (with session)	Discretionary	3.25	3.25	0.0%		
Child (without session)	Discretionary	3.25	3.25	0.0%		
Primary Education Sessions						
Various	Discretionary	55.00	55.00	0.0%		
Secondary Education Admissions						
Child (with session)	Discretionary	3.25	3.25	0.0%		
Child (without session)	Discretionary	3.25	3.25	0.0%		
Secondary Education Sessions/Talks						
Sessions	Discretionary	55.00	55.00	0.0%		
Talks/Seminars	Discretionary	55.00	55.00	0.0%		
ROOM HIRE ETC						
Room						
<i>A 10% discount on room hire is available for return bookings in same financial year. A 10% discount is available for SC bookings. Only one discount can be applied to any booking. Other discounts may be offered to achieve best return on space*</i>						
- New Barn - per day (or part thereof)	Discretionary	75.00	75.00	0.0%		
- Black Barn - per day (or part thereof)	Discretionary	50.00	50.00	0.0%		
Black Barn including all equipment (eg. Cookery) - per day or part thereof	Discretionary	100.00	100.00	0.0%		
Course Fees						
	Discretionary	POA	POA			

FEES & CHARGES

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Museums & Archives	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
Ludlow Museum Resource Centre					
Room Hire - Ludlow Education Room per session (Morning or Afternoon)					
Personal/Voluntary group/ Charity Group	Discretionary	33.00	37.50	13.6%	
Business Use	Discretionary	66.00	75.00	13.6%	
MUCH WENLOCK MUSEUM					
Room Hire (Per Hour)	Discretionary	10.00	12.00	20.0%	
Room Hire (Per Hour Partner Organisations)	Discretionary	5.00	6.00	20.0%	
SHREWSBURY CASTLE					
Weddings/ Civil Partnership Ceremonies (Circular Room & Castle Grounds)					
- Per Ceremony (2 hours - Saturdays)	Discretionary	850.00	935.00	10.0%	
- Per Ceremony (2 hours - Tuesday - Friday)	Discretionary	800.00	880.00	10.0%	
- Per Ceremony (2 hours - Sunday - Monday)	Discretionary	Negotiable	Negotiable		
- Steward Service	Discretionary	60.00	66.00	10.0%	
Naming Ceremony Castle					
- Per Ceremony (Saturday)	Discretionary	850.00	935.00	10.0%	
- Per Ceremony (Tuesday -Friday)	Discretionary	800.00	880.00	10.0%	
- Per Ceremony (Sunday - Monday)	Discretionary	Negotiable	Negotiable		
Adult(18+)	Discretionary	4.50	5.00	11.1%	
Concession Senior 60+	Discretionary	3.50	4.00	14.3%	
Child (5-17)	Discretionary	2.00	3.00	50.0%	
Child (0-4)	Discretionary	Free of Charge	Free of Charge		
Child Education Visit (5-17)	Discretionary	POA	POA		
Room Hire (Circular Room per hr.)	Discretionary	30.00	35.00	16.7%	
Castle Ground Event Hire per hour - guide price	Discretionary	120.00	150.00	25.0%	
Castle Grounds Hire Per Day - guide Price	Discretionary	350.00	500.00	42.9%	
Shropshire Regimental Trust Grounds Hire - per hour	Discretionary	75.00	80.00	6.7%	
Shropshire Regimental Trust Hire per day	Discretionary	250.00	250.00	0.0%	
Education Session (2 hr. Session)	Discretionary	80.00	POA		
Advertising (Per Week)	Discretionary	30.00	35.00	16.7%	
SHREWSBURY VISITOR INFORMATION CENTRE					
Bed booking service-deposit	Discretionary	10%	0%	N/A	Bed booking service no longer provided
Bed booking service fee	Discretionary	4.00	N/A	N/A	
Bed booking service over telephone	Discretionary	6.00	N/A	N/A	
Photocopying	Discretionary	0.30	N/A	N/A	Service no longer provided
Ticket Sales	Discretionary	5%-15%	no less than 10%		
Arts and Crafts Cabinet commission	Discretionary	20%	Variable	N/A	
Guided Walks (public) Adult	Discretionary	6.00 & 7.50	POA	N/A	
Guided Walks (public) Child	Discretionary	3.00	POA	N/A	
Guided Walks (private)	Discretionary	55.00	POA	N/A	
Guided Walks Themed (private)	Discretionary	60.00	POA	N/A	
Language supplement	Discretionary	POA	POA	N/A	
Talks	Discretionary	60.00	POA	N/A	
Coach Tours full day	Discretionary	POA	POA	N/A	
Coach Tours half day	Discretionary	POA	POA	N/A	
Supplement Cadfael Tour	Discretionary	POA	POA	N/A	
Online Booking Transaction Fee	Discretionary	0.50	0.50	0.0%	

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Museums & Archives	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
SHREWSBURY MUSEUM & ART GALLERY					
Admissions					
Adult 18+	Discretionary	Free of Charge	Free of Charge	N/A	
Senior Citizens	Discretionary	Free of Charge	Free of Charge	N/A	
Children (5-17)	Discretionary	Free of Charge	Free of Charge	N/A	
Children (0-4)	Discretionary	Free of Charge	Free of Charge	N/A	
Essential Companion to a disabled person	Discretionary	Free of Charge	Free of Charge	N/A	
Student	Discretionary	Free of Charge	Free of Charge	N/A	
Family Day Ticket (2 Adults and up to 3 children)	Discretionary	Free of Charge	Free of Charge	N/A	
Family Day Ticket (1 Adult and up to 3 children)	Discretionary	Free of Charge	Free of Charge	N/A	
Museum Guided Tour (minimum 12)	Discretionary	5.00	5.00	0.0%	
Themed Events - Various	Discretionary	VARIOUS	VARIOUS	N/A	
Temporary Exhibitions	Discretionary	VARIOUS	VARIOUS	N/A	
Pre-school, Playgroup & Nursery Education Sessions					
Various	Discretionary	80.00 - 250.00	POA	N/A	
Primary Education Admissions					
Child (without session)	Discretionary	N/A	N/A	N/A	
Primary Education Sessions					
Various Sessions (1/2/Full Day and Specialist Sessions)	Discretionary	80.00 - 250.00	POA	N/A	
Secondary Education Admissions					
Child (without session)	Discretionary	0.00	0.00	N/A	
Secondary Education Sessions/Talks					
Sessions	Discretionary	80.00 - 250.00	POA	N/A	
Per Class	Discretionary	Individually priced to reflect cost of delivery	POA	N/A	

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Museums & Archives	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
Room Hire (POA - dependant on numbers)					
Special Exhibitions Gallery (10.00 - 16.00 - Half Day Rate min 3 hours)	Discretionary	150.00	175.00	16.7%	
Special Exhibitions Gallery (16.00 - 23.00 Minimum 3 hours -Hourly Rate)	Discretionary	POA	POA	N/A	
Special Exhibitions Gallery Full Day (7 hours)	Discretionary	300.00	350.00	16.7%	
Balcony (10.00-16.00)* Limited Availability - Hourly Rate	Discretionary	75.00	POA	N/A	
Balcony (16.00- 23.00) (min 2 hrs) - Hourly Rate	Discretionary	POA	POA	N/A	
Balcony Half Day Limited Availability (3 hours)	Discretionary	150.00	175.00	16.7%	
Balcony Gallery Full Day Limited Availability (7 hours)	Discretionary	300.00	350.00	16.7%	
Vaughans (10.00-16.00 minimum 2 hours - Hourly Rate)	Discretionary	30.00	35.00	16.7%	
Vaughans (16.00 - 23.00 Minimum 2 hours -Hourly Rate)	Discretionary	POA	POA	N/A	
Vaughans Half Day (3 hours)	Discretionary	65.00	80.00	23.1%	
Vaughans Gallery Full Day (7 hours)	Discretionary	120.00	150.00	25.0%	
Walker Education [education use up to 18 years per hour]	Discretionary	12.00	15.00	25.0%	
Walker (10.00-16.00 minimum 2 hours - Hourly Rate)	Discretionary	25.00	35.00	40.0%	
Walker (16.00 - 23.00 Minimum 2 hours -Hourly Rate)	Discretionary	POA	POA	N/A	
Walker Half Day (3 hours)	Discretionary	60.00	80.00	33.3%	
Walker Gallery Full Day (7 hours)	Discretionary	110.00	150.00	36.4%	
Projector/Whiteboard	Discretionary	15.00	15.00	0.0%	
Flip Chart	Discretionary	7.50	7.50	0.0%	
*Staffing charges may need to be applied for evening events or where multiple rooms/spaces are being hired		POA	POA	N/A	
Weddings/ Civil Partnership Ceremonies					
- Per Ceremony (2 hours - Saturdays)	Discretionary	850.00	935.00	10.0%	
- Per Ceremony (2 hours - exc. Saturday)	Discretionary	800.00	880.00	10.0%	
- Steward Service	Discretionary	60.00	POA	N/A	
Naming Ceremony					
- Per Ceremony (Saturday)	Discretionary	850.00	935.00	10.0%	
- Per Ceremony (exc. Saturday)	Discretionary	800.00	800.00	0.0%	
THE SQUARE					
Hire Charges					
Reg Charities (Mon to Thurs)	Discretionary	40.00	45.00	12.5%	
Reg Charities (Fri and Sat)	Discretionary	47.50	55.00	15.8%	
Not for Profit Organisations (Mon to Thurs)	Discretionary	80.00	90.00	12.5%	
Not for Profit Organisations (Fri and Sat)	Discretionary	87.50	95.00	8.6%	
Tech Support per Hour (min 4 Hours)	Discretionary	22.50	25.00	11.1%	
Electricity (up to 4 hours)	Discretionary	N/A	90.00	N/A	
Commercial					
Whole Square Trading (Per day) - (10%) discount for 2 consecutive days)	Discretionary	500.00	550.00	10.0%	
Whole Square Non trading (Per day) - (10%) discount for 2 consecutive days)	Discretionary	240.00	275.00	14.6%	
Single Trading Pitch (Per day) - (local Business only) 12.5 m2	Discretionary	250.00	250.00	0.0%	
Single Non Trading Pitch (Per day) - (local Business only) 12.5 m3	Discretionary	120.00	120.00	0.0%	

FEES & CHARGES

APPENDIX 3

Museums & Archives	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
Archives and archaeology					
Consultancy, room hire					
Consultancy, bespoke training, workshops, archives/archaeology (per half day)	Discretionary	£120.00	£130.00	8.3%	
Commercial research (per hour)	Discretionary	£60.00	£65.00	8.3%	
Conservation work, basic cleaning etc. (per hour)	Discretionary	£30.00	£35.00	16.7%	
Conservation work, repair work (per hour)	Discretionary	£40.00	£45.00	12.5%	
Hire of Shropshire Archives for events - (evening session incl refreshments)	Discretionary	110	120	9.1%	
Group visits/outside talks	Discretionary	£50	£55	10.0%	
Photography permit					
Daily	Discretionary	£10.00	£15.00	50.0%	
Monthly	Discretionary	£45.00	£50.00	11.1%	
Annual	Discretionary	£70.00	£75.00	7.1%	
Group	Discretionary	£100.00	£100.00	0.0%	
Research/consultancy					
Research/photography service (per hour)	Discretionary	£40.00	£45.00	12.5%	
Consultancy/commercial research/photography (per hour)	Discretionary	£60.00	£65.00	8.3%	
Short search (one item)	Discretionary	£10.00	£12.00	20.0%	
Photocopying					
Printed up to A4	Discretionary	£0.20	£0.20	0.0%	
Printed up to A3	Discretionary	£0.40	£0.40	0.0%	
Archives A4	Discretionary	£1.00	£1.00	0.0%	
Archives A3	Discretionary	£2.00	£2.00	0.0%	
Microform printouts					
Printed A4(self service)	Discretionary	£0.50	£0.50	0.0%	
Printed A4 (staff)	Discretionary	£1.00	£1.00	0.0%	
Printed up to A3	Discretionary	£1.50	£1.50	0.0%	
Colour					
Archives A4	Discretionary	£2.00	£2.00	0.0%	
Archives A3	Discretionary	£3.00	£3.00	0.0%	
Internet printouts					
	Discretionary	£0.20	£0.20	0.0%	
Image services					
Print up to A4 including digitisation fee	Discretionary	£17.50	£17.50	0.0%	
Print up to A3 including digitisation fee	Discretionary	£20.00	£20.00	0.0%	
Digital file/new digitisation	Discretionary	£15.00	£15.00	0.0%	
Records Management					
External customers, storage and retrieval service	Discretionary	£8.35 per box	£8.35 per box	0.0%	

FEES & CHARGES

APPENDIX 3

Youth Centres	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
Bridgnorth Youth Centre					
Commercial Charges					
Hall (30ft x 30ft)/kitchen area/ computers	Discretionary	57.50	60.40	5.0%	This charge is for all day
Hall (Elections)	Discretionary	135.50	142.30	5.0%	
Small Room (Chill out room) (up to 15 x 15 ft)	Discretionary	34.90	36.65	5.0%	
Whole building (Public areas)	Discretionary	73.40	77.05	5.0%	
Voluntary / Charity Rate					
Hall (30ft x 30ft)/kitchen area/ computers	Discretionary	23.70	24.90	5.1%	
Small Room (Chill out room) (up to 15 x 15 ft)	Discretionary	23.70	24.90	5.1%	
Whole building (Public areas)	Discretionary	45.30	47.55	5.0%	
Ludlow Youth Centre					
Small Room					
Commercial Rate	Discretionary	34.35	36.05	4.9%	Per hour
Charity / Community Rate	Discretionary	23.20	24.35	5.0%	Per hour
Hall/Kitchen/Computers					
Commercial Rate	Discretionary	56.50	59.35	5.0%	Per hour
Charity / Community Rate	Discretionary	23.20	24.35	5.0%	Per hour
Whole Building					
Commercial Rate	Discretionary	71.85	75.45	5.0%	Per hour
Charity / Community Rate	Discretionary	44.25	46.45	5.0%	Per hour
Whitchurch Youth Centre					
Commercial Charges					
Laura's Room	Discretionary	35.75	37.55	5.0%	
Coffee Bar	Discretionary	55.25	58.00	5.0%	
Meeting room	Discretionary	55.25	58.00	5.0%	
Voluntary / Charity Rate					
Laura's Room	Discretionary	22.75	23.90	5.1%	
Coffee Bar	Discretionary	32.50	34.15	5.1%	
Meeting room	Discretionary	32.50	34.15	5.1%	
The Centre, Oswestry					
Commercial Charges					
Main Hall	Discretionary	43.00	45.15	5.0%	Per hour
Art Room	Discretionary	28.10	29.50	5.0%	Per hour
Kitchen	Discretionary	36.20	38.00	5.0%	Per hour
Café	Discretionary	28.10	29.50	5.0%	Per hour
Meeting Room 1	Discretionary	11.20	11.75	4.9%	Per hour
Meeting Room 2	Discretionary	11.20	11.75	4.9%	Per hour
Meeting Room 3	Discretionary	31.75	33.35	5.0%	Per hour
Meeting Room 4	Discretionary	20.30	21.30	4.9%	Per hour
Meeting Room 10	Discretionary	11.20	11.75	4.9%	Per hour
Recording Studio (x2 rooms)	Discretionary	39.60	41.60	5.1%	Per hour
Charity Rate					
Main Hall	Discretionary	21.50	22.60	5.1%	Per hour
Art Room	Discretionary	14.00	14.70	5.0%	Per hour
Café	Discretionary	14.00	14.70	5.0%	Per hour
Kitchen	Discretionary	18.10	19.00	5.0%	Per hour
Meeting Room 1	Discretionary	9.10	9.55	4.9%	Per hour
Meeting Room 2	Discretionary	9.10	9.55	4.9%	Per hour
Meeting Room 3	Discretionary	15.90	16.70	5.0%	Per hour
Meeting Room 4	Discretionary	10.15	10.65	4.9%	Per hour
Meeting Room 10	Discretionary	9.10	9.55	4.9%	Per hour
Recording Studio (x2 rooms)	Discretionary	19.80	20.80	5.1%	Per hour
Discounts - at the discretion of the centre					Only one discount (to a maximum of 20%) is available to non-constituted groups per booking. Constituted groups may be entitled to a 50% reduction in room hire cost at the discretion of The Centre. Proof of eligibility may be required.

FEES & CHARGES

APPENDIX 3

FACILITIES MANAGEMENT	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
Room Hire Charges					
Shirehall Meeting Rooms					
Monday - Friday					
Council Chamber - Full day	Discretionary	141.00	148.05	5.0%	
Council Chamber - Full day (concessionary)	Discretionary	70.50	74.05	5.0%	
Council Chamber - Half day	Discretionary	79.00	82.95	5.0%	
Council Chamber - Half day (concessionary)	Discretionary	39.60	41.60	5.1%	
Council Chamber - Evening	Discretionary	101.50	106.60	5.0%	
Council Chamber - Evening (concessionary)	Discretionary	50.75	53.30	5.0%	
Committee Rooms - Full day	Discretionary	84.90	89.15	5.0%	
Committee Rooms - Full day (concessionary)	Discretionary	42.50	44.65	5.1%	
Committee Rooms - Half day	Discretionary	50.75	53.30	5.0%	
Committee Rooms - Half day (concessionary)	Discretionary	25.40	26.65	4.9%	
Committee Rooms - Evening	Discretionary	56.20	59.00	5.0%	
Committee Rooms - Evening (concessionary)	Discretionary	28.10	29.50	5.0%	
Shrewsbury & Oswestry Room - Full Day	Discretionary	127.40	133.80	5.0%	
Shrewsbury & Oswestry Room - Full Day (concessionary)	Discretionary	63.70	66.90	5.0%	
Shrewsbury & Oswestry Room - Half Day	Discretionary	76.20	80.00	5.0%	
Shrewsbury & Oswestry Room - Half Day (concessionary)	Discretionary	38.10	40.00	5.0%	
Shrewsbury & Oswestry Room - Evening	Discretionary	84.30	88.50	5.0%	
Shrewsbury & Oswestry Room - Evening (concessionary)	Discretionary	42.15	44.25	5.0%	
Gallery - Full day	Discretionary	67.70	71.10	5.0%	
Gallery - Full day (concessionary)	Discretionary	33.80	35.50	5.0%	
Gallery - Half day	Discretionary	50.75	53.30	5.0%	
Gallery - Half day (concessionary)	Discretionary	25.40	26.65	4.9%	
Gallery - Evening	Discretionary	56.20	59.00	5.0%	
Gallery - Evening (concessionary)	Discretionary	28.10	29.50	5.0%	
Saturday					
Council Chamber - Full day	Discretionary	198.00	207.90	5.0%	
Council Chamber - Full day (concessionary)	Discretionary	99.00	103.95	5.0%	
Council Chamber - Half day	Discretionary	101.50	106.60	5.0%	
Council Chamber - Half day (concessionary)	Discretionary	50.75	53.30	5.0%	
Committee Rooms - Full day	Discretionary	113.00	118.65	5.0%	
Committee Rooms - Full day (concessionary)	Discretionary	56.50	59.35	5.0%	
Committee Rooms - Half day	Discretionary	67.70	71.10	5.0%	
Committee Rooms - Half day (concessionary)	Discretionary	33.80	35.50	5.0%	
Gallery - Full day	Discretionary	95.80	100.60	5.0%	
Gallery - Full day (concessionary)	Discretionary	47.90	50.30	5.0%	
Gallery - Half day	Discretionary	56.20	59.00	5.0%	
Gallery - Half day (concessionary)	Discretionary	28.10	29.50	5.0%	
Castle View - Oswestry					
Monday - Friday					
Council Chamber - Full day	Discretionary	113.00	118.65	5.0%	
Council Chamber - Full day (concessionary)	Discretionary	56.50	59.35	5.0%	
Council Chamber - Half day	Discretionary	56.50	59.35	5.0%	
Council Chamber - Half day (concessionary)	Discretionary	28.10	29.50	5.0%	
Council Chamber - Evening	Discretionary	56.20	59.00	5.0%	
Council Chamber - Evening (concessionary)	Discretionary	28.10	29.50	5.0%	
Meeting Rooms - Full day	Discretionary	56.20	59.00	5.0%	
Meeting Rooms - Full day (concessionary)	Discretionary	28.10	29.50	5.0%	
Meeting Rooms - Half day	Discretionary	45.00	47.25	5.0%	
Meeting Rooms - Half day (concessionary)	Discretionary	22.50	23.65	5.1%	
Meeting Rooms - Evening	Discretionary	45.00	47.25	5.0%	
Meeting Rooms - Evening (concessionary)	Discretionary	22.50	23.65	5.1%	

FEES & CHARGES

APPENDIX 3

FACILITIES MANAGEMENT	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
Room Hire Charges					
The Lantern					
Charity / Community Rate Monday to Friday - Community Hall 1	Discretionary	8.90	9.35	5.0%	8:30 am to 6:00 pm
Charity / Community Rate Monday to Friday - Community Hall 1	Discretionary	13.30	13.95	4.9%	6:00 pm to 11:00 pm
Charity / Community Rate Saturday & Sunday - Community Hall 1	Discretionary	18.75	19.70	5.1%	9:00 am to 11:00 pm
Commercial Rate Monday to Friday - Community Hall 1	Discretionary	18.75	19.70	5.1%	8:30 am to 6:00 pm
Commercial Rate Monday to Friday - Community Hall 1	Discretionary	35.40	37.15	4.9%	6:00 pm to 11:00 pm
Commercial Rate Saturday & Sunday - Community Hall 1	Discretionary	52.00	54.60	5.0%	9:00 am to 11:00 pm
Charity / Community Rate Monday to Friday - Community Hall 2	Discretionary	8.90	9.35	5.0%	8:30 am to 6:00 pm
Charity / Community Rate Monday to Friday - Community Hall 2	Discretionary	13.30	13.95	4.9%	6:00 pm to 11:00 pm
Charity / Community Rate Saturday & Sunday - Community Hall 2	Discretionary	18.75	19.70	5.1%	9:00 am to 11:00 pm
Commercial Rate Monday to Friday - Community Hall 2	Discretionary	18.75	19.70	5.1%	8:30 am to 6:00 pm
Commercial Rate Monday to Friday - Community Hall 2	Discretionary	35.40	37.15	4.9%	6:00 pm to 11:00 pm
Commercial Rate Saturday & Sunday - Community Hall 2	Discretionary	52.00	54.60	5.0%	9:00 am to 11:00 pm
Charity / Community Rate Monday to Friday - Community Hall 1 & 2	Discretionary	15.60	16.40	5.1%	8:30 am to 6:00 pm
Charity / Community Rate Monday to Friday - Community Hall 1 & 2	Discretionary	23.40	24.55	4.9%	6:00 pm to 11:00 pm
Charity / Community Rate Saturday & Sunday - Community Hall 1 & 2	Discretionary	31.20	32.75	5.0%	9:00 am to 11:00 pm
Commercial Rate Monday to Friday - Community Hall 1 & 2	Discretionary	31.20	32.75	5.0%	8:30 am to 6:00 pm
Commercial Rate Monday to Friday - Community Hall 1 & 2	Discretionary	62.50	65.65	5.0%	6:00 pm to 11:00 pm
Commercial Rate Saturday & Sunday - Community Hall 1 & 2	Discretionary	93.70	98.40	5.0%	9:00 am to 11:00 pm
Charity / Community Rate Monday to Friday - IT Suite	Discretionary	8.90	9.35	5.0%	8:30 am to 6:00 pm
Charity / Community Rate Monday to Friday - IT Suite	Discretionary	12.25	12.85	4.9%	6:00 pm to 11:00 pm
Charity / Community Rate Saturday & Sunday - IT Suite	Discretionary	17.70	18.60	5.1%	9:00 am to 11:00 pm
Commercial Rate Monday to Friday - IT Suite	Discretionary	17.70	18.60	5.1%	8:30 am to 6:00 pm
Commercial Rate Monday to Friday - IT Suite	Discretionary	34.40	36.10	4.9%	6:00 pm to 11:00 pm
Commercial Rate Saturday & Sunday - IT Suite	Discretionary	51.00	53.55	5.0%	9:00 am to 11:00 pm
Charity / Community Rate Monday to Friday - Interview/Meeting Room	Discretionary	8.90	9.35	5.0%	8:30 am to 6:00 pm
Charity / Community Rate Monday to Friday - Interview/Meeting Room	Discretionary	9.90	10.40	5.0%	6:00 pm to 11:00 pm
Charity / Community Rate Saturday & Sunday - Interview/Meeting Room	Discretionary	15.60	16.40	5.1%	9:00 am to 11:00 pm
Commercial Rate Monday to Friday - Interview/Meeting Room	Discretionary	15.60	16.40	5.1%	8:30 am to 6:00 pm
Commercial Rate Monday to Friday - Interview/Meeting Room	Discretionary	32.00	33.60	5.0%	6:00 pm to 11:00 pm
Commercial Rate Saturday & Sunday - Interview/Meeting Room	Discretionary	48.70	51.15	5.0%	9:00 am to 11:00 pm
Charity / Community Rate Monday to Friday - Ground Floor Meeting Room	Discretionary	8.90	9.35	5.0%	8:30 am to 6:00 pm
Charity / Community Rate Monday to Friday - Ground Floor Meeting Room	Discretionary	10.90	11.45	5.0%	6:00 pm to 11:00 pm
Charity / Community Rate Saturday & Sunday - Ground Floor Meeting Room	Discretionary	16.70	17.55	5.1%	9:00 am to 11:00 pm
Commercial Rate Monday to Friday - Ground Floor Meeting Room	Discretionary	16.70	17.55	5.1%	8:30 am to 6:00 pm
Commercial Rate Monday to Friday - Ground Floor Meeting Room	Discretionary	33.30	34.95	5.0%	6:00 pm to 11:00 pm
Commercial Rate Saturday & Sunday - Ground Floor Meeting Room	Discretionary	50.00	52.50	5.0%	9:00 am to 11:00 pm
Charity / Community Rate Monday to Friday - Large Meeting Room	Discretionary	8.90	9.35	5.0%	8:30 am to 6:00 pm
Charity / Community Rate Monday to Friday - Large Meeting Room	Discretionary	10.90	11.45	5.0%	6:00 pm to 11:00 pm
Charity / Community Rate Saturday & Sunday - Large Meeting Room	Discretionary	16.70	17.55	5.1%	9:00 am to 11:00 pm
Commercial Rate Monday to Friday - Large Meeting Room	Discretionary	16.70	17.55	5.1%	8:30 am to 6:00 pm
Commercial Rate Monday to Friday - Large Meeting Room	Discretionary	33.30	34.95	5.0%	6:00 pm to 11:00 pm
Commercial Rate Saturday & Sunday - Large Meeting Room	Discretionary	50.00	52.50	5.0%	9:00 am to 11:00 pm
Charity / Community Rate Monday to Friday - Small Meeting Room	Discretionary	8.90	9.35	5.0%	8:30 am to 6:00 pm
Charity / Community Rate Monday to Friday - Small Meeting Room	Discretionary	10.90	11.45	5.0%	6:00 pm to 11:00 pm
Charity / Community Rate Saturday & Sunday - Small Meeting Room	Discretionary	16.70	17.55	5.1%	9:00 am to 11:00 pm
Commercial Rate Monday to Friday - Small Meeting Room	Discretionary	16.70	17.55	5.1%	8:30 am to 6:00 pm
Commercial Rate Monday to Friday - Small Meeting Room	Discretionary	33.30	34.95	5.0%	6:00 pm to 11:00 pm
Commercial Rate Saturday & Sunday - Small Meeting Room	Discretionary	50.00	52.50	5.0%	9:00 am to 11:00 pm
Charity / Community Rate Monday to Friday - Community Kitchen	Discretionary	5.50	5.80	5.5%	8:30 am to 6:00 pm
Charity / Community Rate Monday to Friday - Community Kitchen	Discretionary	6.00	6.30	5.0%	6:00 pm to 11:00 pm
Charity / Community Rate Saturday & Sunday - Community Kitchen	Discretionary	6.50	6.85	5.4%	9:00 am to 11:00 pm
Commercial Rate Monday to Friday - Community Kitchen	Discretionary	10.40	10.90	4.8%	8:30 am to 6:00 pm
Commercial Rate Monday to Friday - Community Kitchen	Discretionary	13.50	14.20	5.2%	6:00 pm to 11:00 pm
Commercial Rate Saturday & Sunday - Community Kitchen	Discretionary	15.00	15.75	5.0%	9:00 am to 11:00 pm

FEES & CHARGES

APPENDIX 3

FACILITIES MANAGEMENT	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
Louise House					
Meeting Rooms 1 & 2					
Charity / Community Rate	Discretionary	5.50	5.80	5.5%	
Commercial Rate	Discretionary	10.90	11.45	5.0%	
Reception Interview Room					
Charity / Community Rate	Discretionary	5.50	5.80	5.5%	
Commercial Rate	Discretionary	10.90	11.45	5.0%	
IT Suite					
Charity / Community Rate	Discretionary	5.50	5.80	5.5%	
Commercial Rate	Discretionary	10.90	11.45	5.0%	
Physio Suite					
Charity / Community Rate	Discretionary	5.50	5.80	5.5%	
Commercial Rate	Discretionary	10.90	11.45	5.0%	

FEES & CHARGES

APPENDIX 3

REGISTRARS	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
<u>REGISTRARS</u>					
<u>Civil Weddings / Partnerships at approved venues</u>					
Mon - Fri	Discretionary	421.00	421.00	0.0%	
Sat	Discretionary	471.00	471.00	0.0%	
Sun & Bank Holiday	Discretionary	471.00	471.00	0.0%	
Advanced booking fee for ceremonies booked over a year but under two years from the date of the ceremony	Discretionary	60.00	60.00	0.0%	
Advanced Booking Fee for ceremonies booked within one year-Not Refundable	Discretionary	46.00	46.00	0.0%	
Administration fee for changes to dates or venues	Discretionary	25.00	25.00	0.0%	
Civil Partnerships/ Weddings at Council Ceremony Rooms on Mon-Sat	Discretionary	266.00	266.00	0.0%	
Civil Partnerships/Weddings at Registration Offices Sundays and Bank Hols	Discretionary	316.00	316.00	0.0%	
Additional charge for use of Ceremony room for photographs only	Discretionary	50.00	50.00	0.0%	
<u>Reaffirmation of vows & civil naming ceremonies at approved</u>					
Mon - Fri	Discretionary	270.00	270.00	0.0%	
Sat	Discretionary	270.00	270.00	0.0%	
Sunday & Bank Hols	Discretionary	320.00	320.00	0.0%	
<u>Reaffirmation of vows & civil naming ceremonies at Registration Office</u>					
Mon - Fri	Discretionary	270.00	270.00	0.0%	
Sat	Discretionary	270.00	270.00	0.0%	
Sunday & Bank Hols	Discretionary	320.00	320.00	0.0%	
Civil Funeral	Discretionary	190.00	190.00	0.0%	
<u>Private Citizenship ceremonies</u>					
At the Shropshire Register Office, Mon - Fri	Discretionary	180.00	180.00	0.0%	
Group Citizenship ceremonies	Statutory	0.00	0.00	0.0%	
<u>Licensing of approved venues</u>					
First time applications (up to 2 rooms) - 3 year duration	Discretionary	1,700.00	1,700.00	0.0%	
Renewals (up to 2 rooms) - 3 year duration	Discretionary	1,700.00	1,700.00	0.0%	
Renewals (up to 2 rooms) - 5 year duration	Discretionary	2,550.00	2,550.00	0.0%	
Renewals (up to 2 rooms) - 7 year duration	Discretionary	3,400.00	3,400.00	0.0%	
Renewals (up to 2 rooms) - 10 year duration	Discretionary	4,600.00	4,600.00	0.0%	
Addition of extra room	Discretionary	250.00	250.00	0.0%	
Appeals against revocation or refusal to issue approval (non-refundable charge)	Discretionary	1,300.00	1,300.00	0.0%	
<u>Copy certificates-issued at registration</u>					
Standard birth certificates	Statutory	11.00	11.00	0.0%	
Death certificates	Statutory	11.00	11.00	0.0%	
Marriage certificates	Statutory	11.00	11.00	0.0%	
Extract from civil partnership register	Statutory	11.00	11.00	0.0%	
Standard certificate from civil partnership register	Statutory	11.00	11.00	0.0%	
Marriage Certificates following Conversion from a Civil Partnership. Issued on the day	Statutory	11.00	11.00	0.0%	
<u>Copy certificates-issued after registration</u>					
Standard birth certificates	Statutory	11.00	11.00	0.0%	
Death certificates	Statutory	11.00	11.00	0.0%	
Marriage certificates	Statutory	11.00	11.00	0.0%	
Extract from civil partnership register	Statutory	11.00	11.00	0.0%	
Standard certificate from civil partnership register	Statutory	11.00	11.00	0.0%	

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REGISTRARS	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
Gold - priority service					
Expediated service charge (including certificate fee)					
Expediated service charge - next day delivery (including certificate fee)	Discretionary	35.00	35.00	0.0%	
Silver - premium service					
Recorded delivery (including certificate fee)	Discretionary	16.50	16.50	0.0%	
Bronze - standard service					
Certificate fee only	Discretionary	11.00	11.00	0.0%	
Bronze Service Handling and postage	Discretionary	1.00	1.00	0.0%	
Space 17- Insertion/ Removal of Forenames within 12 months of registration	Statutory	40.00	40.00	0.0%	
Notice of marriage (per person)	Statutory	35.00	35.00	0.0%	
Home Office Referral (if necessary)	Statutory	24.00	24.00	0.0%	
Fee payable for a statutory basic marriage ceremony in a registrar's office	Statutory	46.00	46.00	0.0%	
Notice of marriage - additional charge for late appointment 16:30-18:30	Discretionary	20.00	20.00	0.0%	
Notice of civil partnership registration (per person)	Statutory	35.00	35.00	0.0%	
Fee payable for a statutory basic civil partnership formation in a registrar's office	Statutory	46.00	46.00	0.0%	
Conversion of Civil Partnership to Marriage					
Conversion of Civil Partnership to Marriage (BASIC SINGLE STAGE)	Statutory	45.00	45.00	0.0%	
Conversion of Civil Partnership to Marriage (2 stage)	Statutory	27.00	27.00	0.0%	
SR's attendance at a building registered for the marriage of same sex couples, or at a conversion at according to the usages of the Jews or Society of Friends, or at a military, naval or air force chapel registered for the marriage of same sex couples.	Statutory	91.00	91.00	0.0%	
Consideration by Registrar of Divorce/dissolution/nullity outside the British Isles	Statutory	50.00	50.00	0.0%	
Consideration by Registrar General of Divorce/dissolution/nullity outside the British Isles	Statutory	75.00	75.00	0.0%	
Applications to waiver 28 days waiting period	Statutory	60.00	60.00	0.0%	
Corrections:					
Consideration by registrar of a correction application	Statutory	75.00	75.00	0.0%	
Consideration by Registrar General of a correction application	Statutory	90.00	90.00	0.0%	
Rehearsals					
Rehearsals at any Registration Office Mon-Fri normal office hours	Discretionary	50.00	50.00	0.0%	
Rehearsals at any Registration Office Sat pre 12.30	Discretionary	100.00	100.00	0.0%	
Additional Services					
Completion of PD2	Discretionary	10.00	10.00	0.0%	
Personalisation of Wedding Vows					
Commemorative Certificate-e.g. for siblings	Discretionary	4.50	4.50	0.0%	
Commemorative Certificate-e.g. anniversaries	Discretionary	6.00	6.00	0.0%	
Commemorative Certificate Laminating	Discretionary	1.00	1.00	0.0%	
Confetti	Discretionary	1.00	1.00	0.0%	

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TRADING STANDARDS & LICENSING	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
LICENSING ACT 2003					
Personal licences, temporary events and other fees					
Application for a grant or renewal of personal licence	Statutory Fee	37.00	37.00	0.0%	
Temporary event notice	Statutory Fee	21.00	21.00	0.0%	
Theft, loss etc. of premises licence or summary	Statutory Fee	10.50	10.50	0.0%	
Application for a provisional statement where premises being built etc.	Statutory Fee	315.00	315.00	0.0%	
Notification of change of name or address	Statutory Fee	10.50	10.50	0.0%	
Application to vary licence to specify individual as premises supervisor	Statutory Fee	23.00	23.00	0.0%	
Application for transfer of premises licence	Statutory Fee	23.00	23.00	0.0%	
Interim authority notice following death etc. of licence holder	Statutory Fee	23.00	23.00	0.0%	
Theft, loss etc. of certificate of summary	Statutory Fee	10.50	10.50	0.0%	
Notification of change of name or alteration of rules of club	Statutory Fee	10.50	10.50	0.0%	
Change of relevant registered address of club	Statutory Fee	10.50	10.50	0.0%	
Theft, loss etc. of temporary event notice	Statutory Fee	10.50	10.50	0.0%	
Theft, loss etc. of personal licence	Statutory Fee	10.50	10.50	0.0%	
Duty to notify change of name or address	Statutory Fee	10.50	10.50	0.0%	
Right of freeholder etc. to be notified of licensing matters	Statutory Fee	21.00	21.00	0.0%	
Minor Variation	Statutory Fee	89.00	89.00	0.0%	
Removal of DPS at Community Premises	Statutory Fee	23.00	23.00	0.0%	
Copy of public register entry (per individual entry)	Discretionary	39.00	39.00	0.0%	
Licensing Exceptionally Large Events					
Additional Application Fee (5,000 - 9,999)	Statutory Fee	1,000.00	1,000.00	0.0%	
Additional Annual Fee (5,000 - 9,999)	Statutory Fee	500.00	500.00	0.0%	
Additional Application Fee (10,000 - 14,999)	Statutory Fee	2,000.00	2,000.00	0.0%	
Additional Annual Fee (10,000 - 14,999)	Statutory Fee	1,000.00	1,000.00	0.0%	
Additional Application Fee (15,000 - 19,999)	Statutory Fee	4,000.00	4,000.00	0.0%	
Additional Annual Fee (15,000 - 19,999)	Statutory Fee	2,000.00	2,000.00	0.0%	
Additional Application Fee (20,000 - 29,999)	Statutory Fee	8,000.00	8,000.00	0.0%	
Additional Annual Fee (20,000 - 29,999)	Statutory Fee	4,000.00	4,000.00	0.0%	
Additional Application Fee (30,000 - 39,999)	Statutory Fee	16,000.00	16,000.00	0.0%	
Additional Annual Fee (30,000 - 39,999)	Statutory Fee	8,000.00	8,000.00	0.0%	
Additional Application Fee (40,000 - 49,999)	Statutory Fee	24,000.00	24,000.00	0.0%	
Additional Annual Fee (40,000 - 49,999)	Statutory Fee	12,000.00	12,000.00	0.0%	
Additional Application Fee (50,000 - 59,999)	Statutory Fee	32,000.00	32,000.00	0.0%	
Additional Annual Fee (50,000 - 59,999)	Statutory Fee	16,000.00	16,000.00	0.0%	
Additional Application Fee (60,000 - 69,999)	Statutory Fee	40,000.00	40,000.00	0.0%	
Additional Annual Fee (60,000 - 69,999)	Statutory Fee	20,000.00	20,000.00	0.0%	
Additional Application Fee (70,000 - 79,999)	Statutory Fee	48,000.00	48,000.00	0.0%	
Additional Annual Fee (70,000 - 79,999)	Statutory Fee	24,000.00	24,000.00	0.0%	
Additional Application Fee (80,000 - 89,999)	Statutory Fee	56,000.00	56,000.00	0.0%	
Additional Annual Fee (80,000 - 89,999)	Statutory Fee	28,000.00	28,000.00	0.0%	
Additional Application Fee (90,000 and over)	Statutory Fee	64,000.00	64,000.00	0.0%	
Additional Annual Fee (90,000 and over)	Statutory Fee	32,000.00	32,000.00	0.0%	
Premises Licences and Club Premises Certificates					
No rateable value to £4,300 (Band A)					
Application Fee (Initial/Variation)	Statutory Fee	100.00	100.00	0.0%	
Annual Fee	Statutory Fee	70.00	70.00	0.0%	
Rateable value £4,301 - £33,000 (Band B)					
Application Fee (Initial/Variation)	Statutory Fee	190.00	190.00	0.0%	
Annual Fee	Statutory Fee	180.00	180.00	0.0%	
Rateable value £33,001 - £87,000 (Band C)					
Application Fee (Initial/Variation)	Statutory Fee	315.00	315.00	0.0%	
Annual Fee	Statutory Fee	295.00	295.00	0.0%	
Rateable value £87,001 - £125,000 (Band D) - All premises other than where primary business is the sale of alcohol					
Application Fee (Initial/Variation)	Statutory Fee	450.00	450.00	0.0%	
Annual Fee	Statutory Fee	320.00	320.00	0.0%	
Rateable value £125,001 and above (Band E) - All premises other than where primary business is the sale of alcohol					
Application Fee (Initial/Variation)	Statutory Fee	635.00	635.00	0.0%	
Annual Fee	Statutory Fee	350.00	350.00	0.0%	
Rateable value £87,001 - £125,000 (Band D) - where primary business is the sale of alcohol					
Application Fee (Initial/Variation)	Statutory Fee	900.00	900.00	0.0%	
Annual Fee	Statutory Fee	640.00	640.00	0.0%	
Rateable value £125,001 and above (Band E) - where primary business is the sale of alcohol					
Application Fee (Initial/Variation)	Statutory Fee	1,905.00	1,905.00	0.0%	
Annual Fee	Statutory Fee	1,050.00	1,050.00	0.0%	

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TRADING STANDARDS & LICENSING	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
GAMBLING ACT 2005					
For all casino premises licences refer to the Gambling Act 2005 Policy Statement 2016 to 2019 paragraphs 36.1 and 36.2					
Regional Casino Premises Licence					
Fee in respect of other premises	Statutory	POA	POA		GAMBLING ACT 2005 POLICY STATEMENT 2016 TO 2019 PARAGRAPHS 36.1 AND 36.2
Annual Fee	Statutory	POA	POA		
Fee for application to vary licence	Statutory	POA	POA		
Fee for application to transfer a licence	Statutory	POA	POA		
Fee for application to reinstate a licence	Statutory	POA	POA		
Fee for application for provisional statement	Statutory	POA	POA		
Large Casino Premises					
Fee in respect of other premises	Statutory	POA	POA		36.1 The Council has not passed a resolution not to issue casino premises licences under Section 166 (1) of the Act. Should the Council decide to do so in the future details of the resolution will be included in this Policy, including the date on which such a resolution will take effect.
Annual Fee	Statutory	POA	POA		
Fee for application to vary licence	Statutory	POA	POA		
Fee for application to transfer a licence	Statutory	POA	POA		
Fee for application to reinstate a licence	Statutory	POA	POA		
Fee for application for provisional statement	Statutory	POA	POA		
Small casino premises					
Fee in respect of other premises	Statutory	POA	POA		36.2 Despite the fact that the Council has not passed such a resolution, the Council is currently not enabled by the Secretary of State (in accordance with regulations made under Section 175 of the Act) to grant a premises licence for a small or large casino. In practice, this means that the Council cannot grant such a licence.
Annual Fee	Statutory	POA	POA		
Fee for application to vary licence	Statutory	POA	POA		
Fee for application to transfer a licence	Statutory	POA	POA		
Fee for application to reinstate a licence	Statutory	POA	POA		
Fee for application for provisional statement	Statutory	POA	POA		
Bingo premises licence					
Fee in respect of other premises	Statutory	1,832.00	1,832.00	0.0%	Note 9. Bingo is equal chance gaming and is commonly either cash bingo or prize bingo. The Commission has published its view of what bingo is and how it differs from other forms of gambling. This can be found in the Commission's advice note 'What Constitutes Bingo'.
Annual Fee	Statutory	1,000.00	1,000.00	0.0%	
Fee for application to vary licence	Statutory	1,694.00	1,694.00	0.0%	
Fee for application to transfer a licence	Statutory	1,200.00	1,200.00	0.0%	
Fee for application to reinstate a licence	Statutory	1,200.00	1,200.00	0.0%	
Fee for application for provisional statement	Statutory	1,818.00	1,818.00	0.0%	
Adult Gaming Centre Premises Licence					
Fee in respect of other premises	Statutory	1,832.00	1,832.00	0.0%	
Annual Fee	Statutory	1,000.00	1,000.00	0.0%	
Fee for application to vary licence	Statutory	1,000.00	1,000.00	0.0%	
Fee for application to transfer a licence	Statutory	1,200.00	1,200.00	0.0%	
Fee for application to reinstate a licence	Statutory	1,200.00	1,200.00	0.0%	
Fee for application for provisional statement	Statutory	1,818.00	1,818.00	0.0%	
Betting Premises (track) licence					
Fee in respect of other premises	Statutory	1,832.00	1,832.00	0.0%	
Annual Fee	Statutory	1,000.00	1,000.00	0.0%	
Fee for application to vary licence	Statutory	1,250.00	1,250.00	0.0%	
Fee for application to transfer a licence	Statutory	950.00	950.00	0.0%	
Fee for application to reinstate a licence	Statutory	950.00	950.00	0.0%	
Fee for application for provisional statement	Statutory	1,818.00	1,818.00	0.0%	
Family Entertainment Centre Premises Licence					
Fee in respect of other premises	Statutory	1,832.00	1,832.00	0.0%	
Annual Fee	Statutory	750.00	750.00	0.0%	
Fee for application to vary licence	Statutory	1,000.00	1,000.00	0.0%	
Fee for application to transfer a licence	Statutory	950.00	950.00	0.0%	
Fee for application to reinstate a licence	Statutory	950.00	950.00	0.0%	
Fee for application for provisional statement	Statutory	1,818.00	1,818.00	0.0%	
Betting Premises (other) licence					
Fee in respect of other premises	Statutory	1,832.00	1,832.00	0.0%	
Annual Fee	Statutory	600.00	600.00	0.0%	
Fee for application to vary licence	Statutory	1,500.00	1,500.00	0.0%	
Fee for application to transfer a licence	Statutory	1,200.00	1,200.00	0.0%	
Fee for application to reinstate a licence	Statutory	1,200.00	1,200.00	0.0%	
Fee for application for provisional statement	Statutory	1,818.00	1,818.00	0.0%	
Applicable for all gaming licences					
Change of circumstances fee - for all gaming licences	Statutory	50.00	50.00	0.0%	
Fee for copy licence - for all gaming licences	Statutory	25.00	25.00	0.0%	
Copy of public register entry (per individual entry)	Discretionary	39.00	39.00	0.0%	
Temporary Use of Premises					
Temporary Use Notice	Statutory	500.00	500.00	0.0%	
Replacement of an endorsed copy of a Temporary Use Notice	Statutory	25.00	25.00	0.0%	
Occasional Use Notice	No Charge	No Charge	No Charge	0.0%	

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TRADING STANDARDS & LICENSING	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
LOTTERIES					
Lottery - new registration	Statutory Fee	40.00	40.00	0.0%	
Lottery - renewal of existing registration	Statutory Fee	20.00	20.00	0.0%	
LICENSED PREMISES GAMING MACHINE PERMITS					
Gaming Machine - Up to 2 Machines	Statutory Fee	50.00	50.00	0.0%	
Gaming Machine Permits - New	Statutory Fee	150.00	150.00	0.0%	
Gaming Machine Permits - Variation	Statutory Fee	100.00	100.00	0.0%	
Gaming Machine Permits - Change of name	Statutory Fee	25.00	25.00	0.0%	
Gaming Machine Permits - Transfer of permit	Statutory Fee	25.00	25.00	0.0%	
Gaming Machine Permits - Copy (lost, stolen, damaged)	Statutory Fee	15.00	15.00	0.0%	
Gaming Machine Permits - annual fee	Statutory Fee	50.00	50.00	0.0%	
CLUB GAMING / CLUB MACHINE PERMITS					
Club Gaming / Club Machine Permits - New or Renew	Statutory Fee	200.00	200.00	0.0%	
Club Gaming / Club Machine Permits for holders of club premises certificates -	Statutory Fee	100.00	100.00	0.0%	
Club Gaming / Club Machine Permits - Annual Fee	Statutory Fee	50.00	50.00	0.0%	
Club Gaming / Club Machine Permits - Variation	Statutory Fee	100.00	100.00	0.0%	
Club Gaming / Club Machine Permits - Copy (lost, stolen, damaged)	Statutory Fee	15.00	15.00	0.0%	
PRIZE GAMING PERMITS					
Prize Gaming Permits - New or Renewal	Statutory Fee	300.00	300.00	0.0%	
Prize Gaming Permits - Change of Name	Statutory Fee	25.00	25.00	0.0%	
Prize Gaming Permits - Copy (lost, stolen or damaged)	Statutory Fee	15.00	15.00	0.0%	
UNLICENSED FAMILY ENTERTAINMENT GAMING CENTRE GAMING MACHINE PERMITS					
Family Entertainment Gaming Centre Gaming Machine Permits - New or Renewal	Statutory Fee	300.00	300.00	0.0%	
Family Entertainment Gaming Centre Gaming Machine Permits - Change of Name	Statutory Fee	25.00	25.00	0.0%	
Family Entertainment Gaming Centre Gaming Machine Permits - Copy (lost,	Statutory Fee	15.00	15.00	0.0%	
ANIMAL LICENCES					
New charges under Animal Licences to reflect the introduction of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Zoo licences (plus Vet Fees) (new)	Discretionary	901.00	901.00	0.0%	Plus Vets Fees- Initial application fee £402.57. Fee due after Licence granted £498.43.
Zoo licences (plus Vet Fees) (renewal)	Discretionary	848.00	848.00	0.0%	Plus Vets Fees - Initial application fee £312.07. Fee due after Licence granted £535.93.
Dog Day Care < 10 dogs (new)	Discretionary	520.00	520.00	0.0%	Initial application fee £332.28. Fee due after Licence granted £187.72.
Dog Day Care > 10 dogs (new)	Discretionary	589.00	589.00	0.0%	Initial application fee £361.82. Fee due after Licence granted £227.18.
Dog Day Care < 10 dogs (renewal)	Discretionary	455.00	455.00	0.0%	Initial application fee £278.41. Fee due after Licence granted £176.59.
Dog Day Care > 10 dogs (renewal)	Discretionary	500.00	500.00	0.0%	Initial application fee £309.10. Fee due after Licence granted £190.90.
Dog Day Care < 10 dogs - (additional activity)	Discretionary	153.00	168.00	9.8%	
Dog Day Care > 10 dogs (additional activity)	Discretionary	224.00	224.00	0.0%	
Breeding for dogs < 10 dogs (new)	Discretionary	553.00	553.00	0.0%	Initial application fee £385.33. Fee due after Licence granted £167.67.
Breeding for dogs > 10 dogs (new)	Discretionary	622.00	622.00	0.0%	Initial application fee £420.66. Fee due after Licence granted £201.34.
Breeding for dogs < 10 dogs (renewal)	Discretionary	455.00	455.00	0.0%	Initial application fee £278.41. Fee due after Licence granted £176.59.
Breeding for dogs > 10 dogs (renewal)	Discretionary	477.00	477.00	0.0%	Initial application fee £279.81. Fee due after Licence granted £197.19.
Breeding for dogs < 10 dogs (additional activity)	Discretionary	188.00	213.00	13.3%	
Breeding for dogs > 10 dogs (additional activity)	Discretionary	260.00	260.00	0.0%	
Boarding for cats < 10 cats (new)	Discretionary	520.00	520.00	0.0%	Initial application fee £319.44. Fee due after Licence granted £200.56.
Boarding for cats > 10 cats (new)	Discretionary	589.00	589.00	0.0%	Initial application fee £348.39. Fee due after Licence granted £240.61.
Boarding for cats < 10 cats (renewal)	Discretionary	455.00	455.00	0.0%	Initial application fee £278.41. Fee due after Licence granted £176.59.
Boarding for cats > 10 cats (renewal)	Discretionary	500.00	500.00	0.0%	Initial application fee £293.30. Fee due after Licence granted £206.70.
Boarding for cats < 10 cats (additional activity)	Discretionary	154.00	168.00	9.1%	
Boarding for cats > 10 cats (additional activity)	Discretionary	224.00	224.00	0.0%	

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TRADING STANDARDS & LICENSING	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
Kennel Boarding < 10 animals (new)	Discretionary	520.00	520.00	0.0%	Initial application fee £332.64. Fee due after Licence granted £187.36.
Kennel Boarding > 10 animals (new)	Discretionary	589.00	589.00	0.0%	Initial application fee £364.83. Fee due after Licence granted £224.17.
Kennel Boarding < 10 animals (renewal)	Discretionary	455.00	455.00	0.0%	Initial application fee £199.29. Fee due after Licence granted £255.71.
Kennel Boarding > 10 animals (renewal)	Discretionary	500.00	500.00	0.0%	Initial application fee £209.95. Fee due after Licence granted £290.05.
Kennel Boarding < 10 animals (additional activity)	Discretionary	154.00	168.00	9.1%	
Kennel Boarding for cats > 10 animals (additional activity)	Discretionary	224.00	224.00	0.0%	
Home Boarding < 10 animals (new)	Discretionary	520.00	520.00	0.0%	Initial application fee £332.28. Fee due after Licence granted £187.72.
Home Boarding > 10 animals (new)	Discretionary	589.00	589.00	0.0%	Initial application fee £361.82. Fee due after Licence granted £227.18.
Home Boarding < 10 animals (renewal)	Discretionary	455.00	455.00	0.0%	Initial application fee £278.41. Fee due after Licence granted £176.59.
Home Boarding > 10 animals (renewal)	Discretionary	500.00	500.00	0.0%	Initial application fee £293.30. Fee due after Licence granted £206.70.
Home Boarding < 10 animals (additional activity)	Discretionary	155.00	168.00	8.4%	
Home Boarding for animals > 10 animals (additional activity)	Discretionary	226.00	226.00	0.0%	
Selling animals as pets < 10 (new)	Discretionary	520.00	520.00	0.0%	Initial application fee £319.49. Fee due after Licence granted £200.51.
Selling animals as pets > 10 (new)	Discretionary	589.00	589.00	0.0%	Initial application fee £349.63. Fee due after Licence granted £239.37.
Selling animals as pets < 10 (renewal)	Discretionary	455.00	455.00	0.0%	Initial application fee £278.41. Fee due after Licence granted £176.59.
Selling animals as pets > 10 (renewal)	Discretionary	500.00	500.00	0.0%	Initial application fee £293.30. Fee due after Licence granted £206.70.
Selling animals as pets < 10 (additional activity)	Discretionary	155.00	191.00	23.2%	
Selling animals as pets > 10 (additional activity)	Discretionary	226.00	226.00	0.0%	
Keeping or training animals for exhibition < 10 (new)	Discretionary	520.00	520.00	0.0%	Initial application fee £322.09. Fee due after Licence granted £197.91.
Keeping or training animals for exhibition > 10 (new)	Discretionary	589.00	589.00	0.0%	Initial application fee £353.64. Fee due after Licence granted £235.36.
Keeping or training animals for exhibition < 10 (renewal)	Discretionary	523.00	523.00	0.0%	Initial application fee £320.02. Fee due after Licence granted £202.98.
Keeping or training animals for exhibition > 10 (renewal)	Discretionary	592.00	592.00	0.0%	Initial application fee £347.27. Fee due after Licence granted £244.73.
Keeping or training animals for exhibition < 10 (additional activity)	Discretionary	154.00	156.00	1.3%	
Keeping or training animals for exhibition > 10 (additional activity)	Discretionary	224.00	224.00	0.0%	
Hiring out horses < 10 horses (new)	Discretionary	554.00	554.00	0.0%	Initial application fee £354.12. Fee due after Licence granted £199.88.
Hiring out horses > 10 horses (new)	Discretionary	623.00	623.00	0.0%	Initial application fee £385.57. Fee due after Licence granted £237.43.
Hiring out horses < 10 horses (renewal)	Discretionary	489.00	489.00	0.0%	Initial application fee £324.60. Fee due after Licence granted £164.40.
Hiring out horses > 10 horses (renewal)	Discretionary	534.00	534.00	0.0%	Initial application fee £342.93. Fee due after Licence granted £191.07.
Hiring out horses < 10 horses (additional activity)	Discretionary	187.00	275.00	47.1%	
Hiring out horses > 10 horses (additional activity)	Discretionary	258.00	297.00	15.1%	

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TRADING STANDARDS & LICENSING	Statutory or Discretionary	Fee for 2021/21 £	Fee for 2022/23 £	% Increase	Notes
Horses annual inspection	Discretionary	58.00	81.00	39.7%	
Variation of the licence with inspection	Discretionary	58.00	81.00	39.7%	
Licence variation with no inspection	Discretionary	48.00	60.00	25.0%	
Licence variation with inspection <10	Discretionary	126.00	131.00	4.0%	
Licence variation with inspection >10	Discretionary	150.00	150.00	0.0%	
Re-inspection request < 10 no vet	Discretionary	132.00	136.00	3.0%	
Re-inspection request > 10 no vet	Discretionary	156.00	156.00	0.0%	
Re-inspection request < 10 with a vet	Discretionary	166.00	197.00	18.7%	
Re-inspection request > 10 with a vet	Discretionary	190.00	208.00	9.5%	
Dangerous Animals					
Dangerous Wild Animals (plus Veterinary Surgeon's fee)	Discretionary	270.00	270.00	0.0%	Plus vets fees; if exceed 9 hours plus hourly charge for each additional hour or part thereof @ £25/hr.
Dangerous Wild Animals (plus Veterinary Surgeon's Fee) (renewal) - where total licensing procedure takes no more than 3.75 hrs	Discretionary	290.00	290.00	0.0%	Plus vets fees; if exceed 3.75 hours plus hourly charge for each additional hour or part thereof @ £25/hr.

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TRADING STANDARDS & LICENSING	Statutory or Discretionary	Fee for 2021/21 £	Fee for 2022/23 £	% Increase	Notes
<u>PUBLIC HEALTH LICENCES</u>					
Acupuncture - Each Person (not including premises) - submitted separately	Discretionary	149.00	149.00	0.0%	
Acupuncture Premises - Premises including one person	Discretionary	314.00	314.00	0.0%	Additional persons included on same application £29/person
Electrolysis Each Person - (not including premises) - submitted separately	Discretionary	149.00	149.00	0.0%	
Electrolysis Premises - Premises including one person	Discretionary	314.00	314.00	0.0%	Additional persons included on same application £29/person
Cosmetic piercing techniques - Each Person (not including premises) - submitted separately	Discretionary	149.00	149.00	0.0%	
Cosmetic piercing techniques - Premises including one person	Discretionary	314.00	314.00	0.0%	Additional persons included on same application £29/person
Tattooing - Each Person (not including premises) - submitted separately	Discretionary	149.00	149.00	0.0%	
Tattooing Premises - Premises including one person	Discretionary	314.00	314.00	0.0%	Additional persons included on same application £29/person
<u>SCRAP METAL LICENCES</u>					
Scrap Metal Dealers - Site (New)	Discretionary	671.00	706.00	5.2%	Initial application fee £117.83. Fee due after licence granted £588.17.
Scrap Metal Dealers - Site (Renewal)	Discretionary	2,873.00	2,873.00	0.0%	Initial renewal application fee £525.18. Fee due after licence granted £2,347.82.
Scrap Metal Dealers - Collectors (New)	Discretionary	198.00	217.00	9.6%	Initial application fee £138.19. Fee due after licence granted £78.81.
Scrap Metal Dealers - Collectors (Renewal)	Discretionary	469.00	469.00	0.0%	Initial renewal application fee £309.82. Fee due after renewal granted £159.18.
Scrap Metal Dealer Site Manager Variation	Discretionary	90.00	100.00	11.1%	
Scrap Metal Dealer - Site/Collector Licensee Name - Variation (not transfer of licensee)	Discretionary	50.00	55.00	10.0%	
Scrap Metal Dealer - collector to site variation	Discretionary	454.00	480.00	5.7%	Initial application fee £81.79. Fee due after variation granted £398.21.
Scrap Metal Dealer - site to collector variation	Discretionary	105.00	115.00	9.5%	
<u>TAXI AND PRIVATE HIRE LICENCES</u>					
<u>Vehicles</u>					
Hackney Carriage Vehicle - New	Discretionary	142.00	174.00	22.5%	} Fees subject to further consultation.
Hackney Carriage Vehicle - Renewal	Discretionary	169.00	175.00	3.6%	
Hackney Carriage Licence Transfer (Transfer of existing licence to a new vehicle)	Discretionary	102.00	175.00	71.6%	
Private Hire Vehicle - New	Discretionary	148.00	183.00	23.6%	
Private Hire Vehicle - Renewal	Discretionary	187.00	188.00	0.5%	
Private Hire Vehicle Licence Transfer (Transfer of existing licence to a new vehicle)	Discretionary	108.00	183.00	69.4%	
Novelty Vehicle - New	Discretionary	141.00	170.00	20.6%	
Novelty Vehicle - Renewal	Discretionary	184.00	184.00	0.0%	
Novelty Vehicle Licence Transfer (Transfer of existing licence to a new vehicle)	Discretionary	87.00	166.00	90.8%	
Executive Vehicle - New	Discretionary	133.00	172.00	29.3%	
Executive Vehicle - Renewal	Discretionary	184.00	184.00	0.0%	
Executive Vehicle Licence Transfer (Transfer of existing licence to a new vehicle)	Discretionary	78.00	172.00	120.5%	
Exterior Plate replacement following damage or loss	Discretionary	45.00	45.00	0.0%	
Internal Plate replacement following damage or loss	Discretionary	45.00	45.00	0.0%	
Fare Card replacement following damage or lost	Discretionary	3.00	3.00	0.0%	
Private hire door signs replacement (pair)	Discretionary	45.00	45.00	0.0%	
Trailer - New	Discretionary	123.00	123.00	0.0%	
Trailer - Renewal	Discretionary	126.00	126.00	0.0%	

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TRADING STANDARDS & LICENSING	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes	
Additional administrative charges						
Vehicle Licence holder (Licensee) transfer	Discretionary	98.00	98.00	0.0%	Fees subject to further consultation.	
Licence Holder Change of Details	Discretionary	24.00	24.00	0.0%		
Drivers						
Driver's Joint Badge New - 3 year (inc. DVLA, DBS Check, first knowledge test and first driver training assessment) including Safeguarding	Discretionary	254.00	274.00	7.9%		
Driver's Badge Renewal - 3 Years (including DVLA and DBS check). including safeguarding	Discretionary	240.00	245.00	2.1%		
Driver's Joint Badge New - 3 year (inc. DVLA, DBS Check, first knowledge test and first driver training assessment) excluding Safeguarding	Discretionary	N/A	225.00	N/A		
Driver's Badge Renewal - 3 Years (including DVLA and DBS check). excluding safeguarding	Discretionary	N/A	190.00	N/A		
Driver Training Assessment	Discretionary	57.00	69.00	21.1%		
Driver's Knowledge Test	Discretionary	59.00	59.00	0.0%		
Driver's Knowledge Test Resit	Discretionary	52.00	52.00	0.0%		
Driver's Badge Replacement following damage or loss	Discretionary	45.00	45.00	0.0%		
Licence Holder Change of Details	Discretionary	24.00	24.00	0.0%		
Safeguarding Training	Discretionary	48.00	48.00	0.0%		
Private Hire Operators - 5 Years (Formerly 3 years) - New						
Private Hire Operator - up to and including 30 vehicles and one base	Discretionary	319.00	319.00	0.0%		
Private Hire Operator - 31 vehicles and more and/or more than one base	Discretionary	753.00	778.00	3.3%		
Private Hire Operators - 5 Years (Formerly 3 years) - Renewal						
Private Hire Operator - up to and including 30 vehicles and one base	Discretionary	302.00	333.00	10.3%		
Private Hire Operator - 31 vehicles and more and/or more than one base	Discretionary	746.00	786.00	5.4%		
Licence Holder Change of Details	Discretionary	24.00	24.00	0.0%		
MISCELLANEOUS LICENCES						
Street Trading Consent/ Licence- minimum charge for up to 7 days(the 7 days may be used at any time within a 12 month period commencing from the date the consent is issued, but the dates must be confirmed on the application)	Discretionary	173.00	396.00	128.9%		
Street Trading Consent/Licence- each additional day or part thereof (the dates must be confirmed on application)	Discretionary	4.00	4.00	0.0%		
Street Trading Consent/Licence- Annual	Discretionary	494.00	928.00	87.9%		
Street Trading Consent/Licence- Annual-Renewal	Discretionary	N/A	932.00	N/A	New Fee	
Sex establishments (application) New	Discretionary	2,590.00	2,590.00	0.0%		
Sex establishments Renewal	Discretionary	1,837.00	1,837.00	0.0%		
Mobile Homes / Residential Site Licences						
Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014 New Application	Discretionary	N/A	153.25	N/A	New Fee	
Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014 Annual fee up to 5 conditions	Discretionary	N/A	110.77	N/A	New Fee	
Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014 Annual fee 6-10 conditions	Discretionary	N/A	173.71	N/A	New Fee	
Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) 2014 Annual fee > 10 conditions	Discretionary	N/A	248.10	N/A	New Fee	
New Relevant Protected Site 1- 20	Discretionary	N/A	582.03	N/A	New Fee	
New Relevant Protected Site 21- 50	Discretionary	N/A	652.07	N/A	New Fee	
New Relevant Protected Site 51- 100	Discretionary	N/A	696.47	N/A	New Fee	
New Relevant Protected Site >100	Discretionary	N/A	742.24	N/A	New Fee	
Relevant Protected Site - Alteration of conditions	Discretionary	N/A	656.42	N/A	New Fee	
Relevant Protected Site - Transfer	Discretionary	N/A	564.87	N/A	New Fee	
Relevant Protected Site - Deposit of site rules or deletion notice	Discretionary	N/A	29.02	N/A	New Fee	
PLEASURE BOATS AND VESSELS						
Per Annum (plus Marine Inspector's fees)	Discretionary	168.00	168.00	0.0%		
DISTRIBUTION OF FREE PRINTED MATTER						
Weekly permit	Discretionary	81.00	87.00	7.4%		
Monthly	Discretionary	115.00	122.00	6.1%		
Annual permit	Discretionary	150.00	156.00	4.0%		
FINANCIAL PENALTIES RELATING TO LETTING AGENTS, ETC						
Penalty for breach of duty to publicise fees	Statutory Fee	5,000.00	5,000.00	0.0%	Penalty may be less; this is the maximum charge.	
Penalty for breach of requirement to belong to a redress scheme	Statutory Fee	5,000.00	5,000.00	0.0%		

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TRADING STANDARDS & LICENSING	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes	
FIREWORKS AND EXPLOSIVES (Explosives Regulations 2014)						
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed						
1 year	Statutory Fee	189.00	189.00	0.0%	The fees listed are for whole years. Fees for parts of a year are charged on a pro-rata basis.	
2 years	Statutory Fee	248.00	248.00	0.0%		
3 years	Statutory Fee	311.00	311.00	0.0%		
4 years	Statutory Fee	382.00	382.00	0.0%		
5 years	Statutory Fee	432.00	432.00	0.0%		
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed						
1 year	Statutory Fee	88.00	88.00	0.0%		
2 years	Statutory Fee	150.00	150.00	0.0%		
3 years	Statutory Fee	211.00	211.00	0.0%		
4 years	Statutory Fee	272.00	272.00	0.0%		
5 years	Statutory Fee	333.00	333.00	0.0%		
Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed						
1 year	Statutory Fee	111.00	111.00	0.0%		
2 years	Statutory Fee	144.00	144.00	0.0%		
3 years	Statutory Fee	177.00	177.00	0.0%		
4 years	Statutory Fee	211.00	211.00	0.0%		
5 years	Statutory Fee	243.00	243.00	0.0%		
Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed						
1 year	Statutory Fee	55.00	55.00	0.0%		
2 years	Statutory Fee	88.00	88.00	0.0%		
3 years	Statutory Fee	123.00	123.00	0.0%		
4 years	Statutory Fee	155.00	155.00	0.0%		
5 years	Statutory Fee	189.00	189.00	0.0%		
Varying the name of licensee or address of site	Statutory Fee	37.00	37.00	0.0%		
Transfer of licence	Statutory Fee	37.00	37.00	0.0%		
Replacement of licence if lost	Statutory Fee	37.00	37.00	0.0%		
Licensing of Firework Suppliers - one years duration	Statutory Fee	500.00	500.00	0.0%		
Any other kind of variation (Not varying name of licensee or address of site)	Discretionary	574.00	574.00	0.0%		
Explosives Assent Procedure	Discretionary	377.00	377.00	0.0%		
Copy of public register entry (per individual entry)	Discretionary	29.00	46.00	58.6%		
CIVIL PARKING ENFORCEMENT FINES						
Higher Level	Statutory Fee	70.00	70.00	0.0%		
Lower Level	Statutory Fee	50.00	50.00	0.0%		
BLUE BADGE PERMITS						
Statutory Fee	Statutory Fee	10.00	10.00	0.0%		
PAVEMENT PERMITS						
New Application	Discretionary	205.00	230.00	12.2%		
Renewal	Discretionary	107.00	107.00	0.0%		
PAVEMENT LICENCES						
New Pavement Licence (maximum 3 months duration)	Discretionary	40.00	40.00	0.0%		
Renewal Pavement Licence (maximum 3 months duration)	Discretionary	20.00	20.00	0.0%		
New Pavement Licence (maximum 12 months duration)	Discretionary	N/A	100.00	N/A		
Renewal Pavement Licence (maximum 12 months duration)	Discretionary	N/A	100.00	N/A		

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TRADING STANDARDS & LICENSING	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes	
TRADING STANDARDS						
Weights & measures: testing weighing equipment (additional costs will be incurred for hire of specialised weighing and measuring equipment on a case-by-case basis and will be recharged at direct cost)						
Up to 15kg	Discretionary	POA	POA		Will be a minimum of £71.58 for a W&M Inspector and £40.81 for a Technical/Support Officer; but each job priced individually to ensure full cost recovery. Fees for statutory verification purposes do not incur VAT. Fees for "request tests" will incur VAT on top of the hourly fees referred to above.	
Over 15kg and up to 60kg	Discretionary	POA	POA			
Over 60kg and up to 500 kg	Discretionary	POA	POA			
Over 500kg and up to 1 tonne	Discretionary	POA	POA			
Over 1 tonne and up to 2 tonne	Discretionary	POA	POA			
Over 2 tonne and up to 50 tonne	Discretionary	POA	POA			
Over 50 tonne and up to 60 tonnes	Discretionary	POA	POA			
Weights & measures: testing liquid fuel						
Containers Un-subdivided	Discretionary	POA	POA			
Single and multi-outlets - First Nozzle	Discretionary	POA	POA			
Each additional nozzle	Discretionary	POA	POA			
Peripheral equipment and credit card acceptor	Discretionary	POA	POA			
Bulk Fuel Meter Systems	Discretionary	POA	POA			
Certificate of errors	Discretionary	POA	POA			

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SHIRE SERVICES	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
SHIRE SERVICES					
Cleaning					
Average charge per hour	Discretionary	16.85	17.42	3.4%	
Catering					
Primary (Reception to Year 2) - average per meal	Statutory	2.34			N/A
Primary (Year 3 onwards) - average per meal	Discretionary	2.28	To be determined in 2022/23 to ensure a break-even level.		N/A
Secondary - average per meal	Discretionary	2.35			N/A
Worcester schools Primary- average per meal	Discretionary	2.30			N/A
Worcester schools Secondary - average per meal	Discretionary	2.42			N/A

RESOURCES

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LEGAL & DEMOCRATIC	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	Increase %	Notes
LEGAL FEES					
All legal advice and transactions (excluding disbursements) - level of charge dependent on charge out rate of respective fee earner)	Discretionary	£80 - £120 per hour	£84 - £126 per hour	5.0%	
S106 Agreements Generally	Discretionary	£80 - £120 per hour	£84 - £126 per hour	5.0%	
S106 Agreement - Single Plot	Discretionary	450.00	472.50	5.0%	
S106 Agreement - For Off-site Affordable Housing Contributions	Discretionary	200.00	210.00	5.0%	
Hourly Charge					
S 38 Agreements	Discretionary	£80- £120 per hour plus disbursements	£84- £126 per hour plus disbursements	5.0%	
S 278 Agreements	Discretionary	£80- £120 per hour plus disbursements	£84- £126 per hour plus disbursements	5.0%	
Deed of Grant for surface water drainage	Discretionary	£80- £120 per hour plus disbursements	£84- £126 per hour plus disbursements	5.0%	
Consents for sublease / charge on Battlefield/Oxon business park	Discretionary	40.00	42.00	5.0%	
Deeds of covenant for assignments on Battlefield/ Oxon	Discretionary	175.00	183.75	5.0%	
Deeds of covenant for assignments on former smallholdings	Discretionary	350.00	367.50	5.0%	
Commons Register Amendments	Discretionary	1,000.00	1,050.00	5.0%	
Education Appeals (There are further charges for each appeal whc)					
Admissions Appeals					
If the Chairman of the Appeals Panel considers that further legal advice is necessary then the Appeals Clerk will seek advice from the Council's legal services at a cost of £100 per hour (pro rata)	Discretionary	£100 per hour (pro rata)	£105 per hour (pro rata)	5.0%	
Exclusion Appeals					
Recharge school at cost separately for any legal services, if required, which will be charged at the rate of £80 to £120 per hour depending upon the solicitor instructed. (NB: It is highly likely that a Solicitor will be required to attend for the entire Panel hearing.)	Discretionary	£80 - £120 per hour	£84 - £126 per hour	5.0%	
Committee Services					
Education Appeals - Academy Schools					
Recharge school at cost separately for any interpreter services, if required.					
Recharge school at cost separately for any legal services, if required, which will be charged at the rate of £80 to £120 per hour depending upon the solicitor instructed (NB: It is highly likely that a Solicitor will be required to attend for the entire Panel hearing).	Discretionary	£230 first appeal held per day £160 second and every other appeal held per day £50 per appeal lodged but subsequently withdrawn before hearing	£241.50 first appeal held per day £168 second and every other appeal held per day £52.50 per appeal lodged but subsequently withdrawn before hearing	5.0%	
Recharge school at cost separately should Council's Admissions Team be requested to present.					
Permanent Exclusion Appeals - Academy Schools					
Recharge school at cost separately for any interpreter services, if required.					
Recharge school at cost separately for any SEN expert services, if required by parent.					
Recharge school at cost separately for any legal services, if required, which will be charged at the rate of £80 to £120 per hour depending upon the solicitor instructed. (NB: It is highly likely that a Solicitor will be required to attend for the entire Panel hearing.)	Discretionary	£260 per permanent exclusion appeal plus £20 per hour of the actual panel sitting. £70 per permanent exclusion appeal lodged but subsequently withdrawn before hearing.	£273 per permanent exclusion appeal plus £21 per hour of the actual panel sitting. £73.50 per permanent exclusion appeal lodged but subsequently withdrawn before hearing.	5.0%	
ELECTORAL REGISTRATION					
Sale of Full or Edited Register of Electors					
In Data Form	Statutory	£20 plus £1.50 per 1000 entries (or part)	£20 plus £1.50 per 1000 entries (or part)	0.0%	
In Printed Form	Statutory	£10 plus £5 per 1000 entries (or part)	£10 plus £5 per 1000 entries (or part)	0.0%	
Sale of Full list of Overseas Electors					
In Data Form	Statutory	£20 plus £1.50 per 100 entries (or part)	£20 plus £1.50 per 100 entries (or part)	0.0%	
In Printed Form	Statutory	£10 plus £5 per 100 entries (or part)	£10 plus £5 per 100 entries (or part)	0.0%	
Elections Charges to Parish and Town Councils					
Uncontested Elections	Discretionary	£100 per election (if warded or grouped the cost is £100 for each ward or parish as they are classed as separate elections)	£100 per election (if warded or grouped the cost is £100 for each ward or parish as they are classed as separate elections)	0.0%	
Contested Elections	Discretionary	Actual cost of election.	Actual cost of election.	0.0%	

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HOUSING - HRA	Statutory or Discretionary	Fee for 2021/22 £	Fee for 2022/23 £	% Increase	Notes
HOUSING REVENUE ACCOUNT					
<u>HOUSING RENTS (48 week basis)</u>					
Housing Rents-Increased by Formula rent calculation					
		Subject to separate recommendation	Subject to separate recommendation		Trading
<u>HEATING CHARGES (per week - 48 week basis)</u>					
Greenfields		4.16	4.29	3.1%	Per week (48 weeks)
Sheldon Court		13.00	13.40	3.1%	Per week (48 weeks)
<u>SERVICE CHARGES (per week - 48 week basis)</u>					
Admirals Flats		6.18	6.37	3.1%	Per week (48 weeks)
Broseley Flats		0.94	0.97	3.1%	Per week (48 weeks)
Red House		1.80	1.86	3.1%	Per week (48 weeks)
Greenfields		9.95	10.26	3.1%	Per week (48 weeks)
Sheldon Court		13.24	13.65	3.1%	Per week (48 weeks)
New Century Court Service Charge		172.37	177.71	3.1%	Per week (48 weeks)
New Century Court Licence Fee		60.20	62.67	4.1%	
Intensive Housing Management - South (proposed by STAR Housing subject to agreement with Sustain Consortium)		13.05	15.00	15%	Per week (48 weeks)
Intensive Housing Management - North (proposed by STAR Housing subject to agreement with Sustain Consortium)		13.05	15.00	15%	Per week (48 weeks)
Intensive Housing Management - (General Needs)		10.20	11.50	13%	Per week (48 weeks)
Intensive Housing Management - New Century Court		20.16	23.20	15.1%	Per week (48 weeks)
Intensive Housing Management - Enhanced		18.50	21.30	15%	Per week (48 weeks)
Communal Cleaning - Oswestry		1.96	2.02	3.1%	Per week (48 weeks)
Communal TV Aerial		0.80	0.82	3.1%	Per week (48 weeks)
Caretaking Service		2.41	2.48	2.8%	Per week (48 weeks)
<u>GARAGE RENTS</u>					
Bridgnorth & Oswestry (VAT charged to Council tenants on third or more garages and all non-tenants)		£7.50 per week (+VAT where due)	£7.50 per week (+VAT where due)	0%	Per week (48 weeks)
Oswestry - non-tenant		£9 per wk +VAT	£9 per wk +VAT	0%	Per week (48 weeks)
Garage base (48-week basis)		£1.32 per wk (+VAT where due)	£1.32 per wk (+VAT where due)	0%	Per week (48 weeks)
Secured Parking Bays (Tenant)		£2.50 per wk (+VAT where due)	£2.50 per wk (+VAT where due)	0%	Per week (48 weeks)
Secured Parking Bays (Non-Tenant)		£3 per wk (+VAT where due)	£3 per wk (+VAT where due)	0%	Per week (48 weeks)
Replacement padlock (drop down bollards)		£10 plus cost of new lock + VAT	£10 plus cost of new lock + VAT	0%	Per item
<u>COMMUNITY ALARMS</u>					
Leased Service (Council tenants) - service charge set by STAR Housing		45.24 + VAT	45.24 + VAT	0%	Charge per quarter
<u>Private Customers:</u>					
Leased Service (Non-Council tenants) - charge set by STAR Housing		45.24 + VAT	45.24 + VAT	0%	Charge per quarter
Monitoring charge on non-leased unit charge set by STAR Housing		13.00 + VAT	13.00 + VAT	0%	Charge per quarter
Former Grant Supported - Council Tenant Sheltered Schemes		2.17 + VAT	2.17 + VAT	0%	Per week (48 weeks)
Former Grant Supported - Other		2.17 + VAT	2.17 + VAT	0%	Per week (48 weeks)
<u>Installation Charge:</u>					
Alarm Installation Charge - set by STAR Housing		25.00	25.00	0%	
<u>Replacement Pendants:</u>					
Per pendant. Charge set by STAR Housing		50.00	50.00	0%	Per item
Other peripheral equipment e.g. key safe (cost plus installation & admin charge)		Cost plus installation & admin charge (+VAT where due)	Cost plus installation & admin charge (+VAT where due)		
<u>GARDEN MAINTENANCE - HRA Properties (48 week basis)</u>					
Lawn Cut - Annual Maintenance (20mm to 60mm)		1.97(+VAT where due)	2.03 (+VAT where due)	3.1%	Front or rear garden
Hedge Cutting - Annual Maintenance		0.98(+VAT where due)	1.01 (+VAT where due)	3.1%	Front or rear garden
<u>Repairs recharged to current & former tenants</u>					
Charges payable to STAR Housing for various works such as missed appointment, tenant damage and house clearance.		Cost recovery plus 15% admin if applicable	Cost recovery plus 15% admin if applicable		

APPENDIX 4

HOUSING REVENUE ACCOUNT RENT LEVEL 2022/23

Summary

This report recommends the approach to be followed to calculate rent levels and service charges for the Council's retained housing stock and shared ownership homes for the 2022/23 financial year. The recommendations are made in compliance with the rent standard for social housing providers that has applied to local authorities since April 2020.

Recommendations

It is recommended that:

Social Housing rents for 2022/23 are increased by 4.1% from 4th April 2022.

Affordable rents for 2022/23 are increased by 4.1% from 4th April 2022.

Shared Ownership rents continue to be set at 2.75% of the outstanding capital value of the home at the time of sale and thereafter increased each April in accordance with the terms specified in the lease agreements.

Service charges continue to be set on the basis of actual cost.

Background

The Housing Revenue Account (HRA) is a ring fenced account separate from the General Fund that records the financial transactions relating to the management and maintenance of the Council's retained housing stock. The primary source of income (approximately 98%) comes from tenants' housing rent.

Since 2002 Council house rents in Shropshire were increased annually based on the Government's recommended formula rent calculation. This approach was followed by the former District and Borough Councils in Bridgnorth and Oswestry from 2002 and by subsequently Shropshire Council from 2009.

In May 2014 the coalition Government issued new Guidance on Rents for Social Housing. This guidance ended the previously complex

formula rent calculation and replaced it with a simple annual inflationary uplift determined by the preceding September Consumer Price Index (CPI) plus 1%. The new guidance took effect from April 2015 and was intended to apply for 10 years.

Following the general election in May 2015 the Chancellor announced in his Budget Statement made on the 8th July 2015 that the new Government intended to abandon the 10 year guidance and instead impose a requirement for local authorities and housing associations to cut rent by 1% for 4 consecutive years commencing in April 2016. This policy was subsequently incorporated in the Welfare Reform and Work Act 2016 and was applied to rents up to and including 2019/20. This change in policy means that actual rent levels are 15.2% below the original expectation. This represents an annual loss of income to the HRA of around £2.5m.

Prior to the 4 year period of imposed rent reductions, the Government had used the Rent Rebate Subsidy Limitation scheme as a mechanism to prevent local authorities from applying rent increases above their recommendation. The move towards Universal Credit means this control can no longer be applied. As a consequence, in October 2017 the Government announced that from April 2020 local authority rent would be subject to the rent standard for social housing providers that had previously only applied to housing associations. This will permit a return to the previous policy of annual increases on both social and affordable rent of up to the preceding September CPI plus 1%. CPI in September 2021 stood at 3.1% which gives rise to an increase of 4.1% from April 2022.

Affordable Rent

The HRA new homes building programme has so far delivered a total of 138 affordable homes for rent or shared ownership. These programmes have been part funded by Homes and Communities Agency (now Homes England) grant which has enabled the conversion of up to 241 homes from social rent to affordable rent as an additional contribution to the funding. Affordable rents are set at 80% of the market rent for a similar property in the area and are on average £19.01 a week higher than the social rent. There is a local safeguard that the affordable rent cannot exceed the Local Housing Allowance. Suitable properties are converted at re-let and to currently a total of 229 homes in the stock have been switched. All rented new build homes (100) are let on an affordable rent.

Shared Ownership Rent

Under shared ownership the purchaser buys a share of the home (typically between 40% and 60%) and pays rent to the Council initially set at 2.75% of the remaining unpurchased market value. Each subsequent April the rent payment is increased by the terms specified in the lease agreement which will be either the preceding September Consumer Price Index (CPI) plus 1% or the preceding September Retail Price Index (RPI) plus ½%. These terms are specified in the lease agreements between the Council and the purchaser and are not affected by the requirements of the Welfare Reform and Work Act 2016 or the rent standard. The September 2020 CPI was 3.1% and RPI was 4.9% meaning that the uplift for April 2022 will be either 4.1% or 5.4% depending in the specific agreement. We currently have 35 shared ownership homes in the stock.

Service Charges

Service charges are applied to a number of tenancies in respect of specific services relating to either the property (such as cleaning in communal areas) or provided specifically for the tenant (such as garden maintenance). Service charges are applied in addition to the rent charge and are subject to an individual calculation based on recovery of costs incurred in the provision of the service.

Financial Implications

Application of the recommended 4.1% rent increase will result in the 52 week average social rent rising by £3.41 to £86.48 per week and the average affordable rent rising by £4.14 to £105.49 per week. The inflationary increase for shared ownership properties will increase the average weekly rent by £1.89 to £42.22 on a 52 week basis. After adjustment for estimated changes on stock numbers the overall impact to the HRA will be an increase in rent income in the region of £.0560m from 2021/22 to 2022/23.

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<u>Committee and Date</u>	<u>Item</u>
Cabinet 16 February 2022	
Audit Committee 22 February 2022	<u>Public</u>
Council 24 February 2022	

Treasury Strategy 2022/23

Responsible Officer

James Walton

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1. Synopsis

The report proposes the Treasury Strategy for 2022/23 and recommends Prudential and Treasury Indicators for 2022/23 to 2024/25.

2. Executive Summary

2.1. In December 2021, CIPFA published the revised Treasury Management Code and Prudential Code. Formal adoption is not required until the 2023/24 financial year. Details of the changes in the codes can be found in Appendix 4. Members will be updated throughout the year.

2.2. This Treasury Strategy report has been prepared in compliance with CIPFA’s Code of Practice on Treasury Management 2017 and covers the following:-

- A high-level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- An overview of how the associated risk is managed
- The implications for future financial sustainability

2.3. The report is technical in nature but the key points to note are:-

Borrowing is largely driven by the requirements of the approved Capital Programme. From 2011/12 the Council’s borrowing requirement has been significantly reduced due to the Government changing the way in which it funds the Council’s capital expenditure and providing capital grants rather than supported borrowing

approval with on-going (as it was defined at the time) revenue support grant to meet the financing costs of the borrowing. Currently the approved borrowing requirement identified within the Capital Programme 2022/23 to 2024/25 is prudential borrowing of £65.228 million. In addition to this there is an anticipated prudential borrowing requirement for future prioritised schemes in the Capital Strategy 2022/23 to 2024/25 of £75.106 million.

- The Council's lending continues to be restricted to highly credit rated Banks, three Building Societies, Money Market Funds and Part Nationalised Institutions which meet Link Asset Services creditworthiness policy, other Local Authorities and the UK Government.
- At the close of December 2021, the publication of official LIBOR figures and related LIBID calculations ceased. This reference rate was used to benchmark the internal treasury team's performance against. The reference rate now used for benchmarking performance against will be SONIA (Sterling Overnight Index Average) which reflects the average interest rates that banks pay to borrow sterling overnight from other financial institutions and other institutional investors.
- The internal Treasury Team will continue to look for opportunities to make savings by actively managing the cash and debt portfolio in accordance with the Treasury Strategy
- The bank rate was decreased to 0.10% in March 2020 as a direct consequence to the COVID-19 pandemic and the impact on global financial markets. During this period of historically low bank rate, we have seen investment yields suppressed. In December 2021, bank rate was increased to 0.25% and further increases are expected in the coming year. This will impact on the investment income that the Council will receive during this period due to a rising interest rate environment.
- Cornovii Development Ltd (CDL) and Shropshire Council have agreed to renegotiate the existing finance and borrowing arrangements for the company, subject to the appropriate approvals. Currently CDL have loan facilities of £14m, £35m and £250k available from Shropshire Council for investment in new housing within Shropshire. To ensure CDL have the capacity to deliver a number of key developments which have been recently identified, CDL and Shropshire Council are proposing to collapse the three facilities in to a single £49.25m funding arrangement.

3. Recommendations

3.1. Recommendations to Cabinet

Cabinet recommend that Council:-

- a) Approve, with any comments, the Treasury Strategy for 2022/23
- b) Approve, with any comments, the Prudential Indicators, set out in Appendix 1, in accordance with the Local Government Act 2003.
- c) Approve, with any comments, the Investment Strategy, set out in Appendix 2 in accordance with the DLUHC Guidance on Local Government Investments.
- d) Approve, with any comments, the Minimum Revenue Provision (MRP) Policy Statement, set out in Appendix 3.
- e) Authorise the Section 151 Officer to exercise the borrowing powers contained in Section 3 of the Local Government Act 2003 and to manage the Council's debt portfolio in accordance with the Treasury Strategy.
- f) Authorise the Section 151 Officer to use other Foreign Banks which meet Link's creditworthiness policy as required.
- g) Authorise the Section 151 Officer to progress and finalise the restatement and amendment of Cornovii Development Ltd loan agreements.

3.2. Recommendations to Audit Committee

- h) Audit Committee are asked to consider and endorse, with appropriate comment, the Treasury Strategy 2022/23.

3.3. Recommendations to the Council

- i) Approve, with any comments, the Treasury Strategy for 2022/23
- j) Approve, with any comments, the Prudential Indicators, set out in Appendix 1, in accordance with the Local Government Act 2003.
- k) Approve, with any comments, the Investment Strategy, set out in Appendix 2 in accordance with the DLUHC Guidance on Local Government Investments.
- l) Approve, with any comments, the Minimum Revenue Provision (MRP) Policy Statement, set out in Appendix 3.

- m) Authorise the Section 151 Officer to exercise the borrowing powers contained in Section 3 of the Local Government Act 2003 and to manage the Council's debt portfolio in accordance with the Treasury Strategy.
- n) Authorise the Section 151 Officer to use other Foreign Banks which meet Link's creditworthiness policy as required.
- o) Authorise the Section 151 Officer to progress and finalise the restatement and amendment of Cornovii Development Ltd loan agreements.

REPORT

4. Risk Assessment and Opportunities Appraisal

- 4.1. The recommendations contained in this report are compatible with the provisions of the Human Rights Act 1998.
- 4.2. There are no direct environmental, equalities or climate change consequences arising from this report.
- 4.3. Compliance with the CIPFA Code of Practice on Treasury Management, the Council's Treasury Policy Statement and Treasury Management Practices and the Prudential Code for Capital Finance together with the rigorous internal controls will enable the Council to manage the risk associated with Treasury Management activities and the potential for financial loss.
- 4.4. The Council's Audit Committee is the committee responsible for ensuring effective consideration of the Council's Treasury Management Strategy and policies.

5. Financial Implications

- 5.1. The financial implications arising from the Treasury Strategy are detailed in this report. The Council makes assumptions about the levels of borrowing and investment income over the financial year. Reduced borrowing as a result of capital receipt generation or delays in delivery of the capital programme will both have a positive impact of the council's cash position. Similarly, higher than benchmarked returns on available cash will also help the Council's financial position. For monitoring purposes, assumptions are made early in year about borrowing and returns based on the strategies agreed by Council in the preceding February. Performance outside of these assumptions results in increased or reduced income for the Council.
- 5.2. As at 31 December 2021 the Council held £160 million in investments and borrowing of £292 million at fixed interest rates.

6. Climate Change Appraisal

- 6.1. The Council's Financial Strategy includes proposals to deliver a reduced carbon footprint for the Council therefore the Treasury Team is working with the Council in order to achieve this. There are no climate change impacts arising from this report. Shropshire Council's investment portfolio has no level 1, 2 or 3 emissions. It comprises of straightforward cash deposits with financial institutions and other Local Authorities.

7. Background

- 7.1. The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the Treasury Management operations ensure this cash flow is adequately planned, with surplus monies being invested in low-risk counterparties, providing adequate liquidity initially before considering optimising investment return.
- 7.2. The second main function of the Treasury Management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer-term cash may involve arranging long or short-term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 7.3. The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.
- 7.4. Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day-to-day treasury management activities.
- 7.5. The Council defines its treasury management activities as "the

management of the authority's borrowing, investments and cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with the activities, and the pursuit of optimum performance consistent with those risks".

- 7.6. Revised reporting was required for the 2019/20 reporting cycle due to revisions of the DLUHC Investment Guidance, the DLUHC Minimum Revenue Provision (MRP) Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code. The primary reporting changes include the introduction of a capital strategy, to provide a longer-term focus to the capital plans and greater reporting requirements surrounding any commercial activity undertaken under the Localism Act 2011. The capital strategy is being reported separately.
- 7.7. This strategy statement has been prepared in accordance with CIPFA's Code of Practice on Treasury Management. Accordingly, the Council's Treasury Strategy will be approved annually by full Council and there will also be a mid-year review report. In addition, treasury management update reports will be submitted quarterly to Executive Directors and Cabinet. The aim of these reporting arrangements is to ensure that those with ultimate responsibility for the treasury management function appreciate fully the implications of policies and practices, and that those implementing policies and executing transactions have properly fulfilled their responsibilities with regard to delegation and reporting.
- 7.8. In December 2017, the Chartered Institute of Public Finance and Accountancy, (CIPFA), issued Prudential and Treasury Management Codes. As from 2019/20, all local authorities are required to prepare a Capital Strategy which is intended to provide the following: -
- A high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
 - An overview of how associated risk is managed
 - The implications for future financial sustainability
- 7.9. The aim of this capital strategy is to ensure that all elected members on the full council fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.
- 7.10. This capital strategy is reported separately from the Treasury Management Strategy Statement; non-treasury investments will be reported through the former. This ensures the separation of the

core treasury function under security, liquidity and yield principles, and the policy and commercialism investments usually driven by expenditure on an asset. The capital strategy will show:

- The corporate governance arrangements for these types of activities
- Any service objectives relating to the investments
- The expected income, costs and resulting contribution
- The debt related to the activity and the associated interest costs
- The payback period (MRP policy)
- For non-loan type investments, the cost against the current market value
- The risks associated with each activity

Where a physical asset is being bought, details of market research, advisers used, (and their monitoring), ongoing costs and investment requirements and any credit information will be disclosed, including the ability to sell the asset and realise the investment cash.

7.11. Attached in appendix 2 is the Council's Annual Investment Strategy which includes a list of additional responsibilities for the Section 151 Officer role following the issue of the Treasury Management Code of Practice and Prudential Code.

7.12. The codes have clarified CIPFA's position that there is a clear separation between treasury and non-treasury investments and on the role of the treasury management team. Accordingly, periodic reporting by the treasury management team to members will focus solely on treasury investments. If non treasury investments are considered, a separate report will be presented for approval and any changes required to Prudential indicators incorporated within an updated Treasury Strategy if necessary.

7.13. The Council will adopt the following reporting arrangements in accordance with the requirements of the Code:-

Area of Responsibility	Council/Committee/Officer	Frequency
Treasury Management Policy Statement	Full Council/Cabinet	As required
Treasury Strategy/Annual Investment Strategy/MRP Policy	Full Council/Cabinet	Annually before the start of the financial year
Capital Strategy	Full Council/Cabinet	Annually before the start of the financial year

Treasury Strategy/Annual Investment Strategy/MRP Policy – mid year report	Full Council/Cabinet	Mid-year
Treasury Strategy/Annual Investment Strategy/MRP Policy – updates or revisions at other times	Full Council/Cabinet	As required
Annual Treasury Report	Full Council/Cabinet	Annually by 30 September after the end of the financial year
Quarterly Treasury Management Update Reports	Executive Directors/Cabinet	Quarterly
Treasury Management Monitoring Reports	Reports prepared by Investment Officer to the Head of Treasury & Pensions who reports to the Section 151 Officer	Monthly
Treasury Management Practices/Investment Management Practices	Section 151 Officer	As required
Scrutiny of Treasury Strategy	Audit Committee	Annually before the start of the financial year
Scrutiny of the treasury management performance	Audit Committee	Half yearly

8. Treasury Strategy 2022/23

- 8.1. The Local Government Act 2003 and supporting Regulations requires the Council to have regard to the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that capital investment plans are affordable, prudent and sustainable. This report incorporates the indicators to which regard should be given when determining the Council's Treasury Management Strategy for the next financial year.
- 8.2. As the Council is responsible for housing, Prudential Indicators relating to Capital Expenditure, financing costs and the Capital Financing Requirement will be split between the Housing Revenue Account (HRA) and the General Fund.
- 8.3. The Act also requires the Council to set out its Treasury Strategy for borrowing and to prepare an Annual Investment Strategy. This sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 8.4. The proposed Strategy for 2022/23 in respect of the following aspects of the treasury management function is based upon the Section 151 Officer's view on interest rates, supplemented with leading market forecasts provided by the Council's Treasury Advisor, Link Asset Services.

8.5. The proposed strategy will focus on the following areas of treasury activity:-

- Treasury limits in force which will limit the treasury risk and activities of the Council.
- The determination of Prudential and Treasury Indicators.
- The current treasury position.
- Prospects for interest rates.
- Capital borrowing strategy.
- Policy on borrowing in advance of need.
- Debt rescheduling.
- Investment strategy.
- Capital plans.
- Creditworthiness policy.
- Policy on use of external service providers.
- The MRP strategy.
- Leasing.

8.6. It is a statutory requirement under Section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, Section 32 requires a local authority to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This therefore means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from:-

- increases in interest charges caused by increased borrowing to finance additional capital expenditure, and
- any increase in running costs from new capital projects

are limited to a level which is affordable within the projected income of the Council for the foreseeable future.

8.7. The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training. This especially applies to members responsible for scrutiny. In January 2022, Link & Officers provided member training on treasury management and further training will be arranged as required. The training needs of treasury management officers are periodically reviewed.

9. Treasury Limits for 2022/23 to 2024/25

9.1. It is a statutory requirement under Section 3 of the Local Government Act 2003 and supporting Regulations, for the Council to determine and keep under review how much it can afford to borrow. The amount so determined is termed the "Affordable

Borrowing Limit". This authorised limit represents the legislative limit specified in section 3 of the Local Government Act 2003.

- 9.2. The Council must have regard to the Prudential Code when setting the Authorised Limit, which essentially requires it to ensure that total capital investment remains within sustainable limits.
- 9.3. Whilst termed an "Affordable Borrowing Limit", the capital plans to be considered for inclusion incorporate those planned to be financed by both internal/external borrowing and other forms of liability, such as credit arrangements. The Authorised Borrowing Limit is to be set, on a rolling basis, for the forthcoming financial year and two successive financial years and is the limit which the Council must not breach. All of the other Prudential Indicators are estimates only and can be breached temporarily but this is very rarely the case. If this did happen it would be reported to Members outlining the reasons for this temporary breach.
- 9.4. The Council are asked to approve these Prudential Indicators in Appendix 1.

10. Prudential & Treasury Indicators for 2022/23 to 2024/25

- 10.1 Details of the Council's Prudential & Treasury indicators and calculations can be found within Appendix 1.

11. Current Treasury Position

- 11.1 The Council's treasury position at 31 December 2021 is set out below:-

Outstanding debt for capital purposes	Actual £m
Long-term fixed rate PWLB	242.4
Long term fixed rate – Market	49.2
Total	291.6
Investments	£m
Internally managed - long term (1 Year)	30.0
- short term cash flow	130.1
Total	160.1

12. Prospects for Interest Rates

- 12.1 The Council retains the services of Link Asset Services as adviser on treasury matters and part of the service provided is to help the Council to formulate a view on interest rates. The following table gives the latest Link central view: -

Link's interest rate forecast as at December 2021

Link Group Interest Rate View	20.12.21													
	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25
BANK RATE	0.25	0.25	0.50	0.50	0.50	0.75	0.75	0.75	0.75	1.00	1.00	1.00	1.00	1.25
3 month ave earnings	0.20	0.30	0.50	0.50	0.60	0.70	0.80	0.90	0.90	1.00	1.00	1.00	1.00	1.00
6 month ave earnings	0.40	0.50	0.60	0.60	0.70	0.80	0.90	1.00	1.00	1.10	1.10	1.10	1.10	1.10
12 month ave earnings	0.70	0.70	0.70	0.70	0.80	0.90	1.00	1.10	1.10	1.20	1.20	1.20	1.20	1.20
5 yr PWLB	1.40	1.50	1.50	1.60	1.60	1.70	1.80	1.80	1.80	1.90	1.90	1.90	2.00	2.00
10 yr PWLB	1.60	1.70	1.80	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.10	2.20	2.30
25 yr PWLB	1.80	1.90	2.00	2.10	2.10	2.20	2.20	2.20	2.30	2.30	2.40	2.40	2.50	2.50
50 yr PWLB	1.50	1.70	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.20	2.20	2.30	2.30

Link's current interest rate view is that Bank Rate will: -

- Increase in increments reaching 1.25% by March 2025.

The effect on interest rates for the UK is expected to be as follows: -

Short-term interest rates (investments)

- 12.2 Over the last two years, the coronavirus outbreak has done huge economic damage to the UK and to economies around the world. After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, it left Bank Rate unchanged at its subsequent meetings until raising it to 0.25% at its meeting on 16th December 2021. As shown in the forecast table above, the forecast for Bank Rate now includes four increases, the latest one in December 2021 to 0.25%, then quarter 2 of 2022 to 0.50%, quarter 1 of 2023 to 0.75%, quarter 1 of 2024 to 1.00% and, finally, one in quarter 1 of 2025 to 1.25%. It is not expected that Bank Rate will go up fast after the initial rate rise as the supply potential of the economy is not likely to have taken a major hit during the pandemic: it should, therefore, be able to cope well with meeting demand after supply shortages subside over the next year, without causing inflation to remain elevated in the medium-term, or to inhibit inflation from falling back towards the MPC's 2% target after the spike up to around 5%. The forecast includes four increases in Bank Rate over the three-year forecast period to March 2025, ending at 1.25%. However, it is likely that these forecasts will need changing within a relatively short timeframe.

- 12.3 Investment returns are expected to improve in 2022/23. However, while markets are pricing in a series of Bank Rate hikes, actual

economic circumstances may see the MPC fall short of these elevated expectations. A more detailed economic commentary can be found within Appendix 5.

Long-term interest rates (borrowing)

- 12.4 The 50-year PWLB rate is expected to rise gradually to reach 2.0% by the end of March 2023. It is expected to continue rising gradually to reach 2.3% by the end of December 2024. There is scope for it to move around the central forecast by + or – 0.25%. The 25-year PWLB rate is also expected to rise slightly to reach 2.2% by the end of March 2023 and 2.5% by the end of December 2024. The 10-year PWLB rate is expected to rise gradually to 2.0% by the end of June 2023. Again, further gradual rises are expected in 2024/25. The 5-year PWLB rate is also expected to rise gradually from 1.4% to 1.8% by the end of June 2023 and to 2.0% by the end of December 2024. The PWLB rates and forecasts shown above take into account the review of PWLB margins over gilt yields. Subsequently, all forecasts have been reduced by 1%.
- 12.5 Borrowing interest rates fell to historically very low rates as a result of the COVID-19 crisis and the quantitative easing operations of the Bank of England still remain at historically low levels.
- 12.6 In November 2020, the Chancellor announced the conclusion to the review into PWLB rates; the rates offered by the PWLB were reduced by 1% but a prohibition was introduced to deny access to borrowing from the PWLB for any local authority which intended to purchase assets primarily for yield in its three-year capital programme.

13 Borrowing Strategy

- 13.1 The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is still an issue that needs to be considered.
- 13.2 The approved borrowing requirement identified within the Capital Programme 2022/23 to 2024/25 is prudential borrowing of £65.228 million. In addition to this there is an anticipated prudential borrowing requirement for future prioritised schemes in the Capital Strategy 2022/23 to 2024/25 of £75.106 million. The Council will adopt a pragmatic approach to changing circumstances when considering new borrowing if required in the future. Consideration will be given to the following:-

- i) As long-term borrowing rates are expected to be higher than investment rates and look likely to be for the next couple of years or so all new external borrowing may be deferred in order to maximise savings in the short term. The running down of investments also has the added benefit of reducing exposure to interest rate and credit risk. However, in view of the overall forecast for long-term borrowing rates to increase over the next few years, consideration will also be given to weighing up the short term advantage of internal borrowing against potential long term costs if the opportunity is missed for taking loans at long term rates which will be higher in future years.
- ii) Temporary borrowing from the money markets or other local authorities.
- iii) PWLB variable rate loans for up to 10 years.
- iv) Long term fixed rate market loans (including loans offered by the Municipal Bond Agency) at rates below PWLB rates for the equivalent maturity period.
- v) Short term PWLB rates are expected to be cheaper than longer term borrowing therefore borrowing could be undertaken in the under 10 year period early on in the financial year when rates are expected to be at their lowest. This will also have the added benefit of spreading debt maturities away from a concentration in longer dated debt.
- vi) If it was felt that there was a significant risk in a sharp fall in long and short term rates then long term borrowings will be postponed. If it was felt there was a significant risk of a sharp rise in long and short term rates then the portfolio position would be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.

13.3 Delegated authority is sought for the Section 151 Officer to exercise the borrowing powers contained in the Local Government Act 2003 to manage the debt portfolio.

14 External versus internal borrowing

- 14.1 The Prudential Code requires the Council to explain its policy on gross and net debt. The Council currently has gross debt of £292 million and net debt (after deducting cash balances) of £132 million. The next financial year is expected to see the Bank Rate incrementally increase. As borrowing rates are expected to be higher than investment rates this would indicate that value could best be obtained by avoiding new external borrowing and using internal cash balances to finance new capital expenditure. The policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. This is referred to as internal borrowing and maximises short term savings. This is subject to change as the country navigates its way through and out of the coronavirus pandemic.
- 14.2 However, this needs to be carefully reviewed to avoid incurring higher borrowing costs in the future when authorities may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt.
- 14.3 The Council has examined the potential for undertaking early repayment of some external debt in order to reduce the difference between its gross and net debt positions. However, the introduction by the PWLB of significantly lower rates for repayments than for new borrowing means that large premiums would be incurred, and such levels of premiums cannot be justified on value for money grounds.
- 14.4 Against this background caution will be adopted with the 2022/23 treasury operations. The Section 151 Officer will monitor the interest rate market and adopt a pragmatic approach to changing circumstances, reporting any decisions to Members at the next available opportunity.

15 Policy on borrowing in advance of need

- 15.1 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure value for money can be demonstrated and that the Council can ensure the security of such funds.
- 15.2 In determining whether borrowing will be undertaken in advance of need the Council will:-

- Ensure that there is a clear link between the capital programme and maturity profile of the existing debt portfolio which supports the need to take funding in advance of need.
- Ensure the ongoing revenue liabilities created, and the implications for the future plans and budgets have been considered.
- Evaluate the economic and market factors that might influence the manner and timing of any decision to borrow.
- Consider the merits and demerits of alternative forms of funding.
- Consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles to use.
- Consider the impact of borrowing in advance on temporarily (until required to finance capital expenditure) increasing investment cash balance and the consequent increase in exposure to counterparty risk, and other risks, and the level of such risks given the controls in place to minimise them.

16 Debt Rescheduling

16.1 Consideration will be given to the potential for making savings by running down investment balances to repay debt prematurely as short-term rates on investments are likely to be lower than rates currently paid on debt. However, this will need careful consideration in the light of premiums that may be incurred by such a course of action. The proposals for debt rescheduling are a continuation of the existing policy and such transactions will only be undertaken:-

- in order to generate cash savings at minimum risk.
- to help fulfil the strategy set out above.
- in order to enhance the balance of the long-term portfolio by amending the maturity profile and/or volatility of the portfolio.

17 Investment Strategy

17.1 The DLUHC and CIPFA have extended the meaning of 'investments' to include both financial and non-financial investments. This report deals solely with financial investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets, are covered in the Capital Strategy.

17.2 The Council is required, under CIPFA's Treasury Management Code of Practice, to formulate an Annual Investment Strategy (Appendix 2). This outlines the Council's approach to:-

- Security of capital
- Creditworthiness policy
- Monitoring of credit ratings
- Specified and Non Specified Investments
- Temporary Investments

17.3 The Council's investment priorities are the security of capital and the liquidity of its investments. The Council will also aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. The above guidance from the DLUHC and CIPFA place a high priority on the management of risk. This authority has adopted a prudent approach to managing risk as outlined in the Annual Investment Strategy.

17.4 The Council are asked to approve the Investment Strategy set out in Appendix 2.

18 Minimum Revenue Provision (MRP) Statement

18.1 The Council is required to pay off an element of the accumulated general fund capital spend each year (the CFR) through a revenue charge (the Minimum Revenue Provision - MRP) although it is also allowed to undertake additional voluntary payments if required. DLUHC regulations have been issued which require the full Council to approve an MRP Statement in advance of each year. Council are asked to approve the Minimum Revenue Provision Statement set out in Appendix 3.

18.2 The DLUHC is conducting a consultation on amending MRP rules for English Local Authorities. Members will be updated on the implications of this following the consultation.

19. Leasing

19.1. In the past the Council has used operating leases to finance the purchase of vehicles and equipment. The Section 151 Officer will assess the relative merits of operating and finance leases on a case by case basis and enter into the most advantageous. Schools I.T equipment will continue to be internally financed by borrowing against a small fund set against school balances with schools repaying their borrowing over a period of 3 years.

19.2. From 2023/24, the accounting of leases will change under IFRS16. Members will updated throughout the year.

20. Lending to Housing Associations

20.1. As previously approved by full Council, the Council has offered to lend funds to Connexus Housing Ltd (which incorporates South Shropshire Housing Association and the Meres & Mosses Housing

Association) and Homes Plus (formerly Severnside Housing) at an agreed rate.

- 20.2. It has been agreed that the interest rate charged will depend on the period over which the loan is to be taken and that it will be linked to the applicable PWLB rate plus an administration fee. It has been agreed to offer to lend up to £10 million to each of these Housing Associations in order to support the building of affordable housing and shared office accommodation in Shropshire. For security purposes, each loan has been secured against existing assets held by or owned by the Housing Association. Officers have sought advice from Gowlings LLP who have confirmed that the Council has the power to lend funds to Housing Associations under the Housing Act 1996 and have drawn up the legal documentation relating to the loan agreement. To date £9,770,000 has been drawn down by Connexus Housing Ltd and £10,000,000 by Homes Plus (formerly Severnside Housing).

21. Cornovii Development Ltd

- 21.1 Cornovii Development Ltd (CDL) and Shropshire Council have agreed to renegotiate the existing finance and borrowing arrangements for the company, subject to the appropriate approvals. Currently CDL have loan facilities of £14m, £35m and £250k available from Shropshire Council for investment in new housing within Shropshire. To ensure CDL have the capacity to deliver a number of key developments which have been recently identified, CDL and Shropshire Council are proposing to collapse the three facilities in to a single £49.25m funding arrangement.
- 21.2 Members approve the Executive Director of Resources (Section 151 Officer) to progress and finalise the restatement and amendment of the loan agreement.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Council, 25 February 2021, Treasury Strategy 2021/22.

Council, 13 January 2022, Treasury Strategy Mid-Year Review 2021/22.

Council, 13 January 2022, Financial Strategy 22/23 – 26/27

Cabinet Member:

Gwilym Butler, Portfolio Holder for Resources

Local Member

N/A

Appendices

1. Prudential Indicators
2. Council's Annual Investment Strategy
3. Minimum Revenue Provision Policy Statement
4. CIPFA Treasury Management & Prudential Code Revision Update
5. Economic Update

Prudential Indicators

The Prudential Code and CIPFA Code of Practice on Treasury Management require the Council to set a number of Prudential and Treasury Indicators. Following the December 2017 publication of the revised CIPFA Treasury Management Code of Practice, there is no longer a requirement to include the prudential indicator showing the incremental impact on the Council tax / Housing rents of Capital Investment decisions, so this has been removed. In addition to the specified indicators, we have set further internal indicators for Treasury Management, regarding lower limits on interest rate exposure for both borrowing and investments.

It should be noted that these indicators should not be used for comparison with indicators from other local authorities. Use of them in this way would be likely to be misleading and counterproductive as other authorities Treasury Management policies and practices vary. The most important indicator is prudential indicator number 4 which specifies the authorised limit which cannot be breached under any circumstances. In the event that this indicator was breached a separate report would be brought to Council.

Prudential Indicator 1 - The ratio of financing costs indicator shows the trend in the cost of financing capital expenditure as a proportion of the Authority's net revenue. This indicator also shows the ratio of the HRA financing costs to the HRA net revenue stream.

Prudential Indicator	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
	%	%	%	%
Non HRA ratio of financing costs to net revenue stream	9.2	9.9	7.3	9.4
HRA ratio of financing costs to HRA net revenue stream	38.7	37.9	39.0	38.7

Prudential Indicator	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
	%	%	%	%
Non HRA ratio of financing costs (net of investment income) to net revenue stream	8.9	9.5	6.9	9.0

Prudential Indicator 2 - A key indicator of prudence is that gross external borrowing should not, except in the short term, exceed the capital financing requirement (CFR). The capital financing requirement is the maximum we would expect to borrow based on the current capital programme. Compliance with the indicator will mean that this limit has not been breached. Gross borrowing includes debt administered on behalf of Telford and Wrekin Council, Magistrates Courts and Probation Service. It also includes the debt transferred from Oswestry Borough Council and North Shropshire District Council on the 1st April 2009. In accordance with the Code the HRA Capital Financing requirement has been calculated separately and has been updated due to the HRA reform which took place on the 28 March 2012.

Prudential Indicator	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Net Borrowing & Capital Financing Requirement:	£ m	£ m	£ m	£ m	£ m
Non HRA Capital Financing Requirement	388	413	431	453	469
HRA Capital Financing Requirement	85	90	95	100	100
Commercial activities/non-financial investments Capital Financing Requirement	4	6	19	34	32
Total CFR	477	509	545	587	601
Movement in CFR	2	32	36	42	14
Movement in CFR represented by					
Net financing need for the year (above)	5	4	44	45	20
Less MRP/VRP and other financing movements	-7	28	-9	-3	-6
Movement in CFR	2	32	36	42	14
Gross Borrowing (including HRA)	304	298	348	398	428
Investments	148	150	150	150	150
Net Borrowing	156	148	218	268	278

Prudential Indicator 3 - The estimated capital expenditure has been split between Non HRA and HRA and represents commitments from previous years to complete ongoing schemes, the expenditure arising from the proposed new schemes within the capital programme for 2021/22, and the estimated expenditure for 2022/23, 2023/24 and 2024/25. This indicator also includes details on the financing of capital expenditure.

Prudential Indicator	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
	£ m	£ m	£ m	£ m	£ m
Non HRA Capital expenditure	57.5	87.2	159.4	93.4	88.5
HRA Capital expenditure	4.5	9.2	16.5	20.2	19.0
Commercial activities/non-financial investments	3.7	1.2	13.0	16.8	0.0
Total Capital expenditure	65.7	97.6	188.9	130.3	107.5
Financing of capital expenditure					
Capital receipts	2.1	8.7	27.0	11.9	3.6
Capital grants	49.7	52.3	69.9	31.1	16.8
Other Contributions	6.4	10.9	23.0	9.4	0.0
Major Repairs Allowance	2.6	3.6	3.8	4.8	4.8
Alternative Funding Options	0.0	0.0	3.3	5.1	40.9
Revenue	0.4	3.0	3.4	0.8	1.0
Net financing need for the year	4.3	19.0	58.5	67.1	40.3
Commercial activities/non-financial investments	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
	£ m	£ m	£ m	£ m	£ m

Capital expenditure	3.7	1.2	13.0	16.8	0.0
Financing Costs	0.2	0.4	0.4	0.5	0.0
Net financing need for the year	3.5	0.8	12.6	16.2	0.0
Percentage of total net financing need	95%	69%	97%	97%	100%

Prudential Indicator	2021/22	2022/23	2023/24	2024/25
	£ m	£ m	£ m	£ m
HRA CFR	90	95	100	100

Prudential Indicator 4 which must not be breached - The authorised limit is the borrowing limit set for Shropshire Council and includes the HRA borrowing. This indicator shows the maximum permitted amount of outstanding debt for all purposes. It includes three components:

1. The maximum amount for capital purposes;
2. The maximum amount for short term borrowing to meet possible temporary revenue shortfalls;
3. The maximum permitted for items other than long term borrowing i.e. PFI & leasing.

Prudential Indicator	2022/23	2023/24	2024/25
External Debt	£ m	£ m	£ m
Authorised Limit for External Debt:			
Borrowing	528	534	543
Other long term liabilities (PFI)	92	92	94
Commercial activities/ non-financial investments	13	17	0
Total	633	643	637

Prudential Indicator 5 – The more likely outcome for the level of external debt is shown in the operational boundary which the Council is required to set. This is calculated on the same basis as prudential indicator number 4, however, this is the limit which external debt is not normally expected to exceed

Prudential Indicator	2022/23	2023/24	2024/25
External Debt	£ m	£ m	£ m
Operational Boundary:			
Borrowing	460	466	496
Other long term liabilities (PFI)	92	92	94
Commercial activities/ non-financial investments	13	17	0
Total	565	575	590

Prudential Indicator 6 - The estimated external debt is based on the capital programme for 2021/22

Prudential Indicator	2020/21 Actual	2021/22 Estimate
External Debt	£ m	£ m
Borrowing	304	298
Other long term liabilities (PFI)	99	96
Total	403	394

Prudential Indicator 7 - The Prudential Code requires the Council to set interest rate exposure limits for borrowing and investments

Prudential Indicator	2022/23	2023/24	2024/25
Borrowing Limits	£ m	£ m	£ m
Upper Limit for Fixed Interest Rate Exposure	528	534	543
Upper Limit for Variable Interest Rate Exposure	264	267	271
Lower Limit for Fixed Interest Rate Exposure	264	267	272
Lower Limit on Variable Interest Rate Exposure	0	0	0

These indicators seek to control the amount of debt exposed to fixed and variable interest rates. Variable rate debt carries the risk of unexpected increases in interest rates and consequently increases in cost. The upper limit for variable rate exposure has been set following advice from Link, however, this limit is never likely to be reached due to authority's objective to have no more than 25% of outstanding debt at variable interest rates.

Upper limit for fixed rate exposure

Calculation:

A maximum of 100% of the Authorised Limit (£528m in 2022/23) exposed to fixed rates is consistent with the Authority's objective to have a long term stable debt portfolio.

Upper limit for variable rate exposure

Calculation:

For efficient management of the debt portfolio it is considered prudent by Link to permit up to 50% (£264m in 2022/23) of the Authorised Limit to be borrowed at variable interest rates.

Lower limit for fixed rate exposure

Calculation:

Upper limit for fixed rate exposure less the maximum permitted borrowing at variable interest rates

Lower limit for variable rate exposure

Calculation:

To be consistent with the Authority's objective to have a long term stable portfolio all of the debt portfolio could be at a fixed rate therefore the lower limit for variable rate exposure should be nil.

Prudential Indicator	2022/23	2023/24	2024/25
Investment Limits	£ m	£ m	£ m
Upper Limit for Fixed Interest Rate Exposure	250	250	250
Upper Limit for Variable Interest Rate Exposure	250	250	250
Lower Limit for Fixed Interest Rate Exposure	0	0	0
Lower Limit on Variable Interest Rate Exposure	0	0	0

These indicators seek to control the amount of investments exposed to fixed and variable interest rates. Variable rate investments are subject to changes in interest rates, but have a higher degree of liquidity and action can be taken at short notice in response to interest rate changes.

Upper limit for fixed rate exposure

Calculation:

Maximum amount of fixed rate investments in order to maintain a stable investment portfolio.

Upper limit for variable rate exposure

Calculation:

For the purposes of efficient portfolio management in response to interest rate conditions a maximum potential exposure to variable rates of £250m in 2022/23 is recommended.

Lower limit for fixed rate exposure

Calculation:

A lower limit of zero is locally set so as to enable full advantage to be taken of market conditions.

Lower limit for variable rate exposure

Calculation:

A lower limit of zero is locally set so as to enable full advantage to be taken of market conditions.

Prudential Indicator 9 - The upper and lower limit for the maturity structure of borrowings is detailed below.

Prudential Indicator	Upper Limit	Lower Limit
Maturity Structure of Fixed/Variable Rate Borrowing During 2022/23 **	%	%
Under 12 months	15	0
12 months & within 24 months	15	0
24 months & within 5 years	45	0
5 years & within 10 years	75	0
10 years & within 20 years	100	0
20 years & within 30 years	100	0
30 years & within 40 years	100	0
40 years & within 50 years	100	0
50 years and above	100	0

**** Internal limit is to have no more than 15% of total outstanding debt maturing in any one financial year. This is to ensure that the risk of having to replace maturing debt at times of high interest rates is controlled.**

Prudential Indicator 10 - The Council is required to set maximum levels for investments over 365 days for both the internal treasury team and an external fund manager if appointed

Prudential Indicator	2022/23	2023/24	2024/25
Investment Limits			
	£m	£m	£m
Upper Limit for Total Principal Sums Invested for over 365 days:			
Externally Managed (if appointed)	50	50	50
Internally Managed	70	70	70

Rationale: The limit for the external cash fund manager has been set at £50 million in the event that an external manager is appointed. The limit for the internal treasury team has been set in order for the authority to potentially take advantage of more stable returns going forward. This includes the lending to date to local housing associations and future lending to Cornovii Homes.

The Council's Annual Investment Strategy

The Council's investment policy has regard to the DLUHC Guidance on Local Government Investments and the CIPFA Treasury Management Code of Practice which requires the Council to formulate a strategy each year regarding the investment of its revenue funds and capital receipts. Authorities are required to take the guidance into account under the terms of section 12 of the Local Government Act 2003.

In accordance with the above guidance from the DLUHC and CIPFA, and in order to minimise the risk to investments, the Council applies minimum acceptable credit criteria in order to generate a list of highly creditworthy counterparties which also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the Short Term and Long Term ratings.

Ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as credit default swaps and overlay that information on top of the credit ratings.

The income and expenditure flow of the Council is such that funds are temporarily available for investment. Under the Annual Investment Strategy the Council may use, for the prudent management of its treasury balances, any of the investments highlighted under the headings of **Specified Investments** and **Non-Specified Investments** as detailed on the attached table (Appendix 2A).

Creditworthiness Policy

The Council uses the creditworthiness service provided by its treasury advisor, Link Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies Fitch, Moody's and Standard and Poor's. In addition, in line with the Treasury Management Code of Practice, it does not rely solely on the current credit ratings of counterparties but also uses the following overlays:-

- Credit watches and credit outlooks from credit rating agencies.
- Credit Default Swap (CDS) spreads to give an early warning of likely changes in credit ratings.
- Sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the duration of investments and are therefore referred to as durational bands. The Council is satisfied that this service gives the required level of security for its investments. It is also a service which the Council would not be able to replicate using in house resources.

The selection of counterparties with a high level of creditworthiness will be achieved by a selection of institutions down to a minimum durational band with Link's weekly credit list of worldwide potential counterparties. The Council will therefore use counterparties within the following durational bands:-

- Yellow – 5yrs e.g. AAA rated Government debt, UK Gilts, Collateralised Deposits
- Dark Pink – 5 years for Ultra-Short Dated Bond Funds or Enhanced Money Market Funds with a credit score of 1.25 (Not currently used)
- Light Pink - 5 years for Ultra-Short Dated Bond Funds or Enhance Money Market Funds with a credit score of 1.5 (Not currently used)
- Purple - 2yrs (Council currently has maximum of 1 year)
- Blue - 1 year (only applies to nationalised or part nationalised UK Banks)
- Orange - 1 year
- Red - 6 months
- Green – 100 days
- No colour – not to be used

The Link Asset Services creditworthiness service uses ratings from all three agencies and uses a wider array of information than just primary credit ratings to determine creditworthy counterparties. By using this approach and applying it to a risk weighted scoring system, it does not give undue over reliance to just one agency's ratings.

Monitoring of Credit Ratings

All credit ratings will continue to be monitored continuously and formally updated monthly if any changes are required. The Council is alerted to interim changes in ratings from all three agencies by Link Asset Services.

If a counterparty's or investment scheme's rating is downgraded with the result that it no longer meets the Council's minimum criteria, the further use of that counterparty will be withdrawn immediately. If a counterparty is upgraded so that it fulfils the Council's criteria, its inclusion will be considered for approval by the S151 Officer.

In addition to credit ratings the Council will be advised of information in movements in CDS against the iTraxx benchmark and other market data on a daily basis via the Passport website. Extreme market movements may result in the downgrade of an institution or the removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition the Council will monitor the financial press and also use other market data and information e.g. information on external support for banks.

UK banks – ring fencing

The largest UK banks, (those with more than £25bn of retail / Small and Medium-sized Enterprise (SME) deposits), are required, by UK law, to separate core retail banking services from their investment and international banking activities from the 1st January 2019. This is known as "ring-fencing". Whilst smaller banks with less than £25bn in deposits are exempt, they can choose to opt up. Several banks are very close to the threshold already and so may come into scope in the future regardless.

Ring-fencing is a regulatory initiative created in response to the global financial crisis. It mandates the separation of retail and SME deposits from investment banking, in order to improve the resilience and resolvability of banks by changing their structure. In general, simpler, activities offered from within a ring-fenced bank, (RFB), will be focused on lower risk, day-to-day core transactions, whilst more complex and "riskier" activities are required to be housed in a separate entity, a non-ring-fenced bank, (NRFB). This is intended to ensure that an entity's core activities are not adversely affected by the acts or omissions of other members of its group.

While the structure of the banks included within this process may have changed, the fundamentals of credit assessment have not. The

Council will continue to assess the new-formed entities in the same way that it does others and those with sufficiently high ratings, (and any other metrics considered), will be considered for investment purposes.

The Council currently has investments with HSBC, Barclays & Lloyds. HSBC and Lloyds are classified as ring fenced banks and Barclays as non ring fenced. All these institutions appear on Link Asset Services approved lending list and meet the council's creditworthiness criteria.

Country Limits

It is recommended that the Council will only use approved counterparties from the UK and from other countries with a minimum sovereign credit rating of AA- from Fitch Ratings (or equivalent from other agencies). It is recommended that UK institutions continue to be used unless the sovereign credit rating falls below A. Following the problems with Icelandic Banks lending is currently restricted to the UK which currently has a sovereign credit rating of AA and Sweden which has the highest possible sovereign rating of AAA. The S151 Officer has delegated authority to revert back to placing investments in countries with a minimum sovereign credit rating of AA- in line with Link's revised creditworthiness policy if required.

Security of Capital

The Council's current policy is to not place investments with any Foreign banks. The only exception to this is a call account set up with the Swedish bank, Handelsbanken, but this is a highly credit rated institution and the sovereign rating of Sweden is AAA as stated above. Funds are also repayable immediately if required. Following approval of the S151 Officer, lending to AAA rated Money Market Funds has also been recommenced. Lending to other Foreign banks which comply with Link's creditworthiness policy may be considered again but only with the express approval of the S151 Officer.

In addition, in order not to solely rely on an institution's credit ratings there have also been a number of other developments which require separate consideration and approval for use:

Part Nationalised banks in the UK effectively take on the creditworthiness of the Government itself i.e. deposits made with them are effectively being made to the Government. This is because the Government owns significant stakes in the banks and this ownership is set to continue. Link are still supportive of the Council using these institutions with a maximum 12 month duration. For this reason Royal Bank of Scotland (RBS) and National

Westminster Bank which are part of the RBS Group are included on the approved counterparty list.

Local Authorities are not credit rated but where the investment is a straightforward cash loan, statute suggests that the credit risk attached to local authorities is an acceptable one (Local Government Act 2003 s13). Local Authorities are therefore included on the approved list.

The total permitted investment in any one organisation at any one time varies with the strength of the individual credit rating. For the highest rated and Part Nationalised Institutions the maximum amount is currently limited to £20m. Any changes to the maximum limit must be approved by the S151 Officer.

DLUHC Investment Guidance

Guidance from the DLUHC requires Councils to give priority to the security and portfolio liquidity of investments over yield whilst still aiming to provide good returns. This is in line with the Council's current practice and it is recommended that the policy should be reaffirmed.

The guidance also requires Councils to categorise their investments as either "specified" or "non-specified" investments.

(i) Specified Investments

Specified investments are deemed as "safer" investments and must meet certain conditions, ie they must :-

- be denominated in sterling
- have less than 12 months duration
- not constitute the acquisition of share or loan capital

- either: be invested in the UK government or a local authority or a body or investment scheme with a "high" credit quality.

The Council is required to specify its creditworthiness policy and how frequently credit ratings should be monitored. It must also specify the minimum level of such investments.

Of the investments currently authorised by the Council, deposits in the Debt Management Office Account and with other Local Authorities automatically qualify as specified investments as they are of less than 12 months duration and are denominated in sterling.

The classification of the other investments is dependent on the counterparty having high credit quality in line with Link's creditworthiness policy. The Council is alerted to any changes in an institutions credit rating by Link Asset Services.

(ii) Non Specified Investments

These are any investments which do not meet the specified investment criteria outlined above. The Council is required to look at non-specified investments in more detail. It must set out:

- procedures for determining which categories of non-specified investments should be used
- the categories deemed to be prudent
- the maximum amount to be held in each category

The Strategy must also set out procedures for determining the maximum period for committing funds.

It is recommended that the following procedure be adopted for determining which categories of non-specified investments should be used:

- the Cabinet/Council should approve categories on an annual basis
- advice should be provided by the S151 Officer
- priority should be given to security and portfolio liquidity ahead of yield

It is recommended that for specified investments the range of maximum limits is set between £5m and £20m for the internal treasury team. For non specified investments it is recommended that the limit for the internal treasury team should be restricted to £70m of the total investment portfolio (excluding the Shrewsbury Shopping Centre acquisition). Any changes to the maximum limits must be approved by the S151 Officer.

Temporary Investment Strategy

The coronavirus outbreak has done huge economic damage to the UK and economies around the world. After the Bank of England took emergency action in March to cut Bank Rate to first 0.25%, and then to 0.10%, it chose to increase rates to 0.25% in December 2021. It is felt that the bank rate will incrementally increase through 2022.

If an external fund manager is appointed in 2022/23 they would also have to adhere to the authorised specified and non-specified investments on the attached table. They would also have to comply with the Council's Annual Investment Strategy and their agreement

must stipulate guidelines and other limits in order to contain and control risk.

The market is continually monitored for opportunities to lock in to higher, longer term rates in order to bring some stability to the returns going forward and add value. However, based on the interest rate assumptions outlined above, we do not expect to lock into longer term deals unless exceptionally attractive rates are available which make longer term deals worthwhile.

For the cash flow generated balances, we will seek to utilise instant access accounts, Money Market Funds and short dated deposits (1-3 months) in order to benefit from the compounding of interest.

The present strategy is to diversify investments so as to spread risk over a range of investment types and periods and provide the opportunity to enhance returns. Due to the current lending restrictions in place diversification has been somewhat reduced due to the reduction in the number of institutions which we can lend to, however, by taking this course of action the credit risk has been reduced. The portfolio as at 31 December 2021 is set out in paragraph 11.1 of the Treasury Strategy 2022/23 report. Performance of the in-house operation will continue to be monitored on a monthly basis by your officers in conjunction with the treasury advisor.

All investments will continue to be made in accordance with the Local Government Act 2003, and with those institutions on the authorised lending list. The credit status of institutions on the approved list is monitored continuously.

At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

Policy on the use of external service providers

The Council currently uses Link Asset Services, as its external treasury management advisers. The Council recognises that the responsibility for treasury management decisions remains with the Council at all times and will ensure that undue reliance is not placed upon our external service providers. The Council also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to review.

Scheme of Delegation

Full Council

- Approval of Treasury Strategy.
- Receiving and reviewing reports on treasury management policies, practices and activities including the Annual Treasury Report and Mid-Year Strategy Report.
- Budget consideration and approval

Cabinet

- Receiving & reviewing Treasury Strategy, Mid-Year Strategy Report, Annual Treasury Report and Quarterly Treasury Management Update Reports

Audit Committee

- Reviewing the treasury management policy and procedures and making recommendations to the responsible body.
- Receiving & reviewing Treasury Strategy, Mid Year Report, Annual Treasury Report.

Role of the Section 151 Officer

The role of the S151 Officer in relation to treasury management is as follows:-

- Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly and monitoring compliance.
- Approval of segregation of responsibilities.
- Approval of the Treasury Policy Statement and Treasury Management Practices.
- Submitting regular treasury management policy reports.
- Submitting budgets and budget variations.
- Receiving and reviewing management information reports.
- Reviewing the performance of the treasury management function.
- Ensuring the adequacy of treasury management resources and skills and the effective division of responsibilities within the treasury management function.
- Ensuring the adequacy of internal audit and liaising with external audit.
- Recommending the appointment of external service providers.

The above list of specific responsibilities of the s151 Officer in the 2017 Treasury Management Code has not changed. However, implicit in the

changes in both Codes, is a major extension of the functions of this role, especially in respect of non-financial investments:-

- preparation of a capital strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long term timeframe.
- ensuring that the capital strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the authority
- ensure that the authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing
- ensuring the proportionality of all investments so that the authority does not undertake a level of investing which exposes the authority to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long term liabilities
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by an authority
- ensuring that the authority has adequate expertise, either in house or externally provided, to carry out the above
- creation of Treasury Management Practices which specifically deal with how non treasury investments will be carried out and managed, to include the following: -
 - *Risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios;*
 - *Performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments;*
 - *Decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investments; and arrangements to ensure that appropriate professional due diligence is carried out to support decision making;*

- *Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken;*
- *Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.*

Pension Fund Cash

The Council complies with the requirements of the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 and does not pool pension fund cash with its own balances for investment purposes.

LOCAL GOVERNMENT INVESTMENTS (England)**SPECIFIED INVESTMENTS**

All investments listed below must be sterling-denominated.

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Criteria	Capital Expenditure?	Circumstance of use	Maximum period
Term deposits with the UK government (e.g. DMO Account) or with local authorities (i.e. local authorities as defined under Section 23 of the 2003 Act) with maturities up to 1 year	No	Yes	High security although most LAs not credit rated.	No	In-house and by external fund manager	1 year
Term deposits with credit-rated deposit takers (banks and building societies), including callable deposits, with maturities up to 1 year	No	Yes	Yes – Minimum colour band green	No	In-house and by external fund manager	1 year
Certificates of Deposit issued by credit-rated deposit takers (banks and building societies) up to 1 year. <i>Custodial arrangement required prior to purchase</i>	No	Yes	Yes – Minimum colour band green	No	In house buy and hold and External fund managers	1 year
Banks nationalised by high credit rated (sovereign rating) countries – non UK	No	Yes	Minimum Sovereign Rating AA-	No	In house and external fund managers	1 year

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / 'High' Credit Rating criteria	Capital Expenditure?	Circumstance of use	Maximum period
UK Nationalised & Part Nationalised banks	No	Yes	Yes – Minimum colour band green	No	In House and external managers	1 year
Government guarantee (explicit) on all deposits by high credit rated (sovereign rating) countries	No	Yes	Yes – Minimum Sovereign Rating AA- / UK Sovereign Rating	No	In house and external fund managers	1 year
Bonds issued by multilateral development banks (Euro Sterling Bonds as defined in SI 2004 No 534) Bond issuance issued by a financial institution which is explicitly guaranteed by the UK Government e.g. National Rail	No	Yes	AAA	No	In-House on a buy and hold basis after consultation/advice from Link also for use by External fund manager	1 year
<i>Custodial arrangement required prior to purchase</i> Gilts Funds and Bond Funds (including Ultra-Short Dated Bond Funds)	No	Yes	UK sovereign rating	No	In House and by external fund managers	1 year
Gilts : up to 1 year <i>Custodial arrangement required prior to purchase</i>	No	Yes	Govt-backed UK Sovereign Rating	No	In House on a buy and hold basis and for trading by external fund manager subject to the guidelines and parameters agreed with them	1 year

Investment	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / 'High' Credit Rating criteria	Capital Expenditure?	Circumstance of use	Maximum period
Money Market Funds (CNAV), Enhanced Money Market Funds (LVNAV & VNAV) & Government Liquidity Funds (including CCLA Fund)	No	Yes	Yes AAA rated & UK sovereign rating. Enhanced MMFs minimum colour Dark Pink/Light Pink & AAA rated	No	In-house and by external fund managers subject to the guidelines and parameters agreed with them	the period of investment may not be determined at the outset but would be subject to cash flow and liquidity requirements. Deposits are repayable at call.
Treasury bills [Government debt security with a maturity less than one year and issued through a competitive bidding process at a discount to par value] Custodial arrangement required prior to purchase	No	Yes	Govt-backed UK Sovereign Rating	No	In House or external fund managers subject to the guidelines and parameters agreed with them	1 year

Monitoring of credit ratings:

All credit ratings will be monitored continuously and formally updated on a monthly basis if required. If a counterparty or investment scheme is downgraded with the result that it no longer meets the Council's minimum credit criteria, the use of that counterparty / investment scheme will be withdrawn. Any intra-month credit rating downgrade which the Council has identified that affects the Council's pre-set criteria will also be similarly dealt with.

LOCAL GOVERNMENT INVESTMENT (England)

NON-SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated (with the exception of the WME US dollar account).

<u>Investment</u>	<u>(A) Why use it?</u> <u>(B) Associated risks?</u>	<u>Share/</u> <u>Loan</u> <u>Capital?</u>	<u>Repayable/</u> <u>Redeemable</u> <u>within 12</u> <u>months?</u>	<u>Security /</u> <u>Minimum credit</u> <u>rating</u>	<u>Capital</u> <u>Expen-</u> <u>diture?</u>	<u>Circumstance of</u> <u>use</u>	<u>Max % of</u> <u>overall</u> <u>investments</u>	<u>Maximum</u> <u>maturity of</u> <u>investment</u>
Certificates of Deposit with credit rated deposit takers (banks and building societies) with maturities greater than 1 year <i>Custodial arrangement required prior to purchase</i>	(A) tradable more liquid than fixed term deposits (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of CD which could negatively impact on price of the CD. (ii) Although in theory tradable, are relatively illiquid.	No	Yes	UK Sovereign rating	No	In house on a buy and hold basis after consultation/advice from Link & external cash fund manager(s) subject to the guidelines and parameters agreed with them.	50%	<i>Suggested limit:</i> Average duration in the portfolio not to exceed 5 years
Collateralised deposit	Deposits are backed by collateral of AAA rated local authority	No	Yes	UK Sovereign rating	No	In house & External Manager	25%	<i>5 years</i>
UK government gilts with maturities in excess of 1 year <i>Custodial arrangement required prior to purchase</i>	(A)((i) Excellent credit quality. (ii)Very Liquid). (iii) If held to maturity, known yield (rate of return) per annum ~ aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk (B) (i) 'Market or interest rate risk' : Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e. potential for capital loss.	No	Yes	UK Sovereign rating	NO	In house on a buy & hold basis following advice from Link and for trading by external cash fund manager subject to the guidelines and parameters agreed with them	50%	<i>Suggested limit:</i> Average duration in the portfolio not to exceed 5 years

Investment	(A) Why use it? (B) Associated risks?	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum credit rating **	Capital Expen- diture?	Circumstance of use	Max % of overall investment s	Maximum maturity of investment
Term deposits with UK government, other Local Authorities, and credit rated deposit takers (banks and building societies) including callable deposits with maturities greater than 1 year	(A)(i) Certainty of rate of return over period invested. (ii) No movement in capital value of deposit despite changes in interest rate environment. (B) (i) Illiquid : as a general rule, cannot be traded or repaid prior to maturity. (ii) Return will be lower if interest rates rise after making the investment. (iii) Credit risk : potential for greater deterioration in credit quality over longer period	No	No	Minimum colour band purple	NO	In-House For trading by external cash fund manager subject to the guidelines and parameters agreed with them	£40 million 50%	<i>Suggested limit:</i> 3 years
Sovereign bond issues ex UK Government Gilts: any maturity	(A) (i) Excellent credit quality. (ii) Liquid. (iii) If held to maturity, known yield (rate of return) per annum – aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk (B) (i) “Market or interest rate risk” : Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e. potential for capital loss	No	Yes	AAA	No	For trading by external cash fund manager only subject to the guidelines and parameters agreed with them	50%	<i>Suggested limit:</i> 5 years
Bonds issued by multilateral development banks (Euro-Sterling Bonds) or issued by a financial institution guaranteed by UK government Custodial arrangement required prior to purchase	(A) (i) Excellent credit quality. (ii) Liquid. (iii) If held to maturity, known yield (rate of return) per annum – aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk (B) (i) “Market or interest rate risk” : Yield subject to movement during life of bond which could negatively impact on price of the bond i.e. potential for capital loss	Yes	Yes	AAA	No	In house on a buy and hold basis after consultation/advice from Link. Also for use by external fund managers	10% 50%	5 years

Investment	(A) Why use it? (B) Associated risks?	Share/ Loan Capital?	Repayable/ Redeemable within 12 months?	Security / Minimum credit rating **	Capital Expen- diture?	Circumstance of use	Max % of overall investment s	Maximum maturity of investment
Corporate Bonds & Corporate Bond funds (the use of these investments would constitute capital expenditure although this is currently under review)	(A)(i) Excellent credit quality. (ii) Liquid. (iii) If held to maturity, known yield (rate of return) per annum – aids forward planning. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (v) No currency risk (B)(i) "Market or interest rate risk" : Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e. potential for capital loss	Yes	Yes	Minimum Sovereign rating AA-	Yes	To be used by external fund managers only	50%	<i>Suggested limit:</i> 5 years
Jersey Property Unit Trust (JPUT)	Required to facilitate the acquisition of the Shrewsbury Shopping Centres via a Jersey based Property Unit Trust – required only subject to full Council approval of the acquisition method on 14 th December 2017.	No	No	No Minimum Credit rating – assets held within the fund to undergo annual valuation to determine value of Units within the Trust.	Yes	In House use following specialist technical and legal advice.	£60m	5 years
Rooted property funds including CCLA Local Authorities Property Fund	Enhanced return but increased risk, only to be used following advice from Link	No	Yes	No Minimum Credit rating need to assess underlying assets within fund following advice taken from Link	No	In House Use & External Fund managers following advice from Link	20%	5 years
Floating Rate notes	(A)(i) Rate of return tied to some measure of current interest rates, so when interest rates are expected to go up they offer protection to investors against such rises (ii) In some circumstances may have access to banks which meet minimum credit criteria but generally don't take small fixed term deposit cash amounts (B)(i) Credit quality : if financial health of issuer deteriorates, investors will demand a greater yield and the price of the bond will fall	Yes	Yes	Minimum Colour band green	No	In House Use & External Fund managers following advice from Link	10%	3 years
US Dollar Deposits (WME Only)	US dollar account to be utilised as a part of West Mercia Energy prudent management of income and expenditure, ensuring that ongoing US dollar commitments can be hedged, thus extinguishing any adverse risk of	No	Yes	Minimum Colour band green	No	West Mercia Energy Only	N/A	3 Months

	exposure to movements in the exchange rate and guaranteeing a known cashflow for West Mercia Energy. The account is only to be used for this purpose and not for the purpose of speculative or trading transactions.							
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The Council's Annual Minimum Revenue Provision Statement

Statutory Requirements

The Council is required by statute to set aside a minimum revenue provision (MRP) to repay external debt. The calculation of the minimum revenue provision (MRP) is as per the *Local Authority (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 [SI 2008/414]*. In regulation 28, detailed rules were replaced with a simple duty for an authority to make an amount of MRP which it considers to be "prudent".

The broad aim of a prudent provision is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant. The guidance includes four options (and there are two alternatives under Option three) for the calculation of a prudent provision.

There is no requirement to charge MRP where the Capital Financing Requirement (CFR) is nil or negative at the end of the preceding financial years. There is also no requirement to charge MRP on the Housing Revenue Account share of the CFR.

The legislation recommends that before the start of each financial year the Council prepares a statement of its policy on making MRP in respect of that financial year and submits it to the Full Council for approval.

The Department for Levelling Up, Housing & Communities (DLUHC) launched a consultation at the end of November 2021 seeking views on proposed changes to regulations to better enforce the duty of local authorities to make prudent Minimum Revenue Provision each year. The consultation closes on 8th February 2022 and Members will be updated on the implications for the Council's MRP policy once the changes are finalised.

Policy for Calculation of Prudent Provision

The options for the calculation of a Prudent Provision are detailed in appendix 3(a) to this report. Authorities must always have regard for the guidance and the decision on what is prudent is for the authority to conclude, taking into account detailed local circumstances, including specific project timetables and revenue-earning profiles.

Following a review of the MRP policy from 2018/19 the prudent provision for Supported Borrowing has been calculated based on the expected useful life of the asset on an annuity calculation basis.

Option 3a - Asset life method (Unsupported Borrowing) - equal instalment method will continue to be used for unsupported borrowing agreed prior to 2018/19 and specific treatment for PFI Assets and assets held under Finance Leases and long-term capital loans. For any approved unsupported borrowing from 2018/19 the prudent provision

will be calculated on an annuity basis linked to the expected useful life of the asset for consistency with the Supported Borrowing calculation, Option 3b.

Supported Borrowing

From 2016/17 the approach for calculating the MRP was on a straight line (equal instalments) calculation basis on the remaining asset life of the assets linked to the borrowing. An analysis of the average remaining asset life of the assets financed from previous supported borrowing, determined the average remaining life to be around 45 years and this was used as the basis of calculation.

From 2018/19 Council approved to adopt the annuity calculation method for supported borrowing whilst retaining the link to the average remaining useful life of the assets it was used to finance. The annuity calculation method results in lower MRP payments in the early years, but higher payments in later years. This method has the advantage of linking MRP to the flow of benefits from an asset where these are expected to increase in later years.

CIPFA puts forward the following reasons for using the annuity method in CIPFA's "The Practitioner's Guide to Capital Finance in Local Government" (2008) which states:

- The annuity method provides a fairer charge than equal instalments as it takes account of the time value of money, whereby paying £100 in 10 year's time, is less of a burden than paying £100 now.
- The schedule of charges produced by the annuity method results in a consistent charge over an asset's life, taking into account the real value of the amounts when they fall due.
- The annuity method is a prudent basis for providing for assets that provide a steady flow of benefits over their useful life.

For 2018/19 and onwards the Council has adopted the annuity-based calculation on a 45-year basis.

Unsupported Borrowing - Asset Life Method

For new borrowing under the Prudential system for which no Government support is being given and is therefore self-financed (unsupported borrowing) the MRP has been calculated in accordance with Option 3 Asset Life Method. Option 3 is to make provision over the estimated life of the asset for which the borrowing is undertaken.

Freehold land cannot properly have a life attributed to it, so for the purposes of Option 3 it should be treated as equal to a maximum of 50 years. But if there is a structure on the land which the authority considers to have a life longer than 50 years, that same life estimate may be used for the land.

To the extent that expenditure is not on the creation of an asset and is of a type that is subject to estimated life periods that are referred to in the guidance, these periods will generally be adopted by the Council. However, the Council reserves the right to determine useful life periods and prudent MRP in exceptional circumstances where

the recommendations of the guidance would not be appropriate. For energy efficiency schemes the payback period of scheme is used as the basis for calculating the period over which MRP is calculated.

This method is a straightforward calculation of MRP for unsupported borrowing which calculates MRP based on asset life.

Provision for debt under Option 3 will normally commence in the financial year following the one in which the expenditure is incurred. But the guidance highlights an important exception to the rule. In the case of a new asset, MRP would not have to be charged until the asset came into service and would begin in the financial year following the one in which the asset became operational. This “MRP holiday” would be perhaps two or three years in the case of major projects, or possibly longer for some complex infrastructure schemes, and could make them more affordable.

Prior to 2018/19 the Council adopted the Option 3a Straight Line calculation for unsupported borrowing. From 2018/19 Council approved to adopt the Option 3b annuity calculation method for new unsupported borrowing whilst retaining the link to the average remaining useful life of the assets it was used to finance. The annuity calculation method results in lower MRP payments in the early years, but higher payments in later years. This method has the advantage of linking MRP to the flow of benefits from an asset where these are expected to increase in later years.

The authority can still make voluntary extra provision for MRP in any year.

Adjustment A

This is an accounting adjustment to the MRP calculation that ensures consistency with previous capital regulations. Once calculated, the amount remains constant within the MRP calculations.

Between 2016/17 and 2017/18 the adjustment A was not included in the MRP calculation but continues to be a legitimate part of the calculation under the 2003 Regulations (Regulation 28) and can therefore continue to be used to reduce the supported borrowing CFR for MRP purposes. It has been considered to be prudent to include the Adjustment A value from 2018/19 onwards to calculate the CFR value. For Shropshire the fixed Adjustment A calculation is £4,446,483.75

PFI Assets and Assets Held Under Finance Leases

For assets under on-balance sheet PFI contracts and finance leases, the annual principal payment amount in the PFI or finance lease model is used as the MRP payment amount, with no additional charges above those within the contract.

Long Term Capital Loans

The Council has made available a small number of capital loans to Housing Associations and Village Halls, financed from the Councils balances. The annual repayments of principal amounts are treated as capital receipts and set aside in the Capital Adjustment Account in place of a revenue MRP charge.

Housing Revenue Account MRP

As at 31/03/22 the HRA CFR is £95.13m, this includes the £83.35m transferred to the Council as part of housing self-financing. In managing the HRA debt and considering the HRA business plan there is no mandatory requirement to make provision in the HRA for annual MRP payments. However, the Council will make annual voluntary provision for debt repayment in the HRA based on affordable levels in the HRA against the need for investment and delivering services in the HRA. The annual level of provision will be determined annually as part of the closure of the HRA.

2022/23 Annual MRP Statement

Appendix 3(b) provides the MRP statement for the 2022/23 financial year.

Capital Receipts Set Aside

The current regulations, Local Authority (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 [SI 2008/414] state that the minimum revenue provision is calculated using the previous year's closing Capital Financing Requirement for supported borrowing.

In 2009/10 Shropshire Council got DCLG approval to allow the new council to voluntarily set aside capital receipts as at 1st April 2009 to reduce the CFR and consequently reduce the MRP charge for 2009/10. This approach was discussed with our Treasury Advisors and External Auditors and was approved by Members in a report to Council in December 2009.

As the extent of new borrowing is not subject to any limitation the sum of capital receipts set aside are still available to support capital expenditure in future years. This will increase the CFR to its previous level and the MRP charge in future years will increase, but not beyond the level had the saving not been generated in 2009/10. Thus, the saving in MRP is therefore temporary, albeit very helpful to the short-term financial position.

As the full level of capital receipts set aside were not required to finance capital expenditure between 2009/10 and 2020/21, a balance was retained as set aside as at the end of each financial year to enable a further MRP saving in the following financial years. In the 2022/23 MRP Statement it has been assumed all the capital receipts retained as set aside as at 31 March 2022 to reduce the CFR will be offset by an increase in the CFR in 2022/23 from capital expenditure incurred in 2022/23. In the event that the level of capital expenditure in 2022/23 to be financed from the capital receipts set aside is below the level of capital receipts set aside, it is proposed to retain the balance in capital receipts as set aside in order to achieve a further MRP saving in 2023/24. This will be reported for approval as part of the Capital Outturn report 2021/22.

Appendix 3(a): Options for Prudent Provision

Option 1: Regulatory Method (Supported borrowing)

MRP is equal to the amount determined in accordance with the former regulations 28 and 29 of the 2003 Regulations, as if they had not been revoked by the 2008 Regulations. For the purposes of that calculation, the Adjustment A should normally continue to have the value attributed to it by the authority in the financial year 2004-05. However, it would be reasonable for authorities to correct any perceived errors in Adjustment A, if the correction would be in their favour.

Option 2: CFR Method (Supported borrowing)

MRP is equal to 4% of the non-housing CFR at the end of the preceding financial year without any adjustment for Adjustment A, or certain other factors which were brought into account under the previous statutory MRP calculation.

Option 3: Asset Life Method (Unsupported borrowing)

Where capital expenditure on an asset is financed wholly or partly by borrowing or credit arrangements, MRP is to be determined by reference to the life of the asset. There are two main methods by which this can be achieved, as described below. Under both variations, authorities may in any year make additional voluntary revenue provision, in which case they may make an appropriate reduction in later years' levels of MRP.

(a) Equal Instalment Method

MRP is the amount given by the following formula:

$$\frac{A - B}{C}$$

Where:

A is the amount of the capital expenditure in respect of the asset financed by borrowing or credit arrangements

B is the total provision made before the current financial year in respect of that expenditure

C is the inclusive number of financial years from the current year to that in which the estimated life of the asset expires.

For the purpose of the above formula in the initial year of making the MRP the variable "C" should be given the maximum values set out in the following table:

Expenditure Type	Maximum value of "C" in initial year
Expenditure capitalised by virtue of a direction under s16(2)(b)	"C" equals 20 years
Regulation 25(1)(a) Expenditure on computer programs	"C" equals the value it would have for computer hardware
Regulation 25(1)(b) Loans and grants towards capital expenditure by third parties	"C" equals the estimated life of the assets in relation to which the third-party expenditure is incurred
Regulation 25(1)(c) Repayment of grants and loans for capital expenditure	"C" equals 25 years, or the period of the loan, if longer
Regulation 25(1)(d) Acquisition of share or loan capital	"C" equals 20 years
Regulation 25(1)(e)	"C" equals the estimated life of the assets

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Expenditure on works to assets not owned by the authority	
Regulation 25(1)(ea) Expenditure on assets for use by others	“C” equals the estimated life of the assets
Regulation 25(1)(f) Payment of levy on Large Scale Voluntary Transfers (LSVTs) of dwellings	“C” equals 25 years

(b) Annuity Method

MRP is the principal element for the year of the annuity required to repay over the asset life the amount of capital expenditure financed by borrowing or credit arrangements. The authority should use an appropriate interest rate to calculate the amount. Adjustments to the calculation to take account of repayment by other methods during the repayment period (e.g. by the application of capital receipts) should be made as necessary.

Option 4: Depreciation Method (Unsupported borrowing)

MRP is to be equal to the provision required in accordance with depreciation accounting in respect of the asset on which expenditure has been financed by borrowing or credit arrangements. This should include any amount for impairment chargeable to the Income and Expenditure Account.

For this purpose, standard depreciation accounting procedures should be followed, except in the following respects.

- (a) MRP should continue to be made annually until the cumulative amount of such provision is equal to the expenditure originally financed by borrowing or credit arrangements. Thereafter the authority may cease to make MRP.
- (b) On disposal of the asset, the charge should continue in accordance with the depreciation schedule as if the disposal had not taken place. But this does not affect the ability to apply capital receipts or other funding sources at any time to repay all or part of the outstanding debt.
- (c) Where the percentage of the expenditure on the asset financed by borrowing or credit arrangements is less than 100%, MRP should be equal to the same percentage of the provision required under depreciation accounting.

Appendix 3(b): Minimum Revenue Provision Statement 2022/23

	£
<u>Supported Borrowing - Asset Life (45 years)</u>	
General Fund	
Closing CFR 2020/21	187,053,958
Proposed use of capital receipts voluntarily set aside to be applied in 2021/22	22,036,427
Adjustment A	(4,446,484)
Less transfer of asset from GF to HRA	-
	<u>204,643,901</u>
Less LGR (98) Debt	(44,079)
	<u>204,599,822</u>
Less MRP 2021/22	(2,559,510)
Add Back LGR (98) Debt	44,079
	<u>202,084,391</u>
CFR for Supported Borrowing MRP Calculation	202,084,391
Add Back Adjustment A	4,446,484
	<u>206,530,875</u>
Closing CFR 31/03/22 - Supported Borrowing (GF)	206,530,875
Housing Revenue Account	
Closing CFR 2020/21	85,129,619
Add profiled prudential borrowing 2021/22	5,000,000
Add transfer of asset from GF to HRA	0
Less MRP 2021/22 (none budgeted as per HRA MRP policy)	0
	<u>90,129,619</u>
	<u>296,660,494</u>
Closing CFR 31/03/22 - Supported Borrowing (GF&HRA)	296,660,494
<u>Unsupported Supported Borrowing – Asset Life (based on individual assets)</u>	
Unsupported Borrowing brought forward	85,667,326
Add profiled prudential borrowing 2021/22	3,914,815
Less MRP – 2020/21	(2,388,008)
	<u>87,194,133</u>
Closing CFR 31/03/22 - Unsupported Supported Borrowing	87,194,133
	<u>383,854,627</u>
Closing CFR (GF&HRA) 31/03/22 - Borrowing Requirement	383,854,627
Additional items included:	
Village Hall Loans	271,872
Housing Association Loans	16,000,392
Cornovii Developments Ltd.	3,698,486
	<u>403,825,376</u>
<u>Summary MRP</u>	
MRP 2022/23 at on Annuity Basis at 45 year life from 2018/19	2,618,589
LGR (98) Debt MRP	7,551
Prudential Borrowing MRP	2,418,607
	<u>5,044,747</u>
Total MRP 2022/23	5,044,747

N.B. The above excludes the CFR and MRP charges in relation to the on-balance sheet PFI schemes and finance leases.

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Appendix 4

CIPFA Treasury Management & Prudential Code Revision Update

CIPFA published the revised codes on 20th December 2021 and has stated that formal adoption is not required until the 2023/24 financial year. This Council has to have regard to these codes of practice when it prepares the Treasury Management Strategy Statement and Annual Investment Strategy, and also related reports during the financial year, which are taken to Full Council for approval.

The revised codes will have the following implications:

- a requirement for the Council to adopt a new debt liability benchmark treasury indicator to support the financing risk management of the capital financing requirement;
- clarify what CIPFA expects a local authority to borrow for and what they do not view as appropriate. This will include the requirement to set a proportionate approach to commercial and service capital investment;
- address ESG issues within the Capital Strategy;
- require implementation of a policy to review commercial property, with a view to divest where appropriate;
- create new Investment Practices to manage risks associated with non-treasury investment (similar to the current Treasury Management Practices);
- ensure that any long term treasury investment is supported by a business model;
- a requirement to effectively manage liquidity and longer term cash flow requirements;
- amendment to TMP1 to address ESG policy within the treasury management risk framework;
- amendment to the knowledge and skills register for individuals involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each council;

- a new requirement to clarify reporting requirements for service and commercial investment, (especially where supported by borrowing/leverage).

In addition, all investments and investment income must be attributed to one of the following three purposes: -

Treasury management

Arising from the organisation's cash flows or treasury risk management activity, this type of investment represents balances which are only held until the cash is required for use. Treasury investments may also arise from other treasury risk management activity which seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.

Service delivery

Investments held primarily and directly for the delivery of public services including housing, regeneration and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is "either related to the financial viability of the project in question or otherwise incidental to the primary purpose".

Commercial return

Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to a council's financial capacity – i.e., that 'plausible losses' could be absorbed in budgets or reserves without unmanageable detriment to local services. An authority must not borrow to invest primarily for financial return.

As this Treasury Management Strategy Statement and Annual Investment Strategy deals solely with treasury management investments, the categories of service delivery and commercial investments will be dealt with as part of the Capital Strategy report. However, as investments in commercial property have implications for cash balances managed by the treasury team, it will be for each authority to determine whether they feel it is relevant to add a high level summary of the impact that commercial investments have, or may have, if it is planned to liquidate such investments within the three year time horizon of this report, (or a longer time horizon if that is felt appropriate).

Members will be updated on how all these changes will impact our current approach and any changes required will be formally adopted within the 2023/24 Treasury Management Strategy report.

Appendix 5

Economic Update

At its 16 December meeting, the Monetary Policy Committee (MPC) voted 8-1 to raise Bank Rate by 0.15% from 0.10% to 0.25% and unanimously decided to make no changes to its programme of quantitative easing purchases due to finish in December 2021 at a total of £895bn.

The MPC disappointed financial markets by not raising Bank Rate at its November meeting. Until Omicron burst on the scene, most forecasters, therefore, viewed a Bank Rate increase as being near certain at this December meeting due to the way that inflationary pressures have been comprehensively building in both producer and consumer prices, and in wage rates. However, at the November meeting, the MPC decided it wanted to have assurance that the labour market would get over the end of the furlough scheme on 30th September without unemployment increasing sharply; their decision was, therefore, to wait until statistics were available to show how the economy had fared at this time.

On 10 December we learnt of the disappointing 0.1% rise in GDP in October which suggested that economic growth had already slowed to a crawl even before the Omicron variant was discovered in late November. Early evidence suggests growth in November might have been marginally better. Nonetheless, at such low rates of growth, the government's "Plan B" COVID-19 restrictions could cause the economy to contract in December.

On 14 December, the labour market statistics for the three months to October and the single month of October were released. The fallout after the furlough scheme ended on 30 September, (about one million people were still on furlough), was smaller and shorter than the Bank of England had feared: unemployment did not increase hugely in October. Indeed, vacancies rose to a record 1.219m in the three months to November showing there were acute shortages of labour.

These figures by themselves, would probably have been enough to give the MPC the assurance that it could press ahead to raise Bank Rate at this December meeting. However, the advent of Omicron in late November potentially threw a spanner into the works as it poses a major headwind to the economy which, of itself, will help to cool the economy. The financial markets, therefore, swung round to expecting no change in Bank Rate.

For the second month in a row, the MPC blind-sided financial markets, this time with a surprise increase in Bank Rate from 0.10% to 0.25%. What's more, the hawkish tone of comments indicated that the MPC is now concerned that inflationary pressures are indeed building and need concerted action by the MPC to counter. This indicates that there will be more increases to come with financial

markets predicting 1% by the end of 2022. The 8-1 vote to raise the rate shows that there is firm agreement that inflation now poses a threat, especially after the CPI figure hit a 10-year high. The MPC commented that "there has been significant upside news" and that "there were some signs of greater persistence in domestic costs and price pressures".

On the other hand, it did also comment that "the Omicron variant is likely to weigh on near-term activity". But it stressed that at the November meeting it had said it would raise rates if the economy evolved as it expected and that now "these conditions had been met". It also appeared more worried about the possible boost to inflation from Omicron itself. It said that "the current position of the global and UK economies was materially different compared with prior to the onset of the pandemic, including elevated levels of consumer price inflation". It also noted the possibility that renewed social distancing would boost demand for goods again, (as demand for services would fall), meaning "global price pressures might persist for longer".

As for the timing of the next increase in Bank Rate, the MPC dropped the comment from November's statement that Bank Rate would be raised "in the coming months". That may suggest another rise is unlikely at the next meeting in February and that May is more likely. However, much could depend on how adversely, or not, the economy is affected by Omicron in the run up to the next meeting on 3 February. Once 0.50% is reached, the Bank would act to start shrinking its stock of QE, (gilts purchased by the Bank would not be replaced when they mature).

The MPC's forward guidance on its intended monetary policy on raising Bank Rate versus selling (quantitative easing) holdings of bonds is as follows: -

1. Placing the focus on raising Bank Rate as "the active instrument in most circumstances".
2. Raising Bank Rate to 0.50% before starting on reducing its holdings.
3. Once Bank Rate is at 0.50% it would stop reinvesting maturing gilts.
4. Once Bank Rate had risen to at least 1%, it would start selling its holdings.

COVID-19 vaccines have been the game changer which had enormously boosted confidence that life in the UK could largely return to normal during the second half of 2021 after a third wave of the virus threatened to overwhelm hospitals in the spring. The

bursting onto the scene of the Omicron mutation at the end of November had threatened to cancel the Christmas holidays, but the Government decided not to impose more severe restrictions in the hope that this mild, but highly contagious variant, would not overwhelm hospitals. The big question is whether further mutations of the virus could develop which render current vaccines ineffective, as opposed to how quickly vaccines can be modified to deal with them and enhanced testing programmes be implemented to contain their spread.

In the US, during the first part of the year, US President Biden's, and the Democratic party's, determination to push through a \$1.9trn (equivalent to 8.8% of GDP) fiscal boost for the US economy as a recovery package from the Covid pandemic was what unsettled financial markets. However, this was in addition to the \$900bn support package already passed in December 2020. Financial markets were alarmed that all this stimulus was happening at a time when: -

1. A fast vaccination programme has enabled a rapid opening up of the economy.
2. The economy has been growing strongly during 2021.
3. It started from a position of little spare capacity due to less severe lockdown measures than in many other countries.
4. And the Fed was still providing stimulus through monthly QE purchases.

It was not much of a surprise that a combination of these factors would eventually cause an excess of demand in the economy which generated strong inflationary pressures. This has eventually been recognised by the Fed at its recent December meeting with an aggressive response to damp inflation down during 2022 and 2023.

At its 3 November meeting, the Fed decided to make a start on tapering its \$120bn per month of QE purchases so that they ended next June. However, at its 15 December meeting it doubled the pace of tapering so that they will end all purchases in February. These purchases are currently acting as downward pressure on treasury yields and so it would be expected that Treasury yields will rise over the taper period, all other things being equal. It also forecast that it expected there would be three rate rises in 2022 of 0.25% from near zero currently, followed by three in 2023 and two in 2024, taking rates back above 2% to a neutral level for monetary policy.

In the Eurozone, the European Central Bank (ECB) joined with the Fed by also announcing on 16 December that it will be reducing its QE purchases - by half from October 2022, i.e., it will still be providing significant stimulus via QE purchases during the first half of 2022. Although headline inflation reached 4.9% in November, over half of that was due to energy but oil and gas prices are expected to fall sharply after the winter. As overall inflation will fall back sharply

during 2022, it is likely that the ECB will leave its central rate below zero, currently -0.50%, over the next two years. The main struggle that the ECB has had in recent years is that inflation has been doggedly anaemic in sticking below its target rate of 2% despite all the ECB's major programmes of monetary easing by cutting rates into negative territory and providing QE support.

In China, the pace of economic growth has now fallen back after the initial surge of recovery from the pandemic and China has been struggling to contain the spread of the Delta variant through using sharp local lockdowns - which depress economic growth. However, with Omicron having now spread to China and being much more easily transmissible, this strategy of sharp local lockdowns to stop the virus may not prove so successful in future; this strategy poses a potential renewed threat to world supply chains. The People's Bank of China made a start in December 2021 on cutting its key interest rate to encourage flagging economic growth.

A summary overview of the future path of Bank Rate

- In December 2021, the Bank of England became the first major western central bank to put interest rates up in this upswing in the current business cycle in western economies as recovery progresses from the Covid recession of 2020.
- The next increase in Bank Rate could be in February or May, dependent on how severe an impact there is from Omicron.
- If there are lockdowns in January, this could pose a barrier for the MPC to putting Bank Rate up again as early as 3rd February.
- With inflation expected to peak between 5 and 6% in April, the MPC may want to be seen to be active in taking action to counter inflation on 5th May, the release date for its Quarterly Monetary Policy Report.
- However, rising gas and electricity prices last October and next April and increases in other prices caused by supply shortages and increases in taxation next April, are already going to deflate consumer spending power without the MPC having to take any action on Bank Rate to cool inflationary pressures.
- On the other hand, consumers are sitting on around £160bn of excess savings left over from the pandemic so when will they spend this sum, in part or in total?
- The December 2021 MPC meeting was more concerned with combating inflation over the medium term than supporting economic growth in the short term.
- Bank Rate increases beyond May are difficult to forecast as inflation is likely to drop sharply in the second half of 2022.

- However, the MPC will want to normalise Bank Rate over the next three years so that it has its main monetary policy tool ready to use in time for the next downturn; all rates under 2% are providing stimulus to economic growth.
- We have put year end 0.25% increases into Q1 of each financial year from 2023 to recognise this upward bias in Bank Rate - but the actual timing in each year is difficult to predict.
- Covid mutations remain a major potential downside threat in all three years as we are likely to get further mutations. How quickly can science come up with a mutation proof vaccine, or other treatment, – and for them to be widely administered around the world?

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<u>Committee and Date</u>
Council 24 th February 2022

<u>Item</u>
<u>Public</u>

Paper v Digital Agendas

Responsible Officer

Tim Collard
Interim Assistant Director – Legal and Democratic Services

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1. Synopsis

This report considers the proposal to significantly limit the provision of paper copies of meeting agendas and reports and the continuation of live streaming of meetings.

2. Executive Summary

- 2.1. The Council can legally hold paperless meetings and this is in line with the Council’s Organisational Principles. The benefits are:
- it reduces our carbon footprint;
 - it improves access to and the retrieval of data at any time;
 - it improves security; and
 - saves valuable time and resources.
- 2.2. The Council continues to live stream meetings following the return to face to face meetings in May 2021. There are significant benefits and a public expectation to continue doing so.

3. Recommendations

- 3.1. Council is recommended:
- 3.1.1. to agree that paper copies of agendas and reports should not routinely be provided for meetings and IT support will be provided to enable Members to access digital copies of agendas and reports subject to:
- (a) any specific requests by Members for a paper copy of the summons for a meeting to be posted to their home address.

- (b) any specific requests by Chairs of Committees for a paper copy of the agenda but not the full set of reports where a second screen is available when chairing the meeting.
- (c) Copies of reports provided to members will be recorded and costs and carbon savings published annually.

3.1.2. To agree to amend paragraph 9.2 of Part of the Councils Constitution as follows:

"9.2 Contents of the Summons

The Summons will give the date, time and place of each meeting and specify the business to be transacted. When sent electronically it will be accompanied by such reports as are available. When sent by post, such reports as are available will be sent separately by electronic means unless agreed by the Assistant Director of Legal and Democratic Services that they should be provided in paper form.

3.2. to agree that meetings of Council, Cabinet and committees should continue to be live streamed in accordance with the processes that have been in place since the return to face to face meetings in May 2021

REPORT

4. Risk Assessment and Opportunities Appraisal

4.1. The recommendations in this report are compatible with the Human Rights Act 1998. There are no direct adverse equalities or environmental consequence arising from this report. Reduction of paper reports reduces the risk of inadvertent disclosure of confidential information in exempt reports. Live streaming meetings has the potential to increase transparency of and access to meetings for those who might have protected characteristics that mean it is harder to attend physical meetings. Climate change implications are considered below.

5. Financial Implications

5.1. Reducing the use of paper reports saves the costs of paper and printing as set out in Appendix 2 to this report. It also saves on staff time, and postage, as well as disposal costs. Some staff time will be required on an on-going basis to support Members in improving IT skills to make the most of using digital reports, but no new additional staff resource is considered necessary.

5.2. Live streaming meetings does not have obvious financial benefits to the Council and does take IT staff time. To facilitate effective streaming main meeting rooms need appropriate IT infrastructure which is already in place in some. Upgrading the Council Chamber to this level and to continue to use it effectively as a meeting space would cost an additional £80,000 but

much of it could be utilised in any future civic space. Some saving may be made in members expenses if Members who do not have to be present in a meeting but otherwise might have wanted to attend to observe can do so via a live stream instead of travelling to attend in person. Avoiding the need to travel does have financial benefits for others including the press and public.

6. Climate Change Appraisal

- 6.1 *Energy and fuel consumption:* The paper, printing and distribution of printed material associated with Council agendas and meetings has a significantly higher carbon footprint than the electronic email equivalent. Research suggests that Standard postal letters have an average carbon footprint of around 30g, so distributing large amounts of paper such as a meeting agenda and papers (up to 200 sheets of paper) could generate a footprint of several kilograms for each member for each meeting. Whilst text-only emails generate a carbon footprint of only 4g, the inclusion of multiple attachments can increase this significantly to around 50g. The overall footprint of emailing meeting agendas and papers is therefore considerably less than the postal equivalent.
- 6.2 Virtual meetings also generate significant carbon savings. Travel analysis suggests that each virtual full Council meeting can save over 0.5 tonnes of carbon from avoided travel in private cars from home addresses to Shrewsbury. For councillors not members of a specific committee, they have the option to view the live stream rather than travelling to the meeting, and it is estimated that if 10% of members did this, it would save approximately 50kg of carbon per meeting. Reducing the demand for in person attendance by the public and press at meetings by the availability of live streaming will also generate carbon savings.
- 6.3 *Renewable energy generation:* Electronic distribution of meeting agendas and virtual meetings are not expected to have any direct implications for the generation of renewable energy;
- 6.4 *Carbon offsetting or mitigation:* Electronic distribution of meeting agendas and virtual meetings are not expected to have any direct implications for the capture and storage of carbon to mitigate the effects of climate change, separate to those already being developed as part of the implementation of the Council's corporate climate strategy;
- 6.5 *Climate Change adaptation:* Electronic distribution of meeting agendas and virtual meetings will enhance the extent to which Council services are resilient in the face of the challenges of more extreme weather events by limiting dependence on postal services and reducing the need to travel.

7. Background

- 7.1. In 2020, the Council's senior leadership team developed ten organisational principles which were endorsed by Cabinet before the May 2021 elections and have been enthusiastically adopted by the new Cabinet and the Leader. Among those were "make digital the preferred way to work", "consider the impact of our activities on the climate" and "provide value for money". With these in mind efforts are ongoing to reduce reliance on paper across the organisation. This is a principle not a policy decision, but

we could work towards this becoming a policy as part of our response to our declared Climate Change Emergency.

- 7.2. So far as Council reports are concerned this is not a new aspiration. The former Shrewsbury and Atcham Borough Council had developed an incremental approach to moving to paperless meetings and from 2006 were sending reports to members via email and laptops and display screens in meetings to reduce reliance on paper. Shropshire County Council was reducing the circulation of paper copies beyond immediate attendees since 2005. Other Councils are also embracing this direction of travel – see Appendix 2.
- 7.3. The impact of printing on paper is huge; in 2019 the Council printed 7,900,813 sides of paper. Since the increased use of digital methods and new ways of working over the pandemic this reduced to 2,900,635, a decrease of 63%. Printed committee reports are, at best, referred to a number of times and stored for future reference, and at worst, not read and disposed of (and may not even be recycled). Staff time is taken up printing, despatching and then collecting up and disposing of paper copies. This has a time and cost effect. Where reports include exempt items there is also a clear risk to confidentiality in that paper copies can and have been left in insecure locations.
- 7.4. The Council has invested significant sums to provide new IT platforms and usable IT kit which will enable sustainable solutions to Council business in a rural authority to be provided in the future. All Members have up to date laptops and were all offered second screens so they have effective IT work stations, and power packs to ensure access is maintained for longer meetings. In meetings second screens are being provided for those chairing. Nevertheless, the impact of our activities on climate change can be aided by the wholesale adoption of new practices.
- 7.5. Council reports are being changed. The focus is on shorter, focussed reports viewable with ease on laptops and other digital devices. Reports viewed digitally as PDFs can be annotated and highlighted in a number of ways. Training will be provided to enable Members and Officers to annotate, highlight, query and question reports for their own purposes. These notes and annotations can then be stored for the individuals' future reference. Viewing reports digitally allows users to make the text larger to aid viewing.
- 7.6. As Members are aware, when the pandemic hit, changes were made to legislation to allow Council meetings and Committee meetings to take place virtually until May 2021. By live streaming the meetings it was possible to view them virtually, meaning members of the public could view the business of the Council from wherever they were without the need to travel. When face to face meetings resumed because the legislation allowing them not to be face to face expired, the Council continued to live stream the meetings. This enabled access meetings while numbers present were physically limited due to pandemic restrictions, and social distancing room limits.

8. Additional Information

- 8.1. Legally Councils may hold entirely paperless meetings. In 2015 new legislation (Local Government (Electronic Communications) (England) Order 2015) was introduced meaning that Councils are now be able to hold entirely paperless committee meetings. The explanatory memorandum to that Order confirmed members could still request a copy of the summons only in paper and that each Authority should decide with their members what works best for them. Since 2015, the use of electronic methods of communication and doing business, and the need to reduce costs and waste have increased.
- 8.2. The legal requirements regarding meeting papers are set out in Appendix 1 to this report. As stated, members may still request a copy of a meeting summons in paper form. By law, the summons need only “specify the business to be transacted” (i.e. the agenda) and this does not include copies of all the reports, although reports do have to be open to inspection at the offices of the Council. Legally, copies of reports can be requested subject to payment of a fee.
- 8.3. The Council’s Constitution at paragraph 9.2, Part 4 (Council Procedure Rules) sets out that a meeting Summons will be accompanied by such reports as are available. This is not a legal requirement and therefore to support the approach in this report it is recommended that the Constitution is amended to state that reports will be provided electronically unless specifically agreed by the Assistant Director Legal and Democratic Services.
- 8.4. IT support is in place for Members, and this includes a separate phone number for Members and IT business partners who have assisted throughout the pandemic as we have all made significant progress adapting to new technologies including a year of holding solely virtual meetings. This is an achievement by all concerned that would have seemed unthinkable 2 years ago. Placed in this context, relying on digital papers for meetings is a logical progression. Using digital technologies to access papers gives Members more experience of new technologies, increases skills and understanding of technology and how it can transform service delivery. Further support and training can be given for those who need it about how to access and manipulate documents in PDF format so the Members can open individual documents on the agenda separately, read, make notes, highlight and tab digital documents just as you would on a paper copy. While solely virtual decision taking meetings are no longer legally possible after the temporary legislation expired in May 2021 progress with the use of digital technologies can continue. Indeed, national government conducted a call for evidence in early 2021 in order to consider the pros and cons of making the provision allowing for virtual meetings to be permanent. To date it is not apparent that further proposals have yet been made.
- 8.5. The costs of providing paper copies of reports are not insignificant. Appendix 2, Table A sets out the estimated annual costs of printing reports for all the committees of the Council. This does not take account of the costs of the staff time arranging printing and posting, or the costs

and time taken to collect up and dispose of reports after meetings. Nor does it include any printing of reports by members themselves. Since July 2021 requests for paper copies of report packs have been monitored and this is set out in Appendix 2, Table B. As can be seen the requests are from a relatively small minority of Members aside from the Chairs of meetings. It is considered that where Chairs feel they need a paper agenda to Chair effectively, this could be provided so they can use their screens to view the reports. However, moving forward a full paper copy of the reports should not be routinely provided for Chairs.

- 8.6. Some research has been undertaken into the approach being taken by other Councils. Where reports referencing the issue were located, they were considered and some recorded meetings were viewed to get a sense of how Councils are working. That information is set out in Appendix 2, Table C. It is apparent that there is significant disparity at present but generally there appears to be a clear direction of travel towards a paperless approach for reasons including cost, time and carbon reduction, and Shropshire Council has the opportunity to be at the forefront of this.
- 8.7. The Council has continued live streaming meetings since May 2021. It is not currently a legal requirement to do so. However, it is considered that this has several benefits. It is transparent and enables the public to view the meeting from wherever they are and so reduces the need to travel. This is particularly beneficial in a large rural county like Shropshire. It is recognised that there are areas of the county where the broadband is less good but it is still possible for residents to travel to somewhere to access broadband that is closer to them without travelling to Shirehall to attend a meeting in person. While Shirehall is not open to the public, live streaming reduces the demand for in-person attendance making managing attendees less onerous for facilities and democratic services staff. While covid-19 continues to pose a risk and public health advice is to limit contact, fewer numbers attending meetings reduces the risk for those Members and staff who do have to be physically present. Wherever a meeting is held there will always be some limits on the numbers who can attend in person because of the constraints of the venue, regardless of covid or other limiting factors. Ensuring meetings are live streamed maximises the numbers who can see and hear the business of the Council being conducted regardless of any physical constraints of the location of the meeting.
- 8.8. While there may be some concerns about streaming of meetings being available on the internet, members are elected to public office, their names and photographs are available publicly in any event and members of the public do already have the right to record and film meetings. The Council has demonstrated that it has the capability to live stream meetings, this is plainly adding to transparency and arguably the public may now have a legitimate expectation that this should continue. It is recognised that where a meeting is expected to be livestreamed, if there are technical difficulties with doing so, the meeting may need to be delayed to avoid prejudice being caused to those who would otherwise have travelled to attend. It is considered that in the event that it is not immediately possible to live stream the meeting those viewing/listening remotely but not directly participating would not be prejudiced so long as a recording of the meeting is made available on the Council's website shortly thereafter.

9. Conclusions

- 9.1. There are significant positive benefits from reducing reliance on paper reports and agendas in meetings in line with the Council's organisational principles. Members and officers have the necessary IT equipment and support to enable them to access the material necessary to participate in meetings. Accordingly, this should be endorsed by Council as the preferred approach in line with the recommendations of this report.
- 9.2. Live streaming also has significant positive benefits and ensures transparency for the public and as such should be supported and maintained in the future.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Cabinet Member (Portfolio Holder) Rob Gittins

Local Member: All

Appendices

Appendix 1: Legal requirements - meeting agendas and reports

Appendix 2: Background Information

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APPENDIX 1 – Legal requirements - meeting agendas and reports

Local Government (Electronic Communications) (England) Order 2015

Regulation 2.— Amendments to the Local Government Act 1972

(1) *Schedule 12 to the Local Government Act 1972 (meetings and proceedings of local authorities) is amended as follows.*

(2) *In paragraph 4 (principal councils), after sub-paragraph (1) insert —*

“(1A) Five clear days at least before a meeting of a principal council in England—

(a) notice of the time and place of the intended meeting shall be published at the council's offices and, where the meeting is called by members of the council, the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting; and

(b) a summons to attend the meeting, specifying the business proposed to be transacted at the meeting, and authenticated by the proper officer of the council, shall be sent to every member of the council by an appropriate method.

(1B) In sub-paragraph (1A)—

(a) “authenticated” means signed or otherwise authenticated in such manner as the proper officer thinks fit; and

(b) the reference to sending the summons to a member by an appropriate method is to—

(i) leaving it at, or sending it by post, to the member's usual place of residence, or

(ii) where the member has specified an address other than the member's usual place of residence, leaving it at, or sending it by post, to that different address, or

(iii) where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address.”

Local Government Act 1972

Section 100B - Access to agenda and connected reports.

(1) *Copies of the agenda for a meeting of a principal council and, subject to subsection (2) below, copies of any report for the meeting shall be open to inspection by members of the public at the offices of the council in accordance with subsection (3) below.*

...

(3) *Any document which is required by subsection (1) above to be open to inspection shall be so open at least five clear days before the meeting, except that—*

(a) where the meeting is convened at shorter notice, the copies of the agenda and reports shall be open to inspection from the time the meeting is convened, and

(b) where an item is added to an agenda copies of which are open to inspection by the public, copies of the item (or of the revised agenda), and the copies of any report for the meeting relating to the item, shall be open to inspection from the time the item is added to the agenda;

but nothing in this subsection requires copies of any agenda, item or report to be open to inspection by the public until copies are available to members of the council.

...

(6) *Where a meeting of a principal council is required by section 100A above to be open to the public during the proceedings or any part of them, there shall be made available for the use of members of the public present at the meeting a reasonable number of copies of the agenda and, subject to subsection (8) below, of the reports for the meeting.*

(7) *There shall, on request and on payment of postage or other necessary charge for transmission, be supplied for the benefit of any newspaper—*

(a) a copy of the agenda for a meeting of a principal council and, subject to subsection (8) below, a copy of each of the reports for the meeting;

(b) such further statements or particulars, if any, as are necessary to indicate the nature of the items included in the agenda; and

(c) if the proper officer thinks fit in the case of any item, copies of any other documents supplied to members of the council in connection with the item

Section 100D.— Inspection [and publication] of background papers.

(1) *(b) [in relation to a principal council in England,] at least one copy of each of the documents included in that list shall also be open to inspection at the offices of the council*

...

(2) *Where a copy of any of the background papers for a report is required by subsection (1) above to be open to inspection by members of the public, the copy shall be taken for the purposes of this Part to be so open if arrangements exist for its production to members of the public as soon as is reasonably practicable after the making of a request to inspect the copy.*

Section 100F - Additional rights of access to documents for members of principal councils.

- (1) *Any document which is in the possession or under the control of a principal council and contains material relating to any business to be transacted at a meeting of the council or a committee or sub-committee of the council shall, subject to subsections (2) to (2E) below, be open to inspection by any member of the council.*

(NB exempt info is excluded)

Section 100H

- (2) *[In relation to a principal council in England, where] a document is open to inspection by a person under any provisions of this Part, the person may, subject to subsection (3)*-*
- (a) *make copies of or extracts from the document, or*
- (b) *require the person having custody of the document to supply to him a photographic copy of or of extracts from the document, upon payment of such reasonable fee as may be required for the facility.*

...

- (4) *If, without reasonable excuse, a person having the custody of a document which is required by section 100B(1), 100C(1) or 100EA(2) above to be open to inspection by the public—*
- (a) *intentionally obstructs any person exercising a right conferred by this Part to inspect, or to make a copy of or extracts from, the document, or*
- (b) *refuses to furnish copies to any person entitled to obtain them under any provision of this Part,*
- he shall be liable on summary conviction to a fine not exceeding level 1 on the standard scale.*

- (7) *The rights conferred by this Part to inspect, copy and be furnished with documents are in addition, and without prejudice, to any such rights conferred by or under any other enactment.*

* subs 3 relates to not infringing copyright

Schedule 12 – paragraph 4 (as amended)

4 -

- (1) *Meetings of a principal council shall be held at such place, either within or without their area, as they may direct.*

(1A) Five clear days at least before a meeting of a principal council in England—

(a) notice of the time and place of the intended meeting shall be published at the council's offices and, where the meeting is called by members of the council, the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting; and

(b) a summons to attend the meeting, specifying the business proposed to be transacted at the meeting, and authenticated by the proper officer of the council, shall be sent to every member of the council by an appropriate method.

(1B) In sub-paragraph (1A)—

(a) "authenticated" means signed or otherwise authenticated in such manner as the proper officer thinks fit; and

(b) the reference to sending the summons to a member by an appropriate method is to—

(i) leaving it at, or sending it by post, to the member's usual place of residence, or

(ii) where the member has specified an address other than the member's usual place of residence, leaving it at, or sending it by post, to that different address, or

(iii) where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address.

Appendix 2 – Background Information

A. Estimated Annual Printing Costs per Committee

<u>Committee</u>	<u>Av. No. pages</u>	<u>Cost per page</u>	<u>Total Cost</u>	<u>No. of Cllrs</u>	<u>Cost of printing for all Cllrs</u>	<u>No. of mtngs per year</u>	<u>Total printing costs</u>	<u>Est. annual postage costs</u> £2023
Council	351	£0.03	£10.53	74	£779.22	5	£3,896.10	£387
Cabinet	220	£0.03	£6.60	9	£59.40	15	£891.00	£379
Southern Planning	195	£0.03	£5.85	11	£64.35	12	£772.20	£271
Northern Planning	145	£0.03	£4.35	11	£47.85	12	£574.20	£68
People Scrutiny	30	£0.03	£0.90	10	£9.00	6	£54.00	£96
HASC	38	£0.03	£1.14	10	£11.40	6	£68.40	£96
Communities	73	£0.03	£2.19	10	£21.90	6	£131.40	£123
PMSC	85	£0.03	£2.55	10	£25.50	6	£153.00	£123
Place Overview	94	£0.03	£2.82	10	£28.20	6	£169.20	£123
Strat Licensing	121	£0.03	£3.63	15	£54.45	4	£217.80	£72
Audit	189	£0.03	£5.67	5	£28.35	5	£141.75	£103
Pensions	203	£0.03	£6.09	9	£54.81	4	£219.24	
							£7,288.29	£3,864

Estimated annual carbon(CO2e) for paper and postage per year: **1.5 tonnes**

B. Requests for paper copies since end July 2021

<u>Committee</u>	<u>Date</u>	<u>No. of requests for papers</u>	<u>Pages per Agenda</u>	<u>Total pages</u>	<u>% reduction on total that could be used</u>	<u>Estimated Postage*</u>	<u>Notes</u>
Audit	30/07/21	2	304	608	60%	£7.36	Chair +1
Southern Planning	10/08/21	2	284	568	82%	£7.36	Chair +1

Place Overview	04/08/21	1	40	80	90%	£1.60	Chair
Northern Planning	31/08/21	2	180	360	82%	£2.87	Chair +1
Southern Planning	07/09/21	1	60	60	91%	£1.60	Chair
						£1.60	Chair +1 (laptop issue)
PMSC Place Overview	08/09/21	2	40	80	80%	£1.60	Chair
	17/09/21	1	50	50	90%	£27.35	Chair +2 Cllrs +3 ext. attendees
Pensions Southern Planning	17/09/21	6	624	3744	33%	£2.05	Chair Collected from SH, posted (x1) or sent via library Service
	20/09/21	1	158	158	91%		
Council Northern Planning	23/09/21	10	150	1500	86%	£2.05	
	28/09/21	2	129	258	82%	£2.05	Chair +1
Northern Planning	25/10/21	1	132	132	91%	£2.05	1 Cllr
Place Overview	25/10/21	1	26	26	90%	£1.14	Chair
Place Overview	11/11/21	1	52	52	90%	£1.60	Chair
Licensing Act Sub	12/11/21	1	22	22	67%	£1.14	1 Cllr
Standards Sub	15/11/21	1	174	174	67%	£2.87	1 Cllr
Northern Planning	23/11/21	4	64	256	64%	£4.80	Chair +3
						£4.10	Chair +Vice-Chair
Southern Planning	30/11/21	2	164	328	82%		
Council	13/01/22	10	238	2380	86%	£10.25	
						£18.40	Chair+ 2 Cllrs +4 ext. attendees
Pensions Committee	17/01/22	7	301	2107	22%		
				12,943		£103.84	
Totals							

*postage estimate reduced where it is known papers were collected or delivered by other methods.

Since July 2021:

Estimated carbon for paper and postage (CO2e) to date: **67kg**

C. Other Councils' approach

Council	Source	Quote/ evidence/comment
<u>Herefordshire</u>	https://www.herefordshire.gov.uk/elections-1/become-herefordshire-councillor/6 Web page	<i>"An objective of the council is to limit the volume of paper we use and the amount of printing we do. Councillors are expected to use their IT equipment to access agendas and papers for council meetings."</i>
<u>Cheshire East</u>	Cheshire East council corporate policy committee 6 th July 2021 Cheshire East Council Corporate policy committee 8 th June 2021 CEC Public reports pack 05052020 Cabinet	<i>"Reduction in print, postage, and stationary budget for Revenues"</i> <i>"The Monitoring Officer shall give notice of meetings and distribute agendas to all members of the Committee or Sub-Committee. Agendas will be made available to members by electronic means and a paper copy can be supplied when requested from the Head of Democratic Services and Governance."</i> <i>"Members of Council, decision-making and other bodies will be provided with electronic copies of agenda papers, and a written request may be made to the Head of Democratic Services and Governance for paper copies."</i> <i>"Become 100% paperless." – "CEC will be Carbon Neutral by 2025"</i>
<u>Bedford</u>	BEDFORD Climate change committee 16/11/2020 Carbon Reduction Delivery Strategy BEDFORD	<i>"To provide an update report on the councils' progress on Paperless Committee Meetings." "Continue the delivery of the digital transformation projects, to enable remote access to services online, to reduce printing and promote efficient use of services"</i>
<u>Luton</u>	LUTON - climate action plan	<i>"continue drive to reduce paper requirements for meetings and in correspondence with the public"</i>

	<p>Executive Meeting – 28/6/2021</p> <p>Development Management Committee 30/6/20/21</p> <p>Climate-change- action-plan Luton</p>	<p>Computers were in use, but some councillors/officers were using paper documents.</p> <p>Large use of paper noted, but officers were using digital</p> <p><i>“continue drive to reduce paper requirements for meetings and in correspondence with the public”</i></p>
<u>Cornwall</u>	<p>Full Council Meeting July 2021</p> <p>https://www.cornwalllive.com/news/cornwall-news/cornwall-council-declared-climate-emergency-3365272</p>	<p>Noted majority (of councillors) without paper copies, showing the only councillors who have them are on request or for medical reasons.</p> <p>Cornwall was criticized by a news agency about the irony of their extensive paper use during a paper use reduction climate emergency meeting.</p>
<u>Worcestershire</u>	<p>FOI document available</p>	<p>Paper copies of agenda packs are provided to members of each committee\Cabinet only; other members receive a link to the details and reports for the meeting by e-mail</p> <p>a paper copy of the agenda for each meeting open to the public is provided in each meeting for perusal.</p> <p>Council officers generally do not receive paper copies of agendas. There are a couple of exceptions e.g. Monitoring Officer has a paper copy of the Council agenda to use at the meeting</p>
<u>Isle Of Wight</u>	<p>Transparency - June 2021 - Isle of Wight</p> <p>Corporate plan 2019.2022- Isle of wight</p>	<p>At `Full Council - 21 July 2021` and `Cabinet - 15 July 2021` a significant number of councillors were not in possession of a computer and were using paper. Unclear if the papers used were full agendas, it shows a minimal amount of restrictions in place over their use in meetings.</p> <p><i>“We will need to maximise the use of digital technology in the workplace and Island wide”</i></p>

<p><u>North Somerset</u></p>	<p>North Somerset Council Corporate Plan 2020-2024</p> <p>Council, Monday 19 July 2021</p>	<p><i>"New and emerging technologies are harnessed effectively to deliver efficient and good quality services. The council is well on the way to 'paperless' and 'cashless' operation and is beginning to make use of robotic and artificial intelligence"</i></p> <p>Council has stated it is a 'priority' to achieve a paperless council as a way to save on costs and on the environment</p> <p>From viewing the meeting appears as identical council assigned iPads' as well as notebooks among the councillors and physical copies of larger documents in possession of the chairman.</p>
<p><u>Northumberland</u></p>	<p>Council 26 May 2021</p> <p>Audit Committee 28 Jul 2021</p> <p>Cabinet 3 Aug 2021</p>	<p>In this meeting it is clearly seen that all present (officers and councillors) have been provided large documents, and few use (officers, chairman and solicitor) computers/digital, those with computers also had paper documents.</p> <p>Pre-prepared documents to distribute were seen</p> <p>Wider use of computers, but multiple officers and councillors possessed large documents</p>
<p><u>Rother District Council</u></p>	<p>https://www.rother.gov.uk/news/will-you-make-your-own-paperless-pledge/</p> <p>web page</p> <p>RotherEnvironment Strategy2020-2030</p>	<p>a 'Paperless Pledge' – a promise that Climate Change Steering Group Members would no longer receive printed materials unless they specifically required them for issues such as health or poor eyesight</p> <p>Rother District Council states it has removed all but essential paper from the council</p> <p><i>"Whilst the focus is to reduce overheads, the added benefit is the identified reduction in paper, printing and postage"</i></p> <p><i>" 83,000 sheets of paper would be saved"</i></p>
<p><u>East Riding of Yorkshire</u></p>	<p>Council 28 July 2021</p> <p>Standards Committee 27 July 2021</p>	<p>No use of computers noted - all present with paper documents.</p>
<p><u>Solihull</u></p>	<p>Council Meeting 6 July 2021</p> <p>Full Cabinet 17 June</p>	<p>Mixed use of paper and computer</p>

	Corporate Management Solihull digital strategy	(Virtual meeting) majority use of computers, but equal amount of those present had paper documents
<u>Warrington</u>		When using virtual meeting format, multiple committees, full council and cabinet, most councillors seem to be 'working from home', as such there is no council distributed documents seen. Dated back to July 2020 to July 2021
<u>Bath & North East Somerset</u>	Council - Thursday 22 July 2021 Cabinet Meeting 20.07.21	Apart from the mayor/chairman all councillors use digital with some using paper for notes or information individually
<u>South Gloucestershire</u>	SG climate change strategy, Cabinet Monday, 12th July 2021	"The council has a paper purchasing policy that requires that all paper bought contains at least 75% post consumer recycled materials. Currently the paper purchased is 80% recycled" – outdated but still in effect Majority use of digital with a select few having reports/agendas, likely upon request.
<u>Stockport</u>	https://www.stockport.gov.uk/can-climate-strategy-stockport/can-council-can web page	<i>"encourage our staff to change behaviour by reducing the resources they use such as energy, fuel and materials. For example, we will aim to reduce the paper we use by 50% by 2025. To encourage behaviour change we'll have measures such as carbon reduction competitions and climate action days to promote awareness"</i>
<u>Central Bedfordshire</u>	https://www.centralbedfordshire.gov.uk/info/122/climate-change/672/climate-change-tackling-it-and-our-strategy/2 web page	<i>"We have also recently made significant changes to the way we work; we have reduced paper usage by 30 per cent and car mileage by almost ten per cent in three years by using remote working and conference calls."</i> Enacted July 2019

<u>Warwick Council</u>	Warwick-Climate-Emergency-Action-31.1.2020	<i>"Reduce printing and paper waste through increase in digital systems and services"</i>
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<u>Committee and Date</u>
Council 24 th February 2022

<u>Item</u>
<u>Public</u>

Member and Public Questions Procedure

Responsible Officer

Tim Collard,
Interim Assistant Director Legal and Democratic Services

tim.collard@shropshire.gov.uk Tel: 01743 252756

1. Synopsis

This report presents some proposals from the Constitution Working Group to improve public and member question time at Council/Cabinet/Committee meetings.

2. Executive Summary

As a result of various concerns being raised that the public and member question time process needed to be reviewed, the Constitution Working Group (made up of the Leader and Deputy Leader of the Council and the other Group Leaders) considered various issues and have proposed a number of recommendations as set out below.

3. Recommendations

That Council approve the Proposed Recommendations with regard to Issues 1 – 9 as set out in Section 4 below and to delegate authority to the Monitoring Officer to make any necessary amendments to the Constitution

REPORT

4. Issues Considered by the Constitution Working Group

Issue 1 – lengthy public and member question time at meetings

Question time often takes up a large percentage of meeting time – reducing the opportunity a committee has to focus on its primary business.

The Group acknowledge the importance of striking a balance between this issue and the need to ensure both the public and members have ample opportunity to ask their questions. It was agreed that it would be sensible to set a word limit for questions and following a debate it was agreed that this should be set at a maximum of 250 words. There was concern expressed that if the word count was set lower than this it might lead to more petitions/protests.

Proposed Recommendation: That questions are subject to a word limit of 250

Issue 2 - lengthy multi-faceted questions

Questions submitted by both public and councillors are often multi-faceted and contain a large number of questions and a lengthy preamble. These have been generally accepted to date without challenge

Members of the Council and members of the public are allowed to submit up to two questions each – this sometimes means the limit of 6 is reached and others are prevented from asking a question.

A guide will be produced to assist the public and members in asking effective questions.

Proposed recommendation: The constitution is amended to clarify that only one question may be submitted per person per meeting and that any multi-part questions will be refused if they do not all relate clearly to the main topic.

Issue 3 – different deadlines / time available to prepare responses

Questions often arrive close to the current deadline of 48 hours before the meeting for members of the public or two clear working days for members. This is a very limited amount of time for responses to be prepared and approved and can be extremely demanding on officers, diverting them from their immediate priorities. It was acknowledged by the Constitution Working Group that it is permissible for the response to a question to be late because of the exceptional circumstances making it difficult to collate an answer to the question, that it will be provided at the

following meeting

The Group agreed that different deadlines for members of the public and members of the council cause confusion

Proposed recommendations:

- The new deadline for members of the council and members of the public is **3 clear working days ahead of the meeting (i.e not counting the day the question is received or the day of the meeting)** (It was further agreed that there should be an option to ask an urgent question on less notice in an emergency situation (subject to approval by the Chief Executive))
- If a question relates to a report on the agenda and the report is published late, questions should be accepted for up to 24 hours after the report is published.

Issue 4 – Asking questions in person

If a member of the public or council is not present either physically or online, to ask their question (which is often because of the pandemic) the current practice is for an officer to read the question out on their behalf. This is quite a staid and lengthy process with the same voice reading out multiple questions and quite contrary to the interactive process which public question-time is meant to be. This can take up a significant amount of time at a meeting on a topic that may only be of interest/significance to a few. Various options will be offered to public questioners such as attending the meeting in person, using MS Teams and/or phoning into the meeting and it will only be if none of those are practicable, that the question will be read out by an officer.

Where possible, questions (and where available, the answers) will be displayed on screens in the relevant meeting

Proposed recommendations:

- That access to the public question time part of the meeting via Teams be permitted to members of the public, for an initial trial period of 3 months which will be made permanent if no ICT security or other concerns emerge during this time.
- If a member of the public or a member of the council is not able to attend the meeting either remotely or in person, their question will be read out on their behalf by an officer. All questions and responses provided will be made available on the webpage for the meeting.

Issue 5 – sight of questions and answers before and after meetings

For Cabinet, Scrutiny, Pensions and Audit Committee meetings, some members ask to see the questions and the responses before the meeting. Often the latter are approved and finalised only minutes before the meeting due to the timescales involved.

Sometimes Portfolio Holders or Chairs do not use the prepared response and respond on an ad hoc basis meaning the questioner cannot access the written response.

Proposed recommendations:

- Questions received are appended to the webpage following the deadline for submission. The answers to be added as soon as possible.
- If an ad hoc response is given, the questioner is directed to the recording of the meeting in addition to the written question

Issue 6 – No log in one place of questions previously asked

Members and officers may find it useful to check whether a question has been asked previously but it is currently not easy to check without looking back at each meeting

Proposed recommendation: A list of all questions and supplementary questions and responses provided (from February 2022 onwards) is made available in one document on the Members' Gateway. Questions for each meeting to continue to be published on each web page for the benefit of the public.

Issue 7 – recording of supplementary questions

Proposed recommendation: Supplementary questions will be referred to in the minutes (although not recorded in detail) and the questioner directed to the recording of the meeting. If further information is promised for outside the meeting, this will be added to the log of questions raised on the Members' Gateway.

Issue 8 – dealing with in excess of 6 questions

If more than 6 questions are received for a meeting, deferment to next meeting (or an alternative meeting if more appropriate) or a written response is offered.

Proposed recommendation: If a written response is requested, the question is added to the question log on the member gateway so it is obvious when a response has been provided

Issue 9 – Vexatious Individuals and Vexatious Questions

Currently there is no explicit prohibition within the Council Procedure Rules to prevent individuals classed as vexatious (because of their contact with the Council) from nevertheless submitting public questions. In addition, the Rules do not reference how to treat a question which might reasonably be regarded as vexatious in itself. Whilst the position in such circumstances can be implied from the Unreasonably Persistent and Vexatious Customers Procedure, in the interests of clarity, it should be made explicit within the Rules.

Proposed recommendation: individuals classed as vexatious because of their contact with the Council should be barred from asking questions. Provision should also be made for questions deemed vexatious in themselves to be rejected.

5. Risk Assessment and Opportunities Appraisal

- 5.1. There is a risk attached to allowing members of the public into meetings which are live streamed. Officers will be able to mute or remove participants from a meeting where there is cause for concern.
- 5.2. Making the amendments proposed is an opportunity to refocus debates and improve the interactive nature of the process.

6. Financial Implications

There are no financial implications resulting from these recommendations.

7. Climate Change Appraisal

There are no climate change implications resulting from these recommendations.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Shropshire Council Constitution – Council Procedure Rules

Cabinet Member (Portfolio Holder)

Lezley Picton, Leader

Local Member

n/a

Appendices

none



Committee and Date

Council
24th February 2022

Item

Public

Members Allowances and Parental Leave for Councillors

**Responsible
Officer**

Tim Collard Interim Assistant Director, Legal and Democratic Services

e-mail: Tim.collard@shropshire.gov.uk Tel: 01743 258915

1. Synopsis

The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to "make" an Allowance Scheme before the beginning of each financial year. In addition, it is recommended that a Scheme for Parental Leave for Members is approved.

2. Executive Summary

- 2.1. The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to "make" an Allowance Scheme before the beginning of each financial year.
- 2.2. The Local Government Association has published a sample Policy to account for Parental Leave for Councillors which it proposed should be adopted.

3. Recommendations

- 3.1. That the current Members' Allowance Scheme, attached at Appendix 1, be approved.
- 3.2. That the Parental Leave Policy for Members, attached at Appendix 2, be approved.

REPORT

4. Risk Assessment and Opportunities Appraisal

- 4.1. The recommendations in this report, if approved, will have no impact on Children and Vulnerable Adults, Risk Management, Human Rights, Equalities, Community and other Consultation

5. Financial Implications

- 5.1. The approval of the Parental Leave Policy for members might result in additional costs having to be met through the payment of an additional Special Responsibility Allowance where a member in receipt of a Special Responsibility Allowance takes advantage of the scheme

6. Climate Change Appraisal

- 6.1. The proposals will have no effect on climate change

7. Additional Information

- 7.1. It is recommended that the current scheme attached at Appendix 1 is approved. Before any amendments to the Members' Allowance scheme, the authority must have regard to recommendations from the Independent Remuneration Panel, of which there are none presently.
- 7.2. The current scheme, which was originally adopted in February 2021, provides for an increase in Members Allowances each year in line with the percentage increase for Local Government Staff (at SCP 18) recommended by the National Joint Council of Local Government Services or, if different, the percentage increase awarded for staff (at SCP 18) by Shropshire Council.
- 7.3. The members of the Independent Remuneration Panel have had sight of the Parental Leave Policy for Members, attached at appendix 2 and are supportive of its adoption. In addition, the policy has been discussed with Group Leaders who are also supportive.
- 7.4. The basic suggestion is that it will be up to the individual member to determine what measures should be put in place to cover their constituency work during any parental leave. They should speak to fellow members and can contact Member Services to establish what support can be provided.

- 7.5. It should be noted that the adoption of the Policy will not affect the provision where a member will lose their seat where they fail to attend meetings for a period of more than six months unless their extended absence has been specifically approved by the Council in advance.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

None

Cabinet Member (Portfolio Holder)

Leader of the Council – Councillor Lezley Picton

Portfolio Holder for Finance and Corporate Resources – Councillor Gwilym Butler

Local Member

All Councillors

Appendices

1. Members Allowances
2. Parental Leave for Councillors

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Part 6 – Members’ Allowances Scheme

MEMBERS’ ALLOWANCES

1. SHROPSHIRE COUNCIL – MEMBERS’ ALLOWANCES SCHEME

Shropshire Council, in exercise of the powers conferred by the Local Authorities (Members’ Allowances) (England) Regulations 2003, hereby adopts the following scheme:

This scheme may be cited as the Shropshire Council Members’ Allowances scheme, and this amended scheme shall have effect from 20 May 2021 unless otherwise specified, and subsequent years from 1st April.

2. In this scheme,

“Councillor” means a member of the Shropshire Council who is a councillor;

“year” means the 12 months ending with 31 March.

3. Basic Allowance

Subject to paragraph 7, for each year a Basic Allowance of £12,000.00 shall be paid to each councillor.

4. Special Responsibility Allowance

- (a) For each year a Special Responsibility Allowance shall be paid to those councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme.
- (b) All Special Responsibility Allowances are based on multiples of the Basic Allowance.
- (c) No member receives more than one Special Responsibility Allowance.
- (d) The Leader of the Council receives a Special Responsibility Allowance which is 2.25 times the level of the Basic Allowance.
- (e) The Deputy Leader receives a Special Responsibility Allowance which is 1.5 times the Basic Allowance.
- (f) The remaining eight Portfolio Holders and five Scrutiny Panel Chairs receive a Special Responsibility Allowance which is equivalent to the Basic Allowance.
- (g) The Deputy Portfolio Holders receive a Special Responsibility Allowance which is 0.25 times the Basic Allowance.
- (h) The Chairman of the Council receives a Special Responsibility Allowance which is 0.75 times the Basic Allowance.
- (i) The Chairs of the Area Planning Committees receive a Special Responsibility Allowance which is 0.75 times the Basic Allowance.
- (j) The Vice Chairs of the Area Planning Committees receive a Special Responsibility Allowance which is 0.25 times the Basic Allowance.

Part 6 – Members’ Allowances Scheme

- (k) The Chair of the Strategic Licensing Committee receives a Special Responsibility Allowance which is 0.25 times the Basic Allowance.
- (l) The Chairman of the Licensing Sub-Committee / Vice Chairman of the Strategic Licensing Committee receives a Special Responsibility Allowance which is 0.125 times the Basic Allowance.
- (m) All leaders of any Political Group with a membership of 10% of the total membership of the Council (7 members) receive a Group Leader’s Allowance of 0.5 times the Basic Allowance assuming that they are not already in receipt of a greater allowance.
- (n) The Chair of the Audit Committee receives a Special Responsibility Allowance of 0.3 times the Basic Allowance.
- (o) The Chair of the Pensions Committee receives a Special Responsibility Allowance of 0.25 times the Basic Allowance.

5. Child and Dependant Carers’ Allowance

A child or dependant carers allowance of up to the National Living Wage hourly rate or the actual cost, whichever is lower, subject to a maximum of £3,500 per member per annum, will be paid towards the costs of child or dependants care, on evidence being supplied of the amount claimed having been incurred in employing a carer to look after a child or dependant who is a member of the councillor’s family and living with the councillor and who cannot be left alone.

6. Renunciation

A councillor may by notice in writing given to the Democratic Services Manager elect to forego any part of his entitlement to an allowance under this scheme.

7. Part-year Entitlements

- (1) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to Basic and Special Responsibility Allowances, where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.
- (2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of Basic Allowance or a Special Responsibility Allowance, then in relation to each of the periods.
 - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year.

Part 6 – Members’ Allowances Scheme

The entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a Basic Allowance shall be to the payment of such part of that Basic Allowance as bears to the whole the same proportion as the number of days during which his term of office subsist bears to the number of days in that year.
- (4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of a councillor does not subsist throughout the period mentioned in sub-paragraph (2), the entitlement of any such councillor to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.
- (5) Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a Special Responsibility Allowance, that councillor’s entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- (6) Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2) of that paragraph any special responsibilities as entitles him or her to a Special Responsibility Allowance, that councillor’s entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.
- (7) Payments in respect of Basic and Special Responsibility Allowances shall be made subject to paragraph (8) below, in instalments of one-twelfth of the amount specified in this scheme on the 20th of each month. Payments in respect of child and dependant care allowances shall be made only on receipt of a claim with receipted accounts for payments made.
- (8) Where a payment of one-twelfth of the amount specified in this scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph (6), he or she is entitled, the payment shall be

Part 6 – Members’ Allowances Scheme

restricted to such amounts as will ensure that no more is paid than the amount to which he or she is entitled.

- (9) Allowances will be increased Annually in line with the percentage increase for Local Government Staff (at SCP 18) recommended by the National Joint Council of Local Government Services or, if different, the percentage increase awarded for staff (at SCP 18) by Shropshire Council.

2. WITHHOLDING AND REPAYMENT OF ALLOWANCES

- (1) If a member (or co-opted member) ceases to be a member of the Authority or ceases to be entitled to receive an allowance for a period, any allowance payable to him/her in respect of the responsibilities or duties may be withheld by the Authority.
- (2) The Authority may require that such part of the allowance as relates to any such period be repaid to the Authority.

3. CO-OPTED MEMBERS – FINANCIAL LOSS ALLOWANCE

A payment may be made to non-elected members/co-opted members for any loss of earnings or additional expenses (other than travelling or subsistence expenses) necessarily suffered or incurred in the performance of an approved duty as defined in paragraph 4(3) to this scheme. Co-opted members who represent charitable or voluntary organisations may claim an allowance as a contribution towards the cost that their employers have incurred in their absence, whilst they were carrying out an approved duty.

The allowances payable are as follows:

- (1) for a period of absence not exceeding 4 hours – £75.00.
- (2) for a period of absence exceeding 4 hours, but not exceeding 24 hours – £143.00.

4. TRAVELLING AND SUBSISTENCE ALLOWANCES

- (1) Travelling allowances may be claimed for expenditure on travelling necessarily incurred for a duty approved for this purpose. The current rates of travelling allowances are set out in the Schedule of Members’ Allowances Rates issued by the Council.
- (2) Subsistence allowances may be claimed for expenditure on subsistence necessarily incurred for a duty specified as an approved duty. The current rates of subsistence allowances are set out in the Schedule of Members’ Allowances Rates issued by the Council. Subsistence allowances are not

Part 6 – Members’ Allowances Scheme

payable to councillors for lunches taken within the County of Shropshire. (Working lunches and teas taken as part of a meeting are permissible where approved by the appropriate Chief Officer and paid for by the Council).

- (3) An approved duty for the purposes of this part of the Scheme is:
- A meeting of the Executive
 - A meeting of a committee of the Executive
 - A meeting of the authority
 - A meeting of a committee or sub-committee of the authority
 - A meeting of some other body to which the authority make appointments or nominations
 - A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
 - A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
 - A meeting of a local authority association of which the authority is a member
 - Duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
 - Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
 - Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
 - Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees
 - Any duty undertaken in connection with the discharge of the functions of the Council by virtue of holding the office of Councillor, or co-optee or Appointed Member.
- (4) Exceptions are as follows:-

Part 6 – Members’ Allowances Scheme

- (i) Attendance at conferences unless approved in advance by the Council, a Committee, Sub-Committee or Panel or a Chief Officer in consultation with the appropriate Chair/Portfolio holder.
 - (ii) Any duty or activity undertaken by virtue of being a School Governor.
 - (iii) Any duty or activity undertaken primarily for party political purposes as opposed to the discharge of the Council’s functions.
 - (iv) Meetings with individual or groups of electors to discuss constituency issues which are covered by the Basic Allowance with the exception of approved surgeries.
- (5) When it is necessary for the Chairman of the Council to be accompanied at official engagements by his/her consort the Chairman may submit a claim for his/her consort’s reasonable expenses, other than subsistence, subject to the prior approval of the Chief Executive.

5. ATTENDANCE AT CONFERENCES

Travelling and subsistence allowances may be paid for attendance at conferences provided that:

- (i) the conference has not been organised by any person or body who is doing so by way of trade;
- (ii) the conference has not been organised by anybody whose objects are wholly or partly political;
- (iii) the purpose of the conference is to discuss matters which, in the Council’s opinion, relate to the interests of their area, or part of it, or to the inhabitants of their areas, or some of them;
- (iv) any attendance at a conference has been authorised by the appropriate Committee or Sub-Committee or officer prior to the conference taking place, either as a standing arrangement for recurring, established conferences or by way of a specific resolution for other conferences;
- (v) on any occasions when insufficient notice is available to enable a Committee approval to be obtained, attendance is authorised by the Chief Officer, after consultation with the Chair of the Committee or Sub-Committee concerned.

Part 6 – Members’ Allowances Scheme

SCHEDULE 1

SHROPSHIRE COUNCIL ALLOWANCES SCHEME 1 APRIL 2014

		£	Multiplier
BASIC ALLOWANCE	(74)	12,000.00	
SPECIAL RESPONSIBILITY ALLOWANCES			
Chairman of Council	(0.75)	9000	(0.75)
Leader of Council (inc Group Leader)	(1)	27,000.00	(2.25)
Deputy Leader of Council + Portfolio Holder	(1)	18,000.00	(1.5)
Executive Members (Portfolio Holders)	(8)	12,000.00	(1)
Deputy Portfolio Holders	(3)	3,000.00	(0.25)
Opposition Group Leader(s)	(1)	6,000.00	(0.5)
Chairmen of Scrutiny Committee(s)	(5)	12,000.00	(1)
Chairman of Area Planning Committees	(2)	9,000.00	(0.75)
Vice Chairman of the Area Planning Committees	(2)	3,000.00	(0.25)
Chairman of Strategic Licensing Committee	(1)	3,000.00	(0.25)
Chairman of Licensing Sub-Committee / Vice Chairman of the Strategic Licensing Committee	(1)	1,500.00	(0.125)
Chairman of Audit Committee	(1)	3,600.00	(0.3)
Chairman of Pensions Committee	(1)	3,000.00	(0.25))

Part 6 – Members’ Allowances Scheme

SCHEDULE OF MEMBER ALLOWANCES RATES AT 1 APRIL 2021

1. TRAVELLING ALLOWANCES

(a) CAR

Mileage allowance (regardless of engine size): 45 p

Passenger allowance: 3 p

BICYCLE

Mileage allowance: 45 p

(b) TRAIN

Normally Councillors are entitled to claim: SECOND CLASS fare, reservation and left luggage expenses as well as the cost of getting to the station. However, FIRST CLASS fare may be claimed for a particular journey which has been specifically authorised by the Chief Executive. Receipts for **all** claims must be uploaded and attached to the online claim form. ..

(Tickets should be obtained via the Members’ Secretariat, on the Council’s Contract, which allows discounts to be obtained)

(c) TAXI

Councillors are entitled to claim:

- the fare and reasonable gratuity where the need to travel is URGENT or
- where no public transport is reasonably available
- the appropriate public transport fare (e.g. bus fare) in other cases

Additional expenses can be claimed for the actual cost of parking.

Receipts for **all** claims must be uploaded and attached to the online claim form.

2. SUBSISTENCE ALLOWANCES

(i) Breakfast Allowance

Payable in respect of absence from home for at least 4 hours, before 11.00 am **£4.95**

(ii) Lunch Allowance-**Restricted-out of county duties only**

Payable in respect of absence from home for at least 4 hours, including the whole of the period 12 noon to 2.00 pm **£6.77**

(iii) Tea Allowance

Payable in respect of absence from home for at least 4 hours, including the whole of the period 3.00 pm to 6.00 pm **£2.67**

(iv) Evening Meal Allowance

Payable in respect of absence from home for at least 4 hours, ending after 7.00 pm **£8.38**

Part 6 – Members’ Allowances Scheme

- NOTE:** (i) Tea and Evening Meal Allowances will not be paid in respect of the same evening.
- (ii) These are **maximum** allowances up to which Members can reclaim the actual cost incurred. All receipts for individual claims **less than £25.00** must be retained by the Member for audit purposes for at least two years. For claims **over £25.00** the original receipt must be submitted to the Democratic Services Team

Claims can be made where overnight absences from the usual place of residence exceed 24 hours. The following maximum cash limit for allowances apply:

- visits to London or where attending a national conference **£145.00 (excl VAT)**
- all other cases **£120.00 (excl VAT)**

NOTE:

- (i) The Council has an inclusive arrangement for bed, breakfast and an evening meal with a small number of London hotels. See the Members’ Secretariat for details.
- (ii) The above rates will be reduced by the appropriate amount where a meal is provided by a local authority or other body.
- (iii) When staying overnight Members are able to determine the amount spent on bed, breakfast and evening meal as long as together these do not exceed the cash limit as stated above.
- (iv) These are also **maximum** allowances up to which Members can reclaim the actual cost incurred.
- (v) **Receipts:** All receipts for individual claims **less than £25.00** must be retained by the Member for audit purposes for at least two years. For claims **over £25.00** the original receipt must be submitted to the Democratic Services Team (unless the booking is made through the Members’ Secretariat).

3. SPECIAL RESPONSIBILITY ALLOWANCE

Special Responsibility Allowances are in accordance with the Schedule of the Shropshire Council Members’ Allowances Scheme. One twelfth of the annual allowance is payable each month and will be paid automatically to all qualifying Councillors.

4. BASIC ALLOWANCE

All Councillors are entitled to an annual allowance of £12,000.00. This will be paid automatically, in equal monthly instalments to all elected Councillors each month unless the Member formally indicates in writing that he/she does not wish to receive it **£1,000.00 per month**

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Parental Leave Policy

This Policy sets out Members' entitlement to maternity, paternity, shared parental and adoption leave and relevant allowances.

Introduction

The objective of the policy is to ensure that insofar as possible Members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

Prior to taking any period of Parental Leave, members will need to consider if measures should be put in place to cover constituency work. If so, they should seek the assistance of fellow members during their period of absence and ensure that Member Services, who can offer appropriate assistance, are aware of any arrangements made. Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

There is at present no legal right to parental leave of any kind for people in elected public office. This applies to MPs as well as councillors, and has been the subject of lengthy debate. These policies can therefore only currently be implemented on a voluntary basis

1. Leave Periods

1.1 Members giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.

1.2 In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.

1.3 In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52 week entitlement.

1.4 Members shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).

1.5 A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.

1.6 Where both parents are Members leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.

1.7 A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.

1.8 Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.

1.9 Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.

1.10 Any member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

2. Basic Allowance

2.1 All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

3. Special Responsibility Allowances

3.1 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.

3.2 Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.

3.3 The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date of the next Annual Meeting of the Council, or until the date when the member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six month period.

3.4 Should a Member appointed to replace the member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.

3.5 Unless the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

4. Resigning from Office and Elections

4.1 If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

4.2 If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

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- 2.4 The Council has been advised that Councillor Andy Boddington is no longer a member of the Liberal Democrat Group and intends to continue without affiliation to any of the current political groups.
- 2.5 Accordingly, it is necessary to review the membership of committees to reflect this change in the relative size of the political groups.
- 2.6 Councillor Boddington, as a Non Affiliated member, is entitled to be appointed to one of the Councils Committees.
- 2.7 In addition, since the last meeting of the Council, we have been notified of the appointment of an additional substitute member on the Performance Management Scrutiny Committee.

3. Recommendations

- 3.1 That the Council confirms the revised allocation of seats to each of the political groups for the 2021/22 municipal year as a consequence of the change in group membership as follows:
- a) That the composition and revised allocation of seats on its committees and other bodies as detailed in the report be approved.
 - b) That the Leader of the Liberal Democrat Group provides notification of which if its members will continue as a member of the South Planning Committee.
 - c) That Councillor Boddington be appointed to the South Planning Committee.
- 3.2 That following changes to committee membership be noted:

Performance Management Scrutiny Committee

Councillor Nick Hignett appointed as a substitute member of the Performance Management Scrutiny Committee

REPORT

4. Risk Assessment and Opportunities Appraisal

4.1 The Council is obliged to ensure that the membership of committees and related bodies is proportionate to individual group membership.

5. Financial Implications

5.1 The allocation of seats on Committees will have no obvious financial implications.

6. Climate Change Appraisal

6.1 The allocation of seats on Committees will have no obvious impact in terms of climate change.

7. Background

7.1 The Council is required to approve the allocation of seats to the political groups for the remainder of the coming year. In accordance with the Political Balance Rules, the revised maximum number of seats available to each of the groups will be:

Group Name	Seats per Group
Conservatives	66
Liberal Democrats	20 (-1)
Labour	14
Independent	7
Green	6
Other	1 (+1)
Total	114

7.2 Since the last Council meeting, notification has been received of changes to the membership of Committees.

8. Conclusions

8.1 The effect of the recent change in membership of the Liberal Democrat Group is that the Group is entitled to one less committee seat.

- 8.2 A non affiliated Member is entitled to be allocated, by the Council, one seat on a Committee.
- 8.3 Councillor Boddington has expressed his wish that he be allocated a seat on the South Planning Committee.
- 7.5 In order to achieve this while maintaining political balance, the Liberal Democrat Group will relinquish one seat on the South Planning Committee.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information) None
Cabinet Member (Portfolio Holder) – Leader of the Council
Local Member - All
Appendices None

COUNCIL 24 FEBRUARY 2022 MEMBER QUESTIONS

Question from Councillor Rob Wilson

What is the current status of the traffic filter on Crowmeole Lane in Shrewsbury, and what plans does the council have to make it permanent? What does the council propose to do about displaced traffic that is affecting nearby roads – for example Oakfield Road where a local resident has gathered a petition of 58 signatures concerned that their road has become a rat run?

Response from Councillor Ian Nellins, Portfolio Holder for Climate change, Natural Assets & Green Economy

What is the current status of the traffic filter on Crowmeole Lane in Shrewsbury, and what plans does the council have to make it permanent?

The Experimental Traffic Regulation Order (ETRO) that allows for the point closure currently in place on Crowmeole Lane expires on 18 Sept 2022. A report is being prepared for Cabinet on 9 March 2022 with a recommendation for a follow-up bus gates trial which is proposed to be in place for a period of 18 months. Bus gates are enforceable under the 2006 amendment to the Bus Lane Contraventions (Approved Local Authorities) (England) Order 2005 using camera technology such as Automated Number Plate Recognition (ANPR) or Closed-Circuit Television (CCTV) should it be agreed that this type of technology is adopted.

What does the council propose to do about displaced traffic that is affecting nearby roads – for example Oakfield Road where a local resident has gathered a petition of 58 signatures concerned that their road has become a rat run?

There has been an increase in vehicular traffic on surrounding roads as a result of the bus gates trial as evidenced by the traffic surveys undertaken during the Crowmeole Lane point closure which saw a 32% increase in daily traffic flows on Oakfield Road and a 10% increase in daily traffic flows on Red Deer Lane. Even with this increase, daily vehicle flows along both these roads remains moderate and speeds have remained the same with both routes comfortably within the posted speed limits (30mph). As part of Shropshire Council's statutory duty under the Road Traffic Act 1988, it is required, in conjunction with West Mercia

Police, to identify and assess accident cluster sites as well as develop and prioritise appropriate measures to prevent road accidents from occurring. To date, neither Oakfield Road nor Red Deer Lane have been identified as accident cluster sites with known highway risks. Further with other intended Active Travel measures such as the LCWIP or Movement Strategy then this will support displacement, or the measures could be withdrawn.

Question from Councillor Rob Wilson

As part of the programme to purchase temporary accommodation supported by Full Council on 13th January 2022, has the council considered prefabricated units such as those developed by SoloHaus which are manufactured in Shrewsbury by Volumetric Homes. These are said to feature the highest standards of sustainability, efficiency, safety and durability; and have already been adopted by other Local Authorities.

Response from Councillor Dean Carroll, Portfolio Holder for Physical Infrastructure

Shropshire Council will explore the option of modular units of accommodation, alongside other alternatives, and subject to the appropriate procurement processes for the delivery of new homes for use as Temporary Accommodation. The location of any such units is also a key consideration. The siting would need to be considered sensitively and be subject to appropriate community consultation and planning approvals.

Question from Councillors David Evans and Hilary Luff

What are Shropshire Councils plans for the next round of the Levelling Up Fund (LUF) for Craven Arms.

Will the Council ensure that we are submitting the bid and doubling down efforts to secure government funds for the economic growth for the Town of Craven Arms.

We have Business's that need to relocate in order to expand.

The previous Levelling Up bid was designed to enable the Bid was designed to enable the unlocking of land for the regeneration of Craven Arms.

Can we be reassured that this bid will be resubmitted in the next round of Levelling Up, so we can strengthen the economy in the town for future growth.

Response from Councillor Ed Potter, Deputy Leader and Portfolio Holder for Economic Growth, Regeneration and Planning

The Council has received the levelling up white paper from Government and is currently reviewing in more detail to understand the impacts and opportunities for Shropshire. From what we understand, another round of Levelling up will be announced in the Spring. We have had feedback on our bids in the first round which were well received by Government, but clearly not successful. We were advised that Craven Arms has issues regarding value for money and we are working on reviewing this to enable the bid to have the best chance in a future round. The guidance on future rounds hasn't been announced yet so until that has been made available it isn't possible to be definitive on whether Craven Arms will be eligible. However, we are committed to trying to find a way to deliver the growth that Craven Arms wants and if the Levelling Up fund isn't the right route, we will continue to explore any other funding routes available.

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