



AGENDA FOR THE EXECUTIVE

Members of the Executive are summoned to attend a meeting to be held in Committee Room 4, Town Hall, Upper Street, N1 2UD on **1 February 2018 at 7.00 pm.**

Lesley Seary
Chief Executive

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Despatched : 24 January 2018

Membership

Councillor Richard Watts
Councillor Janet Burgess MBE
Councillor Joe Caluori
Councillor Kaya Comer-Schwartz
Councillor Andy Hull

Councillor Asima Shaikh
Councillor Diarmaid Ward
Councillor Claudia Webbe

Portfolio

Leader of the Council
Executive Member Health and Social Care
Executive Member Children, Young People and Families
Executive Member for Community Development
Executive Member Finance, Performance and Community Safety
Executive Member for Economic Development
Executive Member for Housing and Development
Executive Member for Environment and Transport

Quorum is 4 Councillors

Please note

It is likely that part of this meeting may need to be held in private as some agenda items may involve the disclosure of exempt or confidential information within the terms of Schedule 12A of the Local Government Act 1972. Members of the press and public may need to be excluded for that part of the meeting if necessary.

Details of any representations received about why the meeting should be open to the public - none



Declarations of interest:

If a member of the Executive has a **Disclosable Pecuniary Interest*** in an item of business and it is not yet on the council's register, the Councillor **must** declare both the existence and details of it at the start of the meeting or when it becomes apparent. Councillors may also **choose** to declare a Disclosable Pecuniary Interest that is already in the register in the interests of openness and transparency. In both the above cases, the Councillor **must** leave the room without participating in discussion of the item.

If a member of the Executive has a **personal** interest in an item of business they **must** declare both the existence and details of it at the start of the meeting or when it becomes apparent but may remain in the room, participate in the discussion and/or vote on the item if they have a dispensation from the Chief Executive.

- ***(a) Employment, etc** - Any employment, office, trade, profession or vocation carried on for profit or gain.
- (b) Sponsorship** - Any payment or other financial benefit in respect expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) Land** - Any beneficial interest in land which is within the council's area.
- (e) Licences-** Any licence to occupy land in the council's area for a month or longer.
- (f) Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

NOTE: Public questions may be asked on condition that the Chair agrees and that the questions relate to items on the agenda. No prior notice is required. Questions will be taken with the relevant item.

Requests for deputations must be made in writing at least two clear days before the meeting and are subject to the Leader's agreement. The matter on which the deputation wants to address the Executive must be on the agenda for that meeting.

A.	Formal Matters	Page
1.	Apologies for absence	
2.	Declarations of Interest	
3.	Minutes of Previous Meeting	1 - 10
B.	Budget and Resources Matters	
4.	Budget Proposals 2018-19	11 - 148
5.	Financial Position as at 31 December 2017	149 - 164
6.	Business Rates - the determination of the Revaluation Relief awards for 2018/2019	165 - 210

7. Carbon Offset Fund Allocations 211 - 218

C. Service Related Matters

8. Triangle Estate - Application for Compulsory Purchase Order in respect of leasehold and commercial properties 219 - 228

9. School admission arrangements 2019/2020 229 - 292

D. Urgent non-exempt matters

Any non-exempt items which the Chair agrees should be considered urgently by reason of special circumstances. The reasons for urgency will be agreed by the Chair and recorded in the minutes.

E. Exclusion of press and public

To consider whether to exclude the press and public during discussion of the remaining items on the agenda, in view of their confidential nature, in accordance with Schedule 12A of the Local Government Act 1972.

F. Urgent Exempt Matters

Any exempt items which the Chair agrees should be considered urgently by reason of special circumstances. The reasons for urgency will be agreed by the Chair and recorded in the minutes.

The next meeting of the Executive will be on 22 February 2018

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London Borough of Islington

Executive - 4 January 2018

Minutes of the meeting of the Executive held at Committee Room 4, Town Hall, Upper Street, N1 2UD on 4 January 2018 at 7.00 pm.

Present: **Councillors:** Watts, Burgess, Caluori, Comer-Schwartz, Hull, Shaikh and Ward

Councillor Richard Watts in the Chair

469 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Webbe.

470 DECLARATIONS OF INTEREST

None.

471 MINUTES OF PREVIOUS MEETING

RESOLVED:

That the Minutes of the meeting on 23 November 2017 be confirmed as a correct record and the Chair be authorised to sign them.

472 ADOPTION OF HOLLOWAY PRISON SITE SPD

This item was brought forward due to the number of interested members of the public present.

In response to a number of questions from members of the public Councillor Ward advised that using the council's powers as a planning authority was the most effective way to ensure that we achieved the most possible affordable housing on development sites that are not owned by the council. Councillor Watts added that the SPD is being agreed now to ensure that possible buyers of the site are aware of these requirements and take them into consideration when assessing the value of the site.

RESOLVED:

2.1 That the Consultation Statement for the Holloway Prison Site Supplementary Planning Document (SPD) which provides the Council's response to issues raised during consultation on the draft SPD, attached as Appendix 2 to the report, be noted.

- 2.2 That it was agreed that the Holloway Prison Site Supplementary Planning Document attached as Appendix 1 to the report, be adopted.

Reason for decision – To support the council's objectives for the Holloway Prison site; the SPD will be a material consideration in the determination of a future planning applications and provide guidance to inform future buyers of the site.

Other options considered – none other than as specified in the report.

Conflicts of interest/dispensations granted - none.

473 AMENDMENT TO THE COUNCIL'S HOUSING ALLOCATIONS SCHEME 2015

RESOLVED:

- 2.1 That the amendment of the council's housing allocation scheme to provide an award of 40 points to homeless applicants (where the council has accepted a housing duty) who need to move due to financial hardship or where it is in the council's wider strategic interests or it helps the council manage temporary accommodation more effectively, be agreed.
- 2.2 That a number of other minor changes to be made to the scheme listed at point 3.4 of the report be agreed.
- 2.3 That the Corporate Director of Housing and Adult Social Services be authorised to carry out a consultation with the private registered providers of social housing and registered social landlords the council has nomination arrangements with and its secure tenants, be agreed.

Reason for decision – To update the council's Housing Allocation scheme in the light of case law.

Other options considered – none other than as specified in the report.

Conflicts of interest/dispensations granted - none.

474 REVISED CORPORATE HEALTH AND SAFETY POLICY 2017- 18

Councillor Hull advised that the policy includes some changes following the Grenfell Tower fire but is otherwise largely unchanged from previous years.

George Sharkey, GMB Branch Secretary, expressed concern about the reference to 'Non-trade union representatives for safety' in paragraph 3.9.2 of the policy.

Councillor Watts advised this had been in the policy for a number of years but agreed that it will be reviewed for future versions.

RESOLVED:

That the Council's Corporate Health and Safety Policy attached as Appendix 1 to the report be agreed.

Reason for decision – to meet the council's duty to maintain an up to date health and welfare at work policy.

Other options considered – none other than as specified in the report.

Conflicts of interest/dispensations granted - none.

475 **BUDGET PROPOSALS 2018-19**

Councillor Hull advised that the budget was being set in an extremely difficult context; since 2010 the government has cut the Council's budget by 70%, forcing the Council to make £194M of savings, with a further £32M savings required in the coming year.

RESOLVED:

The General Fund Budget 2018-19 and MTFS (Section 3)

- 2.1 That the 2018-19 net Council cash limits as set out in Table 1 (paragraph 3.1.4 of the report) and the MTFS at Appendix A of the report, which include the revenue savings at Appendix B of the report, be agreed.
- 2.2 That the fees and charges policy be noted and the 2018-19 fees and charges schedule (paragraphs 3.2.3-3.2.4 of the report and Appendices C1-C3 of the report), be agreed
- 2.3 That the Council's policy on the level of General Fund balances and the estimated use of the Council's earmarked reserves (paragraphs 3.2.5-3.2.7 of the report and Table 2 of the report) be agreed.

The HRA Budget and MTFS (Section 4)

- 2.4 That the balanced HRA 2018-19 budget within the HRA MTFS at Appendix D1 of the report be agreed.
- 2.5 That the 2018-19 HRA rents and other fees and charges (Tables 4-7 and Appendix D2 of the report) be agreed.

The Capital Programme 2018-21 (Section 5)

- 2.6 That the 2018-19 capital programme (paragraph 5.1, Table 8 and Appendix E of the report) be agreed and the provisional programme for 2019-21 be noted.
- 2.7 That the Corporate Director Resources applies capital resources to fund the capital programme in the most cost-effective way (paragraph 5.2) of the report, be agreed.

Treasury Management Strategy (Section 6)

- 2.8 That the Treasury Management Strategy will initially be considered by Audit Committee on 23rd January 2018 and then included for agreement within the final budget report to Executive on 1st February 2018 and Council on 22nd February 2018 be noted.

Council Tax and Retained Business Rates (Section 7)

- 2.9 That a new class of council tax charge payer known as foster carer and implement a new Foster Carer Relief scheme from 1st April 2018 to reduce the full council tax liability to nil of every Islington household for the period where the household includes an approved foster carer (including foster carers living in Islington who are registered with other local authorities or

Executive - 4 January 2018

approved agencies) (paragraphs 7.1-7.3 of the report) be agreed.

- 2.10 That Shared Lives carers living in Islington be included within the new Foster Carer Relief Scheme (paragraph 7.4 of the report) be agreed.
- 2.11 That amending the existing council tax relief scheme for care leavers to cover the full council tax liability from 1st April 2018 (paragraph 7.6 of the report) be agreed.
- 2.12 That the detailed, statutory council tax calculations and the recommendations for the final 2018-19 council tax level, including the Greater London Authority (GLA) and social care precepts, will be included in the budget report to Executive on 1st February 2018 and Council on 22nd February 2018 (paragraph 7.7 of the report) be noted.
- 2.13 That the Council's proposed participation in the London Business Rates Pilot Pool (paragraphs 7.8 to 7.12 of the report) be agreed.
 - 2.13.1 That acceptance of the designation by the Secretary of State as an authority within the London Business Rates Pilot Pool pursuant to 34(7)(1) of Schedule 7B Local Government Finance Act 1988 be agreed.
 - 2.13.2 That participation in the London Business Rates Pilot Pool with effect from 1st April 2018 to 31st March 2019 be agreed.
 - 2.13.3 That the authority's administrative functions as a billing authority pursuant to the Non-Domestic Rating (Rates Retention) Regulations 2013 be delegated to the City of London Corporation ("COLC") acting as the Lead Authority be agreed.
 - 2.13.4 That the Lead Authority be authorised to sub-contract certain ancillary administrative functions regarding the financial transactions (payment of tariffs and top-ups) within the Pool to the GLA as it considers expedient be agreed.
 - 2.13.5 That authority be delegated to the Corporate Director Resources, in consultation with the Executive Member for Finance, Performance and Community Safety, to agree the operational details of the pooling arrangements with the participating authorities, be agreed.
 - 2.13.6 That authority be delegated to the Corporate Director Resources, in consultation with the Acting Director of Law and Governance, to make any amendments to the Memorandum of Understanding, attached at Appendix F to the report, as may be required by the Secretary of State, and to enter into the final Memorandum of Understanding on behalf of the authority be agreed.
 - 2.13.7 That the Leader of the Council be authorised to represent the authority in relation to consultations regarding the London Business Rates Pilot Pool as may be undertaken by the Lead Authority pursuant to the Memorandum of Understanding, be agreed.
 - 2.13.8 That authority be delegated to the Corporate Director Resources, in consultation with the Executive Member for Finance, Performance and Community Safety, to consider such consultative reports as the Lead Authority may circulate and to respond on behalf of the authority with regard

Executive - 4 January 2018

to any recommendations and in particular, proposals for projects to be approved for funding from the Strategic Investment Pot, be agreed.

- 2.13.9 That authority be delegated to the Lead Authority to undertake the functions of assessment, due consultation and approval of projects eligible for funding from the Pool's Strategic Investment Pot following consultation with the participating authorities (provided that at least two thirds of such participating London Boroughs (including the City of London Corporation) are in favour of the relevant recommendation as well as the Mayor of London, and that no entire sub-region is in disagreement with the decision) on such terms and conditions as shall ensure value for money and compliance with the law, be agreed.

Matters to Consider in Setting the Budget (Section 8)

- 2.14 That the Section 151 Officer's and the Monitoring Officer's comments in their determination of the revenue and capital budgets for 2018-19 and the basis for the level of council tax, including the Section 151 Officer's report in relation to his responsibilities under Section 25 (2) of the Local Government Act 2003 be noted.
- 2.15 That the Resident Impact Assessment (RIA) on the 2018-19 budget (Appendix G of the report) be noted.

Reason for decision – to allow Councillors to set a balanced budget. Other options considered - none.

Conflicts of interest/dispensations granted - none.

476 FINANCIAL POSITION AS AT 30 NOVEMBER 2017

RESOLVED:

- 2.1 That the forecast revenue outturn for the General Fund (Table 1 of the report) of a gross overspend of £6.2m, including corporate items (paragraph 3.1 of the report) be noted.
- 2.2 That the actions to reduce the forecast gross General Fund overspend, and that any remaining overspend at year-end will be covered by drawing down from corporate contingency budgets in the first instance (Section 4, paragraph 3.3 of the report) be noted.
- 2.3 That the breakdown of the forecast General Fund outturn by individual variance at Appendix 1 of the report and by service area at Appendix 2 of the report, be noted.
- 2.4 That the HRA forecast is a break-even position (Section 5, Table 1 of the report) be noted.
- 2.5 That the latest capital position with forecast capital expenditure of £105.1m in 2017-18 be noted and the re-profiling of schemes from 2017-18 to 2018-19 (Section 6, Table 2, paragraphs 6.3-6.4 of the report and Appendix 3 of the report) be agreed.

Reason for decision – to allow Councillors to monitor the budget.

Other options considered – none other than as specified in the report.
Conflicts of interest/dispensations granted - none.

477 **ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2016-17**

RESOLVED:

That the Annual Health and Safety Performance Report attached at Appendix 1 of the report be agreed.

Reason for decision – to allow Councillors to fulfil their duty to monitor health and safety at work.

Other options considered – none other than as specified in the report.
Conflicts of interest/dispensations granted - none.

478 **HOUSING SERVICES FOR VULNERABLE PEOPLE SCRUTINY REVIEW - EXECUTIVE MEMBERS RESPONSE TO THE RECOMMENDATIONS FROM THE HOUSING SCRUTINY COMMITTEE**

RESOLVED:

2.1 That the responses to the recommendations made by the Housing Scrutiny Committee set out in section 4 of this report be agreed and progress to date be noted.

2.2 That officers report back on progress the Housing Scrutiny Committee in 12 months' time be agreed.

Reason for decision – to respond to the Scrutiny Committee's recommendations.

Other options considered – none other than as specified in the report.
Conflicts of interest/dispensations granted - none.

479 **IMPROVING ACCESS TO PSYCHOLOGICAL THERAPIES SCRUTINY - EXECUTIVE MEMBERS RESPONSE TO THE RECOMMENDATIONS FROM THE HEALTH AND CARE SCRUTINY COMMITTEE**

RESOLVED:

That the actions being taken forward to address the recommendations of the Health and Care Scrutiny Committee's review of the effectiveness of IAPT services be agreed.

Reason for decision – to respond to the Scrutiny Committee's recommendations.

Other options considered – none other than as specified in the report.
Conflicts of interest/dispensations granted - none.

480

SHARED DIGITAL GOVERNANCE MODEL REVIEW INCLUDING STAFFING IMPLICATIONS

Jane Doolan, Unison Branch Secretary, presented a letter on the proposals to the Executive, expressing members concerns about the future of the Shared Digital Service, the TUPE transfer and communication with staff that staff. George Sharkey, GMB Branch Secretary, supported the comments made.

Councillor Hull accepted that communication with staff should have been better and said that he would work with the Unions to ensure it is improved in future and to respond to their specific concerns. Councillor Hull also stressed that the council will retain robust governance over the service.

RESOLVED:

- 2.1 That it be noted that the following decisions will, in summary for all three Councils, achieve the following:
1. Transfer the ICT function of both Haringey and Islington to Camden including staff who will TUPE on 1 April 2018.
 2. Transfer the decision making for the ICT functions for Haringey, Islington and Camden to either a new and reconstituted lean Joint Committee or via Camden's usual delegation arrangement to the Executive Director Corporate Services to be undertaken by the Chief Digital and Information Officer.
 3. Approve the underlying consultative management arrangements noting that these will develop as the service itself develops.
 4. Delegate authority to allow the necessary further supporting documentation to be completed in support of the arrangements
- 2.2 That the options set out in the detailed 'Shared Digital Governance Model Options' report at Appendix 1 of the report prepared by Activist Group following extensive work since March 2017 with Councillors and senior officers be noted.
- 2.3 That the adoption of the governance model for Shared Digital set out as Option 1 (a 'lean' Joint Committee model in paragraphs 5.4 to 5.13 of this report and paragraphs 4.5 – 4.9 of Appendix 1 of this report) based on the outcomes framework at Table 2.4, paragraph 2.26 of Appendix 1 of this report with a commencement date of 1 April 2018 (throughout this report 'the Commencement Date' means 1 April 2018) be agreed.
- 2.4 That, pursuant to Regulations 9 and 11 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 ('the Regulations') the following be agreed effective from the Commencement Date of 1 April 2018:
- (i) those parts of Islington's ICT service and function (including the procurement of ICT related services, equipment and software) specified in paragraphs 6 to 16 of the attached terms of reference set out at Appendix 4 of the report be jointly exercised with the London Boroughs of Islington, Haringey and Camden by a Joint Committee

Executive - 4 January 2018

- (ii) the current Joint Committee be reconstituted with the terms of reference at Appendix 4 of the report with effect from the Commencement Date
 - (iii) the Joint Committee will consist of two elected Executive/ Cabinet Members from each Council, normally for an annual term, with the term and appointment to be decided by the Leader.
- 2.5 That, pursuant to Regulation 5 of the Regulations, those parts of the Executive function of Islington's ICT not transferred to the Joint arrangements specified in paragraph 2.4(i) above and Appendix 4 of the report, be delegated to and discharged by the Executive of the London Borough of Camden as from the Commencement Date subject to the arrangements set out in paragraph 5.6 of the report be agreed.
- 2.6 That Camden be the host Council be agreed and the impact on the proposed staffing arrangements set out in section 3.15 of this report as a result of the decisions at paragraphs 2.3 to 2.5 above namely that Haringey and Islington ICT staff will transfer to Camden (as the host authority) under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) be noted and that as a result Camden will be responsible for employing staff engaged to deliver the Shared ICT service be agreed.
- 2.7 That the creation of a Shared Digital Management Board, accountable to the Shared Digital Joint Committee, to manage the service, with an appointed Director from each Council amongst other key members of staff to be appointed from each Council and the Chief Digital Information Officer (or suitable alternative) be agreed. That the terms of reference for the Shared Digital Management Board set out in Appendix 6 of the report be noted.
- 2.8 That due regard has been given to the equalities implications as summarised in paragraph 4.14 of the report be noted.
- 2.9 That the Cabinet of Camden are considering a recommendation to be the primary host authority in the Shared Service and to accept the delegation from Haringey and Islington be noted. The Cabinet of Haringey are also considering a recommendation to delegate to Camden (as the primary host authority in the Shared Service) the delivery of ICT services in like terms and that the recommendations set out in this report, if agreed, will only be implemented if the Camden Cabinet and Haringey Cabinet agree the equivalent and related recommendations that they are considering be noted.
- 2.10 That a memorandum of understanding will accompany the Inter-Authority Agreement and will set out the boroughs commitments to partnership working behaviours be noted. That the shared ICT service success factors in Table 0.1 of Appendix 1 of the report be noted. That the Inter-Authority Agreement and memorandum of understanding will be in keeping with the intentions and agreements of this report and appendices be noted.
- 2.11 That authority be delegated to the Corporate Director of Resources, in consultation with the Director of Law & Governance, to take all necessary steps to put arrangements for the new governance model into effect as set out in this report including but not limited to finalising the terms of the inter-authority agreement and any changes to it and for the operation of the 3 way Shared Digital service be agreed.

- 2.12 That, further to paragraph 2.4 (iii) above, Executive Member for Finance, Performance and Community Safety and the Executive Member for Environment & Transport be reappointed to the reconstituted Shared Digital Joint Committee from the commencement date of 1 April 2018 until the end of the 2017/18 Municipal Year be agreed.

Reason for decision – to strengthen governance and enable us to build an efficient, strong, robust and resilient Shared Digital service that will save money, improve the service and encouraging innovation.

Other options considered – none other than as specified in the report.

Conflicts of interest/dispensations granted - none.

481 PROCUREMENT STRATEGY FOR BEAUMONT RISE NEW BUILD

RESOLVED:

That the procurement strategy for the construction of 2 new build residential apartment blocks at Beaumont Rise. N19 as outlined in this report be agreed.

Reason for decision – to help deliver the Council’s priority to build new affordable homes.

Other options considered – none other than as specified in the report.

Conflicts of interest/dispensations granted - none.

482 CONTRACT AWARD FOR COMMUNAL HEATING AND VENTILATION MAINTENANCE INCLUDING RESPONSIVE REPAIRS AND OUT OF HOURS COVER

RESOLVED:

That the contract award for the Communal heating fully inclusive maintenance contract to Mitie Property Services (UK) LTD for an initial period of five (5) years with an option to extend for two further periods of 3 years and 2 years respectively, accounting for a total maximum period of 10 years, be agreed.

Reason for decision – to award the contract to the most economically advantageous tender based on the highest combined quality and cost score.

Other options considered – none other than as specified in the report.

Conflicts of interest/dispensations granted - none.

483 CONTRACT AWARD FOR COMMUNAL HEATING AND VENTILATION MAINTENANCE INCLUDING RESPONSIVE REPAIRS AND OUT OF HOURS COVER - EXEMPT APPENDIX

That the information in the exempt appendix to agenda item F14 be noted (see Minute 482 for details).

MEETING CLOSED AT 7.36 pm

CHAIR

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Report of : Executive Member for Finance, Performance and Community Safety		
Meeting of	Date	Ward(s)
Executive	1 February 2018	
Delete as appropriate	Exempt	Non-exempt

SUBJECT: BUDGET PROPOSALS 2018-19 – COVERING REPORT

1. SYNOPSIS

- 1.1 This report sets out those matters upon which the Executive is being asked to make recommendations to Council in respect of the 2018-19 budget proposals and level of council tax. All other recommendations contained in the substantive report 'Budget Proposals 2018-19' are matters for the Executive to decide itself.

2. RECOMMENDATIONS

General Fund Budget 2018-19 and MTFS (Section 3 of the Main Report)

- 2.1 To agree the 2018-19 net Council cash limits as set out in **Table 1 (Paragraph 3.1.4)** and the MTFS at **Appendix A**, which include the revenue savings at **Appendix B**.
- 2.2 To agree growth of £0.8m on supporting over-5s childcare, after-school childcare and holiday childcare, plus tackling holiday hunger. (**Paragraph 3.1.5-3.1.7**)
- 2.3 To note the fees and charges policy and agree the 2018-19 fees and charges. (**Paragraphs 3.2.4-3.2.5 and Appendices C1-C3**)
- 2.4 To agree the Council's policy on the level of General Fund balances and note the estimated level of earmarked reserves and general balance available for use in 2018-19. (**Paragraphs 3.2.6-3.2.8 and Table 2**)

HRA Budget 2018-19 and MTFS (Section 4 of the Main Report)

- 2.5 To agree the balanced HRA 2018-19 budget within the HRA MTFS at **Appendix D1**.
- 2.6 To note the 2018-19 HRA rents and other fees and charges. (**Tables 4-7 and Appendix D2**)

Capital Programme 2018-21 (Section 5 of the Main Report)

- 2.7 To agree the 2018-19 capital programme and note the provisional programme for 2019-21. (**Paragraph 5.1, Table 8 and Appendix E1**)
- 2.8 To agree that the Corporate Director Resources applies capital resources to fund the capital programme in the most cost-effective way. (**Paragraph 5.2**)
- 2.9 To note the schedule of planned Traffic and Transportation schemes in 2018-19 and agree the related decision-making responsibilities for these schemes. (**Paragraph 5.3 and Appendix E2**)

Treasury Management Strategy (Section 6 of the Main Report)

- 2.10 To agree the Annual Treasury Management and Investment Strategy 2018-19 (including external debt and treasury management Prudential Indicators), as considered by Audit Committee on 23rd January 2018. (**Paragraph 6.1 and Appendix F1**)
- 2.11 To agree the additional capital Prudential Indicators. (**Paragraph 6.1 and Appendix F2**)
- 2.12 To agree the minimum revenue provision (MRP) policy. (**Paragraphs 6.2 to 6.7**)

Council Tax and Retained Business Rates 2018-19 (Section 7 of the Main Report)

- 2.13 To agree the calculations required for the determination of the 2018-19 council tax requirement and the level of council tax as detailed in **Section 7** and summarised below.
 - 1) The 2018-19 council tax requirement of £88,763,542.91. (**Paragraph 7.9**)
 - 2) The relevant basic amount of Islington Band D council tax of £1,135.44, a 5.99% increase (comprising a 3.00% adult social care precept and a 2.99% core council tax increase) compared to 2017-18, and to determine that this is not 'excessive'. (**Paragraphs 7.10 and 7.11**)
 - 3) The basic amount of Islington Band D council tax for dwellings to which no special item relates (i.e. outside of the Lloyd Square Garden Committee area) of £1,135.22 and total Band D council tax (including the GLA precept) of £1,429.44. (**Paragraphs 7.12 and 7.16**)
 - 4) The amount of 2018-19 council tax (excluding the GLA precept) for each valuation band over each of the Council's areas. (**Paragraph 7.14**)
 - 5) The total amount of 2018-19 council tax (including the GLA precept) for each valuation band over each of the Council's areas. (**Paragraph 7.16**)
- 2.14 To agree a new class of council tax charge payer known as foster carer and implement a new Foster Carer Relief scheme from 1st April 2018 to reduce the full council tax liability to nil of every Islington household for the period where the household includes an approved foster carer (including foster carers living in Islington who are registered with other local authorities or approved agencies). (**Paragraphs 7.4-7.6**)
- 2.15 To agree that Shared Lives carers living in Islington be included within the new Foster Carer Relief Scheme. (**Paragraph 7.7**)
- 2.16 To amend the existing council tax relief scheme for care leavers to cover the full council tax liability from 1st April 2018. (**Paragraph 7.8**)
- 2.17 To agree to the following in relation to the Council's proposed participation in the London Business Rates Pilot Pool: (**Paragraphs 7.17 to 7.22**)
- 2.18 To approve and accept the designation by the Secretary of State as an authority within the London Business Rates Pilot Pool pursuant to 34(7)(1) of Schedule 7B Local Government Finance Act 1988.

- 2.19 To participate in the London Business Rates Pilot Pool with effect from 1st April 2018 to 31st March 2019.
- 2.20 Delegate the authority's administrative functions as a billing authority pursuant to the Non-Domestic Rating (Rates Retention) Regulations 2013 to the City of London Corporation ("COLC") acting as the Lead Authority.
- 2.21 To authorise the Lead Authority to sub-contract certain ancillary administrative functions regarding the financial transactions (payment of tariffs and top-ups) within the Pool to the GLA as it considers expedient.
- 2.22 To delegate authority to the Corporate Director Resources, in consultation with the Executive Member for Finance, Performance and Community Safety, to agree the operational details of the pooling arrangements with the participating authorities.
- 2.23 To authorise the Corporate Director Resources, in consultation with the Acting Director of Law and Governance, to make any amendments to the Memorandum of Understanding, attached at **Appendix G** to the report, as may be required by the Secretary of State, and to enter into the final Memorandum of Understanding on behalf of the authority.
- 2.24 To authorise the Leader of the Council to represent the authority in relation to consultations regarding the London Business Rates Pilot Pool as may be undertaken by the Lead Authority pursuant to the Memorandum of Understanding.
- 2.25 To delegate to the Corporate Director Resources, in consultation with the Executive Member for Finance, Performance and Community Safety, the authority to consider such consultative reports as the Lead Authority may circulate and to respond on behalf of the authority with regard to any recommendations and in particular, proposals for projects to be approved for funding from the Strategic Investment Pot.
- 2.26 To delegate to the Lead Authority the functions of assessment, due consultation and approval of projects eligible for funding from the Pool's Strategic Investment Pot following consultation with the participating authorities (provided that at least two thirds of such participating London Boroughs are (including the City of London Corporation) in favour of the relevant recommendation as well as the Mayor of London, and that no entire sub-region is in disagreement with the decision) on such terms and conditions as shall ensure value for money and compliance with the law.
- 2.27 To delegate to the Corporate Director Resources the authority to finalise the Council's estimated retained business rates in 2018-19 based on the final Pool model that will determine the amounts to be distributed by the pool in 2018-19, and to transfer any additional estimated retained business rates in 2018-19 to a new, earmarked 'NNDR Smoothing Reserve' until it is more certain for budgeting purposes.

Matters to Consider in Setting the Budget (Section 8 of the Main Report)

- 2.28 To note the Section 151 Officer's and the Monitoring Officer's comments in their determination of the revenue and capital budgets for 2018-19 and the basis for the level of council tax, including the Section 151 Officer's report in relation to his responsibilities under Section 25 (2) of the Local Government Act 2003.
- 2.29 To note the Resident Impact Assessment (RIA) on the 2018-19 budget. (**Appendix H**)
- 2.30 To note the Pay Policy Statement for 2018-19, for onward agreement by Council. (**Appendix I**)

3. INTRODUCTION

- 3.1 This report sets out those matters upon which the Executive is being asked to make recommendations to Council.
- 3.2 It should be noted that some decisions are within the remit of the Executive whilst others are subject to approval by full Council. Decisions in relation to individual service areas (including the setting of rent) are matters which are Executive functions and in respect of which decisions may only be made by the Executive. Decisions on these areas of the budget were made at the meeting of the Executive on 4th January 2018. These are now incorporated in the overall Council budget to be agreed on 22nd February 2018.
- 3.3 By contrast, decisions on the overall level of the budget, the calculation of estimates for the purposes of the council tax, the approval of the HRA and the approval of the capital programme are all recommendations by the Executive for onward transmission to and approval by full Council, as are the Treasury Management Strategy and prudential indicators. It is important that, in considering these recommendations, Members have fully read all reports before them and have taken account of the outcome of any consultation exercises as well as the financial and legal implications of such decisions.

4. PROCESS

- 4.1 The report on the budget proposals for 2018-19, considered at the meeting of the Executive on 4th January 2018, was presented to a meeting of the Policy and Performance Scrutiny Committee on 18th January 2018 when Non-Executive Members were given another opportunity to scrutinise the proposals and to make suggestions in respect of them. The Executive will now consider the representations made in the report from the Policy and Performance Scrutiny Committee.
- 4.2 The final GLA precept will be announced on 22nd February 2018. It is not anticipated that there will be any change to the GLA precept assumed within the substantive report 'Budget Proposals 2018-19'. If there is a change in the final GLA precept to that assumed, then Executive (after the 1st February 2018) will need to recommend a revised overall level of council tax for Council to agree on 22nd February 2018.
- 4.3 In light of the fact that all the matters being considered by the Executive have already been subject to scrutiny by the Policy and Performance Scrutiny Committee in accordance with the Budget and Policy Framework Procedure Rules, call in does not apply to the decisions which may be made on the reports referred to herein.

Final Report Clearance

Signed by



23 Jan 2018

Executive Member for Finance, Performance
and Community Safety

Date

Responsible Officer
Report Authors

: Mike Curtis, Corporate Director Resources
: Tony Watts, Head of Financial Planning
Martin Houston, Strategic Financial Advisor



Report of: Executive Member for Finance, Performance and Community Safety

Meeting of	Date	Ward(s)
Executive Council	1 February 2018 22 February 2018	All
Delete as appropriate	Exempt	Non-exempt

BUDGET PROPOSALS 2018-19

1 INTRODUCTION

- 1.1 The principal purpose of this report is for the Executive to recommend proposals in respect of the Council's 2018-19 budget, as the basis for setting the 2018-19 budget and council tax. The Policy and Performance Scrutiny Committee reviewed the proposed budget at its meeting on 18th January 2018 and its comments will be taken into account in setting the final budget and level of council tax at Council on 22nd February 2018.
- 1.2 The contents of this report are summarised below:
- Section 2** sets out the recommendations.
- Section 3** sets out the 2018-19 General Fund revenue budget and Medium Term Financial Strategy (MTFS).
- Section 4** details the Housing Revenue Account (HRA) for 2018-19 and its MTFS.
- Section 5** sets out the 2018-21 Capital Programme.
- Section 6** sets out the Annual Treasury Management and Investment Strategy, the Prudential Indicators and the Minimum Revenue Provision Policy.
- Section 7** shows the detailed, statutory council tax calculations including a new Foster Carer Relief council tax scheme for 2018-19 and an amendment to the existing Care Leavers Relief scheme. It also seeks approval for the Council to participate in the London Business Rates Pilot Pool in 2018-19.
- Section 8** details matters to consider in setting the budget.

List of Appendices

Appendix A	General Fund MTFS 2018-21
Appendix B	General Fund Revenue Savings 2018-19
Appendix C	General Fund Fees and Charges 2018-19 (C1) GLL Leisure Fees and Charges 2018-19 (C2) Islington and Camden Cemetery Fees and Charges 2018-19 (C3)
Appendix D	HRA MTFS (D1) HRA Fees and Charges 2018-19 (D2)
Appendix E	Capital Programme 2018-21 (E1) Traffic and Transportation Schemes (E2)
Appendix F	Annual Treasury Management and Investment Strategy 2018-19, including External Debt and Treasury Management Prudential Indicators (F1) Additional Capital Prudential Indicators (F2)
Appendix G	London Business Rates Pilot Pool - Memorandum of Understanding
Appendix H	Resident Impact Assessment 2018-19
Appendix I	Pay Policy 2018-19

2 RECOMMENDATIONS

General Fund Budget 2018-19 and MTFS (Section 3)

- 2.1 To agree the 2018-19 net Council cash limits as set out in **Table 1 (Paragraph 3.1.4)** and the MTFS at **Appendix A**, which include the revenue savings at **Appendix B**.
- 2.2 To agree growth of £0.8m on supporting over-5s childcare, after-school childcare and holiday childcare, plus tackling holiday hunger. (**Paragraph 3.1.5-3.1.7**)
- 2.3 To note the fees and charges policy and agree the 2018-19 fees and charges. (**Paragraphs 3.2.4-3.2.5 and Appendices C1-C3**)
- 2.4 To agree the Council's policy on the level of General Fund balances and note the estimated level of earmarked reserves and general balance available for use in 2018-19. (**Paragraphs 3.2.6-3.2.8 and Table 2**)

HRA Budget 2018-19 and MTFS (Section 4)

- 2.5 To agree the balanced HRA 2018-19 budget within the HRA MTFS at **Appendix D1**.
- 2.6 To note the 2018-19 HRA rents and other fees and charges. (**Tables 4-7 and Appendix D2**)

Capital Programme 2018-21 (Section 5)

- 2.7 To agree the 2018-19 capital programme and note the provisional programme for 2019-21. (**Paragraph 5.1, Table 8 and Appendix E1**)
- 2.8 To agree that the Corporate Director Resources applies capital resources to fund the capital programme in the most cost-effective way. (**Paragraph 5.2**)
- 2.9 To note the schedule of planned Traffic and Transportation schemes in 2018-19 and agree the related decision-making responsibilities for these schemes. (**Paragraph 5.3 and Appendix E2**)

Treasury Management Strategy (Section 6)

- 2.10 To agree the Annual Treasury Management and Investment Strategy 2018-19 (including external debt and treasury management Prudential Indicators), as considered by Audit Committee on 23rd January 2018. (**Paragraph 6.1** and **Appendix F1**)
- 2.11 To agree the additional capital Prudential Indicators. (**Paragraph 6.1** and **Appendix F2**)
- 2.12 To agree the minimum revenue provision (MRP) policy. (**Paragraphs 6.2 to 6.7**)

Council Tax and Retained Business Rates 2018-19 (Section 7)

- 2.13 To agree the calculations required for the determination of the 2018-19 council tax requirement and the level of council tax as detailed in **Section 7** and summarised below.
 - 1) The 2018-19 council tax requirement of £88,763,542.91. (**Paragraph 7.9**)
 - 2) The relevant basic amount of Islington Band D council tax of £1,135.44, a 5.99% increase (comprising a 3.00% adult social care precept and a 2.99% core council tax increase) compared to 2017-18, and to determine that this is not 'excessive'. (**Paragraphs 7.10 and 7.11**)
 - 3) The basic amount of Islington Band D council tax for dwellings to which no special item relates (i.e. outside of the Lloyd Square Garden Committee area) of £1,135.22 and total Band D council tax (including the GLA precept) of £1,429.44. (**Paragraphs 7.12 and 7.16**)
 - 4) The amount of 2018-19 council tax (excluding the GLA precept) for each valuation band over each of the Council's areas. (**Paragraph 7.14**)
 - 5) The total amount of 2018-19 council tax (including the GLA precept) for each valuation band over each of the Council's areas. (**Paragraph 7.16**)
- 2.14 To agree a new class of council tax charge payer known as foster carer and implement a new Foster Carer Relief scheme from 1st April 2018 to reduce the full council tax liability to nil of every Islington household for the period where the household includes an approved foster carer (including foster carers living in Islington who are registered with other local authorities or approved agencies). (**Paragraphs 7.4-7.6**)
- 2.15 To agree that Shared Lives carers living in Islington be included within the new Foster Carer Relief Scheme. (**Paragraph 7.7**)
- 2.16 To amend the existing council tax relief scheme for care leavers to cover the full council tax liability from 1st April 2018. (**Paragraph 7.8**)
- 2.17 To agree to the following in relation to the Council's proposed participation in the London Business Rates Pilot Pool: (**Paragraphs 7.17 to 7.22**)
- 2.18 To approve and accept the designation by the Secretary of State as an authority within the London Business Rates Pilot Pool pursuant to 34(7)(1) of Schedule 7B Local Government Finance Act 1988.
- 2.19 To participate in the London Business Rates Pilot Pool with effect from 1st April 2018 to 31st March 2019.
- 2.20 Delegate the authority's administrative functions as a billing authority pursuant to the Non-Domestic Rating (Rates Retention) Regulations 2013 to the City of London Corporation ("COLC") acting as the Lead Authority.
- 2.21 To authorise the Lead Authority to sub-contract certain ancillary administrative functions regarding the financial transactions (payment of tariffs and top-ups) within the Pool to the GLA as it considers expedient.
- 2.22 To delegate authority to the Corporate Director Resources, in consultation with the Executive Member for Finance, Performance and Community Safety, to agree the operational details of the pooling arrangements with the participating authorities.

- 2.23 To authorise the Corporate Director Resources, in consultation with the Acting Director of Law and Governance, to make any amendments to the Memorandum of Understanding, attached at **Appendix G** to the report, as may be required by the Secretary of State, and to enter into the final Memorandum of Understanding on behalf of the authority.
- 2.24 To authorise the Leader of the Council to represent the authority in relation to consultations regarding the London Business Rates Pilot Pool as may be undertaken by the Lead Authority pursuant to the Memorandum of Understanding.
- 2.25 To delegate to the Corporate Director Resources, in consultation with the Executive Member for Finance, Performance and Community Safety, the authority to consider such consultative reports as the Lead Authority may circulate and to respond on behalf of the authority with regard to any recommendations and in particular, proposals for projects to be approved for funding from the Strategic Investment Pot.
- 2.26 To delegate to the Lead Authority the functions of assessment, due consultation and approval of projects eligible for funding from the Pool's Strategic Investment Pot following consultation with the participating authorities (provided that at least two thirds of such participating London Boroughs are (including the City of London Corporation) in favour of the relevant recommendation as well as the Mayor of London, and that no entire sub-region is in disagreement with the decision) on such terms and conditions as shall ensure value for money and compliance with the law.
- 2.27 To delegate to the Corporate Director Resources the authority to finalise the Council's estimated retained business rates income in 2018-19 based on the final Pool model that will determine the amounts to be distributed by the pool in 2018-19, and to transfer any additional estimated retained business rates income in 2018-19 to a new, earmarked 'NNDR Smoothing Reserve' until it is more certain for budgeting purposes.

Matters to Consider in Setting the Budget (Section 8)

- 2.28 To note the Section 151 Officer's and the Monitoring Officer's comments in their determination of the revenue and capital budgets for 2018-19 and the basis for the level of council tax, including the Section 151 Officer's report in relation to his responsibilities under Section 25 (2) of the Local Government Act 2003.
- 2.29 To note the Resident Impact Assessment (RIA) on the 2018-19 budget. (**Appendix H**)
- 2.30 To note the Pay Policy Statement for 2018-19, for onward agreement by Council. (**Appendix I**)

3 GENERAL FUND BUDGET 2018-19

3.1 GENERAL FUND BUDGET

Overview

- 3.1.1 Significant Government funding cuts since 2010, coupled with unavoidable demographic and inflationary cost pressures, have meant that Islington has had to find £194m of savings up to and including 2017-18. There is an expected further 10% cash reduction in our core settlement funding over the next two years (the last 2 years of the Government's 4-year funding settlement), combined with further inflationary, demographic and structural funding pressures (particularly relating to Children's Services). As a result, a further estimated £51m of ongoing savings need to be found over the next 2 years, comprising £32m in 2018-19 and £19m in 2019-20. The 2019-20 savings requirement will increase accordingly for any 2018-19 savings that are one-off rather than ongoing in nature.
- 3.1.2 Over the period 2010 to 2020, Islington will have faced a like-for-like reduction in core unringfenced government funding of revenue support grant, business rates and top-up grant of approximately 70%.

Proposed MTFS and Revenue Savings

- 3.1.3 The proposed General Fund revenue budget and net revenue budgets for 2018-19 are shown within the MTFS at **Appendix A**. The MTFS includes the proposed 2018-19 General Fund savings at **Appendix B** and also details the forecast net expenditure over the medium term, based on current knowledge and expectations.
- 3.1.4 **Table 1** below summarises the net revenue budgets for 2018-19 that are included within the MTFS at **Appendix A**, for agreement as part of the recommendations of this report.

Table 1 – Council Budget Requirement and Departmental Cash Limits 2018-19

	£000
Departments	
Chief Executive's Department	2,075
Children's Services	81,720
Environment and Regeneration	13,959
Housing and Adult Social Services	79,178
Public Health	0
Resources	48,595
NET COST OF SERVICES	225,527
Net Corporate items	706
NET OPERATING EXPENDITURE	226,233
Other Budget Items:	
Contingency	2,000
Transfer to/(from) Reserves	(8,911)
New Homes Bonus	(6,176)
Other Corporate Grants (estimate)	(600)
AMOUNT TO BE MET FROM BUSINESS RATES RETENTION AND COUNCIL TAX	212,546

Proposed Growth - Over-5s Childcare, After-School Childcare and Holiday Childcare, and Tackling Holiday Hunger

- 3.1.5 It is recommended that £800k, equivalent to a 1% increase in council tax, is allocated to supporting over-5s childcare, after-school childcare and holiday childcare, and tackling holiday hunger.

After School Clubs and Holiday Childcare

- 3.1.6 The Council currently funds 27 settings (23 schools, 4 VCS) to provide 770 places for after school care. We fund 7 settings (2 schools and 5 VCS) to provide 190 holiday care places. The total funding for these services is £640k. Some discounts are offered for low income families, siblings, SEND children and free places to vulnerable families to help them work. The actual cost of providing the places is between £6 - £14 for after school clubs and £23 - £35 per day for holiday care. Take-up is very good, especially of summer holiday schemes, with occupancy over 85% at all schemes. Whilst it is unusual for a local authority to subsidise out of school care for over 5s, it is clearly a crucial part of the financial planning for at least 600 of our families. The Council has extended the funding as a cost pressure, but providers had been told that funding would end in August 2018. This proposal extends the funding on an ongoing basis.

Holiday Hunger

3.1.7 There is increasing awareness that many of our poorest children do not get a hot meal when they are not at school, in the school holidays. ‘Holiday hunger’ is likely to become more of a problem with changes to the benefits system. It is proposed that the balance of £160k is spent on an ongoing basis to initiate work to tackle holiday hunger.

3.2 GENERAL FUND BUDGET – DETAIL

Local Government Finance Settlement and Funding 2018-19

3.2.1 The Local Government Finance Settlement detailed the Council’s core Government funding allocation for 2018-19. Islington’s core settlement funding allocation for 2018-19 is summarised in **Table 2** below.

Table 2 – Local Government Settlement 2018-19

	2018-19 (£m)
Retained Business Rates	169.6
Tariff Payment	(55.0)
Total Core Settlement Funding	114.6
Year-on-Year Cut	5.9

3.2.2 The Council will receive £6.2m New Homes Bonus grant in 2018-19, directly attributable to the number of new homes built in the borough over the past four years.

3.2.3 The Council will also receive £25.9m Public Health grant and £10.2m Improved Better Care Fund grant in 2018-19.

Fees and Charges

3.2.4 Some fees and charges are laid down by statute and are not within the Council’s power to vary locally; others are discretionary and are set with Council’s approval. The Council’s proposed discretionary fees and charges for 2018-19 are set out at **Appendices C1-C3**.

3.2.5 It is the Council’s policy to increase its discretionary fees and charges broadly in line with inflation (3.8% at Quarter 3 2017, this being the quarter average) unless a variation is approved by Council or Executive. The relevant extract of the Council’s fees and charges policy is set out below:

“There will be an overall annual increase in fees and charges in line with the Retail Price Index (RPI), subject to the following:

(i) use of the Quarter 3 RPI (All Items)

(ii) appropriate rounding of charges for the purposes of administration and collection

(iii) statutory changes to fees and charges being excluded

(iv) fees and charges on which the Council has or decides to have a specific policy may be varied by report to the Executive

Where the Quarter 3 RPI (All Items) is negative all fees and charges will be frozen, subject to provisions (ii) to (iv) above.”

General Balances and Reserves

3.2.6 The Section 151 Officer is required to report to the authority, when it is making the statutory calculations required to determine its council tax, on the estimates included in the budget and the adequacy of reserves. The report of the Section 151 Officer is included within **Section 8** of this report. The estimated level of earmarked reserves and general balances available for use in 2018-19, after taking into account current estimated drawdowns in 2017-18 and 2018-19, is shown in **Table 3** below.

Table 3 – Estimated Reserves and General Balances 2018-19

	£m
Contingency Reserve	3.0
Housing Benefit Reserve	0.4
General Fund Balances (excluding schools)	8.7
Schools Balances	9.0
Total	21.1

3.2.7 The 2018-19 level of the Council's general balances will be just over 4% of the net budget requirement, which is in line with the Council's policy on the level of general balances:

"The policy of the Council is to set a target level of General Fund balances (excluding schools balances) at **4%** of the net budget requirement (excluding schools expenditure) over the course of the medium-term financial strategy. The rationale for this level is based upon an assessment of the level of risk inherent within the Council budget over the medium-term financial planning period. The level of General Fund balances should be adequate to meet working balance requirements and to provide a reasonable allowance for unquantifiable risks that are not already covered within the Council's budgets and any contingency sums. The Chief Finance Officer (Section 151 officer) shall be responsible for reporting to the Council on the adequacy of the reserves and balances."

3.2.8 In addition to the one-off contingency reserve, detailed in **Table 2**, the 2018-19 General Fund budget includes an ongoing, unallocated contingency budget of £2m. The ongoing contingency budget is intended to provide some flexibility within the budget over the coming year.

Corporate Levies

3.2.9 The Council is required to pay levies to a number of other bodies, which must be met from within the overall budget requirement. The latest estimated levies for 2018-19 are detailed in **Table 4**.

Table 4 – Levy Estimates 2018-19

	2018-19 Estimate £000
Concessionary Fares ('Freedom Pass')	11,478
North London Waste Authority	8,856
Lee Valley Regional Park Authority	209
Traffic and Control Liaison Committee	281
Inner London North Coroners Court	303
London Pensions Fund Authority	1,216
Environment Agency (Thames Region)	179
London Boroughs Grants Scheme	177
Total	22,699

4 HOUSING REVENUE ACCOUNT

Housing Revenue Account (HRA) Overview

- 4.1 The HRA MTFS covers the cost of managing and maintaining council owned housing stock, servicing debt and contributing towards the long term investment in the stock, all of which is funded primarily from rents and tenants' and leaseholders' service charges.
- 4.2 Since 2015, Central Government has passed two pieces of legislation which have had/could have a significant impact on Housing and the HRA in Islington.
 - 4.2.1 The Housing and Planning Act 2016 received Royal Assent on 12th May 2016.
 - 4.2.2 The Welfare Reform and Work Act 2016 received Royal Assent on 16th March 2016.

The Housing and Planning Act 2016

- 4.3 The main element of the Housing and Planning Act that affects Housing and the HRA is the requirement for local authorities to dispose of high-value vacant council houses, in order to fund both the increase in discounts arising from the extension of the Right to Buy to housing association tenants and the building of more affordable homes. The indications are that this policy has been put on hold by Central Government.

The Welfare Reform and Work Act 2016

- 4.4 The main elements of the Welfare Reform and Work Act 2016 that will affect Housing and the HRA are:
 - 4.4.1 Rents for social housing will be reduced by 1% a year for 4 years from 2016-17; and
 - 4.4.2 Registered providers of social housing must ensure that the amount of rent payable in a relevant year by a tenant of their social housing in England is 1% less than the amount that was payable by the tenant in the preceding 12 months.
 - 4.4.3 As Islington's HRA business plan had been predicated on reaching target rent, the business plan had an annual increase of Consumer Prices Index (CPI) +1% + £2 built in. The result of this is an effective reduction of rent income of approximately 5% incrementally or £7m per annum equating to a loss of approximately 20% or £28m over the 4-year period.
- 4.5 The HRA Business Plan is currently balanced over the medium term, accommodating the impact of the Housing Bill and the Welfare Reform and Work Bill. The proposed budget for 2018-19 and the forecast budgets over the medium-term, based on current knowledge and assumptions, are shown at **Appendix D1**.
- 4.6 In order to mitigate the financial impact of the Government's proposals, the following key measures have been taken:
 - 4.6.1 Rescheduling current HRA borrowing over the term of the 30-year Business Plan.
 - 4.6.2 The New Build capital programme will not be subsidised from significant HRA revenue contributions. Instead, funding will be limited primarily to open market sale receipts, Right-to-Buy receipts and other receipts from disposals.
 - 4.6.3 A programme of agreed HRA savings have been incorporated into the HRA's MTFS, covering the period 2016-20.

Rental Income and Other HRA Fees and Charges

- 4.7 HRA 2018-19 rents will be set in accordance with the proposals as set out in the Welfare Reform and Work Bill:

LBI managed general needs properties (excluding new build properties):

- 4.8 **Table 5** below sets out proposed rent changes for existing tenancies – 2017-18 actual rents less 1%.

Table 5 – Existing Tenancies Weekly Rent 2018-19

	Proposed 2018-19
Average Weekly Rent 2017-18	£109.90
Decrease (£)	-£1.10
Decrease (%)	-1%
Average Weekly Proposed Rent	£108.80

- 4.9 **Table 6** below sets out proposed rent changes for properties re-let during 2018-19. The 2018-19 rent will be the higher of 2017-18 target rent less 1% or the 2017-18 actual rent less 1%.

Table 6 – Re-Let Properties Weekly Rent 2018-19

	Proposed 2018-19
Average Weekly Target Rent 2017-18	£115.48
Decrease (£)	-£1.15
Decrease (%)	-1%
Average Weekly Proposed Target Rent	£114.33

LBI managed general needs new build properties:

- 4.10 Existing tenancies – 2017-18 rents will reduce by 1%.
- 4.11 Re-lets and new-lets in 2018-19 - rents will be set at 2018-19 target rent (i.e. 2017-18 target plus Consumer Prices Index (CPI), which is +3% at September 2017 plus 1%).

LBI managed non-general needs properties:

- 4.12 Properties used for temporary accommodation (including reception centres) – existing tenancies and re-lets set at 2017-18 actual rents minus 1%.
- 4.13 Specialised supported housing is exempt from the 1% rent reduction hence 2018-19 rents will be set in line with current Council policy and increase by CPI (+3% at September 2017) plus 1%.

Partners for Islington managed properties:

- 4.14 The Welfare Reform and Work Act exempts properties managed under a Private Finance Initiative (PFI) scheme from the 1% rent reduction. It is proposed that existing Council policy continues to apply to all PFI properties managed by Partners for Islington.
- 4.15 This means that the principles of rent restructuring will continue to apply and that PFI properties not currently at target rent will move to the 2018-19 target rent subject to the affordability cap of the 2017-18 actual rent plus CPI (+3% at September 2017) plus 1% plus £2.
- 4.16 However, PFI properties already at target rent will simply increase by CPI (+3% at September 2017) plus 1%.
- 4.17 PFI property re-lets will be set at 2018-19 target rents (i.e. the 2017-18 target rent plus CPI (+3% at September 2017) plus 1%).

- 4.18 **Table 7** below sets out proposed rent changes for PFI properties (existing tenancies not yet at target rent).

Table 7 – Existing Tenancies (not at target rent in 2017-18)
PFI Properties Weekly Rent 2018-19

	Proposed 2018-19
Average Weekly Rent 2017-18	£139.23
Increase (£)	£6.44
Increase (%)	4.6%
Average Weekly Proposed Rent	£145.67

- 4.19 **Table 8** below sets out proposed rent changes for PFI properties (Re-Lets and existing tenancies already at target rent).

Table 8 – Re-Lets and Existing Tenancies (at target rent in 2017-18)
PFI Properties Weekly Rent 2018-19

	Proposed 2018-19
Average Weekly Target Rent 2017-18	£151.29
Increase (£)	£6.05
Increase (%)	4.0%
Average Weekly Proposed Target Rent	£157.34

Other HRA Fees & Charges

- 4.20 These are set out at **Appendix D2**. Explanations as to the increases and reductions are set out in the appendix notes pertaining to the individual charges.

5 CAPITAL PROGRAMME

- 5.1 The 2018-19 to 2020-21 capital programme is summarised in **Table 9** below and detailed at **Appendix E**. This will deliver projects of £376m over the next three years and includes the continuation of existing programmes of investment in new homes (£225m), housing major works and improvements (£101m) and education facilities (£24m).

Table 9 – Capital Programme 2018-19 to 2020-21

	2018-19 £000	2019-20 £000	2020-21 £000	Total £000
Housing and Adult Social Services	116,702	121,101	88,181	325,984
Children's Services	23,960	0	0	23,960
Environment and Regeneration	11,526	7,775	6,375	25,676
Total Capital Programme	152,188	128,876	94,556	375,620

- 5.2 While uncertainty surrounds the level and timing of capital resources estimated to be available over the medium-term, the Council is forecasting that there will be sufficient resources to fund the 2018-19 programme and the provisional programme for 2019-20 to 2020-21. The Corporate Director Resources will continue to apply capital resources to fund the ongoing capital programme in the most cost-effective way.
- 5.3 A schedule of planned Traffic and Transportation schemes in 2018-19 and related decision-making responsibilities is provided at **Appendix E2**.

6 TREASURY MANAGEMENT STRATEGY 2018-19

- 6.1 The Annual Treasury Management and Investment Strategy 2018-19 (including external debt and treasury management Prudential Indicators) was considered by Audit Committee on 23rd January 2018. This is included at **Appendix F1** with additional capital Prudential Indicators at **Appendix F2**.
- 6.2 The Council is required to make a minimum revenue provision (MRP) for the annual repayment of debt associated with the financing of capital expenditure. The provision needs to be determined and approved by the Council each year, based on guidance issued by the Department of Communities and Local Government (DCLG) on 15th February 2012. The DCLG issued The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 that became effective on 31st March 2008. These regulations require a local authority to determine each financial year the MRP which it considers to be prudent. The current regulations mean that local authorities have discretion in determining the level of the MRP policy, with the guiding principle that MRP is charged over a period that is reasonably commensurate with the period over which the capital expenditure which gave rise to the debt provides benefits.
- 6.3 The Council has adopted (since 2017-18) the asset life (annuity) method, which is applied to both 'supported' and 'unsupported' borrowing, and results in more even payments linked to average asset life. The average life of the Council's assets funded by 'supported' borrowing is 67 years. However, the DCLG guidance recommends using asset life over a shorter period; therefore, it is recommended that a shorter 50-year asset life is used. Similarly, for 'unsupported' borrowing, the average asset life is 27 years. In line with the guidance, where prudence is encouraged, the asset life has been rounded down to 25 years. In calculating the asset life (annuity) MRP, the average interest rates published by the Public Works Loans Board in the relevant financial year for new annuity loans would be used.
- 6.4 The Council's current MRP policy in relation to Private Finance Initiative (PFI) contracts and assets acquired by finance is calculated in line with the repayment life method, resulting in a charge equal to the element of the PFI/lease payment that goes to write down the balance sheet liability. While this method is appropriate for assets with short lives (up to 20 years) , it is not appropriate for long term or high value contracts where the benefit derived from the assets is not evenly spread over the useful life of the asset.
- 6.5 Consequently, the Council is proposing to adopt a new MRP policy for PFI contracts and assets acquired by finance where MRP for short life assets and low value contracts is equal to the element of the charge that goes to write down the balance sheet liability. Similarly for long life or high value PFI contracts, MRP is spread across the expected life of the asset, in equal instalments.
- 6.6 This policy is to apply from 2017-18 (the current financial year) onwards. Based on the proposed policy, the Council has identified two schemes (Building for Schools PFI 1 and 2) that meet the criteria of MRP being spread across the expected life of the asset in equal instalments.
- 6.7 By adopting this method, it ensures a constant impact on the revenue account over the useful life of the asset being financed and is a prudent basis for providing for assets that produce a steady flow of benefits over their useful life as is the case for council assets.

7 COUNCIL TAX AND RETAINED BUSINESS RATES 2018-19

- 7.1 The local government finance settlement allows local authorities to raise an additional 3.00% council tax precept specifically to cover additional social care costs. In addition to a proposed 2.99% increase in core council tax, the 2018-19 budget includes a further 3.00% increase as a result of applying this adult social care precept. The overall increase (5.99%) equates to an additional £1.23 per week for the average Band D property.

Islington Council Tax Base 2018-19

- 7.2 On 23rd January 2018, the Audit Committee agreed for 2018-19 a council tax base of 78,175.8 Band D properties for the Council's whole area, and 44.9 Band D properties for the Lloyd Square Garden Committee area. The council tax base figures assume a collection rate of 98.0% for the Council's whole area and 98.0% for the Lloyd Square Garden Committee Area.
- 7.3 This tax base incorporates the Council Tax Support Scheme agreed by the Council on 7th December 2017 as well as the Foster Carer (including Shared Lives) and Care Leavers Council Tax Relief Schemes.

Fosters Carer (including Shared Lives) and Care Leavers Council Tax Relief Schemes

- 7.4 The Council regularly promotes the benefits and personal rewards of becoming a foster carer and encourages residents to apply. Being a foster carer can be challenging but hugely rewarding and satisfying, providing care and support to a young person when they need it most, but does come with additional financial costs.
- 7.5 The Council accepts its role as a responsible corporate parent and wants to further support foster carers, who take on the parenting responsibility for the Council. Following the Council's successful implementation of the Carer Leavers Relief scheme from 1st April 2017, the Council now plans to create a new class of council tax charge payer known as foster carer and implement a Foster Carer Relief scheme from 1st April 2018. The Foster Carer Relief scheme will reduce the full council tax liability to nil of every Islington household for the period where the household includes an approved foster carer (including foster carers living in Islington who are registered with other local authorities or approved agencies). This will help to ease the financial pressures of fostering and allow fosters carers to direct their focus on providing care and support to the young people in their care.
- 7.6 Based on the current number of approved foster carers living in Islington, it is estimated that the net cost of providing council tax relief to foster carers will be approximately £61k in 2018-19, shared with the GLA via the Collection Fund.
- 7.7 Within the new Foster Carer Relief Scheme, the Council plans to include Shared Lives carers living in Islington, who share their lives with vulnerable adults with a disability (sometimes compared to 'fostering for adults'). It is estimated that the net cost of providing council tax relief to Shared Lives carers will be approximately £12k in 2018-19, shared with the GLA via the Collection Fund.
- 7.8 The Council also plans to amend the existing Care Leavers Relief scheme to cover the full, rather than the net, council tax liability. This amendment will have a neutral financial impact for the Council, because the increase in the amount of Care Leavers Relief awarded will be offset by a corresponding decrease in other council tax exemptions, discounts and reductions.

Council Tax 2018-19

7.9 Sections 31A and 31B of the amended Local Government Finance Act (LGFA) 1992 require the Council to calculate its gross expenditure, gross income and council tax requirement. For these purposes, HRA expenditure and income is included even though it has no effect on council tax, and the gross expenditure figure includes special expenses relating to part only of the Council's area. The calculation of the 2018-19 council tax requirement is set out in **Table 10** below.

Table 10 – Section 31A (amended LGFA 1992) Calculation 2018-19

	£
Aggregate of the amounts which the Council estimates for items set out in Section 31A (2) (a) to (f) of the LGFA 1992 (A)	£763,561,700.00
Aggregate of the amounts which the Council estimates for items set out on Section 31A (3) (a) to (d) of the LGFA 1992 (B)	(£674,798,157.09)
Calculation of the council tax requirement under Section 31A (4), being the amount by which the sum aggregated at (A) above exceeds the aggregate at (B) above	£88,763,542.91

7.10 The calculation of the relevant (average) 2018-19 council tax per Band D property is set out in **Table 11** below.

Table 11 – Section 31B (amended LGFA 1992) Calculation 2018-19

Council Tax Requirement	£88,763,542.91
Council Tax Base	78,175.8
2018-19 Relevant Band D Council Tax	£1,135.44
Increase Compared to 2017-18	5.99%

7.11 Each billing authority and precepting authority must determine whether its relevant basic amount of council tax for a financial year is excessive. If an authority's relevant basic amount of council tax is excessive, a referendum must be held in relation to that amount. For 2018-19, the relevant basic amount of council tax for Islington would be excessive if it is 6% (comprising 3% for expenditure on adult social care and 3% for other expenditure) or more than its relevant basic amount of council tax for 2017-18. Therefore, the proposed 5.99% increase (including the 3% social care precept) in the relevant basic amount of Band D Islington council tax is not excessive.

7.12 Additional council tax calculations are required where special items relate to part only of the Council's area (for Islington, the Lloyd Square Garden Committee special expense). The calculation of the 2018-19 basic amount of council tax for dwellings in Islington to which no special item relates (i.e. outside the Lloyd Square Garden Committee area) is shown in **Table 12** below.

Table 12 – 2018-19 Basic Council Tax for All Other Parts of the Council’s Area

Council Tax Requirement (including Lloyd Square Garden Committee special expense)	£88,763,542.91
Less Lloyd Square Garden Committee special expense	(£17,201.91)
Council Tax Requirement (excluding special expenses)	£88,746,341.00
Council Tax Base	78,175.8
2018-19 Basic Band D Council Tax for All Other Parts of the Council’s Area	£1,135.22
Increase Compared to 2017-18	5.99%

- 7.13 The Lloyd Square Garden Committee special expense is £17,201.91 in 2018-19, an increase of 2% compared to 2017-18. When this is divided by the Lloyd Square Garden Committee Band D taxbase (44.9), it gives a charge of £383.12 per Band D property for 2018-19. This will be charged to Lloyd Square Garden area dwellings in addition to the basic Islington Band D council tax of £1,135.22 for all other parts of the Council’s area.
- 7.14 The 2018-19 basic amount of Islington council tax for each valuation band for the Lloyd Square Garden area and all other parts of the Council’s area are shown in **Table 13** below. These amounts are calculated by multiplying the Band D council tax amount per property by the proportions set out in Section 5(1) of the LGFA 1992.

Table 13 – Basic Islington Council Tax 2018-19

Valuation Bands	Lloyd Square Garden Area (£)	All Other Parts of the Council’s Area (£)
A	1,012.22	756.81
B	1,180.93	882.95
C	1,349.63	1,009.08
D	1,518.34	1,135.22
E	1,855.74	1,387.49
F	2,193.15	1,639.76
G	2,530.56	1,892.03
H	3,036.67	2,270.44

- 7.15 The 2018-19 GLA precept for each valuation band is shown in **Table 14** below.

Table 14 – GLA Precept 2018-19

Valuation Bands	GLA (£)
A	196.15
B	228.84
C	261.53
D	294.22
E	359.60
F	424.98
G	490.37
H	588.44

7.16 In accordance with Section 30(2) of the LGFA 1992, **Table 15** below shows the total amount of 2018-19 council tax (including GLA precept) for each valuation band over each of the Council's areas.

Table 15 – Total Islington and GLA Council Tax 2018-19

Valuation Bands	Lloyd Square Garden Area (£)	All Other Parts of the Council's Area (£)
A	1,208.37	952.96
B	1,409.77	1,111.79
C	1,611.16	1,270.61
D	1,812.56	1,429.44
E	2,215.34	1,747.09
F	2,618.13	2,064.74
G	3,020.93	2,382.40
H	3,625.11	2,858.88

London Business Rates Pilot Pool

- 7.17 Approval is sought in the recommendations of this report for the Council to participate in the proposed London Business Rates Retention Pilot Pool in 2018-19. The pilot pool has been developed by London Councils and will require London Boroughs, the City of London and the Greater London Authority (GLA) to pool all business rates received in 2018-19. Pooling is voluntary and all pool members must formally agree to join for it to happen but are free to leave after a year. The Memorandum of Understanding is attached at **Appendix G**.
- 7.18 The Council's overall level of core settlement funding in 2018-19 will be the same inside the pool as it would be outside it. However, the composition of core settlement funding will change from being part of the pool with Revenue Support Grant and Top-up Grant replaced by a greater retained share of business rates income and a tariff payment to the Government (to be confirmed in the local government finance settlement).
- 7.19 All pool members will share the benefits of future growth, and there is a guarantee that no member will be worse off inside the pool than they would be outside it. 15% of growth proceeds will be allocated to an investment pot, with the remaining 85% distributed to members (15% based on local growth, 35% based on core funding and 35% based on population).
- 7.20 There will be no upper levy (ceiling) on growth proceeds that can be retained by the pool, and a safety net (floor) will protect 97% of income.
- 7.21 No new burdens will be imposed by the Government and participation will not prejudice the outcome of the Fair Funding Review for London boroughs.
- 7.22 The Council's estimated retained business rates income in 2018-19 will be based on the final pool model that will determine the amounts to be distributed by the pool in 2018-19. However, the actual level of growth achieved by the pool will not be known until the summer of 2019 once the business rates outturn for 2018-19 is confirmed. A 1% variation in business rates income in London equates to almost £80m. It would not be prudent to apply business rates growth from the pool based on estimates at this stage. Therefore, it is recommended that any additional estimated retained business rates income in 2018-19, compared to the current estimate in the budget, is transferred to a new, earmarked 'NNDR Smoothing Reserve' until it is more certain for budgeting purposes.

8 MATTERS TO CONSIDER IN SETTING THE BUDGET

COMMENTS OF THE SECTION 151 OFFICER

- 8.1 The Council, when determining the budget and thereby the level of council tax, must take into account the report of its Section 151 Officer. The report must comment on the robustness of the estimates included in the budget and parallel consideration of the adequacy of the Council's proposed reserves. This section of the report includes consideration of these specific areas and enables the authority to discharge its duty to take account of the statutory report under Section 25(2) of the Local Government Act 2003.
- 8.2 The process for challenging, compiling and collating the budget begins in April prior to the year for which the council tax is being set. The process involves all of the spending departments, and assumptions are scrutinised throughout the year. It is the thoroughness of this process, which provides the assurance that all strategic, operational and financial risks facing the authority have been taken into account, as far as they are reasonably anticipated to be incurred by the Council in the next financial year.

- 8.3 The scale of the budget gap in 2018-19 has been challenging for the organisation to close, with one-quarter of the £32m budget gap having to be found from one-off resources. This is not the ideal solution to closing a significant budget gap but is hard to avoid in the current financial climate. The Council has delivered £194m of savings since 2010, has significant cash cuts to Central Government funding in every budget year (continuing at least until 2020) and has inflationary and demographic pressures that are rising at a trajectory even beyond that which we attempt to budget for. The Council has an ever-reducing cost base from which to find savings, so the use of some one-off savings is unavoidable and provides time to work-up more sustainable savings options for future budget years. It should be highlighted that the £8m of one-off savings to close the 2018-19 gap adds to the budget gap for future years. In this context, it is imperative that the 2018-19 budget is delivered in-year, with no further drain on one-off resources, and that the 2019-20 budget process is started early in the new financial year to deliver a balanced budget for 2019-20 funded by ongoing revenue streams. The future years' budgets for 2019 through to 2022 look extremely challenging for the Council and will result in the need to take tough decisions to ensure the budget is balanced.
- 8.4 Subject to the concerns raised in **paragraph 8.3** above, it is the opinion of the Section 151 Officer that the estimates for 2018-19 have been prepared on a robust basis. The contingency provision for 2018-19 is low and means that successfully delivering the 2018-19 budget in-year is imperative to the future financial health of the Council.
- 8.5 In setting the level of general reserves and balances, account has been taken of the key financial assumptions underpinning the budget, the views of the Council's auditors, the level of earmarked reserves and provisions, and the risks facing the Council over the medium-term. The MTFs assumes contributions such that over the planning period the Council is forecast to attain a target of general balances at 4% of the budget requirement. Maintaining general balances at 4% of the budget requirement is considered a minimum position in the short-term but, given the level of risk facing the Council's finances, steps should be taken by the Council to increase the level of general balances to 5% of the budget requirement over the medium-term.

COMMENTS OF THE MONITORING OFFICER

Overall

- 8.6 This report sets out the basis upon which a recommendation will be made for the adoption of a lawful budget and the basis for the level of the council tax for 2018-19. It also outlines the Council's current and anticipated financial circumstances, including matters relating to the General Fund budget and MTFs, the HRA, the capital programme, and borrowing and expenditure control.
- 8.7 The setting of the budget and council tax by Members involves their consideration of choices. No genuine and reasonable options should be dismissed out-of-hand and Members must bear in mind their fiduciary duty to the council taxpayers of Islington.
- 8.8 Members must have adequate evidence on which to base their decisions on the level of quality at which services should be provided. Where a service is provided pursuant to a statutory duty, it would not be lawful to fail to discharge it properly or abandon it, and where there is discretion as to how it is to be discharged, that discretion should be exercised reasonably. Where a service is derived from a statutory power and is in itself discretionary that discretion should be exercised reasonably.

- 8.9 The report sets out the relevant considerations for Members to consider during their deliberations and Members are reminded of the need to ignore irrelevant considerations. Members have a duty to seek to ensure that the Council acts lawfully. They are under an obligation to produce a balanced budget and must not knowingly budget for a deficit. Members must not come to a decision which no reasonable authority could come to; balancing the nature, quality and level of services which they consider should be provided against the costs of providing such services.
- 8.10 Under the constitutional arrangements, the setting of the Council budget is a matter for the Council, having considered recommendations made by the Executive. Before the final recommendations are made to the Council on 22nd February 2018, the Policy and Performance Scrutiny Committee must have been given the opportunity to scrutinise these proposals and the Executive should take into account its comments when making those recommendations.

Foster Carer and Care Leavers Council Tax Relief

- 8.11 The Council has discretion to reduce council tax under section 13A(1)(c) of the Local Government Finance Act 1992. A scheme which exempts Shared Lives carers, care leavers and approved foster carers who are living in Islington is lawful and reasonable as it supports the Council's responsibilities towards vulnerable adults with disabilities and its corporate parenting role in caring for children and young people up to the age of 21, and 24 for those in education and training.

London Business Rates Pilot Pool

- 8.12 The Council has power to participate in the London Business Rates Retention Pilot Pool for 2018-19, and participation would be reasonable, lawful and for a proper purpose.
- 8.13 Two or more relevant authorities can be designated by the Secretary of State for the purposes of pooling their business rates, with the effect that business rates can be retained by those authorities: Part IX of Schedule 7B to the Local Government Finance Act 1988. The authorities that can be designated include the London Boroughs and the Greater London Authority. The Council has billing functions and can participate in the pooling arrangement that will be subject to the Secretary of State's designation by virtue of section 111 of the Local Government Act 1972 (the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions). The Council's participation in the pooling arrangement appears to have a number of advantages: in particular, the ability to receive additional business rate with a no detriment guarantee. Obtaining this additional income would be a proper and lawful purpose for entering into the pooling arrangement, and the no detriment guarantee should ensure that the interests of local Council taxpayers are not prejudiced. The reasonableness of the proposed arrangement is also supported by the fact that the arrangement is a pilot for 2018-19 only. This will afford the Council the opportunity to monitor the operation of the arrangement and then review its position before any longer-term commitments are entered into.

- 8.14 There are a variety of mechanisms that could be established for pooling, and discussions have taken place under the auspices of London Councils as to which mechanism to put forward. The preferred mechanism is for the London Boroughs and the GLA to enter into a Memorandum of Understanding (rather than a more formal contractual arrangement), with delegation to the Lead Authority (there has to be a Lead Authority in accordance with the Schedule 7B framework: in this case, that would be the City of London Corporation) and a degree of consultation before decisions are made. The Council has power to delegate decision-making and administrative functions to another local authority. It would be lawful for the Council to adopt this mechanism on the basis that it provides for a degree of flexibility and allows for an appropriate level of participation in the decision-making through the consultative process. The Council will not have a veto on decision-making for the Pool's Strategic Investment Pot: however, it does have a role in the decision-making process, and should take some reassurance from the fact that (i) decisions will only be taken if two-thirds of participating boroughs agree; and (ii) no entire sub-region is in disagreement with the decision.
- 8.15 It is not necessary for the Council to engage in consultation with respect to participating in the business rates pilot pool: there is no statutory obligation to do so, and no common law obligation either. There are no obvious equality implications that would require a residents' impact assessment.

RESIDENT IMPACT ASSESSMENT

- 8.16 The Equality Act 2010 sets out the requirement for the Council to pay due regard in the exercise of its functions to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
 - Advance equality of opportunity between people who share a protected characteristic and those who do not;
 - Foster good relations between people who share a protected characteristic and those who do not.
- 8.17 A Resident Impact Assessment (RIA) of the 2018-19 budget proposals is set out at **Appendix H**. It is supplemented at a departmental level by detailed RIAs of major proposals. These demonstrate that the Council has met its duties under the Equality Act 2010 and has taken account of its duties under the Child Poverty Act 2010.
- 8.18 It is difficult to make savings on the scale required without any impact on residents, and there will inevitably be some impact on particular groups, including those with protected characteristics as defined by the Equality Act. The Council is not legally obligated to reject savings with negative impacts on any particular groups but must consider carefully and with rigour the impact of its proposals on the Public Sector Equality Duty (as set out above), take a reasonable and proportionate view about the overall impact on particular groups and seek to mitigate negative impacts where possible. In this context, the Council's proposals for achieving savings are considered to be reasonable overall and take adequate account of the three duties set out under the Equality Act.

PAY POLICY STATEMENT 2018-19

- 8.19 Section 38 of the Localism Act 2011 requires local authorities to publish an annual 'Pay Policy Statement', setting out their policies in respect of chief officer remuneration and other specified matters. Regard must be had to guidance to be published by the Secretary of State in preparing the statement, which must be approved by full Council. The Council is then constrained by its pay policy statement when making determinations on chief officer pay, although the statement may be amended at any time by a further resolution of the full Council. The Council's Pay Policy Statement for 2018-19 is provided at **Appendix I**.

Final Report Clearance

Signed by



23 January 2018

Executive Member for Finance, Performance
and Community Safety

Date

Responsible Officer : Mike Curtis, Corporate Director Resources
Report Authors : Tony Watts, Head of Financial Planning
Martin Houston, Strategic Financial Advisor

Monitoring Officer Comments: Peter Fehler
Acting Director of Law and Governance

APPENDIX A: GENERAL FUND MEDIUM TERM FINANCIAL STRATEGY 2018-19 TO 2020-21

	2017-18	2018-19				2019-20					2020-21					
	Budget £000	Inflation £000	Adjust. £000	Growth £000	Savings £000	Budget £000	Inflation £000	Adjust. £000	Growth £000	Savings £000	Projected £000	Inflation £000	Adjust. £000	Growth £000	Savings £000	Projected £000
DEPARTMENTS																
Chief Executive	462	17	1,851		(255)	2,075					2,075					2,075
Children's Services	87,666	533	(6,802)	1,830	(1,507)	81,720		(132)	880		82,468					82,468
Environment and Regeneration	27,188	667	(8,829)		(5,067)	13,959		(400)			13,559					13,559
Housing and Adult Social Services	88,065	5,690	(11,698)	3,601	(6,479)	79,179		(4,500)	3,462		78,141					78,141
Public Health	0		2,369		(2,369)	0					0					0
Resources	7,439	402	49,290		(8,536)	48,595		(382)			48,213					48,213
TOTAL SERVICES	210,820	7,309	26,181	5,431	(24,213)	225,528	0	(5,414)	4,342	0	224,456	0	0	0	0	224,456
Corporate Democratic Core / Non Distributed Costs	14,545		(14,545)			0					0					0
NET COST OF SERVICES	225,365	7,309	11,636	5,431	(24,213)	225,528	0	(5,414)	4,342	0	224,456	0	0	0	0	224,456
Savings Requirement 2019-20 to 2020-21	0					0				(27,114)	(27,114)				(10,856)	(37,970)
Corporate Growth / Savings	(2,657)	5,000	2,264		(40)	4,567	7,800	700			13,067	6,600		5,000		24,667
Corporate Financing Account	(24,725)		(1,854)			(26,579)		160			(26,419)		160			(26,259)
Levies	21,909	790				22,699	1,563				24,262	878				25,140
Special Expense - Lloyd Square Garden Committee	17		0			17					17					17
NET OPERATING EXPENDITURE	219,909	13,099	12,047	5,431	(24,253)	226,233	9,363	(4,554)	4,342	(27,114)	208,270	7,478	160	5,000	(10,856)	210,052
Contingency	2,000					2,000					2,000					2,000
Transfer to/(from) Other Earmarked Reserves	(855)		(56)		(8,000)	(8,911)		8,161			(750)					(750)
New Homes Bonus Grant	(11,973)		5,797			(6,176)		1,274			(4,902)		970			(3,932)
Council Tax Administration Grants	(600)					(600)					(600)					(600)
AMOUNT TO BE MET FROM RSG, BUSINESS RATES AND COUNCIL TAX	208,481	13,099	17,788	5,431	(32,253)	212,546	9,363	4,881	4,342	(27,114)	204,018	7,478	1,130	5,000	(10,856)	206,770
CHANGE COMPARED TO PREV YEAR (%)	-1.27%					1.95%					-4.01%					1.35%
Revenue Support Grant	(40,818)		40,818			0		(24,067)			(24,067)					(24,067)
Retained Business Rates	(76,979)		(92,620)			(169,599)		30,535			(139,064)					(139,064)
(Top-up) Staff	(2,637)		57,672			55,035		202			55,237					55,237
SETTLEMENT FUNDING ASSESSMENT (SFA)	(120,434)	0	5,870	0	0	(114,564)	0	6,670	0	0	(107,894)	0	0	0	0	(107,894)
Additional Retained Business Rates Income	(1,290)		(3,699)			(4,989)		300			(4,689)					(4,689)
Transfers (from)/to the Collection Fund	(4,044)		(185)			(4,229)		4,229			0					0
COUNCIL TAX REQUIREMENT	82,713	13,099	19,774	5,431	(32,253)	88,764	9,363	16,080	4,342	(27,114)	91,435	7,478	1,130	5,000	(10,856)	94,187

APPENDIX B - GENERAL FUND SAVINGS 2018-19

#	DIRECTORATE	SERVICE	SUMMARY DESCRIPTION	2018-19 £000s
1	Chief Executive's Department	All	Restructure the Chief Executive's Department, including deleting some senior management posts that have already been vacated.	200
2	Chief Executive's Department	All department	Budget efficiencies across the department.	55
3	Children's Services	Adult and Community Learning	Not filling vacant posts, reduction in management costs and relocating Adult and Community Learning from 3 Corners to Finsbury Library.	85
4	Children's Services	Adventure Play	Maintain adventure play by securing additional income.	124
5	Children's Services	Children Looked After	Cross-cutting savings from PAUSE project.	113
6	Children's Services	Data and Performance	Align data analysis more closely with corporate priority outcomes.	36
7	Children's Services	Early Help	Generate additional payment by results income by ensuring staff in other teams such as Children In Need, Families First and Targeted Youth are supported to claim for work where the whole family has been supported.	320
8	Children's Services	Employment, iWork	Not filling vacant posts; use of funds from planning gain to meet the cost of a construction job coach post instead of core funds; and recouping recurrent underspend on childcare bursaries.	120
9	Children's Services	Libraries	Move to online notifications and move to digital phone system.	35
10	Children's Services	Libraries	Saving from vacant posts.	35
11	Children's Services	Libraries	Reduce stock budget to match demand.	30
12	Children's Services	Looked After Children	A move to purchase additional HASS accommodation where previously more expensive accommodation has had to be used for young people.	325
13	Children's Services	Partnerships and Support Services	Reduce central support services.	85
14	Children's Services	Safeguarding & Family Support	Delete the currently vacant policy officer role as tasks absorbed into other parts of the service.	54
15	Children's Services	Safeguarding & Family Support - all (except CIN and LAC)	Introduce a 2% vacancy factor for posts in business support, safeguarding and quality assurance and early help (not in Children In Need and Children Looked After).	145
16	Corporate	Community Infrastructure Levy	More strategic use of CIL.	8,000
17	Corporate	Members' Pension Scheme	Remove the £40k ongoing provision currently reserved to fund a Members' pension scheme, which cannot be used because of legislative barriers.	40

APPENDIX B - GENERAL FUND SAVINGS 2018-19

#	DIRECTORATE	SERVICE	SUMMARY DESCRIPTION	2018-19 £000s
18	Environment and Regeneration	All	Further growth in commercial waste income.	250
19	Environment and Regeneration	Depots	Re-alignment of depot income and expenditure budgets to match planned maintenance and income received from users.	210
20	Environment and Regeneration	Fleet	Savings in fleet hire, maintenance and running costs as fleet is replaced by new more efficient vehicles.	500
21	Environment and Regeneration	Greenspace and Leisure Services	Generate additional income in Greenspace and Leisure, through increased management fee due from our leisure contract (£350k); increased park events including at Finsbury Square (£275k); and additional income from selling tree services (£15k).	640
22	Environment and Regeneration	Highways and Lighting	Convert street lighting lamps to LED.	200
23	Environment and Regeneration	Highways and Lighting	Additional advertising income from new on-street advertising contract.	200
24	Environment and Regeneration	Planning and Development	Reduce management within the Planning and Development division.	200
25	Environment and Regeneration	Planning and Development	Additional planning income will be generated by increasing fees for pre-application advice and planning performance agreements. Increased fees for 2018-19 have been proposed following a benchmarking exercise with adjoining boroughs. The proposed fee increases mean that the Islington fees remain on a par with similar boroughs, and that developers make a fair contribution towards the cost of funding the service.	120
26	Environment and Regeneration	Public Protection	The division has a number of vacant posts that can be deleted with no detrimental impact upon current service levels. These include 7 support officer roles in various service areas cross the division (5.75 FTE) and an Environmental Health Operations Manager post (0.75 FTE).	257
27	Environment and Regeneration	Street Environment Services	Reduce reliance on overtime.	90
28	Environment and Regeneration	Traffic & Parking	Introduce a surcharge of £2 per hour for diesel cars to use pay and display bays. This will help improve air quality in the borough and income received will be applied to the parking account where any surplus is ring-fenced to be spent on highways, transport and environmental activities.	1,200
29	Environment and Regeneration	Traffic & Parking	A new parking contract commenced in September 2017. Introductions of new technologies has allowed the new contract to be procured at a lower cost base.	1,200
30	Housing and Adult Social Services	Adult Social Care	Develop a new delivery model for in-house services including reablement. Redesign services to take a strengths based approach that is more personalised and focuses on employment for working age adults. Ensure residential premises are able to provide a home for life.	1,600
31	Housing and Adult Social Services	Adult Social Care	Move to a new model of commissioning primary prevention services with strategic partners. This will consolidate our current offer and support a whole life course approach to prevention across the borough, strengthening community, family and personal resilience.	500

APPENDIX B - GENERAL FUND SAVINGS 2018-19

#	DIRECTORATE	SERVICE	SUMMARY DESCRIPTION	2018-19 £000s
32	Housing and Adult Social Services	Adult Social Care	Better target mental health resources. Review mental health day services provision to strengthen recovery.	300
33	Housing and Adult Social Services	Adult Social Services	Using the Improved Better Care Fund grant to stabilise the social care system, with an emphasis on supporting our older residents through developing sustainable integrated pathways with health partners.	1,000
34	Housing and Adult Social Services	Adult Social Services	Deliver night support – a responsive service that can undertake visits, deliver assistance or provide call outs. Savings would be generated by reducing waking night provision and instead meeting these needs through night visits.	217
35	Housing and Adult Social Services	Adult Social Services	Expansion in intermediate care provision. Conversion of 20 units from Sheltered to Sheltered Plus – allowing us an intervention offer for older people who need support at night, to stop them going into residential care. These will be introduced with the agreement of providers on a phased basis.	197
36	Housing and Adult Social Services	Adult Social Services	A new offer of employment and day opportunities. This will be built around individuals accessing specialist support for finding jobs, or interacting with mainstream facilities. This offer would be open for 18-65 year olds across LD, PD and MH services, based upon a cost and volume framework.	55
37	Housing and Adult Social Services	Housing General Fund - Housing Needs and Private Housing Partnerships	Ongoing programme to reduce staffing costs through channel shift, improve processes and restructure to deliver the Housing Needs and Private Housing Partnerships service with fewer staff.	250
38	Housing and Adult Social Services	Housing needs and strategy	Increase HRA recharge income to the General Fund to cover eligible services.	150
39	Housing and Adult Social Services	Housing Related Support	Review housing related support pathways to ensure accommodation models are supporting personalised and strengths-based approaches to Adult Social Care. Specifically, enabling step-up and step-down support.	50
40	Housing and Adult Social Services	Learning Disabilities	Efficiencies in service provision for learning disability clients. Ensure care meets service users' needs, reduce excess care and support people to lead more independent lives with universal services.	1,300
41	Housing and Adult Social Services	Strategy and Commissioning	Drive contract efficiencies. Develop new commissioning approaches across North Central London, re-negotiate contracts, strengthen annual uplift process for spot contracts and use dynamic purchasing system.	500
42	Housing and Adult Social Services	Strategy and Commissioning	Reduce commissioning capacity. Hold vacancies, review transactional processes and develop a stronger Adult Social Care Commissioning offer.	360
43	Public Health	Public Health	Contract variation in the exercise on referral and weight management service, which is expected to have limited impact on service delivery.	20
44	Public Health	Public Health Commissioning - Health Visiting	Deleting vacancies due to national recruitment issues which currently mean that posts are left consistently unfilled, therefore leading to a reduction in staffing budgets.	263
45	Public Health	School Age Services	Achieve savings in the oral health contract by increased targeting of the fluoride varnish scheme to younger children, and some reduction in general oral health promotion activities. Move to a new model of supporting children and families around weight issues, through the development of an integrated health promotion model for school aged children.	151
46	Public Health	Sexual Health	Reduce staffing costs whilst maintaining services by combining roles and increased sharing across two boroughs as part of the young people's sexual health network.	155

APPENDIX B - GENERAL FUND SAVINGS 2018-19

#	DIRECTORATE	SERVICE	SUMMARY DESCRIPTION	2018-19 £000s
47	Public Health	Sexual Health Services	Secure saving from having transformed the way we pay providers for genito-urinary medicine and sexual health services (through having negotiated a new London-wide tariff) and having redesigned sexual health services.	650
48	Public Health	Substance Misuse	Transform and integrate services for residents and families with substance misuse needs, to support earlier intervention and recovery.	1,130
49	Resources	All department	Review of all budgets to remove any surpluses and underspends. This will not affect service delivery as it is a technical adjustment to reflect current spending patterns in the budget.	300
50	Resources	All department	Vacancy management across the directorate.	200
51	Resources	Assembly Hall	Reflect the higher income already being collected in the budget.	60
52	Resources	Business Rates	Growth in retained business rates income based on forecast for the current year.	2,000
53	Resources	Council Tax collection	Expand the Debt Recovery Team by 5 staff and collect additional council tax income over and above the cost of the staff employed.	300
54	Resources	Facilities Management	Facilities Management efficiency savings.	200
55	Resources	Financial Management	Continued active management of the council's cash flow, borrowing and lending to deliver further savings.	3,600
56	Resources	Financial Operations and Customer Services	Reduction in spend on benefits processing with the gradual introduction of Universal Credit.	600
57	Resources	Financial Operations and Customer Services	Increase council tax collection rate from 97% to 98%.	400
58	Resources	Legal Services	Increase Legal Services income.	20
59	Resources	Property	Generate additional income across our property portfolio.	856
			Total	32,253
			Corporate	8,040
			Chief Executive's Department	255
			Children's Services	1,507
			Environment and Regeneration	5,067
			Housing and Adult Social Services	6,479
			Public Health	2,369
			Resources	8,536
			Total	32,253

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description		Discretionary / Statutory	2017-18	2018-19	% Change
CHILDREN'S SERVICES					
School Meals					
Primary School Meals		Notional charge as covered by the Council's Universal Free School Meals Scheme	£2.00	£2.00	0.00%
Children's Centres and Community Centres - All prices are per child per week and all increases are from September 2018. Existing children as at September 2017 in under 3s will be charged at the 2017-18 rate plus 2% until the term after the child's 3rd birthday.					
Term Time and Holidays					
Under 2's					
Band 1 (Up to £24,999)	Per week	Discretionary	£182.69	£188.17	3.00%
Band 2 (£25,000 - £30,999)	Per week	Discretionary	£193.32	£199.12	3.00%
Band 3 (£31,000 - £39,999)	Per week	Discretionary	£210.38	£216.69	3.00%
Band 4 (£40,000 - £49,999)	Per week	Discretionary	£233.13	£240.12	3.00%
Band 5 (£50,000 - £59,999)	Per week	Discretionary	£261.56	£269.40	3.00%
New Band 6 (£60,000 - £69,999)	Per week	Discretionary	£295.67	£304.54	3.00%
New Band 7 (£70,000 - £79,999)	Per week	Discretionary	£301.41	£316.48	5.00%
New Band 8 (£80,000 - £89,999)	Per week	Discretionary	£344.37	£365.04	6.00%
New Band 9 (£90,000 - £99,999)	Per week	Discretionary	£354.12	£385.99	9.00%
New Band 10 (£100,000 - £120,000)	Per week	Discretionary	£357.37	£393.10	10.00%
New Band 11 (above £120,000)	Per week	Discretionary	£363.87	£407.53	12.00%
Out of Borough/Marketed	Per week	Discretionary	£373.61	£429.65	15.00%
Term Time and Holidays					
2 to 3's					
Band 1 (Up to £24,999)	Per week	Discretionary	£178.90	£184.27	3.00%
Band 2 (£25,000 - £30,999)	Per week	Discretionary	£189.53	£195.22	3.00%
Band 3 (£31,000 - £39,999)	Per week	Discretionary	£206.26	£212.45	3.00%
Band 4 (£40,000 - £49,999)	Per week	Discretionary	£228.56	£235.41	3.00%
Band 5 (£50,000 - £59,999)	Per week	Discretionary	£256.43	£264.12	3.00%
New Band 6 (£60,000 - £69,999)	Per week	Discretionary	£289.87	£298.57	3.00%
New Band 7 (£70,000 - £79,999)	Per week	Discretionary	£295.50	£310.28	5.00%
New Band 8 (£80,000 - £89,999)	Per week	Discretionary	£313.06	£331.84	6.00%
New Band 9 (£90,000 - £99,999)	Per week	Discretionary	£321.92	£350.89	9.00%
New Band 10 (£100,000 - £120,000)	Per week	Discretionary	£324.87	£357.36	10.00%
New Band 11 (above £120,000)	Per week	Discretionary	£330.78	£370.47	12.00%
Out of Borough/Marketed	Per week	Discretionary	£339.64	£390.59	15.00%
Term Time					
3 & 4s entitled to 15 hrs free					
Band 1 (Up to £24,999)	Per week	Discretionary	£125.37	£129.13	3.00%
Band 2 (£25,000 - £30,999)	Per week	Discretionary	£132.67	£136.65	3.00%
Band 3 (£31,000 - £39,999)	Per week	Discretionary	£144.38	£148.71	3.00%
Band 4 (£40,000 - £49,999)	Per week	Discretionary	£159.99	£164.79	3.00%
Band 5 (£50,000 - £59,999)	Per week	Discretionary	£179.50	£184.88	3.00%
New Band 6 (£60,000 - £69,999)	Per week	Discretionary	£202.91	£209.00	3.00%
New Band 7 (£70,000 - £79,999)	Per week	Discretionary	£206.85	£217.19	5.00%
New Band 8 (£80,000 - £89,999)	Per week	Discretionary	£219.14	£232.29	6.00%
New Band 9 (£90,000 - £99,999)	Per week	Discretionary	£225.35	£245.63	9.00%
New Band 10 (£100,000 - £120,000)	Per week	Discretionary	£227.41	£250.16	10.00%
New Band 11 (above £120,000)	Per week	Discretionary	£231.55	£259.33	12.00%
Out of Borough/Marketed	Per week	Discretionary	£237.75	£273.41	15.00%
Term Time					
3 & 4s entitled to 30 hrs free					
Band 1 (Up to £24,999)	Per week	Discretionary	£71.65	£73.80	3.00%
Band 2 (£25,000 - £30,999)	Per week	Discretionary	£75.82	£78.09	3.00%
Band 3 (£31,000 - £39,999)	Per week	Discretionary	£82.50	£84.98	3.00%
Band 4 (£40,000 - £49,999)	Per week	Discretionary	£91.42	£94.17	3.00%
Band 5 (£50,000 - £59,999)	Per week	Discretionary	£102.57	£105.64	3.00%
New Band 6 (£60,000 - £69,999)	Per week	Discretionary	£115.95	£119.43	3.00%
New Band 7 (£70,000 - £79,999)	Per week	Discretionary	£118.20	£124.11	5.00%
New Band 8 (£80,000 - £89,999)	Per week	Discretionary	£125.23	£132.74	6.00%
New Band 9 (£90,000 - £99,999)	Per week	Discretionary	£128.77	£140.36	9.00%
New Band 10 (£100,000 - £120,000)	Per week	Discretionary	£129.95	£142.95	10.00%
New Band 11 (above £120,000)	Per week	Discretionary	£132.32	£148.19	12.00%
Out of Borough/Marketed	Per week	Discretionary	£135.86	£156.24	15.00%
Holidays					
3 & 4 Year Olds					
Band 1 (Up to £24,999)	Per week	Discretionary	£143.28	£147.58	3.00%
Band 2 (£25,000 - £30,999)	Per week	Discretionary	£151.63	£156.18	3.00%
Band 3 (£31,000 - £39,999)	Per week	Discretionary	£165.01	£169.96	3.00%
Band 4 (£40,000 - £49,999)	Per week	Discretionary	£182.85	£188.33	3.00%
Band 5 (£50,000 - £59,999)	Per week	Discretionary	£205.15	£211.30	3.00%
New Band 6 (£60,000 - £69,999)	Per week	Discretionary	£231.90	£238.86	3.00%
New Band 7 (£70,000 - £79,999)	Per week	Discretionary	£236.41	£248.23	5.00%
New Band 8 (£80,000 - £89,999)	Per week	Discretionary	£250.45	£265.47	6.00%
New Band 9 (£90,000 - £99,999)	Per week	Discretionary	£257.53	£280.71	9.00%
New Band 10 (£100,000 - £120,000)	Per week	Discretionary	£259.90	£285.89	10.00%
New Band 11 (above £120,000)	Per week	Discretionary	£264.62	£296.38	12.00%
Out of Borough/Marketed	Per week	Discretionary	£271.71	£312.47	15.00%
Library and Heritage Services					
Fax Charges	Charge for use of fax - to help with cost replacement of machine in future years and running expenses	Discretionary	£1 first page then 50p subsequent page	£1 first page then 50p subsequent page	

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description		Discretionary / Statutory	2017-18	2018-19	% Change
Sale of Obsolete Stock	Sales - to help with the purchase of new books	Discretionary	10p to £2 on books, 50p to £2 on CD, computer games, video, DVDs	10p to £2 on books, 50p to £2 on CD, computer games, video, DVDs	
Digital images (Local history)	Per image	Discretionary	£16.00	£16.00	0.00%
Reservation charges for items not in stock	Service charge - for books obtained via library interloans scheme	Discretionary	£3.80	£3.80	0.00%
PC Printing	Hire charge - cost recovery	Discretionary	15p b/w 50p colour	15p b/w 50p colour	
Genealogical Research	Service charge - cost recovery	Discretionary	£15 per half-hour (Minimum 1 hour)	£15 per half-hour (Minimum 1 hour)	
Local history photography pass	Per day	Discretionary	£6.00	£6.00	0.00%
Charges for Overdue Books	Fines - to help ensure the timely return of books for other users of the Library Service	Discretionary	17p per day (£7.20 maximum charge per item)	17p per day (£7.20 maximum charge per item)	
Hire of Music	Hire charge for CDs	Discretionary	50p; 60+ free	50p; 60+ free	
Photocopying	Charge for use of photocopier - cost recovery	Discretionary	15p A4 b/w; 20p A3 b/w; 50p A4 colour; £1 A3 colour	15p A4 b/w; 20p A3 b/w; 50p A4 colour; £1 A3 colour	
Hall Lettings	Hall lettings	Discretionary	Increase in line with inflation (round to £29 to £175 per hour)	Increase in line with inflation (round to £29 to £175 per hour)	
Charges for Lost Items	Cost of replacing lost items	Discretionary	Original purchase price	Original purchase price	
Replacement Library Cards	Cost of replacing lost card	Discretionary	£2.10	£2.10	0.00%
DVDs Hire charge per night	New feature films	Discretionary	£2.00	£2.00	0.00%
DVDs Hire charge per night	Other / Non feature films	Discretionary	£1.50	£1.50	0.00%
Local History and re-sale materials sales	Sales - cost recovery	Discretionary	Price range from 25p to £26	Price range from 25p to £26	
Local History Centre - Commercial reproduction charges (price per image unless otherwise stated)					
Books, periodicals, printed material, e-books, CD ROMs					
Front cover / jacket	UK rights (World rights double fee)	Discretionary	£77.00	£80.00	3.90%
Interior	UK rights (World rights double fee)	Discretionary	£52.00	£55.00	5.77%
Leaflets and brochures	UK rights (World rights double fee)	Discretionary	£52.00	£55.00	5.77%
Advertising in newspapers and periodicals	UK rights (World rights double fee)	Discretionary	£77.00	£80.00	3.90%
Postcards*, greetings cards*, giftware, calendars, posters, publicity material *+100 copies	UK rights (World rights double fee)	Discretionary	£132.00	£140.00	6.06%
Commercial interior design and decoration					
Commercial interior design and decoration	For up to 5 images, additional images £25	Discretionary	£265.00	£275.00	3.77%
Television					
Per transmission	one showing, one country including TV advertisements	Discretionary	£77.00	£80.00	3.90%
5-year unlimited transmission	Excluding video & DVD	Discretionary	£265.00	£275.00	3.77%
DVDs, films, videos & CD-ROMS					
DVDs, films, videos & CD-ROMS	UK rights (World rights double fee)	Discretionary	£132.00	£140.00	6.06%
Exhibitions					
Exhibitions		Discretionary	£77.00	£80.00	3.90%
Web use					
Web use	Including blog posts and social media	Discretionary	£77.00	£80.00	3.90%
*Discounts can be negotiated where: works are educational / non-profit making, works require a large number of images (over 10) or print runs are below 1500 copies.					
Education Library Service					
Primary School	Per pupil	Discretionary	£18.00	£18.00	0.00%
Secondary School	Full subscription	Discretionary	£5,290.00	£5,290.00	0.00%
	Tutor Box Only	Discretionary	£2,530.00	£2,530.00	0.00%
PVI Nurseries		Discretionary	£190.00	£190.00	0.00%
Out of Borough schools : Artefact Topic boxes	Per box + £15 delivery and collection charge	Discretionary	£70.00	£70.00	0.00%
ENVIRONMENT AND REGENERATION					
PUBLIC PROTECTION					

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description		Discretionary / Statutory	2017-18	2018-19	% Change
Charges for carrying out works in default following service of Notices	Per case	Discretionary	£250.00 or 30% of cost of works whichever is greater	£250.00 or 30% of cost of works whichever is greater	
Land Charges LA Searches (NB These charges need to be set to recover costs only by law. Charges are set based upon an analysis of prior year spend and income.)					
LLC1	Additional parcel £1	Discretionary	£23.00	£24.00	4.35%
Con29R	Additional Parcel £20	Discretionary	£94.00	£98.00	4.26%
Enhanced Personal search		Discretionary	£25.00	£26.00	4.00%
Information search		Discretionary	£51.00	£53.00	3.92%
Personal inspection of the Local Land Charges Register under EIR		Discretionary	£0.00	£0.00	
Part 2 (Con29O) questions		Discretionary	£11.00	£11.00	0.00%
Part 3 (your own) questions		Discretionary	£22.00	£23.00	4.55%
Right of Light Registration		Discretionary	£71.00	£74.00	4.23%
LAND SEARCH ENQUIRIES					
Per reply letter		Discretionary	£66.00	£69.00	4.55%
Per copy of consent		Discretionary	£1.00	£1.00	0.00%
SCIENTIFIC SERVICES					
Environmental Protection Act 1990					
Statutory Registers					
Copies and Entries:					
First Copy (per sheet)		Discretionary	£14.00	£14.50	3.57%
Each subsequent (per sheet)		Discretionary	£5.00	£5.20	4.00%
ANIMAL SERVICES					
Dog Recovery		Discretionary	£29.00	£30.00	3.45%
Animal Rehoming		Discretionary	£51.00	£53.00	3.92%
Animal Boarding		Discretionary	£12.00	£12.00	0.00%
Register of Seized Dogs		Discretionary	£4.00	£4.20	5.00%
Animal Boarding Establishments Act 1963					
Licence		Discretionary	£340.00	£353.00	3.82%
Renewal		Discretionary	£340.00	£353.00	3.82%
Breeding Dogs Act 1973					
Licence		Discretionary	£280.00	£291.00	3.93%
Renewal		Discretionary	£280.00	£291.00	3.93%
Dangerous Wild Animals Act 1976					
Licence		Discretionary	£340.00	£353.00	3.82%
Renewal		Discretionary	£340.00	£353.00	3.82%
Performing Animals (Regulations) Act 1925					
Registration (once only)		Discretionary	£53.00	£55.00	3.77%
Copy Certificate		Discretionary	£20.00	£21.00	5.00%
Pet Animals Act 1951					
Licence		Discretionary	£340.00	£353.00	3.82%
Renewal		Discretionary	£340.00	£353.00	3.82%
Riding Establishments Act 1964					
Licence		Discretionary	£480.00	£498.00	3.75%
Renewal of Provisional Licence		Discretionary	£480.00	£498.00	3.75%
Pest Control					
Contracted Pest Control treatments - per hour plus VAT		Discretionary	£175.00	£182.00	4.00%
Residential Environmental Health (can only be charged on a cost recovery basis)					
Notices served and Orders made under Housing Act 2004		Discretionary	£600.00	£623.00	3.83%
HMO licensing	Per letting	Discretionary	£270.00	£280.00	3.70%
HMO licensing - accredited landlords	Per letting	Discretionary	£230.00	£239.00	3.91%
HMO licensing - assisted applications	Per HMO	Discretionary	£330.00	£343.00	3.94%
Renewal of HMO licence after 5 year term from 11/12	Per letting	Discretionary	£210.00	£218.00	3.81%
Renewal of HMO licence for accredited landlord after 5 year term from 11/12	Per letting	Discretionary	£190.00	£197.00	3.68%
HMO Licensing of large student accommodation blocks	Per letting	Discretionary	£31.00	£32.00	3.23%
HMO licensing s257 HMOs	Per building	Discretionary	£660.00	£685.00	3.79%
HMO licensing - accredited landlords s257 HMOs	Per building	Discretionary	£560.00	£581.00	3.75%
HMO licensing - assisted applications s257 HMOs	Per building	Discretionary	£170.00	£176.00	3.53%
Renewal of HMO licence after 5 year term from 15/16 s257 HMOs	Per building	Discretionary	£530.00	£550.00	3.77%
Renewal of HMO licence for accredited landlord after 5 year term from 15/16 for s257 HMOs	Per building	Discretionary	£460.00	£477.00	3.70%
Commercial Environmental Health					
Food Hygiene Training		Discretionary	£76.00	£78.90	3.82%
EH & TS Regulatory Services (including PAP) (can only be charged on a cost recovery basis)	Per hour	Discretionary	£70.00	£72.70	3.86%
PROPERTY RECORD VIEWING, PHOTOCOPYING & VIEWING (CHARGE PER PROPERTY)					
Solicitor's enquiry (24 hour response)		Discretionary	£125.00	£129.80	3.84%
TRADING STANDARDS					
Business Advice					
Charge (per hour or part thereof) for business advice and ancillary advice services.		Discretionary		£70.00	New

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description	Discretionary / Statutory	2017-18	2018-19	% Change	
Primary Authority (Regulatory Enforcement and Sanction Act 2008) charge (per hour or part thereof) for business advice and ancillary advice services.	Discretionary		£70.00	New	
Weighing and Measuring Equipment					
Charges for examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment. Charges are per officer/hr.	Discretionary	£95.00	£99.00	4.21%	
Weights					
Exceeding 5kg or not exceeding 5g	Discretionary	£14.00	£14.50	3.57%	
Other weights	Discretionary	£13.00	£13.50	3.85%	
Measures					
Linear measures not exceeding 3m	Discretionary	£14.00	£14.50	3.57%	
Weighing machines					
Not exceeding 15kg	Discretionary	£34.00	£35.00	2.94%	
15kg to 100kg	Discretionary	£52.00	£54.00	3.85%	
100kg to 250 kg	Discretionary	£67.00	£70.00	4.48%	
250 kg to 1 tonne	Discretionary	£120.00	£125.00	4.17%	
1 tonne to 10 tonne	Discretionary	£210.00	£218.00	3.81%	
10 tonne to 30 tonne	Discretionary	£410.00	£426.00	3.90%	
30 tonne to 60 tonne	Discretionary	£610.00	£633.00	3.77%	
Measuring Instruments for Intoxicating Liquor					
Not exceeding 150 ml	Discretionary	£23.00	£24.00	4.35%	
Other	Discretionary	£24.00	£25.00	4.17%	
Measuring Instruments for Liquid Fuel and Lubricants					
Container Type (unsubdivided)	Discretionary	£95.00	£99.00	4.21%	
Multigrade					
a) solely price adjustment	Discretionary	£120.00	£125.00	4.17%	
b) otherwise	Discretionary	£210.00	£218.00	3.81%	
Other types-single outlets					
a) Solely price adjustment	Discretionary	£94.00	£98.00	4.26%	
b) otherwise	Discretionary	£130.00	£135.00	3.85%	
Other types - multi outlets - rate per meter	Discretionary	£130.00	£135.00	3.85%	
Other Charges					
If without prior notice an appointment is cancelled or altered significantly by the person requesting the service, a minimum charge of £95 (£142.50 in respect of appointments outside the hours 9.00 a.m. - 5.00 p.m. Monday to Friday) will be made for the first hour or part thereof and then at a rate of £95 (£142.50) per hour thereafter. This will include travelling time to and from the premises.					
When a visit is made by a Trading Standards Officer to any premises for the purpose of carrying out any of the functions or activities listed above, each visit may be subject to a minimum charge of £95 per Officer per visit regardless of the nature or amount of work requested or completed.					
If the Service has to hire additional weights or equipment to carry out any testing or examination, then the additional cost will be payable by the submitter.					
GLC General (Powers) Act 1984					
Sale of Goods by Competitive Bidding	Discretionary	£230.00	£239.00	3.91%	
Scrap Metal Dealers Act 2013					
Scrap Metal Dealer - Site Licence	licence is of 3 years duration	Discretionary	£509.00	£528.00	3.73%
Scrap Metal Dealer renewal		Discretionary	£509.00	£528.00	3.73%
Scrap Metal Dealer variation		Discretionary	£255.00	£265.00	3.92%
Scrap Metal Collector		Discretionary	£305.00	£317.00	3.93%
Scrap Metal Collector renewal		Discretionary	£305.00	£317.00	3.93%
Scrap Metal Collector variation		Discretionary	£244.00	£253.00	3.69%
Duplicates (for either)		Discretionary	£5.20	£5.40	3.85%
GAMBLING ACT 2005					
Licence Fees (can only be charged on a cost recovery basis)					
Bingo Club - New Application		Discretionary	£1,910.00	£1,980.00	3.66%
Bingo Club Annual Fee		Discretionary	£970.00	£1,010.00	4.12%
Bingo Club - Variation		Discretionary	£1,340.00	£1,390.00	3.73%
Bingo Club - Transfer		Discretionary	£170.00	£180.00	5.88%
Bingo Club - Re-instatement		Discretionary	£170.00	£180.00	5.88%
Bingo Club - Provisional Statement		Discretionary	£1,910.00	£1,980.00	3.66%
Bingo Club - New Application from Provisional Statement holder		Discretionary	£170.00	£180.00	5.88%
Betting Premises excluding Tracks - New Application		Discretionary	£1,910.00	£1,980.00	3.66%
Betting Premises excluding Tracks Annual Fee		Discretionary	£560.00	£580.00	3.57%
Betting Premises excluding Tracks - Variation		Discretionary	£980.00	£1,020.00	4.08%
Betting Premises excluding Tracks - Transfer		Discretionary	£170.00	£180.00	5.88%
Betting Premises excluding Tracks - Re-instatement		Discretionary	£170.00	£180.00	5.88%
Betting Premises excluding Tracks - New Application from Provisional Statement holder		Discretionary	£170.00	£180.00	5.88%
Betting Premises excluding Tracks - Application for Provisional Statement		Discretionary	£1,910.00	£1,980.00	3.66%
Tracks - New Application		Discretionary	£1,910.00	£1,980.00	3.66%
Tracks - Transfer		Discretionary	£400.00	£420.00	5.00%
Tracks - Re-instatement		Discretionary	£400.00	£420.00	5.00%
Tracks - Provisional Statement		Discretionary	£1,910.00	£1,980.00	3.66%
Tracks - New Application from provisional statement holder		Discretionary	£400.00	£420.00	5.00%
CCTV Enquiries/Requests form info Solicitors, Lawyers, Court Officers (Police Exempt)					
DVD Single Camera footage		Discretionary	£50.00	£100.00	100.00%
DVD Multiple camera footage		Discretionary	£65.00	£125.00	92.31%
PLANNING AND DEVELOPMENT					
Photocopying Correspondence & Other Items					
Each page		Discretionary	£1.25	£1.30	4.00%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description	Discretionary / Statutory	2017-18	2018-19	% Change
Research fee				
Admin time per hr	Discretionary	£53.00	£55.00	3.77%
Planning history file retrieval and viewing	Per file retrieval Discretionary		£20.00	New
Policy documents				
UDP Adopted June 2002	Discretionary	£57.00	£59.00	3.51%
Core Strategy	Discretionary	£48.00	£50.00	4.17%
Proposals Maps (UDP and Core Strategy)	Discretionary	£7.10	£7.40	4.23%
Development Management Policies DPD (once formally adopted)	Discretionary	£48.00	£50.00	4.17%
Site Allocations DPD (once formally adopted)	Discretionary	£48.00	£50.00	4.17%
Finsbury Local Plan (once adopted formally)	Discretionary	£48.00	£50.00	4.17%
Environmental Design SPD	Discretionary	£22.00	£23.00	4.55%
Affordable Housing Small Sites Contributions SPD	Discretionary	£0.00	£0.00	
Streetbook SPD (new version, Oct 2012)	Discretionary	£22.00	£23.00	4.55%
Inclusive Landscape Design SPD (Oct 09)	Discretionary	£17.00	£18.00	5.88%
Planning Obligations SPD (July 2009)	Discretionary	£17.00	£18.00	5.88%
Accessible Housing SPD (March 2009)	Discretionary	£0.00	£0.00	
Archway Development Framework SPD (September 2007)	Discretionary	£0.00	£0.00	
Nag's Head Town Centre Strategy SPD (May 2007)	Discretionary	£0.00	£0.00	
Urban Design Guide SPD (Dec 06),	Discretionary	£17.00	£18.00	5.88%
King's Cross Framework SPD (July 2005)	Discretionary	£0.00	£0.00	
Statement of Community Involvement (July 2006)	Discretionary	£0.00	£0.00	
Angel Town Centre Strategy	Discretionary	£0.00	£0.00	
Mount Pleasant	Discretionary	£17.00	£18.00	5.88%
Student Accommodation Contributions for Bursaries SPD (once adopted)	Discretionary	£0.00	£0.00	
Shop front Design	Discretionary	£7.10	£7.40	4.23%
Conservation Area Design Guidelines	Discretionary	£20.00	£21.00	5.00%
Planning Briefs	Discretionary	£11.00	£11.40	3.64%
Other Documents				
Street Index with No Areas	Discretionary	£14.00	£14.50	3.57%
Maps				
Street Maps	Discretionary	£5.50	£5.70	3.64%
Plan Printing				
(Other than plans from planning applications)				
A4	Discretionary	£5.25	£5.40	2.86%
A3	Discretionary	£5.25	£5.40	2.86%
A2	Discretionary	£7.50	£7.80	4.00%
A1 23" * 20"	Discretionary	£7.50	£7.80	4.00%
A1 40" * 30"	Discretionary	£7.50	£7.80	4.00%
A0	Discretionary	£7.50	£7.80	4.00%
60" * 40"	Discretionary	£7.50	£7.80	4.00%
Pre-application and other advice fees				
Duty Planning Officer Slot	Discretionary	£56.00	£64.40	15.00%
Householder application	Discretionary	£268.00	£278.00	3.73%
Householder application with site visit	Discretionary	£436.00	£453.00	3.90%
Householder follow up meeting /site visit	Discretionary	£173.00	£180.00	4.05%
Listed building consent	Discretionary	£399.00	£414.00	3.76%
Listed building consent with site visit	Discretionary	£573.00	£595.00	3.84%
Listed Building consent follow up meeting	Discretionary	£172.00	£206.40	20.00%
Small scale minor application (up to 3 residential units, or 499 sq.m commercial)	Discretionary	£759.00	£788.00	3.82%
Small scale minor application with site visit	Discretionary	£1,111.00	£1,153.00	3.78%
Small scale minor follow up meeting	Discretionary	£550.00	£660.00	20.00%
Larger scale minor development (4-6 residential units, or 500-999 sq.m commercial) - 4a category	Discretionary	£1,771.00	£1,838.00	3.78%
Large scale minor follow up meeting (4-6) 4a	Discretionary	£952.00	£1,142.40	20.00%
Larger scale minor development (7-9 residential units, or 500-999 sq.m commercial) - 4b category	Discretionary	£2,123.00	£2,204.00	3.82%
Large scale minor follow up meeting (7-9) 4b	Discretionary	£1,144.00	£1,372.80	20.00%
(5a) Major application: 10-20 residential units or 1000 to 1999sqm commercial floorspace	Discretionary	£5,304.00	£7,956.00	50.00%
(5a) Major Applications follow up meeting	Discretionary	£2,280.00	£2,367.00	3.82%
(5b) Major application >21 residential units or >2000sqm commercial floorspace	Discretionary	£6,960.00	£10,440.00	50.00%
(5b) Major application per extra meeting	Discretionary	£2,280.00	£5,220.00	128.95%
Planning Performance Agreement - (5a) Major application			£7,920.00	
Planning Performance Agreement - (5b) Major application	Discretionary	£7,920.00	£9,000.00	13.64%
5b) Major - Planning Performance Agreement (package includes: initial meeting, follow up meeting, one Design Review Panel and agreement to take forward bespoke determination period into application stage.	Discretionary		£28,888.81	
PPA Bespoke - to be agreed for any application proposing >150 residential units and/or >20,000sqm commercial floorspace	Discretionary		To be negotiated	

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description		Discretionary / Statutory	2017-18	2018-19	% Change
Planning Performance Agreement (conditions) - initial set up fee and then a charge of £500 per condition forming part of the agreement (to reflect likely hourly input). Meetings to be charged for in addition to this		Discretionary	£3,600.00	£2,400.00	-33.33%
Planning Performance Agreement (s73) - for Major 5a Development Type. Additional charges for meetings and unforeseen / extra costs to the LPA		Discretionary		£2,400.00	
Planning Performance Agreement (s73) for Major 5b development type. Additional charges for meetings and unforeseen / extra costs to the LPA		Discretionary		£5,000.00	
Planning performance Agreement (s73) relating to a development of >150 residential units or >20,000sqm of commercial floorspace		Discretionary		To be negotiated	
Extensions of time - small scale		Discretionary	£500.00	£500.00	0.00%
Extensions of time - minor 4a		Discretionary	£1,200.00	£1,200.00	0.00%
Extensions of time - minor 4b		Discretionary	£1,600.00	£1,600.00	0.00%
Extension of times Majors (5a)		Discretionary	£7,920.00	£7,956.00	0.45%
Extension of times Majors (5b)		Discretionary	£7,920.00	£10,440.00	31.82%
Design review panel		Discretionary	£4,074.00	£4,229.00	3.80%
Design review panel follow up		Discretionary	£3,120.00	£3,239.00	3.81%
Officer research/ correspondence per hour		Discretionary	£132.00	£137.00	3.79%
Express Enforcement correspondence		Discretionary	£605.00	£628.00	3.80%
Refund for returned invalid application		Discretionary	20% of application fee	20% of application fee	
Streetbook Surgeries		Discretionary	£1,524.00	£1,582.00	3.81%
BUILDING CONTROL					
Property Record Viewing, Photocopying & Viewing (Charge Per Property)					
Enquiry Charge - all information readily available on back-office/land charges or statutory register		Discretionary	£90.00	£90.00	0.00%
Enquiry Charge - additional research required	Additional hours (or part thereof) to deal with enquiry to be charged at standard hourly rate.	Discretionary	£90.00	£90.00	0.00%
Additional page/drawing		Discretionary	£1.00	£1.00	0.00%
Each single copy of microfiche		Discretionary	£10.00	£10.00	0.00%
Solicitor's enquiry (48 hour response)		Discretionary	£270.00	£270.00	0.00%
Temporary Structure-Renewals					
Professional/Technical time per hr	Standard Hourly Rate	Discretionary	£90.00	£90.00	0.00%
Administrative time per hr	Standard Hourly Rate	Discretionary	£90.00	£90.00	0.00%
Demolition notice under section 10 of the London Local Authorities Act 2004	Standard applications	Discretionary	£450.00	£450.00	0.00%
Demolition notice under section 10 of the London Local Authorities Act 2005	Complex applications	Discretionary	£810.00	£810.00	0.00%
Temporary Structure-New Structures & S21 London Building Ct 1939					
Minimum charge	Minimum charge is £300 paid on application, with additional charges to be assessed on a case by case basis based on nature of structure and resources required in order to deal with application.	Discretionary	£300.00	£300.00	0.00%
Dangerous Structures					
Standard Charge on issue of Notice		Discretionary	£270.00	£270.00	0.00%
Site visits and time spent on dealing with matter to be charged at standard hourly rate	Time to be charged at standard hourly rate	Discretionary	On application	On application	
Miscellaneous Charges					
Misc. charges and services delivered that are not specifically stated		Discretionary	On application	On application	
Refunds and Cancellations	£100 + any time spent on application charged at hourly rate	Discretionary	£110.00	£110.00	0.00%
Street Naming and Numbering					
New sites or developments					
1-9 units		Discretionary	£193.00	£200.00	3.63%
10-20 units		Discretionary	£254.00	£264.00	3.94%
For each additional unit over 20		Discretionary	£36.00	£37.00	2.78%
Existing property					
Renaming a street		Discretionary	£407.00	£422.00	3.69%
Naming or re-naming of a property		Discretionary	£234.00	£243.00	3.85%
Renumbering of a property		Discretionary	£234.00	£243.00	3.85%
ENVIRONMENTAL SERVICES					
HIGHWAYS GROUP					
NEW ROADS AND STREET WORKS ACT					
Streetscene Records					
Staff viewing charge		Discretionary	£47.00	£49.00	4.26%
First page copying - per page		Discretionary	£5.40	£6.00	11.11%
Subsequent pages - per page		Discretionary	£1.00	£1.00	0.00%
Restoration of database if required		Discretionary	£580.00	£602.00	3.79%
Provision of information by post		Discretionary	£60.00	£62.00	3.33%
Provision of accident data		Discretionary	£70.00	£73.00	4.29%
Enquiries/Requests form info Solicitors, Developers/Business Orgs					
Search only		Discretionary	£42.00	£44.00	4.76%
Research/Reply		Discretionary	£82.00	£85.00	3.66%
Research/Reply multiple questions (up to 5)		Discretionary	£153.00	£159.00	3.92%
Research/Reply multiple questions (6+)		Discretionary	£204.00	£212.00	3.92%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description	Discretionary / Statutory	2017-18	2018-19	% Change
Supply Lamps				
Per lamp	Discretionary	£15.00	£15.00	0.00%
Per night	Discretionary	£123.00	£128.00	4.07%
Deposits				
Deposit Handling Charge	Discretionary	£78.00	£80.00	2.56%
Deposit based on full replacement cost of highway (m2)	Discretionary	£214.00	£222.00	3.74%
Highway Licences				
Section 50 opening of highway - Excavation up to 0.9 metres	Discretionary	£325.00	£340.00	4.62%
Section 50 opening of highway - Excavation 0.9 - 1.5 metres	Discretionary	£725.00	£750.00	3.45%
Section 50 opening of highway - Excavation over 1.50 metres	Discretionary	£1,900.00	£1,975.00	3.95%
Section 50 opening of highway - Non excavation	Discretionary	£235.00	£245.00	4.26%
Temp X over Section 50 opening of highway - Standard Vehicle	Discretionary	£725.00	£750.00	3.45%
Temp X over Section 50 opening of highway - Heavy Duty Vehicle	Discretionary	£1,900.00	£1,975.00	3.95%
Extension fees for agreed and non agreed Section 50 - excavations and temporary crossovers	Discretionary	£165.00	£175.00	6.06%
Site Inspection fee for valid complaints or unauthorised overstay	Discretionary	£165.00	£175.00	6.06%
Tables and chairs				
Management fee - all bands	Discretionary	£417.00	£433.00	3.84%
Band A - Price per seat up to 12	Discretionary	£77.00	£80.00	3.90%
Band A - Price per seat 13 upward	Discretionary	£57.00	£59.00	3.51%
Band B - Price per seat up to 12	Discretionary	£52.00	£54.00	3.85%
Band B - Price per seat 13 upward	Discretionary	£37.00	£38.00	2.70%
Band C - Price per seat up to 12	Discretionary	£31.50	£33.00	4.76%
Band C - Price per seat 13 upward	Discretionary	£26.50	£28.00	5.66%
A Boards & Tables and Chairs				
Band A price per A board added to existing Tables and Chair licence	Discretionary	£285.00	£296.00	3.86%
Band B price per A board added to existing Tables and Chair licence	Discretionary	£204.00	£212.00	3.92%
Band C price per A board added to existing Tables and Chair licence	Discretionary	£82.50	£86.00	4.24%
A Boards only				
Band A price per A board	Discretionary	£397.00	£412.00	3.78%
Band B price per A board	Discretionary	£285.00	£296.00	3.86%
Band C price per A board	Discretionary	£122.00	£127.00	4.10%
Non-refundable charge in cases of early determination of refusal of application	Discretionary	£100.00	£104.00	4.00%
Dispensers (newspapers et al)				
All bands	Discretionary	£356.00	£370.00	3.93%
Skips				
Skip license - admin	Discretionary	£87.00	£90.00	3.45%
Highways licence				
Highways occupation licence	Discretionary	£510.00	£530.00	3.92%
Highways pre works advice for developments & Construction management	Hourly rate Discretionary	£50.00	£52.00	4.00%
Materials licence fee				
deposit value <£750	Discretionary	£325.00	£340.00	4.62%
£751-<£1500	Discretionary	£520.00	£540.00	3.85%
£1501-<£3000	Discretionary	£825.00	£855.00	3.64%
£3001-<6000	Discretionary		£1,000.00	New
£6001-<	Discretionary	On application	On application	
Scaffold licence fee				
deposit value <£750	Discretionary	£325.00	£340.00	4.62%
£751-<£1500	Discretionary	£520.00	£540.00	3.85%
£1501-<£3000	Discretionary	£825.00	£855.00	3.64%
£3001-<6000	Discretionary		£1,000.00	New
£6001-<	Discretionary	On application	On application	
Scaffold Gantry licence fee				
deposit value <£750	Discretionary	£670.00	£700.00	4.48%
£751-<£1500	Discretionary	£1,030.00	£1,070.00	3.88%
£1501-<£3000	Discretionary	£1,345.00	£1,400.00	4.09%
£3001-<6000	Discretionary		£1,500.00	New
£6001-<	Discretionary	On application	On application	
Hoarding licence fee				
deposit value <£750	Discretionary	£325.00	£340.00	4.62%
£751-<£1500	Discretionary	£520.00	£540.00	3.85%
£1501-<£3000	Discretionary	£825.00	£855.00	3.64%
£3001-<6000	Discretionary		£1,000.00	New
£6001-<	Discretionary	On application	On application	
Extension fees for Material, Scaffolding & Hoarding	Discretionary	£165.00	£175.00	6.06%
Site Inspection fee for valid complaints or unauthorised overstay	Discretionary	£165.00	£175.00	6.06%
Crane Operation licenses				
Oversailing the highway	Discretionary	£770.00	£800.00	3.90%
Operation on the highway	Discretionary	£365.00	£380.00	4.11%
Overhang licence section 177	Discretionary	£335.00	£350.00	4.48%
Containers				
Management fee	Discretionary	£185.00	£190.00	2.70%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description		Discretionary / Statutory	2017-18	2018-19	% Change
Weekly storage fee on the highway		Discretionary	£195.00	£200.00	2.56%
Legal notices and works					
Temporary Traffic Restriction Orders/Notices (incl statutory press notices) under section 14 for max of 3 months		Discretionary	£3,300.00	£3,425.00	3.79%
Extension to section 14 closure per month		Discretionary	£470.00	£488.00	3.83%
Temporary Traffic Restriction Orders/Notices (incl statutory press notices) under section 16 and Section 22 to accommodate Filming (no fee for non commercial events)		Discretionary	£3,300.00	£3,425.00	3.79%
Permanent traffic orders under all sections of the highways, traffic regulation and road traffic acts		Discretionary	£2,270.00	£2,355.00	3.74%
Parity with Section 14 closures					
Professional fees for works		Discretionary	25% of total value for works up to 20,000 in value then 17.5% of total value	25% of total value for works up to 20,000 in value then 17.5% of total value	
Emergency call out works		Discretionary	£621.00	£645.00	3.86%
Waste Management					
COMMERCIAL WASTE CHARGES					
Sacks (per 50 sacks)	Per 50	Discretionary	£87.00	£87.00	0.00%
Bulk (per metre)	Metre = 12 bags	Discretionary	£23.00	£23.00	0.00%
Paladin	Per lift	Discretionary	£15.00	£15.75	5.00%
Paladin	Annual hire	Discretionary	£120.00	£126.00	5.00%
Wheellie Bin 240 litre	Per lift	Discretionary	£6.90	£7.25	5.00%
Wheellie Bin 330/360 litre	Per lift	Discretionary	£8.60	£9.03	5.00%
Eurobin 550/660 litre	Per lift	Discretionary	£12.00	£12.60	5.00%
Eurobin 550/660 litre	Annual hire	Discretionary	£130.00	£136.50	5.00%
Eurobin 770 litre	Per lift	Discretionary	£13.00	£13.65	5.00%
Eurobin 770 litre	Annual hire	Discretionary	£150.00	£157.50	5.00%
Eurobin 1100 litre	Per lift	Discretionary	£16.00	£16.80	5.00%
Eurobin 1100 litre	Annual hire	Discretionary	£180.00	£189.00	5.00%
Eurobin 1280 litre	Per lift	Discretionary	£17.00	£17.85	5.00%
Eurobin 1280 litre	Annual	Discretionary	£200.00	£210.00	5.00%
Skips Light Waste (8 yarder)	Per lift	Discretionary	£280.00	£294.00	5.00%
Skips Building Material (8 yarder)	Per lift	Discretionary	£340.00	£357.00	5.00%
Special Collections (Minimum Charge)	One off	Discretionary	£80.00	£84.00	5.00%
Confidential Waste Collection	One off	Discretionary	£65.00	£68.25	5.00%
To purchase Eurobins:					
240 litre		Discretionary	£53.00	£55.65	5.00%
360 litre		Discretionary	£96.00	£100.80	5.00%
660 litre		Discretionary	£380.00	£399.00	5.00%
770 litre		Discretionary	£400.00	£420.00	5.00%
1100 litre		Discretionary	£430.00	£451.50	5.00%
1280 litre		Discretionary	£440.00	£462.00	5.00%
CHARITY/EDUCATIONAL ESTABLISHMENT WASTE CHARGES					
Sacks (per 50 sacks)	Per 50	Discretionary	£43.00	£43.00	0.00%
Paladin hire	Per lift	Discretionary	£8.10	£8.51	5.00%
Paladin hire	Annual hire	Discretionary	£120.00	£126.00	5.00%
Wheellie Bin 240 litre	Per lift	Discretionary	£4.10	£4.31	5.00%
Wheellie Bin 330/360 litre	Per lift	Discretionary	£6.10	£6.41	5.00%
Eurobin 550/660 litre	Per lift	Discretionary	£6.50	£6.83	5.00%
Eurobin 550/660 litre	Annual hire	Discretionary	£130.00	£136.50	5.00%
Eurobin 770/800 litre	Per lift	Discretionary	£7.60	£7.98	5.00%
Eurobin 770/800 litre	Annual hire	Discretionary	£150.00	£157.50	5.00%
Eurobin 1100 litre	Per lift	Discretionary	£8.10	£8.51	5.00%
Eurobin 1100 litre	Annual hire	Discretionary	£180.00	£189.00	5.00%
Eurobin 1280 litre	Per lift	Discretionary	£9.20	£9.66	5.00%
Eurobin 1280 litre	Annual hire	Discretionary	£200.00	£210.00	5.00%
Skips Light Waste (8 yarder)	Per lift	Discretionary	£200.00	£210.00	5.00%
Skips Light Waste (12 yarder) perm	Per lift	Discretionary	£210.00	£220.50	5.00%
Special Collections (Minimum Charge)	One off	Discretionary	£96.00	£100.80	5.00%
Confidential Waste Collection	One off	Discretionary	£65.00	£68.25	5.00%
To buy Eurobins					
240 litre		Discretionary	£53.00	£55.65	5.00%
360 litre		Discretionary	£97.00	£101.85	5.00%
660 litre		Discretionary	£380.00	£399.00	5.00%
770 litre		Discretionary	£400.00	£420.00	5.00%
1100 litre		Discretionary	£430.00	£451.50	5.00%
1280 litre		Discretionary	£440.00	£462.00	5.00%
Duty of Care Document Charge	Quarter	Discretionary	£16.00	£16.80	5.00%
	Half year	Discretionary	£32.00	£33.60	5.00%
	Annual	Discretionary	£63.00	£66.15	5.00%
CLINICAL WASTE CHARGES					
Removal of Bagged Clinical Waste					
Min charge per visit & up to 7 bags (inclusive)	Up to 7 bags	Discretionary	£35.00	£36.75	5.00%
Each additional bag over 7 collected	Each bag	Discretionary	£5.50	£5.78	5.00%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description		Discretionary / Statutory	2017-18	2018-19	% Change
Sharps					
Min charge per visit & up to 5 boxes (inclusive)	Up to 5 boxes	Discretionary	£35.00	£36.75	5.00%
Each additional box over 5 collected	Each box	Discretionary	£5.50	£5.78	5.00%
BULKY WASTE CHARGES					
Removal of Bulky Waste (50% discount for recipients of Housing Benefit or Council Tax Support)					
Bulky Waste	Per item (minimum charge £30)	Discretionary	£10.00	£10.00	0.00%
Reuseable bulky waste	Per item (minimum charge £15)	Discretionary	£5.00	£5.00	0.00%
PARKING					
PARKING PERMITS					
Blue Badge					
Blue Badge processing		Statutory Maximum Limit	£0.00	£0.00	
Associated residents permit for Blue Badge holders		Discretionary	£0.00	£0.00	
Blue Badge replacement for lost 1st one in 3 years		Statutory Maximum Limit	£0.00	£0.00	
Blue Badge replacement for stolen 1st one in 3 years		Statutory Maximum Limit	£0.00	£0.00	
Blue Badge replacement for lost subsequent ones in 3 years		Statutory Maximum Limit	£10.00	£10.00	0.00%
All Diesel Vehicles - Surcharge in additional to Standard Resident Permit Prices - subject to some vehicle-type policy exemptions					
1 month permit		Discretionary	£8.00	£8.30	3.75%
3 month permit		Discretionary	£24.00	£24.95	3.96%
6 month permit		Discretionary	£48.00	£49.85	3.85%
12 month permit		Discretionary	£96.00	£99.65	3.80%
Residents Parking Permit - based on CO2 emissions					
Band A - (up to 100g/km) - 1 month permit		Discretionary	£0.00	£0.00	
Band A - (up to 100g/km) - 3 month permit		Discretionary	£0.00	£0.00	
Band A - (up to 100g/km) - 6 month permit		Discretionary	£0.00	£0.00	
Band A - (up to 100g/km) - 12 month permit		Discretionary	£0.00	£0.00	
Band B - (101-110g/km) - 1 month permit		Discretionary	£6.60	£6.85	3.79%
Band B - (101-110g/km) - 3 month permit		Discretionary	£6.60	£6.85	3.79%
Band B - (101-110g/km) - 6 month permit		Discretionary	£8.75	£9.10	4.00%
Band B - (101-110g/km) - 12 month permit		Discretionary	£17.50	£18.20	4.00%
Band C - (111-120g/km) - 1 month permit		Discretionary	£6.60	£6.85	3.79%
Band C - (111-120g/km) - 3 month permit		Discretionary	£7.50	£7.65	2.00%
Band C - (111-120g/km) - 6 month permit		Discretionary	£14.75	£15.30	3.73%
Band C - (111-120g/km) - 12 month permit		Discretionary	£29.50	£30.60	3.73%
Band D - (121-130g/km) - 1 month permit		Discretionary	£6.60	£6.80	3.03%
Band D - (121-130g/km) - 3 month permit		Discretionary	£19.75	£20.40	3.29%
Band D - (121-130g/km) - 6 month permit		Discretionary	£39.25	£40.75	3.82%
Band D - (121-130g/km) - 12 month permit		Discretionary	£78.50	£81.50	3.82%
Band E - (131-140g/km) - 1 month permit		Discretionary	£8.00	£8.30	3.75%
Band E - (131-140g/km) - 3 month permit		Discretionary	£24.00	£24.90	3.75%
Band E - (131-140g/km) - 6 month permit		Discretionary	£48.00	£49.75	3.65%
Band E - (131-140g/km) - 12 month permit		Discretionary	£95.75	£99.50	3.92%
Band F - (141-150g/km) - 1 month permit		Discretionary	£8.60	£9.00	4.65%
Band F - (141-150g/km) - 3 month permit		Discretionary	£25.75	£26.75	3.88%
Band F - (141-150g/km) - 6 month permit		Discretionary	£51.50	£53.50	3.88%
Band F - (141-150g/km) - 12 month permit		Discretionary	£103.00	£107.00	3.88%
Band G - (151-165g/km) - 1 month permit		Discretionary	£10.75	£11.15	3.72%
Band G - (151-165g/km) - 3 month permit		Discretionary	£32.15	£33.45	4.04%
Band G - (151-165g/km) - 6 month permit		Discretionary	£64.25	£66.75	3.89%
Band G - (151-165g/km) - 12 month permit		Discretionary	£128.50	£133.50	3.89%
Band H - (166-175g/km) - 1 month permit		Discretionary	£12.25	£12.75	4.08%
Band H - (166-175g/km) - 3 month permit		Discretionary	£36.75	£38.25	4.08%
Band H - (166-175g/km) - 6 month permit		Discretionary	£73.50	£76.50	4.08%
Band H - (166-175g/km) - 12 month permit		Discretionary	£147.00	£153.00	4.08%
Band I - (176-185g/km) - 1 month permit		Discretionary	£14.50	£15.00	3.45%
Band I - (176-185g/km) - 3 month permit		Discretionary	£43.00	£44.75	4.07%
Band I - (176-185g/km) - 6 month permit		Discretionary	£86.00	£89.50	4.07%
Band I - (176-185g/km) - 12 month permit		Discretionary	£172.00	£179.00	4.07%
Band J - (186-200g/km) - 1 month permit		Discretionary	£18.20	£19.00	4.40%
Band J - (186-200g/km) - 3 month permit		Discretionary	£54.50	£56.75	4.13%
Band J - (186-200g/km) - 6 month permit		Discretionary	£109.00	£113.50	4.13%
Band J - (186-200g/km) - 12 month permit		Discretionary	£218.00	£227.00	4.13%
Band K - (201-225g/km) - 1 month permit		Discretionary	£21.20	£22.00	3.77%
Band K - (201-225g/km) - 3 month permit		Discretionary	£63.50	£66.00	3.94%
Band K - (201-225g/km) - 6 month permit		Discretionary	£127.00	£132.00	3.94%
Band K - (201-225g/km) - 12 month permit		Discretionary	£254.00	£264.00	3.94%
Band L - (226-255g/km) - 1 month permit		Discretionary	£29.60	£30.75	3.89%
Band L - (226-255g/km) - 3 month permit		Discretionary	£88.75	£92.25	3.94%
Band L - (226-255g/km) - 6 month permit		Discretionary	£177.50	£184.50	3.94%
Band L - (226-255g/km) - 12 month permit		Discretionary	£355.00	£369.00	3.94%
Band M - (256g/km and above) - 1 month permit		Discretionary	£38.10	£40.00	4.99%
Band M - (256g/km and above) - 3 month permit		Discretionary	£114.25	£118.75	3.94%
Band M - (256g/km and above) - 6 month permit		Discretionary	£228.50	£237.50	3.94%
Band M - (256g/km and above) - 12 month permit		Discretionary	£457.00	£475.00	3.94%
Residents Parking Permit - pre-2001 vehicles - based on engine sizes					
Band A - 1 month permit		Discretionary	£0.00	£0.00	
Band A - 3 month permit		Discretionary	£0.00	£0.00	
Band A - 6 month permit		Discretionary	£0.00	£0.00	
Band A - 12 month permit		Discretionary	£0.00	£0.00	
Band B - (1-900cc) - 1 month permit		Discretionary	£6.60	£6.85	3.79%
Band B - (1-900cc) - 3 month permit		Discretionary	£6.60	£6.85	3.79%
Band B - (1-900cc) - 6 month permit		Discretionary	£8.75	£9.10	4.00%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description	Discretionary / Statutory		2017-18	2018-19	% Change
Band B - (1-900cc) - 12 month permit	Discretionary		£17.50	£18.20	4.00%
Band C - (901-1100cc) - 1 month permit	Discretionary		£6.60	£6.85	3.79%
Band C - (901-1100cc) - 3 month permit	Discretionary		£7.50	£7.65	2.00%
Band C - (901-1100cc) - 6 month permit	Discretionary		£14.75	£15.30	3.73%
Band C - (901-1100cc) - 12 month permit	Discretionary		£29.50	£30.60	3.73%
Band D - (1101-1200cc) - 1 month permit	Discretionary		£6.60	£6.80	3.03%
Band D - (1101-1200cc) - 3 month permit	Discretionary		£19.75	£20.40	3.29%
Band D - (1101-1200cc) - 6 month permit	Discretionary		£39.25	£40.75	3.82%
Band D - (1101-1200cc) - 12 month permit	Discretionary		£78.50	£81.50	3.82%
Band E - (1201-1300cc) - 1 month permit	Discretionary		£8.00	£8.30	3.75%
Band E - (1201-1300cc) - 3 month permit	Discretionary		£24.00	£24.90	3.75%
Band E - (1201-1300cc) - 6 month permit	Discretionary		£48.00	£49.75	3.65%
Band E - (1201-1300cc) - 12 month permit	Discretionary		£95.75	£99.50	3.92%
Band F - (1301-1399cc) - 1 month permit	Discretionary		£8.60	£9.00	4.65%
Band F - (1301-1399cc) - 3 month permit	Discretionary		£25.75	£26.75	3.88%
Band F - (1301-1399cc) - 6 month permit	Discretionary		£51.50	£53.50	3.88%
Band F - (1301-1399cc) - 12 month permit	Discretionary		£103.00	£107.00	3.88%
Band G - (1400-1500cc) - 1 month permit	Discretionary		£10.75	£11.15	3.72%
Band G - (1400-1500cc) - 3 month permit	Discretionary		£32.15	£33.45	4.04%
Band G - (1400-1500cc) - 6 month permit	Discretionary		£64.25	£66.75	3.89%
Band G - (1400-1500cc) - 12 month permit	Discretionary		£128.50	£133.50	3.89%
Band H - (1501-1650cc) - 1 month permit	Discretionary		£12.25	£12.75	4.08%
Band H - (1501-1650cc) - 3 month permit	Discretionary		£36.75	£38.25	4.08%
Band H - (1501-1650cc) - 6 month permit	Discretionary		£73.50	£76.50	4.08%
Band H - (1501-1650cc) - 12 month permit	Discretionary		£147.00	£153.00	4.08%
Band I - (1651-1850cc) - 1 month permit	Discretionary		£14.50	£15.00	3.45%
Band I - (1651-1850cc) - 3 month permit	Discretionary		£43.00	£44.75	4.07%
Band I - (1651-1850cc) - 6 month permit	Discretionary		£86.00	£89.50	4.07%
Band I - (1651-1850cc) - 12 month permit	Discretionary		£172.00	£179.00	4.07%
Band J - (1851-2100cc) - 1 month permit	Discretionary		£18.20	£19.00	4.40%
Band J - (1851-2100cc) - 3 month permit	Discretionary		£54.50	£56.75	4.13%
Band J - (1851-2100cc) - 6 month permit	Discretionary		£109.00	£113.50	4.13%
Band J - (1851-2100cc) - 12 month permit	Discretionary		£218.00	£227.00	4.13%
Band K - (2101-2500cc) - 1 month permit	Discretionary		£21.20	£22.00	3.77%
Band K - (2101-2500cc) - 3 month permit	Discretionary		£63.50	£66.00	3.94%
Band K - (2101-2500cc) - 6 month permit	Discretionary		£127.00	£132.00	3.94%
Band K - (2101-2500cc) - 12 month permit	Discretionary		£254.00	£264.00	3.94%
Band L - (2501-2750cc) - 1 month permit	Discretionary		£29.60	£30.75	3.89%
Band L - (2501-2750cc) - 3 month permit	Discretionary		£88.75	£92.25	3.94%
Band L - (2501-2750cc) - 6 month permit	Discretionary		£177.50	£184.50	3.94%
Band L - (2501-2750cc) - 12 month permit	Discretionary		£355.00	£369.00	3.94%
Band M - (2751cc and above) - 1 month permit	Discretionary		£38.10	£40.00	4.99%
Band M - (2751cc and above) - 3 month permit	Discretionary		£114.25	£118.75	3.94%
Band M - (2751cc and above) - 6 month permit	Discretionary		£228.50	£237.50	3.94%
Band M - (2751cc and above) - 12 month permit	Discretionary		£457.00	£475.00	3.94%
Motorcycle Parking Permits					
Solo Motorcycle - 1 month permit	Discretionary		£6.60	£6.85	3.79%
Solo Motorcycle - 3 month permit	Discretionary		£13.25	£13.75	3.77%
Solo Motorcycle - 6 month permit	Discretionary		£26.50	£27.50	3.77%
Solo Motorcycle - 12 month permit	Discretionary		£53.00	£55.00	3.77%
Residents Match day permit - valid only during match or event days	Discretionary		£0.00	£0.00	
Hire Car permit (linked to hire car vouchers)	Discretionary		£14.25	£14.80	3.86%
Residents permit - black taxi concession - one band lower than the norm	Discretionary		Various	Various	
Residents Parking Permit refunds for unused permits (per complete month, based on annual permit surrender)					
Band A	Discretionary		£0.00	£0.00	
Band B	Discretionary		£1.40	£1.45	3.57%
Band C	Discretionary		£2.55	£2.65	3.92%
Band D	Discretionary		£6.60	£6.80	3.03%
Band E	Discretionary		£8.00	£8.30	3.75%
Band F	Discretionary		£8.60	£9.00	4.65%
Band G	Discretionary		£10.75	£11.15	3.72%
Band H	Discretionary		£12.25	£12.75	4.08%
Band I	Discretionary		£14.50	£15.00	3.45%
Band J	Discretionary		£18.20	£19.00	4.40%
Band K	Discretionary		£21.20	£22.00	3.77%
Band L	Discretionary		£29.60	£30.75	3.89%
Band M	Discretionary		£38.10	£40.00	4.99%
Admin fee - refund handling charge	Discretionary		£23.50	£24.40	3.83%
Diesel vehicle surcharge refund - 1 month	Discretionary		£8.00	£8.00	0.00%
Visitor parking vouchers					
Half hour vouchers (books of 20)	Discretionary		£11.00	£11.60	5.45%
3-hour vouchers (books of 10)	Discretionary		£30.60	£31.80	3.92%
All day voucher	Discretionary		£14.25	£14.80	3.86%
Half hour vouchers (concessionary)	Discretionary		£5.60	£5.80	3.57%
3-hour vouchers (concessionary)	Discretionary		£15.40	£15.90	3.25%
All day voucher (concessionary)	Discretionary		£7.10	£7.40	4.23%
E-visitor voucher charges (per half hour)	Discretionary		£0.50	£0.50	0.00%
E-visitor voucher charges (concessionary - per half hour session)	Discretionary		£0.25	£0.25	0.00%
E-visitor vouchers - all day	Discretionary		£14.25	£14.25	0.00%
E-visitor vouchers - all day (concessionary)	Discretionary		£7.10	£7.10	0.00%
E-visitors - evenings (C & K zones only)	Discretionary		£0.00	£0.00	
Hire car permit holder vouchers - half hour (books of 20)	Discretionary		£8.80	£9.20	4.55%
Hire car permit holder vouchers - 3 hour (books of 10)	Discretionary		£25.50	£26.50	3.92%
1-hour business voucher (books of 10)	Discretionary		£12.20	£12.80	4.92%
New parents vouchers - 40 hours free	Discretionary		£0.00	£0.00	
1-hour business visitor vouchers (books of 20, max 10 books per annum)	Discretionary		£53.00	£55.20	4.15%
Business Visitor parking vouchers					

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description	Discretionary / Statutory	2017-18	2018-19	% Change
Business visitor Half hour vouchers (books of 20)	Discretionary	£13.25	£13.80	4.15%
Business visitor All day voucher	Discretionary	£29.50	£30.65	3.90%
Other permits				
Doctors parking permit - annual	Discretionary	£250.00	£259.50	3.80%
(New Doctors parking place installation - includes 1 permit)	Discretionary	£2,830.00	£2,935.00	3.71%
Essential Services Permit - annual (formerly Teacher Permit)	Discretionary	£353.50	£367.00	3.82%
Business permit - annual (under 150kg/m2 or up to 1600cc)	Discretionary	£708.00	£735.00	3.81%
Business permit - annual (under 150kg/m2 or up to 1600cc) 2nd permit	Discretionary	£942.00	£980.00	4.03%
Business permit - annual (over 151kg/m2 or over 1600cc)	Discretionary	£1,170.00	£1,215.00	3.85%
Business permit - annual (over 151kg/m2 or over 1600cc) 2nd permit	Discretionary	£1,395.00	£1,448.00	3.80%
Business permit - electric	Discretionary	£545.00	£565.00	3.67%
Business permit - annual permit linked to vouchers scheme	Discretionary	£18.50	£19.20	3.78%
Match day and event day trader permits - annual	Discretionary	£646.50	£671.00	3.79%
Permission to Park - per day	Discretionary	£25.50	£26.50	3.92%
Permission to Park - per week	Discretionary	£102.00	£106.00	3.92%
Permission to Park - per month	Discretionary	£397.00	£412.00	3.78%
Universal all-zone permit - annual only (1-25 fleet vehicles)	Discretionary	£3,870.00	£4,020.00	3.88%
Universal all-zone permit - annual only (26-50 fleet vehicles)	Discretionary	£2,575.00	£2,675.00	3.88%
Universal all-zone permit - annual only (50+ fleet vehicles)	Discretionary	£1,308.00	£1,360.00	3.98%
Universal all-zone permit - per month (non-fleet)	Discretionary		£350.00	New
Universal permit - discounted fee for electric vehicles	Discretionary	£2,800.00	£2,900.00	3.57%
Universal permit - discounted fee for registered charities	Discretionary	£2,800.00	£2,900.00	3.57%
Car club permit	Discretionary	£235.00	£245.00	4.26%
Trader's Permit	Discretionary	£24.50	£25.50	4.08%
PARKING PLACE SUSPENSIONS				
Permission to place a licensed skip in a parking place - no dedicated suspension	Discretionary	£59.00	£61.25	3.81%
Suspension admin charge (non residents) - first day	Discretionary	£193.50	£201.00	3.88%
Suspension admin charge (residents) - first day	Discretionary	£92.65	£96.20	3.83%
Suspension admin charge (all applicants) - subsequent days, per day	Discretionary	£29.50	£30.65	3.90%
Film work waiver - per day	Discretionary	£56.00	£58.50	4.46%
Yellow line essential parking waiver (day rate)	Discretionary	£58.00	£60.25	3.88%
PAY AND DISPLAY TARIFFS				
Minimum made order - band 1 (per hour)	Discretionary	£1.20	£1.20	0.00%
Minimum made order - band 2 (per hour)	Discretionary	£1.80	£1.80	0.00%
Minimum made order - band 3 (per hour)	Discretionary	£2.00	£2.00	0.00%
Minimum made order - band 4 (per hour)	Discretionary	£2.40	£2.40	0.00%
Minimum made order - band 5 (per hour)	Discretionary	£3.00	£3.00	0.00%
Minimum made order - band 6 (per hour)	Discretionary	£3.60	£3.60	0.00%
Minimum made order - band 7(per hour)	Discretionary	£4.00	£4.00	0.00%
Minimum made order - band 8 (per hour)	Discretionary	£4.80	£4.80	0.00%
Minimum made order - band 9 (per hour)	Discretionary	£5.00	£5.00	0.00%
Minimum made order - band 10 (per hour)	Discretionary	£5.40	£5.40	0.00%
Minimum made order - band 11 (per hour)	Discretionary	£6.00	£6.00	0.00%
Diesel vehicle surcharge (per hour)	Discretionary	£2.00	£2.00	0.00%
Motorcycle Pay and Display				
All day parking band 1	Discretionary	£0.50	£0.50	0.00%
All day parking band 2	Discretionary	£1.00	£1.00	0.00%
All day parking band 3	Discretionary	£1.20	£1.20	0.00%
All day parking band 4	Discretionary	£1.50	£1.50	0.00%
All day parking band 5	Discretionary	£1.80	£1.80	0.00%
All day parking band 6	Discretionary	£2.20	£2.20	0.00%
Abandoned vehicle disposal				
Removal of abandoned vehicle from private land - motor vehicle	Discretionary	£200.00	£200.00	0.00%
Removal of abandoned vehicle from private land - motorcycle (or PTW)	Discretionary	£150.00	£150.00	0.00%
Cycle Hangars				
Annual rental of secure covered parking space	Discretionary	n/a	£104.00	New
Refundable Key deposit	Discretionary	n/a	£25.00	New
PARKS				
SPORTS				
Tennis				
Highbury Fields and Tufnell Park				
Adult standard	Discretionary	£10.00	£10.00	0.00%
Adult BETTER (any)	Discretionary	£8.50	£8.50	0.00%
Child Standard	Discretionary	£4.50	£4.50	0.00%
Child BETTER (any)	Discretionary	£3.50	£3.50	0.00%
Football				
Barnard Park - Redgra - No changing rooms - 1 hour	Discretionary	£0.00	£0.00	
Highbury Fields - Astrotrurf - 1 hour session				
Full rate - full pitch	Discretionary	£72.90	£75.70	3.84%
BETTER Card / Clubmark - full pitch	Discretionary	£62.40	£63.65	2.00%
Child rate - full pitch	Discretionary	£35.75	£36.50	2.10%
Child BETTER Card / Clubmark / School - full pitch	Discretionary	£30.60	£31.25	2.12%
Paradise Park - Astrotrurf - 1 hour session				
Full rate - full pitch	Discretionary	£41.30	£42.75	3.51%
BETTER Card / Clubmark - full pitch	Discretionary	£36.00	£37.25	3.47%
Child rate - full pitch	Discretionary	£24.70	£25.50	3.24%
Child BETTER Card / Clubmark / School - full pitch	Discretionary	£20.40	£21.20	3.91%
Rosemary Gardens - Astrotrurf - 1 hour session				
Full rate - full pitch	Discretionary	£82.70	£85.90	3.87%
Full rate - half pitch	Discretionary	£41.30	£42.75	3.51%
BETTER Card / Clubmark - full pitch	Discretionary	£71.90	£74.50	3.62%
BETTER Card / Clubmark - half pitch	Discretionary	£36.00	£37.25	3.47%
Child rate - full pitch	Discretionary	£50.00	£51.75	3.51%
Child rate - half pitch	Discretionary	£24.70	£25.50	3.24%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description	Discretionary / Statutory	2017-18	2018-19	% Change
Child BETTER Card / Clubmark / School - full pitch	Discretionary	£40.80	£42.25	3.54%
Child BETTER Card / Clubmark / School - half pitch	Discretionary	£20.40	£21.20	3.91%
Tufnell Park - Grass - 2 hour session				
Full rate - per 11 a side pitch	Discretionary	£91.30	£94.75	3.78%
BETTER Card / Clubmark - per 11 a side pitch	Discretionary	£77.90	£83.75	7.51%
Child rate - per 11 a side pitch	Discretionary	£54.80	£56.75	3.56%
Child BETTER Card / Clubmark / School - per 11 a side pitch	Discretionary	£45.70	£47.50	3.93%
Full rate - per 9 a side pitch	Discretionary	£74.50	£77.25	3.69%
BETTER Card / Clubmark - per 9 a side pitch	Discretionary	£64.80	£67.25	3.78%
Child rate - per 9 a side pitch	Discretionary	£44.80	£46.50	3.79%
Child BETTER Card / Clubmark / School - per 9 a side pitch	Discretionary	£37.20	£38.50	3.49%
Full rate - per 7 a side pitch	Discretionary	£58.00	£60.00	3.45%
BETTER Card / Clubmark - per 7 a side pitch	Discretionary	£50.50	£52.50	3.96%
Child rate - per 7 a side pitch	Discretionary	£34.90	£36.00	3.17%
Child BETTER Card / Clubmark / School - per 7 a side pitch	Discretionary	£29.10	£30.20	3.78%
Whittington Park - Astro turf - 1 hour session				
Full rate - full pitch	Discretionary	£91.30	£94.75	3.77%
Full rate - half pitch	Discretionary	£45.70	£47.50	3.93%
BETTER Card / Clubmark - full pitch	Discretionary	£80.55	£83.75	3.98%
BETTER Card / Clubmark - half pitch	Discretionary	£40.30	£42.00	4.22%
Child rate - full pitch	Discretionary	£55.90	£57.00	1.96%
Child rate - half pitch	Discretionary	£27.90	£28.50	2.15%
Child BETTER Card / Clubmark / School - full pitch	Discretionary	£44.10	£45.00	2.04%
Child BETTER Card / Clubmark / School - half pitch	Discretionary	£22.10	£22.50	1.81%
Touch Rugby				
Paradise Park - Grass - 1 hour session				
Full rate - per pitch	Discretionary	£50.50	£52.50	3.96%
BETTER Card / Clubmark - per pitch	Discretionary	£42.50	£44.00	3.53%
Child rate - per pitch	Discretionary	£30.50	£31.50	3.28%
Child BETTER Card / Clubmark / School - per pitch	Discretionary	£25.00	£25.80	3.20%
Cricket				
Wray Crescent - Grass - 1pm to dusk				
Full rate	Discretionary	£92.50	£96.00	3.78%
BETTER Card / Clubmark	Discretionary	£78.50	£81.50	3.82%
Child rate	Discretionary	£39.50	£41.00	3.80%
Child BETTER Card / Clubmark / School	Discretionary	£39.50	£41.00	3.80%
Wray Crescent - Grass - 1pm to 5pm or 5pm to dusk				
Full rate	Discretionary	£69.00	£71.50	3.62%
IZZ Card / Clubmark	Discretionary	£58.00	£60.00	3.45%
Child rate	Discretionary	£29.00	£30.00	3.45%
Child IZZ Card / Clubmark / School	Discretionary	£29.00	£30.00	3.45%
Bowls				
Finsbury Square - per person per hour	Discretionary	£6.25	£6.50	4.00%
Netball				
Highbury Fields - Tarmac - 1 hour session				
Full rate - per court	Discretionary	£34.00	£35.25	3.68%
BETTER Card / Clubmark - per court	Discretionary	£29.00	£30.00	3.45%
Child rate - per court	Discretionary	£20.50	£21.25	3.66%
Child BETTER Card / Clubmark - per court	Discretionary	£17.00	£17.65	3.82%
School - whole tarmac area per hour - 8.0am to 4.00pm - Term time only	Discretionary	£22.50	£23.25	3.33%
Community sports development - whole tarmac area per hour - Saturday 9.00am -1.00pm	Discretionary	£22.50	£23.25	3.33%
Ecology Centre				
Building hire to individuals & non-profit organisations				
Per hour	Discretionary	£29.00	£30.00	3.45%
Per day (8 hours)	Discretionary	£200.00	£207.00	3.50%
Weddings & similar - per day (8 hours)	Discretionary	£327.00	£340.00	3.98%
Equipment Charges				
Slide projector	Discretionary	£19.00	£19.75	3.95%
Flip chart - per pad	Discretionary	£7.00	£7.25	3.57%
Digital Projector and Laptop	Discretionary	£39.00	£40.25	3.21%
Plasma Screen	Discretionary	£15.00	£15.50	3.33%
Tuition charges for schools -				
Islington Council schools 1 hour visit	Discretionary	£55.00	£57.00	3.64%
Islington Council schools 1.5 hour visit	Discretionary	£65.00	£67.50	3.85%
Private and out of borough schools				
1 hour	Discretionary	£82.00	£85.00	3.66%
1.5 hour	Discretionary	£122.00	£126.50	3.69%
Allotments (allotment fees have to be agreed and notified a year in advance)				
			New charge from 1st January 2018*	New charge from 1st January 2019*
Large Plot Nominal 60m2	Discretionary	£81.00	£84.00	3.70%
Large Plot Concession Nominal 60m3	Discretionary	£40.00	£41.50	3.75%
Medium Plot Nominal 40m2	Discretionary	£54.00	£56.00	3.70%
Medium Plot Concession Nominal 40m3	Discretionary	£27.00	£28.00	3.70%

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description	Discretionary / Statutory	2017-18	2018-19	% Change
Small Plot Nominal 20m2	Discretionary	£27.00	£28.00	3.70%
Small Plot Concession Nominal 20m3	Discretionary	£13.50	£14.00	3.70%
Parks Events Fees and Charges (guideline only and subject to variation depending on the site, the season, the nature of the event and various other)				
Application fee				
Community Event	Discretionary	£50.00	£50.00	0.00%
1 day events for up to 500 people without licensable activities	Discretionary	£100.00	£100.00	0.00%
Events longer than 1 day, for more than 500 people or with licensable activities	Discretionary	£300.00	£300.00	0.00%
Site hire fee (changes due to a number of previous charges being combined)				
No more than 50 people (over the course of the whole event)				
Event day				
Half day	Discretionary	£165.00	£500.00	203.03%
Full day	Discretionary	£250.00	£750.00	200.00%
51 to 500 people (over the course of the whole event)				
Event day				
Half day	Discretionary	£500.00	£750.00	50.00%
Full day	Discretionary	£1,000.00	£1,200.00	20.00%
501 to 1,000 people (over the course of the whole event)				
Event day				
Half day	Discretionary	£1,000.00	£1,200.00	20.00%
Full day	Discretionary	£1,000.00	£1,500.00	50.00%
1,001 to 2,500 people (over the course of the whole event)				
Event day				
Half day	Discretionary	£1,000.00	£1,500.00	50.00%
Full day	Discretionary	£1,250.00	£1,800.00	44.00%
2,501 to 5,000 people (over the course of the whole event)				
Event day				
Half day	Discretionary	£1,250.00	£1,800.00	44.00%
Full day	Discretionary	£1,500.00	£2,100.00	40.00%
Cancellation fee				
All commercial or private events are subject to a cancellation fee.				
More than 28 days prior to event	Discretionary	20%	20%	0.00%
15-28 days prior to event	Discretionary	30%	30%	0.00%
7-14 days prior to event	Discretionary	50%	50%	0.00%
Less than 7 days prior to event	Discretionary	100%	100%	0.00%
Overstay fee				
If the any part of the site is not vacated by the time stated on the approved event application the event organiser will be required to pay an overstay fee. The fee will be 20% of the daily site hire fee per hour overstayed.				

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description		Discretionary / Statutory	2017-18	2018-19	% Change
HOUSING AND ADULT SOCIAL SERVICES					
ADULT SOCIAL SERVICES					
Community care charges	No unit charge, individually assessed charge under Government regulations. The Care Act 2014 provides local authorities with the power to charge adults in receipt of care and support services.				
Residential care charges	No unit charge, individually assessed charge under Government regulations. The Care Act 2014 provides local authorities with the power to charge adults in receipt of care and support services.				
Meals in the home		Discretionary	3.00	3.00	0.00%
Meals in day care centres		Discretionary	3.00	3.00	0.00%
Deferred Payments	Set up fee	Discretionary	1,440.00	1,495.00	3.82%
Deferred Payments	Annual fee	Discretionary	510.00	529.00	3.73%
Deferred Payments	Complex case fee per hour	Discretionary	122.00	126.00	3.28%
Deputyship	Annual management fee	Statutory	Various fixed rates	Various fixed rates	
Protection of Property	Admin Fee	Statutory	350.00	363.00	3.71%
Protection of Property	Fee per hour	Statutory	26.32	27.32	3.80%
Protection of Property - Pets	Flat fee per week - for a dog	Statutory	15.78	16.38	3.80%
Protection of Property - Pets	Flat fee per week - for a cat	Statutory	10.49	10.89	3.81%
HOUSING NEEDS AND STRATEGY					
Furniture Storage		Discretionary	138.51	143.77	3.80%
RESOURCES					
REGISTRARS					
Charge for Births, Deaths and Marriages Certificates / Registration					
Licence for approved premises	Licence for a three year period	Discretionary	£1,500.00	£1,500.00	0.00%
Licensed Venues external to Town Hall	Monday to Friday	Discretionary	£580.00	£600.00	3.45%
Licensed Venues external to Town Hall	Saturday	Discretionary	£580.00	£680.00	17.24%
Licensed Venues external to Town Hall	Sunday	Discretionary	£680.00	£780.00	14.71%
Licensed Venues external to Town Hall	Bank Holiday	Discretionary	£700.00	£780.00	11.43%
Licensed Venues external to Town Hall (out of hours 6pm to 10pm)	Monday to Saturday	Discretionary	£680.00	£780.00	14.71%
Licensed Venues external to Town Hall (out of hours 6pm to 10pm)	Sunday / Bank Holiday / Christmas Eve, New Years Eve	Discretionary	£700.00	£880.00	25.71%
Richmond Room	Saturday only (2pm to 6pm with max 60 guests)	Discretionary	£480.00	£480.00	0.00%
Mayor's Parlour - marriage or civil partnerships	Tuesday, Wednesday, Thursday, Friday	Discretionary	£300.00	£380.00	26.67%
Mayor's Parlour - marriage or civil partnerships	Saturday	Discretionary	£580.00	£580.00	0.00%
Mayor's Parlour - marriage or civil partnerships	Sunday	Discretionary	£680.00	£680.00	0.00%
Room 99 - Marriages or Partnership ceremonies	Basic ceremony (max 30 guests): Monday	Discretionary	£54.00	£54.00	0.00%
	Basic ceremony (max 30 guests): Tuesday, Wednesday, Thursday	Discretionary	£130.00	£180.00	38.46%
	Basic ceremony (max 30 guests): Friday	Discretionary	£210.00	£230.00	9.52%
	Saturday (max 30 guests)	Discretionary	£260.00	£280.00	7.69%
Re-booking of ceremony		Discretionary	£35.00	£35.00	0.00%
Council Chamber - marriage or Civil Partnership or Renewal of vows & Naming Ceremonies	Tues, Weds, Thurs, Fri (includes use of balcony)	Discretionary	£360.00	£480.00	33.33%
	Saturday (includes use of balcony)	Discretionary	£580.00	£680.00	17.24%
	Sunday (includes use of balcony)	Discretionary	£680.00	£780.00	14.71%
	Use of balcony	Discretionary	£180.00	Service discontinued	
Births, deaths, marriages and civil partnership	Express same day within 1 hour	Discretionary	£20.00	£20.00	0.00%
Nationality check and send (incl. VAT) for citizenship applicants (Mon-Fri)	Per child	Discretionary	£35.00	£40.00	14.29%
	Per single adult application	Discretionary	£60.00	£80.00	33.33%
Nationality check and send (incl. VAT) for citizenship applicants - Saturday Service & Passport Checking Service	Per child	Discretionary	£40.00	£45.00	12.50%
	Per single adult application	Discretionary	£75.00	£90.00	20.00%
European Passport Return Service	Per single adult application	Discretionary	£15.00	£20.00	33.33%
Settlement check and send (incl. VAT) for settlement applicants - (Mon-Fri)	Per single adult application	Discretionary	£95.00	Service discontinued	
Settlement check and send (incl. VAT) for settlement applicants - Saturday Service & evening appointments	Per single adult application	Discretionary	£105.00	Service discontinued	
Private Citizenship Ceremony (Mon - Fri)	Per single adult	Discretionary	£120.00	£120.00	0.00%
Private Citizenship Ceremony (Mon - Fri)	Per (per family)	Discretionary	£180.00	£180.00	0.00%
Private Citizenship Ceremony (Sat)	Per single adult	Discretionary	£150.00	£150.00	0.00%
Private Citizenship Ceremony (Sat)	Per (per family)	Discretionary	£225.00	£225.00	0.00%
ISLINGTON ASSEMBLY HALL					
Commercial Rates					
Wedding celebration package any day, incl VAT	10-hire hour of venue, including security, basic AV support, room set-up, bar open and staffing. Drinks package additional.	Discretionary	£2,950.00	£3,310.00	12.20%
Wedding dry hire package, incl VAT	10-hire hour of venue, including security and room set-up. AV support, use of AV equipment and bar/drinks not included.	Discretionary		£3,500.00	New

APPENDIX C1: GENERAL FUND FEES AND CHARGES 2018-19

Description		Discretionary / Statutory	2017-18	2018-19	% Change
Civil ceremony package Friday-Sunday, incl VAT	6-hire hour of main hall, including security, basic AV support, room set-up and staffing. Drinks package additional.	Discretionary	£1,930.00	£1,900.00	-1.55%
Live event hire for a downstairs standing only live event, not incl VAT	10-hour hire of the main hall only for a standing live event, security staff, engineers, venue staff, use of in-house equipment, a crowd barrier in position and room set-up.	Discretionary	£1,480.00	£1,450.00	-2.03%
Live event hire for a full venue live event, not incl VAT	10-hour hire of the main hall and balcony for a standing (downstairs) and seated (upstairs) live event, security staff, engineers, venue staff, use of in-house equipment, a crowd barrier in position and room set-up.	Discretionary	£1,680.00	£1,650.00	-1.79%
Live event hire for a two-night run live event, not incl VAT	10-hour hire of the main hall and balcony for a two-night run, security staff, engineers, venue staff, use of in-house equipment, a crowd barrier in position and room set-up.	Discretionary	£2,850.00	£2,800.00	-1.75%
Non-Commercial Rates					
Council event full-day Monday-Wednesday - only available January, February, July, August, September	8-hour hire of main hall, including basic AV support, room set-up and staffing.	Discretionary	£1,200.00	£1,200.00	0.00%
Council event half-day Monday-Wednesday - only available January, February, July, August, September	4-hour hire of main hall, including basic AV support, room set-up and staffing.	Discretionary	£700.00	£700.00	0.00%
Council evening event Monday-Wednesday - only available January, February, July, August, September	6-hire hour of main hall, including basic AV support, room set-up, bar staffing.	Discretionary	£1,300.00	£1,300.00	0.00%
Community and charity rates	We can offer a reduction on the private / corporate hire rates on Mon-Wed, subject to availability.	Discretionary			
TELECARE					
Monitoring Service	Per week	Discretionary	3.47	3.60	3.62%
Full Service	Per week	Discretionary	6.86	7.12	3.82%
Peabody Trust - Alleyn House	Annual	Discretionary	5,748.60	5,967.05	3.80%
Peabody Trust - Lampson House	Annual	Discretionary	4,180.80	4,339.67	3.80%
Islington & Shoreditch	Annual	Discretionary	2,740.92	2,845.07	3.80%
Crown Housing From 20/11/2017 Barnsbury Housing Association	Annual	Discretionary	3,300.84	3,426.27	3.80%

APPENDIX C2: GLL LEISURE FEES AND CHARGES 2018-19

	2017-18							2018-19															
	Better H&F over 60	Better H&F Adult Con	Better H&F Adult Non Member	Better H&F Adult	Better H&F Jnr Non Mem	Better H&F Junior	Better H&F Jnr Con	Better H&F over 60	% Change	Better H&F Adult Con	% Change	Better H&F Adult Non Member	% Change	Better H&F Adult	% Change	Better H&F Jnr Non Mem	% Change	Better H&F Junior	% Change	Better H&F Jnr Con	% Change		
MEMBERSHIPS																							
Pay and Play Borough Card (Previously Known as)																							
Annual- 60 plus	£0.00	£0.00	£5.25	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£5.35	1.9%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Annual- Concession	£0.00	£0.00	£26.00	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£26.50	1.9%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Annual- Junior	£0.00	£0.00	£0.00	£0.00	£10.45	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£10.65	1.9%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Annual-Junior Concession	£0.00	£0.00	£0.00	£0.00	£5.25	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.35	1.9%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Annual- Regular	£0.00	£0.00	£54.15	£0.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£56.20	3.8%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Better H&F Card																							
Annual- 60plus	£0.00	£0.00	£0.00	£195.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£195.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Annual	£0.00	£0.00	£0.00	£505.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£505.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Joining Fee- 60 Plus	£0.00	£0.00	£0.00	£5.20	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£5.20	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Joining Fee	£0.00	£0.00	£0.00	£36.50	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£36.50	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Joining Fee- Student	£0.00	£0.00	£0.00	£31.20	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£31.20	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Monthly DD - 60 plus	£0.00	£0.00	£0.00	£19.70	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£19.70	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Monthly DD - Student	£0.00	£0.00	£0.00	£36.90	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£36.90	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Monthly DD	£0.00	£0.00	£0.00	£49.95	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£49.95	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
one month card	£0.00	£0.00	£0.00	£78.05	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£78.05	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Better Gym - Cally Pools & Gym	£0.00	£0.00	£0.00	£28.55	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£28.55	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Better H&F Junior DD	£0.00	£0.00	£0.00	£0.00	£0.00	£14.25	£10.15	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£14.25	0.0%	£10.15	0.0%	£0.00	0.0%
Better H&F Card Off Peak																							
Annual - Concession	£0.00	£0.00	£0.00	£290.50	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£290.50	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Annual	£0.00	£0.00	£0.00	£452.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£452.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Joining Fee- Concession	£0.00	£0.00	£0.00	£26.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£26.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Joining fee	£0.00	£0.00	£0.00	£36.40	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£36.40	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Monthly DD-Concession	£0.00	£0.00	£0.00	£27.10	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£27.10	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Monthly DD	£0.00	£0.00	£0.00	£41.15	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£41.15	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Better H&F and Tennis Card																							
Annual	£0.00	£0.00	£0.00	£848.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£848.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Joining Fee	£0.00	£0.00	£0.00	£36.40	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£36.40	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%
Monthly Card	£0.00	£0.00	£0.00	£77.00	£0.00	£0.00	£0.00	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£77.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%	£0.00	0.0%

APPENDIX C3: ISLINGTON AND CAMDEN CEMETERY SERVICE FEES AND CHARGES 2018-19

Description	Existing Charges			Proposed Charges				Effective Date	Explanation
	Resident	Non Resident	Last Increased	Resident		Non Resident			
	£	£		£	% Increase	£	% Increase		
Burials									
<i>Private Grave</i>									
Exclusive right of burial - purchase and licence fee									
Classic Grave Space	1,300	2,000	01/01/2016	1,300	0.0%	2,000	0.0%	01/01/2016	No Increase
7x3 Grave Space	2,095	3,515	01/01/2017	2,095	0.0%	3,515	0.0%	01/01/2017	No Increase
9x4 Grave Space	2,375	4,025	01/01/2017	2,375	0.0%	4,025	0.0%	01/01/2017	No Increase
Woodland Burial	2,150	3,600	01/01/2017	2,150	0.0%	3,600	0.0%	01/01/2017	No Increase
Front lawn areas - 7x3 Grave Space	3,645	6,520	01/01/2017	3,645	0.0%	6,520	0.0%	01/01/2017	No Increase
Front lawn areas - 9x4 Grave Space	5,635	10,170	01/01/2017	5,635	0.0%	10,170	0.0%	01/01/2017	No Increase
Trent Park - 8x5 Grave Space	1,435	2,205	01/01/2017	1,435	0.0%	2,315	5.0%	01/04/2018	Market Forces
Children's Memorial Garden	420	825	01/01/2014	420	0.0%	825	0.0%	01/01/2014	No Increase
Purchase of Right of Burial in an Ash Plot	1,040	1,235	01/01/2017	1,040	0.0%	1,235	0.0%	01/01/2017	No Increase
Interment fees									
Individual 16 yrs and over - all cemeteries	1,125	2,000	01/01/2017	1,125	0.0%	2,000	0.0%	01/01/2017	No Increase
Individual under 16 yrs	500	885	01/01/2014	500	0.0%	885	0.0%	01/01/2014	No Increase
Front lawn areas - Adult	2,045	3,765	01/01/2017	2,045	0.0%	3,765	0.0%	01/01/2017	No Increase
Front lawn areas - under 16 yrs	910	1,615	01/01/2014	910	0.0%	1,615	0.0%	01/01/2014	No Increase
Saturday Burial extra charge	700	700	01/01/2017	700	0.0%	700	0.0%	01/01/2017	No Increase
Sunday Burial extra charge	900	900	01/01/2017	900	0.0%	900	0.0%	01/01/2017	No Increase
Saturday burial of ashes extra charge	130	130	01/01/2016	130	0.0%	130	0.0%	01/01/2016	No Increase
Sunday burial of ashes extra charge	200	200	01/01/2016	200	0.0%	200	0.0%	01/01/2016	No Increase
Hand Digging Fee	500	500	01/01/2017	500	0.0%	500	0.0%	01/01/2017	No Increase
Public Graves									
Adult	290	450	01/01/2016	290	0.0%	450	0.0%	01/01/2016	No Increase
Child 3-16 yrs	105	140	01/01/2014	105	0.0%	140	0.0%	01/01/2014	No Increase
Baby to 3 yrs	65	110	01/01/2014	65	0.0%	110	0.0%	01/01/2014	No Increase
Burial of Cremated Remains - Hampstead Cemetery									
New Burial in Cremation Vault									
2nd-4th Interment	105	105	01/01/2014	105	0.0%	105	0.0%	01/01/2014	No Increase
Grave Units									
New Burial in Double Vault									
Purchase of Double vault including 1st Interment & 60 yr lease	6,725	9,915	01/01/2016	6,750	0.4%	10,000	0.9%	01/04/2018	Market Forces
New Burial in Front Lawn Vaults									
Purchase of Double front lawn vault inc 1st Interment & 60 yr lease	9,145	13,970	01/01/2017	9,200	0.6%	14,100	0.9%	01/04/2018	Market Forces
Mausolea									
Purchase of single unit and Interment (inc burial rights) - 1st and 3rd row	6,080	8,970	01/01/2014	6,080	0.0%	8,970	0.0%	01/01/2014	No Increase
Purchase of single unit and Interment (inc burial rights) - 2nd row	6,820	9,970	01/01/2014	6,820	0.0%	9,970	0.0%	01/01/2014	No Increase
Miscellaneous Charges									
Burial of ashes - 16 yrs and over	90	140	01/01/2014	90	0.0%	140	0.0%	01/01/2014	No Increase
Burial of ashes - under 16 yrs	Free	Free	01/01/2014	Free		Free		01/01/2014	No Increase
Scattering ashes from elsewhere (large casket)	Free	75	01/01/2011	Free		75	0.0%	01/01/2011	No Increase
Transfer Fee	50	50	01/01/2015	50	0.0%	50	0.0%	01/01/2015	No Increase
Purchase in Reserve 50% Supplement								01/04/2018	New Scheme
Certificate of Burial	30	30	01/01/2011	30	0.0%	30	0.0%	01/01/2011	No Increase
Burial Record Search for up to 3	45	45	01/01/2015	45	0.0%	45	0.0%	01/01/2015	No Increase
Database Record Search	15	15	01/01/2015	15	0.0%	15	0.0%	01/01/2015	No Increase
Extending standard grave to allow for extra large coffin	70	135	01/01/2011	70	0.0%	135	0.0%	01/01/2011	No Increase
Renewal of Grave Lease of total costs								01/04/2018	New Scheme
Weekday extended service time in chapel(extra half hour)	65	65	01/01/2016	110	69.2%	110	69.2%	01/04/2018	In line with Crematorium Chapel
Weekend extended service time in chapel(extra half hour)				150		150		01/04/2018	New Scheme
Admin fee for 2 interment in niche at columbarium	25	25	01/01/2016	25	0.0%	25	0.0%	01/01/2016	No Increase
Exhumation Fee									
First coffin - admin fee	475	475	01/01/2017	475	0.0%	475	0.0%	01/01/2017	No Increase
Second coffin - admin fee	200	200	01/01/2014	200	0.0%	200	0.0%	01/01/2014	No Increase
Remove & Replace Memorial									
Lawn style memorial up to 7x3	215	215	01/01/2016	215	0.0%	215	0.0%	01/01/2016	No Increase
Traditional style memorial up to 7x3	325	325	01/01/2016	325	0.0%	325	0.0%	01/01/2016	No Increase
Memorial Plaques	60	60	01/01/2014	60	0.0%	60	0.0%	01/01/2014	No Increase
Ash Plot Memorial	60	60	01/01/2014	60	0.0%	60	0.0%	01/01/2014	No Increase
Memorial base	130	260	01/01/2014	130	0.0%	260	0.0%	01/01/2017	No Increase
Memorial Licence Fees									
Old section Grave Spaces (Traditional)	315	315	01/01/2016	315	0.0%	315	0.0%	01/01/2017	No Increase
Private Earthen Graves Lawn sections	220	220	01/01/2016	220	0.0%	220	0.0%	01/01/2017	No Increase
Common Graves	70	70	01/01/2014	70	0.0%	70	0.0%	01/01/2014	No Increase
Additional Memorial Work	70	70	01/01/2014	75	7.1%	75	7.1%	01/04/2018	Market Forces
Annual clean	25	25	01/01/2014	25	0.0%	25	0.0%	01/01/2014	No Increase
Ash Plot	150	150	01/01/2014	150	0.0%	150	0.0%	01/01/2014	No Increase
Additional Memorial	50	50	01/01/2014	50	0.0%	50	0.0%	01/01/2014	No Increase
Cremation									
Cremation Services									
Individual 16 yrs and over	600	600	01/01/2017	610	1.7%	610	1.7%	01/04/2018	Market Forces
Individual under 16 yrs	35	35	01/01/2014	35	0.0%	35	0.0%	01/01/2014	No Increase
Early Morning Cremation	310	310	01/01/2014	310	0.0%	310	0.0%	01/01/2014	No Increase
Double funeral service				735		735		01/04/2018	New Scheme
Evenings and Saturday Cremation	760	760	01/01/2014	760	0.0%	760	0.0%	01/01/2014	Cover staff overtime costs

APPENDIX C3: ISLINGTON AND CAMDEN CEMETERY SERVICE FEES AND CHARGES 2018-19

Description	Existing Charges			Proposed Charges				Effective Date	Explanation
	Resident	Non Resident	Last Increased	Resident		Non Resident			
	£	£		£	% Increase	£	% Increase		
Sunday Cremation	930	930	01/01/2016	930	0.0%	930	0.0%	01/01/2016	Cover staff overtime costs
Weekday extended service time in chapel (extra half hour)	110	110	01/01/2016	110	0.0%	110	0.0%	01/01/2016	No Increase
Weekend extended service time in chapel (extra half hour)				150		150		01/04/2018	New Scheme
Contract Cremation	130	130	01/01/2012	135	3.8%	135	3.8%	01/01/2012	Market Forces
Use of Organist	70	70	01/01/2014	70	0.0%	70	0.0%	01/01/2014	No Increase
Audio - Visual System									
1st CD Recording - audio	35	35	01/01/2016	38	8.6%	38	8.6%	01/01/2016	Ceased using supplier
Additional CD Recording - audio	20	20	01/01/2016	20	0.0%	20	0.0%	01/01/2016	Ceased using supplier
1st DVD Recording of chapel service	40	40	01/01/2016	40	0.0%	40	0.0%	01/01/2016	Ceased using supplier
Additional DVD Recording of chapel service	20	20	01/01/2016	20	0.0%	20	0.0%	01/01/2016	Ceased using supplier
Webcast	45	45	01/01/2016	45	0.0%	45	0.0%	01/01/2016	Ceased using supplier
Visual Tribute									
Admin fee	15	15	01/01/2016	15	0.0%	15	0.0%	01/01/2016	Ceased using supplier
Per 10 photos/images	40	40	01/01/2016	40	0.0%	40	0.0%	01/01/2016	Ceased using supplier
Per 20 photos/images	50	50	01/01/2016	50	0.0%	50	0.0%	01/01/2016	Ceased using supplier
Per 30 photos/images	60	60	01/01/2016	60	0.0%	60	0.0%	01/01/2016	Ceased using supplier
Per 40 photos/images	70	70	01/01/2016	70	0.0%	70	0.0%	01/01/2016	Ceased using supplier
Per minute of video	5	5	01/01/2016	5	0.0%	5	0.0%	01/01/2016	Ceased using supplier
DVD of service containing tribute	50	50	01/01/2016	50	0.0%	50	0.0%	01/01/2016	Ceased using supplier
Live Webcast				30		30		01/04/2018	New Supplier
Live Webcast & Re-watch again within 28 days				45		45		01/04/2018	New Supplier
Webcast DVD/BluRay				50		50		01/04/2018	New Supplier
Webcast CD				45		45		01/04/2018	New Supplier
Webcast Additional DVD/BluRay (each)				35		35		01/04/2018	New Supplier
Single Photo (continuously displayed throughout service)				12		12		01/04/2018	New Supplier
Simple slideshow (Max 25 photos - played once during service)				38		38		01/04/2018	New Supplier
Professional Tribute (Max 25 photos - Set to a music track of choice - Played once during service)				70		70		01/04/2018	New Supplier
Family supplied tribute				12		12		01/04/2018	New Supplier
Removing Ashes from Crematorium									
Holding ashes on temporary deposit	20	20	01/01/2014	20	0.0%	20	0.0%	01/01/2014	No Increase
Pet Cemetery									
Large grave	545	545	01/01/2014	550	0.9%	550	0.9%	01/04/2018	Market Forces
Medium grave	440	440	01/01/2014	445	1.1%	445	1.1%	01/04/2018	Market Forces
Small grave	380	380	01/01/2014	385	1.3%	385	1.3%	01/04/2018	Market Forces
Scattering of ashes	Free	Free	01/01/2014	Free		Free		01/01/2014	No Increase
Burial of ashes with marker	100	100	01/01/2014	100		100		01/01/2014	No Increase

HOUSING REVENUE ACCOUNT MEDIUM-TERM FINANCIAL STRATEGY

HRA - MEDIUM TERM FINANCIAL STRATEGY	2017-18	2018-19	2019-20	2020-21
	Revised Estimate	Estimate	Estimate	Estimate
	£ms	£ms	£ms	£ms
HRA INCOME:				
Income From Dwellings:				
Tenants Rents	£150.9	£150.5	£150.1	£154.5
Tenants Service Charges	£12.8	£13.3	£13.7	£14.1
Income From Dwellings	£163.7	£163.8	£163.8	£168.5
Commercial Property Rents	£1.3	£1.4	£1.4	£1.5
Heating Charges (Tenants & Leaseholders)	£2.2	£2.1	£2.1	£2.1
LeaseHolder Annual Service Charges	£8.8	£9.3	£9.4	£9.6
LeaseHolder Charges for Major Works	£2.5	£2.5	£2.6	£2.6
LeaseHolder Charges	£11.3	£11.8	£12.0	£12.2
Other Charges for Services & Facilities	£4.7	£5.3	£5.3	£5.1
Private Finance Initiative Government Subsidy	£22.9	£22.9	£22.9	£22.9
Interest Receivable	£0.5	£0.5	£0.5	£0.5
Transfers from the General Fund for Shared Services	£0.8	£0.8	£0.8	£0.8
GROSS INCOME SUB TOTAL	£207.4	£208.5	£208.7	£213.6
HRA EXPENDITURE:				
General Management	£49.2	£52.7	£53.4	£54.4
Private Finance Initiative - Payments	£40.4	£42.3	£43.8	£45.2
Special Services	£18.5	£18.5	£18.9	£19.2
Repairs & Maintenance	£32.0	£32.0	£32.7	£33.3
Rents, Rates, Taxes & Other Charges	£0.6	£0.6	£0.6	£0.6
Interest Charges on Debt	£16.7	£16.3	£16.4	£16.5
Depreciation - Contribution to the Major Repairs Reserve	£30.8	£34.0	£35.2	£36.3
Total Capital Financing Costs	£47.6	£50.3	£51.6	£52.8
Increase In Bad Debt Provision	£0.8	£0.8	£0.8	£0.8
HRA Contingency	£2.0	£2.0	£2.0	£2.0
Contribution to HRA Reserves	£16.3	£9.4	£5.2	£5.3
GROSS EXPENDITURE SUB TOTAL	£207.4	£208.5	£208.7	£213.6
NET HRA Position	£0.0	£0.0	£0.0	£0.0

HOUSING REVENUE ACCOUNT FEES & CHARGES 2018-19

Tenant Service Charges and Digital TV Charges

	Proposed weekly charge or compensation sum
Caretaking and Cleaning	£8.71
Estate Services (estate lighting, communal estate repairs and grounds maintenance)	£4.16
Tenant Service Charge	£12.87
Digital TV	£0.33
Compensation for loss of caretaking service	£2.09 per day (after 5 consecutive days of lost service)
<p>Note: The weekly tenant service charge for caretaking and estate services increases by 43p from £12.44 to £12.87.</p> <p>The net overall increase totalling 3.5% / 43p relates in the main to the impact of pay and non-pay inflation.</p> <p>Caretaking compensation has increased in line with the increase in caretaking charges.</p>	

Heating and Hot Water Charges

	Bedsit Weekly Charge £	1-Bed Weekly Charge £	2-Bed Weekly Charge £	3-Bed Weekly Charge £	4-Bed Weekly Charge £
General:					
Heating and Hot Water	8.55	9.48	11.24	13.22	14.98
Heating Only (60% Full Charge)	5.02	5.57	6.60	7.76	8.80
Bunhill Energy Network (St Luke's, Stafford Cripps and Redbrick)	7.70	8.53	10.11	11.90	13.48
<p>Compensation (after 3 consecutive weeks of lost service): Heating and Hot Water £7.40 per day Heating only £6.90 per day Hot Water only 90p per day</p>					
<p>Note: Although gas supply costs are set to increase, the gas "pool" has been used to absorb this increase and hence charges to Tenants in 2018-19 can remain frozen for the 2nd year at 2016-17 levels.</p>					

APPENDIX D2

Estate Parking Charges

	EMISSION BANDS / CHARGES			
CARBON EMISSION AND ENGINE SIZES:	BAND A	BAND B	BAND C	BAND D
Carbon CO2 Rating G/km (Grams per kilometre)	0-120	121-150	151-185	186+
Engine Size CC (Cylinder Capacity)	0-1100	1101-1399	1400-1850	1851+
	Weekly Charge £	Weekly Charge £	Weekly Charge £	Weekly Charge £
Rent & Service Charge Payers:				
- Garage	9.68	19.35	19.35	21.29
- Car Cage	4.52	9.05	9.05	9.95
- Parking Space	2.48	4.94	4.94	5.43
- Internal Garage	6.68	13.33	13.33	14.68
Non-Rent & Service Charge Payers:				
- Garage	20.16	40.28	40.28	44.28
- Car Cage	9.46	18.83	18.83	20.72
- Parking Space	5.54	11.81	11.81	16.25
				£
Garages Used For Non-Vehicle Storage – Rent & Service Charge Payers				21.29
Garages Used For Non-Vehicle Storage – Non-Rent & Service Charge Payers				44.28
Diesel Surcharge - applies to both Rent/Serv. Charge Payers & Non Rent/Serv. Charge Payers in respect of all parking facilities				99.65 per Year or 1.92 per Week
A 50% or 100% discount is offered on all vehicle parking charges to holders of an Islington Council disability parking blue badge				
VAT will be added to the above charges where applicable				
Note: Charges increase in line with inflation (3.9% RPI September 2017). For example, the charge to an LBI resident for a garage with a band B vehicle increases by 72p from £18.63 to £19.35.				

Concierge Service Charges

	Weekly Charge £
Category A (Concierge Office in Block)	10.46
Category B (Concierge Office in Estate)	7.85
Category C (Concierge Office – Remote multiple cameras)	4.72
Category D (Concierge Office – Remote a small number of cameras)	1.48
Note: Charges have increased by 12% to more closely reflect the true cost of the service. For example the charge to tenants who receive a Category B service increases by 87p from £6.98 to £7.85.	

Parking Charge Notices (PCN)

	Council Estates £
Parking Charge Notices	100.00
Parking Charge Notices (Paid within 14 days of issue)	60.00
<p>Note: The maximum charges for unauthorised parking on council estates (off-street parking) are recommended by the British Parking Association on behalf of the Home Office. No increase is recommended in 2018-19. For on-street parking (outside council estates), the Council charges between £80 and £130 depending on the seriousness of the offence.</p>	

Storage Units

	Weekly Charge £
Rent & Service Charge Payers	1.73
Non-Rent & Service Charge Payers	3.48
<p>Note: Charges increase in line with inflation (3.9% RPI September 2017). The charge to Rent & Service Charge Payers has increased by 6p from £1.67 to £1.73 and that for Non-Rent & Service Charge Payers has increased by 13p from £3.35 to £3.48.</p>	

Floor Coverings (including underlay, carpets & fitting):

Covering the Bedroom(s), Front Room, Hallway & Staircase

2018-19 charges to tenants commencing the scheme from 2017-18 reflects a more robust/substantial underlay Increased in line with inflation (3.9% RPI at September 2017)		
No of Beds	2018-19 Charge	Weekly Charge to Tenants over 5 years
1	£689	£2.65
2	£1,007	£3.87
3	£1,325	£5.09
4	£1,590	£6.11

Original charges levied in 2016-17 – no change in charge to tenants in 2018-19 for those commencing the scheme in 2016-17 only		
No of Beds	2018-19 Charge	Weekly Charge to Tenants over 3 years
1	£449	£2.88
2	£651	£4.17
3	£850	£5.45
4	£1,000	£6.41

Home Ownership Unit Charges:

Fees have increased in line with inflation (3.9% RPI at September 2017)

1. Lease Holder Fees in respect of Structural Alterations & Additions:

		Home Ownership Fees 2018-19	Technical Property Services Fees 2018-19
a	Minor alterations (e.g.: flues, extractor fans)	£84 – letter of consent	None
b	Deed of variation for windows	£212	None
c	Minor structural alterations	£84	£190
d	Major structural alterations (e.g. roofs, conservatories)	£106	£571 – technical inspections £58 per hour if additional technical work required
e	Retrospective consent	a/b/c/d +£106	£381 – technical inspections £58 per hour if additional technical work required

2. Lease Holder Miscellaneous Fees:

		Home Ownership Fees 2018-19
a	Sub-let Registration	£41
b	Assignment pack	£185 L/Holder £79 F/Holder
c	Re-mortgage pack	£132 L/Holder £68 F/Holder
d	S146 costs	£265
e	Copy of lease	£26
f	Letter of Satisfaction	£53
g	Copy of service charge invoice	£26
h	Repairs breakdown for a previous year	£26

APPENDIX E1: CAPITAL PROGRAMME 2018-21

DIRECTORATE / SCHEME	Revised 2018-19 Programme £000	Revised 2019-20 Programme £000	Revised 2020-21 Programme £000	Total Programme 2018-19 to 2020-21 £000
HASS				
Major Works and Improvements	31,000	32,000	38,000	101,000
New Homes Programme	85,702	89,101	50,181	224,984
HOUSING	116,702	121,101	88,181	325,984
SUBTOTAL HOUSING AND ADULT SOCIAL SERVICES	116,702	121,101	88,181	325,984
CHILDREN'S SERVICES				
Tufnell Park	13,895	0	0	13,895
Arts and Media School	90	0	0	90
Central Foundation School Expansion	2,700	0	0	2,700
Highbury Grove School Expansion	3,000	0	0	3,000
Secondary School Contingency	2,000	0	0	2,000
SCHOOLS	21,685	0	0	21,685
Two Year Old Capital	500	0	0	500
EARLY YEARS	500	0	0	500
Other Schools	1,775	0	0	1,775
OTHER SCHOOLS	1,775	0	0	1,775
SUBTOTAL CHILDREN'S SERVICES	23,960	0	0	23,960
ENVIRONMENT AND REGENERATION				
Combined Heat and Power	120	0	0	120
Energy Saving Council Buildings	431	0	0	431
Fleet Management	2,000	2,000	2,000	6,000
Greenspace	2,000	1,000	0	3,000
Highways	1,650	1,400	1,400	4,450
Leisure	972	475	475	1,922
Recycling Improvements	1,043	0	0	1,043
Special Projects	100	0	0	100
Traffic and Engineering	3,210	2,900	2,500	8,610
PUBLIC REALM	11,526	7,775	6,375	25,676
SUBTOTAL ENVIRONMENT AND REGENERATION	11,526	7,775	6,375	25,676
TOTAL	152,188	128,876	94,556	375,620

Decision-Making Responsibility for the 2018-19 Capital Programme Traffic and Transportation Schemes

The traffic and transportation schemes listed below have been allocated funding from a range of sources and are likely to be progressed during 2018-19. All schemes are subject to consultation. Formal decisions are normally only required for schemes that require a traffic management order.

Scheme	Ward/s	Funding	Decision-making responsibility	Details of funding allocation
TRAFFIC & ENGINEERING: Schemes funded by Transport for London				
Archway Pedestrian and Public Realm Improvements	Hillrise, Junction	£50,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Highbury and Islington Station Square	St Mary's, Highbury East	£20,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Central Street Master Plan	Bunhill	£75,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017; S106 funds also allocated
Tufnell Park Road Safety and Environmental Improvements Scheme	St George's Junction	£80,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Halliford Road and Elmore Street Traffic Management, Environmental Improvement and Road Safety Scheme	Canonbury	£100,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Carleton Road Traffic Management, Environmental Improvement and Road Safety Scheme	St George's Junction	£30,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Traffic Management, Environmental and Road Safety Improvements – Holloway Road	St George's Junction, Tollington, Finsbury Park, Holloway, Highbury East, Highbury West	£40,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Old Street Roundabout and Public Realm Improvements	Bunhill	£20,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Moreland Street Traffic Management, Environmental Improvement and Road Safety Scheme	Bunhill	£92,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017; S106 funds also allocated
Making the Most of Public Spaces	Various	£100,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Safer Routes to Estates	Various	£50,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Borough wide Road Safety Schemes	Various	£350,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Improved Existing Cycle Routes Across Islington	Various	£20,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Secure Cycle Parking	Various	£20,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Play Streets	Various	£10,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017

APPENDIX E2

Scheme	Ward/s	Funding	Decision-making responsibility	Details of funding allocation
Scootability	Various	£85,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Traffic Management improvements at sensitive locations	Various	£100,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Air Pollution Awareness	Various	£20,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Electric Vehicle Charging Point Programme	Various	£20,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
The City Fringe Low Emission Neighbourhood	Bunhill	£30,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Archway Zero Emissions Network	Junction, Hillrise	£100,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Traffic Management, environmental and road safety improvement – Clerkenwell Green	Clerkenwell	£100,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Islington Legible London Wayfinding Signs	Various	£100,000 (LIP funding)	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
TRAFFIC & ENGINEERING: Other schemes				
Cycle Route – Lever Street to Amwell Street	Bunhill, Clerkenwell	£404,000	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Cycle Route – Colebrook Row to King's Cross	St Peter's, St Mary's, Barnsbury, Caledonian	£136,000	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Cycle Route – Danbury Street to Bunhill Row	St Peter's, Bunhill	£26,000	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Cycle Route – St John's Street	Bunhill, Clerkenwell	£455,000	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Cycle Route – Farringdon to Palmers Green via Finsbury Park	Highbury West, Highbury East, St Mary's, Holloway, Caledonian, Barnsbury, Clerkenwell	£1,370,000	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Cycle Route – Clerkenwell Road and Old Street	Bunhill, Clerkenwell	£100,000	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017
Cycle Route – Amwell Street to King's Cross Road	Clerkenwell	£15,000	Corp. Director of Environment and Regeneration*	Funding allocated by Executive, 19 October 2017

* Decision to be taken in consultation with the Executive Member for Environment

Report of: Corporate Director of Finance and Resources

Meeting of	Date	Agenda Item	Ward(s)
Audit Committee	23 January 2018		

Delete as appropriate	Exempt	Non-exempt

SUBJECT: Annual Treasury Management and Investment Strategy 2018-19

1. Synopsis

1.1 This report discusses the council's 2018-19 annual treasury management strategy and investment strategy.

2. Recommendations

2.1 To consider the council's 2018-19 annual treasury management strategy and investment strategy before full council's approval at its budget and council tax setting meeting on 22 February 2018. The strategy covers

- The balance sheet and treasury position
- Prospects for interest rates
- Borrowing requirement and strategy
- Debt rescheduling
- Investment strategy and policy
- HRA Self Financing

2.2 To note the key points of the treasury strategy summarised below:

Summary of the key points of the treasury strategy

- £119.1 m is estimated to be required to be borrowed over the next 3 years
 - £35.7million to replace existing borrowing that matures
 - £83.4 million of new borrowing to fund capital expenditure
- The borrowing strategy is to minimise borrowing costs, through
 - Using surplus internal cash, and
 - Borrowing at optimal times at either variable or fixed rates which can include borrowing in advance of need
- It is expected that sums for investments will be minimal. Investment activity is restricted to institutions set in para 3.6.7 and Appendix C gives the details
- The Council's investment priorities in order of importance are:
 - security of the invested capital;
 - liquidity of the invested capital;
 - an optimum yield which is commensurate with security and liquidity

3. Background

3.1 INTRODUCTION

- 3.1.1 The Chartered Institute of Public Finance and Accountancy (CIPFA) has defined treasury management as “the management of the organisations’ investments and cashflow, its banking, money market and capital market transactions; the effective control of the risks associated with these activities and the pursuit of optimum performance consistent with those risks.
- 3.1.2 Treasury management activities are strictly regulated by statutory requirements and a professional code of practice (the CIPFA Code of Practice on Treasury Management). This Council adopted the Code of Practice on Treasury Management on 26th February 2002. In addition, the Department for Communities and Local Government (CLG) issued revised Guidance on Local Authority Investments in March 2010 that requires the Authority to approve an investment strategy before the start of each financial year. The Council has incorporated the changes from the revised 2011 CIPFA Code of Practice into its treasury policies procedures and practices. CIPFA consulted on changes to the code in 2017 but is yet to publish a revised code.
- 3.1.3 The treasury management function is an important part of the overall financial management of the Council's affairs. Its importance has increased as a result of the freedoms provided by the Prudential Code. The Council is required to set out an Annual Treasury Strategy outlining at the least the expected treasury activity for the forthcoming three years.
- 3.1.4 A key requirement of this report is to explain both the risks, and the management of the risks, associated with treasury management which include:

- Liquidity Risk (Inadequate cash resources).
- Market or Interest Rate Risk (Fluctuations in interest rate levels).
- Inflation Risk (Exposure to inflation).
- Credit and Counterparty Risk (Security of Investments).
- Refinancing Risk (Impact of debt maturing in future years).
- Legal and Regulatory Risk.

3.2 Scope

3.2.1 This Treasury Management Strategy considers the impact of the Council's revenue budget and capital programme on the balance sheet position, the prospects for interest rates, borrowing requirement and strategy, debt rescheduling, investment strategy and policy, monitoring, members training and advisors.

Balance sheet and treasury position

3.2.2 The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR). The CFR represents the level of borrowing for capital purposes. Revenue expenditure cannot be financed from borrowing. Net physical external borrowing should not exceed the CFR other than for short term cash flow requirements. It is permissible under the Prudential Code to borrow in advance of need, up to the level of the estimated CFR over the term of the Prudential Indicators. Where this takes place the cash will form part of the invested sums until the related capital expenditure is incurred. This being the case net borrowing should not exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for the current and next two financial years other than in the short term due to cash flow requirements.

3.2.3 The CFR together with balances and reserves are the core drivers of Treasury Management activity. The estimates, based on the current revenue budget and capital programmes and in advance of any changes to the 2018-19 budget to be considered in February, are set out in **Table 1** below:

Table 1 – Capital Financing, Balances and Reserves Forecasts

	31/03/2018 Estimate £m	31/03/2019 Estimate £m	31/03/2020 Estimate £m	31/03/2021 Estimate £m
General Fund CFR	131.9	179.9	210.2	198.6
Long term Liabilities- PFI	134.9	126.9	119.2	112.1
HRA CFR	442.3	442.3	442.3	442.3
Total CFR	709.1	749.1	771.7	753.0
Less Balances and Reserves	(168.8)	(119.6)	(115.4)	(116.8)
Net Balance Sheet Position	540.3	629.5	656.3	636.2

3.2.4 The Council's level of physical debt and investments is linked to these components of the balance sheet. Market conditions, affordability, interest rate expectations and credit risk

considerations will influence the Council’s strategy in determining the borrowing and investment activity against the underlying Balance Sheet position.

3.3 Prospects for interest rates

3.3.1 Treasury management activities such as borrowing introduce risk to the Council via the impact of unexpected adverse movements in interest rates. The Council employs Arlingclose treasury consultants, to advice on the treasury strategy, to provide economic data and interest rate forecasts, to assist planning and reduce the impact of unforeseen adverse movements.

Appendix A draws together a number of current forecasts for short-term and longer-term fixed interest rates. The major external influence on the authority’s treasury management strategy for 2018/19 will be the UK’s progress in negotiating its exit from the European Union and agreeing future trading arrangements. Economic growth is forecast to remain sluggish throughout 2018/19. The central case forecast is for UK Bank Rate to remain at 0.5% during the coming year. Gilt yields and PWLB rates are expected to trend broadly flat from current levels, albeit with short-term volatility.

3.4.1 The Council’s underlying need to borrow for capital purposes is measured by reference to its Capital Financing Requirement (CFR). To ensure that this expenditure will ultimately be financed, local authorities are required to make a Minimum Revenue Provision (MRP) for debt redemption from within the revenue budget each year.

3.4.2 Capital expenditure not financed from internal resources (i.e. capital receipts, capital grants and contributions, revenue or reserves) will produce an increase in the CFR (the underlying need to borrow) and in turn produce an increased requirement to charge MRP in the revenue account. The Council’s borrowing requirement is shown in the **Table 2** below.

	2017-18	2018-19	2019-20	2020-21
	estimate £M	estimate £M	estimate £M	estimate £M
New Borrowing	14.8	49.7	32.5	1.2
Replacement borrowing	14.4	12.1	11.1	12.5
TOTAL	29.2	61.8	43.6	13.7

3.4.3 In conjunction with advice from our treasury advisor, Arlingclose Ltd, the Council will keep under review the options it has in borrowing from the Public Works Loan Board (PWLB), other local authorities, the market and other sources up to the available capacity within the

Authorised Limit (contained within the Prudential Indicators in **Appendix B** to be adopted in the 2018-19 budget).

- 3.4.4 The chief objective of the council when borrowing money is to achieve an appropriate risk balance between securing low interest rates and cost certainty over the periods for which funds are required. Given the significant cuts to public expenditure and in particular local government funding, the council's borrowing strategy continues to address the key issue of affordability without compromising the longer term stability of the debt portfolio. The types of borrowing that are still appropriate for a low interest rate environment from the PWLB are:
- Variable rate borrowing.
 - Medium term equal instalments of principal (EIP) or annuity loans.
 - Long term maturity loans where affordable.
- 3.4.5 The council's strategy is to minimise its borrowing costs over the medium to longer term and maintain maximum control over its borrowing activities as well as flexibility on its loans' portfolio. The use of internal resources in lieu of borrowing and short to medium term borrowing will continue because of the "cost of carry" (that is the differential between debt costs and investment earnings). Exposure to variable loans including PWLB rates will be kept under regular review, The Bank Rate is expected to remain at 0.50% during 2018-19. As at 2nd January 2018, the council had agreed non PWLB long term loans of £38.5m. All these loans are from other local authorities over outstanding periods of up to 3.5 years at an average rate of 1.5%.
- 3.4.6 Capital expenditure levels, cash flow projections, market conditions and interest rate levels will be monitored in conjunction with our treasury advisors, Arlingclose, to determine the most appropriate option.
- 3.4.7 The Council's borrowing requirement over the next three years is estimated to be around £119.1million. £35.7million of this borrowing will be used to replace existing PWLB debt taken in the 1980's that matures over the next three years. If market rates were to fall considerably or future rates were expected to rise, then some borrowing could be taken ahead of spend. The borrowing strategy will therefore consider opportunities to borrow not only for 2018-19 but ahead for the next two financial years.

3.5 **Debt rescheduling**

3.5.1 The factors affecting any decision on debt rescheduling will include, the generation of cash savings and / or discounted cash flow savings in interest cost, helping to fulfil the strategy outlined in the paragraphs above; enhancing the balance of the fixed to variable rate debt in the portfolio and, amending the maturity profile. All rescheduling activity will comply with the accounting requirements of the local authority Statement Of Recommended Practice (SORP) and regulatory requirements of the Capital Finance and Accounting Regulations (SI 2007 No. 573 as amended by SI 2008/414).

3.6 **Investment strategy and policy**

3.6.1 To comply with the Government's guidance, the Council's general policy objective is to invest its surplus funds prudently.

3.6.2 The Council's investment priorities, in order of importance, are:

- security of the invested capital.
- liquidity of the invested capital.
- an optimum yield which is commensurate with security and liquidity.

3.6.3 The borrowing of monies purely to invest or on-lend and make a return is unlawful and the Council will not engage in such activity.

3.6.4 Investment instruments identified for use in the financial year are categorised under the 'Specified' and 'Non-Specified' Investments based on the CLG guidance.

Specified Investments

3.6.5 Specified investments are described in the guidance as those identified as offering high security and high liquidity, and can be relied on with minimal formalities. All must be in sterling and with a maturity of no more than one year. All such short-term investments with the UK Government, other local authorities, or Parish Councils will automatically be considered "specified", for other deposit takers a "high" credit rating is required which the authority defines. This Council's definition is included at the end of this report.

Non-Specified Investments

3.6.6 Non-specified investments carry a higher degree of potential risk, and the guidance requires the types of investments that can be used be set out in the Strategy, and limits to be set on how much can be held in these investments at any time during the year. The guidance states that it is not the objective to discourage investment in any type of instrument, but to ensure that proper procedures are in place for undertaking risk assessments of investments made for longer periods or with bodies that are not highly credit rated.

3.6.7 Potential instruments for the Council's use within its investment strategy are listed in the specified and non-specified investment schedule attached as **Appendix C**

3.6.8 The Council has reviewed the way it formulates its counterparty criteria. The lending list criteria is devised from the use of rating agencies which will include Fitch, Moody's Investor Services, Standard & Poor's (or other rating agency where necessary) as well as other factors. The main sovereign states whose banks are to be included are Australia, Canada, Finland,

France, Denmark, Germany, Netherlands, Switzerland and the US. These countries and the Banks within them have been selected after analysis and careful monitoring of:

- Credit Ratings (minimum long-term A+ minimum short term F1).
- Credit Default Swaps.
- GDP; Net Debt as a Percentage of GDP.
- Sovereign Support Mechanisms / potential support from a well-resourced parent institution.
- Share Price.

3.6.9 The Council will also take into account information on corporate developments and market sentiment towards the counterparties. The Council and its Treasury Advisors, Arlingclose, will continue to analyse and monitor these indicators and credit developments on a regular basis and respond as necessary to ensure security of the capital sums invested.

3.6.10 The Council's internally managed investments as at 2nd January totalled £133million and the forecast position for the end of March through 2018/19 will average £100million. The Council has restricted its investment activity to the following institutions while conditions in the financial sector are monitored for stability and cashflow positions are averaging around £100m:

- The Debt Management Agency Deposit Facility (The rates of interest from the DMADF are below equivalent money market rates. However, the returns are an acceptable trade-off for the guarantee that the Council's capital is secure).
- AAA-rated Money Market Funds with a Constant Net Asset Value (CNAV).
- Deposits with other local authorities.
- Business reserve accounts and term deposits. These have been primarily restricted to UK institutions that are rated at least A+ long term.

3.6.11 If the cash flow positions were to increase because of forward borrowing, then investments criteria will revert to credit ratings as stated in paragraph 3.6.8

3.6.12 A copy of the Council's current lending list and the institutions actually lent to as at January 2018 is attached as **Appendix D** for information. In addition, the Council has borrowed £64.1m at an average rate of 0.41% short term, from other Local Authorities & Public Bodies – this has proved to be a cheaper alternative to variable rate PWLB borrowing and cover periods from 10 days to 10months.

3.6.13 The bank rate was raised from the historic 0.25% to 0.50% in 2017. The Monetary Policy Committee re-emphasised that any further increases would be at a gradual pace. Our treasury advisors, Arlingclose's central case is for UK bank rate to remain at 0.50% throughout 2018/19.

3.6.14 The economic interest rate outlook provided by the Council's treasury advisor, Arlingclose, is attached as **Appendix A**. The Council will reappraise its strategy with evolving market conditions and expectations for future interest rates.

3.6.15 The Corporate Director of Finance and Resources under delegated powers will undertake the most appropriate form of investments in keeping with the investment objectives, income and

risk management requirements and Prudential Indicators. All investments will be made in accordance with the Council's investment policies and prevailing legislation and regulations.

3.7 Housing Revenue Account policy on apportioning interest

3.7.1 Central Government completed its reform of the Housing Revenue Account Subsidy system at the end of 2011/12. Local authorities are required to recharge interest expenditure and income attributable to the HRA in accordance with determinations issued by the Department for Communities and Local Government. The CIPFA Code recommends that authorities present this policy in their TMSS.

3.7.2 On 1st April 2012, the Council notionally split each of its existing long-term loans into General Fund and HRA pools. New long-term loans borrowed are assigned in their entirety to one pool or the other. Interest payable and other costs/income arising from long-term loans (e.g. premiums and discounts on early redemption) are charged/ credited to the respective revenue account.

3.7.3 Internal borrowing

Where the HRA or GF has surplus cash balances which allow either account to have external borrowing below its level of CFR (internal borrowing), the rate charged on this internal borrowing will be based on the 14.5 -15year PWLB fixed loan rate to reflect the assumed opportunity cost forgone.

3.8 Monitoring

3.8.1 Treasury management monitoring will be incorporated in the regular Executive financial monitoring reports. The Executive Member for Finance is regularly briefed on treasury activities. At the end of the financial year, an outturn report will be prepared on the Council's investment activity as part of its Annual Treasury Report. The Audit committees will scrutinise the Annual Treasury Strategy Statement before Council approval at its budget and council tax setting meeting.

3.9 Members Training

3.9.1 CIPFA's revised Code requires the Director of Finance to ensure that all Members tasked with treasury management responsibilities, including scrutiny of the treasury management function, receive appropriate training relevant to their needs and understand fully their roles and responsibilities. A training session on treasury management was provided to Members by Arlingclose in May 2016 and with the implementation of MIFID2 members needs will be assessed regularly to ensure knowledge and skills are maintained at appropriate levels

3.10 Advisors

3.10.1 Arlingclose, our appointed treasury advisors, undertake their role as advisors to enable the Council to make informed decisions.

4 Implications

4.1 Financial Implications

The activities of the treasury management function has resource implications on the council's revenue budget. The paramount objective of the treasury management function is capital security and the pursuit of optimum performance must be consistent with the risk undertaken.

4.2 Legal Implications

Local authorities have restricted freedoms with regard to the investment of surplus funds. The rules are prescribed by statute and are laid out under section 15(1)(a) of the Local Government Act 2003. Local authorities are also required to have regard to supplementary guidance provided by the Office of the Deputy Prime Minister (ODPM; now Communities and Local Government) and by CIPFA. CIPFA's guidance is defined as a proper practice for these purposes.

4.3 Resident Impact Assessment

4.3.1 The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

4.3.2 A resident equalities impact assessment has not been undertaken at this stage because this report is an update on an existing policy that is agreed at the annual council tax and budget setting.

4.4 Environmental Implication
None applicable to this report.

5. Conclusion and reasons for recommendations

5.1 This is the annual treasury and investment strategy statement report discussing the council's strategy on borrowing and investment and also reviewing current investment policy. Members are asked to consider this strategy before it is presented for approval at the council budget and council tax setting meeting on 22 February 2018

- Appendices:** **Appendix A-** Arlingclose Economic and Interest Rate Forecast as at January 2018
Appendix B- Prudential Indicators
Appendix C- Specified and non-specified investment schedule
Appendix D- Current Lending List and Counterparty Schedule

Background papers:

Audit Commission National Report 2009; Council Budget Report on 23 February 2017
 CIPFA guidance on treasury management issued in November 2009

Final Report Clearance

Signed by

 Corporate Director for Finance and Resources Date

Received by

 Head of Democratic Services Date

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Appendix A- Arlingclose Economic and Interest Rate Forecast as at January 2018

Underlying assumptions:

- The MPC increased bank rate in November 2017 to 0.5%. The rise was questionable based on the available economic data. Market rate expectations are broadly unchanged since the rise and policymakers continue to emphasise that any prospective increases in bank rate would be expected to be at a gradual pace and to a limited extent.
- Further potential movement in Bank Rate is reliant on economic data and the likely outcome of the EU negotiations. Policymakers have downwardly assessed the supply capacity of the UK economy, suggesting inflationary growth is more likely. However, the MPC will be wary of raising rates much further amid low business and household confidence.
- The UK economy faces a challenging outlook as the minority government continues to negotiate the country's exit from the European Union. While recent economic data has improved, it has done so from a low base: UK Q3 2017 GDP growth was 0.4%, after a 0.3% expansion in Q2.
- Household consumption growth, the driver of recent UK GDP growth, has softened following a contraction in real wages, despite both saving rates and consumer credit volumes indicating that some households continue to spend in the absence of wage growth. Policymakers have expressed concern about the continued expansion of consumer credit; any action taken will further dampen household spending.
- More recent labour data suggested that employment has plateaued, although house prices (outside London) appear to be relatively resilient. However, both of these factors can also be seen in a negative light, displaying the structural lack of investment in the UK economy post financial crisis.
- The depreciation in sterling may assist the economy to rebalance away from spending. Export volumes will increase, helped by a stronger Eurozone economic expansion.
- Near-term global growth prospects have continued to improve and broaden, and expectations of inflation are subdued. Central banks are moving to reduce the level of monetary stimulus.

Forecast:

- The MPC has increased Bank Rate, largely to meet expectations they themselves created. Future expectations for higher short term interest rates are subdued. On-going decisions remain data dependant and negotiations on exiting the EU cast a shadow over monetary policy decisions.
- Our central case for Bank Rate is 0.5% over the medium term. The risks to the forecast are broadly balanced on both sides.
- The Arlingclose central case is for gilt yields to remain broadly stable across the medium term. Upward movement will be limited, although the UK government's seemingly deteriorating fiscal stance is an upside risk.

	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Average
Official Bank Rate														
Upside risk	0.00	0.00	0.00	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.19
Arlingclose Central Case	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk	0.00	0.00	0.00	0.00	0.00	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.15
3-month LIBID rate														
Upside risk	0.10	0.10	0.10	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.22
Arlingclose Central Case	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk	-0.10	-0.10	-0.15	-0.15	-0.15	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.20
1-yr LIBID rate														
Upside risk	0.15	0.15	0.20	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.27
Arlingclose Central Case	0.70	0.70	0.70	0.70	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.77
Downside risk	-0.15	-0.20	-0.30	-0.30	-0.30	-0.30	-0.30	-0.30	-0.30	-0.30	-0.30	-0.15	-0.15	-0.26
5-yr gilt yield														
Upside risk	0.20	0.25	0.25	0.25	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.32
Arlingclose Central Case	0.75	0.75	0.80	0.80	0.80	0.85	0.90	0.90	0.95	0.95	1.00	1.05	1.10	0.89
Downside risk	-0.20	-0.20	-0.25	-0.25	-0.25	-0.35	-0.40	-0.40	-0.40	-0.40	-0.40	-0.40	-0.40	-0.33
10-yr gilt yield														
Upside risk	0.20	0.25	0.25	0.25	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.32
Arlingclose Central Case	1.25	1.25	1.25	1.25	1.25	1.30	1.30	1.35	1.40	1.45	1.50	1.55	1.55	1.36
Downside risk	-0.20	-0.25	-0.25	-0.25	-0.25	-0.30	-0.35	-0.40	-0.40	-0.40	-0.40	-0.40	-0.40	-0.33
20-yr gilt yield														
Upside risk	0.20	0.25	0.25	0.25	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.32
Arlingclose Central Case	1.85	1.85	1.85	1.85	1.85	1.90	1.90	1.95	1.95	2.00	2.05	2.05	2.05	1.93
Downside risk	-0.20	-0.30	-0.25	-0.25	-0.30	-0.35	-0.40	-0.45	-0.50	-0.50	-0.50	-0.50	-0.50	-0.38
50-yr gilt yield														
Upside risk	0.20	0.25	0.25	0.25	0.30	0.35	0.35	0.35	0.35	0.35	0.35	0.35	0.40	0.32
Arlingclose Central Case	1.70	1.70	1.70	1.70	1.70	1.75	1.80	1.85	1.90	1.95	1.95	1.95	1.95	1.82
Downside risk	-0.30	-0.30	-0.25	-0.25	-0.30	-0.35	-0.40	-0.45	-0.50	-0.50	-0.50	-0.50	-0.50	-0.39

EXTERNAL DEBT INDICATORS

Authorised Limit for External Debt (including PFI)							
			2017-18 £000s Approved	2017-18 £000s Revised	2018-19 £000s Estimate	2019-20 £000s Estimate	2020-21 £000s Estimate
1							
	Borrowing		472,000	411,000	461,000	494,000	495,000
	Other Long Term Liabilities		135,000	135,000	127,000	119,000	112,000
	TOTAL AUTHORISED LIMIT		607,000	546,000	588,000	613,000	607,000

The Authorised Limit for External Debt sets the maximum level of external borrowing that the Council can incur. It reflects the level of borrowing which, while not desired, could be afforded in the short-term, but is not sustainable. It is the Council's expected maximum borrowing need with headroom for unexpected cashflow. The limit also provides scope for the Council to borrow in advance of need. Other long-term liabilities include items such as PFI schemes and finance leases.

Operational Boundary for External Debt (including PFI)							
			2017-18 £000s Approved	2017-18 £000s Revised	2018-19 £000s Estimate	2019-20 £000s Estimate	2020-21 £000s Estimate
2							
	Borrowing		442,000	379,000	431,000	467,000	465,000
	Other Long Term Liabilities		125,000	125,000	117,000	109,000	102,000
	TOTAL OPERATIONAL BOUNDARY		567,000	567,000	548,000	576,000	567,000

The Operational Boundary for External Debt is based on the probable external debt during the course of the year. It is not a limit and actual borrowing could vary around this boundary for short times during the year. It acts as an early warning indicator to ensure the authorised limit is not breached. Similarly to the authorised limit it also provides scope for the Council to borrow in advance of need. Other long-term liabilities include items such as PFI schemes and finance leases.

Actual External Debt (including PFI)							
							31.3.17 £000s Actual
3							
	Borrowing						268,000
	Other Long Term Liabilities						135,000
	TOTAL EXTERNAL DEBT						403,000

This is the actual external debt that the Council held at 31st March 2017. Other long-term liabilities include items such as PFI schemes and finance leases.

TREASURY MANAGEMENT INDICATORS

Adoption of CIPFA's Treasury Management Code of Practice							
4							
	The Council formally adopted CIPFA's Code of Practice on Treasury Management on 26th February 2002 and CIPFA's revised Code of Practice on Treasury Management on 25th February 2010.						

Upper Limit for Fixed Interest Rate Exposure							
		31.3.17 £000s Existing (Benchmark) Level	2017-18 £000s Approved	2017-18 £000s Revised	2018-19 £000s Estimate	2019-20 £000s Estimate	2020-21 £000s Estimate
5							
	Net principal relating to fixed rate borrowing/investments	182,000	263,000	218,000	268,000	307,000	308,000

This indicator identifies a maximum limit for the level of debt (net of investments) taken out at fixed rates of interest and its purpose is to help the Council to manage its exposure to adverse movements in interest rates.

Upper Limit for Variable Interest Rate Exposure							
		31.3.17 £000s Existing (Benchmark) Level	2017-18 £000s Approved	2017-18 £000s Revised	2018-19 £000s Estimate	2019-20 £000s Estimate	2020-21 £000s Estimate
12							
	Net principal relating to variable rate borrowing/investments	92,000	135,000	109,000	134,000	153,000	154,000

This indicator identifies a maximum limit for the level of debt (net of investments) taken out at variable rates of interest and its purpose is to help the Council to manage its exposure to adverse movements in interest rates.

Maturity Structure of New Fixed Rate Borrowing							
					31.3.17	2018-19	2018-19
13							

					Existing (Benchmark) Level %	Upper Limit %	Lower Limit %
					5.0%	100%	0%
					8.0%	100%	0%
					12.0%	100%	0%
					16.0%	100%	0%
					24.0%	100%	0%
					35.0%	100%	0%

These limits are set to reduce the Council's exposure to large fixed rate sums of borrowing falling due for refinancing in any one year.

Upper Limit for Total Principal Sums Invested for over 364 Days							
			2017-18 £000s Approved	2017-18 £000s Revised	2018-19 £000s Estimate	2019-20 £000s Estimate	2020-21 £000s Estimate
14			60,000	50,000	55,000	55,000	55,000

These limits are set to reduce the need for the early sale of an investment, and are based on the availability of investments at each year-end.

Credit Risk

15

The Council considers security, liquidity & yield in that order when making investment decisions. It uses credit ratings along with a range of other criteria such as sovereign support mechanisms, credit default swaps & share prices to assess the credit strength of a counterparty. A full description of credit criteria used is included in section 6.2 of the Strategy Statement of the Councils Treasury Management

Islington Council Specified Investments

All “Specified Investments” listed below must be sterling-denominated, with maximum maturity one year.

** If forward deposits are to be made, the forward period plus the deal period should not exceed one year in aggregate.

Investment	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Max period
Debt Management Agency Deposit Facility* (DMADF) * this facility is at present available for investments up to 6 months	Yes	Government-backed.	In-house and by external fund managers	1 year *
Term Deposits with the UK Government or other UK Local Authorities and Police Commissions	Yes	High security although the majority of Local Authorities do not have credit rating with one of the three recognised credit rating agencies.	In-house and by external fund managers	1 year
Term Deposits with credit-rated deposit or UK Government backed (banks and building societies), including callable deposits.	Yes	Minimum Short Term Ratings Fitch F1 Moodys P-1 S & P A-1 Minimum Long term Ratings Fitch A+ Moodys A1 S & P A+ Maximum Deposit £30 m per institution Plus Council Bankers Overnight, weekend & Public Sector Reserve – Maximum of £10m For late funds only	In-house and by external fund managers	1 year

Investment	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Max period
<p>Certificates of Deposit issued by credit-rated deposit takers (banks and building societies) up to 1 year.</p> <p><i>Custodial arrangement required prior to purchase</i></p>	Yes	<p>Fitch IBCA Short-term F1</p> <p>Maximum 10% of fund with fund manager.</p>	To be used in house or by fund managers;	1 year
<p>Gilts : with maturities up to 1 year</p> <p><i>Custodial arrangement required prior to purchase</i></p>	Yes	<p>Government-backed</p> <p>Minimum credit rating: AA+</p>	<p>(1) Buy and hold to maturity or trade: to be used in-house after consultation / advice from Arlingclose.</p> <p>(2) trading by external cash fund manager(s) only subject to the guidelines agreed.</p>	1 year
<p>Money Market Funds</p> <p><i>These funds do not have any maturity date</i></p>	Yes	<p>Minimum credit rating: AAA</p>	<p>In-house and by external fund managers subject to the guidelines agreed.</p>	subject to cash flow / liquidity
<p>Forward deals with credit rated or UK government backed banks and building societies plus other Local Authorities < 1 year (i.e. negotiated deal period plus period of deposit)</p>	Yes	<p>Minimum Short Term Ratings</p> <p>Fitch F1</p> <p>Moodys P-1</p> <p>S & P A-1</p> <p>Minimum Long term Ratings</p> <p>Fitch A+</p> <p>Moodys A1</p> <p>S & P A+</p> <p>Maximum Deposit</p> <p>£30m per institution</p>	In-house and fund managers	1 year in aggregate
<p>Gilt Funds and other Bond Funds (dependent on set-up structure)</p>	Yes	<p>Minimum Rating:</p> <p>Fitch: A+</p> <p>Moody's: A1</p> <p>S&P: A+</p>	<p>External fund managers only subject to guidelines agreed</p> <p>*Important : In choosing the manager we</p>	

Investment	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Max period
<p>*** These are open-end mutual funds investing predominantly in UK Government gilts and corporate bonds. These funds do not have any maturity date and would hold highly liquid instruments.</p>			<p>will ensure that the fund is not a body corporate by virtue of its set up structure</p>	
<p>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]</p> <p><i>Custodial arrangement required prior to purchase</i></p>	Yes	Government-backed	In- house or External fund managers subject to the guidelines and parameters agreed	1 year
<p>Bonds issued by a financial institution that is guaranteed by the United Kingdom Government (as defined in SI 2004 No 534) with maturities under 12 months</p> <p><i>Custodial arrangement required prior to purchase</i></p>	Yes	AA+ (Government-backed)	<p>(1) Buy and hold to maturity or trade: to be used in-house after consultation / advice from Arlingclose</p> <p>(2) trading by external cash fund manager(s) only subject to guidelines agreed</p>	1 year
<p>Bonds issued by multilateral development banks (as defined in SI 2004 No 534) with maturities under 12 months</p>	Yes	AAA	<p>(1) Buy and hold to maturity or trade: to be used in-house after consultation/ advice from Arlingclose</p> <p>(2)) trading by external cash fund manager(s) only subject to guidelines agreed</p>	1 year

Investment	Repayable/ Redeemable within 12 months?	Security / Minimum Credit Rating **	Circumstance of use	Max period
<i>Custodial arrangement required prior to purchase</i>				
UK Sterling Denominated Corporate Bonds issued by UK PLC's or Public Sector Bodies (From 01/04/2012)	Yes	Minimum Short Term Ratings Fitch F1 Moodys P-1 S & P A-1 Minimum Long Term Ratings Fitch A+ Moodys A1 S & P A+ Maximum Deposit £10m per institution	(1) Buy and hold to maturity or trade: to be used in-house after consultation/ advice from Arlingclose (2)) trading by external cash fund manager(s) only subject to guidelines agreed	1 year

*****Open ended funds continually create new units (or shares) to accommodate new monies as they flow into the funds and trade at net asset value (NAV).**

Islington Council Non Specified Investments

<u>Investment</u>	<u>Share/ Loan Capital?</u>	<u>Repayable/ Redeemable within 12 Months?</u>	<u>Security / Minimum Credit Rating **</u>	<u>Capital Expenditure?</u>	<u>Circumstance of Use</u>	<u>Maximum Held at Any One Time During the Year</u> £M	<u>Maximum Maturity of Investment</u>
Term deposits with UK government or other local authorities and Police Commissions (with maturities in excess of 1 year)	No	No	High security although the majority of Local Authorities do not have credit rating with one of the three recognised credit rating agencies	No	In-house and fund managers	100	5 years
Term deposits with credit rated deposit takers or UK government backed (banks and building societies) with maturities greater than 1 year	No	No	<p>Minimum Short Term Ratings Fitch F1 Moody's P-1 S & P A-1</p> <p>Minimum Long term Ratings Fitch A+ Moody's A1 S & P A+</p> <p>Maximum Deposit £30m per institution</p>		In-house and fund managers	100	5 years
Certificates of Deposit with credit rated deposit takers or UK government backed (banks and building societies) with maturities greater than 1 year <i>Custodial arrangement required prior to purchase</i>	No	Yes	<p>Minimum Short Term Ratings Fitch F1 Moody's P-1 S & P A-1</p> <p>Minimum Long term Ratings Fitch A+ Moody's A1 S & P A+</p> <p>Maximum Deposit £30m per institution</p>	No	<p>To be used by fund managers.</p> <p>To be used in-house "buy and hold" or trade after consultation / advice from Arlingclose.</p>	100	5 years

Page 89

APPENDIX C

<u>Investment</u>	<u>Share/ Loan Capital?</u>	<u>Repayable/ Redeemable within 12 Months?</u>	<u>Security / Minimum Credit Rating **</u>	<u>Capital Expenditure?</u>	<u>Circumstance of Use</u>	<u>Maximum Held at Any One Time During the Year</u> £M	<u>Maximum Maturity of Investment</u>
<p>Callable deposits with credit rated deposit takers or UK government backed (banks and building societies) with maturities greater than 1 year</p>	No	No	<p>Minimum Short Term Ratings Fitch F1 Moody's P-1 S & P A-1</p> <p>Minimum Long Term Ratings Fitch A+ Moody's A1 S & P A+</p> <p>Maximum Deposit £30m per institution .</p>	NO	<p>To be used by fund managers.</p> <p>To be used in-house "buy and hold" or trade after consultation / advice from Arlingclose.</p>	100	5 years in aggregate
<p>UK government gilts with maturities in excess of 1 year</p> <p><i>Custodial arrangement required prior to purchase</i></p>	No	Yes	Government backed	No	<p>(1) Buy and hold to maturity or trade: to be used in-house after consultation / advice from Arlingclose</p> <p>(2) for trading: by external cash fund manager(s) only subject to the guidelines and parameters agreed with them.</p>	100	10 years including but also including the 10 year benchmark gilt
<p>Sovereign issues ex UK Government gilts : any maturity</p>	No	Yes	AAA	No	<p>(1) Buy and hold to maturity or trade: to be used in-house after consultation/ advice</p>	100	10 years

APPENDIX C

<u>Investment</u>	<u>Share/ Loan Capital?</u>	<u>Repayable/ Redeemable within 12 Months?</u>	<u>Security / Minimum Credit Rating **</u>	<u>Capital Expenditure?</u>	<u>Circumstance of Use</u>	<u>Maximum Held at Any One Time During the Year</u> £M	<u>Maximum Maturity of Investment</u>
<i>Custodial arrangement required prior to purchase</i>					from Arlingclose		
Forward deposits with credit rated or UK government backed banks and building societies plus other Local Authorities and Police Commissions for periods > 1 year (i.e. negotiated deal period plus period of deposit)	No	No	Minimum Short Term Ratings Fitch F1 Moodys P-1 S & P A-1 Minimum Long Term Ratings Fitch A+ Moodys A1 S & P A+ Maximum Deposit £30m per institution For Maturities > 2 years Long Term Minimum AA	No	(2) for trading: by external cash fund manager(s) only subject to the guidelines and parameters agreed with them To be used by fund managers. To be used in-house after consultation/ advice from Arlingclose	100	5 years in aggregate
Bonds issued by a financial institution that is guaranteed by the United Kingdom Government (as defined in SI 2004 No 534) with maturities in excess of 1 year	Yes	Yes	AA+ / government guaranteed	No	(1) Buy and hold to maturity or trade: to be used in-house after consultation/ advice from Arlingclose (2) for trading: by external cash fund manager(s) only, subject to guidelines and parameters agreed	100	10 years
<i>Custodial arrangement required prior to purchase</i>							
Bonds issued by multilateral development banks	Yes	Yes	AAA or government guaranteed	No	(1) Buy and hold to maturity or trade: to be used in-house after	100	10 years

APPENDIX C

<u>Investment</u>	<u>Share/ Loan Capital?</u>	<u>Repayable/ Redeemable within 12 Months?</u>	<u>Security / Minimum Credit Rating **</u>	<u>Capital Expenditure?</u>	<u>Circumstance of Use</u>	<u>Maximum Held at Any One Time During the Year</u> £M	<u>Maximum Maturity of Investment</u>
<p>(as defined in SI 2004 No 534) with maturities in excess of 1 year</p> <p><i>Custodial arrangement required prior to purchase</i></p> <p>UK Sterling Denominated Corporate Bonds issued by UK PLC's or Public Sector Bodies (From 01/04/2012)</p>	No	No	<p>Minimum Short Term Ratings Fitch F1 Moodys P-1 S & P A-1</p> <p>Minimum Long Term Ratings Fitch A+ Moodys A1 S & P A+</p> <p>Maximum Deposit £10m per institution</p>	No	<p>consultation/ advice from Arlingclose</p> <p>(2) for trading: by external cash fund manager(s) only, subject to the guidelines and parameters agreed with them</p> <p>(1) Buy and hold to maturity or trade: to be used in-house after consultation/ advice from Arlingclose</p> <p>(2) for trading: by external cash fund manager(s)</p>	<p>100</p> <p>Max £10m per institution</p>	10 years

Page 92

APPENDIX D														
Counter-Party List as at January 2018														
Minimum criteria	A+	F1	A1	P-1	A+	A-1								
	Fitch L/T	Fitch S/T	Moody's L/T	Moody's S/T	S & P L/T	S & P S/T	Sovereign Rating - F/M/S&P	5 year CDS	Share Price	Maximum Limit - £	Maximum Term	LBI	Arlingclose Current Advice	funds Invested - 02/01/2018
UK Banks														
Barclays	A	F1	A1	P-1	A-	A-2	AA/Aa1/Aau	77	233	30,000,000	36 Months	Council Bankers from Mar 2015 - overnight liquidity only	Limit to 100 Days - CHECK !!!	
HSBC	AA-	F1+	Aa2	P-1	AA-	A-1+	AA/Aa1/Aau	67	667	30,000,000	36 Months	Limit to 13 Months - CHECK !!!	Limit to 13 Months - CHECK !!!	
Lloyds	A+	F1	A1	P-1	A	A-1	AA/Aa1/Aau	66	65	30,000,000	36 Months	SUSPENDED !!!	Limit to 13 Months - CHECK !!!	
RBS	BBB+	F2	A3	P-2	BBB+	A-2	AA/Aa1/Aau	110	232	30,000,000	36 Months	SUSPENDED !!!	Limit to 35 Days - CHECK !!!	
Santander UK	A	F1	Aa3	P-1	A	A-1	AA/Aa1/Aau/ BBB+/Baa2/BBB+(Spain)	83	N/A	30,000,000	36 Months	SUSPENDED !!!	Limit to 6 Months - CHECK !!!	
Standard Chartered	A+	F1	Aa3	P-1	A	A-1	AA/Aa1/Aau	113	680	30,000,000	36 Months	SUSPENDED 02/03/16 !	SUSPENDED 02/03/16 !	
UK Building Societies														
Nationwide	A	F1	Aa3	P-1	A	A-1	AA/Aa1/Aau	97	N/A	30,000,000	36 Months	SUSPENDED !!!	Limit to 6 Months - CHECK !!!	
Non UK Banks														
Australia														
Australia & NZ Banking Group	AA-	F1+	Aa2	P-1	AA-	A-1+	AAA/Aaa/AAAu	70	N/A	15,000,000	36 Months	Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!	
Commonwealth Bank of Australia	AA-	F1+	Aa2	P-1	AA-	A-1+	AAA/Aaa/AAAu	70	N/A	15,000,000	36 Months	Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!	
National Australia Bank	AA-	F1+	Aa2	P-1	AA-	A-1+	AAA/Aaa/AAAu	70	N/A	15,000,000	36 Months	Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!	
Westpac Banking Group	AA-	F1+	Aa2	P-1	AA-	A-1+	AAA/Aaa/AAAu	70	N/A	15,000,000	36 Months	Limit to 6 Months - CHECK !!!	Limit to 6 Months - CHECK !!!	
Canada														
Bank of Montreal	AA-	F1+	Aa3	P-1	A+	A-1	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months	Limit to 13 Months - CHECK !!!	Limit to 13 Months - CHECK !!!	
Bank of Nova Scotia	AA-	F1+	Aa3	P-1	A+	A-1	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months	Limit to 13 Months - CHECK !!!	Limit to 13 Months - CHECK !!!	
Canadian Imperial Bank of Commerce	AA-	F1+	Aa3	P-1	A+	A-1	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months	Limit to 13 Months - CHECK !!!	Limit to 13 Months - CHECK !!!	
Royal Bank of Canada	AA	F1+	Aa3	P-1	AA-	A-1+	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months	Limit to 13 Months - CHECK !!!	Limit to 13 Months - CHECK !!!	
Toronto-Dominion Bank	AA-	F1+	Aa1	P-1	AA-	A-1+	AAA/Aaa/AAA	N/A	N/A	15,000,000	36 Months	Limit to 13 Months - CHECK !!!	Limit to 13 Months - CHECK !!!	
Finland														
Germany														
Deutsche Bank	A-	F1	Baa2	P-2	BBB+	A2	AAA/Aaa/AAAu	240	N/A	15,000,000	36 Months	SUSPENDED !!!	SUSPENDED 02/03/16 !	
Netherlands														
ING Bank	A+	F1	A1	P-1	A	A-1	AAA/Aaa/AAAu	65	N/A	15,000,000	36 Months	SUSPENDED !!!	Limit to 100 Days - CHECK !!!	
Rabobank	AA-	F1+	Aa2	P-1	A+	A-1	AAA/Aaa/AAAu	65	N/A	15,000,000	36 Months	Limit to 13 Months - CHECK !!!	Limit to 13 Months - CHECK !!!	
Sweden														
Svenska Handelsbanken	AA	F1+	Aa2	P-1	AA-	A-1+	AAA/Aaa/AAAu	70	N/A	15,000,000	36 Months	Limit to 13 Months - CHECK !!!	Limit to 13 Months - CHECK !!!	
Nordea Bank AB	AA-	F1+	Aa3	P-1	AA-	A-1+	AAA/Aaa/AAAu	70	N/A	15,000,000	36 Months	Limit to 13 Months - CHECK !!!	Limit to 13 Months - CHECK !!!	
Switzerland														
Credit Suisse	A	F1	A1	P-1	A	A-1	AAA/Aaa/AAAu	120	N/A	15,000,000	36 Months	SUSPENDED !!!	Limit to 100 Days - CHECK !!!	
USA														
JP Morgan Chase	AA-	F1+	Aa3	P-1	A+	A-1	AAA/Aaa/AA+u	65	N/A	15,000,000	36 Months	Limit to 13 Months - CHECK !!!	Limit to 13 Months - CHECK !!!	
Other														
Deutsche Bank Global Liquidity Fund			Aaa / MR1+		AAA m		N/A	N/A	N/A	15,000,000	N/A	OK - Limit to 0.5% of Fund Size (approx £25M)	OK - Limit to 0.5% of Fund Size (approx £25M)	
UK Local Authorities							N/A	N/A	N/A	15,000,000(per authority)	36 Months	OK	OK	100,000,000
Supra-National Bonds (EIB)	AAA		Aaa		AAA		N/A	N/A	N/A	Unlimited	Unlimited	SUSPENDED !!!	OK - CHECK !!!	
UK DMADF	AA		Aa1		AA		N/A	N/A	N/A	Unlimited	6 Months	OK	OK	31,000,000
TOTAL FUNDS INVESTED													131,000,000	

Capital Expenditure				
	2017-18 £000s Revised	2018-19 £000s Estimate	2019-20 £000s Estimate	2020-21 £000s Estimate
General Fund	42,422	64,381	42,310	24,757
HRA	62,631	87,807	86,566	69,799
TOTAL CAPITAL EXPENDITURE	105,053	152,188	128,876	94,556

The above capital expenditure figures for 2018-19 to 2020-21 are based on the capital programme at **Appendix E1**.

Estimated Funding of Capital Expenditure				
	2017-18 £000s Revised	2018-19 £000s Estimate	2019-20 £000s Estimate	2020-21 £000s Estimate
Capital Receipts	21,012	23,539	22,247	30,778
General Fund Earmarked Reserves	12,131	5,603	3,500	3,500
General Fund Borrowing	14,806	49,709	32,535	1,175
Internal HRA Resources	47,529	67,867	68,895	57,403
Other External Funding and Revenue Contributions	9,575	5,470	1,699	1,700
TOTAL CAPITAL FUNDING	105,053	152,188	128,876	94,556

This is the estimated funding of the capital programme as at the point of setting the 2018-19 budget. At each year end, the Corporate Director Resources will apply resources to fund the capital programme in the most cost-effective way.

Capital Financing Requirement				
	2017-18 £000s Revised	2018-19 £000s Estimate	2019-20 £000s Estimate	2020-21 £000s Estimate
General Fund	131,947	180,146	210,390	198,694
HRA	442,261	442,261	442,261	442,261
Other Long Term Liabilities	134,947	126,850	119,239	112,085
TOTAL CAPITAL FINANCING REQUIREMENT	709,155	749,257	771,890	753,040

The Capital Financing Requirement (CFR) represents the Council's underlying need to borrow for a capital purpose and is in effect the level of capital assets on the Council's balance sheet that need to be financed from borrowing. Other long-term liabilities include items such as PFI schemes and finance leases.

Ratio of Financing Costs to Net Revenue Stream				
	2017-18 % Revised	2018-19 % Estimate	2019-20 % Estimate	2020-21 % Estimate
General Fund	0.5%	-0.3%	-0.3%	-0.2%
HRA	7.8%	7.6%	7.6%	7.5%

This indicator measures the Council's net capital financing costs as a proportion of its revenue stream for both the General Fund and the HRA. Most of the Council's historical debt relates to the HRA, explaining why the HRA ratio is higher.

Incremental Impact of Capital Expenditure Plans				
	2017-18 £ Revised	2018-19 £ Estimate	2019-20 £ Estimate	2020-21 £ Estimate
Band D Council Tax	£2.50	£17.57	£36.30	£20.36
Average Weekly Housing Rents	£0.00	£0.00	£0.00	£0.00

This indicator measures the incremental revenue cost of the non-housing capital programme as a proportion of Band D council tax and the housing capital programme as a proportion of average weekly housing rents, based on estimated new borrowing for the capital programme (nil for the HRA).



dated 12 December 2017

The Greater London Authority
and
The London Boroughs
and
City of London Corporation
(together the Participating Authorities)

Memorandum of understanding
in relation to London Business Rates Pool

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Contents

1	Legal Effect and Definitions	1
2	Background	2
3	Aim/Rationale of the Pool	3
4	Principles of the Pilot Pool	3
5	Term of MOU	5
6	Distribution of any financial benefit	5
7	Governance	6
8	Lead Authority	6
9	Participating Authorities' responsibilities	8
10	Strategic investment	8
11	Dissolution of the Pool	9
12	Signatories for and on behalf of the Participating Authorities below in their official capacity	10
	Appendix 1 - Draft Designation Order	13
	Appendix 2 - London Boroughs	16
	Appendix 3 - Notional RSG	18
	Appendix 4 – Map of sub-regions	20

London Business Rates Pool

Memorandum of Understanding

THE GREATER LONDON AUTHORITY and THE LONDON BOROUGHS and THE CITY OF LONDON CORPORATION (together the "Participating Authorities")

1 Legal Effect and Definitions

1.1 This Memorandum of Understanding is produced as a Statement of Intent by the Participating Authorities and shall not be legally binding.

COLC means the City of London Corporation, acting by the Common Council in its capacity as a local authority and billing authority;

DCLG means the Department for Communities and Local Government;

Designation Order means the designation order made by the Secretary of State for Communities and Local Government pursuant to his/her powers under Schedule 7B, Paragraph 34 of the LGFA 1988 a draft of which is annexed at Appendix 1;

Government means Her Majesty's Government of the United Kingdom;

Lead Authority and Accountable Body means the City of London Corporation acting in its capacity as a local authority and a Participating Authority who shall act as the Accountable Body and lead in managing the Pool's resources, day-to-day financial management of the Pool and the financial interactions with the Government in relation to the Pool and shall constitute the key contact between the Government and the Pool;

Leaders mean the leaders (including elected Mayors where applicable) of the Participating Authorities or, in the case of the COLC, the Chairman of the Policy and Resources Committee of the Common Council;

LGFA 1988 means the Local Government Finance Act 1988 (as amended);

London Boroughs means the 32 London boroughs as set out at Appendix 2;

London Local Authorities means the London Boroughs and the City of London Corporation in its capacity as a local authority;

NDR Levy Regulations means Non-Domestic Rating (Levy and Safety Net) Regulations 2013 (SI 2013/737) (as amended);

NDRR Retention Regulations means Non-Domestic Rating (Rates Retention) Regulations 2013 (SI 2013/452) (as amended);

ONS means Office for National Statistics;

Participating Authorities means the London Boroughs, the City of London Corporation (**COLC**) acting in its capacity as a local authority and the Greater London Authority (**GLA**) (and **Participating Authority** shall be construed accordingly);

Pool means the London business rates pool for 2018-19 between the Participating Authorities in accordance with this Memorandum of Understanding;

Section 31 Grant means grant paid by a Minister of the Crown to a local authority in England in accordance with section 31 of the Local Government Act 2003;

Strategic Investment Pot (SIP) means the funds made available for strategic investment pursuant to top slicing in accordance with paragraph 6.1.3 which shall be used by the Participating Authorities following the Lead Authority's approval to fund projects that will deliver economic growth for London;

Strategic Investment Projects means projects which are potentially eligible for strategic investment from the SIP.

2 **Background**

2.1 This Memorandum of Understanding (**MOU**) between the Participating Authorities sets out the basis on which the Participating Authorities have collectively agreed to operate the Pool and distribute the financial benefits. No provision with this MOU is intended to create any legal relations between the Participating Authorities.

2.2 The Participating Authorities agree to act collaboratively and to co-operate with each other in utmost good faith.

2.3 Autumn Budget 2017 confirmed government commitment to the London Business Rates retention pilot for 2018/19. This was formally confirmed in a Memorandum of Understanding on the London 100% business rates retention pilot 2018/19 signed by the

Mayor, the Chair of London Councils, the Minister for London and Secretary of State for Communities and Local Government.

- 2.4 The Government has prepared the draft Designation Order attached at Appendix 1 to this Memorandum of Understanding, which establishes the Pool, and shall reflect this in the Provisional Local Government Finance Settlement in December 2017.
- 2.5 The Government is committed to giving the Participating Authorities greater control over the revenues they raise. Subject to the evaluation of the Pilot, the Government will work with London Local Authorities and the GLA to explore the options for grants including, but not limited to: Public Health Grant and the Improved Better Care Fund being transferred to the Pool; the potential for transferring properties in London on the central list to the local list where appropriate; and legislative changes needed to develop a joint committee model for future governance of a London pool.
- 2.6 The Government shall undertake a qualitative evaluation of the progress of the Pool based on the current research programme for the existing business rate retention pilots, with additional focus on the governance mechanism and decision-making process, and the scale of resources dedicated to strategic investment.
- 2.7 Subject to an evaluation of the governance mechanism for the Pool (see paragraph 7), the Government shall explore legislative changes needed to develop a joint committee model in future.

3 Aim/Rationale of the Pool

- 3.1 The Pool will aim to improve the well-being of the communities the Participating Authorities serve in London. By working together, they can retain a greater proportion of business rate growth within London, providing opportunities to further economic growth as well as building financial resilience.

4 Principles of the Pilot Pool

- 4.1 The Participating Authorities hereby confirm their agreement to participate in compliance with this MOU and confirm that they have resolved or intend to duly and properly resolve to accept the Designation Order in satisfaction of Schedule 7B, Paragraph 34(2) of LGFA 1988.
- 4.2 From 1 April 2018 the Participating Authorities shall retain 100% of their non-domestic rating income¹. The Participating Authorities shall also receive Section 31 Grant from the

¹ As defined in the Non-Domestic Rating (Rates Retention) Regulations 2013 (SI2013/452) (as amended).

Government in respect of changes to the business rates system. Section 31 Grant shall amount to 100% of the value of the lost income.

- 4.3 In moving to 100% rates retention, the DCLG shall not pay Revenue Support Grant (**RSG**) to the London Local Authorities in 2018/19. The equivalent value of the notional RSG in 2018/19 is set out in Appendix 3. Tariffs and top-ups will be adjusted accordingly to reflect both the 100% retention of rating income and higher funding baselines.
- 4.4 The Participating Authorities shall not be subject to more onerous rules or constraints under the 100% rates retention Pilot than they would have been if they had remained subject to the 67% retention scheme in place in 2017-18 (which reflects the incremental impact of the GLA's partial pilot as a result of the rolling in of the GLA's RSG and the Transport for London investment grant). No "new burdens" will be transferred to the Participating Authorities and participation in the Pilot will not affect the development or implementation of the Fair Funding Review.
- 4.5 Levy and safety net payments due from/to the Pool shall be calculated in accordance with the NDR Levy Regulations, as if the Participating Authorities were not 100% pilots, but instead were operating under the 50% rates retention scheme adjusted for the GLA's partial pilot for 2017-18 which is continuing as part of the Pool and increased the locally retained share to 67%.
- 4.6 However, notwithstanding the calculation of levy and safety net payments under the NDR Levy Regulations, the Government shall calculate levy and safety net payments due from/to the Pool on the basis that it has a "zero levy rate" and "safety net threshold" of 97%, and that the Participating Authorities will be retaining 100% of London's business rates income. The difference between any sums due under this calculation and the levy/safety net due shall be paid to the Pool via a Section 31 Grant.
- 4.7 This Pool shall be without detriment to the resources that would have been available collectively to the Participating Authorities under the current local government finance regime, over the four-year settlement period. This includes current 67% scheme growth, and reflects Enterprise Zones and "designated areas" where the designations made by the Secretary of State came into force on or before 1 April 2018, along with other special arrangements, such as the statutory provision to reflect the unique circumstances of the COLC, as currently contained in Part II of Schedule 7 to the Local Government Finance Act 1988 and paragraph 1(2) of Schedule 1 to the Non-Domestic Rating (Rates Retention) Regulations 2013.

5 **Term of MOU**

5.1 This MOU comes into effect from 1 April 2018 and shall continue to be in place unless terminated in accordance with paragraph 5.2 and 11 below ("Dissolution of the Pool").

5.2 Were the Pilot to be revoked or the Government to decide that the Pilot should cease after one year (such year commencing on 1 April and ending on 31 March), then the Pool shall lapse at the end of that year and shall be dissolved in accordance with the provisions contained in paragraph 11 below. However, were the Pilot to be continued, the Pool shall continue up to 31 March 2020 unless otherwise agreed in writing by all the Participating Authorities or unless any Participating Authority should choose to leave the Pool in accordance with paragraph 11.2 below.

5.3 The Pool will not continue beyond 31 March 2020 without the unanimous written agreement of all Participating Authorities.

6 **Distribution of any financial benefit**

6.1 This MOU shall constitute the framework agreement for the operation of the Pool in which:

6.1.1 each of the Participating Authorities shall receive at least as much from the Pool as they would have individually under the previously applicable 67% retention scheme;

6.1.2 the distribution of net additional benefit through growth in business rates collected in London will, subject to paragraph 6.1.3, be allocated to Participating Authorities on the basis of the following proportions:

(a) 15% to incentivise growth by allowing the Participating Authorities where growth occurs to keep a proportion of the additional resources retained as a result of the Pool;

(b) 35% to reflect the Settlement Funding Assessment;

(c) 35% according to each Participating Authority's per capita formulation as calculated by the ONS projection for the relevant year (starting with 2018); and

(d) 15% for the SIP (see paragraph 10 below).

6.1.3 the GLA shall be allocated 36% of each of the sums falling within the subparagraphs (a) to (c) above, in order to ensure that such resources as are not top-sliced for the SIP shall be shared between the GLA and the London Local

Authorities in the ratio 36:64, in accordance with the principle previously agreed by London Councils and the GLA in the joint business rate devolution proposals to the Government in September 2016².

7 **Governance**

7.1 The Participating Authorities have resolved to delegate administrative functions in respect of their powers as billing authorities³ under the NDRR Retention Regulations to COLC acting as the Lead Authority and pursuant to s101 Local Government Act 1972 or Section 9EA(1) of the Local Government Act 2000 where the authorities operate executive arrangements to COLC as the Lead Authority and Accountable Body.

7.2 The GLA has resolved to delegate administrative functions as a major precepting authority under s.39(1)(aa) of the Local Government Finance Act 1992 to COLC.

8 **Lead Authority**

8.1 COLC shall act as the accountable body to Government and administer the Pool and provide a secretariat with the assistance of the GLA and London Councils for assessing the Participating Authorities' applications for the SIP against the criteria set out in 10.3.

8.2 The GLA shall provide transactional support to the COLC, including treasury management issues and making any monetary transfers between billing authorities in respect of the Pool on behalf of the Lead Authority including any sums due to the GLA. These monetary transfers between participating authorities will be collected or paid by the GLA on the basis of a schedule of payments which will be determined by the COLC in agreement with the Pool, reflecting the Government's payment requirements and scheduled instalment dates. This reflects the fact that the GLA already has the systems in place to manage payment flows to and from billing authorities for the existing business rate retention scheme. The GLA shall also transfer any sums required to COLC based on the schedule of instalments agreed with DCLG so that COLC as Lead Authority can pay the net tariff payment payable by the Pool as approved in the Local Government Finance Settlement. COLC shall also transfer any sums it receives from DCLG in safety net payments to the GLA so that it can distribute this to eligible authorities if applicable.

8.3 The Lead Authority's standard responsibilities shall include but not be limited to:

8.3.1 all accounting for the finances of the Pool and the SIP including payments to and from the Government;

² <http://www.londoncouncils.gov.uk/node/30451>.

³ Paragraph 45 (Interpretation) of Schedule 7B defines a "relevant authority" as a billing authority in England, or a major precepting authority in England. The list of billing authorities at Schedule 5, Part 1 of the Non-domestic Rating (Rates Retention) Regulations 2013/452 includes the GLA and the London Boroughs³ as billing authorities and the GLA is also a precepting authority pursuant to section 39 (1) of the Local Government Finance Act 1992.

- 8.3.2 management of the Pool's collection fund;
 - 8.3.3 receiving payments from Participating Authorities and making payments to central government on behalf of Participating Authorities on time;
 - 8.3.4 maintaining a cash account on behalf of the Pool and paying interest on any credit balances;
 - 8.3.5 liaising with and completing all formal Pool returns to central government;
 - 8.3.6 administering the schedule of payments between Pool members in respect of the financial transactions that form part of the Pool's resources;
 - 8.3.7 providing the information required by Participating Authorities in preparing their annual statement of accounts in relation to the activities and resources of the Pool;
 - 8.3.8 leading on reporting to understand the Pool's position during and at the end of the financial year;
 - 8.3.9 responsibility for the net tariff payment to central government as well as the internal tariff and top up payments to the Pool Authorities;
 - 8.3.10 all audit requirements in relation to the Pool;
 - 8.3.11 production of an annual report of the Pool's activity following final allocation of funds for the year;
 - 8.3.12 the administration of the dissolution of the Pool;
 - 8.3.13 all communications with the DCLG including year-end reconciliations;
 - 8.3.14 the collation and submission of information required for planning and monitoring purposes.
- 8.4 The Lead Authority's role in relation to the SIP shall include but not be limited to:
- 8.4.1 maintenance and support of the Pool's governance arrangements and the methodology for the allocation of resources;
 - 8.4.2 assessment and preparation of reports on applications for the SIP supported by London Councils and the GLA in accordance with the agreed criteria.

8.5 The Lead Authority shall prepare reports with proposed recommendations as to SIP allocations and shall circulate the reports to the Participating Authorities for consultation at least 6 weeks in advance of Congress meetings and each Participating Authority shall decide in its absolute discretion and in accordance with its own governance process and scheme of delegation whether that Participating Authority wishes to recommend to the Lead Authority that a Strategic Investment Project is supported or rejected and if rejected together with its reasons for such recommendation. The Lead Authority shall pay due regard to each of the Participating Authorities' responses and may only decide to approve any Strategic Investment Project which meets the majority decision-making arrangements detailed below at paragraph 10.4.

8.6 The Lead Authority may resign from its role on 3 months' written notice to all the Participating Authorities (or longer if required by the Government or where another Participating Authority is neither ready nor willing to assume the role of Lead Authority).

9 **Participating Authorities' responsibilities**

9.1 The Lead Authority on behalf of the Pool will need full and accurate relevant information (the "**Reporting Information**") from each of the Participating Authorities in order to enable the Lead Authority to make payments to Government and to and from the Participating Authorities. The Lead Authority shall request the Reporting Information and each Participating Authority shall provide timely Reporting Information to the Lead Authority.

9.2 Each Participating Authority shall make or receive payments to or from the Lead Authority based on the schedule of payments dates referred to in paragraph 8.2.

10 **Strategic investment**

10.1 The GLA commits that the GLA's share of any net financial benefit as calculated using the formula at paragraph 6.1.2 shall be spent on strategic investment.

10.2 The combination of the GLA share and the SIP shall as a result of the formula set out in paragraph 6.1.2 make up approximately 50% of the net additional benefits arising from the Pool.

10.3 The SIP shall be spent on projects that:

10.3.1 contribute to the sustainable growth of London's economy and an increase in business rates income either directly or as a result of the wider economic benefits anticipated;

10.3.2 leverage additional investment funding from other private or public sources; and

- 10.3.3 have broad support across London government in accordance with the proposed governance process (see paragraph 10.4 below).
- 10.4 The COLC as Lead Authority shall decide which projects shall be allocated SIP funding following prior consultation with the GLA and the London Boroughs, reflecting decision-making principles designed to protect Mayoral, borough and sub-regional⁴ interests, previously endorsed by Leaders and the Mayor of London. These are that:
- 10.4.1 both the GLA and the majority of the London Local Authorities shall have agreed to recommend a Strategic Investment Project for approval; and
- 10.4.2 for these purposes the "majority" shall constitute two-thirds of the London Local Authorities save that where all Participating Authorities in a single sub-region disagree the decision shall not be deemed agreed;
- 10.4.3 if no majority consensus on allocation of the SIP to Strategic Investment Projects can be agreed to enable the Lead Authority to make a decision then the available resources in the SIP shall be rolled forward for future consideration until the resources are spent.
- 10.5 The COLC decisions on Strategic Investment Project allocation shall be taken twice a year to ensure that reports back on Strategic Investment Project allocation decisions coincide with meetings of the Congress of Leaders and the Mayor of London.
- 10.6 Each Participating Authority agrees that it shall ensure that any Strategic Investment Project which it proposes to implement shall be within its powers as a local authority, compliant with public procurement and state aid law, the public sector equality duty and all other legal requirements and proper accounting practices.

11 **Dissolution of the Pool**

- 11.1 The Pilot is presumed to operate for 2018-19 only in respect of which the Government will make the Designation Order. Were the Pilot to continue, the Pool will be assumed to continue but any Participating Authority may give notice to leave during the operation of the Pool in accordance with paragraph 5.2 above.
- 11.2 Any Participating Authority seeking to leave the Pool should inform DCLG and all other Participating Authorities as soon as possible. In the event of one or more Participating Authorities leaving the Pool, this Pool would cease to operate at the end of 31st March of that year and the Pool would be dissolved in accordance with the provisions of this MOU.

⁴ London Councils' map of sub-regions is annexed at Appendix 4. For these purposes, the sub-regions are defined as the Central, West, South and Local London sub-regions as defined for devolved employment support arrangements. If in the future, boroughs wished to change the initial groupings that could be achieved by agreement of the Pool member authorities.

Once the Pool has been established, any Participating Authority leaving the Pool must notify the other Participating Authorities by 30th September in any year, to allow the remaining Participating Authorities time to seek designation of a new pool for the following year.

11.3 The Lead Authority shall make the necessary calculations and submit the required returns associated with the dissolving of the Pool and shall deal with all outstanding applications in relation to the Pool's SIP following dissolution of the Pool in accordance with paragraph 11.2 above.

11.4 In the event that the Pool is dissolved in accordance with paragraph 11.2, the Lead Authority shall distribute to the Participating Authorities any resources held on behalf of the Pool in accordance with the distribution formula set out at paragraph 6.1.2 above, subject to holding back funds required for the resolution of any outstanding appeals relating to the period of the Pool's operation.

11.5 COLC shall continue to act as Lead Authority for as long there are any outstanding Pool responsibilities.

11.6 The remaining Participating Authorities of the Pool may in their discretion agree to form a new pool and, if they wish, include new members for the following year (subject to a new designation order being made by The Secretary of State for Communities and Local Government).

12 **Signatories for and on behalf of the Participating Authorities below in their official capacity**

Greater London Authority	Mayor of London.....
The Common Council of the City of London	Chairman Policy and Resources

The following London Boroughs:

London Borough of Barking and Dagenham	Leader.....

London Borough of Barnet	Leader.....
London Borough of Bexley	Leader.....
London Borough of Brent	Leader.....
London Borough of Bromley	Leader.....
London Borough of Camden	Leader.....
London Borough of Croydon	Leader.....
London Borough of Ealing	Leader.....
London Borough of Enfield	Leader.....
London Borough of Greenwich	Leader.....
London Borough of Hackney	Mayor.....
London Borough of Hammersmith and Fulham	Leader.....
London Borough of Haringey	Leader.....
London Borough of Harrow	Leader.....
London Borough of Havering	Leader.....
London Borough of Hillingdon	Leader.....
London Borough of Hounslow	Leader.....
London Borough of Islington	Leader.....
London Borough of Kensington and Chelsea	Leader.....
London Borough of Kingston upon Thames	Leader.....

London Borough of Lambeth	Leader.....
London Borough of Lewisham	Mayor.....
London Borough of Merton	Leader.....
London Borough of Newham	Mayor.....
London Borough of Redbridge	Leader.....
London Borough of Richmond upon Thames	Leader.....
London Borough of Southwark	Leader.....
London Borough of Sutton	Leader.....
London Borough of Tower Hamlets	Mayor.....
London Borough of Waltham Forest	Leader.....
London Borough of Wandsworth	Leader.....
City of Westminster	Leader.....

Appendix 1

Draft Designation Order



Department for Communities and Local Government

Dear ----,

Further to the announcement in the Budget that the Greater London Authority, the Common Council of the City of London and the 32 London Boroughs are to pilot 100% business rates retention in 2018-19, in accordance with paragraph 34(1) of Schedule 7B to the Local Government Finance Act 1988 (the "1988 Act"), the Secretary of State herewith designates the following authorities as a pool for the purpose of the relevant provisions of the 1988 Act:

- The Greater London Authority
- The Common Council of the City of London; and

The London Boroughs of:

- Barking and Dagenham
- Barnet
- Bexley
- Brent
- Bromley
- Camden
- Croydon
- Ealing
- Enfield
- Greenwich
- Hackney
- Hammersmith and Fulham
- Haringey
- Harrow
- Havering
- Hillingdon
- Hounslow

- Islington

- Kensington and Chelsea
- Kingston upon Thames
- Lambeth
- Lewisham
- Merton
- Newham
- Redbridge
- Richmond upon Thames
- Southwark
- Sutton
- Tower Hamlets
- Waltham Forest
- Wandsworth
- Westminster

All members of the Pilot pool have agreed to this designation.

The designation has effect for the year beginning 1st April 2018 and for each subsequent year, unless revoked.

This designation is made subject to the conditions below.

1. The authorities to which this designation relates must appoint a lead authority to exercise the following functions:

- To make and receive, on behalf of the Pilot pool members, payments in respect of any top ups and tariffs, levy and safety net and safety net on account payments to and from the Department.
- To make and receive payments between members of the Pilot pool as determined by the governance agreements.
- Administration (including the operation of the dissolution arrangements) of the Pilot pool, in accordance with the governance arrangements.

2. If this designation is revoked, the authorities covered by this designation must take the following step before the revocation takes effect:

- Comply with the dissolution arrangements established in the Pilot pool's governance agreement.

Local authorities in the Pilot pool will have 28 days beginning with the date on which the draft Local Government Finance Report is published to consider if they wish to continue to be designated as a Pilot pool. Provided that no authority within the Pilot pool requests the Secretary of State to make a revocation during that period, the Pilot pool will come into effect on 1 April 2018, meaning that all local authorities covered by the designation will remain in the Pilot pool for the full financial year.

If a member of the Pilot pool decides it no longer wishes to be designated as part of a Pilot pool for 2018-19 it must notify DCLG using the e-mail address in the following paragraph. If a local authority

exercises this option to request revocation of the designation before the date of publication of the Provisional Local Government Finance Settlement 2018-19, the rest of the Pilot pool cannot continue. The Secretary of State will then revoke this designation and the local authorities identified as part of this Pilot pool will revert to being considered as individual authorities for the purposes of the business rates retention scheme.

As a consequence of the designation of the London Boroughs of Barking and Dagenham, Croydon and Havering in the above Pool, in accordance with paragraph 34(3) of Schedule 7B to the Local Government Finance Act 1988, the Secretary of State herewith revokes the designations under which, the London Boroughs of Barking and Dagenham, and Havering were part of the South Essex/East London Business Rates Pool and the London Borough of Croydon was part of the Surrey-Croydon Business rates Pool. Accordingly, the following pools will cease to exist from the end of the current financial year.

South Essex / East London Business Rates Pool

- Thurrock
- Basildon
- Havering
- Barking and Dagenham

Surrey – Croydon Pool Business Rates Pool

- Surrey
- Spelthorne
- Elmbridge
- Croydon
- Guildford
- Mole Valley
- Surrey Heath

If there are any questions about the content of this letter and the enclosed designation please contact Mark Barnett on 0303 444 4217 or at Mark.Barnett@Communities.gsi.gov.uk, as soon as possible.

Signed by authority of the Secretary of State for Communities and Local Government:

Alex Skinner

A member of the Senior Civil Service in the Department for Communities and Local Government

-- December 2017

Appendix 2
London Boroughs

Barking & Dagenham

Barnet

Bexley

Brent

Bromley

Camden

Croydon

Ealing

Enfield

Greenwich

Hackney

Hammersmith & Fulham

Haringey

Harrow

Havering

Hillingdon

Hounslow

Islington

Kensington & Chelsea

Kingston upon Thames

Lambeth

Lewisham

Merton

Newham

Redbridge

Richmond upon Thames

Southwark

Sutton

Tower Hamlets

Waltham Forest

Wandsworth

Westminster

Appendix 3

Notional RSG

The amount of former notional revenue support grant to each constituent authority to be "rolled-in" to 100% rates retention for 2018/19 shall be:

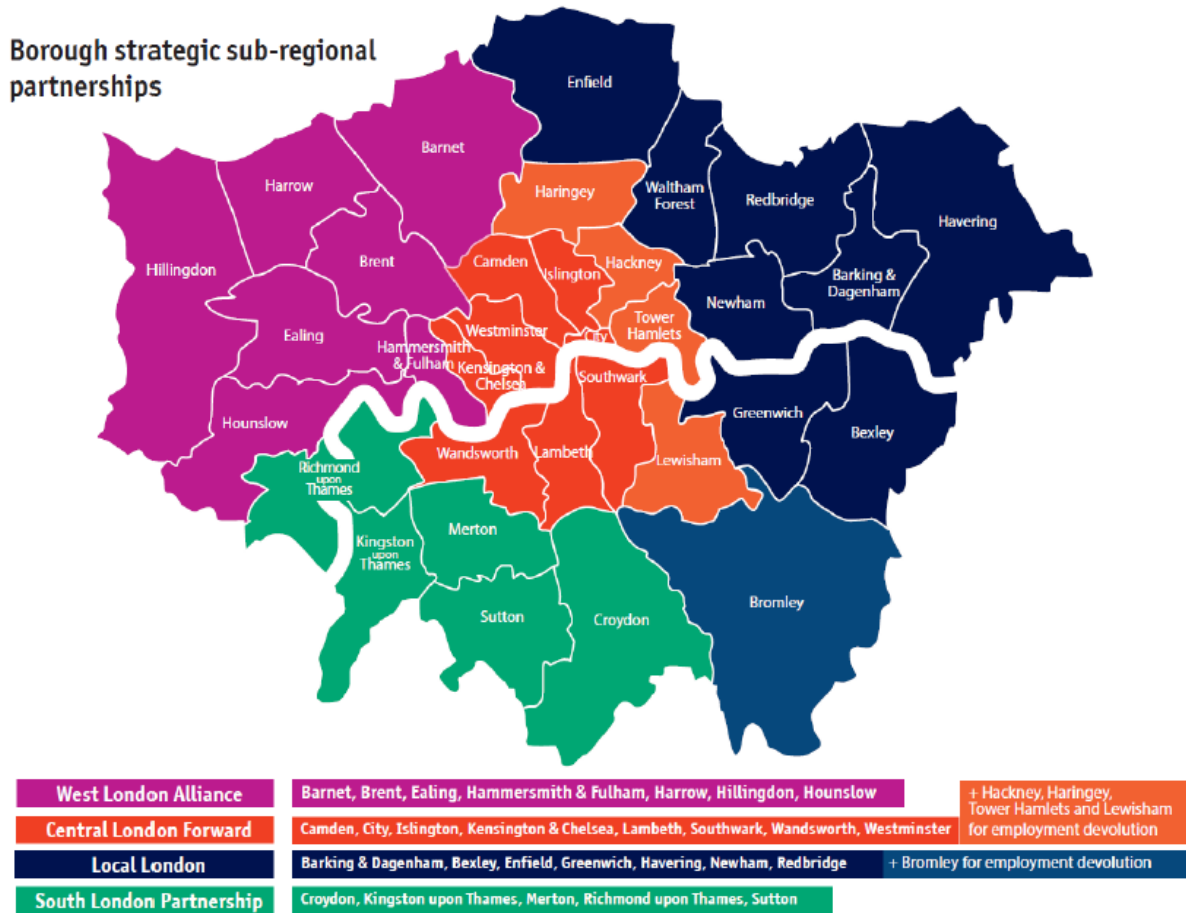
Former RSG Amount

Authority	Amount (£m) for 2018/19
Barking & Dagenham	23.3
Barnet	14.9
Bexley	8.5
Brent	33.7
Bromley	4.3
Camden	31.9
City of London	7.5
Croydon	23.3
Ealing	26.2
Enfield	25.7
Greenwich	33.3
Hackney	45.0
Hammersmith & Fulham	23.4
Haringey	30.2
Harrow	7.3
Havering	6.8
Hillingdon	13.1
Hounslow	15.7
Islington	32.6
Kensington & Chelsea	16.3

Kingston upon Thames	1.5
Lambeth	42.8
Lewisham	36.9
Merton	10.1
Newham	46.4
Redbridge	16.8
Richmond upon Thames	0.0
Southwark	47.0
Sutton	11.8
Tower Hamlets	43.8
Waltham Forest	26.1
Wandsworth	30.2
Westminster	38.1

Appendix 4

Illustrative sub-regional groupings for the purposes of the "sub-regional veto" in respect of Strategic Investment Pot decisions



Appendix H: Budget 2018-19 Resident Impact Assessment

Title of plan, policy and/or procedure being assessed	Budget Savings Proposals 2018-19
Name of Service Area Assessed	Council-wide
Staff conducting assessment including contact details	Mike Curtis mike.curtis@islington.gov.uk
Date of assessment	4 th January 2018

1. Introduction

The purpose of this report is to provide an analysis of the likely impact of the Council's budget savings proposals for 2018-19 on residents and employees with 'protected characteristics' as defined by the Equality Act 2010.

The nine protected characteristics are: age, disability, gender reassignment, marriage and civil partnerships, race, religion and belief, pregnancy and maternity, sexual orientation, and gender. Section 149 of the Act requires the Council to comply with the Public Sector Equality Duty (PSED) and have due regard to:

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity
- fostering good relations

The precise wording of the PSED is set out at the end of this document, in Annex A.

In addition to our statutory duty, it is our policy to also assess the socio-economic, human rights and safeguarding impact of proposals.

The council is committed to a fairer Islington and seeks to protect its most vulnerable residents. We need to understand the effect our policies and practices have on equality. Although the council is not legally obligated to reject savings that could have negative impacts on any particular groups, it must consider carefully and with rigour the impact of its proposals on the PSED as set out above, take a reasonable and proportionate view about the overall impact on particular groups and seek to mitigate negative impacts where possible.

The overall assessment is that there is no direct discrimination in the budget savings proposals which are outlined below.

From the detail available, we have identified that some of the savings could:

- **have a negative impact on equality of opportunity,**
- **result in indirect consequences for people with protected characteristics,**
- **or impact on opportunities to promote good relations.**

However, wherever possible mitigations have been identified to minimise these effects.

In this context, the council's proposals for achieving savings are considered reasonable and have shown due regard to the PSED.

2. Context

As set out in our Corporate Plan, our vision is to make Islington a fairer place – to create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

Our priorities

In order to move us closer to this vision, we have the following priorities:

- building more council housing and supporting private renters
- helping residents who are out of work to find the right job
- helping residents cope with the rising cost of living
- providing residents with good services on a tight budget
- making Islington a place where our residents have a good quality of life.

The council has also developed a number of equalities objectives:

- reduce social isolation faced by vulnerable adults
- improve educational attainment of under-performing groups
- tackle hate crime - homophobic, race, faith, disability
- increase employment for disabled people and those with long term health conditions
- improve staff progression for BME and disabled staff

We are currently expecting to have to make £32m of savings in 2018-19, in addition to the £194m savings made over the past six years. While every endeavour is made to protect those in greatest need and at most risk, the Council is faced with some extremely difficult choices. It is inevitable that with reductions in funding levels on such a scale there will be an impact on the services we deliver, including those services provided to residents with protected characteristics.

The Government's Housing Act 2016 and ongoing welfare reforms are anticipated to have additional socio-economic impacts on vulnerable residents in Islington. However, the sale of high value homes proposal has yet to be implemented and it is not currently clear when or if it will come into effect.

There are a number of other recent developments, which should also be noted:

- Homelessness Reduction Act (HRA) and other housing related developments – the HRA imposes new duties on local authorities concerning people who are homeless or at risk of becoming homeless, significantly increasing the cost of providing services. The council is or is likely to be affected by other housing related developments including additional costs of fire safety related work following the Grenfell Tower fire, the current government review of social housing and consultation on housing need leading to increased housebuilding targets over and above the existing local plan. This is likely to impact on disadvantaged groups including women, children, Black or Minority Ethnic (BME) and people with disabilities.
- Children's Services financial pressures – Islington along with many other authorities is experiencing acute financial pressures in children's services (as well as adult social care). This includes looked after children, unaccompanied

asylum seeking children, special needs transport, supported accommodation and children leaving care. Actions to address these pressures will have a particular impact on children and young people including those with disabilities.

- Increase in interest rate from 0.25% to 0.50% - this is likely to impact on people with mortgages (in particular variable rate mortgages), savers and costs of borrowing. Although the impact is generally small, there is likely to be a disproportionate impact on disadvantaged groups who are most likely to face precarious financial circumstances.

3. Evidence and Demographics

Monitoring information, from sources such as the 2011 Census, the Joint Strategic Needs Assessment and The Islington Evidence Hub, show how the borough is made up and helps us to identify possible impacts and ensure that local decisions are made based upon the needs of the local population.

- **Population:** Islington has seen growth in its population from 211,000 in 2011 to nearly 232,400 in 2017, and is predicted to increase to around 254,000 by 2027, an increase of 9%. It is the most densely populated local authority area in England and Wales, with 14,517 people per square km. This is more than double the London average and more than 30 times the national average.
- **Age:** Islington has a relatively young population. The 2017 population includes over 171,000 residents aged 18 to 64, around 41,000 children and only about 20,000 (9%) over 65. The highest rate of growth will be amongst the older population (27% increase for people aged 65-84), although in absolute numbers the older population will remain the smallest age group. About one in ten people aged 16 to 64 years are claiming an out-of-working benefit in Islington. Islington has a significantly higher proportion of children under 16 living in low income households (26%) compared to England and London. 27% of primary pupils and 32% of secondary pupils are eligible for free school meals – 3rd and 2nd highest proportions in London. 44% of primary and 60% of secondary pupils received deprivation linked pupil premium. 18.7% of Islington school pupils have some form of Special Educational Needs compared with a national average of 14.4%.
- **Diversity:** Islington is a diverse borough, with Black or Minority Ethnic (BME) groups accounting for 32% of the whole population. The younger population, those aged 0-24 are more diverse than the overall population (45% of residents aged 0-24 are from a BME group). 36% of residents are estimated to be born outside of the UK; this compares with a national average of 18%. Children growing up in BME households in Islington are more likely than white children to be living in poverty.
- **Gender:** the proportions of men and women in the borough are evenly split. Life expectancy at birth for men in Islington is now 79 years, an increase of 5.5 years since 2000. However, life expectancy for men in Islington remains lower than London (80.2) and England (79.5) and is the 5th lowest amongst all London boroughs. For women in Islington life expectancy is 83.1 years and is similar to England (83.1). Men who live in the worst off areas are expected to live 8 fewer years than men living in the best off areas in the borough. 93%

of lone parents with dependent children are female. Unemployment rates among lone parents are far higher than the wider population - this is likely to affect household income and therefore deprivation levels. Instances of domestic violence are increasing, with 73% of female victims between the ages of 18 and 44 years.

- **Disability:** in May 2017, there were 8,710 people on Disability Living Allowance in Islington. 26% of the working age population who identified themselves as disabled or having a long-term health problem in Islington are economically active. Based on national figures it is estimated that approximately a quarter of children living in poverty in Islington live in families with at least one disabled parent.
- **Socio-economic:** overall Islington is the 24th most deprived authority in England and the 5th most deprived in London – it ranks in the top 4 in the country for child and pensioner poverty. Every ward in Islington has at least one area that is among the 20% most deprived areas of England. Finsbury Park is the most deprived ward, where 18 out of 25 socio-economic indicators are worse than the borough average. An estimated 11,300 in Islington are overcrowded, as the average sized household size in 2011 was 2.06 people. Only 28% of all householders own their own home, less than half the national average. 14% of households are on out of work benefits and 9% are lone parents. Around 27% of households receive council tax support.

4. Cumulative impact of proposals for 2018-19

In the past budget savings have focused on optimising efficiencies in service delivery, including restructuring and redesigning services and restructuring contracts. In doing so the Council has sought to limit any negative impact on those with the greatest need. However, efficiency savings alone will not enable us to balance our budget and some reductions in services have been unavoidable. Where this is the case we have assessed the potential impact on groups with protected characteristics.

In addition to the impact of individual proposals, we recognise the potential for cumulative impact on groups with protected characteristics. This can happen when a series of proposals make the overall effect on a particular group more pronounced than when a single change is made in isolation.

Overview of cumulative impacts by protected characteristic

The following table lists the proposals likely to impact each protected characteristic. In the sections following the table the potential impacts, both positive and negative, are described for each of the Council’s outcome themes. Any potential cumulative impacts resulting from a series of proposals are highlighted and mitigations are proposed for any negative impacts identified.

Characteristic	Proposal	Outcome
Age (older people)	New delivery model for in-house services including reablement	Residents living healthy, independent lives

	Expansion in sheltered plus housing provision Deliver night support	Residents living healthy, independent lives
Disability	School Age Services – oral health and integrated health model Better target mental health resources New delivery model for in-house services including reablement Reduce spending on housing related support Efficiencies in service provision for learning disability clients A new offer of employment and day opportunities for 18-65 year olds with LD, PD and MH	Children and families able to thrive, reaching their full potential Residents living healthy, independent lives Residents living healthy, independent lives Residents living healthy, independent lives Residents living healthy, independent lives Residents in work and financially independent
Age (younger people)	School Age Services – oral health and integrated health model Young people’s sexual health network – staff reductions Reduce spending on housing related support Purchase additional accommodation for young people to replace more expensive provision Reduction in the budget for Health Visiting services	Children and families able to thrive, reaching their full potential Children and families able to thrive, reaching their full potential Residents living healthy, independent lives Children and families able to thrive, reaching their full potential Children and families able to thrive, reaching their full potential
Gender	Cross-cutting savings from PAUSE project	Children and families able to thrive, reaching their full potential

	Reduction in the budget for Health Visiting services	Residents living healthy, independent lives
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Characteristic	Proposals
Race	No specific impacts identified
Sexual orientation	No specific impacts identified
Pregnancy and maternity	Not universally monitored
Religion and belief	Not universally monitored
Marriage and civil partnerships	No specific impacts identified
Gender reassignment	No specific impacts identified

Outcome A: Residents in work and financially independent

Principal savings:

- Adult community learning (ACL) (£85k)
- Employment, iWork (£120k)
- Day Opportunities and Employment, ASC (£55k)

This outcome area has as its central focus the financial security of its most vulnerable residents through providing support to gain and retain good jobs, developing skills and maximising income. The council is committing over £5 million of expenditure in the coming year, with around £2m of that coming from the Education and Skills Funding Agency, energy grants and income generated from our innovative energy programmes such as Bunhill Energy Centre 1 and Angelic Energy.

Currently there are around 29,000 residents receiving benefits, of whom two thirds are of working age. One third of the 29,000 benefit claimants are disabled and claiming employment support allowance. The impact of national government's welfare reforms and the transition to universal credit could significantly impact our most vulnerable residents, particularly disabled residents. The council is committed to mitigating the impact of welfare reform in the year ahead, including financially through the resident support scheme and discretionary housing payments, but also by establishing a strategic group to monitor the impact and co-ordinate an effective response.

The savings proposed in this year's budget are mainly focused on efficiencies, through the co-ordination of in-house employment offerings, not filling 2.7 vacant posts and the relocation of ACL from 3 Corners to Finsbury library. This will enable courses to run during evenings and weekends making courses more accessible for working parents to upskill and has the potential to address in-work poverty.

There is unlikely to be a negative impact on residents as the savings proposed will not affect front line service delivery. The outcome based budgeting process has identified an opportunity to consolidate employment support and learning opportunities across the council so that the service can improve outcomes for residents. This can be achieved through building closer working relationships with iWork, IMAX and utilising libraries for co-location opportunities for adult community learning. The focus of all our services in this area is to reduce the impact of inequality on our most vulnerable residents, especially those experiencing socio-economic deprivation and those with disabilities, experience and help to address the rising cost of living, the impact of benefit changes and long-term unemployment.

The Day Opportunities and Employment project represents an additional positive possible benefit for residents, primarily through encouraging independence, meaningful activity and community inclusion. This will be particularly beneficial for younger people, for whom there is a limited local offer at the moment, and also for people of different races or religions or with multiple needs, for whom our current commissioning arrangements (largely focussed on primary need) cannot provide a personalised offer. However, current demographics indicate that our existing service users are predominantly older people, for whom any changes or transitions might be particularly challenging and we would attempt to mitigate any negative impacts here through consultation with service users and coproduction of their support plan following a full assessment.

Outcome B: Decent, secure and affordable homes

Principal savings:

- Increase recharge to the HRA from the General Fund (£150k)

This outcome has a higher level of expenditure than any other outcome, reflecting the need to manage and maintain Islington's large social housing stock, its commitment to building new affordable homes and reducing the borough's rate of homelessness and temporary accommodation. Additionally, the council is committed to ensuring the borough has a well regulated private sector through supporting residents within the private housing sector and taking enforcement action against rogue landlords. Spend in this outcome area is divided between the General Fund, core council expenditure, and the Housing Revenue Account, which is income and expenditure for the benefit of council tenants and leaseholders. The new saving in this area results from an accounting decision to transfer some eligible costs to the HRA from the General Fund.

Outcome C: Children and families are able to thrive and achieve their full potential

Principal savings:

- Placements (£325k)
- Prioritise income generation (£320k)
- Reduction in the budget for Health Visiting services (£263k)
- Service support functions: vacancy factor/ provider staffing vacancies / delete vacant policy officer post / re-align data analysis (£235k)

This outcome area is the third largest area of expenditure for the council, reflecting the critical importance of improving outcomes for children and young people, keeping them safe and protected and reducing inequality. The council, even after the savings identified, is committing to spending more than £100 million in the coming year on services for children, young people and families, and to retaining a strong focus on universal support and targeted early intervention and preventative work, building up the resilience of our families and ensuring that more children can stay with their families, rather than coming into the council's care. Much of our effort, focus and expenditure is, though, on a very small cohort of children and young people who are especially vulnerable and whose cases involve a high level of complexity and risk. Our work with these children and young people is fundamentally geared to reducing inequality by working intensively with them to improve their outcomes. We are seeing more of these cases and this is putting our services under pressure (of which financial pressure is only one component).

The savings proposed in this year's budget are mainly focused on support functions, improved commissioning approaches and generating new income, and are designed to release funding to alleviate the pressure on our frontline services. Some of the savings will not affect services to residents, like holding vacancies in support functions or deleting a vacant policy role. In some cases, this will have either a neutral or positive impact on service users: for example, placing more young people in placements that are strategically commissioned rather than spot purchased should not affect the quality of provision but will deliver it for a significantly lower cost. In other cases, there is a potential for a negative impact – for example, the national issues in recruiting health visitors are having an impact on the staffing and delivery of our health visiting service. The budget saving, though, simply reflects those vacancies: no filled posts are affected, nor is the current level of service provision to Islington families.

Any impact from these savings is mitigated and justified by the overall focus and effort of our services on reducing inequality for children in Islington: within that context, these reductions are relatively small and, through careful targeting and involvement of experienced practitioners and managers, will be focused where their

impact can be minimised. The most important action we can take in mitigation of the impact on children and young people of the financial challenge facing the council is to strengthen the effectiveness of our services to meet the challenges that children in Islington are experiencing. We can only do this in dialogue with children and young people and their families and carers, and through the Fair Futures Commission in particular as well as our other forms of engagement, we are working hard to redesign services to improve outcomes and reduce the impact of the inequality our children and young people experience.

Outcome D: A safe and cohesive borough

Principal savings:

- Deletion of vacant posts within public protection (£257k)

The saving proposed under this outcome is the deletion of vacant posts to generate a saving of £257,000. Following a number of restructurings and re-organisation of the public protection division a number of vacant posts have been identified for deletion with no detrimental impact upon current service levels. These posts have been held vacant for a long period of time therefore their removal will have no impact on current staff, service levels or residents. In total 6 vacant posts will be deleted.

Outcome E: Residents living healthy, independent lives

Principal savings:

- Expansion in sheltered plus housing provision (£197k)
- New model of night support (£217k)
- Use of improved better care fund (£1,000k)
- Reduction in referral/weight management contracted activity (£15k)
- Realign the substance misuse pathway (£1,130k)
- Reduce commissioning capacity (£360k)

This outcome area is the second largest area of expenditure for the council, and includes a number of key areas of work: our population based health interventions, our services centred on ensuring that older people are cared for and safeguarded, and helping people to maintain and regain the skills and confidence to live independently.

The council is committed to embedding a new approach to providing prevention and early support services that concentrates not only on the assets of individuals, but wider family and community resources. Much of the council's efforts however are focussed on groups of residents who are particularly vulnerable, where conditions can often be complex and long term. Our work with these individuals works towards reducing inequality by, as much as possible, supporting people to be independent, and if this is not possible, well supported.

The new savings proposed in this year's budget include contract efficiency savings and service redesign proposals that we believe will allow us to deliver outcomes in more cost effective ways. These savings are likely to have a potential impact on people with protected characteristics as they are changes to service provision for older and /or vulnerable people living in the borough.

The expansion in sheltered plus housing provision will help reduce expenditure on domiciliary care and manage demand on more expensive residential placements for older people. Where residents are converted from sheltered to sheltered plus housing, the transition will be managed sensitively and appropriately with consultation elements. In addition to helping people to stay in their own homes, introducing wraparound sheltered plus support will help improve independence and community relations for the affected residents. It is also anticipated that other residents (currently not receiving domiciliary care) within the sheltered housing provider will experience preventive benefits from the shift to sheltered plus support. Introducing a new model of intermittent night support as an alternative to more expensive waking night provision may generate some resistance amongst residents who feel that the new offer is less supportive or reassuring. Any transitions to the new offer will therefore be instigated through personalised individual reviews and only enacted where deemed professionally appropriate. The flexibility of the new offer will likely benefit future residents who have need of night support as it can be tailored to the individual; the current waking night service is primarily geared towards older people but the new offer will be commissioned flexibly to support residents. Efficiencies in exercise on referral and weight management services may impact on population groups who are more likely to be overweight or obese, such as people from black and South Asian minority ethnic groups, or people living with a physical and/or mental health problem. These impacts will be mitigated by ensuring that these services continue to proactively target and engage these groups, and that there is good signposting and awareness of other options around physical activity and healthy eating in the borough.

The new model of integrated drug and alcohol recovery service provision aims to effectively integrate services for residents with substance misuse needs, reduce the number of contracts from nine to one, deliver efficiencies (eg reduced management and estates costs) and reduce duplication in service provision across the drug and alcohol treatment and recovery system. It will expand provision in more community based settings, in order to increase access, and should increase the number of clients accessing and successfully completing treatment. The new service is not anticipated to have any negative impacts for any individuals with protected characteristics, and should in fact provide additional support to people who would otherwise find it difficult to access services due to, for example, stigma within their community, language barriers, cultural or religious beliefs, learning disability or mental health concerns. Additionally, the RIA did not find any anticipated negative impacts on discrimination, harassment and victimisation.

Outcome F: A welcoming and attractive place to live, work and do business

Principal savings:

- Assembly Hall (£60k) – new income
- Libraries (£150k) – efficiencies
- Reduction in parking contract cost (£1,200k) – contract re-negotiation
- Diesel surcharge (£1,200k) - budgetary impact available to contribute to Highway and Transportation measures
- Surplus income from recharges to external users of the Waste Recycling Centre (£380k)
- Additional advertising income from new on-street advertising contract (£200k)
- Further growth in commercial waste income (£250k)
- Reduce reliance on overtime (£90k)
- Reduce management within the Planning and Development division (£200k)

This outcome reflects the council's commitment to making the borough an attractive place by keeping the borough clean and tidy, improving air quality, providing cultural opportunities and improving the local infrastructure for all.

Islington's libraries are a vital service to the community, receiving over a million visitors in the last year. The proposed savings will not change the opening times of the libraries or our commitment to engage and provide services to the most vulnerable residents. There is a proposed saving through a move to online notifications in libraries, which has the potential to adversely affect those who are digitally excluded, affecting older people in particular. This impact can be mitigated through the continuation of our digital inclusion programme, which has provided trained staff in libraries and our customer centre who are skilled in assisting all residents, including older people, to access online services and support.

The savings proposed for this year's budget are a mixture of efficiencies and opportunities to generate additional income by increasing the assembly hall's revenue, not filling vacant posts, adjusting the expenditure on library stock and reductions in contract cost. In addition, we are reflecting in the budget the decision to introduce a diesel surcharge. The surcharge is a strategic decision to improve the air quality in our borough, which will have significant positive impact on residents' health and contribute to reducing inequality. Islington has one of the lowest car ownership rates in the country and our strategy to mitigate any potential negative impact from the surcharge is to encourage walking, use of public transport and cycling, and to ensure our roads are safe and accessible to all road users through improved cycle lanes, improved accessible transport and remedial accident reduction.

Outcome G: A well-run council

Principal savings:

- Budget efficiencies in Chief Executive's department (£55k)
- Expand the Improve debt collection team by 5 members (£300k)
- Growth in retained business rates based on forecast for the current year (£2,000k)
- Vacancy management across Resources Department (£200k)
- Review of all budgets to remove any surpluses and underspends (£300k)
- Community Infrastructure Levy (£8,000k)
- Increase legal services income (£20k)
- Increase council tax collection rate from 97% to 98% (£400k)
- Savings in fleet costs (£500k)

A well run council includes the core support functions of any effective organisation: it ensures finances are well managed, and that the council complies with legal and democratic processes, supports a skilled and motivated workforce and maintains the council's physical and digital infrastructure to help deliver outcomes to residents. The work in this outcome area contributes to advancing equality of opportunity in a number of specific ways: for example, the council's Inspiring Leadership programme, designed to support BME and disabled staff to move into more senior roles and increase the diversity of our top management teams; but also more generally by making it possible for other council services to do their work.

The savings proposed in this year's budget are made up of income generation options, one-off savings, contract savings and efficiencies that we believe will allow us to deliver outcomes in more cost effective ways. In this outcome we have also looked at options for increasing income: there are proposals to increase collection through two of our main income sources, council tax and business rates, whilst still protecting the most vulnerable residents.

Change management

We recognise that many of the proposals in the budget will require really effective change management to deliver the savings, to reduce the impact on residents, and, wherever possible, to improve outcomes at the same time. We are re-focusing our change programmes around our priority outcomes to bring together cross-council teams led by directors. This will strengthen our ability to see the full potential impact of change and ensure we develop robust and deliverable programmes.

5. Child poverty and socio-economic disadvantage

The latest data indicates that Islington has the third highest proportion of children living in income-deprived households in the country. Although we are making progress in this area, households with certain characteristics remain over-represented in local child poverty figures namely those:

- headed by a lone parent
- with three or more children
- with a disabled family member
- in Black and minority ethnic (BME) groups, particularly Black Africans
- living in overcrowded accommodation
- living in rented social housing.

Characteristic	Proposal
Lower socio-economic groups	<p>School Age Services – oral health and integrated health model</p> <p>Introduce a surcharge on diesel and heavy oil emission pricing for pay and display parking</p>

Poorer residents tend to be heavier users of council services and so may experience disruption with the introduction of new delivery models, impacts will be mitigated by protecting those who are less able to pay. Though proposals have been prepared with an emphasis on prevention and efficient use of resources, careful planning and monitoring will be needed to manage changes.

The council has identified employment as the best option for helping families out of poverty. Many long-term unemployed people in Islington have complex needs and, in line with the recommendations of its Employment Commission, the council has been targeting resources in this area. This includes our iWork job coaching team and the Adult Community Learning service that boosts literacy, numeracy and IT skills to improve people's job prospects.

We have formed a consortium of partners to deliver intensive and tailored employment support. Through our innovative 'Working Better' project with the NHS and Job Centre Plus, we are now piloting employment coaching referrals from GPs as a way to support disabled people or residents with health conditions to get off benefits and into work – and improve their well-being at the same time.

6. Human Rights and Safeguarding

Human Rights

Human rights applies to individuals, and RIAs are not concerned with individual cases. However, some of the proposals outlined in this RIA may increase the risk of the council breaching the human rights of an individual. Furthermore, some

proposals may have a disproportionate impact on certain groups, which in turn may contravene Article 14 (prohibition on discrimination on any ground).

The mitigations identified in respect of each proposal should assist in reducing the risk of a breach of convention rights, but cannot eliminate such risk altogether. The most important mitigation the council can undertake is not to allow the adoption of any policy or proposal to fetter its discretion in dealing with an individual case.

Implications for safeguarding in Adult Social Care

Expansion in intermediate care provision. Conversion of 20 units from Sheltered to Sheltered Plus which will create an intervention offer for older people who need support at night to stop them going into residential care. These will be introduced with the agreement of providers on a phased basis. This should enhance the safeguarding of adults at risk as there will be increased monitoring and availability of staff during the night which could provide a vital additional safety net where currently none exists. The aim of safeguarding is to prevent abuse wherever possible so having the additional option of staff to visit at night time who know the service users well would be an excellent preventative measure.

Delivery of night support. Provide a responsive service that can undertake visits, deliver assistance or provide call outs during the night resulting in a reduction of waking night provision for service users. This proposed change to night support would not have a detrimental effect on Safeguarding adults at risk as it would only be implemented following risk assessments of individual service users and as part of a personalised approach to care provision. If a safeguarding concern highlighted a risk that would be exacerbated by reducing waking night provision alternative care arrangements would not be implemented.

Review of the key pathways and interfaces between services who offer support to residents with complex needs could offer a more joined up and personalised approach to safeguarding adults at risk which is a key area of learning from Safeguarding Adults Reviews in Islington and across the country.

Implications for safeguarding in Children's Services

Safeguarding is about the protection of individuals and ensuring safe practice throughout the council's dealings with individuals. Resident impact assessments do not deal with individuals although without mitigation proposals could impact on the effectiveness of safeguarding practice. The mitigation identified for each proposal reduces very significantly the risk of poor safeguarding practice. The council's mitigation should include not adopting any policy where safeguarding practice is adversely affected.

7. Impact on Council employees of 2018-19 proposals

The following sections provide an update on the current council employee profile and looks forward to assess the potential impacts of proposed changes, where sufficient detail has been provided.

Current equalities profile

The council's employee headcount is 4422. This is a reduction of 59 people since the last Resident Impact Assessment.

Headcount

Total	CE	CS	E&R	Resources	HASS	PH
4422	47	1015	999	869	1444	48

Gender

	Total %	CE %	CS %	E&R %	Resources %	HASS %	PH %
Women	51.40	58.33	76.40	26.60	53.75	48.38	79.59
Men	48.60	41.67	23.60	73.40	46.25	51.62	20.41

There has been a small reduction of 0.3% in the percentage of women in the workforce since last year. The largest reduction is in Environment and Regeneration where the percentage of women in the workforce has reduced by 5% over the past 12 months.

Age

	Total %	CE %	CS %	E&R %	Resources %	HASS %	PH %
16-24	3.03	10.41	3.34	2.60	3.69	2.48%	2.05
25-39	30.06	47.92	37.36	25.70	30.22	26.29	59.18
40-49	25.26	25.00	24.88	27.60	25.95	23.47	26.53
50-64	38.99	16.67	32.45	40.40	37.95	44.87	12.24
65+	2.66	0.00	1.97	3.70	2.19%	2.89	0.00

There has been a small reduction in the numbers of young people working for the council. The overall percentage of those aged 16-24 has reduced by 0.6%. There has also been a small increase, of 1.1%, in the number of those aged 50-64 working for the council.

Ethnicity

	Total %	CE %	CS %	E&R %	Resources %	HASS %	PH %
BME	37.71	18.75	37.36	26.90	47.75	40.26	30.62
Not stated/ Preferred not to say/ Not declared	0.43 9.90 0.02	0.00 0.00 0.00	0.69 5.21 0.10	0.60 16.20 0.00	0.23 3.35 0.00	0.28 13.14 0.00	0.00 8.16 0.00
White	51.94	81.25	56.64	56.30	48.67	46.32	61.22

There has been a small increase, (1.08%), in the percentage of BME staff working for the Council and a corresponding decrease, (0.81%), in the percentage of people working for the council who describe their ethnicity as white.

Disability

	Total %	CE %	CS %	E&R %	Resources %	HASS %	PH %
No	32.93	47.73	36.13	31.26	24.87	34.73	66.67
Yes	8.42	9.09	7.97	7.27	8.12	9.99	0.00
Not stated	58.65	43.18	55.90	61.47	67.01	55.28	33.33

There has been an increase of 3.7% in the percentage of people declaring that they do not have a disability and a 5% reduction in the percentage of people not stating whether or not they have a disability.

Sexual orientation

	Total %	CE %	CS %	E&R %	Resources %	HASS %	PH %
Heterosexual	51.60	66.66	50.44	55.70	48.79	50.17	69.39

LGBT	3.34	4.17	4.13	3.00	2.31	3.65	2.04
Not stated	42.06	22.92	42.48	36.40	47.75	43.56	22.45
Preferred not to say	3.00	6.25	2.95	4.90	1.15	2.62	6.12

There has been an increase of 2% in the percentage of people who have declared their sexual orientation as heterosexual and a corresponding reduction of 2% of those who have either not stated their sexual orientation or preferred not to say.

Religion

	Total %	CE %	CS %	E&R %	Resources %	HASS %	PH %
Christian	29.23	27.08	28.42	25.80	27.34	33.58	22.45
Muslim	5.01	2.08	3.74	7.00	6.46	3.79	4.08
No religion	8.80	27.08	6.88	10.70	7.84	8.33	22.45
Not known	34.21	20.84	37.36	37.20	39.79	27.53	20.41
Not stated	10.19	8.34	7.47	7.10	8.42	15.62	2.04
Other	9.49	8.33	13.08	7.30	8.77	8.60	20.41
Prefer not to say	3.07	6.25	3.05	4.90	1.38	2.55	8.16

There has been a 4% increase in the percentage of staff declaring their religious belief since last year. This is a positive improvement although there are still 47.4% of staff whose religious belief is unknown or who have not declared or chosen not to state their religious belief.

Ongoing equality issues among staff

Employees have been encouraged to update their personal equalities profile through the 'Let Us Know' campaign. This has resulted in an increase in reporting year on year, but there continues to be gaps in our knowledge of disability, sexuality and religion as noted above. We need to continue to encourage employees to update their profile so that the information can be used to their benefit.

There are other inherent inequalities which are widely evident across society as a whole and which result, in gender imbalance, for example in roles such as caring. Inequality also impedes progression, for example in respect of the representation of women and BME accountants in senior financial strategy/policy roles.

Impacts from proposed restructures

Seven of the proposed restructures in the 2018/19 budget RIA indicate savings will arise as a result of redundancies and a further two restructures indicate that proposals will result in a reduction in agency workers.

Of the seven proposals that propose savings through voluntary and/or compulsory redundancy two are in Children's Services, two are in Environment & Regeneration; two are in HASS, and one in Resources.

The table below shows a breakdown of the proposed redundancies by Department.

Department	Compulsory Redundancies FTE's	Voluntary Redundancies FTE's	Total
Children's	4	0	4
Environment and Regeneration	6	0	6
HASS	9	10	19
Resources	0	2	2
Totals	19	12	31

There is no voluntary redundancy scheme next year so those departments that are proposing voluntary redundancies will need to fund these from departmental budgets.

All services will carry out an indicative Resident Impact Assessments prior to formal consultation to ascertain the impact of proposals on employees.

Mitigation for negative impacts on staff

The council recognises that a disproportionate negative impact on some groups of staff may be felt as a result of these changes, and undertakes initiatives to mitigate that impact.

These include:

Robust management of the redundancy process including:

- not filling vacancies in advance of a restructure so as many opportunities are available as possible
- using our redeployment process to support suitably qualified staff to move easily into business critical roles where the post holder has applied for voluntary redundancy.
- in many cases, additional mitigation measures will be proposed and agreed through the full Resident Impact Assessment process for specific proposals.

Training and development:

- Providing training to ensure staff are up to speed as more activity shifts online. This channel shift will be a positive for staff in the long term, with improved productivity and flexibility, but the transition will need to be carefully managed. Assistive technologies and support may be needed for disabled staff who may face access challenges along with older staff who may be less confident using IT.
- Continuing to focus on improving progression routes for certain groups of staff to assist in making the workforce more representative, for example the Inspiring Leadership development programme (IL). This programme targets BME and disabled staff at grade P04 and below to encourage and equip them to become senior managers of the future.
- We will also continue to encourage BME staff and women to take up the coaching, mentoring and career development opportunities available in the council.

Monitoring

- Continued monitoring of equality impacts: the impact of these changes will be monitored by the council's Executive through the annual State of Equalities report and as part of the council's commitment to staff progression and equalities objective.

Welfare and support

- Making flexible working opportunities available where possible, including condensed hours, flexible start and end time as well as part time working.
- We are a Timewise accredited council meaning we offer a flexible working where possible to employees. Our good practice in supporting carers has recently been recognised in 2014 by 'Working Families' and we have also been awarded a London Health Workplace Charter award at 'achievement' level, demonstrating our commitment to the health and wellbeing of our staff.
- Stress management support and counselling services will be offered to staff and managers to help them cope with the additional pressures that structural change may bring.

Engagement

- Ongoing engagement with staff equality forums and with recognised trade unions to ensure they can advise and support staff through change.

Annex A: Public Sector Equality Duty

Section 149 of the Equality Act 2010 provides that:

(1) A public authority must, in the exercise of its functions, have due regard to the need to —

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

(2) A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in subsection (1).

(3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to —

(a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic

(b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it

(c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

(4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

(5) Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to —

(a) tackle prejudice, and

(b) promote understanding.

(6) Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

(7) The relevant protected characteristics are —

- age
- disability
- gender reassignment
- marriage and civil partnership

- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

(8) A reference to conduct that is prohibited by or under this Act includes a reference to —

- (a) a breach of an equality clause or rule;
 - (b) a breach of a non-discrimination rule.
- (9) Schedule 18 (exceptions) has effect.

APPENDIX I

Pay Policy Statement 2018/19 in Accordance with the Localism Act 2011

1 Chief Officer Pay Scales

The council's Chief Officers as defined in the Localism Act are its Chief Executive, senior officers reporting to the Chief Executive (Corporate Directors) and senior officers reporting to the Corporate Directors.

The council's Chief Executive is paid on a spot salary. This is currently £163,215.

Some employees who are Chief Officers, as defined in the Localism Act, are paid on the National Joint Council (NJC) for Local Government Service salary scale which is the scale which applies to most council employees.

All other Chief Officers are paid on the council's Chief Officer pay scale. This salary scale which comprises five separate salary bands is locally determined.

Percentage increases in cost of living are usually applied in line with the national pay negotiations of the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities or the National Joint Council for Local Government Services.

All Chief Officers received an increase of 1% payable from 01/04/17. A pay award for 2018/19 has not yet been agreed.

The job roles for those paid on the Chief Officer pay scale are evaluated using the Hay Job Evaluation Scheme and the conditions of service are in the main those of the JNC with slight local variations agreed by the council's Audit Committee. Any new or amended posts established at this level will be evaluated on the same basis, subject to the requirements of the Transfer of Undertakings (Protection of Employment) Regulations 2006.

Progression through a salary scale is not automatic but dependent upon performance as measured by a positive performance appraisal outcome. Success at appraisal is measured not only in terms of annual targets reached but also leadership and other behaviours that have contributed to the council achieving its overall aims and objectives.

The final point on each of the pay bands on the Chief Officer pay scale is known as a threshold point. This element of pay is available to Chief Officers who have reached that point in the scale and whose performance in the previous year has received a positive performance appraisal. Continuance on this salary point is again dependent upon receiving a positive performance appraisal outcome in subsequent years and so must be earned back each year.

Table 1a sets out details of the Chief Officer posts paid on the Chief Officer scale as at 31 March 2018 and the pay band which applies to each post.

Table 1 (a)

Grade	Pay Banding £	Number of points in pay banding including threshold point	Job role
CO1+	132,280-142,210	5	Corporate Director of Children, Employment and Skills
CO1	110,031 - 132,348	10	All other Corporate Directors including the Director of Public Health* Director of Learning and Schools
CO2	99,624-112,671	7	Director Financial Management Director Financial Operations & Customer Service Director of Law and Governance Director of Human Resources Director of Employment, Skills and Culture Director, Safeguarding and Family Support Director of Youth and Community Services Service Director of Property Services Service Director Housing Needs & Strategy Service Director of Adult Social Care, Service Director Adult Social Services – and Commissioning. Service Director, Homes and Communities Service Director, Public Realm Service Director - Planning & Development Service Director - Public Protection Islington Deputy Director, Public Health* Public Health Senior Consultant* Public Health Senior Consultant*
CO4	71,250 – 86,706	7	Head of Partnerships and Service Support Camden Deputy Director, Public Health

Some senior manager posts which are not Chief Officer posts for the purposes of the Localism Act are also paid on this salary scale.

Posts marked with an asterisk (*) are on NHS terms and conditions following a TUPE transfer, but are indicated for completeness within the band that most closely matches their NHS band grade.

evaluated on the Chief Officer scale, they will be evaluated on the Greater London Provincial Council Job Evaluation Scheme and paid on the National Joint Council for Local Government Services pay scale (published on the council's website); subject to the requirements of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (see table 1(b) below.

Table 1(b)

Grade	Pay Banding £	Number of points in pay banding including threshold point	Job Role
PO11	65,769 - 69,882	4	Head of Communications and Change Head of Strategy and Change
PO10	61,158 – 64,449	4	Head of Information Governance and Business Support
PO6	45,438 – 48,234	4	Children's Partnership Development and Strategy Manager.

Progression through a salary scale is dependent upon performance as measured by a positive performance appraisal outcome in the same way as for posts on the Chief Officer scale and the same threshold point arrangement as described above is in place.

Full details of the current pay and other remuneration for senior officers together with the organisational structure are published on the council's website. Remuneration information about senior officers is also published annually in accordance with the Accounts and Audit (England) Regulations 2011.

Senior posts which the council shares with another organisation in a shared service or other joint arrangement (e.g. the joint Director of Public Health with the London Borough of Camden) are only included in this statement if the post holders are employed by Islington Council. Some joint post holders (e.g. the joint Head of Internal Audit with the London Borough of Camden) are employed by partners and are not included.

2 Pay Ratios

The council is committed to tackling income inequality as a means of ensuring a fairer Islington and is setting an example to other local employers by reducing the pay differential between its lowest and highest paid employees.

The council also works with other local employers and its own contractors to establish the London Living Wage as the minimum pay to their employees.

The information below describes the pay ratio between the council's highest paid employee (the Chief Executive who is on a salary of £163,215 per annum*) as at 1 January 2018 and other staff by reference to the following:

- (i) The numerical difference between the highest and lowest paid employees
- (ii) The mode (most common salary)
- (iii) The median (mid-point between highest and lowest salaries) and
- (iv) The mean average (the total amount of remuneration paid to employees divided by the number of employees)

Table 2 - Pay Ratios

	Reference Point	Annual Salary	Ratio to highest paid employee salary
i)	lowest paid full time council employee – London Living Wage £10.20 per hour <i>(excluding those on training schemes such as the apprenticeship scheme or work placements)</i>	£18,615	1:8.8
ii)	Most common salary paid to a council employee (the mode)	£23,610	1:6.9
iii)	Mid-point between the highest and lowest salaries (the median)	£30,294	1:5.3
iv)	Average salary (the mean)	£30,905	1:5.3

The Islington Fairness Commission, set up by the council in June 2010 to look into how to make the borough a fairer place, produced its final report in June 2011. It recommended that the pay ratio between the highest and lowest salaries should be no more than 1:10 and this was adopted as policy by the council in its Corporate Strategy. The current pay ratio at 31 March 2018 is 1:8.76. This follows a downward trend and is a reduction from last year's ratio of 1:9.1.

* This ignores election duty fees which may be received by the Chief Executive as these do not arise in every year and are variable.

3 Recruitment of Chief Officers

Recruitment to all Chief Officer posts is covered by the requirements of the council's Officer Employment Procedure Rules. For full details see Procedure Rules. The appointment of the Chief Executive is subject to the approval of the full Council. The appointment of other Chief Officers, and in some cases their direct reports, is by the Personnel Sub-Committee.

The starting salary level of such officers is also agreed by the Personnel Sub-Committee. This Personnel Sub-Committee or the Audit Committee (both of which are politically balanced committees responsible for employment matters) will also agree the starting salary for any other post where the overall remuneration package on new appointment (excluding pension contributions in accordance with the Local Government Pension Scheme regulations) is to exceed £100,000. This ensures that elected councillors are accountable for the salaries of these senior appointments and that they are made in a transparent way without delay to appointment processes.

The council aims to appoint new entrants to the council to the first point of the pay scale. In certain circumstances, such as the need to match a candidate's existing salary, appointments are made above the first point of the salary scale. All new entrants to the council are placed on a probationary period of six months, regardless of previous local government service, including senior employees. During this time, the new recruit is expected to demonstrate their suitability for their job role. Failure to do so could lead to their appointment being terminated. Employees who successfully complete their probationary period, in line with the performance appraisal policy, are entitled to a salary increment if it would otherwise mean that they would have to wait more than twelve months for their next salary increment.

Individuals appointed on an interim basis to cover a vacant Chief Officer post, whether directly employed or engaged through an agency or as a contractor, will normally be paid on a basis which (taking account of the nature of the arrangement with them) provides them with remuneration that is equivalent to the remuneration for the post in accordance with the Chief Officer pay scale, with an appropriate reduction if they are not undertaking the full responsibilities of the post. The council takes a proactive and stringent approach to ensuring that all arrangements are lawful and properly reflect the substance of the relationship between the council and the individual concerned.

4 Pension Arrangements

All employees of the council up to 75 years of age and who have a contract for at least three months' service join the Local Government Pension Scheme (LGPS), other than those on NHS terms and conditions. However, there is a right to opt out of the scheme and employees can make their own private pension arrangements.

All senior employees are entitled to be members of the LGPS. This is a contributory scheme, whereby the employee contributes to the scheme from his or her own salary. Employees will contribute 5.5%-12.5% of their salaries according to the figures set out in table 3 below in 2017/18. Government reviews the salary bands annually.

Table 3

Whole time salary	Employee Contribution Rate
Up to £13,700	5.5
£13,701 to £21,400	5.8
£21,401 to £34,700	6.5
£34,701 to £43,900	6.8
£43,901 to £61,300	8.5
£61,301 to £86,800	9.9
£86,801 to £102,200	10.5
£102,201 to £153,300	11.4
More than £153,300	12.5

Employers' contributions to the LGPS vary depending upon how much is needed to ensure benefits under the scheme are properly funded, and are set independently. Full details can be obtained from the LGPS.

The Council's Flexible Retirement Policy allows employees aged 55 and over who are members of the Local Government Pension Scheme (LGPS) to apply to reduce their working hours or pay grade (stepping down) and to draw pension benefits accrued up until the transfer to flexible retirement.

Where an employee is in receipt of a pension from the council and obtains a job with another local authority or any other employer who participates in the LGPS, they are obliged to notify the council and their pension will then be adjusted so that they are not (with the new job and the pension) drawing more than their original salary.

The NHS scheme is a contributory one and scheme members contribute to the scheme from his or her own salary. Contribution rates from 2015 – 16 until 2018/19 vary from 5% for those on a salary of up to £15,431.99 to 14.5% for employees earning £111,377.00 and over. These rates are subject to review by Government and the employer's contributions are determined by Government.

5 Additional Payments

The council recognises that in certain limited circumstances it may be appropriate to attach additional payments to particular posts due to difficulties in recruiting to them. Similarly, particular employees may need to be remunerated or awarded an additional payment above that of their normal pay scale either for exceptional performance or additional work undertaken. Such payments must be authorised in advance by senior management, and details of the nature of and eligibility for those payments which may be made to Chief Officers who are on the Chief Officer scale are given in table 4 below.

Table 4

Type of allowance	Reason for Payment	Eligible Group
Honorarium payments	Undertaking additional work or project	All employees
Market Factor Supplement	To attract and retain employees with specialist skills in a competitive job market.	All employees in posts that are demonstrated to be hard to recruit to in accordance with the council's Market Supplements Policy.

The post of the Corporate Director for Children, Employment and Skills has a market supplement attached. The amount of this market supplement is fixed. See the council's website for further details.

Honoraria payments made to Chief Officers in accordance with policy are detailed on the council's website

Any new honorarium payments to Chief Officers will be agreed by the Chief Executive in consultation with the Chair of the Audit Committee.

Any new market supplement payment which results in the overall remuneration package (excluding pension contributions in accordance with the Local Government Pension Scheme regulations) for a post exceeding £100,000, or which affects a post the overall remuneration package for which already exceeds £100,000, will be approved by the Personnel Sub-Committee or the Audit Committee. Any market supplement which is more than 20% of the evaluated grade for the post, or is more than 15% of the evaluated grade of the post if the number of posts available exceeds 15, will also require approval of the Personnel Sub-Committee or the Audit Committee.

There are a number of other allowances which are payable to designated employees related to their job role, such as on-call or standby allowances. Chief Officers do not receive such payments, other than those stated above and the council does not make bonus payments to such officers.

Where council officers undertake special duties in relation to the council's election functions, any fees in respect of these duties are paid in addition to their normal remuneration. The rate for these duties is in line with the London Council's Leaders Committee's published Scale of Returning Officers' Fees and Expenses.

Council officers designated as Local Area Liaison Officers to undertake responsibilities under the council's emergency planning Crisis Response Plan in the event of an incident occurring in the borough, may be paid a fixed allowance in respect of this responsibility. See the council's website for further details.

6 Hours of Work

The basic full time hours of work for council employees are 35 per week. Employees on grades below that of senior officers, who work more than 35 hours per week may claim overtime for additional hours worked, if authorised.

The minimum basic working week for senior officers is 35 a week and additional hours worked above 35 per week per week attract neither payment in respect of overtime nor time off in lieu. Senior officers are contractually required to work flexibly and to undertake reasonable hours of work as necessary to perform the duties of their post. This may involve evening and weekend working.

7 Annual and Other Leave Arrangements

Annual leave plays an important part of the council's commitment to work-life balance. The Chief Executive and senior officers of the council on Chief Officer pay and conditions are entitled to 27 days of annual leave and after five years' continuous local government service a further five days. Other employees receive 25 days annual leave with an additional five days after five years of service. All employees, in addition to annual leave receive five privilege days and eight bank holidays per year.

8 Benefits

To maintain employee engagement the council recognises, particularly in the current financial climate, that it is important to reward and motivate staff through other non-salaried

means. The council promotes a range of benefits which all staff, irrespective of grade, can access. These include salary sacrifice schemes such as child care vouchers and a tax free bicycle scheme. There are also a number of discounted benefits which are open to all employees, such as discounted gym membership, which is provided at no cost to the council.

9 Leaving the Council

Employees who voluntarily leave the council are not entitled to a termination payment. Those who volunteer for redundancy under the council's voluntary redundancy scheme receive a payment as set out under the scheme in addition to any other entitlements they may have.

Employees who are made redundant are entitled to a redundancy payment based on the statutory redundancy scheme with regards the calculation of the number of week's redundancy pay but, as sanctioned in the Local Government (Early Termination of Employment) Discretionary Compensation Regulations, actual salary is used rather than the statutory maximum of £489 per week.

In exceptional circumstances, the Council may exercise its powers under the above mentioned Regulations and award a discretionary payment to senior staff in line with the council's discretionary termination compensation policy, for those whose employment is terminated by reason of redundancy or in the interests of the efficiency of the service, including early retirement.

The following factors will be taken into account when deciding whether to award a compensatory payment under these Regulations and, if a compensatory payment is made, the amount of that payment:

- Individual financial and other personal circumstances
- The council's interests, including corporate and service imperatives
- The council's fiduciary duty, including its duty to protect the interests of council tax payers and to exercise prudence and propriety
- Overall work record of the employee, including performance, attendance, length of service, level of responsibility and disciplinary record
- Any other factor relevant to the individual case.

Where a Chief Officer's contract is terminated in the interests of the efficient exercise of the Authority's functions, they are contractually entitled to six months' notice or may be paid in lieu of notice where their contract provides for this.

The Audit Committee (or its Personnel Sub-Committee) may hear representations in respect of the termination of a Corporate Director's employment in accordance with the JNC terms and conditions of employment for Chief Officers.

In the case of the Chief Executive, the Audit Committee (or its Personnel Sub-Committee) will approve the early retirement of the post holder and agree the award of any discretionary payments in connection with such retirement or redundancy in line with the policy outlined above. No such payments were made in the financial year 2017 - 18.

The Audit Committee (or its Personnel Sub-Committee) will also approve any payment funded by the council in line with the policy outlined above to any other officer which exceeds £100,000. No such payments were made in the financial year 2017 -18. This ensures that elected councillors are accountable for payments made in these circumstances without delay to finalising arrangements.

10 Returning to Work for the Council After Leaving

Employees who leave the council voluntarily without a severance payment are free to apply for jobs that are advertised at their discretion.

Employees who leave the council with a redundancy payment and no enhancement and subsequently apply and are successful for a position within the council must repay any redundancy payment if the appointment is within a month of their termination date. If the appointment start date is longer than a month the employee can return to work in the position offered but in accordance with the Redundancy Modification Orders, will lose their contractual rights to have their continuous service recognised for all purposes.

Employees who leave the council with an enhanced severance package will not normally be reemployed or engaged under a contract for services for a period of two years.

Employees who leave the council due to ill-health retirement with the possibility of a return to work under the Local Government Pension Scheme Regulations or who are granted early retirement will be considered on a case by case basis depending upon the circumstances and having due regard their termination package.

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Report of: Executive Member for Finance, Performance and Community Safety

Meeting of:	Date	Ward(s)
Executive	1 February 2018	All

FINANCIAL MONITORING 2017-18 MONTH 9

1. SYNOPSIS

- 1.1 This report presents the forecast outturn position for 2017-18 as at 31st December 2017. Overall, there is a forecast gross General Fund overspend of £6.2m. Action is required to continue to bring this overspend down; otherwise the Council's contingency budgets will be low going into 2018-19.
- 1.2 The Housing Revenue Account (HRA) is forecast to break-even over the year.
- 1.3 It is forecast that £105.6m of capital expenditure will be delivered in 2017-18.

2. RECOMMENDATIONS

- 2.1. To note the forecast revenue outturn for the General Fund (**Table 1**) of a gross overspend of £6.2m, including corporate items. (**Paragraph 3.1**)
- 2.2. To note the actions to reduce the forecast gross General Fund overspend, and that any remaining overspend at year-end will be covered by drawing down from corporate contingency budgets in the first instance. (**Section 4, Paragraph 3.3**)
- 2.3. To note the breakdown of the forecast General Fund outturn by individual variance at **Appendix 1** and by service area at **Appendix 2**.
- 2.4. To note that the HRA forecast is a break-even position. (**Section 5, Table 1**)
- 2.5. To note the latest capital position with forecast capital expenditure of £105.6m in 2017-18. (**Section 6, Table 2, and Appendix 3**)

3. REVENUE POSITION: SUMMARY

- 3.1. A summary position of the General Fund and HRA is shown in **Table 1**, a breakdown by individual General Fund variance at **Appendix 1** and a breakdown by General Fund and HRA service area at **Appendix 2**.

Table 1: 2017-18 General Fund and HRA Month 9 Forecast

	Forecast Over/(Under) Spend (£000)
<u>GENERAL FUND</u>	
Resources	(1,577)
Chief Executive's Department	(421)
Core Children's Services (Excluding Schools)	5,565
Environment and Regeneration	334
Housing and Adult Social Services	941
Public Health	0
DIRECTORATE TOTAL	4,842
Corporate Items	1,377
GROSS OVER/(UNDER) SPEND	6,219
<u>HOUSING REVENUE ACCOUNT</u>	
NET (SURPLUS)/DEFICIT	0

- 3.2. Any overspend at year-end will be covered by drawing down from corporate contingency budgets in the first instance. Prior year and current year corporate contingency budgets total £6.7m.

4. GENERAL FUND

Resources Department (-£1.577m)

- 4.1. The Resources Department is forecasting, after management actions, an underspend of (-£1.577m) over the financial year with the key variances detailed in **Appendix 1**.

Chief Executive's Department (-£0.421m)

- 4.2. The Chief Executive's Department is forecasting an underspend of (-£0.421m) over the financial year with the key variances detailed in **Appendix 1**.

Children's Services - General Fund (+£5.57m), Schools (-£0.428m, -0.3%)

- 4.3. The Children's Services Department is forecasting a (+£5.57m) General Fund overspend, the largest of any council service but not inconsistent with other similar councils. The key variances behind the General Fund net overspend are set out in **Appendix 1**.
- 4.4. Management actions being undertaken are as follows:
- 4.4.1. Vacancy management across services;
 - 4.4.2. Review high cost packages and personal budgets;
 - 4.4.3. Wider review of Children Look After placements, cost drivers and commissioning arrangements;
 - 4.4.4. Review housing benefit collection arrangements;
 - 4.4.5. Review dispersal arrangements for Unaccompanied Asylum Seeking Children – placing young people in other authorities where dispersal scheme is in operation;
 - 4.4.6. Loss of £3m Dedicated Schools Grant funding mitigated by recycling early childhood transformation and childcare subsidy savings, disapplication from DSG funding regulations and funding identified through line by line DSG review; and
 - 4.4.7. Reviewing contract arrangements and viability between the Council, Greenwich Leisure and relevant school bodies for Holloway Pool.
- 4.5. The schools' dedicated schools grant position is a forecast underspend of (-£0.428m or -0.3%). This position includes £0.3m of prior year balances being managed on behalf of the Schools Forum.

Environment and Regeneration (+£0.334m)

- 4.6. The Environment and Regeneration Department is forecasting a (+£0.334m) overspend. The key variances behind this net overspend are set out in **Appendix 1**.
- 4.7. The management actions being taken to control these pressures are:
- 4.7.1. Regular monitoring of spend and income trends across the department to enable effective decisions to be taken.
 - 4.7.2. Extensive work being undertaken within Street Environmental Services to control and monitor staff related spend in particular overtime levels, agency staff and sickness absence.
 - 4.7.3. Vacancy and recruitment management across the department and control over non-essential expenditure.
 - 4.7.4. On-going work to drive through service changes to deliver the delayed savings.

Housing and Adult Social Services (+£0.940m)

- 4.8. Adult Social Services is forecasting a (+£0.940m) overspend. The key variances behind this net overspend are set out in **Appendix 1**.
- 4.9. The management actions being taken to control the net overspend are:
- 4.9.1. Review of savings plans;

- 4.9.2. Finance training for all budget holders;
 - 4.9.3. Review of all agency staff and establishments in order to reduce staffing pressure; and
 - 4.9.4. Review of all current care packages to ensure projections have been made accurately.
- 4.10. The Housing General Fund is forecasting a break-even position for the financial year.

Public Health (Break-Even)

- 4.11. Public Health is funded via a ring-fenced grant of £26.6m for 2017-18. There is a forecast net break-even position for the financial year.

Corporate Items (+£1.377m)

- 4.12. There is a (+£0.8m) uncontrollable cost due to the Council's statutory duty to provide assistance to all destitute clients who are Non-European Union nationals and can demonstrate need under Section 21 of the National Assistance Act, 1948. This is commonly referred to as No Recourse to Public Funds (NRPF).
- 4.13. (+£1.2m) of planned savings are now considered unachievable in 2017-18, including cross-cutting savings relating to further channel shift and income generating activities across the Council.
- 4.14. There is a (+£0.6m) unbudgeted cost relating to the estimated General Fund cost of the new apprenticeship levy.
- 4.15. These overspends are partially offset by:
- 4.15.1. Net unbudgeted grant income totalling (-£0.8m), for example to compensate for the impact of Government policy on our retained business rates income in 2017-18 and to reimburse previously top-sliced New Homes Bonus funding.
 - 4.15.2. A forecast underspend of (-£0.4m) on the corporate levies budget compared to the estimate before the start of the financial year.

5. HOUSING REVENUE ACCOUNT

- 5.1. The net total forecast variance for the Housing Revenue Account is projected to be a break-even position over the financial year.

6. CAPITAL PROGRAMME

- 6.1. It is forecast that £105.6m of capital investment will be delivered in 2017-18. This is set out by directorate in **Table 2** below and detailed at **Appendix 3**.

Table 2: 2017-18 Capital Programme Month 9 Forecast

Directorate	2017-18 Capital Budget (£m)	2017-18 Capital Forecast (£m)	Forecast Re-profiling (to)/from Future Years (£m)
Children's Services	6.8	6.8	0
Environment and Regeneration	27.0	26.5	(0.5)
Housing and Adult Social Services	89.9	72.3	(17.6)
Total	123.7	105.6	(18.1)

Forecast Re-profiling

- 6.2. Under the Council's financial regulations, the re-profiling of capital budgets between financial years over £1m on an individual capital scheme is a function of the Executive.

Housing and Adult Social Services

- 6.3. The forecast re-profiling of the Housing and Adult Social Services capital programme to 2018-19, totalling £17.6m, comprises:
- 6.3.1. Housing major works and improvements programme (£3.5m), caused by delays in contract starts on site arising primarily as a result of recruitment pressures, staff resources being diverted to fire safety related assessments/works post Grenfell and protracted contract price negotiations.
- 6.3.2. New homes programme (£14.1m) based on latest scheme projections, which estimate total expenditure of £42.3m in 2017-18 compared to the original estimate of £56.4m before the start of the financial year.

7. IMPLICATIONS

Financial Implications

- 7.1. These are included in the main body of the report.

Legal Implications

- 7.2. The law requires that the Council must plan to balance its spending plans against resources to avoid a deficit occurring in any year. Members need to be reasonably satisfied that expenditure is being contained within budget and that the savings for the financial year will be achieved, to ensure that income and expenditure balance.

Environmental Implications

- 7.3. This report does not have any direct environmental implications.

Resident Impact Assessment

- 7.4. The Council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and

those who do not share it (section 149 Equality Act 2010). The Council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The Council must have due regard to the need to tackle prejudice and promote understanding.

- 7.5. A resident impact assessment (RIA) was carried out for the 2017-18 Budget Report approved by Full Council. This report notes the financial performance to date but does not have direct policy implications, so a separate RIA is not required for this report.

Appendices:

Appendix 1 – General Fund Revenue Monitoring by Individual Variance

Appendix 2 – Revenue Monitoring by Service Area

Appendix 3 - Capital Monitoring

Background papers: None

Signed by



23 January 2018

Executive Member for Finance,
Performance and Community Safety

Date

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Corporate Director Resources

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Appendix 1: General Fund Revenue Monitoring 2017-18 Month 9 by Individual Variance

Directorate / Service Area	Description of Over/(Under) Spend	Category	Over-spend £000	Under-spend £000	Net Over/(Under) Spend £000
RESOURCES					
Corporate Real Estate	Commercial Property - Shortfall against the commercial property income target due to savings materialising over a longer time frame (including refurbishment work in commercial let).	Savings Unachievable in 2017-18	743		743
Corporate Real Estate	Vacancy savings and admin budget savings.	Underspend		(163)	(163)
Corporate Real Estate	Business rates savings as a result of moving Council properties to commercial lettings.	Underspend		(150)	(150)
Financial Management	Detailed budget review savings.	Underspend		(350)	(350)
Financial Management	Cash recovery project successfully generating additional income.	Underspend		(160)	(160)
Financial Operations	Underspend in staffing budgets.	Underspend		(125)	(125)
Financial Operations	Higher than anticipated recovery of court costs.	Underspend		(50)	(50)
Financial Operations	Accounts payable, debtors review and processing staffing underspends.	Underspend		(186)	(186)
Facilities Management	Expenditure on buildings being held to a minimum with no contingency for urgent repair requirements.	Underspend		(933)	(933)
Facilities Management	Budgets carried forward from 2016-17 no longer required.	Underspend		(143)	(143)
Assembly Hall	Additional Assembly Hall income above the budgeted target.	Unbudgeted Income		(60)	(60)
Total Resources			743	(2,320)	(1,577)
CHIEF EXECUTIVE'S DEPARTMENT					
Chief Executive	Underspend as a result of early delivery of 2018-19 saving.	Underspend		(148)	(148)
Communications and Change	Underspend within Communications due to vacant posts and staff being seconded to other teams and not being covered.	Underspend		(113)	(113)
Communications and Change	Underspend in running costs within Print Services.	Underspend		(52)	(52)
Strategy and Change	Underspend in running costs within Strategy and Change division.	Underspend		(108)	(108)
Total Chief Executive's Department			0	(421)	(421)
CHILDREN'S SERVICES					
Youth and Communities - Youth Offending Service	Youth Justice Board grant does not cover continuing increase in remand pressures.	Prior Year Ongoing Pressure	450		450
Youth and Communities - Youth Commissioning	Freeze on current procurement cycle to support directorate financial pressures.	Underspend		(500)	(500)
Safeguarding and Family Support - Disabled Children's Service	Increased demand for high level personal budgets to deliver community based packages in disabled children's service. Increase in costs following judicial review of packages of support.	Prior Year Ongoing Pressure	341		341
Safeguarding and Family Support - Children in Need	Increase in court fees due to increased demand in children in need service.	Current Year New Pressure	150		150
Safeguarding and Family Support - Children in Need	Agency cover to support significant levels of staff turnover in children in need service.	Prior Year Ongoing Pressure	100		100
Safeguarding and Family Support - Children Looked After	Significant increase in the number of care leavers to whom the Council is required to offer a service. Includes rising 18s (Southwark judgement).	Prior Year Ongoing Pressure	500		500
Safeguarding and Family Support - Unaccompanied Asylum Seeker Children	Recent legislation allows young people to 'stay put' in their Children Looked After placements. Grants given towards asylum young people (post 18) are significantly lower than 'staying put' costs.	Prior Year Ongoing Pressure	224		224
Safeguarding and Family Support - Fostering	Fostering placements - due to savings being applied to support reduction in CLA - expected to be unachievable.	Prior Year Ongoing Pressure / Savings Unachievable in 2017-18	158		158
Safeguarding and Family Support - Children Looked After	Increase in the number and complexity of cases for under 18 cohort of Children Looked After (mainly regulated residential placements).	Prior Year Ongoing Pressure	2,250		2,250
Safeguarding and Family Support - Children Looked After	Reduction in number of new therapeutic residential placements.	Underspend		(78)	(78)
Safeguarding and Family Support - Children Looked After	Increase in high cost residential placements related to increase in high risk/highly vulnerable young people becoming looked after.	Prior Year Ongoing Pressure	787		787
Learning and Schools - Pupil Services	Additional income and staff vacancies in the Education Psychology Service.	Unbudgeted Income / Underspend		(53)	(53)
Learning and Schools - Pupil Services	Increase in demand for personal transport budgets.	Prior Year Ongoing Pressure	52		52
Learning and Schools - Schools HR & Payroll	Shortfall in traded income in Schools HR from schools following academy conversions and maternity leave staffing pressure.	Current Year New Pressure	86		86
Learning and Schools - Governor Services	Staff vacancies.	Underspend		(56)	(56)
Learning and Schools - Early Years	Staff vacancies and additional income from the provision of childcare in children's centres.	Underspend / Unbudgeted Income		(77)	(77)
Learning and Schools - Early Years	Loss of Dedicated Schools Grant (DSG) funding for under 3's childcare subsidy in nursery schools following implementation of a national funding formula for early years (£510k) offset by reallocations of budgets from elsewhere.	Current Year New Pressure	365		365
Learning and Schools - Early Years	Staff vacancies in early years following the implementation of Bright Start Islington.	Underspend		(100)	(100)
Learning and Schools - Early Years	Loss of DSG funding (£511k) for family support workers following implementation of a national funding formula for early years offset by staffing restructure and staff vacancies.	Current Year New Pressure	125		125
Learning and Schools - Early Years	Over 5's childcare subsidy overspend following the decision to continue existing provision for current year following loss in DSG funding from the implementation of a national funding formula for early years and the expiry of new homes bonus funding.	Current Year New Pressure	388		388
Learning and Schools - Early Years	Estimated impact of loss of DSG funding for early years priority referral places for under 3s from the implementation of a national funding formula for early years.	Current Year New Pressure	135		135
Learning and Schools - Pupil and School Support Services	Loss of de-delegated funding following in-year academy conversions.	Current Year New Pressure	10		10
Learning and Schools - Pupil and School Support Services	Unbudgeted income from previously agreed schools contribution to Local Government Pension Scheme.	Unbudgeted Income		(400)	(400)
Learning and Schools - Pupil and School Support Services	Unachieved traded income across Learning and Schools division.	Prior Year Ongoing Pressure	100		100

Appendix 1: General Fund Revenue Monitoring 2017-18 Month 9 by Individual Variance

Directorate / Service Area	Description of Over/(Under) Spend	Category	Over-spend	Under-spend	Net Over/(Under) Spend
			£000	£000	£000
Partnerships and Service Support - ICT, Information and Performance	Additional schools traded income.	Unbudgeted Income		(34)	(34)
Partnerships and Service Support - Service Support	Unfunded directors post, but funding identified for 2018-19 onwards.	Current Year New Pressure	134		134
Partnerships and Service Support - Service Support	Re-phasing of savings from restructure of business support unit (£260k delivered in 2017-18). Action is being taken to reduce this overspend further in 2017-18.	Savings Unachievable in 2017-18	40		40
Partnerships and Service Support - Cardfields	Additional boiler replacement costs and shortfall in income.	Prior Year Ongoing Pressure	86		86
Partnerships and Service Support - Special Educational Needs (SEN) Transport	Increasing numbers of pupils and complexity of need.	Prior Year Ongoing Pressure	528		528
Partnerships and Service Support - Universal Free School Meals (UFSM)	Estimated increase in cost of UFSM as pupil numbers increase and less pupils fall within statutory free school meal entitlements. Forecast will be firmed up following the processing of school meal claims in October.	Prior Year Ongoing Pressure	100		100
Partnerships and Service Support - Schools Finance	Staff vacancies.	Underspend		(15)	(15)
Partnerships and Service Support - Schools Capital and Asset Management	Capitalisation of schools capital team costs.	Underspend		(100)	(100)
Partnerships and Service Support - Schools Capital and Asset Management	The Council's contribution to Holloway Pool cleaning costs.	Prior Year Ongoing Pressure	60		60
Employment, Skills and Culture - Adult and Community Learning	Vacancies in the Adult and Community Learning.	Underspend		(20)	(20)
Employment, Skills and Culture - Arts Service	Underspend in the Arts service.	Underspend		(5)	(5)
Employment, Skills and Culture - Employment	Forecast underspend against the employment service from additional earned income.	Unbudgeted income		(30)	(30)
Employment, Skills and Culture - Employment	Remove one-off balance of childcare subsidy budget not required. This leaves an ongoing core funded budget of £85k which is sufficient to meet demand.	Underspend		(136)	(136)
Total Children's Services			7,169	(1,604)	5,565
ENVIRONMENT AND REGENERATION					
Public Realm	Delayed delivery of prior year savings in Street Environmental Services.	Savings Unachievable in 2017-18	258		258
Public Realm	Delayed delivery of new savings in Street Environmental Services.	Savings Unachievable in 2017-18	956		956
Public Realm	Additional operating costs in Street Environmental Services.	Prior Year Ongoing Pressure	1,435		1,435
Public Realm	Additional agency costs.	Current Year New Pressure	600		600
Public Realm	Unrealisable income target from Arqiva Street Lighting WIFI concession.	Prior Year Ongoing Pressure	170		170
Public Realm	Income target in Energy Services.	Prior Year Ongoing Pressure	100		100
Public Realm	Trampoline Park delays as a result of General Election in June 2017.	Current Year New Pressure	200		200
Public Realm	Decisions around parks seasonal events delayed.	Savings Unachievable in 2017-18	200		200
Directorate	Transfer of excess business rates budget to other departments	Current Year New Pressure	170		170
Directorate	Annual subscription charge for Box.	Current Year New Pressure	69		69
Public Realm	Purchase of phones for front line operatives.	Current Year New Pressure	50		50
Public Realm	Additional income in parking.	Unbudgeted Income		(520)	(520)
Public Realm	Contract saving in parking.	Underspend		(600)	(600)
Public Realm	One-off payment from advertising contract.	Unbudgeted Income		(306)	(306)
Public Realm	Underspend on depots budgets.	Underspend		(373)	(373)
Public Realm	Additional sports income.	Unbudgeted Income		(256)	(256)
Public Realm	Reduced maintenance costs within Greenspace and Leisure.	Underspend		(114)	(114)
Public Realm	Capital spend previously assumed to be financed by revenue.	Underspend		(826)	(826)
Public Realm	One-off payment from TfL relating to bridge works in Holloway Road.	Unbudgeted Income		(250)	(250)
Public Protection	Holding vacancies across the division.	Underspend		(504)	(504)
Directorate	Additional iCo income.	Unbudgeted Income		(100)	(100)
Public Realm	Additional builders licence income.	Unbudgeted Income		(25)	(25)
Total Environment and Regeneration			4,208	(3,874)	334
HOUSING AND ADULT SOCIAL SERVICES					
Temporary Accommodation and Housing Needs	Overspend on direct and indirect costs of Temporary Accommodation. The direct costs relate to the challenges and relatively unknown impact resulting from the replacement of the Temporary Accommodation management fee payment system with the DCLG Flexible Homelessness Grant. The indirect costs largely relate to legal costs.	Current Year New Pressure	335		335
Housing Administration and Strategy and Development	Underspend owing to vacancies being held to manage the Temporary Accommodation overspend.	Underspend		(335)	(335)
Total Housing General Fund			335	(335)	0
Adult Social Care	Underspend in Adult Social Care division.	Underspend		(72)	(72)
Integrated Community Services	Non delivery of savings in Integrated Community Services.	Savings Unachievable in 2017-18	1,251		1,251
Integrated Community Services	Underspend across Integrated Community Services.	Underspend		(61)	(61)
Integrated Community Services	Placement pressure in Integrated Community Services.	Current Year New Pressure	563		563
Integrated Community Services	Underspend in In-House Older People Services.	Underspend		(34)	(34)

Appendix 1: General Fund Revenue Monitoring 2017-18 Month 9 by Individual Variance

Directorate / Service Area	Description of Over/(Under) Spend	Category	Over-	Under-	Net
			spend	spend	Over/(Under)
			£000	£000	£000
Integrated Community Services	Overspend in In-House Physical Disability Services.	Current Year New Pressure	22		22
Strategy and Commissioning	Non delivery of savings in Strategy and Commissioning.	Savings Unachievable in 2017-18		925	925
Strategy and Commissioning	Transformation commissioning pressure.	Current Year New Pressure	22		22
Strategy and Commissioning	Placement pressure in Mental Health Services.	Current Year New Pressure		343	343
Strategy and Commissioning	Overspend in block contracts, primarily rising through under collection of income in Care UK homes.	Current Year New Pressure	172		172
Strategy and Commissioning	Integrated Community Equipment Service (ICES) overspend of £274k, of which £137k is attributable to the Whittington Hospital.	Prior Year ongoing pressure	137		137
Strategy and Commissioning	Overspend in Mental Health Commissioning pooled budget.	Current Year New Pressure	46		46
Strategy and Commissioning	Underspend across Strategy and Commissioning.	Current Year New Pressure		(222)	(222)
Strategy and Commissioning	Underspend on Carers pooled budget.	Underspend		(82)	(82)
Learning Disability Services	Non delivery of savings in Learning Disability Services.	Savings Unachievable in 2017-18	1,473		1,473
Learning Disability Services	Overspend in In-House Learning Disability Services.	Savings Unachievable in 2017-18	259		259
Learning Disability Services	Additional pressures in Learning Disability Services due to London Living Wage, Sleep-in judgements and additional capacity in Shared Lives and Community Access.	Prior Year ongoing pressure	493		493
Learning Disability Services	Staffing Pressure in Learning Disability Services	Current Year New Pressure	181		181
Learning Disability Services	Placement Pressure in Learning Disability Services	Current Year New Pressure	525		525
Adult Social Care	Additional social care funding announced in Budget 2017 (One-off).	Unbudgeted Income		(3,000)	(3,000)
Adult Social Care	Release of S117, bad debt provision and direct payments surpluses (One-off).	Underspend		(1,800)	(1,800)
Adult Social Care	Management actions.	Management Action		(200)	(200)
Total Adult Social Services			6,412	(5,471)	941
Total Housing and Adult Social Services			6,747	(5,806)	941
PUBLIC HEALTH					
<i>No estimated overspends/underspends greater than £100k</i>					0
Total Public Health			0	0	0
DIRECTORATE TOTAL			18,867	(14,025)	4,842
CORPORATE ITEMS					
No Recourse to Public Funds	Uncontrollable pressure due to the Council's statutory duty to provide assistance to all destitute clients who are Non-European Union nationals and can demonstrate need under Section 21 of the National Assistance Act, 1948. This is commonly referred to as No Recourse to Public Funds (NRPF).	Prior Year Ongoing Pressure	800		800
Cross-cutting Savings	Unachievable savings in 2017-18: - Further channel shift across both Contact Islington and other council services (£435k) - Income generating activities across the council, including increasing Income from existing services, maximising Income from assets and developing new services (£720k)	Savings Unachievable in 2017-18	1,155		1,155
Apprenticeship Levy	Estimated General Fund impact of Apprenticeship Levy.	Current Year New Pressure	600		600
Levies	Underspend on the corporate levies budget compared to the estimate before the start of the financial year.	Underspend		(370)	(370)
Grant Income	Net unbudgeted grant income (net of other corporate pressures), for example to compensate for the impact of Government policy on our retained business rates income in 2017-18 and to reimburse previously top-sliced New Homes Bonus funding.	Unbudgeted Income		(808)	(808)
Total Corporate Items			2,555	(1,178)	1,377
GROSS TOTAL			21,422	(15,203)	6,219

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Appendix 2 - Revenue Monitoring 2017-18 by Service Area Month 9

GENERAL FUND				
Directorate / Division	Current Budget	Forecast Outturn	Forecast Over/(Under) Spend Month 9	Forecast Over/(Under) Spend Month 8
	£000	£000	£000	£000
RESOURCES				
Corporate Director of Resources	2,790	2,790	0	0
Digital Services and Transformation	13,452	13,452	0	0
Financial Management	11,850	11,770	(80)	(69)
Financial Operations	19,890	18,393	(1,497)	(1,441)
Internal Audit	506	506	0	0
Legal and Governance	2,193	2,193	0	0
Human Resources	1,789	1,789	0	0
Total Finance and Resources	52,470	50,893	(1,577)	(1,510)
CHIEF EXECUTIVE'S DEPARTMENT				
Chief Executive	245	97	(148)	(148)
Communications and Change	838	673	(165)	(102)
Strategy and Change	1,005	897	(108)	(50)
Total Chief Executive's Department	2,088	1,667	(421)	(300)
CHILDREN'S SERVICES				
Learning and Schools	11,543	12,090	547	547
Partnerships and Support Services	16,185	16,584	399	399
Targeted and Specialist Children and Families	42,746	47,178	4,432	4,432
Employment, Adult Learning and Culture	5,966	5,775	(191)	(191)
Youth and Communities	6,003	5,953	(50)	(50)
Less Projected Ring-Fenced Schools Related Underspend	0	428	428	428
Total Children's Services	82,443	88,008	5,565	5,565
ENVIRONMENT AND REGENERATION				
Directorate	(213)	26	239	69
Planning and Development	1,630	1,631	1	1
Public Protection	5,289	4,785	(504)	(504)
Public Realm	12,323	12,921	598	598
Total Environment and Regeneration	19,029	19,363	334	164
HOUSING AND ADULT SOCIAL SERVICES (HASS)				
Temporary Accommodation (Homelessness Direct)	2,106	2,314	208	204
Housing Needs (Homelessness Indirect)	1,465	1,592	127	118
Housing Benefit	880	880	0	0
Housing Strategy and Development	177	143	(34)	(34)
Housing Administration	1,243	942	(301)	(288)
Voluntary and Community Services (VCS)	3,402	3,402	0	0
Total Housing General Fund	9,273	9,273	0	0
Adult Social Care	1,704	(3,368)	(5,072)	(5,282)
Integrated Community Services	17,046	18,787	1,741	1,840
Learning Disabilities	22,903	25,833	2,930	2,999
Strategy and Commissioning	29,287	30,629	1,342	1,353
Total Adult Social Services	70,940	71,881	941	910
Total Housing and Adult Social Services	80,213	81,154	941	910
PUBLIC HEALTH				
Children 0-5 Public Health	3,952	3,912	(40)	(20)
Children and Young People	1,434	1,469	35	(2)
NHS Health Checks	394	380	(14)	(7)
Obesity and Physical Activity	700	683	(17)	0
Other Public Health	(21,507)	(21,489)	18	29
Sexual Health	6,747	6,763	16	3
Smoking and Tobacco	413	395	(18)	(17)
Substance Misuse	8,456	8,476	20	14
Less Projected Ring-Fenced Public Health Grant Underspend	0	0	0	0
Total Public Health	589	589	0	0
DIRECTORATE TOTAL	236,832	241,674	4,842	4,829

Appendix 2 - Revenue Monitoring 2017-18 by Service Area Month 9

Directorate / Division	Current Budget	Forecast Outturn	Forecast Over/(Under) Spend Month 9	Forecast Over/(Under) Spend Month 8
	£000	£000	£000	£000
CORPORATE ITEMS				
Corporate and Democratic Core / Non Distributed Costs	0	0	0	0
Other Corporate Items	(4,016)	(3,069)	947	947
Corporate Financing Account	(24,725)	(24,725)	0	0
Levies	21,926	21,556	(370)	(370)
Transfer to/(from) Reserves	(10,766)	(10,766)	0	0
Specific Grants	(13,178)	(13,178)	0	0
Core Government Funding / Council Tax	(208,481)	(208,481)	0	0
No Recourse to Public Funds	408	1,208	800	800
Contingency	2,000	2,000	0	0
Total Corporate Items	(236,832)	(235,455)	1,377	1,377
GROSS TOTAL	0	6,219	6,219	6,206

Appendix 2 - Revenue Monitoring 2017-18 Month 9 by Service Area

HOUSING REVENUE ACCOUNT(HRA)				
Service Area	Current Budget	Forecast Outturn	Forecast Over/(Under) Spend Month 9	Forecast Over/(Under) Spend Month 8
	£000	£000	£000	£000
Dwelling Rents	(163,715)	(164,215)	(500)	(500)
Non Dwelling Rents	(1,335)	(1,335)	0	0
Heating Charges	(2,150)	(2,150)	0	0
Leaseholders Charges	(11,400)	(12,000)	(600)	(600)
Other Charges for Services and Facilities	(4,603)	(4,853)	(250)	(250)
PFI Credits	(22,854)	(22,854)	0	0
Interest Receivable	(500)	(500)	0	0
Contribution from General Fund	(816)	(816)	0	0
Gross Income	(207,373)	(208,723)	(1,350)	(1,350)
Repairs and Maintenance	32,044	32,044	0	0
General Management	49,460	50,160	700	700
PFI Payments	40,404	40,504	100	100
Special Services	18,268	17,818	(450)	(450)
Rents, Rates, Taxes and Other Charges	589	589	0	0
Capital Financing Costs	16,749	16,749	0	0
Depreciation	30,847	32,847	2,000	2,000
Bad Debt Provisions	750	750	0	0
Contingency	2,000	2,000	0	0
Transfer to HRA Reserves	16,262	15,262	(1,000)	(1,000)
Gross Expenditure	207,373	208,723	1,350	1,350
Net (Surplus)/Deficit	0	0	0	0

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Appendix 3: Capital Monitoring 2017-18 Month 9

	2017-18 Budget Monitoring						
	Original Budget	Budget Changes During the Year	Revised Budget	Forecast Outturn	Forecast Re-profiling (to)/from Future Years	Expenditure to Date	% Budget Spent to Date
	£m	£m	£m	£m	£m	£m	£m
CHILDREN'S SERVICES							
Moreland Primary School	0.0	0.4	0.4	0.4	0.0	0.1	40%
Dowery Street/Primary PRU	2.0	(0.6)	1.4	1.4	0.0	1.0	67%
School Condition Works	1.0	(1.0)	0.0	0.0	0.0	0.0	0%
Tufnell Park	4.4	(2.9)	1.5	1.5	0.0	0.5	33%
Highbury Grove School Expansion	1.7	(1.5)	0.2	0.2	0.0	0.1	51%
Central Foundation School Expansion	2.7	(2.7)	0.0	0.0	0.0	0.0	0%
Arts and Media School	0.1	(0.1)	0.0	0.0	0.0	0.0	0%
Newington Green Refurbishment	0.5	(0.5)	0.0	0.0	0.0	0.0	0%
City Of London Academy	2.0	(2.0)	0.0	0.0	0.0	0.0	0%
New River College	0.5	(0.2)	0.3	0.3	0.0	0.0	0%
Primary Capital Scheme	0.2	0.1	0.3	0.3	(0.0)	0.1	44%
Windows Schemes	0.0	0.0	0.0	0.0	0.0	0.0	10%
Electrical & Mechanical	0.0	1.0	1.0	1.0	0.0	0.9	89%
Libraries	0.0	0.0	0.0	0.0	(0.0)	0.0	0%
Early Years Capital	1.3	(0.2)	1.1	1.1	0.0	0.3	28%
Other	0.0	0.5	0.5	0.5	(0.1)	0.0	4%
Total Children's Services	16.4	(9.6)	6.8	6.8	(0.0)	3.1	45%
ENVIRONMENT AND REGENERATION							
Other Environment and Regeneration	0.0	0.0	0.0	0.0	(0.0)	0.0	0%
Planning and Development	2.0	0.8	2.8	2.5	(0.3)	1.7	62%
Cemetaries	1.0	0.0	1.0	1.1	0.1	1.1	105%
Disabled E&R	1.6	(1.6)	0.0	0.0	0.0	0.0	0%
Combined Heat and Power	2.1	1.2	3.3	3.3	(0.0)	1.5	46%
Energy Saving Council Buildings	0.3	0.3	0.5	0.4	(0.1)	0.1	24%
Vehicles	4.0	0.3	4.3	4.4	0.1	4.1	96%
Greenspace	1.2	1.0	2.2	2.1	(0.1)	1.0	45%
Highways	3.4	0.7	4.1	4.1	0.0	1.0	25%
Leisure	2.3	0.7	3.0	2.9	(0.1)	0.1	2%
Other Energy Efficiency	2.2	(1.5)	0.7	0.7	0.0	0.0	0%
Recycling Improvements	0.8	(0.2)	0.5	0.5	(0.0)	0.2	30%
Special Projects	0.2	0.4	0.6	0.6	0.0	0.3	51%
Traffic and Engineering	3.2	0.5	3.7	3.6	(0.1)	1.3	34%
Total Environment and Regeneration	24.3	2.6	27.0	26.5	(0.5)	12.5	46%
HOUSING AND ADULT SOCIAL SERVICES							
HOUSING							
Major Works and Improvements	33.5	0.0	33.5	30.0	(3.5)	15.6	46%
New Build	56.4	0.0	56.4	42.3	(14.1)	23.6	42%
Total Housing	89.9	0.0	89.9	72.3	(17.6)	39.1	44%
ADULT SOCIAL SERVICES							
Care Services	0.0	0.0	0.0	0.0	(0.0)	0.0	2%
Total Adult Social Services	0.0	0.0	0.0	0.0	(0.0)	0.0	2%
Total Housing and Adult Social Services	89.9	0.0	89.9	72.3	(17.6)	39.1	44%
TOTAL CAPITAL PROGRAMME	130.6	(6.9)	123.7	105.6	(18.1)	54.7	44%

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Report of: Executive Member for Economic Development

Meeting of:	Date	Ward(s)
Executive	1 st February 2018	All

Delete as appropriate		Non-exempt
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Subject: Business Rates – the determination of the Revaluation Relief awards for 2018/2019

1. Synopsis

- 1.1 The significant increases in business rates in 2017 due to the Government's national revaluation risks leaving some of Islington's businesses struggling to pay their bills. The Council, in conjunction with neighbouring local authorities and local trader's groups continues to voice strong concerns over the impact of the 2017 Revaluation.
- 1.2 The DCLG allocated funding to local authorities to provide discretionary relief to those businesses facing increases in their business rate bills following the 2017 revaluation. In the first year of the discretionary relief scheme that Islington created and named "Revaluation Relief" the Executive approved the design of the scheme and determined the value of the relief to be applied by reference to a set of discount percentages that varied with the size of the business. The scheme details can be found in Appendix A.
- 1.3 £2,434,000 has been allocated to Islington for awards paid in the 2018/19 financial year. This report seeks to determine the set of discount percentages to be applied in this second year of the scheme.
- 1.4 In the Autumn Budget 2017 government announced that the Pub Relief scheme would be extended by a further year to 2018/19. The existing guidance and terms for the current scheme will continue to apply in the same way, eligible pubs with a rateable value of below £100,000 can receive a £1,000 discount on their bill.

2. Recommendations

- 2.1 To approve the award of Revaluation Relief in 2018/2019 by applying a discount to businesses' bills that is broadly equivalent to forward capping the increases in businesses' notional 2019/20 bills (after transitional relief) to no more than
- 5% for micro businesses
 - 10% for small businesses
 - no further capping for medium sized businesses (i.e. no further relief offered for this size of business)

Note: We have already dealt with 2017/18 and 2018/19 notional bill increases with the awards we made in the first year of our Revaluation Relief scheme.

- 2.3 To authorise the Corporate Director of Resources, in consultation with the Executive Member for Economic Development, to vary the discounts and/or make individual awards of relief, if it appears that there will be unspent funds at the end of the financial year.
- 2.4 To authorise the Corporate Director of Resources, in consultation with the Executive Member for Economic Development, to adjust scheme awards proportionately or stop applications so as not to exceed the funding provided by government and to assess further awards of relief by reference to the sum that remains available.
- 2.5 To approve the award of Pub Relief of up to £1,000 to qualifying public houses in occupation of premises which have a Rateable Value of less than £100,000 for the financial year 1 April 2018 to 31 March 2019 and for every year thereafter that the government provides funding for this relief and at the level of award that any funding is provided for unless there is proper reason to reverse it, as advised by officers.

3 Background

- 3.1 The significant increases in business rates in 2017 due to the Government's national revaluation risks leaving some of Islington's businesses struggling to pay their bills. The worst hit local firms will be facing an average 42% rise in their business rates by 2020/21.
- 3.3 The DCLG has provided funding for the provision of discretionary relief to those businesses facing increases in their rates following the 2017 revaluation. Islington's allocation of the Government's funding for discretionary relief is £8.590,000, to be spent over the next 4 years with 2020/21 being the last financial year awards are made. This relief must be awarded by the Council in accordance with the Discretionary Rate Relief powers as contained within the Local Government Finance Act 1988 (as amended).
- 3.4 Islington's allocation of funding in 2017/2018 was £5,011,000. The first year's award of Revaluation Relief was distributed by applying a discount in advance that was broadly equivalent to capping the increases in rates bills due to higher rateable values (after transitional relief) to no more than
- 5% each year for micro businesses
 - 6% each year for small businesses
 - 10% each year medium sized businesses

for two consecutive years, 2017/18 and 2018/19. We had to apply this for two years

because the government would not allow us to re-profile the relief and said we would lose it unless it was paid in full.

- 3.5 In respect of 2018/2019 the government funding has more than halved to £2,434,000 whilst bills have continued to rise and there is a need to reduce the value of the awards we make accordingly. In view of this we have proposed to focus the reduced sum on smaller businesses with rateable values of £60,000 or less rather than diluting the value of the awards made by including medium size businesses with rateable values in excess of £60,000.
- 3.6 Having already forward paid Revaluation Relief to cushion the blow of the bill increases in respect of 2017/18 and 2018/19. In this second year of the scheme we are forward paying relief in respect of bill increases that will happen in 2019/20.
- 3.7 There is no statutory obligation to consult and consultation is not required as a matter of public law as a relief is being provided rather than a burden being imposed. However, we engaged with various stakeholders and representatives from the business community during and throughout the development of our Revaluation Relief scheme. Our scheme was accepted as the most appropriate by the majority of the stakeholders including the Federation of Small Business.

4 Implications

- 4.1 **Financial Implications:** The purpose of the report is to formally determine the award criteria for the second year of Revaluation Relief and to extend Pub Relief for as many years as the government provides funding for. There is no new legislation laid in order to grant the discounts. Instead, Government advised that any awards made under discretionary relief powers would be fully funded and local authorities compensated for awards made.
- 4.2 In awarding Revaluation Relief and Pub relief in accordance with the guidance (Appendices A, B & C) the Council and major preceptors will be able to be fully reimbursed through the NNDR claim process.
- 4.3 The total value of Revaluation Relief awarded by the Council cannot be greater than the £8.59M allocation available over the course of the four financial years, 2017/18 through to 2020/21. If it appears that this allocation will be exceeded, the scheme will either be closed for new applicants or the amount awarded per application will be reduced. The variance will be agreed with the Executive Member for Economic Development.
- 4.4 **Legal Implications:** The Guidance advises that the Council should award any Relief in accordance with powers for granting Discretionary Rate Relief under Section 47 of the Local Government Finance Act 1988 (as amended). Granting the relief as recommended here would be reasonable and lawful.
- 4.5 The De Minimis Regulations (1407/2013) on the provision of State Aid apply.
- 4.6 **Environmental Implications:** None
- 4.7 **Resident Impact Assessment:** The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act

2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding

- 4.8 The broad purpose of this duty is to integrate considerations of equality into day business and keep them under review in decision making, the design of policies and the delivery of services.
- 4.9 There is no cost to the local taxpayer, so no burden is created elsewhere in the borough. The reliefs proposed are designed to phase the level of support with the level of the new burden created by the external revaluation process.
- 4.10 No resident impact assessment is anticipated as a result of these proposals so a Resident Impact Assessment has not been completed. The policy supports all businesses in Islington such as companies, partnerships and sole traders and therefore is unlikely to directly impact on the protected characteristics.

5. Reason for recommendations

- 5.1 By making Revaluation Relief and Pub Relief awards the Council is reducing the financial burden for a significant number of local businesses, particularly smaller businesses. This support can be provided at no additional cost to Islington's council tax charge payers.

Appendices:

Appendix A: Islington Revaluation Relief Scheme Detail

Appendix B: Business Rates Information Letter (4/2017): Spring Budget Update

Appendix C: Business Rates Information Letter (2/2017): Spring Budget

Appendix D: Business Rates Information Letter (8/2017): Autumn Budget

Background papers: None

Final Report Clearance

Signed by



Executive Member for Economic Development

Date xx January 2018

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Appendix A: Islington Revaluation Relief Scheme Detail

Table showing the value of the funding made available

2017/18	2018/19	2019/20	2020/21
£5,011,000	£2,434,000	£1,002,000	£143,000

Note: Central government is not allowing councils to use this funding flexibly across these years and we cannot carry across unspent funding from one year to the next

- 5.1 The maximum annual Revaluation Relief expenditure will be determined by the maximum amounts funded each year by government and will be focused on micro and small businesses first, particularly those hardest hit by the revaluation.
- 5.2 The sterling (£) value of the initial support we provide will be based on the expected bill rises the business will face over the two years 2017/18 and 2018/19 but awarded wholly in advance in the first year, 2017/18. The advance payment of two years' worth of relief allows us to distribute all of the funding we've been allocated by government for year 1 to the businesses we've identified (Islington's annual allocation is shown in section 5).
- 5.3 Before the end of each financial year the Executive will re-evaluate the relief arrangements to distribute the relief allocation available in respect of the following financial year. The next financial year being 2018/19 and the relief arrangements will be reviewed annually until the relief available in respect of 2020/21 has been distributed which is the last year for which government funding is available.
- 5.4 The initial award of Revaluation Relief cushioned the impact on businesses for the first two years by applying a discount that was broadly equivalent to capping the increases in rates bills (after transitional relief) to no more than
 - 5% each year for micro businesses
 - 6% each year for small businesses
 - 10% each year medium sized businesses
- 5.5 We recognise that to focus the limited amount of funding available on smaller businesses and those with the largest rate rises, that there have to be some businesses or ratepayers which/who are excluded from obtaining Revaluation Relief. Otherwise the finite funding would be diluted to such an extent that no individual award could have a meaningful impact. These exclusions are listed in 5.8

Principles

We will:

- a. do more than the government's national transitional relief scheme and mitigate bill rises with tiered amounts based on the size of the business.

Size will be decided by reference to a business's rateable value (RV)

Three size ranges:

RV of £12k to £28k (micro);
 £28k to £60k (small) and
 £60k-£100k (medium)

- b. Calculate the value of the support by reference to the years when bills are higher.
- c. Focus support on smaller businesses first.
- d. Target support for those smaller businesses that face the steepest increases in their business rates bills.
- e. Council tax bills have risen by 5% and as with residents, we expect businesses to fund at least the first 5% of their annual bill increases.
- f. Encourage businesses to 'check, challenge and appeal' the 2017 revaluation. otherwise any relief will mask a future problem with a potential significant cliff edge effect.
- g. Only those businesses who qualified for national Transitional Relief as at April 1st 2017 and are still trading and liable for rates on the date the award is made can be in scope to qualify.
- h. Minimise bureaucracy by awarding Revaluation Relief automatically to qualifying businesses where possible.
- i. Use a transparent and fair formula which has the effect of further capping the percentage increase a business faces that does not favour one business over another.
- j. The business must have had an increase in Business Rates payable as a result of the 2017 Revaluation.
- k. We will spend all of the funding allocated by central government. The maximum annual Revaluation Relief expenditure will be determined by the maximum amounts funded each year by government.

Scheme detail

- 5.6 Our proposal is to award Revaluation Relief in 2018/2019 by applying a discount to businesses' bills that is broadly equivalent to forward capping the increases in businesses' notional 2019/20 bills (after transitional relief) to no more than
- 5% for micro businesses
 - 10% for small businesses
 - no further capping for medium sized businesses (i.e. no further relief offered for this size of business)

Revaluation Relief: Advance payments applicable in Year Two calculated by reference to 2019/20 business rates bill increases with estimated¹ costs and numbers of firms supported.

	Year Two (2018/19)		
Size	Effective Cap	Estimated Cost	No. Firms helped
Micro (£28k)	5%,	£596k	909
Small (£60k)	10%,	£2,350k	660

¹all values based on computer modelling and will be subject to recalculation and review when we receive the software to more accurately interrogate the current caseload

5.7 In accordance with our principle of allocating all of the funding identified by central government but not exceed this amount, once we have projected the final expenditure figures we will re-evaluate the effect of our capping arrangements and adjust this accordingly to distribute all of the relief Islington has been allocated.

5.8 Exclusions

1. Businesses or Ratepayers whose properties combined have a rateable value (RV) in excess of £100,000
2. Any bill amounts due to Business Improvement District and Crossrail supplements
3. Properties with an RV of less than £12,000 (as these are either already exempt or they are the satellite sites of larger business)
4. Charities and other bodies already entitled to 80% mandatory relief
5. Any property subject to another national relief (except small business rates relief and/or transitional relief)
6. Unoccupied premises
7. A new business moving in or else becoming liable for the first time after 31st March 2017
8. If after April 1st 2017 an existing property that was entitled to Revaluation Relief changes in its composition (e.g. it has been merged, split or consolidated) then no Revaluation Relief will be applied to the resulting changed property
9. Cash points, Bureau de change, payday lenders, betting shops, pawn brokers, periodic payment retailers [similar to hire purchase], amusement arcades, advertising rights, car parking space(s), radio/communications masts, garages used for storage, land or premises used for storage
10. High street chains or business with a nationwide presence

5.9 The Council can determine whether particular properties not listed in the exclusions in 5.8 are broadly similar in nature to those and, if so, to consider them ineligible for Revaluation Relief. Conversely, it can determine that properties that are not broadly similar in nature to those listed above will be eligible for Revaluation Relief.

- 5.10 Revaluation Relief will normally be awarded automatically using data and information the Council already holds in respect of a business. However, an application form will be made available to rate payers so individual claims can be made where the Council had insufficient or incorrect information about a property so that Revaluation Relief can be awarded as intended. In any event, the Council can pro-actively award without an application if it considers it to be appropriate. The decision on any award will be delegated to the Director of Financial Operations and Customer Services who in turn can delegate this to any officer in this service directorate.
- 5.11 An appeal against refusal to award on the grounds of whether a property or ratepayer meets the definition of an exclusion in 5.8 can be made to the Council within one month of the Council's notification to the rate payer of this refusal. Any appeal will be considered by the Executive Member for Economic Development within a reasonable time period of its submission. The Executive Member for Economic Development has the scope to adjust the exclusions above at any stage if, in their opinion, it would be in the public interest for them to do so and/or it is in line with the Council's previously stated objective(s) on strategic issues of importance.
- 5.12 An application for Revaluation Relief may be awarded as long as the funding is still available from the Government. For the avoidance of doubt, if a prospective award will not be funded by the Government, that award will not be made by the Council.
- 5.13 Revaluation relief will be calculated after the award of any other reliefs that apply and in the same format as other Business Rate charges and apportioned accordingly where the occupation, other reliefs or rateable value of a premises changes. Any award will be credited to the business rates account that is maintained by the Council.
- 5.14 State Aid (De Minimis Regulations) will apply when granting Revaluation Relief and ratepayers may be required to complete a declaration to establish their entitlement to this relief either at the application stage or after the award is made if it is made proactively.
- 5.15 Any award made in error, or applied for by the ratepayer or his representative fraudulently, may be recovered by the Council.
- 5.16 Awards of Revaluation Relief will be made as soon as is practicably possible following approval of the scheme by the Executive.



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20 June 2017

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Chief Finance Officers of English Billing Authorities

FOR THE ATTENTION OF THE BUSINESS RATES SECTION

Dear Chief Finance Officer

Business Rates Information Letter (4/2017): Spring Budget Update

This is the fourth business rates information letter to be issued by the Department for Communities and Local Government this year. Previous letters are available on the internet at:

<https://www.gov.uk/government/collections/business-rates-information-letters>

or for archived letters:

<http://webarchive.nationalarchives.gov.uk/20120919132719/http://www.communities.gov.uk/localgovernment/localgovernmentfinance/businessrates/busratesinformationletters/>.

- **Supporting Small Businesses**
- **New Discretionary Relief Scheme**
- **New Business Rate Relief Scheme for Pubs**

Supporting Small Businesses

At the Spring Budget, the Chancellor announced that a scheme of relief would be made available to those ratepayers facing large increases as a result of the loss of small business or rural rate relief. Initial terms for this scheme were published with the BRIL (2/2017) on 9 March 2017.

The transitional relief scheme does not provide support in respect of changes in reliefs. Therefore, those ratepayers who are losing some or all of their small business or rural rate relief may be facing very large percentage increases in bills from 1 April 2017.

On the 16 May a letter was sent to Chief Finance Officers, it included as an annex final guidance on the scheme to authorities about the operation and delivery of this policy for more complex cases. It includes full technical guidance to identify all eligible ratepayers for the duration of the scheme. For completeness, this guidance is attached at **Annex A**.

Local authorities are expected to have begun implementing this scheme for simple cases with the initial terms published on 9 March 2017, with a full rollout to all cases with the attached final terms.

Discretionary Relief Scheme

At the Spring Budget, the Government announced the establishment of a £300m discretionary fund over four years from 2017/18 to support businesses in their area. The £300m will cover the four years from 2017/18:

- £175m in 2017/18
- £85m in 2018/19
- £35m in 2019/20
- £5m in 2020/21

DCLG published a consultation of the design of the scheme and draft allocations to billing authorities on 9 March. Allocations were confirmed on 21 April in accordance with those draft allocations published as part of the consultation. On the 28 April the accompanying Grant Determination was also circulated to Chief Finance Officers. The allocations can be found at:

<https://www.gov.uk/government/consultations/discretionary-business-rates-relief-scheme>

The Government is grateful for all responses to the consultation, which ran until 7 April. Billing authorities have already begun developing their own discretionary schemes to deliver targeted support to the most hard-pressed ratepayers. For avoidance of doubt, the design and administration of schemes is for authorities to decide and does not necessarily need to follow the distribution methodology used in the consultation to determine allocations.

Support for Pubs

At the Spring Budget, the Government also announced a new relief scheme for pubs that have a rateable value of below £100,000. Under the scheme, eligible pubs will receive a £1000 discount on their bill. The relief will have effect for 2017/18.

DCLG has worked with key industry stakeholders to determine the operation of the relief scheme for pubs. Many authorities have already begun the work to identify eligible pubs in their area and final guidance on the design and delivery of the scheme is attached at **Annex B**.

Administration of New Reliefs

Billing authorities are expected to deliver the scheme through the use of their discretionary relief powers under section 47 of the Local Government Finance Act 1988, as amended. Billing authorities will be compensated through a Section 31 grant for the cost to the authority of granting the relief – up to a maximum amount based on the authority's allocation of the £300m fund. The grants will be made quarterly in arrears for the duration of the scheme.

We expect billing authorities to have communicated with ratepayers on the confirmed terms of the new schemes for relief covered by the BRIL (2/2017) and this BRIL (4/2017), including anticipated timescale for rebilling where necessary.

New Burdens

DCLG recognises that implementing these schemes places additional burdens on billing authorities. In accordance with the New Burdens doctrine, the Department has conducted an assessment of the expected reasonable additional costs of new software and staffing/administration around rebilling affected ratepayers.

Full details of this funding will be published shortly so we encourage local authorities to continue to progress with this in mind.

Progress Review

We are conducting a short, progress update survey for local authorities to update us on their work to date. We would be grateful for responses from local authorities by Friday 30 June 2017. The survey can be found at: www.surveymonkey.co.uk/r/DCLG_Budget_2017

In addition to this, the Department will undertake a wider data collection exercise to review the implementation of the schemes once underway. The Department will continue to liaise with local government stakeholders as to the form this will take and will confirm with local authorities in due course.

Supporting Small Businesses: Annex A

About this Guidance

1. This guidance is intended to support local authorities in administering the scheme of relief for properties losing some or all of their Small Businesses Rate Relief or Rural Rate Relief as a result of the 2017 Revaluation – known as “Supporting Small Business” relief. This Guidance applies to England only.
2. This guidance sets out the criteria which central government will use to determine funding relief for properties eligible for Supporting Small Businesses relief. The Guidance does not replace existing legislation on any other relief.
3. Enquiries on this measure should be addressed to:
ndr@communities.gsi.gov.uk

Introduction

4. For 2016/17, eligible ratepayers¹ with a rateable value less than or equal to £6,000 are entitled to 100% small business rate relief. Those with a rateable value of between £6,000 and £12,000 enjoy tapered relief from 100% to 0%. Following the measures in the 2016 Budget, we are increasing these thresholds from 1 April 2017 to £12,000 for the 100% relief and £15,000 for the tapered relief. This ensures that most ratepayers currently entitled to small business rate relief will pay less or nothing following the revaluation. However, some ratepayers that are facing large increases in their rateable value will lose some or all of their small business rate relief.
5. For 2016/17 the sole post office, general store, pub or petrol station in rural settlements are (subject to rateable value thresholds) entitled to 50% rate relief. This is increasing to 100% relief from 1 April 2017. However, some ratepayers currently eligible for rural rate relief may lose that entitlement if their rateable value increases above the threshold due to the revaluation.
6. The transitional relief scheme does not provide support in respect of changes in reliefs. Therefore, those ratepayers who are losing some or all of their small business or rural rate relief may be facing large percentage increases in bills from 1 April 2017.
7. In the Spring Budget the Chancellor announced that a new scheme of relief would be made available to those ratepayers facing large increases as a result of the loss of small business or rural rate relief due to the revaluation. This document provides guidance to authorities about the operation and delivery of this policy.

¹ Businesses with more than one property are only eligible for small business rate relief if their additional property or properties all have rateable values of under £2,600, and the total rateable value of all their properties are below £18,000 (£25,500 in London).

How will the relief be provided?

8. The government is not changing the legislation around transitional relief². Instead the government will, in line with the eligibility criteria for the Supporting Small Businesses scheme, reimburse billing authorities that use their discretionary relief powers, under section 47 of the Local Government Finance Act 1988, as amended³, to grant relief. Central government will fully reimburse local authorities for the local share of the Supporting Small Businesses relief (using a grant under section 31 of the Local Government Act 2003). In view of the fact that such expenditure will be reimbursed, the government expects billing authorities to grant Supporting Small Businesses relief to all qualifying ratepayers.
9. Central government will reimburse billing authorities and those major precepting authorities within the rates retention system for the actual cost to them under the rates retention scheme of the relief that falls within the definitions in this guidance. DCLG will also undertake a New Burdens assessment of the IT and administrative costs in local government associated with the Supporting Small Businesses scheme.

² The Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265

³ Section 47 was amended by the Localism Act 2011

Who is eligible for the relief and how much relief will be available?

10. This section describes in principle the Supporting Small Business Scheme. Local authorities should use the detailed guidance at section 2 to determine eligibility and calculate bills. The Supporting Small Businesses relief will help those ratepayers who as a result of the change in their rateable value at the revaluation are losing some or all of their small business or rural rate relief and, as a result, are facing large increases in their bills.
11. To support these ratepayers, the Supporting Small Businesses relief will ensure that the increase per year in the bills⁴ of these ratepayers is limited to the greater of:
 - a. a percentage increase p.a. of 5%, 7.5%, 10%, 15% and 15% 2017/18 to 2021/22 all plus inflation. Unlike the transitional relief scheme, for the first year of the scheme the percentage increase is taken against the bill for 31 March 2017 after small business rate relief or rural rate relief , or
 - b. a cash value of £600 per year (£50 per month). This cash minimum increase ensures that those ratepayers paying nothing or very small amounts in 2016/17 after small business rate relief are brought into paying something.
12. In the first year of the scheme, this means all ratepayers losing some or all of their small business rate relief or rural rate relief will see the increase in their bill capped at £600. The cash minimum increase is £600 per year thereafter. This means that ratepayers who are currently paying nothing under small business rate relief and are losing all of their entitlement to relief (i.e. moving from £6,000 rateable value or less to more than £15,000) would under this scheme be paying £3,000 in year 5.
13. Those on the Supporting Small Businesses relief scheme whose 2017 rateable values are £51,000 or more will not be liable to pay the supplement (1.3p) to fund small business rate relief while they are eligible for the Supporting Small Businesses relief scheme.
14. Ratepayers remain in the Supporting Small Businesses relief scheme for either 5 years or until they reach the bill they would have paid without the scheme⁵. A change of ratepayers will not affect eligibility for the Supporting Small Businesses relief scheme but eligibility will be lost if the property falls vacant or becomes occupied by a charity or Community Amateur Sports Club.

⁴ Prior to the Business Rates Supplement (2p for properties in London with a rateable value of more than £70,000) and City of London multiplier (which is 0.5p higher for all properties in London). The level of these supplements are unchanged at the revaluation but changes in the amounts paid through the supplements are outside the transitional relief scheme and the Supporting Small Businesses scheme.

⁵ This will be the bill in the main transitional relief scheme.

15. There is no 2nd property test for eligibility for the Supporting Small Businesses relief scheme. However, those ratepayers who during 2016/17 lost entitlement to small business rate relief because they failed the 2nd property test but have, under the rules for small business rate relief, been given a 12 month period of grace before their relief ended can continue on the scheme for the remainder of their 12 month period of grace.
16. Guidance on eligibility and the value of the Supporting Small Businesses relief is at Section 2.

Recalculations of relief

17. As with all reliefs, the amount of relief awarded under the Supporting Small Businesses relief scheme should be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or the hereditament. This change of circumstances could arise during the year in question or during a later year.
18. The Non-Domestic Rating (Discretionary Relief) Regulations 1989 (S.I. 1989/1059)⁶ require authorities to provide ratepayers with at least one year's notice in writing before any decision to revoke or vary a decision so as to increase the amount the ratepayer has to pay takes effect. Such a revocation or variation of a decision can only take effect at the end of a financial year. But within these regulations, local authorities may still make decisions which are conditional upon eligibility criteria or rules for calculating relief which allow the amount of relief to be amended within the year to reflect changing circumstances.
19. Therefore, when making an award for Supporting Small Businesses relief, local authorities should ensure in the conditions of the award that the relief can be recalculated in the event of a change to the rating list for the property concerned (retrospective or otherwise). This is so that the relief can be recalculated if the rateable value changes.

⁶ The Non-Domestic Rating (Discretionary Relief) Regulations 1989 No. 1059.

State Aid

20. State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. However the Supporting Small Businesses relief scheme will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013)⁷.
21. The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a rolling three year period (consisting of the current financial year and the two previous financial years). Local authorities should familiarise themselves with the terms of this State Aid exemption, in particular the types of undertaking that are excluded from receiving De Minimis aid (Article 1), the relevant definition of undertaking (Article 2(2)⁸) and the requirement to convert the aid into Euros⁹. They should ensure each business has not exceeded its threshold through all sources of state funding¹⁰.
22. To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation). Where local authorities have further questions about De Minimis or other aspects of State Aid law, they should seek advice from their legal department in the first instance¹¹.

⁷ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>

⁸ The 'New SME Definition user guide and model declaration' provides further guidance:

http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

⁹ http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

¹⁰ Article 3(2) of the De Minimis Regulation

¹¹ Detailed State Aid guidance can also be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/15277/National_State_Aid_Law_Requirements.pdf

Other Reliefs

23. Hereditaments eligible for charity or Community Amateur Sports Club relief or hereditaments which are unoccupied are not eligible for Supporting Small Businesses Relief. And, for the avoidance of doubt, small business rate relief or rural rate relief should not be applied to further reduce the bill found under Supporting Small Business relief (to avoid the double counting of relief – see the detailed rules in section 2). For example,
- a ratepayer eligible for Small Business Rate Relief whose rateable value has increased from £3,000 (paying £0 in 2016/17) to £14,000 would be paying the following in 2017/18 before Supporting Small Businesses relief:
 - Bill before reliefs: £6,524,
 - Bill after transitional relief: £1,555
 - Bill after Small Business Rate Relief (@1/3) £1.037.
 - After Supporting Small Business Relief the bill for 2017/18 would be reduced to £600. No further Small Business Rate Relief should be applied to the £600 bill.
24. The same principle applies to properties for which a Section 44A certificate has been granted (apportionment of rateable values for partly occupied properties). The presence of a section 44A certificate should not further reduce the bill found under the Supporting Small Business scheme.
25. All other discretionary reliefs, including those funded by section 31 grants, should be considered after the application of Supporting Small Businesses relief. Following discussions with local government stakeholders and their software providers, the expectation is that Supporting Small Businesses relief will be shown on the bill as an adjustment to the chargeable amount after any transitional relief – i.e. it will appear as a deduction.

Compensation Arrangements

26. Central government will reimburse billing authorities and those major precepting authorities for the actual cost to them under the rates retention scheme of the Supporting Small Businesses relief. Local authorities will be asked to provide an estimate of their likely total cost for providing the relief in a one off estimate for 2017/18. Central government will then provide payments to local authorities for their share of the cost of the estimated relief for 2017/18. The final cost to local authorities will be calculated and reconciled following the NNDR3 for 2017/18.
27. Guidance for local authorities on how to calculate the value of the section 31 grant will be included in the guidance notes for completing the National Non-Domestic Returns (NNDRs). However, in line with the New Burden's principle, section 31 compensation will be calculated having regard to the additional costs on local government of awarding the relief (before any other section 47 reliefs). Therefore, the section 31 grant for Supporting Small Businesses should be calculated by:
 - a. taking the chargeable amount which would have applied for the hereditament after the transitional arrangements and other mandatory reliefs but before discretionary reliefs,

and deducting
 - b. the chargeable amount found under the Supporting Small Business scheme before other discretionary reliefs.
28. The same principle will apply for calculation Transitional Protection Payments (TPPs) for the purposes of non-domestic rating income in the rates retention scheme. TPPs on NNDR1s and NNDR3s will be calculating ignoring the Supporting Small Businesses scheme.

Section 2: Detailed guidance for operation of the Supporting Small Businesses (SSB) scheme

Day 1 Eligibility for the Scheme

29. For 1 April 2017, the supporting small businesses (SSB) relief scheme applies to hereditaments for which¹²:
- a. the chargeable amount for 31 March 2017 is calculated in accordance with section 43(4B) or (6B),
 - b. in relation to 43(4B) the value of E for 31 March 2017 is greater than 1,
 - c. the chargeable amount for 1 April 2017 is found in accordance with section 43(4), 43(4B), 43(6A) or where regulations 12(3), 12(7) or 12(9) of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265 applies, and
 - d. the chargeable amount for 1 April 2017 is more than (£600/365) higher than the chargeable amount for 31 March 2017.
30. Where for 31 March 2017 the chargeable amount has been found under section 47, then eligibility for SSB should be determined as if section 47 did not apply.
31. Where the hereditament is shown in a local list for the area of a special authority (i.e. the City of London), then eligibility for SSB should be determined as if the special authority's small business non-domestic rating multiplier was 48.4p for 2016/17 and 46.6p for 2017/18.

Continued eligibility for the scheme after 1 April 2017

32. After 1 April 2017, the Supporting Small Businesses (SSB) scheme will cease to apply where:
- a. the chargeable amount for a day found under the SSB scheme is the same as or more than the chargeable amount found in the absence of the SSB scheme. This ensures that where, for example, the minimum increase in the chargeable amount in the SSB scheme would take the bill above the level it would otherwise have been then the hereditament will drop out of the SSB scheme. It also ensures that where, for example, with effect from after 1/4/17, the hereditament becomes eligible for 100% Small Business Rate Relief then they also fall out of the SSB scheme,
 - b. the chargeable amount for a day would otherwise fall to be found by section 43(5) or where paragraph 12(5) or sub-paragraphs 2(4), 3(4), 4(4), 5(4) of Schedule 2 of the Non-Domestic Rating (Chargeable

¹² unless otherwise stated, references are to the Local Government Finance Act 1988

Amounts) (England) Regulations 2016 No. 1265 applies (charities or registered community amateur sports clubs), or

c. the hereditament for a day is unoccupied.

33. Furthermore, where the ratepayer during 2016/17 lost entitlement to small business rate relief because they failed the 2nd property test but have, under the rules for small business rate relief, been given a 12 month period of grace before their relief ended (and therefore was still entitled to small business rate relief on 31 March 2017), then eligibility for the SSB scheme will cease at the end of that 12 months period of grace.

34. Hereditaments which cease to be entitled to Supporting Small Businesses for a day cannot return to eligibility if their circumstances change from a later day. For example, if a property falls unoccupied it will not then be eligible for Supporting Small Businesses relief if it subsequently becomes occupied again.

Chargeable Amount under the Supporting Small Businesses Scheme

35. Where the Supporting Small Businesses scheme applies then DCLG will fund local authorities to apply a chargeable amount under section 47 of the 1988 Act for the period 1 April 2017 to 31 March 2022 found in accordance with the rules in [Part 1 to Part 3 of] the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265 subject to the following changes:

a. BL for 2017/18 is the chargeable amount for 31 March 2017 x 365 (on the assumption that section 47 did not apply for 31 March 2017 and on the assumption in the City of London that the special authority's small business non-domestic rating multiplier was 48.4p for 2016/17). This ensures the starting base liability for hereditaments eligible for SSB include the SBRR or rural rate relief for 31 March,

b. Where a certificate has been issued under regulations 17 or 18 then BL for 2017/18 should be found in line with a) above but on the assumption that the rateable value in the rating list was the rateable values as certified,

c. References to "(BL x AF)" are to "(BL x AF) or (BL + 600) whichever is the greater". This ensures the bill increase is the greater or £600 or the increase under the caps in the transitional relief scheme,

d. AF is found in accordance with regulation 10(6) irrespective of the rateable value of the hereditament for 1 April 2017. This ensures only the cap on increases for small properties is applied in the SSB scheme irrespective of the actual rateable value of the hereditament,

- e. regulation 12(6)(b) is omitted. This ensures SBRR is not also applied to the capped bill in the SSB scheme. This avoids double counting of relief as illustrated at paragraph 23 above,
 - f. the reference to “2” in regulation 12(8) is “1”. This ensures rural rate relief is not also applied to the capped bill in the SSB scheme. This avoids double counting of relief,
 - g. “U” is taken to have a value of 0 throughout. This ensures that any hereditament whose rateable value is £51,000 or more does not have to pay the 1.3p supplement whilst eligible for SSB relief,
 - h. for a year (the year concerned) other than 2017/18, BL is $(BL \times AF)$ or $(BL + 600)$ from the year immediately the year concerned whichever is the greater.
36. No change is made to the meaning of NCA. However, as discussed above, eligibility for Supporting Small Businesses relief ceases when the chargeable amount for a day found under the Supporting Small Businesses scheme is the same as or more than the chargeable amount found outside the scheme.
37. Regulation 6 (special authorities) will apply as normal under the Supporting Small Businesses scheme. This ensures ratepayers in the City of London continue to pay any additional amount attributable to the City multiplier.
38. For the avoidance of doubt, the rules for changes in rateable value with effect from after 1 April 2017 (regulation 13) will continue to apply as normal subject to the amendments in paragraph 35 above. This ensures that, for example, later increases in rateable value are paid in full in the normal way¹³.

Splits and mergers

39. The SSB scheme will apply to hereditaments:

- a. coming into existence because of the circumstances described in paragraph 1 of Schedule 2 of Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265,
- b. where one of the hereditaments from which the new hereditament was formed in whole or in part was for the day immediately before the creation day eligible for the SSB scheme, and
- c. the circumstances described at paragraph 32 above do not apply for the creation day in respect of the hereditament.

40. After the creation day, the SSB scheme will cease to apply in the circumstances described in paragraph 32 above.

41. The number of hereditaments eligible for SSB which then split or merge is likely to be very small and devising rules in particular for mergers with

¹³ based on the small business non-domestic multiplier. This is because U is taken to have a value of 0 throughout.

properties outside of the SSB scheme would be complex. Therefore, in discussions with local authority stakeholders, DCLG has concluded it would be disproportionate to devise detailed rules to prescribe the chargeable amounts in the various circumstances which could arise from a split or a merger.

42. Instead, for hereditaments meeting the criteria in paragraph 39 and 40 above, DCLG will fund local authorities to apply a chargeable amount under section 47 of the 1988 Act found in accordance with the following principle:

- a. that the protection offered by the SSB scheme (that the bill will not rise by the greater of £600 p.a. or the transitional relief caps) will continue to apply in principle to that part of the newly created hereditament which was immediately before the creation day in the SSB scheme, and
- b. that increases (or reductions) in overall rateable value arising from the split or merger are not subject to the protection of the SSB scheme.

43. For simple splits of hereditaments previously eligible for SSB, authorities may wish to simply apportion the chargeable amount in the SSB scheme for the hereditament before the split in line with the change in rateable value from the split (i.e. in line with the principle in Schedule 2 of Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265).

44. For mergers and reorganisations, authorities will have to estimate the degree to which, in line with the principle of the SSB scheme, that part of the hereditament which was formerly eligible for SSB should continue to receive support under the SSB scheme. DCLG does not expect authorities to seek any formal apportionments of the rateable value for this purpose.

Support for Pubs Guidance: Annex B

1. About this guidance

- 1.1 This guidance is intended to support local authorities in administering the “Pubs Relief Scheme” announced in the Budget on 8 March 2017. This guidance applies to England only.
- 1.2 This guidance sets out the detailed criteria, which local Government will use to provide funding relief for pubs. This guidance does not replace existing legislation or any other relief.
- 1.3 Enquiries on this measure should be addressed to:
ndr@communities.gsi.gov.uk

2. Introduction

- 2.1 The Government recognises the important role that pubs play in urban and rural communities across the country. At Spring Budget 2017, the Chancellor announced a £1,000 business rate discount for public houses with a rateable value of up to £100,000 for one year from 1 April 2017. This was part of a wider £435m package to support businesses – including pubs - facing significant increases in rate bills following the business rates revaluation. This included £110m of support for small businesses losing small business rates relief (SBRR) or rural rate relief (RRR) and providing local authorities with funding to support £300 million of discretionary relief.
- 2.2 This document provides guidance on the pubs relief scheme. It sets out how the scheme should operate and the eligibility criteria that should apply.
- 2.3 The Government expects local billing authorities to use their discretionary relief powers under section 47 of the Local Government Finance Act 1988 to grant relief to all qualifying ratepayers. We will reimburse local authorities using grants under section 31 of the Local Government Act 2003, provided they have acted in accordance with guidance. No new legislation will be required to deliver the scheme. Sections below explain how the scheme will operate, the level of funding available, and the means of compensation.
- 2.4 The guidance will be of interest to local authorities, operators of pubs and similar businesses, and their representative bodies.

3. Eligibility criteria - which properties should benefit

- 3.1 This section describes in principle the Pubs Relief Scheme. Local authorities should use this section to determine eligibility for the relief. The scheme will be available to eligible occupied properties with a rateable value of less than £100,000. The majority of pubs are independently owned or managed and will not be part of chains. Where pubs are part of a chain, relief will be available for each eligible property in the chain, subject to meeting State Aid requirements (see section 5 of this guidance).
- 3.2 There is no definitive description of a traditional pub or public house in law which could be readily used by local authorities to determine eligibility. The objective has been to adopt an approach that makes the design and eligibility of the scheme easy to implement by local authorities in a clear and consistent way, is widely accepted by the industry and which is consistent with the Government's policy intention as set out in this section.
- 3.3 The Government's policy intention is that eligible pubs should:
- be open to the general public
 - allow free entry other than when occasional entertainment is provided
 - allow drinking without requiring food to be consumed
 - permit drinks to be purchased at a bar.

For these purposes, it should exclude:

- restaurants
- cafes
- nightclubs
- hotels
- snack bars
- guesthouses
- boarding houses
- sporting venues
- music venues
- festival sites
- theatres
- museums
- exhibition halls
- cinemas

- concert halls
- casinos

- 3.4 The proposed exclusions in the list at para 3.3 is not intended to be exhaustive and it will be for the local authority to determine those cases where eligibility is unclear. We believe that billing authorities will already have a good understanding of the licensed premises in their areas and will be able to readily form a view on eligibility in the majority of cases. We expect local authorities to design the implementation of the scheme with regard to their business rates base and existing collection practices.
- 3.5 Where eligibility is unclear authorities should also consider broader factors in their considerations – i.e., in meeting the stated intent of policy that it demonstrates the characteristics that would lead it to be classified as a pub, for example being owned and operated by a brewery. Additionally, local authorities may also wish to consider other methods of classification, such as the planning system and the use classes order to help them decide whether a property is a pub or not. However, permission for a particular use class will not necessarily mean that the property meets the definition of a pub.

4. How much relief will be available?

- 4.1 The total amount of Government-funded relief available for 2017/18 under this scheme is up to £1,000 for each eligible property. There is no relief available under this scheme for properties with a rateable value of £100,000 or more. Eligibility for the relief and the relief itself will be assessed and calculated on a daily basis.
- 4.2 In addition to the pub scheme set out in this guidance, the Chancellor announced in the Spring Budget that £110 million will be available to assist ratepayers losing small business rates relief or rural rate relief as a result of revaluation. On top of this, the Government is also making available a separate £300 million discretionary relief fund over the next four years to enable local authorities to help individual businesses that are facing increased rates bills. Both of these schemes may also be available to pubs.

5. Compensation arrangements

- 5.1 Government will reimburse billing authorities and those major precepting authorities for the actual cost to them under the rates retention scheme of the relief that falls within the adopted criteria for pubs relief. Local authorities will be asked to provide an estimate of their likely total cost for providing the relief in a one off estimate for 2017/18. The Government will then provide payments to local authorities for their share (under the rates retention scheme) of the cost of the estimated relief for 2017/18. The final cost to local authorities will be calculated and reconciled following the NNDR3 for 2017/18.

State Aid

- 5.2 State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. However the support for ratepayers will be State Aid compliant where it is provided in accordance with the *de minimis* regulations (EC 1407/2013)¹⁴.
- 5.3 The *de minimis* regulations allow an undertaking to receive up to €200,000 of 'de minimis' aid over a rolling three year period (consisting of the current financial year and the two previous financial years). Local authorities should familiarise themselves with the terms of this State Aid exemption, in particular the types of undertaking that are excluded from receiving *de minimis* aid (Article 1), the relevant definition of undertaking (Article 2(2)¹⁵) and the requirement to convert the aid into Euros¹⁶.
- 5.4 It is necessary for the local authority to establish that the awarding of aid will not result in the undertaking having received more than €200,000 of *de minimis* aid. Note that the threshold only relates to aid provided under the *de minimis* regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the *de minimis* calculation). Where local authorities have further questions about the *de minimis* regulations or other aspects of State Aid law, they should seek advice from their legal department in the first instance¹⁷.

¹⁴ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>

¹⁵ The 'New SME Definition user guide and model declaration' provides further guidance: http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

¹⁶ http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

¹⁷ Detailed State Aid guidance can also be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/15277/National_State_Aid_Law_Requirements.pdf

- 5.5 Pubs are within the scope of State Aid law as companies within the hospitality sector can and do set up business in other Member States as they trade on a market. Linked enterprises are considered as one single undertaking for the application of the *de minimis* rule, therefore can receive €200,000 *de minimis* aid (including that outside of business rates relief) over three years.

Discretionary Relief in Enterprise Zones?

- 5.6 Where an eligible property is also eligible for Enterprise Zone relief, then Enterprise Zone relief should be granted and this will be funded under the rates retention scheme by a deduction from the central share. Local authorities should not provide pub relief to properties which would otherwise qualify for Enterprise Zone Government funded relief.

Other Discretionary Reliefs reimbursed by s.31 grants

- 5.7 Similarly, if a property is eligible for relief under other schemes for which s.31 grant is payable – for example, “new empty property” relief, or the Supporting Small Business Scheme– authorities should first award relief under those schemes and claim s.31 grant funding in the normal way. Only having awarded relief under those schemes, should they then award additional relief in accordance with the Pubs Relief Scheme.
- 5.8 DCLG does not prescribe whether Scheme 2 (Discretionary Relief) is calculated before or after Scheme 3 (Support for Pubs). However, DCLG understands that authorities and software companies will follow the practice of taking the Discretionary Relief before the Pubs Relief.

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Department for
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9 March 2017

Email: ndr@communities.gov.uk

Chief Finance Officers of English Billing Authorities

FOR THE ATTENTION OF THE BUSINESS RATES SECTION

Dear Chief Finance Officer

Business Rates Information Letter (2/2017): Spring Budget

This is the second business rates information letter to be issued by the Department for Communities and Local Government this year. Previous letters are available on the internet at:

<https://www.gov.uk/government/collections/business-rates-information-letters>

or for archived letters:

<http://webarchive.nationalarchives.gov.uk/20120919132719/http://www.communities.gov.uk/localgovernment/localgovernmentfinance/businessrates/busratesinformationletters/>.

- **Supporting Small Businesses**
- **New Discretionary Relief Scheme**
- **New Business Rate Relief Scheme for Pubs**

Supporting Small Businesses

In the Spring Budget the Chancellor announced that a scheme of relief would be made available to those ratepayers facing large increases as a result of the loss of small business or rural rate relief.

The transitional relief scheme does not provide support in respect of changes in reliefs. Therefore, those ratepayers who are losing some or all of their small business or rural rate relief may be facing very large percentage increases in bills from 1 April 2017.

The supporting small businesses relief will help those ratepayers who as a result of the change in their rateable value at the revaluation are losing some or all of their small business or rural rate relief and, as a result, are facing large increases in their bills. To support these ratepayers, the supporting small businesses relief will ensure that the increase per year in the bills¹ of these ratepayers is limited to the greater of:

- a cash value of £600 per year (£50 per month). This cash minimum increase ensures that those ratepayers currently paying nothing or very small amounts are brought into paying something, or
- the matching cap on increases for small properties in the transitional relief scheme².

The note at **Annex A** provides initial guidance to authorities about the operation and delivery of this policy. It is concerned with simple cases in 2017/18 only, allowing local authorities to quickly start the process of identifying those who stand to benefit. The number of ratepayers affected in each local authority is likely to be small and authorities are encouraged to inform the ratepayers affected that relief will be forthcoming.

Formal guidance on the operation of the scheme including more complex cases and future years will follow.

Discretionary Relief Scheme

At the Spring Budget the Government announced the establishment of a £300m discretionary fund over four years from 2017-18 to support those businesses that face the steepest increases in their business rates bills as a result of the 2017 revaluation.

The intention is that every billing authority in England will be provided with a share of the £300m to support their local businesses. Billing authorities will be expected to use their share of the funding to develop their own discretionary relief schemes to deliver targeted support to the most hard-pressed ratepayers. The £300m will cover the four years from 2017/18:

- £175m in 2017/18
- £85m in 2018/19
- £35m in 2019/20
- £5m in 2020/21

¹ Prior to the Business Rates Supplement (2p for properties in London with a rateable value of more than £70,000) and City of London multiplier (which is 0.5p higher for all properties in London). The level of these supplements are unchanged at the revaluation but changes in the amounts paid through the supplements are outside the transitional relief scheme.

² 5%, 7.5%, 10%, 15% and 15% 2017/18 to 2021/22 all plus inflation.

The Government expects that billing authorities will deliver the scheme through the use of their discretionary relief powers under section 47 of the Local Government Finance Act 1988, as amended. Billing authorities will be compensated through a Section 31 grant for the cost to the authority of granting the relief – up to a maximum amount based on the authority's allocation of the £300m fund. No new legislation will be required to deliver the scheme.

DCLG published a consultation on the design of the discretionary relief on 9 March, seeking views on the allocation of the fund, arrangements for compensation for local authorities, and the operation of local schemes:

<https://www.gov.uk/government/consultations/discretionary-business-rates-relief-scheme>

Support for Pubs

The Government has also announced a new relief scheme for pubs that have a rateable value of below £100,000. Under the scheme, eligible pubs will receive a £1000 discount on their bill. DCLG plans to publish a consultation on the operation of the relief scheme for pubs shortly. The relief will have effect for 2017/18.

Local authorities will be expected to use their discretionary relief powers (under section 47 of the Local Government Finance Act 1988, as amended) to grant this new relief for pubs in line with the relevant eligibility criteria. They will be compensated for the cost of granting the relief through a Section 31 grant from Government. No new legislation will be required to deliver the scheme.

Administration and Communication of New Reliefs

We expect billing authorities to have in place clear and swift arrangements for communicating with ratepayers both on the confirmed and likely terms of the new schemes for relief covered by this BRIL, as well as on the anticipated timescale for billing or re-billing, where applicable. This should include but not be limited to having sufficient capacity in place to deal with enquiries from ratepayers in a timely fashion, and well as directing ratepayers to appropriate online resources in any communications.

DCLG will work with local government to implement the new reliefs as quickly as possible. ***As part of this, we would be grateful if billing authorities could provide the following key information on local arrangements to implement the schemes:***

1. What initial estimates you have made of the number of ratepayers that will be eligible for the small business scheme and pubs scheme in your area

2. Whether your authority has already issued 2017/18 bills (and will therefore be re-issuing bills as necessary)
3. When you intend to issue amended bills, if applicable

Please send responses to NDR@communities.gsi.gov.uk by 20 March 2017.

Government Response on Check, Challenge, Appeal

The government has now published the summary of responses and government response to the consultation on the statutory implementation of the reforms to business rate appeals. The response confirms the government's plan to introduce the new 'check, challenge, appeal' framework from April 2017:

<https://www.gov.uk/government/consultations/reforming-business-rates-appeals-draft-regulations>

Annex A

Initial Guidance on Supporting Small Businesses Relief

Introduction

1. For 2016/17, eligible ratepayers³ with a rateable value less than or equal to £6,000 are entitled to 100% small business rate relief. Those with a rateable value of between £6,000 and £12,000 enjoy tapered relief from 100% to 0%. Following the measures in the 2016 Budget, we are increasing these thresholds from 1 April 2017 to £12,000 for the 100% relief and £15,000 for the tapered relief. This ensures that most ratepayers currently entitled to small business rate relief will pay less or nothing following the revaluation. However, some ratepayers that are facing large increases in their rateable value will lose some or all of their small business rate relief.
2. For 2016/17 the sole post office, general store, pub or petrol station in rural settlements are (subject to rateable value thresholds) entitled to 50% rate relief. This is increasing to 100% relief from 1 April 2017. However, some ratepayers currently eligible for rural rate relief may lose that entitlement if their rateable value increases above the threshold due to the revaluation.
3. The transitional relief scheme does not provide support in respect of changes in reliefs. Therefore, those ratepayers who are losing some or all of their small business or rural rate relief may be facing very large percentage increases in bills from 1 April 2017.
4. In the Spring Budget the Chancellor announced that a new scheme of relief would be made available to those ratepayers facing large increases as a result of the loss of small business or rural rate relief.
5. This note provides initial guidance to authorities about the operation and delivery of this policy. It is concerned with simple cases in 2017/18 only allowing local authorities to quickly start the process of identifying those who stand to benefit. The number of ratepayers affected in each local authority is likely to be small and authorities are encouraged to inform the ratepayers affected that relief will be forthcoming.
6. Formal guidance on the operation of the scheme including more complex cases and future years will follow. The government recognises it will take time to implement this measure and will require software changes. The government will work with local government to implement this measure and undertake a new burdens' assessment of the associated additional costs.

³ Businesses with more than one property are only eligible for small business rate relief if their additional property or properties all have rateable values of under £2,600, and the total rateable value of all their properties are below £18,000 (£25,500 in London).

How the relief will be provided?

7. The government is not changing the legislation around transitional relief⁴. Instead the government will, in line with the eligibility criteria for the scheme, reimburse billing authorities that use their discretionary relief powers, under section 47 of the Local Government Finance Act 1988, as amended⁵, to grant relief. Central government will fully reimburse local authorities for the local share of the additional transitional relief (using a grant under section 31 of the Local Government Act 2003). In view of the fact that such expenditure can be reimbursed, the government expects billing authorities to grant supporting small businesses relief to qualifying ratepayers.
8. Central government will reimburse billing authorities and those major precepting authorities within the rates retention system for the actual cost to them under the rates retention scheme of the relief that falls within the definitions in this guidance.

Who is eligible for the relief and how much relief will be available?

9. The supporting small businesses relief will help those ratepayers who as a result of the change in their rateable value at the revaluation are losing some or all of their small business or rural rate relief and, as a result, are facing large increases in their bills.
10. To support these ratepayers, the supporting small businesses relief will ensure that the increase per year in the bills⁶ of these ratepayers is limited to the greater of:
 - a. a cash value of £600 per year (£50 per month). This cash minimum increase ensures that those ratepayers currently paying nothing or very small amounts are brought into paying something, or
 - b. the matching cap on increases for small properties in the transitional relief scheme⁷.
11. In the first 2 years of the scheme, this means all ratepayers losing some or all of their small business rate relief or rural rate relief will see the increase in their bill capped at £600. The cash minimum increase will continue to stay flat in each year. This means that ratepayers who are currently paying nothing under small business rate relief and are losing all of their entitlement to relief (i.e. moving from £6,000 rateable value or less to more than £15,000) would under this scheme be paying £3,000 by year 5.

⁴ The Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265

⁵ Section 47 was amended by the Localism Act 2011

⁶ Prior to the Business Rates Supplement (2p for properties in London with a rateable value of more than £70,000) and City of London multiplier (which is 0.5p higher for all properties in London). The level of these supplements are unchanged at the revaluation but changes in the amounts paid through the supplements are outside the transitional relief scheme.

⁷ 5%, 7.5%, 10%, 15% and 15% 2017/18 to 2021/22 all plus inflation.

12. Those on the supporting small businesses relief scheme whose 2017 rateable values are £51,000 or more will not be liable to pay the supplement (1.3p) to fund small business rate relief while they are eligible for the supporting small businesses relief scheme.
13. Ratepayers remain in the supporting small businesses relief scheme for either 5 years or until they reach the bill they would have paid without the scheme⁸. A change of ratepayers will not affect eligibility for the supporting small businesses relief but eligibility will be lost if the property falls vacant or becomes occupied by a charity or Community Amateur Sports Club.
14. There will be no 2nd property test for eligibility for the supporting small businesses relief scheme. However, those ratepayers who during 2016/17 lost entitlement to small business rate relief because they failed the 2nd property test but have, under the rules for small business rate relief, been given a 12 month period of grace before their relief ended can continue on the scheme for the remainder of their 12 month period of grace.
15. More detail on eligibility and the value of the supporting small businesses relief is below.

Eligibility for additional transitional relief

16. The supporting small businesses relief scheme applies to hereditaments for which:
 - a. the chargeable amount for 31 March 2017 is calculated in accordance with section 43(4B) or (6B),
 - b. in relation to 43(4B) the value of E is greater than 1,
 - c. the chargeable amount for 1 April 2017 is found in accordance with section 43(4), 43(4B), 43(6A) of the Local Government Finance Act 1988 or where regulations 12(3), 12(7) or 12(9) of the Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016 No. 1265 applies, and
 - d. the chargeable amount for 1 April 2017 is more than (£600/365) higher than the chargeable amount for 31 March 2017.
17. Where for 31 March 2017 the chargeable amount has been found under section 47, then eligibility should be determined as if section 47 did not apply.
18. Where the hereditament is shown in a local list for the area of a special authority (i.e. the City of London), then eligibility should be determined

⁸ This will be the bill in the main transitional relief scheme.

as if the special authority's small business non-domestic rating multiplier was 48.4p for 2016/17 and 46.6p for 2017/18.

Value of the relief

19. Where the supporting small businesses relief scheme applies then DCLG will fund local authorities to award discretionary relief under section 47 of the 1988 Act in order to ensure the chargeable amount for 1 April 2017 and each day thereafter in 2017/18 (subject to any changes to the hereditament in the year) is:

a. chargeable amount for 31 March 2017

plus

b. (£600/365)

20. Where hereditament is shown in a local list for the area of a special authority (i.e. the City of London) then the chargeable amount for 1 April 2017 and each day thereafter in 2017/18 (subject to any changes to the hereditament in the year) is:

a. chargeable amount for 31 March 2017 (on the assumption that the special authority's small business non-domestic rating multiplier was 48.4p for 2016/17)

plus

b. (£600/365)

plus

c. $((D_{sa} - D) \times N) / C$

where:

D_{sa} is the small business non-domestic rating multiplier of the special authority for 2017/18;

D is 0.466;

N is the rateable value shown for the hereditament in a local list for the relevant day; and

C is 365.

21. Further guidance will follow for circumstances where the rateable value or the hereditament changes with effect from after 1 April 2017 and for later years.



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24 November 2017

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Chief Finance Officers of English Billing Authorities

FOR THE ATTENTION OF THE BUSINESS RATES SECTION

Dear Chief Finance Officer

Business Rates Information Letter (8/2017): Autumn Budget

This is the eighth business rates information letter to be issued by the Department for Communities and Local Government this year. Previous letters are available on the internet at:

<https://www.gov.uk/government/collections/business-rates-information-letters>

or for archived letters:

<http://webarchive.nationalarchives.gov.uk/20120919132719/http://www.communities.gov.uk/localgovernment/localgovernmentfinance/businessrates/busratesinformationletters/>.

- **2017 Autumn Budget and Provisional Multipliers**
- **2017 Spring Budget Rate Relief Schemes**

2017 Autumn Budget Business Rate Measures

1. The Chancellor of the Exchequer announced on 22 November at the 2017 Autumn Budget a package of business rates measures:

- Switch from RPI to CPI for business rates indexation
- Implementing 3-year business rate revaluations following the next revaluation
- Commitment to legislate to reinstate previous VOA practice on the valuation of business properties located in multi-occupancy buildings
- Extension of the £1000 business rates discount for pubs

Business Rates Indexation and Provisional Multipliers for 2018-19

2. Under Schedule 7 to the Local Government Finance Act 1988 (as amended) there are two multipliers. The small business non-domestic rating multiplier which is used for those properties with a rateable value below £51,000; and the non-domestic rating multiplier, paid by properties above those levels and which includes the supplement to pay for the small business rate relief scheme.

3. The small business non-domestic multiplier is determined by Schedule 7 to the 1988 Act. These rules ensure that the small business multiplier in 2018-19 is based on the 2017-18 multiplier adjusted for Retail Price Index inflation for September 2017 unless HM Treasury exercises its order making power.

4. At Autumn Budget 2017 the government confirmed that it would bring forward the planned switch in the indexation of business rates from RPI to the main measure of inflation (currently CPI) by two years to April 2018. The government will use secondary legislation to bring forward the switch in the business rates multiplier indexation to CPI. This will apply to bills from 1 April 2018.

5. This results in a provisional small business non-domestic multiplier for 2018-19 of 48.0p. The provisional non-domestic multiplier will therefore be 49.3p in 2018-19.

6. In accordance with Schedule 7 to the 1988 Act, the provisional multipliers will be confirmed after either the Local Government Finance Report for 2018-19 has been approved by the House of Commons or 1 March 2018, whichever is earlier.

7. Local authorities will be fully compensated via Section 31 grant for income lost as a result of bringing forward this measure.

More Frequent Revaluations

8. At the Autumn Budget it was confirmed that the frequency of revaluations would be increased to every three years, following the next revaluation currently due in 2022. Three year revaluations will be delivered by the VOA, and to support this business owners will be required to provide regular information on who is responsible for business rates and on property characteristics including use and rent to the VOA. We will consult on the detail of implementation of more frequent revaluations in the spring.

Reinstating previous VOA practice for properties located in multi-occupancy buildings

9. The Chancellor has confirmed that we will legislate to reinstate previous VOA practice in relation to properties located in multi-occupancy buildings. This will require primary legislation and DCLG intends to consult on a draft bill shortly.

10. Implementation of this measure will be led by the VOA, and we expect that once the necessary legislation is in place ratepayers will be able to ask the VOA to recalculate valuations so that bills are based on previous practice backdated to April 2010 as appropriate. This, in turn, will include reinstating Small Business Rate Relief for ratepayers who as a result once again meet the single hereditament test. More detailed guidance on implementation will be provided in due course.

11. Any additional business rates revenue to local authorities from the ruling will be offset by the reinstatement of the VOA's previous practice. The overall impact on local authorities will therefore be nil, and we do not plan to compensate local authorities in relation to any income lost as a result of this measure.

Extension of the Pubs Relief Scheme

12. In the Autumn Budget 2017 the Chancellor announced that the pubs relief scheme would be extended by a further year. The existing guidance and terms for the current scheme will continue to apply in the same way – eligible pubs with a rateable value of below £100,000 will

receive a £1000 discount on their bill. The relief will have effect for 2018/19.

13. Local authorities will be expected to use their discretionary relief powers (under section 47 of the Local Government Finance Act 1988, as amended) to grant this relief for pubs in line with the relevant eligibility criteria. They will be compensated for the cost of granting the relief through a Section 31 grant. No new legislation will be required to deliver the scheme. The government expects all authorities to apply the relief to eligible pubs from April 2018, given the scheme is already established.

2017 Spring Budget – Rate Relief Schemes

14. On 13 October, the Government published a list of billing authorities that had begun rebilling under each of the new relief schemes announced at the Spring Budget 2017.

15. The list is regularly updated once authorities confirm that they have started to rebill. We would therefore be grateful if billing authorities could continue to notify us when rebilling has begun for their remaining schemes, by sending updates to:

DCLG-SBSchemes@communities.gsi.gov.uk

The list is available at: www.gov.uk/government/publications/business-rates-relief-schemes-2017-rebilling-progress

16. On 20 November, the Local Government Minister Marcus Jones MP wrote to all English MPs setting out the progress made by authorities in their constituency. The letter also reiterated that there is no end year flexibility in the Discretionary scheme; and that any unspent funds below the allocation for an authority will be clawed back following the close of the 2017/18 financial year. It is therefore important that authorities take all necessary steps to publicise their local schemes and ensure that all eligible businesses are aware of the support available and can benefit from it.

Administration and Communication of Reliefs

17. We expect billing authorities to have in place clear and swift arrangements for communicating with ratepayers the extension of the pubs relief scheme. The terms of the Supporting Small Businesses and Discretionary Relief Scheme will continue to apply as previously set out in BRIL 4/2017. This guidance can be found at:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/620750/BRIL_4-2017_Spring_Budget_update.pdf

18. Authorities should therefore ensure that arrangements are in place to ensure the smooth implementation of the second year of each of the schemes – with reliefs applied to eligible businesses from April 2018.

Data collection

19. On 17 November, the Department requested data on the three Spring Budget schemes which is necessary to recompense authorities (via s31 grant payment) for the applicable schemes.

20. Authorities are asked to submit the value of relief awarded / forecasted under the Supporting Small Business, Support for Pubs and Discretionary Relief Schemes to 31 March 2018 and the number of ratepayers benefitting. Please complete and return all issued forms to DCLG-SBSchemes@communities.gsi.gov.uk by COP Friday 1 December 2017.

New Burdens

21. New burdens funding to support implementation of the three Spring Budget schemes has been confirmed. No additional funding is being provided in relation to the extension of the pubs measure, given that we expect that authorities already have all necessary arrangements in place.

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Report of: **Executive Member for Environment and Transport**

Executive	Date: 1 February 2018	Ward(s): All
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SUBJECT: Carbon Offset Fund Allocations

1. Synopsis

- 1.1 The purpose of Section 106 funding is to mitigate the impacts of development and to support sustainable development. The Council has received an average of over £6 million per year in Section 106 funding since 2008/09, and this funding can be spent on projects and schemes that meet the terms set out in the relevant legal agreement, linked to the planning permission for each development.
- 1.2 This report proposes specific allocations for just over £1.4 million of Carbon Offset (Section 106) contributions that have been received by the Council from developers.
- 1.3 The allocations recommended within this report take into account relevant infrastructure assessments, strategies and local issues, including where possible the priorities of relevant Ward Partnerships. These specific allocations have been approved by the Council's Affordable Energy Board.

2. Recommendation

- 2.1 To agree the allocations of Section 106 Carbon Offset funds as detailed in Appendices 1 and 2.

3. Background

- 3.1 Although the intended use of some Section 106 income is specified in detail in the original Section 106 agreement, in most cases funds must be formally allocated by the Council to specific projects before they can be spent.
- 3.2 After minimising CO2 emissions onsite, all major developments and minor residential developments of one unit or more are required to offset all remaining CO2 emissions through a financial contribution secured via Section 106 agreement.

For all major developments, the financial contribution is calculated based on an established price per

- 3.3 tonne of CO2. The price per annual tonne of carbon is currently set and based on analysis of the costs and carbon savings of retrofit measures suitable for properties in Islington. For minor developments the cost of the offset contribution is a flat fee per house and per flat.
- 3.4 Carbon offsetting contributions are used to pay for measures that reduce CO2 emissions from the existing building stock (e.g. through solid wall insulation of social housing).
- 3.5 The Council's Constitution specifies that allocations of Section 106 and CIL funds must be formally agreed by Executive. The reservation to Executive is as follows: "*where the particular allocation to a project of monies under a particular agreement or from a number of separate agreements exceeds £1m...*" This report seeks authorisation for the allocations set out in Appendices 1 and 2.
- 3.6 The projects which are recommended for funding are set out in further detail in Appendix 1, and total £1,406,078. These four projects were approved by the Affordable Energy Board on 5 October 2017, and focus on boiler replacements in low SAP (Standard Assessment Procedure) properties that have lower energy efficiency, LED lighting, and cavity wall and loft insulation.
- 3.7 Appendix 2 lists the proposed Section 106 Carbon offsetting allocations and the developments from which the funds were secured. Carbon Offset monies can be spent anywhere in the borough, as long as they are used to reduce carbon emissions.

4. Implications

Financial implications:

- 4.1 These proposed allocations will allow the Council to implement measures to mitigate the impacts of development across the borough. There are no funding implications in terms of the Council's capital budget or other sources of funding. Implementation of some s106 and/or CIL funded schemes could lead to slightly increased maintenance obligations for the Council in the future, but this should not be significant. The commissioning process for the projects in question will ensure that ongoing maintenance issues are considered by the Council service area or other organisation charged with implementing each project, and that ongoing maintenance costs are met through existing budgets.

Legal Implications:

- 4.2 The purpose of Section 106 funding is to mitigate the impacts of development and to support sustainable development. A Section 106 agreement between the council and a developer will specify the purpose of each financial contribution, each of which will help to mitigate the specific impacts of the development in question. The council is bound to spend these funds accordingly.
- 4.3 This report seeks authorisation for the allocations set out in Appendices 1 and 2. The allocation of Section 106 monies to specific projects may be authorised by Executive, or may be dealt with under delegated powers for allocations totalling under £1 million per project as set out above.
- 4.4 These projects will be contributing towards the reduction of carbon emissions, and will also tackle fuel poverty.

Environmental Implications

- 4.5 Section 106 contributions can only be used to fund schemes that are necessary to make a new development acceptable in planning terms. Negative environmental impacts of developments are one of the main purposes that Section 106 funds are secured in the first place. Similarly, CIL funds are received to help address the negative impacts of growth and development. In terms of environmental impacts of project implementation, these will be considered by individual project managers at the point of implementation, with measures being taken to improve the environmental impacts of schemes wherever possible.
- 4.7 All these projects will be contributing towards the reduction of Carbon emissions in the borough.

Resident Impact Assessment:

- 4.8 The Council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (Section 149, Equality Act 2010). The Council has a duty to have due regard to the need to remove or minimise disadvantages, and to take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and to encourage people to participate in public life. The Council must have due regard to the need to tackle prejudice and promote understanding.
- 4.9 A Resident Impact Assessment was carried out for the process by which Section 106/CIL funds are allocated, identifying no negative impacts on equality for the protected characteristics. Development can have a range of negative impacts on existing communities. Section 106 funds are intended to help mitigate these impacts. These allocations will therefore offer a substantial opportunity for advancing equality across the range of protected characteristics.
- 4.10 Equalities implications will also be considered by individual project managers at the point of design and implementation of schemes, with measures being taken to improve the equalities impacts of schemes wherever possible.

5. Reasons for the recommendations:

- 5.1 This report sets out proposed Carbon Offset Fund allocations that will help to mitigate the impacts of new development within the borough by reducing carbon emissions, and will contribute towards sustainable development and tackling fuel poverty in Islington.

Appendices:

- Appendix 1: Project breakdown – December 2017
- Appendix 2: Proposed Section 106 Carbon Offset allocations – December 2017

Background papers:

- None

Signed by:



23.1.18

Executive Member for Environment and Transport Date

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Appendix One: Project Breakdown – December 2017

Project Name	Project Details	Funding Required	Wards	Spend Forecast
Cavity wall & loft insulation project	<p>1 - 40 Besant Court cavity wall insulation (CWI) - Insulate the wall cavity, subject to the results of a full cavity survey. This will save households £129 per year, improve SAP ratings of 5 of the households identified as Low SAP rated. Annual carbon saving of 27 tonnes across the block. The works will be eligible for £8k of Energy Company Obligation(ECO) external grant-funding.</p> <p>Arlington House Loft Insulation - The walls at Arlington House were due to be insulated as part of the High Rise Insulation project. It was suspected that the lofts had not been insulated and this work was included as part of the High Rise Insulation tender.</p> <p>Ground Floor Ilex House CWI - The walls at Ilex House were due to be insulated as part of the High Rise Insulation project. The ground floor was identified as cavity wall and the cost of £500 to insulate this was taken from the lowest cost tender. This work will be carried out as part of Cyclical works due at Ilex House in the new year to minimise disruption</p>	£40,700	Mildmay Clerkenwell Tollington	2017/18
Boiler replacements in Low SAP Properties	A list of 700 properties with the lowest SAP-ratings in the council's stock has been drawn up by the Housing Investment Team. The Gas Safety Management Team have confirmed that they could manage a programme of 100 boiler replacements annually in these properties where these are found to have inefficient boilers. To maximise savings these boilers could be fitted with flue gas heat recovery systems. This would save households £200 per year. This would be managed as separate project to the main boiler replacement programme.	£1,218,000	All Wards (Wherever low SAP rated properties are found to have inefficient boilers)	Over 3 years starting from 2018/19
LED lamps and power down sockets in voids	The Voids Team have an average of 730 voids a year. The proposal is to replace all lamps and the bathroom bulkhead with LEDs rather than standard low energy bulbs as at present. This would reduce energy costs and require less frequent replacement. Due to the large quantity required LEDs would be held as a call off order at the team's regular supplier.	£66,178	All Wards (wherever voids occur)	2017/18
LEDs in reactive repairs	The Reactive Repairs team provided average monthly usage and the cost of LED equivalents for lamps and fittings they regularly use in replacements. These could be purchased and held as a call off order by the team's regular supplier. These would have the benefit of lower energy costs and would require less frequent replacement	£81,200	All Wards (wherever reactive repairs are required)	2017/18
	Total	£1,406,078		

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Proposed Section 106 Carbon Offset Allocations – December 2017

Carbon Offset contributions	Planning reference	Ward	Amount to be allocated	S106 wording	Proposed projects / WIP priority (High/Medium/Low)
23 Elizabeth Avenue, London N11 3BT	P2013/3982	St Peter's	£ 4,275.00	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
3-5 Omega Place, London N19DR	P2014/0149	Caledonian	£ 2,850.00	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
Hamlyn House, 21 Highgate Hill, London N19 5PH	P2013/0399	Junction	£ 28,940.90	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
123 Offord Road, London N11PQ	P2014/2491	Barnsbury	£ 950.00	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
24 Baron Street, London N1 9ES	P2014/0144	Barnsbury	£ 950.00	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
46-54 Rosebery Avenue; 11-21 & 21A Exmouth Market & 3-5 Spafield Street, London EC1	P2013/0605	Clerkenwell	£ 2,850.00	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
Sekforde Arms Public House, 34 Sekforde Street, London EC1R 0HA	P2014/3339	Clerkenwell	£ 950.00	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
City House, 29-39 Mount Pleasant & Rosebery Avenue, London WC1X 0AA	P080153	Clerkenwell	£ 1,034.44	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
Garages, Gainsborough House, 116-124 Thorpedale Road, London N4	P2014/3582	Tollington	£ 2,901.62	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
86 -87 Chapel Market, London N1 9EX	P2013/2763	Barnsbury	£ 993.92	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
134A Seven Sisters Road, London N7 7NS	P2012/0210	Finsbury Park	£ 950.00	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
2A - 9 Moray Mews Islington London	P2014/1522	Finsbury Park	£ 11,400.00	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
Site adjacent to 3 Axminster Road London (Bennett Court Car Park) N7 6BL	P2014/2901	Finsbury Park	£ 1,925.65	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
London Metropolitan University, 263-289 Holloway Road and 2-16 Eden Grove London, N7 6NE	P2013/2963	Holloway	£ 719,573.23	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
John Barnes Library and land to the rear of 275 Camden Road, N7 0JN	P2013/4758	St George's	£ 57,894.44	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties

37-47 Wharf Road, London, N1 7RJ	P2014/2131	St Peter's	£ 103,020.08	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
Royal London House, 22-25 Finsbury Square, London EC2A 1DX	P122324	Bunhill	£ 276,540.72	Carbon offset contribution	Towards carbon reduction through boiler replacements in Low SAP Properties
Royal London House, 22-25 Finsbury Square, London EC2A 1DX	P122324	Bunhill	£81,200	Carbon offset contribution	Towards carbon reduction through LEDs in reactive repairs
Royal London House, 22-25 Finsbury Square, London EC2A 1DX	P122324	Bunhill	£66,178	Carbon offset contribution	Towards carbon reduction through LED lamps and power down sockets in voids
Royal London House, 22-25 Finsbury Square, London EC2A 1DX	P122324	Bunhill	£40,700	Carbon offset contribution	Towards carbon reduction through the Cavity wall & loft insulation project
Carbon offset total					£ 1,406,078.00



Report of: Executive Member for Housing and Development

Meeting of:	Date	Ward(s)
Executive	1 February 2018	Bunhill and Clerkenwell

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SUBJECT: PROPOSED APPLICATION FOR A COMPULSORY PURCHASE ORDERS (CPO) FOR THE TRIANGLE ESATE

1. Synopsis

- 1.1 The council is committed to building more new, good quality council homes to help Islington families tackle the cost of living crisis, create more jobs and training opportunities and make the borough a fairer place to live and work
- 1.2 The proposed redevelopment of parts of council owned residential blocks on the Triangle Estate and existing commercial premises, which are located in the Bunhill and Clerkenwell wards, will help deliver 54 new high quality homes, including larger family sized homes for social and new commercial premises. The proposals will also bring wider benefits, along with estate improvements and generation of new employment opportunities for local people.
- 1.3 This report sets out the background to and seeks the approvals required to make a Compulsory Purchase Order (CPO) for the acquisition of the leasehold interest of one residential and one commercial property affected by current new build proposals described in the table in 2.1. Appendix 1 indicates the location of the affected leasehold properties.

2. Recommendations

- 2.1 To authorise the Corporate Director for Resources, in consultation with the Executive Member for Housing and Development and the Corporate Director for Housing and Adult Social Services, to take all necessary steps, including the making of Compulsory Purchase Orders (CPO) under section 226(1)(a) of the Town and Country Planning Act 1990, General Vesting Declarations or Notices to Treat, to ensure that the leasehold and any other interests in the properties described in Table 2.1 below, where attempts to negotiate a voluntary acquisition of the leasehold interest in accordance with the development timetable have failed.

Table 2.1

Address of premises				Interest to be acquired
Number	Estate / Commercial	Street	Postcode	
49	The Triangle	Compton Street	EC1C 0AG	Residential long leasehold
1	Cafe	Goswell Road	EC1V 7JY	a. Commercial Head lease; and b. Commercial Sub-Lease

2.2 That where the Corporate Director of Finance and Resources approves the making of a CPO, to authorise the Acting Director of Law and Governance to take all necessary steps to secure the making, confirmation and implementation of the CPO including the approval of agreements with the owners and any objectors for the withdrawal of objections to the CPO, the settling of compensation and the acquisition of all interests in the properties on terms recommended by the Corporate Director of Finance and Resources.

2.3 To agree that the use of CPO powers in respect of the properties identified in this report is being exercised after balancing the rights of the individual property owners with the requirement to obtain possession of the properties in the public interest.

2.4 To agree that the interference with the human rights of the property owners affected by the proposals in this report, and in particular their rights to a home and to the ownership of property, is proportionate, given their rights to object and to compensation, and the benefit to the economic, social and environmental wellbeing of the areas of Islington affected by these proposals.

3. Background

3.1 The council is committed to building more new, good quality council homes to help Islington families tackle the cost of living crisis, create more jobs and training opportunities and make the borough a fairer place to live and work.

3.2 In identifying opportunities to build new homes we explore the potential for demolition of existing homes which are not considered to meet the needs of existing and future residents to provide more and better quality homes. In all such cases we make clear how existing residents would benefit from the provision of the new homes as enshrined in our New Homes Residents Charter

3.3 Following consultation with residents and other key stakeholders a number of such proposals have received support and planning consent has now been obtained.

3.4 However, in most cases the Council needs to acquire ex-Right to Buy (RTB) homes from the current leaseholders and in some cases commercial business tenants on terms acceptable to both parties and this represents one of the key delivery risks for any redevelopment scheme.

3.5 In each and every case a voluntary acquisition of a leasehold property is the preferred option but, where all reasonable efforts to reach a satisfactory outcome in the available timescale through negotiation with individual leaseholders have been exhausted, and by way of last resort, the council can make a Compulsory Purchase Order (CPO). It would, in these circumstances, be appropriate to underpin continuing negotiations for the purchase of the leasehold interests that would be required in order to implement the re-development schemes with a CPO.

4. Delivering approved redevelopment schemes

4.1 In November 2013 the Executive approved recommendations for the necessary delegated approvals to enable the voluntary acquisition of leasehold properties in blocks or estates where a redevelopment scheme has been approved.

4.2 Executive approval for CPO has been granted for one other new build scheme, Telfer House. Approval is now being sought for Triangle Estate.

4.3 Triangle Estate

4.3.1 The proposal is to demolish 5 rented and 1 leasehold properties of the existing block comprising a mix of predominantly one and two bed homes on Compton Street along with 1 commercial unit on Goswell Road. New buildings will be constructed with a new commercial space on the ground floor and 54 new homes across the estate and wider improvements that will improve the amenity and security for the benefit of all residents on the Triangle Estate. Of the 54 homes, 27 will be for social rent, including family size and smaller homes for people living on the estate to downsize from a larger home. The development received planning consent in June 2017.

4.3.2 To date one of the owner occupied home, one commercial head lease and commercial sub-lease are still to be acquired.

4.3.3 The existing commercial unit has a long lease of 999 years is currently sub-let as a café. The intention is to purchase the long lease and re-locate the sub-lease to alternative premises in the EC1 area. However, should we not reach a voluntary agreement we would need the necessary approvals in place to make an application for a CPO.

5. Acquiring leasehold properties: issues

5.1 With regard to the scheme outlined above negotiations have been ongoing with the affected leaseholders and commercial tenants since the scheme received approval for inclusion in the new build programme. In this case, we have had full regard to the legal rights of leaseholders and commercial tenants as set out in the Compulsory Purchase and Compensation Booklets: Business Owners and Occupiers (No 2) and Residential Owners and Occupiers (No 4) published by the Department and Communities and Local Government on their website.

5.2 A resident leaseholder is entitled to compensation consisting of the market value of their property, a statutory home-loss payment and disturbance payment reflecting the reasonable expenses incurred in moving from and/or selling their property.

5.3 The one residential property yet to be acquired is owned by a residential leaseholder.

5.4 The valuation officer in the Property Service team (PST) would typically be instructed by the Council to provide an independent market valuation and the appropriate level of home loss and/or disturbance payment would be negotiated in accordance with guidance published by the Communities and Local Government department and in line with the Council's New Homes Residents Charter (the Charter).

5.5 We offer incentives for both tenants and leaseholders as set out in the Residents Charter.

5.6 Where a residential leaseholder could prove no suitable alternative accommodation is available on reasonable terms then there would be duty to rehouse a resident whose home has been compulsorily acquired provided they were in occupation on the date the notice of making the CPO was published. This rehousing duty could apply to tenants of buy to let investors. They would also be entitled to compensation for disturbance which would typically include removal and other reasonable costs of moving home.

- 5.7 To date the Council has been unable to reach agreement with the residential leaseholder due to the parties being unable to agree the method of valuation used for this purpose for similar homes in the local area. While negotiations are ongoing, it is highly likely that we may be unable to reach agreement for a voluntary acquisition of their home. This will jeopardise and delay the development plans to the detriment of other residents of the estate and the borough as well as wider local community who will derive benefits, including jobs, through the proposed development.
- 5.8 The intention is to purchase the commercial headlease and re-locate the tenant of the sub-lease to alternative premises in the EC1 area. Negotiations are also still ongoing in this regard.
- 5.9 Under the security of tenure provisions in the Landlord and Tenant Act 1954 the Council is required to grant a lease in respect of commercial premises occupied by the Café this can only be achieved through negotiation or a CPO.
- 5.10 In the circumstances outlined above it is considered reasonable for the council to seek to a CPO in respect of any leasehold properties at the Triangle Estate.
- 5.11 It is also important by way of demonstration of our commitment to delivering approved redevelopment schemes as this will have a bearing on the success of other council-led regeneration proposals on our estates.
- 5.12 The CPO process can be both lengthy and costly but, on balance, these risks are outweighed by the financial and other implications of not being able to proceed with a redevelopment proposal. The intention would, however, be to continue the negotiation process alongside the CPO application process with a view to concluding a voluntary acquisition on a mutually acceptable basis without having to complete the full CPO process wherever possible.
- 5.13 Once homes are acquired on a voluntary or compulsory basis, they can be used to provide much needed and good quality temporary accommodation for homeless families within the borough to ensure that they would not remain empty pending the commencement of the development.

6. Implications

6.1 Financial implications

- 6.1.1 The current (draft 2018-19 budget) new build programme includes a total budget for this scheme of £26.5m of which £1.4m (based on LBI Valuers assessment of the value) has been set aside for the purchase of the shop and the 1 leasehold residential unit.
- 6.1.2 It is anticipated that the costs arising as a result of the 2 CPOs will not exceed the £1.4m budget set aside.
- 6.1.3 In terms of funding this expenditure, there is a provision to use the buyback allowance as part of the RTB receipts pooling mechanism whereby 50% of the above mentioned costs can be off-set against the RTB receipts as long as the amount is less than or equal 6.5% of the total RTB receipts generated in the relevant quarter. There is also further provision to carry forward any unused buyback allowance

6.2 Legal Implications

6.2.1 Compulsory Purchase Order (CPO)

- 6.2.1.1 This report proposes the making of a CPO for the acquisition of 1 residential lease and 2 commercial leases as described in the table to Recommendation 2.1 and shown for illustrative purposes only on the plans at Appendix 1.
- 6.2.1.2 The council has the power under section 226(1)(a) of the Town and Country Planning Act 1990 to acquire compulsorily any land in its area if it thinks that acquiring the land in question will facilitate

the carrying out of development, redevelopment or improvement on, or in relation to, the land being acquired, and if the council thinks that the development, re-development or improvement is likely to contribute to the promotion or improvement of the economic, social and environmental well-being of its area.

6.2.1.3 The acquisition of the properties in the table is reasonably required so as to enable the proposed re-development schemes. Further, the redevelopments will contribute to the promotion and improvement of the economic, social and environmental well-being of the area and the area and local residents by providing better quality and additional social housing and other benefits for local residents and the wider community, for example environmental improvements and/or new or improved community facilities.

6.2.1.4 A CPO should only be employed as an option of last resort, and only when all other opportunities to secure the redevelopment of the site have been fully explored and exhausted. However, the Secretary of State has recognised that it is appropriate in some situations to make a CPO at the same time as seeking to purchase by agreement given the amount of time needed to complete a compulsory purchase. Council officers have made strenuous efforts to acquire the properties by agreement and time is now running short in relation to the re-development timescales.

6.2.2 Human Rights

6.2.2.1 A CPO should only be made where there is a compelling case in the public interest which justifies the overriding of private rights in the land sought to be acquired.

6.2.2.2 In respect of human rights, regard should be had in each case in particular to the provisions of Articles 1, the right to peaceful enjoyment of your possessions, Article 6, the right to a fair and public hearing and Article 8, the right to respect for private and family life, of the First Protocol to the European Convention on Human Rights

6.2.2.3 In relation to Article 1 whilst owners will be deprived of their property if the CPO is confirmed and implemented, this will be done in accordance with the law and they will receive appropriate compensation for their interests. Further, the right under Article 1 is qualified rather than absolute as it permits the deprivation of an individual's possessions where it is in the public interest.

6.2.2.4 Interference with the right to respect for private and family life under Article 8 is justified under the Protocol if this is in accordance with the law and "necessary in a democratic society" for, amongst other things, economic wellbeing. The interference here will be in accordance with UK law (the Town and Country Planning Act 1990). In considering whether the interference with the right is "necessary in a democratic society" it is necessary to consider whether the interference is proportionate. In this context proportionate means that the interference must be no more than necessary to achieve the identified legitimate aim. Here the legitimate aim is the re-development the Triangle Estate scheme.

6.2.2.5 In relation to Article 6 those affected by the CPO will have the right to make representations to the Secretary of State and to be heard at any public inquiry.

6.2.2.6 Therefore, there must be a balancing exercise between the public interest and the individual's rights whereby the Council must be able to show that the interference with an individual's rights by the making of a CPO must be necessary and proportionate. The availability of compensation to those deprived of their property rights is of relevance to the issue of proportionality.

6.2.2.7 The CPO should therefore only be made where there is a compelling case in the public interest which justifies the overriding of private rights in the land sought to be acquired. While each case will need to be considered on its merits it is likely that redevelopment to provide better quality and additional social housing and other benefits for local residents and the wider community, for example environmental improvements and/or new or improved community facilities would demonstrate sufficient public interest to justify interfering with the private rights of those with an interest in the leasehold land.

6.3 Environmental Implications

- 6.3.1 There are no specific environmental implications associated with the Compulsory Purchase Order process beyond those associated with the office-based work being carried out. The significant implications associated with this project will occur at the time of the demolition/construction and beyond, and will be assessed in the report published prior to the appointment of contractors.

7. Resident Impact Assessment

- 7.1 The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.
- 7.2 A potential negative impact on individual residential or commercial leaseholders has been identified but this is mitigated through the CPO process which ensures that the rights of affected owners and occupiers are protected and that they receive compensation in line with the relevant legislation and statutory guidance. The key principle is that owners/occupiers should not be any better or worse off as a result of a CPO.
- 7.3 All other impacts identified from current new build redevelopment proposals are positive as they are aimed at improving the lives and opportunities afforded to residents to access decent and genuinely affordable homes and increase jobs and training opportunities, helping make Islington a fairer place to live and work.
- 7.4 A copy of the RIA completed for the new build schemes for which approval is being sought to make an application for a CPO in respect of any remaining leasehold properties to be acquired can be obtained from the author of this report.
- 7.5 A Resident Impact Assessment was completed on 12/09/2016 and the summary is included below.

For further assistance with RIAs please see: <http://izzi/council/aboutcouncil/performance-policy/equalities-fairness/eia/Pages/default.aspx>

8. Reason for recommendations

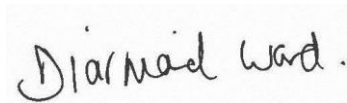
- 8.1 The ability to acquire the leasehold interest in the residential lease previously sold under the RTB and commercial premises located on estates where proposals to build more high quality homes for local people, supported by local residents, have been approved, is critical to their successful delivery. Given the significant project delivery risks it is preferable to satisfactorily conclude negotiations with leaseholders as early as possible in the development process and voluntary acquisition is the preferred option in all cases.
- 8.2 Where it is not possible to voluntarily purchase leasehold interests in residential and commercial premises and, subject to the relevant grounds being established, the option to apply for a CPO should be authorised, subject to the necessary delegated internal approvals. The potential delays and costs associated with the CPO process are outweighed by the benefits to the wider community to be derived from the scheme and the significant investment already committed to bringing forward the proposals. It is therefore considered to be in the public interest for the Council to make a CPO to secure the redevelopments to provide better and more homes and to promote economic, social and environmental wellbeing and to contribute to sustainable development in Islington.

Appendices

- Appendix 1: Site location plan

Background papers

None

Final report clearance:**Signed by:**A handwritten signature in black ink that reads "Diarmuid Ward." The signature is written in a cursive style and is centered within a light gray rectangular box.

Executive Member for Housing and Development

Date: 18 January 2018

Report Author: Mathew Carvalho
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APPENDIX 1



Finance Code

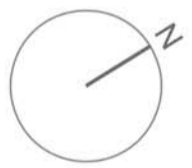
Scale Bar @ 10mm spaces Original drawing size (A1)

Revision Status	Description	Date/Initials

Building Abbreviations

- BL Basement Level
- BSL Beam Soffit Level
- C Cill Height From FFL
- DP Down Pipe
- DPC Damp Proof Course
- FFL Finished Floor Level
- FCH Floor to Ceiling Height
- HD Heating Duct
- RWP Rain Water Pipe
- SL Soffit Level
- SWP Soil and Vent Pipe
- VP Vent Pipe
- W Window Height From Cill
- ↔ Direction of Floor Joist Span

Key
 CPO location



Purpose of Issue:
Planning Application



Simon Kwong Director of Property Services
 Highbury House
 5 Highbury Crescent, London N5 1RN

Project:
 Triangle Estate, Bunhill Ward. EC 1V

Drawing:
Site Plan

Scale: 1:200@A1 Date:
 Drawn by: AB Checked by: PT

Project No.	Discipline	Drawing No.	Revision Status
	ARCH	Appendix 1	-

Xrefs Path:

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Report of: Corporate Director, Children, Employment and Skills

Meeting of	Date	Ward(s)
Executive	1 February 2018	All

Delete as appropriate	Exempt	Non-exempt
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ADMISSION TO ISLINGTON COMMUNITY SCHOOLS: 2019-20

1. SYNOPSIS

- 1.1 The School Admissions Code, 2014 requires all admission authorities to determine their admission arrangements by **28 February 2018** for **2019/20**.
- 1.2 Admission authorities must publish a copy of the determined admission arrangements on their website by **15 March 2018**. Where an admission authority has determined a Published Admission Number (PAN) that is higher than in previous years, they must make specific reference to the change on their website.
- 1.3 Admission authorities need only consult every seven years, unless substantial changes are being proposed to the arrangements made following the previous consultation. Where substantial changes are proposed, the consultation period must be for a minimum of six weeks running between **1 October 2017** and **31 January 2018**.
- 1.4 A consultation has not been undertaken as no changes to the admission arrangements determined by the Council's Executive last year are proposed.
- 1.5 This report outlines proposals and recommendations relating to the admission arrangements for Islington's Sixth Form Consortium; coordination of, and arrangements for, Secondary and Primary Transfer; and local arrangements for the management of in-year applications.

2. RECOMMENDATIONS

- 2.1. To agree the co-ordinated schemes and timetables for admission to Islington primary and secondary schools and academies in 2019/20, and in-year admission protocols for 2019/20, as set out in **Appendices 1, 4 and 7**.
- 2.2. To agree the policy and oversubscription criteria for admission to community primary and secondary schools and Islington Sixth Form Consortium for admission in 2019/20, as set out in **Appendices 2, 5, 8 and 9**.
- 2.3. To agree the proposed admission numbers for Islington community primary and secondary schools, and for external applicants to the Islington Sixth Form Consortium in 2019/20, as set out in **Appendices 3, 6 and 10**.

3. BACKGROUND

- 3.1. All admission authorities must consult others locally before determining their admission arrangements.
- 3.2. Admission authorities must consult every seven years, unless substantial changes are being proposed to the arrangements made following the last consultation.
- 3.3. Where significant changes are proposed, admission authorities must:
 - consult on their proposed arrangements by 31st January in the determination year;
 - allow at least a 6-week period for consultation;
 - in light of consultation, determine their admission arrangements by 28 February in the determination year;
 - publish the determined admission arrangements on their website by 15 March in the determination year.
- 3.4. All admission authorities must determine admission arrangements by 28 February, even if they have not changed from the previous years and a consultation has not been required.
- 3.5. Therefore, the Executive is required to agree the admission arrangements and admission numbers for all Islington community primary and secondary schools, and Islington's Sixth Form Consortium for 2019/20 and protocols for in-year admissions for 2019/20.

4. CONSULTATION

- 4.1. All local authorities are required, by section 88M of the School Standards and Framework Act 1998, and the Co-ordination Regulations, to have in place a scheme each year for co-ordinating admissions arrangements for maintained schools within their area.
- 4.2. The School Admissions Code requires every local authority to draw up a scheme for maintained schools which ensures that every parent living in the local authority area applying for a place in the normal round receives the offer of one, and only one school place. It also requires local authorities to provide a common application form (in Islington this is referred to as the School Admissions Application Form) and that it is made available to every resident in its area. Consultation must relate to admission arrangements. It must therefore include:
 - The admissions policy
 - The procedures and timing for applications
 - Proposed admission numbers
 - Details of over-subscription criteria and how they will be applied.
- 4.3. The School Admissions Code imposes mandatory requirements, and provides guidance to local authorities and admitting authorities, for achieving good practice in setting oversubscription criteria to ensure admission arrangements are fair and transparent to all children and their families, and promote social equity. The Code also details oversubscription criteria that are considered unlawful.
- 4.4. Any objections to the **September 2019** admission arrangements must be referred to the Schools' Adjudicator by **15 May 2018**.
- 4.5. Local authorities must formulate and publish on their website a scheme by **1 January** in the relevant determination year to coordinate admission arrangements for all publically funded schools within their area.
- 4.6. Where the scheme is substantially different from the scheme adopted the previous academic year, the local authority must consult the other admission authorities in the area and where relevant, any other local authority it determines.
- 4.7. Where the scheme has not changed from the previous year, there is no requirement to consult, subject to the requirement to consult at least once every seven years, even if there have been no changes during this period.
- 4.8. The last consultation took place in 2015 in relation to the admission arrangements for 2018/2019. As there are no proposed changes to last year's determined admission arrangements, consultation is not required and has not been undertaken.

5. SECONDARY SCHOOL ADMISSION ARRANGEMENTS 2019/20

A. Coordinated scheme for admission to secondary school 2019/20

- 5.1. The high level of applications to schools outside the child's home local authority (and the requirement for eradicating multiple offers) means there is a need to co-ordinate admissions across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is contingent on the adoption of a common set of procedures across London authorities.
- 5.2. Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.
- 5.3. Once all applications are duly processed, arrangements for waiting lists and residents without a school place are for local determination. These arrangements must however, be made in accordance with the mandatory provisions of the School Admissions Code.
- 5.4. No changes to Islington's existing scheme are proposed. The proposed **scheme and timetable for 2019/20** are set out as **Appendix 1. Please note** that although Arts and Media School, Islington is technically its own admission authority, the school has asked the local authority to treat it as community school for the purpose of school admissions.
 - **Recommendation**
- 5.5. To agree the co-ordinated scheme and timetable for Islington secondary schools and academies as outlined in **Appendix 1**.

B. Policy and oversubscription criteria for admission to secondary school 2019/20

- 5.6. There is no requirement for admission authorities within a local area's coordinated scheme to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 5.7. The School Admissions Code requires admission authorities to set out the criteria against which places at each school will be allocated in the event of more applications being received than there are places available.
- 5.8. Some oversubscription criteria are mandatory, for example all admission authorities are required to give highest priority to looked-after children and all previously looked-after children.
- 5.9. Other criteria are at the admission authority's discretion, so long as they comply with all relevant legislation, including equalities legislation, and are reasonable, clear, objective, and procedurally fair.

- 5.10. Islington's criteria for admission to community secondary schools have remained substantially unchanged for a number of years, save technical amendments to clarify definitions or implement any required changes resulting from revisions to the School Admissions Code.
- 5.11. Islington's existing criteria for admission to community secondary schools are as follows:
1. **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) immediately after being looked- after
 2. **Siblings**
 3. **Exceptional, social, medical or special educational needs**
 4. **Distance**
- 5.12. There are no proposed changes to the existing policy and oversubscription criteria for admission to Islington community schools in **2019/20**. The policy and oversubscription criteria are set out in **Appendix 2**.
- **Recommendation**
- 5.13. To agree the admissions policy and oversubscription criteria for Islington community secondary schools as outlined in **Appendix 2**. Please note that although Arts and Media School, Islington is technically its own admission authority, the school has asked the local authority to treat it as community school for the purpose of school admissions.

C. Secondary school admission numbers 2019/20

- 5.14. Although there is currently sufficient secondary capacity across Islington schools, our roll projections indicate that the increasing number of Islington primary pupils will start to translate into higher secondary pupil numbers from 2017/18. Admissions data confirms that this increase did materialise as forecast, with the eligible Year 7 cohort increasing by 3% on the previous year's figure, in line with a rise of 4% across the relevant comparative London population as a whole.
- 5.15. Forecasts using Greater London Authority (GLA) projections and local demographic trend data, indicate that demand will exceed capacity from 2019/20, and will continue to rise until 2023/24.
- 5.16. Pupil roll forecasts for 2017 are based on actual pupil numbers and include demographic changes across Islington, London and at a national level. Pupil roll projections for 2017/18 to 2031/32 can be viewed [here](#).
- 5.17. **Table 3** below includes the expansions previously consulted on, and agreed by the Council's Executive (Arts and Media School, Islington Central Foundation School and City of London Academy, Highbury Grove).
- 5.18. Some additional capacity was brought into use for September 2017, including 12 places at St Mary Magdalene Academy and 40 places at City of London Academy, Islington.

- 5.19. City of London Academy, Highgate Hill, a new, non-denominational, mixed, secondary academy opened as planned on the former school site of Mount Carmel Catholic College for Girls on 1 September 2017. Pupils in Years 8-11 transferring from Mount Carmel will complete their Catholic education in single-sex classes at the new academy.
- 5.20. City of London Academy, Highgate Hill currently offers 140 places. Although our current school roll projections do not indicate the need for additional places in the local area, we are working in close partnership with the Multi-Academy Trust to ensure we are able to meet any unforeseen demand, should the need arise.
- 5.21. An additional 60 places will be provided for September 2018 at Central Foundation Boys School (30 places) and City of London Academy, Highbury Grove (30 places). City of London Academy, Islington have also notified the local authority of their intention to increase their Published Admission Number (PAN) permanently to 165.

Table 3: Proposed Secondary School numbers 2019/20

School	Designation	PAN 2018/19	Proposed PAN 2019/20
1. Arts and Media School, Islington	Mixed Trust	180	180
2. Central Foundation	Boys Voluntary-Aided	180	180
3. City of London Academy, Highbury Grove	Mixed Academy	240	240
4. City of London Academy, Highgate Hill	Mixed Academy	140	140
5. City of London Academy, Islington	Mixed Academy	165	165
6. Elizabeth Garrett Anderson	Girls Community	180	180
7. Highbury Fields	Girls Community	140	140
8. Holloway	Mixed Community	180	180
9. St Aloysius' College	Boys Voluntary-Aided	180	180
10. St Mary Magdalene	Mixed Academy	180	180
TOTAL NUMBER OF AVAILABLE PLACES		1765	1765

NB. Please note that although Arts and Media School, Islington is technically its own admission authority, the school has asked the local authority to treat it as community school for the purpose of school admissions.

• **Recommendation**

- 5.22. To agree the proposed admission numbers for Islington secondary community schools as set out above in **Table 3** and **Appendix 3**.

6. PRIMARY SCHOOL ADMISSION ARRANGEMENTS 2019/20

A. Coordinated scheme for admission to primary school 2019/20

- 6.1. The high level of applications to schools outside the child's home local authority (and the requirement for eradicating multiple offers) means there is a need to co-ordinate admissions across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is contingent on the adoption of a common set of procedures across London authorities.
- 6.2. Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements.
- 6.3. Once all applications are duly processed, arrangements for waiting lists and residents without a school place are for local determination. These arrangements must however, be made in accordance with the mandatory provisions of the School Admissions Code.
- 6.4. No changes to Islington's existing scheme are proposed. The **scheme** and **timetable** for **2019/20** are set out as **Appendix 4**.
- **Recommendation**
- 6.5. To agree the co-ordinated scheme and timetable for Islington primary schools and academies as outlined in **Appendix 4**.

B. Policy & oversubscription criteria for admission to primary school 2019/20

- 6.6. Co-ordinated admissions do not require all admission authorities within an area to operate the same policy or over-subscription criteria. Admission authorities must therefore set and apply their own admissions policy and criteria.
- **Oversubscription Criteria**
- 6.7. There is no requirement for admission authorities within a local area's coordinated scheme to operate the same over-subscription criteria. Admission authorities must therefore set and apply their own admission criteria.
- 6.8. The School Admissions Code requires admission authorities to set out the criteria against which places at each school will be allocated in the event of more applications being received than there are places available.
- 6.9. Some oversubscription criteria are mandatory, for example all admission authorities are required to give highest priority to looked-after children and all previously looked-after children.

- 6.10. Other criteria are at the admission authority's discretion, so long as they comply with all relevant legislation, including equalities legislation, and are reasonable, clear, objective, and procedurally fair.
- 6.11. Islington's criteria for admission to community primary schools have remained substantially unchanged for a number of years, save technical amendments to clarify definitions or implement any required changes resulting from revisions to the School Admissions Code.
- 6.12. Islington's existing criteria for admission to community primary schools are as follow:
1. **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) immediately after being looked- after
 2. **Siblings**
 3. **Exceptional, social, medical or special educational needs**
 4. **Distance.**
- 6.13. There are no proposed changes to the existing policy and oversubscription criteria for admission to Islington primary community schools in **2019/20**. The policy and oversubscription criteria are set out in **Appendix 5**.
- **Recommendation**
- 6.14. To agree the admissions policy and oversubscription criteria for Islington community primary schools as outlined in **Appendix 5**.

C. PRIMARY SCHOOL ADMISSION NUMBERS 2019/20

- 6.15. The local authority must publish admission numbers for primary schools within its admission arrangements. Published numbers must take account of the school's net capacity as determined by the Department for Education (DfE) formula. Schools must be consulted before deciding their admission number.
- 6.16. School roll forecasts based on actual pupil numbers, local, regional and national demographic data have proved reliable over a sustained period.
- 6.17. Places at primary reception are projected across six planning areas:
- **Planning Area 1 (Holloway):** demand is projected to exceed capacity by 2019, to be addressed through the permanent expansion of Tufnell Park Primary from September 2019 (refer to 6.18 below).
 - **Planning Area 2 (Hornsey):** sufficient capacity until 2025.
 - **Planning Area 3 (Highbury):** sufficient capacity until 2021.
 - **Planning Area 4 (Barnsbury):** sufficient capacity for the medium term.
 - **Planning Area 5 (Canonbury):** demand is projected to exceed capacity in all future years due to a number of significant housing schemes that are projected a high child yield. Immediate pressure for places will be met by capacity in Planning Area 6, and in the medium/long term through the proposed expansion of St John Evangelist Primary (refer to 6.19 below).

- **Planning Area 6 (Finsbury):** sufficient capacity following the opening of a new school (City of London Primary Academy, Islington) in September 2017 and expansion of Moreland Primary (refer to 6.20 below).
- 6.18. Proposed new housing developments in **Planning Area 1 (Holloway)** are likely to yield additional children requiring primary school places. This is in addition to a projected increase in the birth rate and general population in the same area. In order to meet this projected demand, 45 additional places will be provided by the Council from September 2019 at Tufnell Park Primary School, a school also rated as ‘Good’ in its last Ofsted inspection (June 2017).
- 6.19. There is sufficient capacity in Planning Areas 2, 3 and 4 both in the short to medium term. Feasibility studies exploring options for additional capacity have already been carried out, and sufficiency across the planning areas will continue to be kept under close review through the Education and Childcare Commissioning Board and Schools Forum Capital Sub-Group.
- 6.20. Through a joint enterprise with City of London Corporation, additional capacity has been introduced in **Planning Area 6 (Finsbury)**, to the south of the borough, where previous projections indicated a squeeze on school places for City and Islington residents alike from September 2017, largely as a result of new housing developments. City of London Primary Academy, Islington opened in September 2017 as planned, providing 60 additional reception class places for local residents. Further capacity has also been introduced in the Planning Area through the offer of 15 additional places at Moreland Primary School, rated ‘Good’ in its last Ofsted inspection (March 2016).
- 6.21. Taking into account the planned expansions outlined above, our current assessment is that there is sufficient reception class capacity to meet demand until September 2024. For full details of our school roll projections, please see [Primary and Secondary School Roll Projections 2016/17 to 2030/31](#).
- 6.22. Should any unforeseen need arise, the Council has some additional physical capacity that could be brought into immediate use in Planning Area 2 at Pooles Park (30 places) and St Mark’s (30 places).
- 6.23. To secure the most efficient use of resources, and support the school’s financial planning, we propose to continue the temporary reduction at Winton Primary (from 45 to 30).
- **Recommendation**
- 6.24. To agree the proposed admission numbers for Islington primary schools as set out in **Appendix 6**.

7. IN-YEAR SCHOOL ADMISSIONS COORDINATED SCHEME: 2019/20

A. Local protocols for in-year admission to Islington primary and secondary schools: 2019/20

- 7.1. The School Admissions Code 2012 removed the requirement for local authorities to coordinate in-year admissions applications. This remains the case under the School Admissions Code 2014.
- 7.2. Following local consultation, protocols were agreed with all Islington schools, including own admission authority schools to ensure children out of school are placed quickly, minimising the time they spend out of education and prevent them from falling outside the system.
- 7.3. These protocols have now been in operation for over four years and are working effectively. Information gathered from a range of sources, indicates that schools respond sympathetically, fairly and for the most part speedily, in offering places to children who are newly arrived in Islington.
- 7.4. Schools are familiar with what to do should they have safeguarding concerns. Similarly, schools readily refer back to the local authority (as required by the School Admissions Code), children they consider should be admitted under Islington's Fair Access Protocol arrangements.
- 7.5. Consequently, no changes are proposed to existing arrangements.
 - **Recommendation**
- 7.6. To agree the proposed arrangements for in-year admissions in 2019/20 as set out in **Appendix 7**.
- 7.7. To agree the proposed oversubscription criteria in 2019/20 as set out in **Appendix 8**.

8. ISLINGTON SIXTH FORM CONSORTIUM ADMISSIONS POLICY 2019/20

- 8.1. In line with the School Admissions Code, details of proposed admission arrangements and criteria for entry to Year 12 at Islington Sixth Form Consortium (IC6), a joint collaboration between City of London Academy, Highbury Grove, Highbury Fields, Central Foundation and St Aloysius' College, are attached as **Appendix 9**.
- 8.2. No changes are proposed to the existing arrangements and criteria for admission in 2019/20 as they are working effectively.
- 8.3. The School Admissions Code also requires that a school must have an admission number for each 'relevant age group'. This is defined in law as 'an age group in which pupils are or will normally be admitted' to the school in question.
- 8.4. Where a secondary school operates a sixth form and admits children from other schools at age 16, an admission number is therefore required for Year 12 as well as for the main year, or years, in which children join the lower school. Admission numbers must refer in each case to children to be admitted to the school for the first time (and therefore not young people already on roll at the school and 'staying on' to the sixth form).
- 8.5. No changes to the existing admission numbers for external applicants to IC6 (Islington Sixth Form Consortium) at Year 12 are proposed. The numbers are set out below in **Table 5**.

Table 5: Proposed admission numbers for external applicants 2019/20

Admission number for external applicants at Year 12	2018/19	Proposed 2019/20
City of London Academy, Highbury Grove	25	25
Highbury Fields	25	25
Central Foundation	25	25
St Aloysius	25	25
TOTALS	100	100

• **Recommendation**

- 8.6. To agree the policy and oversubscription criteria for admission to IC6 (Islington Sixth Form Consortium) in 2019/20 as set out in **Appendix 9**.
- 8.7. To agree the proposed admission numbers to IC6 (Islington Sixth Form Consortium) for external applicants at Year 12 in 2019/20 as set out in **Table 5** above.

9. IMPLICATIONS

- **Financial implications**

- 9.1. The school expansions identified in the report have been built into the Council's capital programme and the revenue costs of increased provision are met through the Dedicated Schools Grant.

- **Legal Implications**

- 9.2. The Council has a duty to undertake consultation on admission policies in order to determine admission arrangements, including admission numbers under Part III of the School Standards and Framework Act 1998 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012/8. The Council must comply with the mandatory requirements of the School Admissions Code 2014 and have due regard to the discretionary elements of the Code.
- 9.3. The Council, as required by the general Public Sector Equality Duty under section 149 of the Equality Act 2010, must have due regard to the need to eliminate discrimination, harassment, victimisation and other prohibited conduct, the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and the need to foster good relations between persons who share a relevant protected characteristic and those who do not share it.

- **Environmental Implications**

- 9.4. There are no environmental implications.

- **Resident Impact Assessment**

- 9.5. The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.
- 9.6. The admission arrangements for community schools are designed to ensure all parents have an equal chance of securing the community school of their choice irrespective of the child's ethnicity, religion, or socio-economic group. A Resident Impact Assessment has taken place and no adverse impact identified.

10. Conclusion and reasons for recommendations

- 10.1. The proposed admission arrangements for both primary and secondary community schools and Islington Sixth Form Consortium promote fair access to educational opportunity and are compliant with the mandatory provisions of the School Admissions Code, 2014.

10.2. The Executive is therefore asked to agree the proposed primary and secondary admission arrangements for 2019/20, in-year arrangements for 2019/20 and Islington Sixth Form Consortium 2019/20.

Appendices:

- Appendix 1 Proposed Pan-London Secondary School Co-ordinated Admissions Scheme: **2019/20**
- Appendix 2 Proposed Islington Community Secondary School Admissions Policy and Oversubscription Criteria: **2019/20**
- Appendix 3 Proposed Secondary School Admission Numbers: **2019/20**
- Appendix 4 Proposed Pan-London Primary School Co-ordinated Admissions Scheme: **2019/20**
- Appendix 5 Proposed Islington Community Primary School Admissions Policy and Oversubscription Criteria: **2019/20**
- Appendix 6 Proposed Primary School Admission Numbers: **2019/20**
- Appendix 7 Proposed Islington In-Year Admissions Protocols: **2019/20**
- Appendix 8 Proposed Islington Community School In-Year Oversubscription Criteria: **2019/20**
- Appendix 9 Islington Sixth Form Consortium Admissions Policy and Oversubscription Criteria: **2019/20**
- Appendix 10 Proposed Islington Sixth Form Consortium Numbers for external applicants: **2019/20**
- Appendix 11 Resident Impact Assessment

Background papers: None

Signed by:



23 January 2018

Carmel Littleton
Corporate Director Children, Employment and Skills

Date

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**Proposed Arrangements for Secondary Transfer
Pan London Co-ordinated Scheme 2019/20**

➤ **GLOSSARY**

Admission Authority (AA)	The body responsible for setting and applying a school's admission arrangements. For community schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies and Free Schools, the Funding Agreement states who is responsible for applying admission arrangements that can only be set or altered with the prior agreement of the Secretary of State.
Home Local Authority (HLA)	The authority area in which the child lives.
Maintaining Local Authority (MLA)	The authority area in which the school is located.

➤ **APPLICATIONS**

- 1 Islington LA will advise HLAs during the Summer Term of Year 5 of any eligible resident pupils on the roll of Islington's maintained primary schools due to transfer to secondary school in the September of the subsequent academic year (i.e. **September 2019**).
- 2 Islington residents need to apply online at www.islington.gov.uk/admissions. Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent who has a child in their last year of primary education within a maintained school or academy, either in Islington or elsewhere, and who is resident in Islington is informed how they can access Islington's composite prospectus/admissions brochure and apply online. The prospectus will be available online from www.islington.gov.uk/admissions, with reference copies available from Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR by **12 September 2018**.
- 4 The online brochure will also be available to parents who are non-residents and will include information on how to access their HLA's equivalent School Admissions Application Form, and advise parents to contact their HLA if they are unable to apply online.
- 5 Own admission authorities within Islington will not use supplementary information forms except where the information available through the School Admissions Application Form is

insufficient for consideration of the application against the school's published oversubscription criteria.

- 6 Where admission authorities within Islington use supplementary forms, Islington LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code, 2014.
- 7 Where supplementary forms are used, they will be made available on Islington's website or from the school concerned for resident and non-resident applicants alike. The supplementary forms will advise parents that they must also complete their HLA's School Admissions Application Form.
- 8 Islington's composite prospectus/admissions brochure will indicate which Islington schools require supplementary information forms to be completed and signpost applicants to where these forms can be found.
- 9 Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless:
 - the applicant has also completed Islington's School Admissions Application Form or their HLA's equivalent common application form AND
 - the school is listed on Islington's/HLA's application form as a preference.
- 10 Islington LA will share the details of each application for an Islington voluntary-aided school with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent who has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Islington LA who will then contact the parent and ask them to complete one.
- 11 Applicants will be able to express a preference for up to six maintained secondary schools or Academies/Free Schools located within and/or outside Islington LA (including any City Technology College that has agreed to participate in their local authority's Qualifying Scheme).
- 12 The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Islington expresses a preference for schools in the area of another MLA, the order of preference will be revealed to that LA in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
- 13 The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**31 October 2018**).

- 14 If parents live separately, but the child lives equally with both, then it is the parents' responsibility to make this clear at the time of application and to provide supporting evidence in respect of both addresses, for example a Residency Order from a court.
- 15 Only one address can be used for school admission purposes and the final decision will rest with Islington LA.
- 16 Islington LA may not accept a temporary address where the applicant still possesses a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.
- 17 The LA may also undertake additional checks with the new school to ascertain whether the child's home address has changed since the application was completed and will investigate all applications where:
- there are any doubts about the information originally provided;
 - information has been received from a member of the public to suggest a fraudulent application has been made;
 - the Council Tax account is in a different name from the applicant's.
- 18 Any applicant who provides false or misleading information will have their offer of a school place withdrawn, and may also be subject to legal proceedings.
- 19 Islington LA undertakes to carry out the address verification process set out in its entry in the Pan-London Business User Guide. This will in all cases include validation of resident applicants against Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than **12 December 2018**.
- 20 Islington LA will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' or has recently been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after and will provide evidence to the MLA in respect of a preference for a school in its area by **13 November 2018**.
- 21 Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **13 November 2018**.

➤ **PROCESSING**

- 22 Applicants who are resident within Islington must complete and submit (or return) the School Admissions Application Form, which will be available online, to Islington LA by **31 October 2018**. However, Islington LA encourages applicants to submit their application by **19 October 2018** (i.e. the Friday before half term) to allow sufficient time to process and check all applications before the mandatory date when data must be shared with other Local Authorities.

- 23** Any application forms, changes to preferences or preference order received after **31 October 2018** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
- 24** Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **12 December 2018**, deciding each case upon its own merits.
- 25** Where such applications contain preferences for schools in other LAs, Islington will forward the details to MLAs via the Pan-London Register (PLR) as they are received. Islington LA will accept late applications which are considered to be on time within the terms of the HLA's scheme.
- 26** The latest date for the upload to the PLR of late applications, but which are to be considered to be on-time within the terms of the HLA's scheme, is **12 December 2018**.
- 27** Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA will accept the application as on-time up to **12 December 2018**, on the basis that an on-time application already exists within the Pan-London system.
- 28** Any school that operates a banding system that requires testing to take place must ensure that their timetable coincides with the scheme timetable set out in **Schedule A**.
- 29** Application data relating to applications for schools in other participating LAs will be uploaded to the Pan-London Register (PLR) by **13 November 2018**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.
- 30** Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **13 November 2018**.
- 31** Islington LA will notify each school within Islington that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **13 November 2018**.
- 32** Between **13 November 2018** and **11 January 2019**, own admission authority schools and Academies will assess their applications according to their admissions criteria.
- 33** Islington LA will participate in the application data checking exercise scheduled between **13 December 2018** and **2 January 2019** in the Pan-London timetable.
- 34** All preferences for schools within Islington will be considered without reference to rank order. When the admission authorities within Islington have provided a list of applicants in criteria order, Islington LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked potential offer to decide which single offer to make.

- 35** Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **11 January 2019**.
- 36** Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **1 February 2019**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 37** Islington LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System – ONE) and the PLR which will continue until notification that a steady state has been achieved, or until **14 February 2019** if this is sooner.
- 38** Islington will not make an additional offer between the end of the iterative process and **1 March 2019** which may impact on an offer being made by another participating LA.
- 39** Notwithstanding paragraph 28, if an error is identified within the allocation of places at one of our schools, Islington LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a HLA or MLA) Islington LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Islington will accept that the applicant(s) affected might receive a multiple offer.
- 40** Islington LA will participate in the offer data checking exercise scheduled between **15 and 22 February 2019**.
- 41** Islington will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **25 February 2019**.
- **OFFERS**
- 42** Islington LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code, 2014. The applicant will be offered a place at the nearest Islington community school to the home address with an available place.
- 43** Islington LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
- 44** Islington LA will use the Notification Letter set out in **Schedule B**.
- 45** Notification of the outcome will be sent electronically to resident applicants on **1 March 2019**, unless a paper application was submitted.
- 46** Details of the pupils to be offered will be made available to each Islington primary school by **2 March 2019**.

47 Parents who are not successful in their application for a school will be offered the right of appeal.

➤ **POST OFFER**

48 Parents must accept or decline the offer of a place by **15 March 2019**, or within two weeks of the date of any subsequent offer. If they do not respond by this date the HLA will make every reasonable effort to contact the parent to find out whether or not, they wish to accept the place. Only where the parent fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn. (The School Admissions Code states that an admission authority may only lawfully withdraw an offer in very limited circumstances. This may include where a parent has not responded to the offer within a reasonable time).

49 Where a parent accepts or declines a place by **15 March 2019**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **22 March 2019**. Subsequent information will be transferred as and when it is received.

50 A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. All applicants will be treated as on-time from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.

51 Islington LA will inform the HLA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the HLA's area, in order that the HLA can offer the place.

52 When acting as a MLA, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.

53 When acting as a HLA, Islington LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.

54 Where Islington LA is informed by a MLA of an offer which can be made to an applicant resident in Islington which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the MLA that the offer will not be made.

55 Where Islington LA, acting as a HLA, has agreed to a change of preference order for good reason, it must inform any MLA affected by the change.

56 When acting as a MLA, Islington LA will inform the HLA, where different, of any change to an applicant's offer status as soon as it occurs. Islington LA will accept new applications

(including additional preferences) from HLAs for maintained schools and Academies in its area.

➤ **WAITING LISTS**

57 Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Islington school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents will be given the opportunity to make applications to Islington schools to which they did not originally apply.

58 Where a waiting list is maintained by an admission authority of a maintained school or academy, the admission authority will inform the MLA of a potential offer, in order that the offer may be made by the HLA.

59 A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. There will be no differentiation between on-time or late applications from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.

60 Waiting lists will be kept by all admission authorities in Islington LA. Own admission authority schools will apply their own admission arrangements. Islington LA will keep a duplicate waiting list and will offer places on behalf of the governing bodies of own admission authority schools. Waiting lists for community schools will be administered centrally by Islington MLA during the Autumn Term.

61 Waiting lists for entry to Year 7 in **September 2019** will be compiled on **22 March 2019** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.

62 Following the second round of offers (cf. paragraphs 48 and 57), waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.

63 Children will remain on the waiting list until the **31 December 2019**. After this period, all waiting lists will be cleared and passed over to Islington schools. Applicants wishing to remain on the waiting list after this point will need to submit a fresh application for the school in question using Islington's [In-Year Application Form](#).

➤ **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**

64 For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:

- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;

- describe Islington's arrangements for the admission of children of UK Service Personnel in our composite prospectus/admissions brochure;
- ensure our arrangements do not disadvantage service children through an annual review of existing procedures.

- 65** Applications will be processed in line with Islington's school admissions procedures as described above.
- 66** Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.
- 67** Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal. We may also ask the school to go over numbers.
- 68** The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.
- 69** The child will be placed on the waiting list for any higher preference school than the one offered as described above.

➤ **CHILDREN OUT OF CHRONOLOGICAL YEAR GROUP**

- 70** Islington MLA's policy is that every child should be taught in their chronological year group, although it is acknowledged that in exceptional circumstances placing children out of chronological year group may be in the child's best interests.
- 71** Parents may seek a place for their child outside of their normal age group at Secondary Transfer, for example, if the child is gifted and talented or has experienced problems such as ill health.
- 72** The Director of Children's Services, on an individual basis, may agree for a child to be taught out of their chronological year group where applicants can demonstrate that admission outside the normal age group would be in the child's best interests.
- 73** Parents must supply written details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered.
- 74** Cases will be considered by a panel comprising a senior admissions officer, educational psychologist and senior social worker. The panel will consider the evidence presented and consult relevant professionals as necessary before coming to a decision. In cases where it is agreed, it will never be more than one year below or above the child's chronological age, and will be binding on all Islington community schools.
- 75** A decision regarding a child with an Education, Health and Care Plan (EHCP) will be considered via the SEN Annual Review process. In the event that the HLA determines that the child should be taught out of chronological year group the EHCP will be amended accordingly.

76 Although parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group.

Proposed Timetable for the determination of secondary applications 2019/20

19 October 2018	Recommended closing date for receipt of the School Admission Application Form
31 October 2018	Statutory deadline for return of application to the Home LA
13 November 2018	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
13 November 2018 – 11 January 2019	Own admission authority schools and Academies will assess their applications according to their admissions criteria
12 December 2018	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
13 December 2018 - 2 January 2019	Pan-London data checking exercise of pupil applications exchanged via the PLR
01 January 2019	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
11 January 2019	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
1 February 2019	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
14 February 2019	Final ALT file to the PLR
15–22 February 2019	Pan-London data checking exercise of pupil offer data
25 February 2019	Deadline for online ALT file to portal
28 February 2019	Deadline for admission arrangements to be determined
1 March 2019	National Offer Day - Notification Letter sent to parents by Home LA
15 March 2019	Date by which parents accept or decline offers
22 March 2019	Date by which LA will pass information to schools within Islington (or for out-of-borough schools, to the maintaining LA) on parents who have accepted or declined a place.

Proposed Secondary Notification Letter

1 March 2019

Ref: «pupil_id»

To the Parent/Carer of
«pupil_firstname» «pupil_surname»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road»
«gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Islington School Admissions Team
222 Upper Street, London N1 1XR
Tel: 020 7527 5515
Fax: 020 7527 5694
Email: admissions@islington.gov.uk
This matter is being dealt with by: **Alison Smith**

Dear Parent/Carer,

SECONDARY TRANSFER – 2019/20

I am writing to let you know the outcome of your application for a secondary school place. Your child «pupil_firstname» has been offered a place at «alloc_pref».

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc_pref». Please complete the reply slip below and return by **15 March 2019**. Failure to do so may result in this offer being withdrawn. Once your acceptance is received, the school will be informed and will contact you to provide further information about the arrangements for admission.

Please note that applications for any schools that you listed lower on your application form were automatically withdrawn under the coordinated admission arrangements.

If you were not offered your first preference school

I am sorry that it was not possible to offer a place at any of the schools which you have listed higher on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like further information about why your child was not offered one of your higher preference schools, then please contact the admission authority for that school. An admission authority will either be the school or the local authority where the school is located. We are the admission authority for community schools in Islington. For all other schools and academies in Islington, please contact them directly. The contact details for other admissions authorities can

be found in our Secondary Transfer brochure which is accessible online at <http://www.islington.gov.uk/admissions>

Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools which you listed on your application form.

If you wish to appeal:

- for community schools in Islington please complete the [online appeal form](#)
- for all other schools and academies in Islington please contact the school direct
- for schools outside Islington, please contact the local authority where the school is located.

NB. The outcome of your appeal will not be influenced by the acceptance of a place at an alternative school.

Waiting lists

I can confirm that your child's name has been placed on the waiting list for any Islington school that you have listed higher on your form. If you do not wish to remain on these waiting lists, please tick the relevant box on the reply slip.

If you would like «pupil_firstname» to be placed on a waiting list for any other school, then please contact the Islington School Admissions Team. Your child will remain on the waiting list until **31 December 2019**.

If you have any further queries please do not hesitate to contact a member of the School Admissions Team on 020 7527 5515.

Yours sincerely,

Alison Smith
Manager, Admissions and Children Out of School

REPLY SLIP

Ref: «pupil_id»

PLEASE ACCEPT YOUR PLACE ONLINE by 15 MARCH 2019

Alternatively, please return the paper form by email, fax or post to:

Islington School Admissions Team
222 Upper Street
London N1 1XR

Email: admissions@islington.gov.uk

Fax: 020 7527 5694

ACCEPTING A PLACE

I wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»

**I do not wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»

.....

****Please complete this section if not accepting this school place.**

I do not wish to accept a place at the above school. My child will be educated as follows:

.....

WAITING LISTS

I would like my child to be placed on the waiting list for the following schools (up to six maximum):

.....

Please remove my child from all waiting lists.

.....

...../...../.....

Signature of Parent/Carer

Date

Daytime Telephone Number.....

For information on how the waiting lists for Islington Schools operate, please refer to the Secondary Schools Brochure available online at:

www.islington.gov.uk/admissions

Proposed Admission Criteria to Islington Community Secondary Schools: 2019/20

Applicants with an Education, Health and Care Plan (EHCP) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the EHCP.

In the event of over-subscription to a community secondary school, the following criteria will be applied in the order listed below:

1) **Looked-after children** and children who have been adopted (or made subject to a child arrangements order or special guardianship order) immediately after being looked-after.

2) **Sibling:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Years 7 to 11), or co-located Special School, at the time of proposed admission in the new academic year.

3) **Exceptional Social, Medical or Special Educational Needs:** The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported *exceptional* medical, social or special educational needs. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation), to enable these factors to be considered.

4) **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

Distance will be used as a tiebreaker for over-subscription criteria 1- 3.

Multiple births

If only one place is available at the secondary school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community secondary schools to admit the siblings and go over their published admission number to support the family.

PROPOSED SECONDARY ADMISSION NUMBERS 2019/20

School	Designation	PAN 2018/19	Proposed PAN 2019/20
Arts and Media School, Islington	Mixed Trust	180	180
Central Foundation	Boys Voluntary- Aided	180	180
City of London Academy, Highbury Grove	Mixed Academy	240	240
City of London Academy, Highgate Hill	Mixed Academy	140*	140*
City of London Academy, Islington	Mixed Academy	165	165
Elizabeth Garrett Anderson	Girls Community	180	180
Highbury Fields	Girls Community	140	140
Holloway	Mixed Community	180	180
St Aloysius' College	Boys Voluntary- Aided	180	180
St Mary Magdalene	Mixed Academy	180	180
TOTAL NUMBER OF AVAILABLE PLACES		1765	1765

NB. Please note that although Arts and Media School, Islington is technically its own admission authority, the school has asked the local authority to treat it as community school for the purpose of school admissions.

**At the time of writing, City of London MAT is considering an increase to the PAN of City of London Academy, Highgate Hill.*

**Proposed Arrangements for Primary Transfer
Pan London Co-ordinated Scheme 2019/20**

➤ **GLOSSARY**

Admission Authority (AA)	The body responsible for setting and applying a school's admission arrangements. For community schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies and Free Schools, the Funding Agreement states who is responsible for applying admission arrangements that can only be set or altered with the prior agreement of the Secretary of State.
Home Local Authority (HLA):	The authority area in which the child lives.
Maintaining Local Authority (MLA):	The authority area in which the school is located.

➤ **APPLICATIONS**

- 1 Islington LA will advise HLAs of any resident pupils on the roll of Islington LA's maintained children's centres, nursery schools, primary schools, Free Schools and Academies who are eligible to transfer to reception class in the September of the subsequent academic year (i.e. **September 2019**).
- 2 Islington residents need to apply online at www.islington.gov.uk/admissions. Where this is not possible, applicants should contact the School Admissions Team by telephone (020 7527 5515) or in person (Council Offices at 222 Upper St, N1 1XR) to request a paper application.
- 3 Islington LA will take all reasonable steps to ensure that every parent who has a child in the eligible cohort and is resident in Islington is informed of how they can access Islington's composite prospectus/admissions brochure and apply online. The prospectus will be available online from www.islington.gov.uk/admissions, with reference copies available from Islington School Admissions team at the Council's Offices at 222 Upper St, N1 1XR by **12 September 2018**.
- 4 The online brochure will also be available to parents who are non-residents and will include information on how to access their HLA's equivalent School Admissions Application Form, and advise parents to contact their HLA if they are unable to apply online.
- 5 Own admission authorities within Islington will not use supplementary information forms except where the information available through the School Admissions Application Form is insufficient for consideration of the application against the school's published oversubscription criteria.

- 6 Where admission authorities within Islington use supplementary information forms, Islington LA will seek to ensure that they only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code, 2014.
- 7 Where supplementary forms are used, they will be made available on Islington's website or from the school concerned for resident and non-resident applicants alike. The supplementary forms will advise parents that they must also complete their HLA's School Admissions Application Form.
- 8 Islington's composite prospectus/admissions brochure will indicate which Islington schools require supplementary information forms to be completed and signpost applicants to where these forms can be found.
- 9 Where a school in Islington receives a supplementary information form, it will not be considered a valid application unless:
 - the applicant has also completed Islington's School Admissions Application Form or their HLA's equivalent common application form AND
 - the school is listed on Islington's/HLA's application form as a preference.
- 10 Islington LA will share the details of each application for an Islington voluntary-aided school with that school. Schools that require a supplementary information form will check that each parent has completed one. If one has not been received the school will make contact with the parent and ask them to complete one. The school will also check that each parent who has completed a supplementary form has also completed a School Admissions Application Form. If any parent has not completed a School Admissions Application Form, the school will share that information with Islington LA who will then contact the parent and ask them to complete one.
- 11 Applicants will be able to express a preference for up to six maintained primary schools or Academies/Free Schools located within and/or outside Islington LA that has agreed to participate in their local authority's Qualifying Scheme.
- 12 The order of preference given on the School Admissions Application Form will not be revealed to a school. However, where a parent resident in Islington expresses a preference for schools in the area of another MLA, the order of preference will be revealed to that LA in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school.
- 13 The address that will be used to process an application will be the child's normal and permanent address as at the closing date for applications (**15 January 2019**).
- 14 If parents live separately, but the child lives equally with both, then it is the parents' responsibility to make this clear at the time of application and to provide supporting evidence in respect of both addresses, for example a Residency Order from a court.
- 15 Only one address can be used for school admission purposes and the final decision will rest with Islington LA.
- 16 Islington LA may not accept a temporary address where the applicant still possesses a property that was previously used as a home address; nor accept a temporary address if it is used solely or mainly to obtain a school place.

- 17 The LA may also undertake additional checks with the new school to ascertain whether the child's home address has changed since the application was completed and will investigate all applications where:
- there are any doubts about the information originally provided;
 - information has been received from a member of the public to suggest a fraudulent application has been made;
 - the Council Tax account is in a different name from the applicant's.
- 18 Any applicant who provides false or misleading information will have their offer of a school place withdrawn, and may also be subject to legal proceedings.
- 19 Islington LA undertakes to carry out the address verification process set out in its entry in the Pan-London Business User Guide. This will in all cases include validation of resident applicants against Islington LA's primary school data and the further investigation of any discrepancy. Where Islington LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA no later than **11 February 2019**.
- 20 Islington LA will confirm the status of any resident child for whom it receives an Application Form stating that s/he is a 'Child Looked After' or has recently been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after and will provide evidence to the MLA in respect of a preference for a school in its area by **5 February 2019**.
- 21 Islington LA will advise a MLA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside the correct age cohort, and will forward any supporting documentation to the MLA by **5 February 2019**.

➤ **PROCESSING**

- 22 Applicants who are resident within Islington LA must complete and submit (or return) the School Admissions Application Form, which will be available online, to Islington LA by **15 January 2019**. Islington LA will follow the timetable set out in Appendix 4 Schedule A.
- 23 Application data relating to preferences for schools in other participating LAs will be uploaded to the Pan-London Register (PLR) by **05 February 2019**. Supplementary information provided with the Schools Admission Application Form will be sent to MLAs by the same date.
- 24 Any application forms, changes to preferences or preference order received after **15 January 2019** will be treated as late. This means that such applications will be considered after those applicants who have applied on time.
- 25 Islington LA will accept late applications and process them as on time if they are late for a good reason and received by the **11 February 2019**, deciding each case upon its own merits.
- 26 Where such applications contain preferences for schools in other LAs, Islington will forward the details to MLAs via the Pan-London Register (PLR) as they are received. Islington LA will accept late applications which are considered to be on time within the terms of the HLA's scheme.
- 27 The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the HLA's scheme is **11 February 2019**.

- 28 Where an applicant moves from one participating HLA to another after submitting an on-time application under the terms of the former HLA's scheme, the new HLA will accept the application as on-time up to **11 February 2019**, on the basis that an on-time application already exists within the Pan-London system.
- 29 Application data relating to applications for schools in other participating LAs will be uploaded to the Pan-London Register (PLR) by **11 February 2019**. Supplementary information provided with the School Admissions Application Form will be sent to Islington voluntary-aided schools and MLAs by the same date.
- 30 Application data relating to Islington schools from out-of-borough pupils will be received from the Pan London Register on **11 February 2019**.
- 31 Islington LA will notify each school within Islington that is its own admissions authority of every preference that has been made for the school, forwarding to them all relevant details from the School Admissions Application Form by **12 February 2019**.
- 32 Between **12 and 26 February 2019**, own admission authority schools and Academies will assess their applications according to their admissions criteria.
- 33 Islington LA will participate in the application data checking exercise scheduled between **12 February** and **26 February 2019** in the Pan-London timetable.
- 34 All preferences for schools within Islington will be considered without reference to rank order. When the admission authorities within Islington have provided a list of applicants in criteria order, Islington LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked potential offer to decide which single offer to make.
- 35 Schools which are their own admission authority must provide the MLA with an electronic list of their applicants in rank order by **27 February 2019**.
- 36 Islington LA will send the first ALT file to the Pan-London Register (PLR) giving offer details for their school on **21 March 2019**. The PLR will transmit the highest potential offer specified by the MLA to the HLA.
- 37 Islington LA will eliminate all but the highest ranked offer where an applicant has more than one potential offer. This will involve exchanges of preference outcomes between the LAS (Local Admissions System – ONE) and the PLR which will continue until notification that a steady state has been achieved, or until **28 March 2019** if this is sooner.
- 38 Islington will not make an additional offer between the end of the iterative process and **16 April 2019** which may impact on an offer being made by another participating LA.
- 39 Notwithstanding paragraph 36, if an error is identified within the allocation of places at one of our schools or academies, Islington LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a HLA or MLA) Islington LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, Islington will accept that the applicant(s) affected might receive a multiple offer.
- 40 Islington LA will participate in the offer data checking exercise scheduled between **29 March** and **10 April 2019**.

41 Islington LA will send a file to the e-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2019**.

➤ **OFFERS**

42 Islington LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the School Admissions Application Form receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code, 2014. The applicant will be offered a place at the nearest Islington community school to the home address with an available place.

43 Islington LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the HLA or in other participating LAs.

44 Islington LA will use the Notification Letter set out in **Schedule D**.

45 Notification of the outcome will be sent electronically to resident applicants on **16 April 2019**, unless a paper application was submitted.

46 Islington LA will provide children's centres, nursery and primary schools with the destination data of its resident applicants after Offer day, on **17 April 2019**.

47 Parents who are not successful in their application for a school will be offered the right of appeal.

➤ **POST OFFER**

48 Parents must accept or decline the offer of a place by **30 April 2019**, or within two weeks of any subsequent offer. If they do not respond by this date the HLA will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Only where the parent fails to respond and Islington LA can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn. (The School Admissions Code states that an admission authority may only lawfully withdraw an offer in very limited circumstances. This may include where a parent has not responded to the offer within a reasonable time).

49 Where a parent accepts or declines a place by **30 April 2019**, this information will be passed on to the relevant school within Islington, or for out-of-borough schools, to the MLA, by **7 May 2019**. Subsequent information will be transferred as and when it is received.

50 A second round of offers will be made following the deadline for acceptance/decline of the original offer made on National Offer Day. There will be no differentiation between on-time or late applications from this point onwards. This includes any applicants who declined their original offer or who wish to make an application for a school in Islington to which they did not originally apply, and all late applicants who missed the original application deadline. The second round of offers will take place within 5 working days of the acceptance/decline deadline.

51 Islington LA will inform the HLA, where different, of an offer for a maintained school or Academy in Islington which can be made to an applicant resident in the HLA's area, in order that the HLA can offer the place.

52 When acting as a MLA, Islington LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.

- 53 When acting as a HLA, Islington LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the School Admissions Application Form than any school already offered.
- 54 Where Islington LA is informed by a MLA of an offer which can be made to an applicant resident in Islington which is ranked lower on the School Admissions Application Form than any school already offered, it will inform the MLA that the offer will not be made.
- 55 Where Islington LA, acting as a HLA, has agreed to a change of preference order for good reason, it must inform any MLA affected by the change.
- 56 When acting as a MLA, Islington LA will inform the HLA, where different, of any change to an applicant's offer status as soon as it occurs. Islington LA will accept new applications (including additional preferences) from HLAs for maintained schools and Academies in its area.
- **WAITING LISTS**
- 57 Where a child does not receive an offer of their first preference, his/her name will automatically be placed on the waiting list for each Islington school for which he/she is eligible, that is a higher preference school to the one that has been offered. Parents will be given the opportunity to make applications to Islington schools to which they did not originally apply.
- 58 Where a waiting list is maintained by an admission authority of a maintained school or academy, the admission authority will inform the MLA of a potential offer, in order that the offer may be made by the HLA.
- 59 Waiting lists will be kept by all admission authorities in Islington LA. Own admission authority schools will apply their own admission arrangements. Islington LA will keep a duplicate waiting list and will offer places on behalf of the governing bodies of own admission authority schools. Waiting lists for community schools will be administered centrally by Islington MLA during the Autumn Term.
- 60 Waiting lists for entry to Reception class in **September 2019** will be compiled on **7 May 2019** (after the deadline for acceptance of places) and will be kept in strict criteria order with no differentiation between on-time or late applications.
- 61 Following the second round of offers (cf. paragraphs 48 and 57), waiting lists will be maintained and places allocated, as they become available, in accordance with each admission authority's published admission and oversubscription criteria.
- 62 Children will remain on the waiting list until **31 December 2019**. After this period, all waiting lists will be cleared and passed over to Islington schools. Applicants wishing to remain on the waiting list after this point will need to submit a fresh application for the school in question using Islington's [In-Year Application Form](#).
- **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**
- 63 For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:

- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;
 - describe Islington's arrangements for the admission of children of UK Service Personnel in our composite prospectus/admissions brochure;
 - ensure our arrangements do not disadvantage service children through an annual review of existing procedures.
- 64 Applications will be processed in line with Islington's school admissions procedures as described above.
- 65 Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.
- 66 Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal. We may also ask the school to go over numbers.
- 67 The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.
- 68 The child will be placed on the waiting list for any higher preference school than the one offered as described above.

➤ **DEFERRING OR DELAYING ADMISSION**

- 69 Children are entitled to a full-time place in Reception class in the September following their fourth birthday.
- 70 In line with the Admissions Code 2014, parents can defer the date their child takes up a full-time place until later in the school year, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the place was offered.
- 71 Parents who wish to defer their child's admission or opt for their child to attend part-time until they reach compulsory school age *within the same academic year* should inform the head teacher of the offered school.
- 72 In the case of a parental request to *delay* their child's admission into the reception class for the following academic year, the local authority will consider each case on its merits, in the best interests of the child, using the following criteria:
- the needs of the child and the possible impact of being out of chronological year group;
 - in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
 - whether delayed social, emotional or physical development is adversely affecting their readiness for school;
 - any evidence provided by the parents to support their request;
 - the views of the head teacher of the relevant school;
 - relevant research into the outcomes of summer born and premature children.
- 73 If the request for delayed admission is agreed, the parent must reapply for a reception class place on the basis of the following year's oversubscription criteria.

74 In both cases, the child **MUST** begin to attend school upon reaching compulsory school age (i.e. at the start of the term following their fifth birthday).

75 Where parents wish, children may attend the offered school part-time until later in the school year but not beyond the point at which they reach compulsory school age.

➤ **CHILDREN OUT OF CHRONOLOGICAL YEAR GROUP WHO ARE NOT SUMMER BORN**

76 Islington MLA's policy is that every child should be taught in their chronological year group, although it is acknowledged that in exceptional circumstances placing children out of chronological year group may be in the child's best interests.

77 Parents may seek a place for their child outside of their normal age group at Primary Transfer, for example, if the child is gifted and talented or has experienced problems such as ill health.

78 The Director of Children's Services, on an individual basis, may agree for a child to be taught out of their chronological year group where applicants can demonstrate that admission outside the normal age group would be in the child's best interests.

79 Parents must supply written details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered.

80 Cases will be considered by a panel comprising a senior admissions officer, educational psychologist and senior social worker. The panel will consider the evidence presented and consult relevant professionals as necessary before coming to a decision. In cases where it is agreed, it will never be more than one year below or above the child's chronological age, and will be binding on all Islington community schools.

81 A decision regarding a child with an Education, Health and Care Plan (EHCP) will be considered via the SEN Annual Review process. In the event that the HLA determines that the child should be taught out of chronological year group the EHCP will be amended accordingly.

82 Although parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group.

Proposed timetable for the determination of primary applications 2019/20

01 January 2019	Deadline for the LA to formulate and publish on their website the local area's coordinated scheme
11 January 2019	Recommended closing date for receipt of the School Admission Application Form
15 January 2019	Statutory deadline for return of application to the Home LA
5 February 2019	Deadline for the transfer of application information by the Home LA to the PLR and supplementary information to Islington VA schools/maintaining local authorities
11 February 2019	Deadline for the upload of applications that are late but are considered to be on-time, to the PLR
12 February – 19 February 2019	Own admission authority schools and academies will assess their applications according to their admissions criteria
12 February -19 February 2019	Pan-London data checking exercise of pupil applications exchanged via the PLR
27 February 2019	Own admission authority schools and academies to provide Islington LA with an electronic list of their applicants in rank order
28 February 2019	Deadline for admission arrangements to be determined
21 March 2019	Deadline for the transfer of highest potential offer information from the Maintaining LAs to the PLR (1st ALT)
28 March 2019	Final ALT file to the PLR
29 March–10 April 2019	Pan-London data checking exercise of pupil offer data
11 April 2019	Deadline for online ALT file to portal
16 April 2019	National Offer Day - Notification Letter sent to parents by Home LA
30 April 2019	Date by which parents accept or decline offers
7 May 2019	Date by which LA will pass information to schools within Islington (or for out-of-borough schools, to the maintaining LA) on parents who have accepted or declined a place.

16 April 2019

Ref: «pupil_id»

To the Parent/Carer of
«pupil_firstname» «pupil_surname»
«gu_unit_no» «gu_unit_name»
«gu_house_no» «gu_street»
«gu_main_road»
«gu_district»
«gu_town»
«gu_county»
«gu_postcode»

Islington School Admissions Team
222 Upper Street, London N1 1XR
Tel: 020 7527 5515
Fax: 020 7527 5694
Email: admissions@islington.gov.uk
This matter is being dealt with by: **Alison
Smith**

Dear Parent/Carer,

PRIMARY TRANSFER STARTING RECEPTION – 2019/20

I am writing to let you know the outcome of your application for a primary school place. Your child «pupil_firstname» has been offered a place at «alloc_pref».

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept the offer of a place at «alloc_pref». Please complete the reply slip below and return by **30 April 2019**. Failure to do so may result in this offer being withdrawn. Once your acceptance is received, the school will be informed and will contact you to provide further information about the arrangements for admission.

Please note that applications for any schools that you listed lower on your application form were automatically withdrawn under the coordinated admission arrangements.

If you were not offered your first preference school

I am sorry that it was not possible to offer a place at any of the schools which you have listed higher on your application form. For each of these schools there were more applications than places available, and other applicants had a higher priority than your child under the school's published admission criteria.

If you would like further information about why your child was not offered one of your higher preference schools, then please contact the admission authority for that school. An admission authority will either be the school or the local authority where the school is located. We are the admission authority for community schools in Islington. For all other schools and academies in Islington, please contact them directly. The contact details for other admissions authorities can be found in our Primary Transfer Admissions brochure which is accessible online at <http://www.islington.gov.uk/admissions>

Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools which you listed on your application form.

If you wish to appeal:

- for community schools in Islington please complete the [online appeal form](#)
- at: <http://www.islington.gov.uk/admissions> for all other schools and academies in Islington please contact the school direct
- for schools outside Islington, please contact the local authority where the school is located.

Key Stage 1 Infant Class Size Legislation

You should be aware that by law infant classes (Reception, Year 1 and Year 2), where the majority of children will reach the age of 5, 6 or 7 during the school year, must not contain more than 30 pupils with a single school teacher.

Where a child has been refused admission to a school on "Infant Class Size Prejudice" grounds, an appeal panel can only offer a place to a child where it is satisfied that either:

- the child would have been offered a place if the admission arrangements had been properly implemented; and/or
- the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act (SSFA) 1998; and/or
- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

NB. The outcome of your appeal will not be influenced by the acceptance of a place at an alternative school.

Waiting lists

I can confirm that your child's name has been placed on the waiting list for any Islington school that you have listed higher on your form. If you do not wish to remain on these waiting lists, please tick the relevant box on the reply slip.

If you would like «pupil_firstname» to be placed on a waiting list for any other school, then please contact the Islington School Admissions Team. Your child will remain on the waiting list until the end of **December 2019**.

If you have any further queries, please do not hesitate to contact a member of the School Admissions Team on 020 7527 5515.

Yours sincerely,

Alison Smith

Manager, Admissions and Children Out of School

REPLY SLIP

Ref: «pupil_id»

PLEASE ACCEPT YOUR PLACE ONLINE BY 30 APRIL 2019.

Alternatively, please return the paper form by email, fax or post to:

Islington School Admissions Team
222 Upper Street
London N1 1XR

Email: admissions@islington.gov.uk
Fax: 020 7527 5694

ACCEPTING A PLACE

I wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»

**I do not wish to accept a place for «pupil_firstname» «pupil_surname» at «alloc_pref»

.....

****Please complete this section if not accepting this school place.**

I do not wish to accept a place at the above school. My child will be educated as follows:

.....

.....

WAITING LISTS

I would like my child to be placed on the waiting list for the following schools (up to six maximum):

.....

Please remove my child from all waiting lists.

.....

Signature of Parent/Carer

...../...../.....

Date

Daytime Telephone Number.....

For information on how the waiting lists for Islington Schools operate, please refer to the Primary Schools Brochure available online at: www.islington.gov.uk/admissions

Proposed Admission Criteria to Islington Community Primary Schools: 2019/20

Applicants an Education, Health and Care Plan (EHCP) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the EHCP.

In the event of over-subscription to a community secondary school, the following criteria will be applied in the order listed below:

1) **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) immediately after being looked-after.

2) **Sibling:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Reception Class to Year 6), or co-located Special School, at the time of proposed admission in the new academic year.

3) **Exceptional Social, Medical or Special Educational Needs:** The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported *exceptional* medical, social or special educational needs. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation), to enable these factors to be considered.

4) **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

Distance will be used as a tiebreaker for over-subscription criteria 1- 3.

Multiple Births

• Key Stage 1

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, schools will go over their published admission number to support the family as required by the School Admissions Code 2014. These children will be deemed as 'excepted' pupils under KS1 class size legislation.

• Key Stage 2

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to admit the siblings and go over their published admission number to support the family.

Proposed Primary Admission Numbers 2019-20

SCHOOL	Planning Area	Planning Area Network	Proposed Admission Number 2019/20	Planning Area Breakdown		Total number of places
Ambler Primary School & Children's Centre	3	Highbury	60	1	Holloway	465
Ashmount Primary School	2	Hornsey	60	2	Hornsey	495
Blessed Sacrament Catholic Primary School	4	Barnsbury	30	3	Highbury	375
Canonbury Primary School	5	Canonbury	60	4	Barnsbury	290
Christ The King Catholic Primary School	2	Hornsey	60	5	Canonbury	355
City of London Primary Academy	6	Finsbury	60	6	Finsbury	330
Clerkenwell Parochial CofE Primary School	6	Finsbury	30		TOTAL	2310
Copenhagen Primary School	4	Barnsbury	60			
Drayton Park Primary School	3	Highbury	45			
Duncombe Primary School	2	Hornsey	60			
Gillespie Primary School	3	Highbury	30			
Grafton Primary School	2	Hornsey	60			
Hanover Primary School	5	Canonbury	45			
Hargrave Park Primary School	1	Holloway	45			
Highbury Quadrant Primary School	3	Highbury	60			
Hugh Myddelton Primary School	6	Finsbury	60			
Hungerford Primary School and Children's Centre	1	Holloway	60			
Laycock Primary School	4	Barnsbury	50			
Montem Primary School	2	Hornsey	60			
Moreland Primary School	6	Finsbury	60			
Newington Green Primary School	3	Highbury	60			
Pakeman Primary School	2	Hornsey	45			
Pooles Park Primary School	2	Hornsey	60			
Prior Weston Primary School	6	Finsbury	60			
Robert Blair Primary School	1	Holloway	30			
Rotherfield Primary School	5	Canonbury	60			
Sacred Heart Catholic Primary School	1	Holloway	60			
St Andrew's Barnsbury Church Of England Primary	4	Barnsbury	30			
St Joan of Arc Catholic Primary School	3	Highbury	60			
St John Evangelist Catholic Primary School	5	Canonbury	40			
St John's Highbury Vale CofE Primary School	3	Highbury	30			
St John's Upper Holloway CofE Primary School	1	Holloway	30			
St Joseph Roman Catholic Primary School	1	Holloway	60			
St Jude And St Paul's CofE Primary School	3	Highbury	30			
St Luke's CofE Primary School	6	Finsbury	30			
St Mark's CofE Primary School	2	Hornsey	30			
St Mary Magdalene Academy	1	Holloway	30			
St Mary's CofE Primary School	5	Canonbury	30			
SS Peter and Paul Catholic Primary School	6	Finsbury	30			
The New North Academy	5	Canonbury	60			
Thornhill Primary School	4	Barnsbury	60			
Tufnell Park Primary School	1	Holloway	90			
Vittoria Primary School	4	Barnsbury	30			
Whitehall Park Free School	2	Hornsey	60			
William Tyndale Primary School	5	Canonbury	60			
Winton Primary School***	4	Barnsbury	30			***Temporary reduction from 45
Yerbury Primary School	1	Holloway	60			
TOTAL			2310			

Proposed In-Year Admission Protocols for Islington Schools: 2019-20

GLOSSARY
Admission Authority: The body responsible for setting and applying a school's admission arrangements. For community schools, the local authority is the admission authority; and for foundation or voluntary aided schools, the governing body of the school is the admission authority. For Academies and Free Schools the Funding Agreement states who is responsible for applying admission arrangements which can only be set or altered with the prior agreement of the Secretary of State.
Home Local Authority (HLA): The authority area in which the child lives.
Maintaining Local Authority (MLA): The authority area in which the school is located.

➤ PRINCIPLES

1. The aim of these protocols is to establish a fair, clear and simple process for Islington parents wishing to apply for a place at an Islington school.
2. The protocols have also been designed to safeguard children from 'slipping through the net' and being left without a school place.
3. To this end there will be a single process for admission to any school in Islington, including community, academy and voluntary-aided schools.
4. The administrative responsibility for processing in-year applications has been delegated to schools. For community schools however, the local authority remains the admission authority and retains overall responsibility for the allocation of school places.
5. Schools will work in partnership with Islington LA both in its capacity as HLA and MLA to safeguard children and to ensure a fair, clear and simple process for Islington parents.

➤ APPLICATIONS

6. Applications for all Islington schools, from children resident in Islington will be made on Islington's online In-Year School Admissions Application Form. This will include all the fields and information specified in Schedule A which has been previously agreed by all PAN London Authorities and is compliant with the School Admissions Code.
7. The In-Year School Admissions Application Form will be available as an online application form at: www.islington.gov.uk/admissions. Alternatively, a paper form can be requested from the Islington School Admissions Team by telephone on 020 7527 5515 or in person at the Council Offices at 222 Upper St, N1 1XR.
8. As Islington schools will be responsible for making offers and holding waiting lists, an individual application must be made to each preferred school so that preference order is not disclosed.
9. Parents can apply to any school in Islington and there is no limit on the number of preferences.
10. Islington schools will forward applications for children living elsewhere in England to Islington MLA who will liaise with the child's HLA and share the outcome of the application.
11. Islington LA will allow parents to submit an online enquiry via email to express an interest in applying for an In-Year school place.

12. Own admission authorities within Islington will only use supplementary forms where the information available through the School Admissions Application Form is insufficient for consideration of the application against their published oversubscription criteria.
13. Supplementary forms will be available from the Islington school concerned, on Islington's website and from the Islington School Admissions Team.
14. Any supplementary forms must advise parents that they must also complete their HLA's School Admissions Application Form. Islington's online composite prospectus/admissions brochure and website will indicate which Islington schools require supplementary forms to be completed and where they can be obtained.
15. Where an admission authority in Islington receives a supplementary form, it will consider it to be a valid application, and the parent will also be asked to complete their HLA's School Admissions Application Form.
16. Where there is no waiting list and only the HLA's Application Form is received, Islington schools MUST admit the child. If there is a waiting list, a supplementary form should be completed where relevant in order for the application to be ranked correctly.
17. Any Islington school that operates a banding system that requires testing to take place must ensure appropriate arrangements are made for this to happen in a timely manner.
18. Islington MLA will accept any preference received from a HLA for a maintained school or Academy in Islington.
19. On request from an Islington school, Islington LA will undertake to carry out address verification and measuring of home to school distances. This service will be provided at no additional cost to Islington community and voluntary-aided schools. However, there will be a charge to Academies.
20. Where Islington HLA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a MLA, it will advise the MLA as soon as it becomes apparent.
21. On request, Islington HLA will check the status of any applicant who is a 'Looked After' child or who has been adopted (or made subject to a child arrangement order or special guardianship order) immediately after being looked after, and provide evidence to the MLA in respect of a preference for a school not in Islington MLA as soon as it is received.

➤ **PROCESSING**

22. Applicants with children resident in Islington must complete and return Islington's online In-Year School Admissions Application Form, a copy of which is sent directly to the preferred Islington school and School Admissions Team.
23. Islington schools will be responsible for ranking and decision-making in relation to which child is to be offered a place in accordance with their published admission criteria.
24. Islington schools will also be responsible for maintaining their waiting lists in admission criteria order.
25. Continuity in a child's education is of significant importance. Islington's head teachers are committed to working in partnership with each other and Islington LA to minimise disruption to a child's education through changing schools mid-year, unless it is in the child's best interest to do so.
26. Where an application is received from a child who attends another Islington school, the head teacher of the preferred Islington school will inform the current Islington school of

the application. This will provide the current Islington school with the opportunity to discuss with the parent their reasons for wishing to change schools.

27. Schools must notify the MLA of any completed In-Year School Admissions Application Form, and inform the HLA of which children are to be offered a school place and similarly which children are not being offered a school place. This is an important safeguarding process to ensure no child is left without a school place. Islington schools will provide Islington LA with a copy of the application form to enable the HLA to verify the address and calculate distances where requested as detailed above.
28. Islington schools will send out their own offer (Schedule F) or no offer letter (Schedule G) and provide Islington LA with a copy.
29. Where an Islington school informs Islington LA that they are unable to offer a place, parents will be informed of their right of appeal and which Islington schools have suitable vacancies.
30. Islington schools must keep SIMS up to date as vacancy information will be based on this data. On request from Islington MLA, schools will provide vacancy numbers. This will ensure Islington MLA maintains an overview of pupil numbers and vacancies across the borough so that any unplaced children can be allocated a suitable school place quickly.
31. Islington schools not transferring their data directly to Islington LA via the 'B2B' link will provide admission and vacancy information as requested by Islington MLA.
32. Applications from children resident outside Islington will be processed in accordance with the Home LA's arrangements.
33. Similarly, Islington residents wishing to apply for a school in another MLA will be advised of how to do so. Islington HLA will work with other London authorities to ensure these pupils are tracked from receipt of the application to the offer of a school place.
34. Where it is not possible to offer an Islington resident one of their preferred schools, Islington LA will allocate a suitable Islington school place within 20 school days of receiving the application. Applicants will also be advised of their right of appeal.

➤ **OFFERS**

35. Islington schools will send out their own offer (Schedule F) or no offer letter (Schedule G) using the templates provided as a guide and provide Islington LA with a copy.
36. Islington MLA will aim to share the outcome of an application for one of its schools with the HLA within 10 school days of receiving the data. Where it is clear to Islington that no vacancy exists for the child, Islington MLA will inform the HLA as soon as possible after receipt of the application data. If it has not been possible to make a decision within 10 school days, Islington MLA will undertake to send details of the outcome of an application for one of its schools to the HLA as soon as a decision is made, but within 20 school days of receiving the application data.
37. Where it has not been possible to share the outcome of an application for an Islington school within 10 school days of receiving the data, Islington MLA understands that the HLA may send an outcome letter advising the parent that a decision has not yet been made in respect of an Islington school.
38. Where Islington HLA has not received an outcome for a school within another MLA, Islington as HLA, will case manage that application to ensure that no unplaced child is left without a school place.

39. Where a parent moves from one HLA to another after submitting an application, the previous HLA will pass responsibility to the new HLA which, once it is satisfied that the applicant has moved into its area, will accept responsibility for that applicant.

➤ **POST OFFER**

40. Islington schools/HLA will request that resident parent/s accept or decline the offer of a place within two weeks.
41. Where a parent does not respond within this timeframe and the application is for an out of borough school, schools (or Islington HLA) will make every reasonable effort to contact the parent directly or via the MLA.
42. Only where the parent fails to respond and schools (or Islington HLA) can demonstrate that every reasonable effort has been made to contact the parent, will the offer of a place be withdrawn.
43. Where a parent resident in Islington accepts or declines a place in a school maintained by another LA, Islington HLA will forward the information to the MLA as soon as it is received.
44. For school to school transfers between Islington schools that do not require a house move, or where there is no need for an immediate move, Islington schools will be able to defer admission to the next half term if both head teachers agree that this is in the child's best interest.
45. Islington MLA will aim to inform the HLA whether a child offered a place at a school in its area has been placed on roll at the school within 5 working days of being placed on roll.
46. Islington MLA will notify the HLA of any appeals that are upheld for Islington schools.

➤ **WAITING LISTS**

47. Islington schools will hold waiting lists in the published criteria order and provide a copy for the Islington MLA.
48. Where a place is available to be offered from the waiting list to a child resident in another LA, schools will make the offer and inform Islington MLA who will liaise with the HLA.
49. Where Islington HLA is informed that another MLA is able to offer a place from the waiting list to one of its residents, it will track the pupil from offer to admission.
50. Children will remain on the waiting list of Islington schools for the academic year in which the application is made unless parents contact the school to extend this further. After this period, all waiting lists will be cleared. Applicants wishing to remain on the waiting list after this point will need to submit a fresh application for the school in question using Islington's [In-Year Application Form](#).

➤ **TIMING OF ADMISSION**

51. For school to school transfers from one Islington school to another that do not necessitate a house move or an immediate start at a new school (as agreed by both head teachers), admission can be deferred to the start of the next half term as follows:

SCHOOL TO SCHOOL TRANSFERS BETWEEN ISLINGTON SCHOOLS NOT REQUIRING A HOUSE MOVE OR IMMEDIATE START

Application date	Admission date
June-August	Start of the Autumn Term
September-October	First week after October Half Term
November-December	Start of the Spring Term
January-February	First week after February Half Term
March-April	Start of Summer Term
May	First week after May Half Term

52. When a child leaves an Islington school, schools should ensure they follow Islington's procedures for removing pupils safely from roll, including updating SIMS with the named destination and completing the LA Off-rolling Notification or Missing Pupil alert as appropriate. For further information please email in-year@admissions.gov.uk.
53. When a child joins an Islington school, schools should ensure they notify the School Admissions team within 5 school days either via the direct transfer of pupil data to the LA or by completing a New Starter Notification. For further information please email in-year@admissions.gov.uk
54. The pupil's CTF and main school file should be transferred swiftly to the new school, in line with local guidance. This is particularly important for pupils subject to a child protection plan or who have a separate child protection file. This file must be transferred within 5 school days of the pupil starting at the new school in line with guidance issued by Islington Council. For more information, please email in-year@admissions.gov.uk.

➤ FAIR ACCESS ADMISSIONS

55. Islington residents deemed to have challenging behaviour will be admitted to an Islington school under Islington's Fair Access Protocol by the Primary and Secondary Securing Education Boards which meet approximately once a month.
56. The Securing Education Boards determine whether pupils should be admitted under Islington's Fair Access Protocol and which schools should be allocated.
57. All schools and academies must take part.
58. Schools are allocated on a 'fair share' basis to ensure equity across all Islington schools and academies and not just those with vacancies.
59. Where possible parental preference is accorded but cannot always be guaranteed.
60. Schools allocated pupils under the Fair Access Protocol may, in some circumstances be provided with additional resources to support the pupils' reintegration.
61. Admissions will be scrutinised by the Primary and Secondary Securing Education Boards to ensure the Fair Access Protocol is being applied equitably.
62. Where schools are approached for a place and believe the application should be considered under Islington's Fair Access arrangements, the case should be referred to the Senior Officer, Children Out of School without delay to ensure the child does not go missing from the system.

➤ **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)**

63. For families of service personnel with a confirmed posting in Islington LA, or crown servants returning from overseas to live in Islington LA, we will:
- allocate a place in advance of the family arriving in Islington provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address;
 - describe Islington's arrangements for the admission of children of UK Service Personnel in our composite prospectus/admissions brochure;
 - ensure our arrangements do not disadvantage service children through an annual review of existing procedures.
64. Applications will be processed in line with Islington's school admissions procedures as described above.
65. Where possible, a place will be offered at the applicant's highest preferred school as listed on the application form.
66. Where it is not possible to offer a place at one of the preferred schools, a place will be allocated at the child's nearest Islington community school with a vacancy and the family offered the right of appeal.
67. The allocated place will be held open for a period of up to two school terms in advance of the family's move to the UK. This may be extended in individual circumstances.
68. The child will be placed on the waiting list for any higher preference school than the one offered as described above.

➤ **CHILDREN OUT OF CHRONOLOGICAL YEAR GROUP**

69. Islington MLA's policy is that every child should be taught in their chronological year group, although it is acknowledged that in exceptional circumstances placing children out of chronological year group may be in the child's best interests.
70. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.
71. Placing children out of chronological age group is ultimately a matter between the school and parents. For any child with special educational needs however, the expectation is that advice will be sought from any outside specialists involved with the child.
72. A decision regarding a child with an Education, Health and Care Plan (EHCP) must be referred to the HLA via the SEN Annual Review process. In the event that the HLA determines that the child should be taught out of chronological year group the EHCP will be amended accordingly.
73. Parental requests for children to be placed out of chronological year group must be put in writing to the head teacher.
74. The head teacher must provide a written response outlining the reasons for the decision. The decision will be binding on all other schools for which the MLA is responsible. In cases where it is agreed, it should never be more than one year below or above their chronological age.
75. Although parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, the right does not apply if they are offered a place at the school but it is not in their preferred age group.

Proposed fields for inclusion in Islington's Online In-Year Application Form: 2019/20

CHILD'S DETAILS:

Surname
Forename(s)
Middle Name(s)
Home Address
Date of Birth
Gender
Name, address and dates of attendance of current/previous school
If currently in school, reason for transfer
Permanent exclusions
Does the applicant have an EHCP?
Is the child looked after?

PARENT'S/CARER'S DETAILS:

Forename
Surname
Address (if different to child's address)
Telephone Number(s)
Relationship to Child
Parental Responsibility

PREFERENCE DETAILS:

Name and DfE number of school
Local Authority in which the school is based
Sibling Details
Reasons for Preference (including any medical or social needs)

OTHER:

Declaration including consequences of providing false information
Signature of parent or carer
Date of signature
Data Protection notice
Checklist including advice about completing supplementary forms

PRIVATE & CONFIDENTIAL
Parent name and address

Date

Dear **[Parent’s name]**

OFFER LETTER

Thank you for your application for a place at **[School Name]**. I am pleased to inform you that we are able to offer **[Child’s Name]** a place at our school.

Accepting the offer of the school place

It is important that you confirm as soon as possible that you wish to accept a place at our school. Please complete the reply slip below and return it by **[Deadline Date]**. If you do not accept the place by this deadline, we may withdraw the offer.

Once your acceptance is received, we will contact you to provide further information about our joining arrangements.

Sibling applications

If you have any other children applying for a place at this school, please inform us immediately so we can prioritise their application as a sibling.

I look forward to receiving your acceptance.

Yours sincerely

Head teacher / Principal
Cc. Islington School Admissions Team

.....

REPLY SLIP

Please return this form by [deadline date] to:

**CONTACT NAME
SCHOOL NAME AND ADDRESS
CHILD'S FULL NAME**

Please choose as appropriate:

I wish to accept a place for my child at your school

I do not wish to accept a place for my child at your school

Parent signature

Date

Daytime contact number

PRIVATE & CONFIDENTIAL

Parent name and address

Date

Dear **[Parent's name]**

NO OFFER

Thank you for your application for a place at **[School Name]**. I am sorry to inform you that it was not possible to offer **[Child's Name]** a place at our school as the relevant year group **[Year X]** is currently full. If you would like further information about this, please do feel free to contact me.

Waiting list

[Child's Name] has been placed on our waiting list. Children on the waiting list will be ranked in the following order, in line with our published admission criteria: *(applies to community schools only)*

1. **Looked after children and children who have been adopted** (or made subject to a child arrangement order or special guardianship order) **immediately after being looked after**
2. **Siblings**
3. **Exceptional medical, social or special educational needs**
4. **Distance**

Distance will be used as a tiebreaker for over-subscription criteria 1- 3.

For full details of our admissions policy, please see www.islington.gov.uk and click on the relevant **determined admission arrangements**.

Please note that all offers will be made in strict accordance to our published admission criteria, and that your child's waiting list position can go down as well as up. Should a place become available for your child at our school then we will contact you immediately.

Appeals

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any school for which you have applied. If you wish to appeal for an Islington community school place please complete the [online appeal form](#) complete an online appeal form at: www.islington.gov.uk/admissions *[for own admission authority schools state where an appeal form can be obtained]*. Alternatively, please ring the Islington School Admissions team on 020 7527 5515.

The outcome of your appeal will not be influenced by the acceptance of a place at an alternative school.

If you have any further queries, then please do not hesitate to contact me.

Yours sincerely

Head teacher / Principal

Cc. Islington School Admissions Team

Proposed In-Year Admission Criteria to Islington Community Schools: 2019/20

Applicants with an Education, Health and Care Plan (EHCP) will be admitted (via the SEN process as outlined in Section 324 of the Education Act 1996) to the school named in the EHCP.

In the event of over-subscription to a community primary or secondary school, the following criteria will be applied in the order listed below:

- 1) **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) **immediately after being looked after.**
- 2) **Siblings:** A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister whose main residence is at the same address. This criterion will apply to applicants with a sibling living at the same address who is on the roll of the preferred school (Years 7 to 11) at the time of proposed admission in the new academic year.
- 3) **Exceptional Social, Medical or Special Educational Needs:** The Director of Children's Services, on an individual basis, may give priority to applicants who can demonstrate that admission to a particular school is necessary on the grounds of professionally supported *exceptional medical, social or special educational needs*. Parents must supply details of any such special factors at the time of the original application (together with recent supporting documentation) to enable these factors to be considered.
- 4) **Distance:** Applicants who live nearest to the preferred school. Nearness to the school will be determined by a computerised mapping system using a **straight line distance measurement**. Routes will be calculated from the home address, including flats (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

Distance will be used as a tiebreaker for over-subscription criteria 1- 3.

Multiple Births

If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will ask community schools to admit the siblings and go over their published admission number to support the family. For KS1 children, schools will admit the siblings and go over their published admission number to support the family as required by the School Admissions Code 2014¹. These children will be deemed as 'excepted' pupils under KS1 class size legislation.

Tie Break

If only one place is available and two or more families live an equal distance from the school or tie within any of the other criteria, then the allocation of that place will be determined by random allocation using a computerised system.

¹ 2.15 Infant class size -excepted children are: g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

**Proposed Islington Sixth Form Consortium Admissions Policy and Criteria:
2019/20**

All applicants must register their interest to attend the consortium in the Spring Term. Students who apply before the published deadline will be contacted to attend a meeting at one of the Consortium schools to provide advice on options and entry requirements for particular courses. This information is also available from the Islington Sixth Form Consortium Prospectus.

In the event that there are more applications than places available, the following oversubscription criteria will apply:

1. **Looked-after children and children who have been adopted** (or made subject to a child arrangements order or special guardianship order) **immediately after being looked after.**
2. **Students in Year 11 who attend one of the following four feeder schools** (Central Foundation School, Highbury Fields School, City of London Academy, Highbury Grove and St Aloysius') who meet the entry requirements for their chosen course.
3. **External applicants who meet the entry requirements for their chosen course.**

In the event of more applications than places available within any criterion, the tiebreaker will be distance.

Final offers of a place on a specific course for all students will be conditional on attendance at Enrolment Day in August, induction in September (or prior notification of justifiable absence) and actual GCSE results. Students who are not offered a place will be offered the right of appeal.

The Consortium maintains the right to withdraw a publicised course if the number of students is insufficient.

The Consortium maintains the right to review and change the admissions policy.

**Proposed Islington Sixth Form Consortium Proposed Admission Numbers
(External Applicants) 2019/20**

Admission number for external applicants at Year 12	2018/19	Proposed 2019/20
Central Foundation	25	25
City of London Academy, Highbury Grove	25	25
Highbury Fields	25	25
St Aloysius' College	25	25
TOTALS	100	100

Resident Impact Assessment

Initial Screening and full assessment template

Contents

Click to navigate to sections

1. [Introduction and context](#)
2. [Initial Screening](#)
3. [The proposal](#)
4. [Equality Impacts](#)
5. [Socio-economic, safeguarding and Human Rights impacts](#)
6. [Summary: key findings of the RIA](#)

1. Introduction and context

A Resident Impact Assessment (RIA) is a way of systematically and thoroughly assessing policies against the Council's responsibilities in relation to the Public Sector Equality Duty, Human Rights and Safeguarding.

Once completed, the RIA will:

- ▶ Describe the new or changed policy, function, procedure, service activity or financial decision, its intended purpose and how it will be implemented.
- ▶ Identify whether the proposal needs a full Resident Impact Assessment (RIA).
- ▶ Detail which residents are expected to be affected by the policy and the expected impact in relation to:
 - The Public Sector Equality Duty,
 - Safeguarding responsibilities; and
 - Human Rights legislation, specifically with regard to Article 3 (Inhuman Treatment) and Article 8 (Right to Private Life).
- ▶ Identify evidence, such as data, research and consultation, used to predict the impact of the proposal.

Now complete the **Initial Screening** form below to find out whether a full RIA is required for the proposal under consideration.

- ▶ Identify options for addressing issues raised by the assessments.

2. Initial Screening

Please enter your responses in the space provided (the text boxes will expand as necessary):

a) Title of new or changed policy, procedure, function, service activity or financial decision being assessed:	School Admission Arrangements 2019-20
b) Department and section:	Pupil Services, School Admissions
c) Name and contact details of assessor:	Gabriella Di-Sciullo Head of Admissions and Children Out of School gabriella.di-sciullo@islington.gov.uk 020 7527 5779
d) Date initial screening assessment started:	06/11/2017

e) Describe the main aim or purpose of the proposed new or changed policy, etc. and the intended outcomes:

To ensure admissions to Islington community schools are administered objectively and fairly in accordance with mandatory regulations set out in the School Admissions Code 2014.

All schools must have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities, and Islington Council the admission authority for all Islington community schools.

Admission authorities must act in accordance with the School Admissions Code, published by the Department for Education, and relevant human rights and equalities legislation.

If a school is not oversubscribed, all applicants must be offered a place. The admission authority must set out in their arrangements the criteria against which places will be allocated when there are more applications than places available (oversubscription criteria).

Oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation.

Arrangements must not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with special educational needs or a disability.

Admission arrangements must not:

- place any conditions on application other than those in the published arrangements;**
- give priority to children on the basis of any practical or financial support parents may give to the school;**
- give priority to children according**

to the occupational, marital, financial or educational status of parents applying;

- interview children or parents;
- request photographs of a child for any part of the admissions process.

f) Can this proposal be considered as part of a broader Resident Impact Assessment? For example it may be more appropriate to carry out an assessment of a divisional restructure rather than the restructure of a single team. **No**

g) Are there any negative equality impacts as a result of the proposal? Please complete the table below:

Select **Yes**, **No** or **Unknown** by clicking on the 'Choose an item' boxes below and enter text in the text boxes in the right-hand column:

Protected characteristics	1. Will the proposal discriminate?	2. Will the proposal undermine equality of opportunity?	3. Will the proposal have a negative impact on relations?
Age School Admissions are administered by chronological age to ensure pupils are admitted to the correct year group.	No	No	No

Protected characteristics	1. Will the proposal discriminate?	2. Will the proposal undermine equality of opportunity?	3. Will the proposal have a negative impact on relations?
Disability Children with Special Educational Needs or Disability (SEND) may be considered for priority admission under published arrangements	No	No	No
Gender reassignment Children undergoing gender reassignment can select the gender they identify with when completing an application form	No	No	No However, for safeguarding purposes it may be necessary for a risk assessment to be carried out where a male undergoing gender reassignment to a female applies to a single-sex girls' school. Historic evidence suggests that applicants are open about sharing information about gender reassignment.
Marriage and civil partnerships The School Admissions Code prohibits admission authorities from seeking information on marital status	No	N/A	N/A
Race The School Admissions Code prohibits admission authorities from seeking information on race or ethnicity at application stage. This information is however collected following the pupil's admission for the purposes of identifying underperforming groups	No	No	No

Protected characteristics	1. Will the proposal discriminate?	2. Will the proposal undermine equality of opportunity?	3. Will the proposal have a negative impact on relations?
Religion/belief Faith schools are able to prioritise applicants on the grounds of religion in line with their published admission arrangements under general exemptions of the Equality Act 2010.	No	No	No
Pregnancy and maternity Islington schools are expected to admit pregnant pupils and afford any due entitlements outlined in the Equality Act 2010.	No	No	No
Sexual Orientation The School Admissions Code prohibits admission authorities from seeking information on sexual orientation at application stage. This information may however be collected following the pupil's admission for the purposes of identifying underperforming groups	No	No	No
Sex/gender Where a school is single-sex, only applicants of that sex can apply as exempt under general exemptions of the Equality Act, 2010	No	No	No

h) Please list any opportunities in the proposal for advancing equality of opportunity for any of the protected characteristics.

All Islington schools are expected to meet the needs of children and families with protected characteristics.

The Local Authority has published an 'Advice, Guidance and Expectations' document for schools about their responsibilities towards children with SEND. A range of outreach services are available to provide advice and challenge to schools to ensure the needs of children with disabilities are met. Information is included in Islington's annual composite prospectus for parents regarding schools' accessibility arrangements to enable parents to make an informed choice about the most suitable school for their child.

Children with exceptional social or medical needs, including a disability can be prioritised for admission to a particular school under Islington's 'social/medical' criterion if professionally supported evidence demonstrates that their needs are exceptional and can only be met by a specific school. Outside the normal admission round, children without a school place who also have a disability can be prioritised for admission under Islington's Fair Access Protocol.

School Admission for children with a statutory Education, Health and Care Plan is dealt with outside of these arrangements.

i) Please list any opportunities in the proposal for fostering good relations for any of the protected characteristics.

Islington School Admissions arrangements comply with all the mandatory provisions of the School Admissions Code which ensure a clear, fair and objective process that fosters good relations between groups with protected characteristics. Once determined, the admission arrangements are published on the LA's website and objections can be raised with the Schools Adjudicator providing a further opportunity for public scrutiny.

j) Is the proposal a strategy that lays out priorities in relation to activity and resources and likely to have a negative socio-economic impact on residents?

No

k) Do you anticipate any Safeguarding risks as a result of the proposal?

No

l) Do you anticipate any potential Human Rights breaches as a result of the proposal?

No

If you identified any impacts under (g) and/or listed any opportunities in (h) or (i) and/or answered Yes to questions (j), (k) or (l) you will need to complete a full RIA – go to Section 3 below

If you did not, you **do not** need to complete a full RIA. Sign below and also obtain a signature from a Head of Service or higher.

From the information given above and from the best of my knowledge there is no need to conduct a full Resident Impact Assessment of this proposal.

Staff member completing this form:

Signed: **Gabriella Di-Sciullo**

Date: **14/12/2017**

Head of Service or higher:

Signed: **Candy Holder**

Date: **14/12/2017**